



Meeting: County Council
 Time: 10.00 am
 Date: 21 April 2016
 Venue: Council Chamber, County Hall, Colliton Park, Dorchester, Dorset, DT1 1XJ

Pauline Batstone	Michael Bevan	Richard Biggs
Steve Butler	Mike Byatt	Andy Canning
Andrew Cattaway	Ronald Coatsworth	Robin Cook
Toni Coombs	Barrie Cooper	Hilary Cox
Deborah Croney	Lesley Dedman	Janet Dover
Fred Drane	Beryl Ezzard	Peter Finney
Spencer Flower	Ian Gardner	Robert Gould
Peter Hall	David Harris	Jill Haynes
Colin Jamieson	Susan Jefferies	Mervyn Jeffery
David Jones	Trevor Jones	Ros Kayes
Paul Kimber	Rebecca Knox	Mike Lovell
David Mannings	Margaret Phipps	Peter Richardson
Ian Smith	Clare Sutton	Mark Tewkesbury
Daryl Turner	William Trite	David Walsh
Peter Wharf	Kate Wheller	John Wilson

Notes:

- The reports with this agenda are available at www.dorsetforyou.com/countycommittees then click on the link "minutes, agendas and reports". Reports are normally available on this website within two working days of the agenda being sent out.
- We can provide this agenda and the reports as audio tape, CD, large print, Braille, or alternative languages on request.

- **Public Participation**

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

(a) Public Speaking

Members of the public can ask questions and make statements at the meeting. The closing date for us to receive questions is 10.00am on 18 April 2016, and statements by midday the day before the meeting.

(b) Petitions

The Committee will consider petitions submitted in accordance with the County Council's Petition Scheme.

Debbie Ward
 Chief Executive

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Date of Publication:
 Wednesday, 13 April 2016

1. **Election of Chairman**

To elect a Chairman of the Council for the year 2016/17.

2. **Appointment of Vice-Chairman**

To appoint a Vice-Chairman of the Council for the year 2016/17.

3. **Apologies for Absence**

To receive any apologies for absence.

4. **Code of Conduct**

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

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

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

5. **Minutes**

1 - 16

To confirm and sign the minutes of the meetings held on 15 February and 10 March 2016.

6. **Public Participation**

- (a) Public Speaking
- (b) Petitions

7. **Members of the Youth Parliament**

Youth Parliament elections were held in February 2016 and Councillors have an opportunity to meet Dorset's newly elected members of the Youth Parliament and hear their thoughts on what needs to be done in our County for young people.

8. **Chairman's Announcements**

To deal with correspondence, communications or other business brought forward by the Chairman.

- (a) Deaths of Former Members of the Council
- (b) Chairman's Announcements

9. **Leader's Announcements**

To deal with business raised by the Leader of the Council which is not otherwise raised under any other item on the agenda. Questions from members will be invited on the issues raised by the Leader.

10. **Exploring Options for the Future of Local Government in Bournemouth, Dorset and Poole** 17 - 34

To consider a report by the Chief Executive.

11. **Corporate Plan Refresh 2016-17** 35 - 44

To consider a report by the Leader of the Council (attached).

12. **Questions from County Councillors**

The Chairman of the Council, Leader of the Council, Cabinet Members, or chairmen of appropriate committees to answer questions on any business not covered on this agenda, including any questions on the discharge of the functions of the Fire Authority. The closing date for the receipt of questions is 10.00am on Monday, 18 April 2016. This item is limited to 45 minutes.

Cabinet

The Chairman of the Cabinet to present and move the adoption of the following reports (attached) and to answer questions, if any, under Standing Order 19:-

13. **Meeting held on 11 February 2016** 45 - 54
14. **Meeting held on 24 February 2016** 55 - 62
15. **Meeting held on 16 March 2016** 63 - 68

Overview and Scrutiny Committees

The chairmen of overview committees to present and move the adoption of the following reports (attached) and to answer questions, if any, under Standing Order 19:-

16. **Adult and Community Services Overview Committee - Meeting held on 14 March 2016** 69 - 76
17. **Children's Services Overview Committee - Meeting held on 15 March 2016** 77 - 84
18. **Environment and Economy Overview Committee - Meeting held on 17 March 2016** 85 - 94
19. **Audit and Scrutiny Committee - Meetings held on 23 February and 22 March 2016** 95 - 106
20. **Dorset Health Scrutiny Committee - Meeting held on 8 March 2016** 107 - 112

Recommendations from Committees

The chairmen of the relevant committees to present and move the adoption of the following recommendations and to answer questions, if any, on the proceedings in respect of the recommendations below:-

21. **Staffing Committee - Meeting held on 24 March 2016** 113 - 126
- (a) Recommendation 22 – Composition of the Staffing Committee
- (b) Recommendation 27 – Senior Roles

22. **Standards and Governance Committee - Meeting held on 30 March 2016** 127 - 176
- (a) Recommendation 8 - Redundancy and Redeployment Policies and Procedures and the Role of the Personnel Appeals Committee
 - (b) Recommendation 9 - Proposed Amendment to the Dorset Health and Wellbeing Board Membership and Associated Terms of Reference and Constitution

Other Matters

23. **Dorset Fire Authority** 177 - 178
To receive the minutes of the meeting of the Dorset Fire Authority held on 31 March 2016, and to answer any questions on the proceedings of the Fire Authority.
24. **Terms of Reference for the New Overview & Scrutiny Committees** 179 - 190
To consider a report by the Chief Executive.
25. **Appointments to Committees** 191 - 196
To consider a report by the Chief Executive.
26. **Appointment of Chairmen and Vice-Chairmen** 197 - 198
To consider a report by the Chief Executive.

Notes for Members

- Coffee/tea will be available in the Members' Room before and after the meeting.
 - A lunch will be provided for councillors and officers in the Members' Room following the meeting.
 - A Seminar will be held for all members in Committee Room 1 following the meeting in relation to Living and Learning.
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County Council

Minutes of the meeting held at County Hall, Colliton Park, Dorchester,
DT1 1XJ on Monday, 15 February 2016.

Present:

John Wilson (Chairman)

Pauline Batstone, Michael Bevan, Richard Biggs, Mike Byatt, Andrew Cattaway, Ronald Coatsworth, Robin Cook, Toni Coombs, Barrie Cooper, Hilary Cox, Deborah Croney, Lesley Dedman, Janet Dover, Fred Drane, Beryl Ezzard, Peter Finney, Spencer Flower, Ian Gardner, Robert Gould, Peter Hall, David Harris, Jill Haynes, Colin Jamieson, Susan Jefferies, Mervyn Jeffery, David Jones, Trevor Jones, Ros Kayes, Paul Kimber, Rebecca Knox, Mike Lovell, David Mannings, Peter Richardson, Ian Smith, Clare Sutton, William Trite, Daryl Turner, David Walsh, Peter Wharf and Kate Wheller.

Officers Attending: Richard Bates (Chief Financial Officer), Catherine Driscoll (Director for Adult and Community Services), Patrick Ellis (Assistant Chief Executive), Mike Harries (Director for Environment and the Economy), Jonathan Mair (Monitoring Officer), Rachel Partridge (Assistant Director of Public Health), Sara Tough (Director for Children's Services), Lee Gallagher (Democratic Services Manager) and Denise Hunt (Senior Democratic Services Officer).

(Note: These minutes have been prepared by officers as a record of the meeting and of any decisions reached. They are to be considered and confirmed at the next meeting of the County Council to be held on **Thursday, 10 March 2016.**)

Apologies for Absence

- 1 Apologies for absence were received from Andy Canning, Steve Butler, Margaret Phipps, Mark Tewkesbury and Debbie Ward (Chief Executive).

Code of Conduct

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

With reference to minute 25, a general interest was declared by Cllr Daryl Turner and Cllr Trevor Jones as chairmen of committees in receipt of a Special Responsibility Allowance regarding the Scrutiny Review. As this was not a disclosable pecuniary interest Cllr Turner and Cllr Jones remained in the meeting and took part in the debate.

Minutes

- 3 The minutes of the meeting held on 12 November 2015 were confirmed and signed.

However, it was noted that a request was made by Cllr Mike Byatt at the last meeting in relation to the special County Council meeting being arranged for 10 March 2016 to consider options for the future of Local Government in Dorset.

Public Participation

- 4 Public Speaking

Public questions were asked by Cllr Nowak, Chair of Portland Town Council, to the Cabinet Member for Children and Young People in relation to Youth Services in accordance with Standing Order 21(1).

A public statement was received from John Grantham in relation to options for the future of Local Government in Dorset in accordance with Standing Order 21(2).

The questions, answers and statement are attached as an annexure to these minutes.

Petitions

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

Chairman's Announcements

5 The Chairman reported on the following deaths of former members of the Council.

- Frederick James Wretham on 21 December 2015 who served on the County Council from 1981 to 1997 representing a Poole division.
- The Reverend Colin Hodge on 24 January 2016 who served on the County Council from 1970 to 1981 and 1983 to 1997 representing the Wareham division.

Members paid tribute to the dedication and commitment of the former members to Dorset and within their divisions. The County Council then stood in silent tribute.

The Chairman reported the following events since the last meeting:-

- (i) Launch of Dorset Arts Development Company – 19 December 2015
The Chairman attended the launch event for the Arts Development Company as the first service from the Council to be set up as a Public Service Mutual (an employee owned company).
- (ii) Funeral – Wilfrid Weld – 5 January 2016
The Vice-Chairman attended the funeral of Wilfrid Weld of Lulworth who was a past High Sheriff of the County and was well known for his support of many charities and other causes.
- (iii) Launch of Agagia Exhibition – 28 January 2016
The Chairman announced that Lady Elizabeth Butler's painting of the success of the Dorset Yeomanry at the battle of Agagia in Namibia in 1915 from the Members' Room had been loaned to the County Museum as part of an exhibition to commemorate the history of the Yeomanry linked to the First World War.
- (iv) Youth Parliament Elections – 3 February 2016
The Chairman announced that the annual Youth Parliament elections took place on 3 February 2016 and the results would be announced on 23 February 2016.
- (v) Other Events
The Chairman reported that a number of other events had been attended by himself or the Vice-Chairman which included a Poole Harbour Commissioners function, some Christmas receptions and charity events, and four Citizenship ceremonies.

Leader's Announcements

6 The Leader of the Council updated members on discussions at a recent meeting of the Leaders Growth Board on 21 January 2016 and reported on the following points:-

- Proposals for a combined authority of 9 councils would shortly be submitted to Central Government and it was hoped that the response would be favourable.
- Work on the devolution of powers for Dorset was being funded by the transformational challenge fund and assisted by external auditors KPMG. This would be reported back to the Board on 7 March 2016 with ministerial challenge expected in April 2016.
- Consultation on a new economic vision in Dorset was currently being undertaken with partners and considered again on 7 March 2016. It would be

important to work closely with the Local Enterprise Partnership (LEP) and to have a clear strategy and criteria in place to ensure that the whole County had the best possible opportunity of securing benefits at such time as the growth deal was announced.

Members asked whether a combined authority would include a transport authority role to enable a holistic approach to the development of the transport infrastructure.

The Leader of the Council confirmed that it had been agreed to include transport, including public transport, in a combined authority. Concerns had been expressed by some partners that would be the subject of later discussions in the event that there was any devolvement of transport back to individual councils. However, he hoped that this would not be necessary as the transport network needed to be viewed on a strategic and integrated level and that the economy, education and training required strong links to transport accessibility.

A member expressed the view that budgets or single issues should not be looked at in isolation and that the challenge for the Council was to be innovative and strategic in its approach and that the relationship with the LEP would be central in this regard.

The Leader of the Council confirmed that the budget was predicated on economic growth and that the ability to integrate as a combined authority would offer a more joined up approach with regard to issues such as housing, employment, infrastructure (not just roads) and ultrafast broadband. Some work had already commenced on an enterprise zone referred to in the Chancellor's budget, however there was much more to do.

A request was made for a short report setting out the original proposal for a combined authority and the progression made towards the current proposal in order to provide clarity for members. The Leader of the Council confirmed that a synopsis could be provided for the Special County Council meeting on 10 March 2016. He confirmed that this meeting would provide a sense of direction and ensure that the issues were clearly expressed and understood.

Questions from County Councillors

7 The following questions were asked under Standing Order 20:

- Cllr Paul Kimber asked the Cabinet Member for Environment questions in relation to fracking in Dorset
- Cllr Kate Wheller asked the Cabinet Member for Environment questions in relation to the Wyke Regis Bypass.

The questions and answers are attached to these minutes as an annexure.

Reports of the Cabinet

8 The reports of the Cabinet meetings held on 2 December, 16 December 2015 and 13 January 2016 were presented for adoption, together with recommendations from the meeting held on 16 December 2015 for approval.

Meeting held on 2 December 2015

9 **Resolved**

That the report of the Cabinet on 2 December 2015 be adopted.

Meeting held on 16 December 2015

10 The following matters were raised under the minutes of the meeting held on 16 December 2015:-

Medium Term Financial Plan

In relation to minute 435, a request was made for clarification regarding the pace of

the Medium term Financial Plan to facilitate commercialisation and income generation with innovation, inclusion and engagement but also follow due process. Assurance was given that there would be no lack of pace or energy, and the Commercialisation and Income Generation Policy had recently been approved by the Cabinet.

Recommendation 439 - Asset Management Capital Priorities

In relation to recommendation 439, it was suggested that it would be appropriate to consider the capital priorities following the outcome of the discussion regarding the Medium Term Financial Plan. It was agreed to consider the recommendation as part of minute 15.

A concern was expressed at this point in relation to the spend on updates to workspaces at County Hall at a time when services were being cut and it was questioned whether this was the right time or financial climate in which to modernise workspaces.

Resolved

That the report of the Cabinet on 16 December 2015 and recommendation 445 be adopted.

Recommendation 445 – Cultural Strategy 2016-2021

445. That the County Council be recommended to give support to and approve the Dorset Cultural Strategy 2016 – 2021.

Reason for Recommendation

446. The proposed cultural strategy promoted collaborative working. This would contribute to the Council's vision of working together for a strong and successful Dorset and two main areas of focus: enabling economic growth and promoting health, wellbeing and safeguarding.

Meeting held on 13 January 2016

11 The following matters were raised under the minutes of the meeting held on 13 January 2016:-

Youth Services – Strategic Outline Case

In relation to minute 6, a number of members expressed concern regarding the changes agreed by the Cabinet regarding the introduction of targeted provision and the removal of youth workers based in youth centres. Clarification was sought in respect of the impact on local divisions to contact those who are vulnerable, the rationale for the cut in budget as a driver for change to the service, how youth workers would work and be based. The Cabinet Member for Children and Young People confirmed that the purpose was to apply a common model across the County that was based on zones aligned with school pyramids but not building or location centric and that efficiency was driving the change, not cuts. She also committed to meeting with any members about their local divisions.

It was noted that expressions of interest to run all 22 of the Council run youth centres in Dorset had been received including one expression of interest from one party to take on all youth centres, but discussions were required with communities and the preference would be for communities to be responsible for their own centres where possible.

Dorset Waste Partnership Joint Committee – 14 December 2015

In relation to minute 9, a request was made for details regarding the membership of the Dorset Waste Partnership Scrutiny Committee, to which it was confirmed that the appointment had not yet been made and that details would be available in due course.

Resolved

That the report of the Cabinet on 13 January 2016 be adopted.

The County Council's Budget

- 12 The County Council considered reports by the Leader of the Council, considered by the Cabinet on 11 February 2016. The recommendations from the Cabinet were also circulated in advance of the meeting.

Medium Term Financial Plan (MTFP) and Budget 2016/17 to 2019/20

- 13 (Note: Members had been granted dispensations in order to take part and vote in relation to the budget and council tax setting items on the agenda following the elections held in 2013.)

The Chairman highlighted that the Council was required to take a recorded vote following discussion of the budget.

The Leader of the Council presented the budget for 2016/17 to 2018/19 (a copy of the Leader's speech is set out in an annexure to these minutes). He proposed the recommendations put forward by the Cabinet, with a particular focus on the challenges faced by the Council in relation to the very late Government financial settlement, which required additional savings to provide a balanced budget, even after transitional relief had been included in the settlement. The proposals were seconded by the Deputy Leader.

Cllr Janet Dover, Leader of the Liberal Democrat Group, then addressed the meeting and expressed concern regarding continued cuts to budgets and services, the amount of reserves and balances, the level of borrowing, and the influence of Government on Council funding for 'life and death' services for children and adults. Particular concern was raised in respect of future planned savings regarding rural bus subsidies which could leave people isolated and impact on travel to medical appointments, education and employment. A further concern was expressed in relation to cuts to youth services and felt that there was a case to ring-fence and support funding for youth provision. In addition Cllr Dover was given confirmation by the Leader of the Council that the proposed formation of a Budget Strategy Task and Finish Group would produce public notes as far as possible and be politically proportionate. She summarised by indicating that the Liberal Democrat Group would support a council tax increase of 3.99% to ensure people received services at an acceptable level, but that this did not mean that the Group agreed with the budget strategy.

Cllr Paul Kimber, Leader of Labour and Cooperative Group, welcomed the use of mutualisation of the arts service and advocated the model for other services including the possibility of youth services. Concern was expressed about the changes being implemented to youth provision, especially in relation to Portland. He encouraged the Council to provide clear leadership to communities regarding future savings and any changes, including local coordination with and representation by MPs and MEPs. Concern was also expressed in relation to the Council being let down by Government. In summary, he thanked the Council's workforce for working hard when morale was low, and committed to the Labour Group taking part in the Budget Strategy Task and Finish Group.

Members took the opportunity to ask questions regarding the budget setting process and particular items within the budget, and Cabinet members responded to each of the individual points raised. Issues discussed included the ability of the Council to react to Government spending reviews, lobbying of MPs and MEPs, impact of budget pressures on residents, future provision of Youth Services, rural bus services and community transport, day centres, the need for increased member engagement in local division issues, capital financing requirements, the social care additional precept of 2%, the future of local government in Dorset, recovery of misapplied council tax

payment for the past three years, and the need for an increased economic growth focus within financial planning.

An amendment to the budget recommendations by Cllr Kate Wheller was discussed regarding a deferral of the decision to change youth service provision for up to 12 months to give communities more time to prepare business cases. Assurance was given by the Leader of the Council that flexibility would be given to communities regarding timing, support and developing options if there was a genuine reason for providing more time. The amendment was withdrawn following the assurance given.

An amendment was proposed by Cllr Mike Byatt, and seconded by Cllr Paul Kimber, to improve social and economic growth through support towards the provision of housing. It was therefore proposed that recommendation 24a(1c) be amended to read 'the position on general balances and reserves, and to set aside £4m to invest in a strategic housing development partnership including social housing'. On being put to the vote the amendment was lost.

In accordance with Standing Order 44, the votes for and against Recommendation 24a(1a) were recorded as follows:-

For (25)

Pauline Batstone, Michael Bevan, Andrew Cattaway, Ronald Coatsworth, Robin Cook, Toni Coombs, Hilary Cox, Deborah Croney, Lesley Dedman, Peter Finney, Spencer Flower, Ian Gardner, Robert Gould, Peter Hall, Jill Haynes, Colin Jamieson, David Jones, Rebecca Knox, Mike Lovell, Peter Richardson, William Trite, Daryl Turner, David Walsh, Peter Wharf and John Wilson.

Against (16)

Richard Biggs, Mike Byatt, Barrie Cooper, Janet Dover, Fred Drane, Beryl Ezzard, David Harris, Susan Jefferies, Mervyn Jeffery, Trevor Jones, Ros Kayes, Paul Kimber, David Mannings, Ian Smith, Clare Sutton and Kate Wheller

In accordance with Standing Order 44, the votes for and against Recommendation 24a(1b), (1c), 2 and 3 were recorded as follows:-

For (37)

Pauline Batstone, Michael Bevan, Richard Biggs, Andrew Cattaway, Ronald Coatsworth, Robin Cook, Toni Coombs, Barrie Cooper, Hilary Cox, Deborah Croney, Lesley Dedman, Janet Dover, Fred Drane, Beryl Ezzard, Peter Finney, Spencer Flower, Ian Gardner, Robert Gould, Peter Hall, David Harris, Jill Haynes, Colin Jamieson, Susan Jefferies, Mervyn Jeffery, David Jones, Trevor Jones, Rebecca Knox, Mike Lovell, David Mannings, Peter Richardson, Ian Smith, Clare Sutton, William Trite, Daryl Turner, David Walsh, Peter Wharf and John Wilson.

Against (3)

Mike Byatt, Paul Kimber and Kate Wheller.

(The following member abstained from voting on the recommendations: Ros Kayes)

Resolved

That the recommendation of the Cabinet be adopted.

Recommendation 24a – Medium Term Financial Plan (MTFP) and Budget 2016/17 to 2019/20

1. That the County Council be recommended to approve:
 - a) the revenue budget strategy for 2016/17 to 2019/20;
 - b) the budget requirement and precept for 2016/17; and
 - c) the position on general balances and reserves;
2. That the Chief Financial Officer be required to present to the County Council a schedule setting out the Council Tax for each category of dwelling and the precepts on each of the Dorset Councils for 2016/17.

3. That a cross party Budget Strategy Task and Finish Group be established in order to develop savings proposals to address budget gaps over the remainder of the MTFP period.

Reason for Recommendations

To approve the Council Tax increase for 2016/17 and to enable work to continue on refining and managing the County Council's budget strategy for 2016/17 and beyond.

Treasury Management Strategy Statement and Prudential Indicators for 2016-17

- 14 The Council considered the Cabinet report of 11 February 2016 in relation to Treasury Management Strategy and Prudential Indicators. The Cabinet recommendation was circulated in advance of the meeting.

In accordance with Standing Order 44, the votes for and against Recommendation 24b were recorded as follows:-

For (39)

Pauline Batstone, Michael Bevan, Richard Biggs, Mike Byatt, Andrew Cattaway, Ronald Coatsworth, Robin Cook, Toni Coombs, Hilary Cox, Deborah Croney, Lesley Dedman, Janet Dover, Fred Drane, Beryl Ezzard, Peter Finney, Spencer Flower, Ian Gardner, Robert Gould, Peter Hall, David Harris, Jill Haynes, Colin Jamieson, Susan Jefferies, Mervyn Jeffery, David Jones, Trevor Jones, Ros Kayes, Paul Kimber, Rebecca Knox, Mike Lovell, David Mannings, Peter Richardson, Ian Smith, William Trite, Daryl Turner, David Walsh, Peter Wharf, Kate Wheller and John Wilson

Against (0)

(The following members abstained from voting on the recommendations: Barrie Cooper and Clare Sutton)

Resolved

That the recommendation of the Cabinet be adopted.

Recommendation 24b – Treasury Management Strategy Statement and Prudential Indicators for 2016-17

That the County Council be recommended to approve:

1. *The Prudential Indicators and Limits for 2016/17 to 2018/19.*
2. *The Minimum Revenue Provision (MRP) Statement.*
3. *The Treasury Management Strategy.*
4. *The Investment Strategy.*
5. *Delegation to the Chief Financial Officer to determine the most appropriate means of funding the Capital Programme.*

Reasons for Recommendations

1. *The Prudential Code provided a framework under which the Council's capital finance decisions were carried out. It required the Council to demonstrate that its capital expenditure plans were affordable, external borrowing was within prudent and sustainable levels and treasury management decisions were taken in accordance with professional good practice. Adherence to the Prudential Code was mandatory as set out in the Local Government Act 2003.*
2. *The report recommended the indicators to be applied by the Council for the financial years 2016/17 to 2018/19. The successful implementation of the code would assist in the objective of developing 'public services fit for the future'.*

Asset Management Capital Priorities

- 15 As agreed earlier in the meeting at minute 10, the Cabinet recommendation in relation to asset management capital priorities was considered following the consideration of the Medium Term Financial Plan. In accordance with Standing Order 44, the votes

for and against Recommendation 439 was recorded as follows:-

For (26)

Pauline Batstone, Michael Bevan, Richard Biggs, Andrew Cattaway, Ronald Coatsworth, Robin Cook, Toni Coombs, Hilary Cox, Deborah Croney, Lesley Dedman, Peter Finney, Spencer Flower, Ian Gardner, Robert Gould, Peter Hall, Jill Haynes, Colin Jamieson, David Jones, Rebecca Knox, Mike Lovell, Peter Richardson, William Trite, Daryl Turner, David Walsh, Peter Wharf and John Wilson

Against (11)

Mike Byatt, Barrie Cooper, Janet Dover, Fred Drane, Beryl Ezzard, Mervyn Jeffery, Ros Kayes, Paul Kimber, David Mannings, Ian Smith and Kate Wheller

(The following members abstained from voting on the recommendations: David Harris, Susan Jefferies, Trevor Jones and Clare Sutton)

Resolved

That the recommendation of the Cabinet be adopted.

Recommendation 439 – Asset Management Capital Priorities

439.1 That the County Council be recommended to approve the bids to be included in the Capital Programme 2016/17 to 2018/19, subject to any changes arising from the financial settlement on 17 December 2015; and,

439.2 To note the revisions to the Council's calculation method for MRP and the impact this has had on our budget strategy.

Reason for Recommendations

440. The available resources after taking account of committed projects were insufficient to meet all the new bids in their entirety. It was therefore necessary for the Cabinet to confirm priorities for inclusion in the capital programme.

Reports of Overview and Scrutiny Committees

16 The reports of the following meetings were presented:-

Children's Services - 18 January 2016

17 **Resolved**
That the report be adopted.

Environment and Economy - 19 January 2016

18 **Resolved**
That the report be adopted.

Adult and Community Services - 20 January 2016

19 The following matters were raised under the minutes of the meeting of the Adult and Community Services Overview Committee held on 18 January 2016:-

Future of the School Library Service

The Chairman of the Adult and Community Services Overview Committee advised that the recommendation on the school library service had been deferred for further consideration.

The Care Act – Progress with Implementation

A member asked whether the cost of implementation of the Care Act was known and whether some of this would be funded from the Council's own services.

The Director for Adult and Community Services advised that additional funding of £1.8m had been received from Central Government via the Better Care Fund and that a further £1.4m had been included in the projection to cover responsibilities under Part II of the Care Act.

Resolved

That the report be adopted.

Audit and Scrutiny - 24 November 2015

20 The following matters were raised under the minutes of the meeting of the Audit and Scrutiny Committee held on 24 November 2015:-

Review of Council Tax Single Person's Discount

The Chairman of the Audit and Scrutiny Committee highlighted the substantial financial gains that had been made as a result of a review of ineligible claimants of the single person's council tax discount. Whilst this was undoubtedly good news, it had unfortunately taken a period of 5 years to achieve.

In response to a question, members were informed that some charging had been applied retrospectively up to 3 years in some cases.

Support Services Transformation – Results of Consultation

It was confirmed that officers were currently working on some revised SMART targets and a report would be prepared for consideration by Cabinet in March 2016.

Resolved

That the report be adopted.

Audit and Scrutiny - 15 December 2015

21 The following matters were raised under the minutes of the meeting of the Audit and Scrutiny Committee held on 15 December 2015:-

Property Rationalisation

A member drew attention to this as an area for potential investment and commercialisation that could create opportunities for income generation.

In relation to minute 265.7 and 265.8, the importance of the involvement of local members was highlighted in order to ensure that their local knowledge was fully utilised when considering the disposal of assets in their wards. It was therefore suggested that minute 265.8 be amended to include the word "local" as follows:-
"That local members should be involved at the earliest stages of property identification for disposal."

The local members were particularly disappointed that they had not been consulted on changes to the parking arrangements on the County Hall campus.

Resolved

That the report be adopted, as amended.

Audit and Scrutiny - 21 January 2016

22 The following matters were raised under the minutes of the meeting of the Audit and Scrutiny Committee held on 21 January 2016:-

Corporate Performance Monitoring Report

In relation to minute 10.4, the Vice-Chairman highlighted that the introduction of the Outcomes Based Accountability (OBA) and the development of a Skills Strategy had yet to be achieved.

It was highlighted that lessons had been learned during the setting up of Tricuro and the importance of waiting for the right person for a particular job role had been recently agreed at a Cabinet meeting.

Resolved

That the report be adopted.

Health Scrutiny - 16 November 2015

- 23 The following matters were raised under the minutes of the meeting of the Health Scrutiny Committee held on 16 November 2015:-

Briefings for Information/Noting – NHS Dorset Clinical Commissioning Group – Clinical Services Review (CSR) Update

In relation to minute 87.4, a member highlighted the need for the widest possible member engagement and awareness in respect of the CSR, including the County and District Councils.

The Chairman of the Health Scrutiny Committee advised that a Joint Health Scrutiny Committee meeting had been convened in April 2016 to consider the CSR and that any member would be welcome to attend this meeting.

Resolved

That the report be adopted.

Recommendations from Quasi/Legal Committees, Joint Committees and Other Committees

- 24 The recommendations of the Standards and Governance Committee and Staffing Committee were duly moved and seconded.

Recommendation 10 - Scrutiny Review 2015 - Task and Finish Group Proposals

- 25 The Council received a detailed summary of the scrutiny review from Cllr Andrew Cattaway, as the Chairman of the Task and Finish Group commissioned by the Standards and Governance Committee which considered the future arrangements for overview, scrutiny, audit and governance which had a widespread appetite for change. It was noted that the review had resulted in a recommendation for the future which was aligned with the corporate aims and the external focus of the Council on the outcomes for residents. On being proposed, the recommendations were seconded by Cllr Peter Wharf.

Members recognised that there were still a range of practical arrangements that needed to be finalised and that a review would be undertaken in 18 months.

It was noted that the proposed new committees would comprise of 10 members and that independent members would no longer serve on the Audit and Governance Committee (in relation to former Standards Committee business). It was also recognised that although the Chairman of the Council would no longer chair the Committee responsible for standards, he would continue to act as the conscience of the council in dealing with member complaints in conjunction with the Monitoring Officer.

The Group was thanked for its efforts, and the Group Manager – Governance and Assurance and the Principal Democratic Services Officer were commended for their hard work and support.

Resolved

That the recommendations of the Standards and Governance Committee be approved for implementation from April 2016:

1. That the current arrangements are changed and Committee responsibilities for the 'Audit' and 'Scrutiny' functions are separated.
2. That the future committee structure should be based on the Corporate Plan with Overview and Scrutiny Committees for Economic Growth, People and Communities and Safeguarding, with each of them having responsibility for

- monitoring a number of specified objectives within it.
3. In addition to existing provisions in the Constitution that the Overview and Scrutiny Committees have the ability to refer matters to the Audit and Governance Committee if there are considered to be any grounds to invoke any of the formal scrutiny processes (e.g. Call in, Call to Account or Councillor Call for Action).
 4. That there should be a formal Overview and Scrutiny Management Committee, comprising the Overview and Scrutiny Committee Chairmen and the Chairman of the Audit and Governance Committee.
 5. That the Audit function (of the current Audit and Scrutiny Committee) and the Standards and Governance Committees be amalgamated to form a single Audit and Governance Committee (including those responsibilities previously allocated to the Ad-hoc Accounts Committee), to reduce duplication, following the recommendation from the PwC Review.
 6. That the Chairman and Vice-Chairman of the Audit and Governance Committee should be from the second and third largest political parties respectively.
 7. That the new Audit and Governance Committee should have responsibility for Call In, Call to Account and the Councillor Call for Action procedure.
 8. That any elected member conduct issues be referred to the Chairman of the Council and the Monitoring Officer, with any unresolved issues being considered by a specialist Panel.
 9. That any change to the committee structure should be underpinned by training and development for Chairmen, members and supporting officers as this is seen as crucial to its success.
 10. That consideration be given to the need for involvement of external bodies in any changes to the committee structure.
 11. That officer support is actively considered and identified for each of the new Committees.
 12. That the role of designated statutory 'Scrutiny Officer' is confirmed and the Chief Executive is asked to allocate the designation, in addition to the wider duty of all staff in the council.
 13. That the number of elected member representatives on each of the new overview and scrutiny committees and the Audit and Governance Committee be set at 10.
 14. That the following appointments be made to the prospective committee chairmen to serve on the shadow Overview and Scrutiny Management Board in advance of formal appointments being made by County Council in April 2016:

<u>Committee</u>	<u>Chairman</u>	<u>Vice Chairman</u>
Audit and Governance	Trevor Jones	Mike Byatt
Economic Growth	Daryl Turner	Hilary Cox
People and Communities	William Trite	David Walsh
Safeguarding	Michael Bevan	Pauline Batstone
 15. That the committee structure be reviewed after a period of 18 months of operation.

Reason for Decisions

To align with the vision of the Corporate Plan of 'Working together for a strong and successful Dorset'.

(Note: A general interest was declared by Cllr Daryl Turner and Cllr Trevor Jones as chairmen of committees in receipt of a Special Responsibility Allowance regarding the Scrutiny Review. As this was not a disclosable pecuniary interest Cllr Turner and Cllr Jones remained in the meeting and took part in the debate.)

Recommendation 14 - Amendment to the Dorset Health and Wellbeing Board Terms of Reference and Constitution

26 **Resolved**

That the revised terms of reference and constitution for the Health and Wellbeing board be approved.

Reason for Decision

To clarify the relationship between the Dorset Health and Wellbeing Board and Dorset Health Scrutiny Committee. The inclusion of a commitment to sign off the Local Transformation Plan for Children and Young People's Mental Health strategies strengthens the Health and Wellbeing Board's role and reflects NHS England guidance.

Recommendation 12 - Pay Policy Statement 2016/17

27 **Resolved**

That the Pay Policy Statement for the 2016/17 financial year be approved.

Reason for Decision

The Staffing Committee oversee matters relating to staff terms and conditions.

Appointment of Independent Persons

28 The Council considered the appointment of Independent Persons.

Resolved

That the following Independent Persons be appointed:

- Elizabeth Whatley
- Nicholas Maton
- Barry Preedy

Dorset Fire Authority

29 The report of the meeting of the Dorset Fire Authority held on 4 December 2015 was received. It was noted that the Fire Authority would become the new Combined Authority with Wiltshire and Swindon Fire Authority in April 2016 and there would be one more meeting before the changeover. All members were thanked for their support by Rebecca Knox as the Chairman of the Authority.

Resolved

That the report of the Dorset Fire Authority be received.

Appointments to Committees

30 No changes to appointments to committees were received.

Meeting Duration: 10.00 am - 3.00 pm



County Council

Minutes of the meeting held at County Hall, Colliton Park, Dorchester,
DT1 1XJ on Thursday, 10 March 2016.

Present:

John Wilson (Chairman)

Andrew Cattaway (Vice-Chairman)

Pauline Batstone, Michael Bevan, Steve Butler, Andy Canning, Ronald Coatsworth, Robin Cook, Toni Coombs, Barrie Cooper, Hilary Cox, Deborah Croney, Lesley Dedman, Janet Dover, Fred Drane, Beryl Ezzard, Peter Finney, Ian Gardner, Robert Gould, Peter Hall, David Harris, Jill Haynes, Susan Jefferies, David Jones, Trevor Jones, Ros Kayes, Paul Kimber, Rebecca Knox, Mike Lovell, David Mannings, Margaret Phipps, Peter Richardson, Ian Smith, Clare Sutton, Mark Tewkesbury, William Trite, Daryl Turner, Peter Wharf and Kate Wheller.

Officers Attending: Debbie Ward (Chief Executive), Nicky Cleave (Deputy Director of Public Health), Catherine Driscoll (Director for Adult and Community Services), Patrick Ellis (Assistant Chief Executive), Jonathan Mair (Monitoring Officer), Jim McManus (Chief Accountant), Patrick Myers (Head of Corporate Development), Matthew Piles (Head of Economy), Lee Gallagher (Democratic Services Manager) and Helen Whitby (Principal Democratic Services Officer).

(Note: These minutes have been prepared by officers as a record of the meeting and of any decisions reached. They are to be considered and confirmed at the next meeting of the County Council to be held on **Thursday, 21 April 2016.**)

Apologies for Absence

31 Apologies for absence were received from Richard Biggs, Mike Byatt, Spencer Flower, Mervyn Jeffery, Colin Jamieson and David Walsh.

Code of Conduct

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

The Monitoring Officer clarified that membership of district and borough councils across Dorset did not qualify in the Code of Conduct as a disclosable pecuniary interest and that all dual members could remain in the Chamber and take part in the discussion in relation to the future options for Local Government in Bournemouth, Dorset and Poole.

Exploring Options for the Future of Local Government in Bournemouth, Dorset and Poole

33 The Council considered a report by the Chief Executive in relation to the future of local government in Bournemouth, Dorset and Poole. The meeting was arranged in response to a formal request from ten County Councillors (Peter Wharf, Paul Kimber, David Harris, William Trite, Steve Butler, Michael Bevan, Janet Dover, Mike Byatt, Daryl Turner and Trevor Jones). Updated Appendices to the report were circulated prior to the meeting.

The Chief Executive introduced the report and explained the rationale for the consideration of future options for Dorset, and that no decisions were being considered at this point. It was noted that the discussion would enable members to express views at an early stage on potential options based on guidance from the Department for Communities and Local Government (DCLG) and based within

existing organisational boundaries. More detail would be presented to members in due course after the LGA's financial assessment had been analysed in early April 2016. It was further explained that a detailed financial assessment and a full business case would be required to progress any proposal to change the councils across Dorset, that this could be progressed, if there was an appetite to do so, within the challenging and ambitious timetable detailed within the report and could result in a new structure from 2019. All principal authorities in Dorset with the exception of East Dorset District Council were committed to exploring options for the whole of the County. Clarification was provided in relation to the recent formation of a combined authority between all councils in Bournemouth, Dorset and Poole to focus on economic growth at a strategic level.

The Council noted that the key drivers for the exploration of options for the future were the need to provide the best services and outcomes possible for Dorset residents and the imperative to meet the financial challenge of all councils needing to save £100m collectively over the next four years. A further driver was the introduction of the Cities and Local Government Devolution Act 2016 which brought a simplified process for exploring proposals to change structures through consensus of all parties, ideally within the optimum population size of 300-700k, but also allowed the Secretary of State power to impose change if necessary. If change was decided upon, there would be considerable consultation and engagement required with the public, communities, town and parish councils, staff and partners to explain the opportunities and risks of making changes to the ways councils operated. The Council's duty of care to its residents was also highlighted.

Members shared their views and concerns in relation to the proposals to remain with current structures or to explore options to become a unitary authority or authorities. Of those present 28 of 39 members took the opportunity to explain their views. The following themes emerged from the debate:

- (a) The majority of members recognised that in the current financial climate and with the scale of future funding reductions across all tiers, local government had to change. They also realised that if there was no consensus on the way forward, then Central Government would impose a solution. There was a recognition that any change to local government should be cost effective, provide the services that local communities wanted and needed, and that decision making should be at the lowest, appropriate level. The process for change should be open and transparent, and consultation and engagement with the public, partners and stakeholders would be crucial to its success. Members recognised that Dorset was often seen as lagging behind but the opportunity for change provided the Council with the means of shaping local government in Dorset rather than having a solution imposed. Any change would provide an opportunity to streamline work across the local government tiers.
- (b) With regard to the future shape of local governance, it was agreed that any future government arrangements should aim to reduce process, bureaucracy and management structures, that any change should strengthen and/or improve services, assist and support businesses and better meet communities' and/or residents' needs, and that decision making should be at the lowest appropriate level. Any future arrangements should be in the best interests of residents and the local area and provide economies of scale.
- (c) When considering unitary authorities, some members thought the possibility of having two unitary authorities across Dorset would provide a balance of power at a strategic level, be of similar sizes and better represent the rural and urban areas. Some thought a single Unitary would be too large and unwieldy. But it was highlighted that members of the public did not currently understand the

different functions and responsibilities of the different levels of local government in Dorset and that moving to one layer, would reduce the current lack of understanding. It was also recognised that unitary authorities would take decision making further from residents and reduce their representation at a time when services were also being cut.

- (d) It was recognised that the options presented had not been costed, no business cases had been developed to support them and any risks had not been fully assessed. Any agreed way forward would involve major organisational change which would itself involve risk. The organisation would need to have the necessary skills and expertise to take any identified option forward to make it successful and to ensure that it provided the expected outcomes.
- (e) The majority of members supported the devolvement of power to lower levels and saw an enhanced role for town and parish councils in the future. This would provide decision making closer to residents and potentially a better connection between residents, councillors and decision-makers and more local control. It was also recognised that town and parish councils better understood the needs of local residents and communities and any change might provide more effective democracy. It was highlighted that town and parish councils, including parish meetings, were of varying sizes, interests, and resources and that no assumptions should be made about their ability to take on these additional responsibilities.
- (f) All members recognised the importance of engagement with the public, partners and stakeholders on the way forward and that any responses should be given due consideration before a decision was taken about the future. Equally, it was recognised that there needed to be clarity about options being considered before any consultation took place.
- (g) There were many general comments made about the process; any change would necessitate a change in culture; unitary authorities would mean a reduction in the number of councillors across Dorset and a potential saving; councillors might provide a single point of reference for the public; a unitary authority would provide clarity for the public about what services were provided and by whom; recognition of the cost cutting benefits of change and the possibility of avoiding cuts to services in future; the possible additional cost of doing things at pace; and that any set back would also have a cost. The need to identify the right option for Dorset was recognised. However, some members thought that time should be taken to do this, whilst others thought the process should proceed at pace. Whatever the outcome, there was a need to ensure accountability.
- (h) With regard to devolved powers, particular attention was drawn to the Weymouth and Portland and Christchurch areas where there were no town or parish councils currently and a plea for them to be taken into account of in any future local government reorganisation.
- (i) In response to a question as to whether next year's County Council election would proceed, the Chief Executive explained that it was not possible to give a definitive answer at this point. The matter had been raised with the DCLG who confirmed that consideration could be given to a request to defer the election if it was sensible to do so, once a definite proposal was put forward.

The Council then received a presentation from the Head of Corporate Development which enabled members to express their preferences for each option within the report through an electronic voting system. It was clarified once more that this was not a

decision making process and was purely being used to gauge preferences at this stage. The outcome of the voting presented a clear preference for options 3 and 4. An outline of all of the results is attached to these minutes.

Officers were thanked for their efforts on the work to date.

The Leader of the Council summarised the outcome of the debate by clarifying that the quality of services underpinned any arrangements and that any powers and responsibilities needed to be exercised by the bodies as close to communities as possible with town and parish councils providing the building blocks with any new system. He highlighted that services needed to be delivered at the appropriate level including strategic decision making to make the most of devolution from government. The Leader then proposed the following amendment to recommendation two in the report to read:

'That the Chief Executive be authorised to undertake further work on options 3 and 4 of the report, and to report back to the next meeting of the Council with a view to developing a full business case, and public consultation programme.'

The amendment was seconded by Cllr David Harris. On being put to the vote the amendment was agreed unanimously.

Resolved

1. That the content of the Chief Executive's report be noted.
2. That the Chief Executive be authorised to undertake further work on options 3 and 4 of the report, and to report back to the next meeting of the Council with a view to developing a full business case, and public consultation programme.

Reason for Decisions

To ensure local government services were sustainable and residents, businesses and communities were supported by optimum local government arrangements.

Meeting Duration: 10.00 am - 12.20 pm

County Council

Dorset County Council



Date of Meeting	21 April 2016
Officer	Debbie Ward, Chief Executive
Subject of Report	Exploring Options for the Future of Local Government in Bournemouth, Dorset and Poole
Executive Summary	<p>On 10 March 2016 the County Council had an additional meeting to discuss the future of local government in Bournemouth, Dorset and Poole. At this meeting it was agreed that there should be a further discussion at the next scheduled County Council.</p> <p>The desired outcomes of this follow-up meeting are to:</p> <ul style="list-style-type: none"> i) Reflect on the comments made by Councillors on 10 March and agree common themes to take forward ii) Understand the criteria on which the Government will support local government reorganisation in Dorset iii) Start to identify the measures/criteria that County Councillors will consider important in reaching an informed decision on reorganisation iv) Agree the governance and decision-making arrangements as shown below <p>In discussing these issues, Councillors are reminded that:</p> <ul style="list-style-type: none"> • Government will look for proposals that cover the whole Dorset area - it will not consider partial solutions or solutions which leave unviable options in other parts of the county, nor will it act on the views of one council acting in isolation from its neighbours. • The Secretary of State will look for a solution to be delivered through agreement /consensus, though unanimity is not required. • DCLG have encouraged the principal councils in Dorset to submit proposals for local government reform and devolution

	<p>as a single package. Their preferred date for the submission of proposals is January 2017.</p> <p>This report is intended to inform the development of a public consultation and business case that will be developed over the next six months. The County Council will receive a final report and recommendations in November 2016.</p>
<p>Impact Assessment:</p> <p><i>Please refer to the protocol for writing reports.</i></p>	<p>Equalities Impact Assessment: As options for reform are developed, the impact of specific proposals on equality groups will be considered.</p> <p>Use of Evidence: This report has been written in light of advice from DCLG officials, discussions with neighbouring councils and advice from the Partnerships and Co-production Team. Local Partnerships will provide a financial analysis of options in mid-May 2016. A consultation will take place over the summer and an evidence base built once the preferred option/s across the nine principal councils are agreed. A robust evidence base will be required as part of any submission to the government.</p> <p>Budget: This review is being conducted from within existing resources. The budget implications of alternative models of local government are currently being assessed by Local Partnerships. Local Partnerships will report their findings in mid-May.</p> <p>Risk Assessment: Having considered the risks associated with this decision using the County Council's approved risk management methodology, the level of risk has been identified as:</p> <p>Current Risk: HIGH Residual Risk HIGH</p> <p>A risk register has been drafted and will be developed as options become clearer.</p> <p>Other Implications: Exploring options for the future of local government in Dorset has far-reaching implications. These will need to be addressed as part of a Dorset submission to government.</p>
<p>Recommendation</p>	<p>That councillors:</p>

	<ol style="list-style-type: none"> 1. Contribute to the development of a public consultation, business case and devolution proposals through council meetings and member workshops. 2. Agree the governance and decision-making arrangements shown at Appendix 2, specifically that the Shaping Dorset's Future Board is formed, with the sub-groups as shown. 3. [Subject to 2, above] Agree the Terms of Reference for the Shaping Dorset's Future Board, attached at Appendix 3. 4. [Subject to 2, above] Agree that Group Leaders be asked to confirm membership of the Board. 5. Authorise the Chief Executive, after consultation with the Leader and the Shaping Dorset's Future Board: <ol style="list-style-type: none"> (a) to develop local government reform options, including the development of a business case and 'double devolution' proposal with the Town and Parish Councils. (b) to agree the content and structure of the consultation required to inform Local Government Reform decisions. 6. Note the high-level timeline at Appendix 4. 7. Agree to reserve full Council meetings on 15 December 2016 and 26 January 2017 for decision-making in advance of any proposal being submitted to DCLG. 8. Agree proposals for resourcing shown at section 8.
Reason for Recommendation	To ensure local government services are sustainable and residents, businesses and communities are supported by optimum local government arrangements
Appendices	<p>Appendix 1: List of Functions of Local Authorities in England</p> <p>Appendix 2: Proposed Governance/Decision-Making Process</p> <p>Appendix 3: Shaping Dorset's Future Board: Draft Terms of Reference</p> <p>Appendix 4: Outline Timeline April 2016-January 2017</p>
Background Papers	<p>Exploring Options for the Future of Local Government in Bournemouth, Dorset and Poole – County Council 10 March 2016</p> <p>Exploring Options for the Future of Local Government in Bournemouth, Dorset and Poole - Cabinet, 16 December 2015, Item 9</p> <p>Invitation to Councils in England to Make Proposals for Future Unitary Structures Or Pioneer New Two-Tier Pathfinder Models (Department for Communities and Local Government, 2006)</p> <p>Establishing Unitary Councils in April 2009: Lessons Learnt (Department for Communities and Local Government, 2010)</p>

Officer Contact	Name: Patrick Myers Tel: 01305 228302 Email: p.myers@dorsetcc.gov.uk
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1. Full Council 10 March 2016 – Recurrent Themes

1.1 At the meeting on 10 March, 28 of the 39 Councillors who attended took the opportunity to share their views on the future of local government in Bournemouth, Dorset and Poole. 95% of those that voted were supportive of changing current local government structures. The following themes were repeated throughout the discussion:

- The financial challenges facing the principal authorities in Dorset are such that ‘no change is not an option’ – ‘we can’t be sentimental’
- Local communities are the building blocks of successful councils
- Change presents an opportunity to strengthen and clarify local representation and accountability, and reduce bureaucracy – to get away from the ‘current hotchpotch’ and rebalance power at a more local level
- Parish and town councils should be strengthened by new arrangements - ‘parish councils at last have a more positive future’. Respecting towns’ history and local knowledge through the development of ‘Double Devolution’ is fundamental
- The process should be driven by improving outcomes for residents (not saving money or re-drawing lines on a map)
- Key questions to guide decision-making should include:
 - Will the changes strengthen and improve services?
 - Will they assist businesses?
 - What difference will they make to the lives of local residents?
 - Will they empower parishes and towns?
- Consideration of the organisational cultures of any new councils should start early and be informed by principles of community empowerment and subsidiarity
- Relations with the other eight principal authorities will be critical over the coming months
- Members and officers will need to approach this with ‘energy and drive’

2. The 2016 Budget

2.1 Six days after this meeting, on 16 March, the Chancellor of the Exchequer made his annual budget statement, which included an announcement that devolution deals – including elected mayors – had been agreed with three new combined authorities.

2.2 The Chancellor announced new agreements to establish combined authorities, with elected mayors, in Greater Lincolnshire, East Anglia and the West of England. The deals are broadly similar in scope: the powers of the mayor in each authority will

include responsibility for a consolidated, devolved, local transport budget, and the combined authorities will oversee budgets in areas such as 16+ skills provision, 19+ adult education, housing, health and social care. The deals included additional 'new' money for investment to boost economic growth - £30 million a year for East Anglia, the same for the West of England and £15 million a year for Greater Lincolnshire.

- 2.3 The Budget also contained a £7 billion cut in the business rates paid by small businesses. In future, increases in business rates will be based on the consumer price index, rather than the (usually higher) retail price index. While this is good news for small businesses, it means that when local authorities retain 100% of business rates, that income will be considerably reduced.

3. Local Government Reorganisation: Government Criteria

- 3.1 During the most recent round of creating unitary authorities, in 2007-09, the Department for Communities and Local Government (DCLG) published a document called *Invitation to Councils in England to Make Proposals for Future Unitary Structures Or Pioneer New Two-Tier Pathfinder Models*.¹ This paper described five criteria on which the Government would decide which applications for unitary status to accept. They were:

- a) that the change to the future unitary local government structures were:
- i) affordable, i.e. that the change itself represented value for money and could be met from councils' existing resource envelope;
 - ii) supported by a broad cross section of partners and stakeholders;
- b) that the future unitary local government structures would:
- i) provide strong, effective and accountable strategic leadership;
 - ii) deliver genuine opportunities for neighbourhood flexibility and empowerment; and
 - iii) deliver value for money and equity of public services²

- 3.2 Proposals had to be presented in the form of a business case and supporting financial analysis. The business case needed to include the following key elements:

- i) A full description of the proposed local government structure
- ii) The strategic aim of the proposal
- iii) The main benefits of the proposal
- iv) The timing of benefits
- v) A financial case

- 3.3 The business case also needed to reflect 'the diverse communities which maybe found in the area of a proposed unitary – ranging for example from small villages/rural communities through market towns to a major urban centre with perhaps its own neighbourhoods. It will also need to show the contribution that ward

¹Invitation to councils in England to Make Proposals for Future Unitary Structures Or Pioneer New Two-Tier Pathfinder Models, Department for Communities and Local Government, 2006

² Ibid

councillors, town councils, parish and community councils and parish meetings can make to representing, leading and empowering the most local communities within the unitary area' (page 12).

- 3.4 This process established nine new unitary councils including Cornwall and Wiltshire. Dorset opted to become a 'two-tier pathfinder area'³ which saw it work more closely with the six district councils on a number of partnership projects, including the shared Dorset for You website.
- 3.5 The invitation for areas to make proposals for unitary structures happened almost ten years ago under a different political administration. However then, like now, DCLG believed it was local councils themselves that were best placed to decide on the right arrangements for their area, and while the government identified a role for itself in encouraging and facilitating such arrangements, it would not prescribe the solution. It seems reasonable to assume that the principles of affordability, consensus, leadership and accountability, community empowerment and value for money remain important measures. Government will look to us to attribute weight and significance to these diverse, sometimes competing, measures so that they reflect local circumstances.
- 3.6 At a meeting on 7 March 2016 with the Leaders and Chief Executives of the nine principal councils, DCLG officials advised that Dorset's submission for local government reform should include:
- i) Costs
 - ii) Benefits
 - iii) An options appraisal/review of other options
 - iv) Value for money
 - v) Democratic leadership
- 3.7 At the time of writing DCLG has not provided a definitive list of topics for inclusion in the submission, beyond these broad headings. They expect Dorset to define its measures of success, rationale and evidence. To ensure any submission meets DCLG's needs, officials have advised officers to share drafts of the business case as it develops.

4. Measures of Success: Identifying Local Criteria

- 4.1 Since the last round of council mergers however, the emergence of LEPs and combined authorities has seen the development of a patchwork of organisational boundaries, and the government has shown itself willing to become involved in determining new local geographies. The government required Norfolk, Suffolk and Cambridgeshire to come together under the East Anglian deal, for example, and encouraged the creation of a Solent combined authority for southern Hampshire, dividing the county boundary). The significance of Dorset's boundaries, history and the sense of identity will clearly be significant local issues.
- 4.2 All councils will be involved in shaping the business case that will be submitted to government. Reflecting on the discussion at the last County Council, and current corporate priorities, the following local issues may be significant as a 'starter for ten':
- Dorset's historical mayoralities and boundaries
 - The role of parish and town councils

³ The 2007 submission can be found at http://www.dorsetforyou.com/media/pdf/1/3/Dorset_Pathfinder.pdf

- The boundaries of other local public bodies
- Recommendations following the recent OFSTED review of Children's Services
- The health and wellbeing of its population, its demographic profile and addressing inequalities
- The impact of new funding arrangements on new councils and constraints on economic growth and development in different parts of the county
- Existing service-delivery partnerships and programmes (Dorset Waste Partnership, Better Together and the integration of health and social care for example)

5. Public Consultation

5.1 The Department for Communities and Local Government expect the principal Councils in Dorset to provide evidence of public and stakeholder support within its proposals, and in July 2016. Currently 8 principal authorities plan to undertake a joint public consultation on local government reform. This will be supported by the County Council's Ask Dorset engagement exercise.

5.2 The aim of a joint approach to consultation on the reorganisation of local government in Dorset is to provide residents living in Dorset with the opportunity to look at the case for change and to provide their feedback on the options for reorganisation of local government structures. It will also provide local authorities with invaluable insights to inform their decision-making before a submission is made to the government.

5.3 Currently 8 principal councils will be involved in designing the consultation. Questions could cover the following topic areas:

- Local identity –community identity and belonging
- Key criteria for local government structure, i.e. what are the most important issues to take into account e.g. value for money, efficiency, cost of change
- Civic and Ceremonial attitudes
- Financial, e.g. Council Tax implications
- Economic growth
- Views on the options (benefits/limitations of the options, alternative options etc)
- Impact on equalities

6. Devolution

6.1 In February 2016 the County Council, working on behalf of the nine principal councils commissioned KPMG to support the development of devolution proposals for Dorset.

6.2 KPMG have worked with other areas on devolution – including Greater Manchester – and advised officers that Dorset needs to:

- Tell its own story
- Create a compelling case, supported by evidence
- 'Consult, consult, consult - build trust'

6.3 KPMG have also advised that it is better to develop a stronger case for a fewer number of 'asks' that form a coherent story, than a list of different asks that don't tell a story. Devolution has been described as a process not an event – Manchester has agreed several 'deals' with government. It seems fair to assume that submitting some core proposals in January 2017 could be the start of an on-going

dialogue between Dorset and the government that leads to further deals in future.

6.4 As noted in section 2 above, the latest devolution deals have all included the creation of elected mayors. Government is increasingly committed to elected mayors and in meetings with officers, officials have noted that ‘mayoral deals’ will be more generous and will be prioritised by government.

6.5 Councillors are reminded of two key dependencies in relation to local government reform, devolution and the combined authority:

- A combined authority is required for a devolution deal to be agreed (the combined authority is the accountable body for devolution deals). At the time of writing it is anticipated that a combined authority for Dorset will be in place by November 2016. Councils need to remain supportive of the combined authority if they want to start devolution discussions with government.
- Offering local government reform will allow Dorset to request more power and resources under devolution than would be possible under existing local government structures. Local government reform is central to maximising the benefits of devolution for Dorset.

7. Timeline and Governance

7.1 A proposed governance and decision-making model is shown at Appendix 2. This suggests:

- The development of the Shaping Dorset’s Future Member group into a Board reporting directly to the County Council.
- The rationalisation of the current Shaping Dorset’s Future member workstreams into three groups focussed on:
 - Governance (including local government reform, the combined authority and ‘double devolution’ to the Parish and Town Councils);
 - Public sector reform; and
 - Consultation and communication.
- The creation of a direct reporting line from this Board to full Council.

7.2 Draft Terms of Reference for the Board are attached at Appendix 3. Councillors are asked to agree these draft Terms of Reference.

7.3 The model shows the County Council’s proposed decision-making arrangements. Once a submission is made in January 2017– and councils move into the implementation phase – councils will need to develop partnership implementation structures. Recommendations for an implementation model will be brought back to full council in due course.

7.4 Councillors are asked to:

- Note and agree the model attached at Appendix 2
- Agree the Terms of Reference attached at Appendix 3
- Agree that Group Leaders confirm membership of the Shaping Dorset’s Future Board to reflect broad political and geographic representation.

7.5 A high-level timeline from April 2016 to the point of submission in January 2017 is attached at Appendix 4. Because the government has asked the nine principal councils in Dorset to come forward with mutually agreed proposals, the timeline will need to be responsive to the eight other authorities in Dorset, and to further advice from DCLG. Councillors are asked to note and agree this timeline.

7.6 In order that Councillors can be fully engaged in future discussions, and adequate time is allocated at meetings, Councillors are asked to agree to reserve full Council meetings on 15 December 2016 and 26 January 2017 for decision-making, in advance of any proposal being submitted to DCLG

8. Resourcing

8.1 It is acknowledged that resources will be required to support the development of any unitary proposals. Cabinet have been asked to support the approval of funding as an allocation that be drawn down (not an award). Programme management and project management is in place to take the process forward.

8.2 Resources will also be required for the implementation phase of the establishment of a new council organisation to drive the collaboration and cooperation required to meet the timeline.

8.3 The allocations will be managed through the Programme Office in the Chief Executives department. Expenditure will be reported through the Shaping Dorset's Future Board.

Debbie Ward
Chief Executive
April 2016

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Appendix 1

Functions of Local Authorities in England

Function	Tier
Arts and recreation	County / district
Births, deaths and marriage registration	County
Building regulations	District
Burials and cremations	District
Children's services	County
Coastal protection	District
Community safety	District
Concessionary travel	County
Consumer protection	County
Council tax and business rates	District
Economic development	County / district
Education, including special educational needs, adult education, pre-school	County
Elections and electoral registration	District
Emergency planning	County
Environmental health	District
Highways (not trunk roads), street lighting and traffic management	County
Housing	District
Libraries	County
Licensing	District
Markets and fairs	District
Minerals and waste planning	County
Museums and galleries	County / district
Parking	County / district
Passenger transport (buses) and transport planning	County
Planning	County / district
Public conveniences	District
Public health	County
Social services, including care for the elderly and community care	County
Sports centres, parks, playing fields	District
Street cleaning	District
Tourism	County / district
Trading standards	County
Waste collection and recycling	District
Waste disposal	County

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Local Government Reform Programme Proposed DCC Internal Governance



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Shaping Dorset's Future Board

Terms of Reference

PROPOSE

The Shaping Dorset's Future Board will lead the approach to ensure full engagement with all County Council members around the options and proposals for devolution (including 'double devolution' to Town and Parish councils), unitary authorities and the combined authority. The Board and supporting workstreams are cross party and those taking part are committed to communicating the outputs of meetings widely. Information from a variety of sources will be made available through the Shaping Dorset's Future Board and will include a range of material that will support member's knowledge on these important issues.

ACCOUNTABILITY

The Board is accountable to and makes recommendations to the Full Council and will maintain lines of communication with the Forward Together Board, Cabinet, Overview and Scrutiny Committees and Group Leaders.

OBJECTIVES

- To provide strategic direction and support the development of the business case for unitary and the public consultation on options
- To lead the development of the 'asks and offers', required for the Dorset Devolution Submission.
- To oversee and provide support to the workstreams.
- To work with appropriate officers to ensure feasibility of delivery of any asks and offers proposed, including governance, accountability and finance
- To work with the other local authorities to arrive at a shared vision and develop the proposals for Local Government Reform.
- To develop proposals for an enhanced role for Parish and Town Councils through 'double devolution', and to safeguard the historic status and traditions
- To liaise and inform other public sector organisations that may be impacted by any proposals
- Maintain a focus on turning high level ambitions into a programme of action
- Provide regular reports to sponsoring groups.
- Manage any funding allocated to this project.

WORKSTREAMS

The Board will be supported by workstreams, some of which will be task and finish. The initial workstreams are:

1. Public Service Reform

- a) Health, Integration and Community Development (Prevention) (wider public service – Police, Fire, NHS and CCG)

2. Shaping Services

- a) Unitary Options – Business Case – Unitary options across Dorset
- b) Double Devolution – Options to support local delivery and development of services based around geography
- c) Governance Development – Combined Authority

3. Consultation and Communications

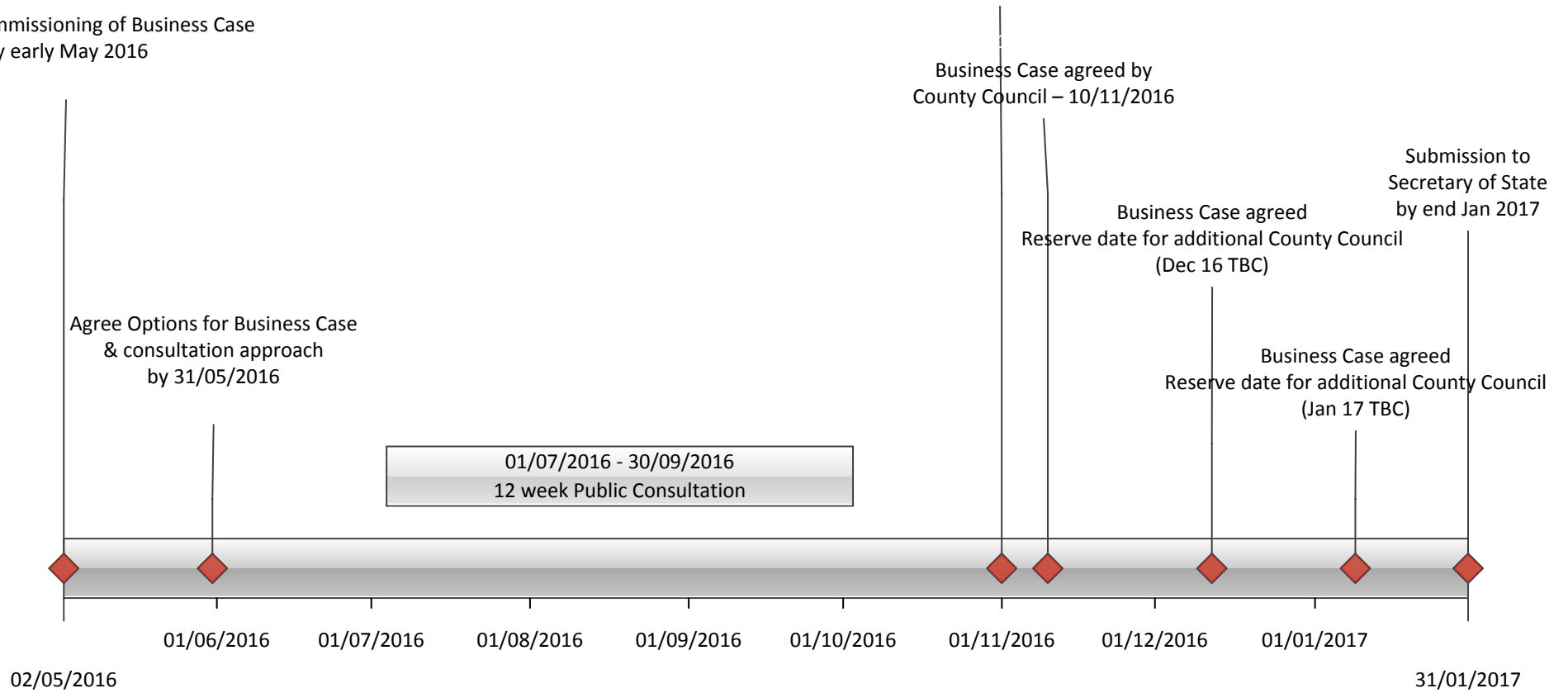
Keeping everyone involved and informed including consultation with committees. It is proposed that the programme and each workstream needs a member lead, an officer lead, support and a direct connection into the pan Dorset development partners – Public Services and Local Government.

**Appendix 4 -
High Level Decisions**

Agree the commissioning of Business Case
by early May 2016

Final draft of Business Case
agreed by 30/11/2016

Page 33



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Recommendation from the Cabinet meeting held on 13 April 2016

Corporate Plan

67 The Cabinet considered a report by the Leader of the Council and the Cabinet Member for Corporate Development on the refresh of the Council's Corporate Plan for 2016-17, including a revised outcomes framework.

It was confirmed that the report had been considered by all overview committees and comments from the Environment and Economy Overview Committee regarding enhanced wording in respect of Dorset's environment would be incorporated into the Plan. The shorter concise format and outcomes approach of the Plan was commended.

RECOMMENDED

1. That the County Council agree the Corporate Plan set out in Appendix A of the report.
2. That authority to make any final adjustments to the Corporate Plan be delegated to the Chief Executive after consultation with the Leader of the Council.

Reason for Recommendations

The 2016-17 refresh of the County Council's Corporate Plan provided an overarching strategic framework for ensuring good outcomes for Dorset, and strong corporate governance and performance monitoring arrangements in light of the Forward Together programme and the current financial challenges.

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Cabinet/ County Council

Dorset County Council



Date of Meeting	Cabinet: 13 April 2016 County Council: 21 April 2016
<p><u>Lead Member</u> Cllr. Robin Cook</p> <p><u>Local Members</u> All Members</p> <p><u>Lead Officer</u> Debbie Ward, Chief Executive</p>	
Subject of Report	Corporate Plan Refresh 2016-17
Executive Summary	<p>This report presents the draft refresh of the County Council’s corporate plan for 2016-17, including a revised outcomes framework. This was last presented to the Cabinet on 16 March, and was also considered by the Audit and Scrutiny Committee and the three Overview Committees during March.</p> <p>The Plan, and the outcomes framework, was broadly welcomed and endorsed by all of those committees. However members of the Environment Overview Committee considered that there was a need for greater acknowledgement of the fundamental role played by Dorset’s unique environment, and the benefits of this to the local economy and the health and wellbeing of residents. This viewpoint has been reflected, in draft form, within the introduction to the Plan at Appendix A. The Environment and Economy Leadership Team will consider, before the Cabinet meets, whether it is reflected adequately.</p> <p>The Corporate Plan Refresh for 2016-17 is presented here to the Cabinet to seek a recommendation that it be presented to the County Council on 21 April for approval and adoption.</p> <p>Background: The Corporate Outcomes Framework</p> <p>In October 2015 the Cabinet agreed to the adoption of a more outcomes focused approach to corporate and service planning and performance management using the Outcomes Based Accountability (OBA) methodology.</p> <p>The defining principle of OBA is to establish the conditions of wellbeing that</p>

we are seeking to achieve for Dorset alongside our communities and partners – the “ends” – and work backwards, using the best available evidence, to establish the best “means” of achieving them within the resources available to us.

This report presents, at Appendix A, a draft Outcomes Framework to articulate those conditions of wellbeing, as part of the 2016-17 refresh of the County Council’s corporate plan. The framework is comprised of four high level outcomes, reflecting the County Council’s commitment to helping residents be **healthy, safe and independent**, with an economy that is **prosperous**. A set of “outcome statements” under each of these headings gives further definition to the particular challenges facing Dorset with regard to each outcome.

Performance management arrangements for 2016-17

An initial suite of indicators and measures to support this outcomes framework is nearing completion, enabling us to judge whether we are being successful in making a difference to the lives of our residents. This will be discussed with members over the next few weeks and will continue to be developed throughout the year and beyond, in consultation with members, officers, partners and residents, as our evidence analysis gives us a better understanding of what works to make a positive impact on outcomes.

We will need to monitor achievement in two ways – by looking at:

1. Population indicators, based on the analysis of evidence of need in Dorset specifically, which will help quantify the achievement of an outcome, and for which accountability is shared between a number of partner organisations and communities; and:
2. Performance measures, which will be used to quantify the extent to which **our** customers are any better off as a result of **our** actions. As an organisation, we are solely accountable for these performance measures.

Some of the population indicators and performance measures that could be used are shown below. **Please note that these are included here as examples only, to illustrate the process that is being followed. A draft full set of population indicators and performance measures will be discussed with members shortly, prior to adoption.**

Safe:

Population indicators	Performance measures
<ul style="list-style-type: none"> • The rate of safeguarding referrals for children and adults • The number of people killed or seriously injured on Dorset’s roads • The rate of alcohol/ drug related crime 	<ul style="list-style-type: none"> • The rate of children in care, or subject to a child protection plan • The percentage of people saying services they use have made them feel safe and secure • The percentage of the road network in need of repair • The percentage of adults successfully completing alcohol/ drug treatment

	<p>Healthy:</p> <table border="1" data-bbox="453 241 1444 519"> <thead> <tr> <th data-bbox="453 241 949 293">Population indicators</th> <th data-bbox="949 241 1444 293">Performance measures</th> </tr> </thead> <tbody> <tr> <td data-bbox="453 293 949 519"> <ul style="list-style-type: none"> • Prevalence of mental health disorders amongst children and adults • Percentage of people having safe and easy access to open spaces </td> <td data-bbox="949 293 1444 519"> <ul style="list-style-type: none"> • Waiting times for Children and Adolescent Mental Health Services • The condition of the footway and cycle path network </td> </tr> </tbody> </table> <p>Independent:</p> <table border="1" data-bbox="453 586 1444 909"> <thead> <tr> <th data-bbox="453 586 949 638">Population indicators</th> <th data-bbox="949 586 1444 638">Performance measures</th> </tr> </thead> <tbody> <tr> <td data-bbox="453 638 949 909"> <ul style="list-style-type: none"> • Percentage of people regaining their independence following hospital admissions • Percentage of people who feel isolated </td> <td data-bbox="949 638 1444 909"> <ul style="list-style-type: none"> • Effectiveness of reablement and rehabilitation services following hospital discharge • Percentage subsidised public transport routes that are now delivered through community transport schemes </td> </tr> </tbody> </table> <p>Prosperous:</p> <table border="1" data-bbox="453 976 1444 1254"> <thead> <tr> <th data-bbox="453 976 949 1028">Population indicators</th> <th data-bbox="949 976 1444 1028">Performance measures</th> </tr> </thead> <tbody> <tr> <td data-bbox="453 1028 949 1254"> <ul style="list-style-type: none"> • Percentage of people participating in further and higher education and vocational learning • Sustained business start-up rates </td> <td data-bbox="949 1028 1444 1254"> <ul style="list-style-type: none"> • Percentage of pupils reporting that that have received high quality advice and guidance and access to a good range of post-16 courses • Percentage of the Growing Places Fund committed to active projects </td> </tr> </tbody> </table> <p>In order to test whether these outcomes are shared with our strategic partners and our communities, and to help define the best, most cost effective strategies for meeting them, it is proposed that there will be extensive consultation and engagement both internally and externally on the detail of our outcomes approach during 2016-17.</p> <p>The proposed outcomes framework included here will strategically align with the revised overview and scrutiny committee structure agreed by the County Council on 15 February.</p>	Population indicators	Performance measures	<ul style="list-style-type: none"> • Prevalence of mental health disorders amongst children and adults • Percentage of people having safe and easy access to open spaces 	<ul style="list-style-type: none"> • Waiting times for Children and Adolescent Mental Health Services • The condition of the footway and cycle path network 	Population indicators	Performance measures	<ul style="list-style-type: none"> • Percentage of people regaining their independence following hospital admissions • Percentage of people who feel isolated 	<ul style="list-style-type: none"> • Effectiveness of reablement and rehabilitation services following hospital discharge • Percentage subsidised public transport routes that are now delivered through community transport schemes 	Population indicators	Performance measures	<ul style="list-style-type: none"> • Percentage of people participating in further and higher education and vocational learning • Sustained business start-up rates 	<ul style="list-style-type: none"> • Percentage of pupils reporting that that have received high quality advice and guidance and access to a good range of post-16 courses • Percentage of the Growing Places Fund committed to active projects
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<p>Impact Assessment:</p>	<p>Equalities Impact Assessment:</p> <p>The draft corporate plan and outcomes framework at Appendix A includes the commitment that, as delivery strategies are developed, the best available evidence will be used to ensure that inequality is challenged, and that our resources are focused on the people and places in most need</p>												

	<p>Use of Evidence: The outcomes and outcome statements included in the draft Corporate Plan are based of evidence of need from a range of sources, including the Dorset Health and Wellbeing Strategy, The Children and Young People’s Plan, the Adult Social Care Local Account and the Dorset Strategic Economic Plan.</p> <p>Budget: As strategies are defined to maximise delivery of the outcomes defined by the corporate plan, financial viability will be a central consideration. Work is underway to strengthen the reporting of the relationship between performance and budgets in future performance monitoring reports.</p> <p>Risk: Performance measures to support delivery of the corporate plan will in part be selected on the basis of risk, and relate to risks ranked as ‘HIGH’ on the Corporate Risk Register. If and when these measures are significantly off target, this may suggest an increased risk to the County Council.</p> <p>Other Implications: None</p>
Recommendation	<p>It is recommended that the Cabinet:</p> <ul style="list-style-type: none"> (i) Agrees that the Corporate Plan set out in Appendix A, and any final amendments, be submitted to the County Council for approval on 21 April; and: (ii) Delegates agreement of any final adjustments to the Corporate Plan 2014-15 to the Chief Executive in consultation with the Leader of the Council.
Reason for Recommendation	<p>The 2016-17 refresh of the County Council’s Corporate Plan provides an overarching strategic framework for ensuring good outcomes for Dorset, and strong corporate governance and performance monitoring arrangements in light of the Forward Together programme and the current financial challenges.</p>
Appendices	<p>Appendix A: Dorset County Council’s Corporate Plan: 2016-17 Refresh</p>
Background Papers	<p>None</p>
Report Originators and Contacts	<p>Name: John Alexander, Senior Assurance Manager Tel: 01305 225096 Email: j.d.alexander@dorsetcc.gov.uk</p>

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Working Together for a Strong and Successful Dorset

Dorset County Council's Corporate Plan

Foreword

Dorset is a great place to live, work and visit. We are proud and ambitious for the whole county, from the most rural to the most urban. That is why we must work together to make Dorset even more successful than it is now.

Dorset has unique environmental assets. More than 50% of the county is designated as an Area of Outstanding Natural Beauty and the 'Jurassic' coastline between Lyme Regis and Swanage has world heritage status. The abundance of listed buildings and ancient monuments all serve to enhance this natural beauty - giving our towns and villages their distinctive character.

We have always focused our efforts on creating a vibrant economy and making sure that we do all we can for the health and wellbeing of all our residents. Maintaining a healthy environment is critical for the health, wellbeing and prosperity of current and future generations. The quality of the environment is highly attractive to businesses, employees and visitors and helps our economy to thrive, so we will always work with our partners and communities to ensure that our environment is well managed, enhanced and invested in.

We also need to confront inequality and do more for those people in Dorset who, due to their circumstances, have poorer outcomes in life - and this plan describes how we will support those who need our services the most. Some of our services are under increasing pressure as we take care of vulnerable children and adults, those whose outcomes in life are not as good as they could be. We will do everything we can to make sure people are safe and well but we have to think of different ways to deliver our services as money becomes tighter.

The changes we need to make are already well under way, through our transformation programme (known as Forward Together). The principles of the programme guide how we develop our work in the future. They are:

- **Greater independence** – we'll work hard to support communities and individuals to support themselves
- **Smarter services** – reducing costs and overheads, making sure we deliver cost effective services
- **Empowered people** – ensuring staff, communities and partners are valued, skilled and empowered to work together for a strong and successful Dorset.

We are committed to working together with local people and others to make better use of the money and resources that we have. We want you to have the best outcomes possible, and we will achieve this by constantly checking that we are efficient and effective. We will do this by reviewing evidence to judge whether or not our services have made a difference. This involves regularly scrutinising:

1. How much we do
2. How well we do it

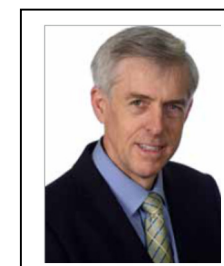
And most importantly:

3. Is anyone better off?

Improving outcomes for our customers contributes to improving outcomes for the whole population of Dorset. For instance, A Highways Service that keeps roads in good condition contributes to reducing road traffic accidents, thereby making Dorset a safer place in which to travel.

Longer term, as we need to keep saving money, we will have to make decisions about the council structures across Dorset. But any changes will be made with the people of the whole county in mind, since whatever we do has to be in the best interests of residents and communities. We will make sure that we find ways to make our Towns and Parishes stronger in any changes that occur. They are the closest level of local government to you and we need to make sure your voice is heard through those organisations.

This plan talks a lot about outcomes. We are focusing on what we do, but more importantly what we achieve *with you*, our residents. We want to make sure that as we join together across the county we continue our efforts to encourage economic growth, and help everyone to be safe, healthy and independent.



Robert Gould

Leader of Dorset County Council



Debbie Ward

Chief Executive

Working Together for a Strong and Successful Dorset

Our Outcomes Framework

Seeking to improve the lives of people in Dorset

Our outcomes framework is made up of four outcomes, reflecting the county council’s commitment to helping residents be **safe, healthy and independent**, with an economy that is **prosperous**. The framework supports a common way of working for a **strong and successful Dorset**, with a relentless focus on making a difference and improving the quality of life of residents. It sets out what “good” looks like but empowers staff to think and behave differently, to show initiative and to innovate.

The draft aspirational outcome statements below define what the priorities are in Dorset under these four headings. Working together with our communities and our partners, we will use the best evidence available to **challenge inequality** and focus our resources on the people and places in most need of help.

Everyone should focus more on prevention – making sure people are supported early on to stop problems from escalating. We will also help and encourage local residents to come up with, and often deliver, their own solutions to improve their quality of life.

People in Dorset are SAFE	People in Dorset are HEALTHY	People in Dorset are INDEPENDENT	Dorset’s economy is PROSPEROUS
<p>Everyone should feel safe, wherever they are.</p> <p><i>But... sadly, we have seen a significant increase in the number of children and vulnerable adults needing protection. There are areas of Dorset with higher levels of substance misuse and domestic abuse. There are also far too many accidents on our roads.</i></p> <p>So we want to help make sure that:</p> <ul style="list-style-type: none"> • Children and vulnerable adults are safe wherever they are • Crime, antisocial behaviour and domestic abuse across Dorset is minimised • There are fewer accidental injuries and deaths – including those on Dorset’s roads • People and communities are better able to cope with environmental change and other natural emergencies 	<p>Most people are healthy and make good lifestyle choices.</p> <p><i>But... unfortunately, this is not the case for everyone. For example, there are many people who suffer from poor mental health, and there are parts of the county where life expectancy is low.</i></p> <p>So we want to help make sure that:</p> <ul style="list-style-type: none"> • Children and families know what it means to be healthy and happy • People adopt healthy lifestyles and lead active lives • People enjoy emotional and mental wellbeing • People stay healthy, avoiding preventable illnesses as they grow older • people live in healthy, accessible communities and environments 	<p>We all want to live independent lives and have a choice over how we live.</p> <p><i>But... we have a high number of older people who are isolated and lonely; they need help to live at home for longer and to be in control of the support they receive.</i></p> <p>So we want to help ensure that:</p> <ul style="list-style-type: none"> • Families are strong and stable and experience positive relationships • Children and young people are confident learners and are successful as they grow into adulthood • People remain happily independent and stay in their own homes for as long as possible • People are part of inclusive communities and don’t feel lonely or isolated • People who do need help have control over their own care 	<p>A thriving local economy provides us all with more opportunities.</p> <p><i>But... there are areas where there aren’t as many jobs available or chances for young people to train at work and gain the valuable skills that employers need. Many people also struggle to find good quality, affordable housing.</i></p> <p>So we want to help make sure that:</p> <ul style="list-style-type: none"> • New businesses thrive and existing businesses become more productive • More people secure the employment opportunities of their choice • Dorset’s residents are well educated, with the skills that Dorset’s employers need • Good quality, affordable homes are available for Dorset’s people • People and goods are able to move about the county safely and efficiently

Page 44

Our Guiding Principles

We know we need to focus our resources on activities that produce the best outcomes for our residents in the most cost-effective ways possible. This means that we will focus our efforts on those people and communities who need the most help. Where appropriate we will focus on whole families, rather than just individuals, and offer help early so that people remain independent for longer and have less need for more specialist, expensive services.

We know that we’re not always the best-placed organisation to solve people’s problems. We will always look for opportunities to work with other organisations, as well as people and communities themselves, to reach the best possible outcomes. And we will make systematic use of the best available evidence, to make sure our chosen activities are effective.

We will always try to make sure that what we do improves the wider prosperity of Dorset – for example, by buying goods and services from local businesses whenever we can.

Our values

- **Fairness** – we are fair in balancing competing demands
- **Openness** – we are clear and honest about what we are doing and why
- **Respect** – we show full and proper respect to everyone we work with
- **Effectiveness** – we ensure local tax-payers get the best value for money
- **Innovation** – we find new ways of working to achieve more for local people



Cabinet

Minutes of a meeting held at County Hall, Colliton Park,
Dorchester, Dorset, DT1 1XJ on Thursday, 11 February 2016

Present:

Robert Gould (Chairman)

Peter Finney, Robin Cook, Toni Coombs, Jill Haynes, Colin Jamieson and Rebecca Knox.

Members Attending

Janet Dover, County Councillor for Colehill and Stapehill

Fred Drane, County Councillor for Lychett

Paul Kimber, County Councillor for Portland Tophill

William Trite, County Councillor for Swanage

Peter Wharf, County Councillor for Egdon Heath

John Wilson, as Chairman of the Council under Standing Order 54

Officers Attending: Debbie Ward (Chief Executive), Richard Bates (Chief Financial Officer), Nicky Cleave (Deputy Director of Public Health), Catherine Driscoll (Director for Adult and Community Services), Patrick Ellis (Assistant Chief Executive), Mike Harries (Director for Environment and the Economy), Jonathan Mair (Monitoring Officer), Sara Tough (Director for Children's Services) and Lee Gallagher (Democratic Services Manager).

For certain items, as appropriate

Patrick Myers (Head of Corporate Development), John Alexander (Performance and Policy Manager), Jim Mcmanus (Chief Accountant) and Mark Taylor (Head of Assurance, Risk and Audit).

- (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: **Wednesday, 17 February 2016**
- (2) These minutes have been prepared by officers as a record of the meeting and of any decisions reached. They are to be considered and confirmed at the next meeting of the Cabinet to be held on **Wednesday, 24 February 2016**.
- (3) **RECOMMENDED** in this type denotes that a decision of County Council is required.)

Apologies for Absence

18 No apologies for absence were received.

Code of Conduct

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

Minutes

20 The minutes of the meeting held on 13 January 2016 were confirmed and signed.

Public Participation

21 Public Speaking

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

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

Petitions

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

Cabinet Forward Plan

- 22 The Cabinet considered the draft Forward Plan, which identified key decisions to be taken by the Cabinet on or after the next meeting. It was noted that an additional report was required for the meeting on 24 February 2016 in relation to the Regional Adoption Agency arrangements with Bournemouth and Poole Councils.

Noted

Forward Together Update

- 23 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, including Working with the Voluntary Sector, Payment to Purchase review, Co-Production, and Smarter Computing. This item was deferred from the Cabinet meeting held on 13 January 2016.

In relation to Working with the Voluntary Sector, a request was made to inform all members of the design of future arrangements.

Clarification was sought in respect of the need to amend the spending limit through the procurement frameworks for smarter computing devices. It was confirmed that the decision was necessary to ensure the right balance of spend under the Crown Commercial Services contract framework to get the best value for money to purchase the preferred devices for the rollout. It was critical to ensure that timescales were optimised. It was also clarified that the spend was created as a result of savings across the authority regarding flexible working and the purchase of devices enabled new ways of working to take place.

Resolved

1. That the progress of the Forward Together Programme be noted.
2. That the increased spending limit through the Crown Commercial Services Technology Products Framework for mobile devices be approved.
3. That the increased spend limit (not a request for additional funding and this increased spend on mobile devices can be afforded within the smarter computing budget set by Cabinet) be noted.

Reason for Decisions

To ensure the Forward Together Programme was fully implemented to secure both the organisational benefits and financial savings necessary to deliver a balanced budget, up to and beyond 2016/17.

The County Council's Budget

- 24 The Cabinet considered the following reports by the Leader of the Council.

Medium Term Financial Plan (MTFP) and Budget 2016/17 to 2019/20

- 24a The Cabinet considered a report by the Leader of the Council as the final update on the major national and local issues facing the County Council and how they affected the 2016/17 budget and financial planning for the next three years. The Government settlement was received on 8 February 2016 and a supplementary update on the budget position was circulated to members of the Council in advance of the meeting.

The Leader of the Council outlined the content and implications of the budget report in detail drawing attention to the steps taken to lobby MPs and the Secretary of State in the late budget settlement consultation. It was noted that the Council's budget situation had improved from a provisional addition of £7.5m overspend which had reduced due to transitional relief to £3.3m in 2016/17 in addition to the existing savings programme, but still presented a very challenging on-going budget pressure for the next three years of the (Medium Term Financial Plan) MTFP.

A range of impacts were summarised regarding the Council Tax strategy to increase by 3.99% (including an additional ring-fenced 2% for adult social care); the Revenue Support Grant reduction over the life of the MTFP; the savings programme; capital balances; transition funding; and the formation of a cross party Budget Strategy Task and Finish Group (not Budget Working Group as proposed in the report). Particular attention was drawn to the removal of members' divisional budgets as a significant additional saving, albeit a valued initiative over the past two years funded from contingency, which was considered by Group Leaders at their meeting on 5 February 2016. It was further noted that continued help and support for the voluntary and community sector was being developed through a community fund and advice arrangement in line with the Council's corporate aims.

An update was provided on further developments since publication of the report which included a 7.5% reduction in public health funding in 2016/17 and a further 2.5% in 2017/18. It was also noted that information regarding the schools' basic need allocation was still awaited.

Cllr Janet Dover, Leader of the Liberal Democrat Group expressed concern regarding the formation of the Task and Finish Group and agreed to discuss the arrangements with the Leader outside of the meeting. She was also concerned regarding the revised financial pressure on the Council that the report did not contain enough detail to be able to properly assess the savings identified, particularly in relation to the future of youth service provision and subsidised bus services through the holistic transport programme phase 2. In response it was clarified that the detail regarding savings measures was considered by all Overview Committees and presented at member budget briefings. It was then explained that changes to the services mentioned related to transforming services to provide alternatives that better met the needs of those involved at a more sustainable cost.

Cllr Paul Kimber, Leader of the Labour Group, acknowledged the significant stress on budgets and highlighted the need to engage with local councils to work together on solutions, and to keep them informed of plans for the future. He then echoed the concerns expressed regarding rural transport and youth services, with particular reference to the Portland Youth Centre. Commitment was then expressed for involvement in the Task and Finish Group to be able to critically examine the budget. The Leader confirmed that local councils would be key to addressing the challenges and opportunities ahead, and reconfirmed the change of the provision of youth services to serve the most vulnerable young people.

The Cabinet acknowledged the efforts made by all departments to identify financial savings and the service redesign that provided a focus to improve the benefits for residents of Dorset through transformation.

Resolved

1. That the additional savings proposals detailed at paragraph 3.3 of the Leader's report be agreed.
2. That the service issues and risks associated with the savings measures in Appendix 2 of the report and the feedback from Overview Committees and other sources be noted.
3. That the impact on the Authority's reserves, balances and contingency budget

as a result of the strategy for balancing the 2016/17 budget be noted.

4. That the Council Tax increase of 3.99% (including 2% for the social care precept) for 2016/17 and 3.99% for planning purposes for the remainder of the MTFP period to 2019/20 be confirmed.

RECOMMENDED

1. That the County Council be recommended to approve:
 - a) the revenue budget strategy for 2016/17 to 2019/20;
 - b) the budget requirement and precept for 2016/17; and
 - c) the position on general balances and reserves;
2. That the Chief Financial Officer be required to present to the County Council a schedule setting out the Council Tax for each category of dwelling and the precepts on each of the Dorset Councils for 2016/17.
3. That a cross party Budget Strategy Task and Finish Group be established in order to develop savings proposals to address budget gaps over the remainder of the MTFP period.

Reasons for Recommendations

To approve the Council Tax increase for 2016/17 and to enable work to continue on refining and managing the County Council's budget strategy for 2016/17 and beyond.

Treasury Management Strategy Statement and Prudential Indicators for 2016-17

24b The Cabinet considered the Council's Treasury Management Strategy and Prudential Indicators in accordance with the CIPFA Prudential Code and CIPFA Treasury Management Code.

Members recognised the important need to ensure prudent planning, but changes had been made to review the way capital projects were funded by borrowing, to more closely align with lifetime of assets which would realise £2.6m in 2015/16 and £2.4m in 2016/17. A final update was also provided on the outcome of the recovery of funds from banks as a result of the Icelandic Banking Crisis which had now been completed.

The Chief Financial Officer confirmed that training on treasury management would be arranged in the next few months as an important role for elected members.

RECOMMENDED

That the County Council be recommended to approve:

1. The Prudential Indicators and Limits for 2016/17 to 2018/19.
2. The Minimum Revenue Provision (MRP) Statement.
3. The Treasury Management Strategy.
4. The Investment Strategy.
5. Delegation to the Chief Financial Officer to determine the most appropriate means of funding the Capital Programme.

Reasons for Recommendations

1. The Prudential Code provided a framework under which the Council's capital finance decisions were carried out. It required the Council to demonstrate that its capital expenditure plans were affordable, external borrowing was within prudent and sustainable levels and treasury management decisions were taken in accordance with professional good practice. Adherence to the Prudential Code was mandatory as set out in the Local Government Act 2003.
2. The report recommended the indicators to be applied by the Council for the financial years 2016/17 to 2018/19. The successful implementation of the code would assist in the objective of developing 'public services fit for the future'.

Corporate Performance Monitoring Report

- 25 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 second quarter of 2015/16. This item was deferred from the Cabinet meeting held on 13 January 2016.

The Policy and Performance Manager introduced the new reporting style to the Cabinet which would present highlights on performance against outcomes and arrangements to provide live data at meetings which would provide more opportunity to scrutinise issues of concern. The Cabinet welcomed the developments to improve performance monitoring and to use an Outcomes Based Accountability (OBA) approach focussed on the impact on residents of Dorset. It was suggested that performance needed to be measured regarding early prevention for future reports and detail health impacts.

In relation to the representation of performance information by the press, a member expressed concern that the information presented needed to be clear in the layout to prevent misinterpretation.

A question was asked about the use of electronic systems to complement the reporting processes for Committees including the production of reports. It was confirmed that this was being addressed and an ICT system would modernise the processes currently in place.

Resolved

1. That the report be noted.
2. That the proposed revised approach entitled OBA Concept Report Scorecard be endorsed.

Reason for Decisions

To ensure members' awareness of the County Council's performance against the 2015-16 Corporate Plan and Corporate Balanced Scorecard.

Commercialisation and Income Generation Policy

- 26 The Cabinet considered a report by the Cabinet Member for Corporate Development on the work of the Commercial Board, as part of the Forward Together Programme, to focus on a more commercial and business mind-set approach to include promotion of innovation and a culture of growth of entrepreneurial activity to realise commercial potential. This item was deferred from the Cabinet meeting held on 13 January 2016.

The Cabinet commended the report and thanked the Head of Internal Audit, Insurance & Risk Management for his efforts to produce a concise policy and strategy which provided a clear focus on the aims and objectives of the Council in respect of commercial activity and opportunities.

It was clarified that the development of a commercial approach and generation of income for the Council would be managed to avoid any negative impact on small businesses and business communities.

Resolved

That the Commercialisation and Income Generation Policy be approved and adopted.

Reason for Decision

To establish clear aims and objectives to encourage and support a more commercial approach across the Council.

Recommendations from Committees

27 The Cabinet considered the following recommendations from committees.

Recommendation 18 - Admissions Arrangements 2017-2018 and Transport Policy 2016-2017

27a **Resolved**

That the following be adopted:

1. Dorset County Council Admissions Arrangements including the Co-ordinated Scheme, the Admissions Arrangements for Community and Voluntary Controlled Schools in Dorset 2017-2018, the In-Year Fair Access Policy 2017-2018, the Admission of Armed Forces Community Children Policy and the Guidance on the Placement of a Pupil Outside His or Her Normal Age Group, the 6th Form Admissions Policy and the Nursery Admissions Policy.
2. The Home to School Transport Entitlement Policy for Children Attending Mainstream School 2016-2017 and the Dorset Post 16 Transport Support Policy for 2016-2017 which included a rise in the surplus seat price from £485 to £510 and a proposal for reaching full cost recovery. The full cost recovery be recommended to be progressed in accordance with option 'a' within the report, namely an increase in September 2016 to £510, to £640 in September 2017 and to £770 in September 2018.
3. The extension of the Post 16 charge to young people with SEN/D accessing Post 16 education.
4. Changes to the Pupil Admissions Number for Thomas Hardy School, reducing from 475 to 450.

Reasons for Decisions

1. To determine admissions arrangements in accordance with statutory requirements including the Schools Admissions Code December 2014.
2. To ensure compliance with the latest legislation and subsequent regulation/statutory guidance.

Recommendation 30 - Future of the School Library Service

27b It was noted that more consultation needed to be carried out before a decision would be made in relation to the future of the School Library Service.

Resolved

That the consideration of the future arrangements for the School Library Service be deferred.

Recommendation 14 - Local Transport Plan 2011 - 2026: Passenger Transport Strategy

27c **Resolved**

That the Passenger Transport Strategy be approved.

Reason for Decision

Implementation of the Passenger Transport Strategy would impact on the continuance of transportation service and quality as savings were sought through the Forward Together Programme.

Recommendation 27 - Dorset County Council Environmental Performance and Greenhouse Emissions 2015

27d **Resolved**

That officers be authorised to pursue the opportunities to improve the County Council's overall environmental performance in Section 5 of the Head of Economy's report.

Reason for Decision

The recommendation supported the County Council's key objective of Enabling Economic Growth, set out in Corporate Plan 2014-15, by supporting an energy efficient, low carbon economy, tackling global environmental change and ensuring

good management of our property, environmental and historic assets.

Recommendation 30 - Partnership Bid for European Structural Investment Funds for 'Dorset Low Carbon Economy Programme'

27e **Resolved**

1. That the submission of a full bid to the ESIF programme be approved.
2. That delegated authority be granted to the Head of Environment, after consultation with the Cabinet Member for Environment to sign grant and partnership agreements for the purposes of the project.
3. That Dorset County Council taking on the role of lead partner and accountable body for this project be agreed.

Reason for Decisions

To deliver the County Council's Corporate Aims on enabling economic growth and to deliver the aim of an 'energy efficient, low carbon economy' in particular. Proactive pursuit of European funding also presented an opportunity to develop the capability and skills needed to better access and manage this potentially significant source of funding in future.

Recommendation 33 - Heritage Lottery Fund/Big Lottery Fund ' Parks for People' Bid

27f **Resolved**

1. That a Stage 1 bid be agreed and, in the event that this was successful, a Stage 2 bid be agreed to go forward to the Heritage Lottery Fund for the 'Durlston Pleasure Grounds' project.
2. That in the event of a successful bid, approval be given to delegate authority to the Head of Environment to agree the Terms of Grant, after consultation with the Cabinet Member for Environment.

Reasons for Decisions

1. To support the Corporate Plan objectives on public health and wellbeing.
2. To support the Asset Management Plan objectives on improving the condition of, and reducing maintenance costs in, the retained estate.

Recommendation 37 - Superfast Broadband Provision for Hard to Reach Communities

27g Members recognised the significant impact made by improving access to Superfast Broadband, which had been considered in detail by a Policy Development Panel which had arisen from a petition regarding access difficulties in rural areas. It was noted that progress was still required regarding 'not-spots' in the remaining 3% of Dorset, and the initiative had begun to start looking into Ultrafast Broadband provision and other elements of digital infrastructure. Details of the timeframe for addressing 'not-spots' would be shared with members outside of the meeting.

Resolved

1. That a comprehensive analysis of Superfast Broadband "not-spots" across the County be carried out, detailing communities, clusters of properties and isolated properties.
2. That the Superfast Dorset team continue to work with the supplier to ensure solutions deliver value for money in order to maximise the potential underspend for reinvestment – it is understood that additional investment would be available for further delivery at the end of the current deployment period, i.e. into 2018.
3. That support be given to actively pursuing the benefits of a marketing action plan, with all of the strategic stakeholders for the development of a business case for revenue funding of activities that would drive greater take-up, from 19% to 50%.
4. That additional funding opportunities be pursued, including the part that the South West Ultrafast Fund would play in this.
5. That should additional funding be available, market engagement and open

procurement should be a requirement to maximise competition, drive value for money and innovative solutions. Any alternative solution must be demonstrably no more expensive in on-going user costs than mainstream commercial offerings and must have no greater restrictions on volume of use and on hospitality to future extension.

6. That Dorset's Digital Infrastructure Strategy be used to gain traction with the Dorset LEP and other stakeholders to provide a strategic base for actions in the medium term to develop a digital Dorset and maximise economic growth and prosperity.

Reason for Decisions

To enable members to have an oversight of this important programme which contributed to Dorset County Council's Corporate Plan focus on Economic Growth.

Recommendation 18 - Development of a Pooled Budget for ex NHS Campus Residents

27h **Resolved**

That the development of a pan-Dorset pooled budget for 26 ex-NHS campus residents from 1 April 2016 along with further work to design the terms of the underpinning Section 75 document be approved.

Reason for Decision

Alignment of the Council's approach with national and corporate strategy.

Recommendation 23 - Policy Development Panels

- 27i The Cabinet was briefed by Cllr Paul Kimber as the Vice Chairman of the Policy Development Panel on Trading Standards on the work of the Panel and the valuable role played by the service in supporting businesses across the County.

Resolved

That the recommendations of the Policy Development Panel as detailed in section 10 of the Director's report be agreed.

Reason for Decision

The Trading Standards Service had been reviewed and the contribution made by enabling economic growth by supporting a fair and safe trading and promoting wellbeing through services to consumers.

Recommendation 32 - Future of the School Library Service

- 27j This matter was decided upon in minute 27b above.

Recommendation 265/2015 and 4/2016 - Property Rationalisation

- 27k Cllr Wharf summarised the consideration of the Audit and Scrutiny Committee in relation to property rationalisation and the work of the Dorset Development Partnership, highlighted lessons learned and encouraged improved member engagement regarding property options and disposals. The Cabinet agreed that local members were integral to the options regarding property rationalisation and often had valuable insights into options for the future, and emphasised the need to comply with the Protocol for Informing Local Members of Matters Affecting their Electoral Divisions.

Resolved

1. That the programme be noted as an excellent example of the Council, through innovation, actively challenging the "status quo", and sought to deliver both transformation and financial savings, in pursuit of improved outcomes for the residents and communities of Dorset.
2. That the financial targets that have been agreed for the programme be recognised as necessary, challenging and ambitious.
3. That the reduction in the non-schools estate in the shape of running costs, net

- floor area and capital receipts be noted.
4. That the Committee's comments regarding the focus on culture and behaviour and new ways of working; the importance of the 'One Council' programme; member awareness and engagement; enhanced performance monitoring; exploring a wider association with the Dorset Development Partnership; clear principles and direction of the Council; and feedback from members serving on the DDP Member Board be endorsed.
 5. That the commissioning of professional support, available through the Dorset Development Partnership, to supplement the Council's resources to maintain the required momentum be investigated.
 6. That proposed changes to the use of capital receipts to support revenue spending on transformation be examined.
 7. That the reality of speeding up the programme be noted as being very difficult due to the associated disposal processes and market factors.
 8. That the asset management register be reviewed on an annual basis.

Reason for Decisions

To support the property rationalisation programme and identify whether anything further could be done to achieve the target and reduce the risk of not achieving the identified savings.

Recommendation 14 - Tricuro - Lessons Learnt Review

- 271 The Cabinet Member for Adult Social Care highlighted that the review had identified lesson learned, but needed to also identify the need for recruitment to take an appropriate amount of time to appoint senior officers in order to appoint the right person. It was noted that the minutes would be updated accordingly.

Concern was expressed regarding the use of consultants and the possibility of issues caused by information not being made available in order to get the best value possible. The Cabinet Member reported that although there were issues raised in the lessons learned, on the whole the use of consultants had provided excellent advice and brokerage and it would not have been possible to complete the formation of the company without them.

Resolved

That the importance of lessons learned identified in the report be acknowledged and noted to avoid any recurrence.

Reason for Decision

To allow members to perform their consultative role as outlined in the 22 October and 17 December 2014 Cabinet reports, and the 10 June 2015 Audit and Scrutiny Committee report.

Questions from County Councillors

- 28 No questions were asked by members under Standing Order 20.

Meeting Duration: 10.00 am - 12.05 pm

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Cabinet

Minutes of a meeting held at County Hall, Colliton Park,
Dorchester, Dorset, DT1 1XJ on Wednesday, 24 February 2016

Present:

Robert Gould (Chairman)

Robin Cook, Toni Coombs, Peter Finney, Colin Jamieson, Jill Haynes and Rebecca Knox.

Members Attending

John Wilson, as Chairman of the Council under Standing Order 54

Deborah Croney, County Councillor for Hambledon

Beryl Ezzard, County Councillor for Wareham

Spencer Flower, County Councillor for Verwood and Three Legged Cross

David Harris, County Councillor for Westham

Ros Kayes, County Councillor for Bridport

Paul Kimber, County Councillor for Portland Tophill

William Trite, County Councillor for Swanage

Officers Attending: Debbie Ward (Chief Executive), Catherine Driscoll (Director for Adult and Community Services), Patrick Ellis (Assistant Chief Executive), Mike Harries (Director for Environment and the Economy), Phillip Minns (Head of Learning and Inclusion) and Lee Gallagher (Democratic Services Manager).

For certain items, as appropriate

Emma Baker (Project Engineer), Matthew Piles (Head of Economy), Kelly Rand (Sustainable Transport Officer) and Andrew Shaw (Dorset Travel Team Service 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: **Tuesday, 1 March 2016.**

(2) These minutes have been prepared by officers as a record of the meeting and of any decisions reached. They are to be considered and confirmed at the next meeting of the Cabinet to be held on **Wednesday, 16 March 2016.**)

Apology for Absence

29 An apology was received from Sara Tough (Director for Children's Services). Phil Minns (Head of Learning and Inclusion) attended for Sara Tough.

Code of Conduct

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

With reference to minute 37, a general interest was declared by Mike Harries (Director for Environment and the Economy) as he lived within the area of the scheme, and was the Director responsible for the scheme from the County Council. During the debate on this item he withdrew from the meeting.

Minutes

31 The minutes of the meeting held on 11 February 2016 were confirmed and signed.

Public Participation

32 Public Speaking

There was 1 set of public questions received at the meeting in accordance with Standing Order 21(1) regarding Minute 35 'Rural Bus Service Review'. The questions and answers are attached to these minutes.

There were 4 public statements received at the meeting in accordance with Standing Order 21(2) regarding Minute 35 'Rural Bus Service Review' and Minute 36 'The Future of Wareham Foot Level Crossing'. The statements are attached to these minutes.

Petitions

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

Cabinet Forward Plan

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

Noted

Approach to Support Services

34 The Cabinet considered a report by the Cabinet Member for Corporate Development in relation to the current position of the Support Services Transformation programme and options for the future of support services.

It was recognised that although the Cabinet had previously agreed to investigate an in-house option combined with joining or forming a Local Authority shared service and recruiting an incremental partner to work with the Council on the transformation of the support services, given the current budget pressures on the Council, it was not appropriate to continue with the recruitment of an incremental partner

It was recognised that the Council had to be flexible in order to drive efficiencies and deliver savings, and that this would be detailed in a further report to the Cabinet in March 2016 which would present clear targets and timescales.

Members also noted that oversight of the transformation and engagement with communities would be a key role of the new Budget Strategy Task and Finish Group.

Resolved

That the approach of developing a programme of change for support services to save a minimum of £1.5m in 2017/18 be endorsed.

Reasons for Decision

1. As part of the programme, the Council would consider the further steps required to deliver additional savings which would ensure value for money, modern and valued support services.
2. In order to set a strategic direction for the Support Services.

Rural Bus Services Review

35 The Cabinet considered a report by the Cabinet Member for Environment on the review of public transport in Dorset.

In accordance with the Council's procedures for public speaking, the Cabinet received 1 set of public questions and 1 public statement at the meeting in accordance with Standing Orders 21(1) and 21(2). The questions and answers, and statements are attached to these minutes. The public questions and statements raised the following issues and concerns:

- The financial position of the Council in being able to provide subsidised bus services.
- The creation of rural isolation for people with no way of accessing work, market town shopping, medical appointments and to other public transport networks.
- Economic impact of reduced routes.
- The plans for alternative provision.
- Not enough time taken to consult the public during the 4 week consultation period and that longer should be spent on consultation.

A number of members addressed the Cabinet (including formal questions submitted by Cllr Beryl Ezzard – questions and answers are attached to these minutes) in turn to make comments and raise concerns which included rural and urban isolation; access to employment, education, medical appointments and shopping; the independence of the elderly including the need for social inclusion and for them to remain in their own homes for as long as possible; review of rural travel by North Dorset District Council; need to find alternatives to traditional provision; time needed for communities to create alternatives; the length of consultation undertaken; the quality of the Equalities Impact Assessment and consideration of protected characteristics (which was confirmed by the Monitoring Officer to be sufficient for a decision to be made); perceived inaccuracies of detail within the report; scale of the consultation with only 1000 paper copies of consultation being available; and not enough detail in relation to the why the risk assessment was 'high'.

The Cabinet Member for Environment summarised the strategic impact of subsidising bus routes across the County and explained that the current arrangements were not financially sustainable or fit for purpose and it was therefore necessary to have a strategic passenger transport network in partnership with communities. The Cabinet Member for Communities, Health and Wellbeing then provided a comprehensive overview of developments to date on community transport initiatives through a local workshop approach to solutions with residents, partner organisations, and local councils based on data from the review and consultation. It was suggested that the model be rolled out to communities shortly as a blueprint to facilitate local community transport schemes.

The Cabinet discussed the issues and concerns raised together with the approach for the future to be led by local members to develop initiatives across localities with the input of communities. Further clarification was provided regarding the cost of concessionary travel for free bus passes, managing surplus seats, and school bus integration for all travellers (with appropriate safeguarding).

The Cabinet Member for Economy and Growth reported that he was approaching MPs to secure their support for changes to the operation of the Concessionary Fares scheme to ensure a better outcome for public transport in the future.

Resolved

1. That withdrawal of funding support for public transport routes as described in Appendix 1 of the Cabinet Member's report be approved.
2. That the flexible approach in relation to the development of community transport initiatives be implemented.

Reason for Decisions

Improving efficiency in the delivery of passenger transport services would help support the Council's Corporate Aims – of Enabling Economic Growth and Health, Wellbeing and Safeguarding through providing or supporting a more extensive community transport network.

The Future of Wareham Foot Level Crossing

- 36 The Cabinet considered a report by the Cabinet Member for Environment regarding the Wareham Foot Level Crossing.

In accordance with the Council's procedures for public speaking, the Cabinet received 3 public statements, including 2 from Network Rail, at the meeting in accordance with Standing Order 21(2). The statements are attached to these minutes. The statements raised the following issues and concerns:

- The risk to the public if the crossing remained open.
- Safety risks of alternative solutions, including the use of an attendant.
- Financial impact of any alternatives to closing the crossing.
- Previous planning considerations by Purbeck District Council.
- The ambitions of the Swanage Railway to reconnect at Wareham but not whilst the crossing remained open.

Formal questions were submitted by Cllr Beryl Ezzard who urged the Cabinet to keep the crossing open and prevent Wareham being split in half with no feasible alternative crossing, but with a preference for an automatic system or lifts. The questions and answers are attached to these minutes.

As the local member for Swanage, Cllr William Trite, addressed the Cabinet to empathise with local concerns and to highlight the need for the reinstatement of the Swanage Railway with Wareham which had huge public support. He also advocated the use of lifts as the best solution.

The Cabinet Member for Environment acknowledged the need for further consideration to be given to the foot level crossing and announced that the report would return to Cabinet in two months.

Resolved

That the report be deferred for further consideration before being resubmitted to the Cabinet in two months.

Dorchester Transport and Environment Plan (DTEP): Implications of West Dorset District Council Decisions

- 37 The Cabinet considered a report by the Cabinet Member for Environment on the future Dorchester Transport and Environment Plan (DTEP) as a result of consideration by West Dorset District Council.

Resolved

1. That the design and construction of all DTEP elements be progressed except the Maumbury Cross/Fairfield link to an amended timetable and spend profile (Table 2) such that all of these elements are funded through the direct DCC, WDDC and DTC capital expenditure, already approved.
2. In addition, it is agreed to construct a partial improvement at Maumbury Cross to provide a much needed safer pedestrian link to the town centre from the south.
3. That full improvement at Maumbury Cross be postponed, including an improved link across Fairfield, until sufficient developer funding is available and West Dorset District Council support is achieved.

Reason for Decisions

To develop a scheme that achieved the best balance between meeting project objectives and being acceptable to the people of Dorchester and partner councils.

Work experience and access to Apprenticeships for all Year 11 Looked After Young People

- 38 The Cabinet considered a report by the Cabinet Member for Children and Young People regarding apprenticeships for year 11 Looked After Children as part of the Council's corporate parenting duty.

The Cabinet Member for Children and Young people strongly supported the need for the Council to provide apprenticeship opportunities from year 11 for Looked After Children (LAC) in its duty as a corporate parent in order to lead by example and encourage other partners and organisations to do the same in the future. This would help to reduce the number of LAC that would end up not in employment, education or training which was currently 49% compared with mainstream children at 4%. It was acknowledged that there was further work required in relation to funding and human resources, but Cabinet was urged to agree the principle of the scheme which had also been agreed by the Virtual School Governing Body.

Members took the opportunity to support the recommendations, together with further support from Cllr Deborah Croney as Leader of North Dorset District Council who informed the Cabinet about apprenticeships being considered across North, West Dorset and Weymouth and Portland Councils and the possibility of discussing how the councils could be involved with the scheme.

Resolved

1. That the Cabinet sign up to the commitment of offering all Year 11 LAC students work experience opportunities and access to apprenticeships within DCC and beyond.
2. That the Action Plan for delivering this commitment be approved.
3. That the policies as mentioned in the Cabinet Member's report be implemented.
4. That the pilot outlined in the report be trialled to ensure that the work experiences/apprenticeships are supported during the whole process; that successful outcomes are achieved by the individuals involved; and the trial becomes embedded for future apprenticeships.

Reason for Decisions

Higher duty of care that Corporate Parents have towards Looked After Children.

Regional Adoption Agency (RAA)

- 39 The Cabinet considered a report by the Cabinet Member for Children and Young People on the development of a Regional Adoption Agency to improve the adoption process by matching adoptive parents quicker by having a larger pool available, which would have a greater chance of avoiding adoption breakdowns.

Resolved

1. That officers be requested to proceed with development of a proposal to develop a Regional Adoption Agency in an outline business case and high level implementation plan. The proposed Regional Adoption Agency would combine the adoption services of Bournemouth Borough Council, Dorset County Council, The Borough of Poole and Families for Children, a voluntary adoption agency;
2. That authority be delegated to the Director for Children's Services after consultation with the Cabinet Member for Children and Young People to review and approve the proposal prior to submission to the DfE.

Reasons for Decisions

1. Councils had a statutory duty to provide adoption services to all those affected by adoption living in their area. Services to meet those responsibilities were required to meet legislative requirements and Minimum Standards for

Adoption Services and were inspected regularly by OFSED to ensure they did so.

2. The move towards a proposed Regional Adoption Agency would not discharge the Council of its statutory responsibilities but would effect far reaching changes in how those functions were organised and managed: While Bournemouth continued to be a high performing service, central government expected that Regional Adoption Agencies would be better able to target the recruitment of prospective adopters, speed up the matching and placement of children, improve adoption support services and could create efficiency savings.
3. The Education and Children Bill was moving through Parliament and could give the Secretary of State the power to order local authority adoption agencies to combine services if they did not voluntarily do so.

Recommendations from Committees

40 The Cabinet considered the following recommendations.

Recommendation 7 - Proposed Dorchester Parking Review

41 **Resolved**

- 1 That the proposed waiting restrictions for the Dorchester Parking Review, on Queens Avenue/Treves Road/Clarence Road, on South Court Avenue and on Alfred Road/Cromwell Road, as originally advertised, be approved and that there be a commitment to these being enforced effectively.
2. That the advertised proposals for Coburg Road/Edward Road be abandoned; and that parking proposals for Coburg Road/Edward Road be revisited, re-evaluated and a new design drawn up to go out to public consultation early in 2016.

Reasons for Recommendations

1. The proposals should improve the movement of vehicles along Queens Avenue/Treves Road/Clarence Road and help prevent indiscriminate parking causing problems to residents and visitors. The proposal in South Court Avenue would also improve the movement of vehicles and stop indiscriminate parking. The proposals in Alfred Road/Cromwell Road were needed to help alleviate the continued problems of the all-day parking by employees in the town centre, people who park and use the train or those visiting the nearby Brewery Square development. This had caused significant problems to the residents and had also prevented the refuse lorry from accessing the area on a number of occasions.
2. Feedback from the Local Members and Dorchester Town Council following the advertisement of the proposals indicated that the proposals for Coburg Road/Edward Road needed to be reconsidered and the revised proposals consulted upon.

Recommendation 10 - Proposed Waiting Restrictions, Chiltern Drive & Pennine Way, Verwood

42 **Resolved**

That the proposed waiting restrictions on Chiltern Drive and Pennie Way, Verwood be approved with a minor amendment to relax the restrictions to allow limited waiting on a length of Chiltern Drive.

Reason for Decision

The proposals should allow the free the movement of vehicles at the new entrance to the super store off of Chiltern Drive.

Questions from County Councillors

- 43 Two sets of questions were received from Councillor Beryl Ezzard regarding Minute 35 'Rural Bus Service Review' and Minute 36 'The Future of Wareham Foot Level Crossing' under Standing Order 20.

The questions and answers are attached to these minutes under the items referred to above.

Meeting Duration: 10.00 am - 12.20 pm

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Cabinet

Minutes of a meeting held at County Hall, Colliton Park,
Dorchester, Dorset, DT1 1XJ on Wednesday, 16 March 2016.

Present:

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

Members Attending:

John Wilson, as the Chairman of County Council and County Councillor for Ferndown
Peter Wharf, County Councillor for Egdon Heath

Officers Attending:

Nicky Cleave (Deputy Director of Public Health), Catherine Driscoll (Director for Adult and Community Services), Patrick Ellis (Assistant Chief Executive), Jonathan Mair (Monitoring Officer), Jim McManus (Chief Accountant), Matthew Piles (Head of Economy) and Lee Gallagher (Democratic Services Manager).

For certain items, as appropriate:

John Alexander (Performance and Policy Manager), Grace Evans (Principal Solicitor), Patrick Myers (Head of Corporate Development), Peter Scarlett (Estate and Assets Manager) and Tom Smith (Contracts and Marketing Development 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: **Tuesday, 22 March 2016.**
- (2) These minutes have been prepared by officers as a record of the meeting and of any decisions reached. They are to be considered and confirmed at the next meeting of the Cabinet to be held on **Wednesday, 13 April 2016.**)

Apologies for Absence

44 Apologies for absence were received from Richard Bates (Chief Financial Officer), Cllr Rebecca Knox – for part of the meeting, Mike Harries (Director for Environment and the Economy), Cllr Colin Jamieson, Sara Tough (Director for Children’s Services) and Debbie Ward (Chief Executive). Jim McManus (Chief Accountant) attended for Richard Bates and Matthew Piles (Head of Economy) attended for Mike Harries.

Code of Conduct

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

Minutes

46 The minutes of the meeting held on 24 February 2016 were confirmed and signed.

Public Participation

Public Speaking

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

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

Petitions

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

Cabinet Forward Plan

48 The Cabinet considered the draft Forward Plan, which identified key decisions to be taken by the Cabinet on or after the next meeting. The following changes were noted:

- An update on the Medium Term Financial Strategy would be added in July 2016.
- A report in relation to the outcome of the current OfSTED inspection of Children's Services would be scheduled in due course.

Noted**Panels and Boards**

49 The Cabinet received the following minutes of meetings:

Dorset Police and Crime Panel - 4 February 2016

50 **Resolved**
That the minutes of the meeting be received

Tricuro Executive Shareholder Group - 19 February 2015

51 The Cabinet considered the recommendation within the minutes to approve action required in relation to the budget of Tricuro. It was noted that £345k was identified within the financial forecast to be returned to partner councils on a proportional basis with the County Council due to receive 70%. It was noted that £26k would also be returned to Bournemouth Borough Council to refund an overpayment into the company in the first year.

In relation to minute 5, the introduction of 20 apprentices was welcomed by the Cabinet Member for Children and Young People and it was suggested that the opportunities for apprenticeships for looked after children and care leavers should be investigated. It was agreed that this would be raised with Tricuro for consideration.

Resolved

1. That the minutes of the meeting be received and the following recommendation be approved:
Recommendation 4 - Tricuro Budget 2016/17
That the shareholders be asked to take necessary action to agree the Finance Director's recommendation.
2. That apprenticeships for looked after children and care leavers be investigated with Tricuro.

Dorset Waste Partnership Joint Committee - 29 February 2016

52 **Resolved**
That the minutes of the meeting be received and the following recommendations, as amended, be approved:

Recommendation 8 - Review of the Governance Arrangements

- (i) *That the formation of a Waste Partnership Scrutiny Group as agreed at the December meeting of the Joint Committee be confirmed, and note that a member and reserve member would be appointed by the Leader of the Council outside of the meeting;*
- (ii) *That the principle of revisions to the Inter Authority Agreement as set out in section 3 of the report be agreed and the revised Agreement be commended to the partner Councils for adoption and signature; and*

- (iii) *That the Inter Authority Agreement be approved in conjunction with authority delegated to the Legal Advisor to the Waste Partnership to finalise and sign the agreement after consultation with the solicitors of all partner Councils.*

Reason for Recommendations

To improve the governance arrangements of the Waste Partnership.

Forward Together Update

- 53 The Cabinet considered a report by the Cabinet Member for Corporate Development on the progress of the Forward Together Programme, including the Chief Executive's Department Restructure and Forward Together 2020.

In relation to the restructuring of the Chief Executive's Department, attention was drawn to the need to consider any possible future governance changes and the devolution opportunities available to the Council. It was recognised that there was a balance needed in order to deliver business as usual and forecasting requirements in the future.

Noted

Corporate Performance Monitoring Report

- 54 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 third quarter of 2015-16, and the draft refresh of the County Council's corporate plan for 2016-17, including a revised outcomes framework.

In relation to performance information, it was suggested that effort should be put into the language and colours used to describe risk causes within the report as they could be taken out of context. It was noted that the language was only appropriate for internal consideration. It was agreed that the comments would be taken account of in the presentation of future reports including consideration of an explanation of the risk register to put the content into context.

The Cabinet welcomed the new concise and focused format of the Corporate Plan which provided clear outcomes across the Council. However, it was recognised that the forthcoming changes to committees reflected the themes, but needed to ensure that duplication of work across multiple committees should be avoided. It was noted that this would be the responsibility of the new Overview and Scrutiny Management Board.

Noted

Quarterly Asset Management Report

- 55 The Cabinet considered a report by the Cabinet Member for Corporate Development on the strategic direction for the management of the County Council's assets, key targets and the main asset classes of Property, Highways, ICT, Fleet and Waste, covering approvals required and emerging issues.

In relation to the Maiden Newton Youth and Community Centre, the community aspiration to redevelop the site into a sports facility for the community and school was noted, together with the Community Land Trust arrangements to allow the community to take on the site and progress the project.

The Cabinet considered the arrangements for the Warden Bungalow at the Piddlehinton Gypsy and Travellers site and discussed the impact on the warden role. It was clarified that the building was planned to be released and the Countryside Service no longer required the warden role to be associated with residence on site. It was agreed that the decision would be subject to consultation with the Councillor local

member.

In relation to the replacement of the farmhouse at Eastbrook Farm, it was recognised that as farm work had intensified it was necessary to provide a new farmhouse by selling off the existing house and return the balance of proceeds as capital funds (approximately £80k). It was asked if the new farmhouse would have agricultural planning restriction.

(Note: It was subsequently confirmed following the meeting that the new farmhouse would have an agricultural restriction.)

It was reported that there had been difficulty in the project to provide extra care housing in Gillingham due to the Government's change in the benefits system which could provide exemption in due course in relation to maximum rent levels for social housing, but provided a delay at present. This had impacted upon the current viability analysis for the scheme.

An update was provided on a recent landslip on 9 March 2016 at Dinah's Hollow in Melbury Abbas which required a study and risk assessment to be undertaken to assess the future risks at the site, including the containment barrier system. The Cabinet noted that the road closure resulted in redirected traffic to the A350 and was supportive of actions to be taken by officers either to reopen the route or to keep it closed until further action could be taken depending on the outcome of the assessment. Officers and engineers were thanked for their efforts as a result of a recent closure for an earlier landslip which had led to the mitigation works in place.

The Cabinet welcomed the successful delivery so far of the significant A338 Major Maintenance Scheme and complimented the communications and delivery teams on the work to date which was ahead of schedule, and acknowledged the innovative use of recycling materials to reduce the environmental impact by not disposing of and receiving new materials.

In relation to smarter computing, members were provided with an overview of the flexibilities of cloud computing which was planned to be used in the future instead of providing ICT storage onsite, with SharePoint being the first of the Council's major systems to be used in this way. It was noted that security and storage requirements meant that it could not be rolled out sooner, that the system was revenue funded instead of capital, and that when implemented would provide a more responsive service.

The Cabinet acknowledged the Property Rationalisation and Modernisation Programme including Living and Learning Project, which required local members to be involved in their electoral divisions to enable future service delivery through proactive engagement.

Resolved

1. That the County Council's general powers of competence be used to transfer the land comprising the Maiden Newton Youth and Community Centre building to the Upper Frome Valley Community Land Trust, subject to that party producing a viable business plan, and otherwise on terms to be agreed by the Director for Environment and the Economy (para 3.1.1 (d) of the Cabinet Member's report).
2. That the disposal of the on-site warden bungalow at the Piddlehinton Gypsy and Travellers site on terms to be agreed by the Director for Environment and the Economy (para 3.1.2 (a) of the report) be approved, subject to consultation with the local member.
3. That the construction of a replacement farmhouse on Eastbrook Farm from the proceeds derived from the sale of the current farmhouse, with the balance of the proceeds of sale being returned to Corporate Capital funds (para 3.1.3 (d)

- of the report) be approved.
4. That the overall revised estimates and cash flows for projects as summarised and detailed in appendices 1 and 2 (para 8.2 of the report) be approved.
 5. That the emerging issues for each asset class be noted.
 6. That the actions required as a result of the risk assessment regarding the landslip at Dinah's Hollow, Melbury Abbas be agreed.

Reason for Decisions

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

Tendering of the Connexions information, advice, guidance and tracking service for young people

- 56 The Cabinet considered a report by the Cabinet Member for Children and Young People for children's services to seek competitive tenders for a county-wide Connexions information, advice, guidance and education, employment and training tracking service for young people. The report was produced in accordance with the contract procedure rules for contracts with an estimated value of over £500,000 which required Cabinet approval.

Resolved

That the competitive tendering of the Connexions service be approved.

Reasons for Decision

1. To ensure continuity of service whilst seeking greater value for money within a smaller budget.
2. To comply with Contract Procedure Rules and EU Procurement Regulations.

Questions from County Councillors

- 57 No questions were received from County Councillors.

Exempt Business

Resolved

58 That under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for minute number 59 because it was likely that if members of the public were present, there would be a disclosure to them of exempt information as defined in the paragraphs 3 and 5 of Part 1 of Schedule 12A and the public interest in withholding the information outweighed the public interest in disclosing that information.

Queen Elizabeth's School, Wimborne - Position Statement

- 59 The Cabinet considered an exempt report by the Cabinet Member for Corporate Development on the progress of the project to replace the Queen Elizabeth's School in Wimborne.

A comprehensive overview was provided by the Principal Solicitor. It was noted that progress was due to be made in the coming weeks, that an update would be provided for members outside of the meeting and a further update report would be presented to the next meeting on 13 April 2016.

Members discussed the report in detail and expressed views regarding the next steps, together with supporting the work undertaken to date.

Resolved

That the action taken be noted and that an update on progress be reported to the Cabinet meeting on 13 April 2016.

Reason for Decision

Approval would enable the Cabinet to make an informed decision at a later meeting about how best to proceed.

Meeting Duration: 10.00 am - 11.20 am



Adult and Community Services Overview Committee

Minutes of the meeting held at County Hall, Colliton Park, Dorchester, DT1 1XJ on Monday, 14 March 2016.

Present:

William Trite (Chairman)

David Walsh, Michael Bevan, Steve Butler, Ronald Coatsworth, Fred Drane, Beryl Ezzard, David Jones, Ros Kayes, Paul Kimber, Spencer Flower and Kate Wheller.

Members Attending:

Robert Gould, Leader of the County Council

Colin Jamieson, Cabinet Member for Economic Growth

Officers Attending:

Catherine Driscoll (Director for Adult and Community Services), Harry Capron (Head of Adult Care), Paul Leivers (Head of Early Help and Community Services), Steve Hedges (Group Finance Manager), John Alexander (Performance and Policy Manager), Tracy Long (Library Service Manager), Miriam Maddison (Better Together Programme Director) and Fiona King (Senior Democratic Services Officer).

(Notes: 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 Adult and Community Services Overview Committee to be held on **Tuesday, 14 June 2016.**)

Apologies for Absence

23 There were no apologies for absence received.

Code of Conduct

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

David Jones declared a general interest in that his wife was disabled, had private carer arrangement in place and was a blue badge holder.

Fred Drane also declared a general interest in that his wife was disabled and in receipt of a disability benefit.

Members of the Committee noted that they were all members of the Dorset County Library Service.

Minutes

25 The minutes of the meeting held on 20 January 2016 were confirmed and signed.

Matter Arising

Minute 17 – Work Programme

Following a comment from Michael Bevan concerning the minutes from meetings of Tricuro’s Executive Shareholder Group (ESG), the Director for Adult and Community Services confirmed that minutes from the ESG meeting held on 29 January 2016 would be presented to Cabinet at their meeting on 16 March 2016.

Ros Kayes mentioned that she had recently spoken with the Cabinet Member for

Adult Social Care about the Dorset members of the ESG feeding back to members of this Committee in a more informal way.

The Director for Adult and Community Services advised members that the Managing Director of Tricuro had been due to attend this meeting to update members but had unfortunately been taken ill.

Public Participation

26 Public Speaking

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

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

Petitions

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

Revenue Budget Monitoring 2015/16

27 The Committee considered a report by the Chief Financial Officer which showed a forecast overspend against service budgets for the County Council of £4,444k.

The Group Finance Manager reported that most of the services in the directorate had shown an improvement from the last quarter and as at the end of February 2016 the overspend for Adult and Community Services was £1.3m.

The Chairman was pleased to note that the direction of travel appeared to be positive.

One member drew attention to the £50k underspend in the library budget and asked for clarification. The Head of Early Years and Community Services advised that the Library Service was trying to save money and this was part of their contribution to managing the Directorate's and County Council's overall budget position.

Following a question from a member about a contract with blocked beds, the Director for Adult and Community Services advised this was not to do with bed blocking but referred to a long standing 35 year residential care contract. A lot of work had been undertaken to reduce vacancies in this area and although the position now was better than it was there was still cause for concern.

In response to a member's concern about ambiguous letters to residents regarding their care packages, the Director for Adult and Community Services undertook to engage an independent advocate to oversee such letters.

Noted

Tricuro - update

28 The Committee considered a report by the Director for Adult and Community Services which summarised the progress Tricuro had made and the ongoing focus to identify opportunities for service improvements and redesign whilst ensuring services were sustainable and represented value for money.

The Director for Adult and Community Services advised members that the creation of Tricuro had so far realised £2m worth of savings but with the County Council's changed financial position a lot of work would need to take place in order for Tricuro to achieve a balanced budget for next year.

Reference was made to a detailed piece of work in respect of the reablement service

with the aim of delivering a more responsive service to people in acute hospital beds. This service needed to be prioritised for people leaving hospitals. There were pressure points in relation to packages of care but work was ongoing with partners to improve this position.

The Director added that the reablement service that was with the County Council before it transferred to Tricuro was meant to respond to people within 48 hours, this was now not fit for the current situation. Tricuro did not at present provide any long term domiciliary care but this could be a development for them in the future.

Following a concern from Cllr Ros Kayes regarding Sydney Gale House, as the Local Member, the Director advised that the replacement would offer more beds than was currently available. She also noted that as a local member she had not been kept informed which she found disappointing. The Director advised that the County Council was leading on this work which was different from Tricuro having a plan but she would alert Tricuro to the need to engage with local members.

In response to a comment from Cllr Michael Bevan, as the Chairman of the Shared Lives Panel about a recent issue he had experienced in respect of the number of people in Dorset wanting to be cared for, which was due to be addressed at the next meeting of the Executive Shareholder Group (ESG) on 21 March 2016, the Director undertook to report back to him following this meeting.

It was noted that Shared Lives carers were particular carers who wished to register for this and were different to other carers that were providing care and support to family and friends.

The Chairman commented that Tricuro was very conscious of the need to ensure services were as good as they were before and a recent CQC inspection had found the quality of care and support to be good and in one area one point off excellent.

Following a lengthy discussion in respect of accountability and assurance, the Director advised that arrangements were in place for the AGM to give all elected members the opportunity to see the progress for themselves.

Following a discussion about the senior management structure, the Director advised that Tricuro had restructured its senior staff and that was now delivering savings.

The Chairman undertook to invite members of the senior management team from Tricuro to a meeting of this Committee for a detailed discussion.

Cllr Ros Kayes, a member of the ESG, was unaware of the Independent Company Board and felt that the balance was not yet right between the private and public mix of information and that members definitely needed an overview of how Tricuro was progressing. The Director highlighted that it was disappointing that there had only been one meeting where all five Dorset members had been able to attend a meeting of the ESG.

It was suggested that the Dorset ESG members should report back to members of this committee to help members understand how things were progressing.

In response to a question from a member about inspecting care homes to see the progress for themselves, the Director advised that the CQC was responsible for inspecting care and residential homes and elected members could not take on this statutory responsibility. Members could perhaps arrange a planned visit to a particular home but needed to be aware that these were elderly people's homes.

Resolved

That following members comments on Tricuro's progress it was agreed that regular presentations, by Tricuro would be invited. All members of the County Council would be invited to attend any presentations.

Reason for Decision

To help achieve the County Council's vision of 'Working together for a strong and successful Dorset'.

Dorset Library Service - collaboration with Bournemouth and Poole

29 The Committee considered a report by the Director for Adult and Community Services which provided members with an update on the progress on the possible collaboration between Bournemouth Borough Council, Dorset County Council and the Borough of Poole in respect of library services.

One member drew attention to the Read-Easy Group on Portland who were struggling to recruit volunteers in this area. The Head of Early Years and Community Services undertook to advise the member outside of the meeting.

Following a concern from a member that one size might not fit all, the Head of Early Years and Community Services advised that officers had been clear in their discussions that a link to ongoing services needed to continue and in relation to current shared services the convening of a Trust could be a consideration.

In response to a comment from a member concerning the inclusion of the mobile library service in this work, the Head of Early Years and Community Services advised that access to services and the discharging of responsibilities under the Equalities Act was vital and noted that more detailed proposals would need to be brought forward.

One member highlighted the recommendation in the report 'to deliver a cost efficient and effective library service for Dorset within the resources available', and noted there was only a finite amount of money available and a balance needed to be found. He thought it would be helpful for members to focus on the tangible outcome of what this service was trying to achieve.

Following discussion, the Head of Early Years and Community Services noted members' concerns in relation to accountability and reporting and advised that any substantive proposals would be presented to members at a later date.

Noted

Mobile Library Services

30 The Committee considered a report by the Director for Adult and Community Services which considered the impact of change on members of the public and how the County Council could maximise access to services through the combination of library buildings, mobile libraries, online access and work with partners and local communities.

The Head of Early Years and Community Services highlighted to members the difference between the mobile library service and the home library service which the County Council commissioned the Royal Voluntary Service to provide a service for individuals who were housebound and unable to access conventional library services. This successful service was greatly valued and officers were looking to expand it.

The proposed consultation would be available in both hard copy on the library vehicles, as the drivers knew who their customers were, and also on Dorset for you electronically. It would also be circulated to Parish Councils.

In response to a member's concern about those hard to reach groups, the Head of

Early Years and Community Services confirmed there were no plans to do anything that would contravene the Equalities Act. The view was that savings needed to be achieved as part of the Medium Term Financial Strategy.

Members felt it was important to ensure that everyone was fully aware of the consultation and suggested copies of it be given to Residents' Associations and doctors surgeries. They also felt it would be helpful for all elected members to have a presentation on how the mobile library service would look following the review. The Head of Early Years and Community Services advised members that a seminar had been arranged to follow the meeting of the County Council meeting on 21 April 2016 which would provide members with further information on Living and Learning Centres.

The Vice-Chairman felt it was important to have a true consultation and was pleased to hear that questionnaires would be sent out with the library vans, his concern was the potential number of responses that could be received from people who had never used the service.

One member sought reassurance on the effectiveness of the service with one less vehicle, as a result of the previous route review, and expressed concern about the impact on rural areas, but accepted there was every reason to review it. The Head of Early Years and Community Services noted that an additional saving was required from the mobile library service over and above that from previous reviews.

Resolved

That the proposed consultation on the mobile library service be supported.

Reason for Decision

To inform changes in service and to meet the council's Medium Term Financial Plan.

Corporate Performance Monitoring Report - Third Quarter 2015/16 and Draft Corporate Plan Refresh 2016-17

- 31 The Committee considered a joint report by the Chief Executive and the Director for Adult and Community Services which presented the results of the monitoring of the Corporate Balanced Scorecard, including the Corporate Plan, for the third quarter of 2015-16 and the draft refresh of the County Council's corporate plan 2016-17, including a revised outcomes framework.

The Policy and Performance Manager highlighted that whilst there were not many concerns for this Directorate this quarter, there were clear actions in place in respect of direct payments.

Noted

Better Care Fund

- 32 The Committee considered a report from the Director for Adult and Community Services which summarised performance for the current year to date and provided an update on the Better Care Fund (BCF) planning for 2016/17.

Member's were advised that since the report had been drafted further detail had been received and the first draft submission had now been made and that arrangements were in place for the sign off of the second one.

Following a comment from a member about ring fenced revenue funding from the CCG's for NHS out of hospital commissioned service/risk share, the programme Director advised that this arose before national technical guidance had been received and that this particular issue had now been resolved.

In response to a question about emergency admissions, the Programme Director advised this related to all age admissions and highlighted the big growth in admissions of adults of working age. It was more than just a funding issue it was also about how people accessed the services.

The Head of Adult Care added that the key point was not just those people presenting at hospital but the actual number of people who were admitted. The biggest challenge for officers were the general packages of care, especially for those patients in rural areas. The Delayed Transfers of Care improvement plan was not just for the County Council but for all partners who were trying to support the flow of people being discharged from Community Hospitals. It was also noted that the new ways of integrated working could help to impact some of the issues in relation to the elderly and frail population in and out of hospital.

Noted

Policy Development Panels

33 The Committee considered a report by the Director for Adult and Community Services which provided members with the progress made in respect of the Policy Development Panel on Registration (births, deaths and marriages).

The Head of Early Help and Community Services advised members that the Panel had now met twice and to date no conclusions had been reached.

Members also received the notes of the first meeting of the Policy Development Panel on Registration.

Noted

Work Programme

34 The Director for Adult and Community Services highlighted that the current work programme was an outline programme if this Committee was to continue. In the light of the new committee structure work was in progress to take this forward with the new arrangements.

Ros Kayes expressed concern that with the new arrangements meetings would need to be held over a whole day in order for members to exercise a proper scrutiny function.

The Chairman drew members' attention to the fact that this would be the last meeting for the current Director for Adult and Community Services before she left the authority at the end of May. On behalf of the Committee he thanked her for all her help and expertise in serving this committee, and wished her well for the future.

Noted

Schedule of Member Seminars and Events 2016

35 The Committee's attention was drawn to the Schedule of Councillors' Seminars and Events over the following few months of 2016.

Members were advised that there would be a seminar following the County Council meeting on 21 April 2016 on Living and Learning Centres.

Noted

Member Briefings

36 The Committee were provided with the opportunity to identify topics for future member briefings. The Director for Adult and Community Services advised that in the light of

the work with the Better Care Fund it would be useful to hold a Health and Social Care Integration Workshop when further details were received from NHS England.

Noted

Outside Bodies and Member Champions

37 The Committee noted the opportunity for submissions by Members serving on Outside Bodies and from the Directorate's relevant Member Champions.

Beryl Ezzard, as Member Champion for Participation: children, young people, families, parents and carers, highlighted the need for her to be included in any consultations that were circulated.

Paul Kimber, as Member Champion for Promotion of Learning through Life, expressed concern that there were not enough volunteer readers for the Portland area and asked for advice from officers in this regard.

Noted

Questions from Members of the Council

38 No questions were asked by Members under Standing Order 20(2).

Meeting Duration: 10.00 am - 1.00 pm

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Children's Services Overview Committee

Minutes of the meeting held at County Hall, Colliton Park, Dorchester, Dorset, DT1 1XJ on Tuesday, 15 March 2016

Present:

Michael Bevan (Chairman)
Pauline Batstone, Beryl Ezzard, Susan Jefferies, Paul Kimber,
Mike Lovell and Margaret Phipps.

Members Attending

Robert Gould (Leader of County Council), Toni Coombs (Cabinet Member for Children and Young People) and Rebecca Knox (Cabinet Member for Communities, Health and Wellbeing).

Officer Attending: Tom Wilkinson (Children's Services Group Finance Manager) and Rebecca Guest (Senior Democratic Services Officer).

For certain items, as appropriate

Sara Tough (Director for Children's Services), Phillip Minns (Head of Learning and Inclusion), Anne Salter (Head of Strategy, Partnerships and Performance), John Alexander (Performance and Policy Manager) and Simon Fraiz-Brown (Committee Link Officer).

(Notes:(1) 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 Children's Services Overview Committee to be held on Thursday, 16 June 2016.)

Apologies for Absence

19 Apologies for absence were received from Steve Butler, Mike Byatt, Barrie Cooper, Peter Hall, Michael Turnbull and Daryl Turner.

Code of Conduct

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

Minutes

21 The minutes of the meeting held on 18 January 2016 were confirmed and signed.

Matters Arising

Minute 18 – Future of the School Library Service

The Cabinet Member for Member for Children and Young People informed members that the Cabinet had deferred their decision pending consultation with schools. The proposals were being discussed at the Schools' Forum on 18 March 2016.

Corporate Parenting Board

22 The Committee received the minutes of the Corporate Parenting Board meeting held on 27 January 2016. The Cabinet Member for Children and Young People advised members that the meeting had concentrated on feedback from a workshop which aimed to make the Board more effective.

A member commented that whilst, from her experience, connected parents did not require the same level of training as foster carers, a basic level of training was still necessary, however this seemed to be falling behind. She asked that the appropriate

resources be allocated to enable this training to be carried out.

Public Participation

23 Public Speaking

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

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

Petitions

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

Revenue Budget Monitoring 2015/16

24 The Committee considered a report by the Chief Financial Officer which set out the budget monitoring information as at the end of January 2016. The information showed an overall forecast overspend against service budgets for the County Council of £4,442k. The forecast overspend on service budgets would be in part offset by the forecast underspend on other central budgets of £2,050k meaning a forecast overspend of £2,392k.

The Group Finance Manager reviewed the report and highlighted spend per service area. He made specific reference to the Family Support budget, confirming as he had in previous meetings, that the forecast overspend was mainly as a result of the requirement to take more children in to care. It had been recognised that the Family Support budget was insufficient and an extra £3m had been allocated with effect from April 2016. A further, one-off payment of £5m had been earmarked with the aim of reducing the number of children in care to 400. There was also an overspend in relation to agency costs, however following service restructure and recruitment many of these contracts would cease in the new financial year, with none being extended past June 2016. For the first time, the Dedicated Schools Grant (DSG) budgets had tipped into overspend. Officers were trying to ascertain the true picture regarding is, as an education element had just been transferred into this grant and could be distorting the figure.

In response to members' comments on the number of children in care, officers reviewed the increase both locally and nationally, and highlighted the actions taken to reduce these. Officers were confident that early intervention was instrumental to reducing these figures. The Cabinet Member for Children and Young People referred to an early intervention pilot project carried out in Weymouth that had prevented 10 children being taken into care and this was now being rolled out across Dorset.

Members referenced the review of youth service buildings. The Cabinet Member for Children and Young People apologised for some delay by officers in responding to questions by community and voluntary groups, due to the Ofsted Inspection. She assured members that officers would support applications and be flexible in relation to received business cases. These would not need to be complete, but she emphasised that an initial interest had to be registered by the end of the month from groups wanting to take up operation of buildings. The Cabinet Member also signposted members to Dorsetforyou.com that had a list of frequently asked questions on the subject.

Noted

Forward Together for Children - update

25 The Chairman read out a statement by the Head of Strategy, Partnership and Performance which updated members on the on going Ofsted inspection. The Authority was being inspected under the Single Inspection Framework from

22 February to 17 March 2016. A provisional determination would be made on 17 March 2016 following which Inspectors would identify areas for improvement and good practice in a final report to be made available on 4 May 2016. The findings of the report would be published on 6 May 2016.

The Committee considered a report by the Director for Children's Services which provided an update on the progress with the Forward Together Programme which was being implemented within the Children's Services directorate aimed to transform Children's Services in Dorset by 2020, so that the Authority was able to achieve the best possible outcomes for children and young people with the available resources.

The Head of Learning and Inclusion gave a presentation on 'children's zones' that aimed to refocus and strengthen support by delivering targeted support to children and families with additional needs. Multi-disciplinary teams based in one of seven 'zones' around the county would deliver early intervention tailored to the needs of that area and would adopt a family-centred approach. Research indicated that nationally, the cost of late intervention was £17b, with every £1 spent on early intervention saving £8 on late intervention.

The Head of Learning and Inclusion responded to general questions and informed members that Common Assessment Frameworks (CAF), a tool used to collate information on a child in a specific place, had been redesigned and simplified following an acknowledgement that the process had been overcomplicated. A Head Teacher from Weymouth had been asked to further improve the tool and there was now a significant uptake.

In response to members' requests that the presentation be circulated, the Head of Learning and Inclusion agreed, but asked the Committee note that the figures contained within came with a health warning as these were a work in progress and changing regularly.

Resolved

1. That the Children's Services change programme be supported.
2. That the accompanying presentation be circulated to all members of the Children's Services Overview Committee.

Corporate Performance Monitoring Report, Third Quarter 2015-16 (1 October - 31 December) and Draft Corporate Plan Refresh 2016-17

26 The Committee considered a joint report by the Chief Executive and Director for Children's Services that presented the results of the monitoring of the Corporate Balanced Scorecard, including the Corporate Plan, for the third quarter of 2015-16. The report also presented the refreshed draft of the County Council's Corporate Plan for 2016-17. The Plan and Scorecard was the principle means by which the County Council monitored high priority performance measures on customer service, staff development and wellbeing.

The Policy and Performance Manager highlighted the headline issues contained within the report and made specific reference to the following:

- 856 children that had been assessed as being subject to emotional abuse and/or domestic violence, which already exceeding last year's total by 40 cases. This was due to a greater recognition of the number of children who witnessed domestic violence, and the lasting effects of this.
- The gap in achievement at Key Stage 2 between statemented and non-statemented children had narrowed, and was now on target.
- The percentage of children subject to a child protection plan had improved from Quarter 2, reducing from 8% to 4.6%.
- Waiting times for Child and Adolescent Mental Health Services (CAMHS) remained high. A full review of the service was being carried out by the CAMHS Safeguarding Board.

Members voiced their concerns that the CAMHS waiting times remained high, and of the impact on youths, but received assurances from the Head of Strategy, Partnership and Performance of the increased focus to reduce these figures. She informed members that the Dorset Health Care Trust had been challenged and that they were strengthening their management team. A formal response including an Improvement Plan from the Trust was expected at the end of March and this would be discussed at a meeting in April 2016. The Chairman asked that feedback be given after this date.

The Head of Learning and Inclusion highlighted that CAMHS's specialism had made them a victim of their own success, with all referrals going directly to them. Additional tiers were now being added to the system, such as teachers being trained to offer additional support, which would offer other support mechanisms, relieving the pressure and referral numbers to CAMHS.

The Chairman, as the Member Champion for Mental Health Services, advised that he had met with Sam Gyimah, MP, to progress mental health in schools. They were to meet again in two months time to debate this again and he would email members to advise them of the outcome.

In response to a question, officers confirmed that the status of a school (such as an academy) did not affect the Authority's duties; that of safeguarding and inclusion. It was therefore appropriate for the Authority to work with all schools to carry out these roles. The Authority would however continue to influence schools on things that it felt were of importance.

Noted

Joint Working Across NHS Dorset Clinical Commissioning Group and Dorset County Council to Improve Health Outcomes for Children and Young People

27 The Committee considered a report by the Director for Children's Services that updated members in relation to jointly commissioned services for children and young people in Dorset. It also provided information around the key work streams which had emerged from the findings of the NHS Dorset Clinical Commissioning Group (CCG)'s Clinical Services Review (CSR). Councillors were also provided with information in relation to the Sustainability and Transformation Plan (STP) development for 2016-2020 led by the CCG.

The Head of Strategy, Partnership and Performance welcomed Kate Halsey from the CCG. She highlighted initiatives and projects within the report and promoted the development of strong partnership working with both the CCG and Pan-Dorset.

Members commented on the official launch by Barnardo's on 18 March 2016 for children missing from home and the prevention of child sexual exploitation. They emphasised the need for a similar event in the west of the country. Officers confirmed they had been in contact with Barnardo's to request this. It was noted that approximately one year ago, DCC held a child sexual exploitation event at the Dorford Centre, Dorchester, but it was agreed that a Pan-Dorset approach to these types of events would be better.

Resolved

That the continued integration of Health and Local Authority services in relation to the commissioning and the direct provision of children's services be supported.

Provision of Services to Gypsy and Traveller Children

28 The Committee considered a report by the Director for Children's Services that sought to explore current service provision and accessibility for Gypsy and Traveller children within the county council. It also looked at other potential barriers to Gypsy and Traveller communities accessing county council services. The report highlighted that

in terms of health and education, Gypsies and Travellers were one of the most deprived groups in the UK, therefore the need to ensure these communities could access services was crucial, particularly for children and young people.

Members noted that previously the Ethnic Minority and Traveller Achievement Service (EMTAS), based in Children's Services, provided a professional support service to schools and academies to ensure that children and young people from black and minority ethnic backgrounds including Gypsy, Roma and Traveller (GRT) children could achieve high educational outcomes and reach their potential. This responsibility was transferred to schools in 2013. The Schools' Forum took the decision to end the direct funding for EMTAS and the service was closed along with the links that had been established. However officers highlighted that children numbers were relatively small across Dorset and there were other work streams to engage with Gypsy and Traveller children.

Officers confirmed that the report did not make the distinction between the travelling community and those travellers resident in Dorset, the challenge being that the numbers fluctuated and some travellers did not identify themselves as such due to possible discrimination. In addition whilst new legislation defined the traveller community, this was sometimes at odds with Equality Act 2010.

Councillor Pauline Batstone, as Member Champion for Diversity, highlighted that GRT groups were the county's largest ethnic group and she suggested that when planning services, they be consulted. Councillor Ezzard, Local Member for Wareham, advised that she regularly attended the GRT site located in her division and she asked that the relevant officer's details be sent to her to start a dialogue.

The Cabinet Member for Children and Young People asked what the Authority was doing to hold schools to account. She also raised concerned that following the Department for Communities and Local Government (DCLG) change of GRT status, the amount of funding schools received would reduce as some groups would no longer be classed as travellers. As Chairman of the Virtual School, she advised that she would take back members' comments regarding the identification and tracking of the educational progress of Gypsy and Traveller children, as part of the monitoring of vulnerable groups. The Partnerships Development Manager advised that the proposal to track progress had yet to be presented to the Virtual School, but based on evidence collated from any tracking, schools could be challenged, as appropriate.

Resolved

1. That the development of an action plan to understand and engage with the Gypsy and Traveller community, to be monitored by the directorate Equality and Diversity Action Group, be endorsed.
2. That the action plan include:
 - Links with existing project and work across Dorset County Council.
 - Establish links with the 0-19 Forum and the Voluntary and Community Sector to understand any work currently being delivered to ensure better join up.
 - Ensure equality and diversity awareness forms part of the Children's Services workforce development, including specific training on engaging with the Gypsy and Traveller Community.
 - The Virtual School identify and track the educational progress of Gypsy and Traveller children as part of their monitoring of vulnerable groups.

Reason for Decisions

Children's Services Senior Leadership team recognised that this was an area for development and the recommendation would enable the directorate to address the issues identified.

Recommendations from The Corporate Parenting Board

29 The Committee considered the following recommendations.

Minute Number 88 - Care Leavers' Charter

29a Recommendation 88 – Care Leavers' Charter

Recommended

That the Cabinet and County Council be recommended to agree that the Authority sign up to the National Care Leavers' Charter.

Minute Number 8 - Corporate Parenting Board's Terms of Reference

29b Recommendation 8 – Corporate Parenting Board's Terms of Reference

Members considered the report but proposed that 2, rather than 1, young person representatives be invited to join the Board.

Recommended

That the Cabinet be recommended to update the Terms of Reference for the Corporate Parenting Board to include two young person representatives from the Children's Rights Service.

Work Programme

30 The Committee considered a report by the Chief Executive which detailed the updated work programme for 2016-17 and were asked request additional items through the Chairman.

Members were informed that as this was the last meeting of the Committee, any outstanding items on the work programme would be addressed through the new committee structure which would come into effect on 1 April 2016.

Noted

Schedule of Councillor Seminars and Events 2016

31 The Committee received a schedule of forthcoming seminars and events arranged for councillors in 2016.

Noted

Councillor Briefings

32 The Cabinet Member for Children and Young People requested that a briefing on Child Sexual Exploitation take place to update members on how safeguarding was progressing.

Outside Bodies and Member Champions

33 Outside Bodies

Councillor Toni Coombs, Dorset County Council (DCC) representative on the Salisbury Diocesan Board of Education advised that she sat on the Premises Committee to Voluntary Aided Schools. They had received £3m of bids from the Dorset area, but had only been allocated £2m by central government.

Councillor Coombs, DCC representative on the Schools' Forum then referred to the consultation on the national funding formula. This would be considered by the Forum on 18 March 2016. It was acknowledged that due to both elections and the EU referendum, this left little time for members to respond. She highlighted the main changes proposed to the formula and advised that overall Dorset's position was set to improve. She also advised that from 2019/2020, this funding would go direct to schools and the Authority, in the next 2 years, would act as a shadow to schools to inform them of the process.

Member Champions

Councillor Michael Bevan, Member Champion for Mental Health Services, advised that he had been invited to meet with the Chairman of the Pan-Dorset Children's Death Overview Panel on 22 March 2016. He would share the outcome of the meeting with members, subject to the sensitive nature of the information to be discussed.

Councillor Bevan was also meeting with the Parliamentary Undersecretary of State for Child Care and Education to see if mental health could be placed on the national curriculum. In addition, he was to attend a workshop by the LGA on Mental Health on 23 March 2016, and he advised that DCC was hosting the National Workshop of Mental Health Champions in October 2016.

Councillor Paul Kimber, Member Champion for the Promotion of Learning through Life, advised that he had met with the Chairman of the Read Easy Group Weymouth and Portland and was encouraging people to join, as a reader. He asked members to help promote this. The Senior Democratic Services Officer advised him to speak to the Communications Team.

Councillor Rebecca Knox, as the Chairman of the Dorset Health and Wellbeing Board, advised members that she was arranging a prevention conference by the South West Health and Wellbeing Boards to be held on 18 May 2016 at the Holiday Inn, Taunton. Both the Director of Public Health and the Chief Fire Officer, Dorset and Wiltshire Fire Service Authority had confirmed they would address the conference and she was hoping that Professor William Bird would also attend. Another key speaker had been suggested to speak on early intervention, but was unconfirmed to date.

Questions from County Councillors

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

The Chairman of the Overview Committee thanked members for their informative and high levels of debated during his 5 years of Chairmanship. He also thanked both the Director for Children's Services and the Senior Democratic Services Officer for their support.

Meeting Duration: 10.00 am - 12.25 pm

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Environment and Economy Overview Committee

Minutes of the meeting held at County Hall, Colliton Park, Dorchester, DT1 1XJ on Thursday, 17 March 2016

Present:

Daryl Turner (Chairman)
Richard Biggs, Ronald Coatsworth, Hilary Cox, Mervyn Jeffery, Paul Kimber, Mike Lovell, Peter Richardson and John Wilson.

Members Attending

Robert Gould (Leader of the Council) and Peter Finney (Deputy Leader and Cabinet Member for Environment) attended under Standing Order 54 (1).

Officers Attending

Andrew Martin (Head of Highways), Peter Moore (Head of Environment), Matthew Piles (Head of Economy), Andy Smith (Group Finance Manager) and David Northover (Senior Democratic Services Officer).

For certain items, as appropriate

John Alexander (Policy and Performance Manager), Nicky Cleave (Assistant Director of Public Health), Mike Garrity (County Planning, Minerals and Waste Team Leader), Mike Hansford (Manager, Dorset Highways), Ben Lancaster (Senior Estate Surveyor), Giles Nicholson (Greenspace Team Leader) and Phil Sterling (Coast and Countryside Service Manager).

(Note: These minutes have been prepared by officers as a record of the meeting and of any decisions reached. They are to be considered and confirmed at the next meeting of the Committee to be held on **Wednesday, 15 June 2016**.)

Apologies

- 1 Apologies for absence were received from Andy Canning, Margaret Phipps, Mark Tewkesbury and Mike Harries (Director for Environment and the Economy).

Code of Conduct

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

In respect of the item on key cross boundary planning issues and timeline for cross-boundary planning work in Dorset, Councillor John Wilson mentioned that this issue had been considered at East Dorset District Council, of which he was a member.

Minutes

- 3 The minutes of the meeting held on 19 January 2016 were confirmed and signed.

Public Participation

4 Public Speaking

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

There were no public statements received in accordance with Standing Order 21 (1).

Petitions

The Committee were informed that one petition had been submitted for consideration, set out below.

Procedure for Petitions - Petition entitled 'Improving the Pavement in the Highcliffe Shopping Centre'

The Committee considered a report by the Head of Highways on the receipt of a petition containing 1469 signatures asking that the current poor condition of the pavement in the Lymington Road Shopping Centre at Highcliffe be rectified and for attention to be given to the improvement of its condition on safety grounds. The report set out a series of options available to the Committee on how they might wish to respond to the petition. The officer's report was supplemented by a visual presentation showing a series of photographs.

Malcolm Mawbey, local resident and petition organiser, explained that the condition of the pavements had deteriorated considerably and had raised the concerns primarily on safety grounds. He explained that the footways were uneven and became slippery in wet weather, especially when leaves were attracted to the depressions. Icy conditions compounded this. The proximity to the busy A338 also was of concern. Trips and slips were particularly prevalent amongst the vulnerable in society and the unevenness of the footway's surface contributed to this notably. The petition was as a direct response to complaints received and, as it stood, the standard of maintenance was unacceptable. He hoped that positive action could be taken to rectify this.

Officers acknowledged that the pavement was uneven in places, this being similar to numerous footways throughout the County. They confirmed that if the condition of the footway was considered to be impaired as a result of work instigated by private utilities, then there was scope to recover suitable costs from them in rectifying this. Having investigated the matter, Highways Operations considered that the scheme extended beyond that of the remit of structural maintenance. This had subsequently been referred to the Strategic Highway Planning team for consideration, with the recommendation that it be considered for improvement requiring design and consultation, and that it had the backing of a Borough member and the local County Council member.

Accordingly, a pre-feasibility study was to be undertaken to explore the extent of the works required, what options there were, and to determine an estimated cost. Once established, the scheme would be prioritised against other schemes county wide, with a source of funding also needing to be identified.

The Committee considered that this course of action provided a practical solution which went a considerable way to meeting the petitioners' wishes.

Resolved

That the petition be noted and the petitioner informed that a pre-feasibility study was to be undertaken to explore the extent of the works required, what options there were, and to determine an estimated cost. Once established, the scheme would be prioritised against other schemes County wide.

Reason for Decision

In order to comply with the County Council's published scheme for responding to petitions and so as to enable local people to connect with local elected decision makers.

Forward Together for Environment and the Economy

5 The Committee considered a report by the Director for Environment and the Economy which provided an update on the progress being made on workstreams for the Directorate's Transformation Programme, the three elements of which were; the Directorate's restructuring, the Holistic Transport Services Review and the Highways Service Delivery Model. Officers reported that good progress was being made in this regard with promising outcomes being delivered.

Details of the progress being made across the Programme were set out in the Director's report. Particular mention was made of the significant reduction in Special Educational Needs Transport spend by the way in which this service was now being delivered. Officers reported that the Directorate was on course to deliver a better than balanced budget in 2015/16, with £828K of additional targeted under-spend, with plans in place to achieve the necessary savings in 2016/17 and beyond. The Committee were pleased to see the progress being made and the actions being taken to ensure that the effects of the transformation continued to be realised.

Noted

Revenue Budget Monitoring 2015/16

6 The Committee considered a report by the Chief Financial Officer setting out budget monitoring information as at the end of January 2016, which showed a forecast overspend against service budgets for the County Council of £4,442,000.

The Environment and the Economy Directorate, was forecast to underspend by £828,000, with the details attributable to each cost centre being set out in the report. Officers confirmed the County Council's commitment to deliver a balanced budget outturn in future years and responded to a series of questions on particular aspects of the report.

The Committee were pleased to see the actions being taken to improve on the forecast position for the end of the financial year.

Noted

Key Cross Boundary Planning Issues and Timeline for Cross Boundary Planning work in Dorset

7 The Committee considered a report by the Head of Economy which summarised key strategic cross boundary planning issues, together with a proposed timeline for the strategic cross boundary work, having been agreed by the Strategic Planning Forum. The arrangements primarily covered strategic and local planning issues, housing and employment needs and minerals and waste considerations. Endorsement of the appendices to the report detailing this was also being sought.

Officers explained how the Forum operated, what it was designed to achieve and what it entailed. This non legally binding arrangement provided for a consistent approach to how planning was addressed between each District; the effect each local plan had on neighbouring authority areas; how it was applied; the relationship between the differing planning authorities within the Dorset Local Enterprise Partnership area approaches taken in respect of their particular planning needs; and provided a basis on which to make progress.

As no statutory strategy existed, the idea was to provide a basis for cooperation between all planning authorities on strategic planning matters and the affect these had. Officers were now asking the Committee to endorse the approach being taken so as to provide a clear steer on how to proceed and the governance arrangements to do so.

Whilst members understood the need for collaborative arrangements on issues which had significant effects across local plan boundaries and how these were addressed, there was some concern expressed, notably by the Chairman of the County Council, on how housing needs in eastern Dorset were being accounted for and the implications of this for individual local plan housing allocations.

The Committee were reassured to hear that the concern raised over the implications of the Strategic Housing Market assessment for Eastern Dorset were mitigated by the need for this evidence to be thoroughly tested through the planning process. An assessment of need would only be made on that basis, this being one of a number of considerations. The benefits of the joint working would be to determine what housing needs could be met and how these should be allocated and applied, taking into account all necessary considerations. Officers assured the Committee that there was no commitment to proceed on the basis of the Strategic Housing Market assessment alone. Pan authority cooperation was the only basis on which this could be addressed and one authority alone could not proceed in its own right.

The Committee appreciated how the proposed arrangements would benefit the cross boundary issue in successfully achieving what was necessary and endorsed how this was proposed to be addressed.

Recommended

That the Committee endorse the proposals and the Cabinet be asked to agree:-

- the summary of cross-boundary planning issues (Appendix 1 of the report); and
- the timeline for cross-boundary strategic planning work (Appendix 2 of the report).

Reason for Recommendation

To add Dorset County Council's endorsement of the key issues and timetable of work on cross-boundary planning matters.

Highways Asset Management Plan (HAMP)

8

The Committee considered a report by the Head of Highways in respect of the Highways Asset Management Plan (HAMP) which was designed to provide a comprehensive and strategic overview of the Dorset road network, the assets associated with this - including details of Dorset's 10 Highway Asset groups - and how the financial consequences of maintaining the network were being addressed.

The attention of the Committee was drawn to the purpose of the HAMP, what it was designed to achieve, what it entailed and how its provisions could be applied. As well as detailing the protocol for the collection and recording of asset inventory and providing a breakdown of the value of individual assets and their maintenance and replacement costs, the importance of having a HAMP was essential for maximising Government funding allocations, given the introduction of the new Incentive Fund. This now required all authorities to complete an annual self-assessment questionnaire to determine which of three performance bands they fell within and to demonstrate what investment was being made in the network.

How the self assessment process was managed was described and, whilst the County Council currently identified itself as being in Band 2, the HAMP was a means of providing a basis for demonstrating how assets were being managed and what assessment was being made for their improvement and maintenance. Given that further investment was to be made to ensure the continued commitment in the fabric

of the network and to maintain the progress already made, there were clear aspirations that , for 2017/18 the County Council should be categorised in the uppermost Band 3. The Committee understood the importance of progression to Band 3 in order to benefit from the receipt of full funding allocations. Members noted that failing to achieve Band 3 would have very significant implications.

The means by which the Department of Transport could ensure that this process was objective was explained. The Committee were pleased to see that the HAMP provided the means of demonstrating how the County Council remained committed to investment in, and the improvement of, the County's road network.

The Committee acknowledged the point raised by the Cabinet Member for Environment that the principle of investing to save was fundamental in ensuring that highway assets the Council had were fully optimised and fulfilled their value.

Recommended

That the Cabinet be asked to adopt the revised Volume 1, and the newly developed Volume 2 of the Highway Asset Management Plan which would set out the strategy for managing Dorset's highway infrastructure.

Reasons for Recommendation

1. To obtain approval of the revisions to Volume 1 of the HAMP and the newly developed HAMP Volume 2.
2. To ensure Dorset Highways complied with the recommendations set out in the Highway Infrastructure Asset Management guidance, published by the Department for Transport through its Highway Maintenance Efficiency Programme.
3. This demonstrated to the Department for Transport that Dorset had embraced best practice through Asset Management and was making best use of the available funding allocations.

County Farms Management Plan 2016-21

9

The Committee considered a report by the Head of Environment which reviewed the County Farms Management Plan so that it remained meaningful and relevant for the next 5 year period and what needed to be addressed. Given that the Estate, and the County Council, had changed the way they operated in recent years, the opportunity was being taken to review current management practices.

The Committee were informed that the principle aims of the Estate were to provide the opportunity to access agricultural practice, allowing tenants to be able to farm independently, and to play its part in sustaining rural communities by facilitating the means by which the vibrancy of the countryside was maintained and fulfilled.

The proposed new Estate Management Plan focused on a greater partnership based relationship with tenant farmers to empower them to take more responsibility for the maintenance of their holdings; providing good quality, public access to the countryside to benefit public health and wellbeing; and encouraging tenants to provide agricultural apprenticeship opportunities.

The Committee acknowledged that the Management Plan had been considered by the County Farms Liaison Panel, who had recommended that the Plan be approved.

The Committee acknowledged the benefits which the Estate brought, both to the County Council and the rural sector alike. There remained considerable merit in maintaining a thriving and successful Estate and, from the way in which it had been managed over recent years, in the consolidation of farming enterprises and the

amalgamation of farms, this had realised considerable benefits by the way operations were efficiently managed.

The Committee were pleased to see the proposals and considered the Estate to be a valuable asset in the County Council portfolio and was much valued for the work it did.

Recommended

That the County Farms Estate Management Plan 2016-21 be endorsed and the Cabinet be asked to agree to its formal adoption.

Reason for Recommendation

To support Corporate Plan objectives on economic growth and the delivery of the Corporate Asset Management Plan objectives and targets on increasing returns from the County Farms Estate.

Dorset County Council Historic Environment Services

10

The Committee considered a report by the Head of Environment which set out the role and responsibilities of the County Council's Historic Environment Service and what it did in fulfilling the archaeological requirements on behalf of all Dorset's Local Planning Authorities, through the maintenance of the Dorset Historic Environment Record (HER) and the provision of expert, archaeological advice. The importance of the HER was explained and how this important tool was used to categorise and classify artefacts. Duties undertaken by the team were explained, including care for the Roman Town House and other heritage sites, provision of archaeological advice and outreach to engage the wider community in caring for the historic environment. The team also contributed to a number of other elements of the County Council's work, working with other services and teams in the care of Dorset's heritage.

The report set out how the Service currently operated and was managed and, in order to continue to fulfil its basic statutory and planning policy obligations in respect of heritage assets, what was needed in order to achieve this. The Service was reviewed on an ongoing basis and officers considered that with just two full time members of staff it would be difficult for the County Council to meet its obligations in this area with any less capacity. As it stood, the teams' structure ensured that National Planning Policy Framework requirements and statutory provisions in relation to heritage assets were met.

The Committee were informed that comparisons with other counties indicated that the Service offered a cost effective service, which was pleasing given all that it did and the funding it received. However, as services continued to be transformed and savings made, in order for this level of efficiency to be maintained, officers considered that there was a need to formalise the arrangements for ensuring that a higher proportion of the costs of providing Dorset's other Local Planning Authorities with access to the HER were recovered from those authorities.

The Committee acknowledged that there was a need for heritage assets to be satisfactorily managed and that the work of the team in doing this was important and much valued. As an aside, the Vice-Chairman considered that the Walks Programme the Service ran was much valued and should be published to a far greater extent.

Resolved

That the continued role of the Historic Environment team in helping the County Council and other local planning authorities in Dorset meet their obligations to Dorset's heritage be endorsed.

That the arrangements for ensuring that a higher proportion of the costs of providing

Dorset's other Local Planning Authorities with access to the HER were recovered from those authorities be agreed on a formal basis and the scope for doing this prioritised.

Reason for Decisions

To support Corporate Plan aims on economic growth and wellbeing, and the commitment that 'Dorset's natural, cultural and heritage environments would be well managed, healthy, productive and vibrant' in particular.

Update on Key Developments in Public Health

11 The Committee considered a report by the Director of Public Health which outlined the key developments and achievements within Public Health over the previous 12 months, as well as key on-going areas of development.

The report set out in detail what the work of Public Health entailed and its relationship with the Environment and the Economy Directorate. What service provision was available was explained and members took the opportunity to ask a series of questions on how the delivery of such provision was being applied.

Officers considered that the part the Directorate could play in helping to deliver the public health agenda, in encouraging and promoting activity, was critical to its success and members were pleased to see the approach being taken and the interaction between the two Directorates.

Noted

Corporate Performance Monitoring Report, Third Quarter 2015/16 (1 October - 31 December 2015) and Draft Corporate Plan Refresh 2016-17

12 The Committee considered a joint report by the Chief Executive and the Director for Environment and the Economy which contained analysis of the Council's progress against both of its corporate aims and presented the results of the monitoring of the County Council's Corporate Balanced Scorecard for the third quarter of 2015/16. Whilst the Scorecard summarised performance monitoring analysis across the whole Authority, there was a specific focus on those elements of the plan which were managed by the Environment and the Economy Directorate. Members' attention was drawn to the Outcomes Framework. Members' endorsement of the Draft Corporate Plan Refresh 2016-17 was also being sought.

Officers reported on the performance measures for the Directorate and to what these were attributable. Detailed performance information for all of these measures was provided in the Appendix to the report, with a significant proportion being on target. Particular mention was made to the improvement in the direction of travel for the Growing Places Fund. The way in which performance information would be available in future was highlighted, with it being more readily accessible and interactive, in enabling more timely performance data to be provided which would prove to be more relevant and meaningful to members' understanding of the issues at hand.

Councillors' attention was drawn to a series of performance monitoring measures of note, what was being done to address and manage these and how these would continue to be assessed in the future.

The Committee acknowledged the need for the Draft Corporate Plan Refresh, how it was being delivered and considered that it provided a good basis on which the delivery and provision of services could be achieved.

The Vice-Chairman considered that there was a need for greater acknowledgement of the role played by Dorset's unique environment. She considered that the natural environment, and the benefits it brought to Dorset, was fundamental to everything that the County Council was trying to achieve in its Corporate Aims. Officers agreed to

bear this in mind in finalising the Corporate Plan.

Accordingly, the Committee endorsed the Draft Corporate Plan Refresh, subject to the comments made being reflected, and how the corporate performance monitoring was being addressed.

Noted

Policy Development Panels

- 13 The Panel were updated on progress with the Policy Development Panel on HGV Management.

Noted

Schedule of Councillor Seminars and Events 2016

- 14 The Committee's attention was drawn to the Schedule of Councillors' Seminars and Events for the future.

Noted

Environment and Economy Overview Committee Work Programme

- 15 The Committee noted that because of the impending change in committee structures, the Work Programme for this particular Committee had now become obsolete. Outstanding issues would be allocated to the relevant new Committee.

Noted

Questions from County Councillors

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

Strategy for Highway Verge Management : March 2016 update

- 17 **Exempt Business**

Resolved

That under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the business specified in the item below because it was likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act, and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

Strategy for Highway Verge Management : March 2016 update

The Committee considered an exempt report by the Head of Environment on the means by which the highway verge management strategy was being implemented, how the process was being managed and what arrangements should be put in place to realise greater efficiency savings, whilst ensuring that an acceptable level of service delivery was maintained.

As there was to be consideration of contractual arrangements, the Committee understood the need for this item to be considered on a confidential basis.

Officers explained that the way in which the Service was now managed capitalised on the benefits of the integration within the Greenspace team. This provided for greater capacity and flexibility in how verge cutting was addressed. Comparisons were made between how other authorities, notably Devon County Council, and Dorset were operating their service. As satisfactory progress was being made, officers considered that there was the prospect of accelerating the strategy in order that savings might be realised at an earlier stage. Options on how this could be best managed were drawn

to the Committee's attention. Officers confirmed that the number of urban cuts would remain unaltered.

The Committee acknowledged the success to date in implementing the strategy and agreed that the recommendations contained in the Head of Environment's report should be progressed.

Resolved

That the recommendations contained in the Head of Environment's report on how progress should be made, be endorsed.

Reason for Decision

To support corporate plan aims on enabling economic growth, specifically the commitments to manage and maintain highway infrastructure, and to ensure good management of our environmental and heritage assets.

Meeting Duration: 10.00 am - 11.50 am

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Audit and Scrutiny Committee

Minutes of the meeting held at County Hall, Colliton Park, Dorchester, Dorset, DT1 1XJ on Tuesday, 23 February 2016

Present:

Trevor Jones (Chairman)
Deborah Croney, Lesley Dedman, David Harris and Peter Wharf.

Members Attending

Robin Cook, County Councillor for Minster and Cabinet Member for Corporate Development
Ros Kayes, County Councillor for Bridport

Officer Attending: James Ailward (Service Manager - ICT and Customer Services), Nicola Dench (Policy and Research Manager Corporate Development), Patrick Ellis (Assistant Chief Executive), Michael Hansford (Asset and Performance Team Leader, Highways), Andrew Martin (Head of Highways), Patrick Myers (Head of Corporate Development), Mark Taylor (Group Manager - Corporate Development), Claire Shiels (Commissioning and Procurement Manager, Children's Services) and Helen Whitby (Principal Democratic Services Officer).

(Notes: 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 Committee to be held on **Tuesday, 22 March 2016.**)

Apologies for Absence

22 Apologies for absence were received from Mike Byatt, Andrew Cattaway and Hilary Cox.

Code of Conduct

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

Minutes

24 The minutes of the meeting held on 21 January 2016 were confirmed and signed.

Progress on Matters Raised at Previous Meetings

25 The Committee considered a report by the Chief Executive which updated members of progress made following discussions at previous meetings.

Noted

Public Participation

Public Speaking

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

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

Petitions

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

Work Programme

27 The Committee considered its work programme for 2016.

The Chairman reported that he had been approached by a couple of people suggesting that due process had not been followed with regard to the recent Cabinet decision on Youth Services. He was to discuss whether the matter should be referred to the Committee with the Director for Children's Services.

With regard to scrutiny of the Dorset Waste Partnership, the need for particular scrutiny to ensure it was operating within budget was highlighted and it was noted that a joint scrutiny committee for the Partnership was in the process of being set up. The Chairman explained that the item had been added to the work programme to ensure that it was not overlooked but he recognised the need to avoid any duplication.

The need for the review of the decision making process for future Local Government arrangements to be undertaken at the appropriate time was highlighted. It was agreed that a decision on timing of this would follow the debate at the special meeting of the County Council scheduled for 10 March 2016.

Noted

Cabinet Forward Plan

28 The Committee considered the Cabinet's draft Forward Plan for the meeting to be held on 3 March 2016 which was published on 16 February 2016.

Noted

Corporate Development and Evidence Informed Decision Making

29 The Committee considered a report by the Chief Executive on the Council's approach to evidence based decision making, which addressed the key lines of enquiry agreed at the meeting on 15 October 2015.

The Head of Corporate Development explained how his team's roles had been enhanced to better support decision making across the authority and highlighted the need for decisions to comply with the Council's constitution and legislation. The team currently used the commissioning cycle and outcome based accountability to support policy development to ensure that commissioning and de-commissioning decisions were soundly based on evidence.

Attention was drawn to the need to be aware of organisations which might commission services instead of the Council and for them to have access to the necessary support and evidence. It was explained that part of the Corporate Development Team's role was to support other organisations, especially with regard to them bidding for funding the Council could not access.

The Committee noted that work was underway to improve the use of report templates particularly to show evidence used as the basis for recommendations and to improve impact assessments which were necessary to better protect people at risk of inequality. It was hoped that this would encourage officers to explore available data to support decision making and ensure that the evidence basis upon which the recommendations were being made and the impacts that they would have was clearer.

The Policy and Resources Manager explained that her team undertook population and demography modelling to predict areas of future demand and the affect of different interventions. This was particularly helpful with planning for school admissions, Special Educational Needs transport and children and adult social care. Officers now had access to census information, but its use varied across the

organisation and her team was trying to encourage its use in support of decision making. It was suggested that the availability of data be highlighted at a future 150 Group meeting and it would be included in officer training on changes to the committee report template.

The need for consideration to be given to whether decisions had negative impacts on other public services was highlighted.

The Head of Dorset Highways explained how evidence supported decisions taken about spend on highway maintenance, how this would support improved performance which would, in turn, help maintain the current level of Government funding in future years. It also informed the structural maintenance programme so that it focussed on condition, safety and early intervention in order to save and prolong asset life.

The Asset and Performance Team Leader explained how evidence was used to support asset management decisions. He explained the consultation taken with members, Parish and Town Councils, surveys undertaken about road and footway defects and how action plans were devised to target spend where it was most needed and where it would be most effective. Service outcomes were allied with corporate objectives and examples to illustrate this were given. Life cycle planning was undertaken, investment and treatment strategies in place and impact modelling used to support bids for funding. The Head of Highways added that a mixed economy approach was adopted to deliver the programme. This linked to Outcomes Based Accountability and the Corporate Plan and the new performance framework. He would provide copies of the first year's directorate maintenance budget for members and highlighted the improved customer satisfaction rates with Dorset now being at fourth place nationally. Performance was continually reviewed and he highlighted that current performance, which was currently assessed as Band 2, would need to improve to Band 3 if Government funding was to be maintained at the current level. An action plan was in place to help achieve this.

Members discussed the information provided and asked questions about footpath condition, the use of footpaths by mobile scooters and their impact on use by buggies, and flooding on the A35. It was explained that areas were regularly surveyed and County Highways Officers had regular contact with Town and Parish Councils about problems so that areas where a small spend would make a big difference could be identified. The Service used recognised good practice, early treatment and evidence to support decisions taken. It was noted that the Council was helping other local authorities with the development of their Highway Asset Management Plans as without these Government funding would not be forthcoming.

One member asked whether the presentation would be shared with Parish and Town Councils. The Head of Dorset Highways explained that he had been invited to the Dorset Association of Parish and Town Council's annual meeting in September 2016 and that County Highways Officers attended all Parish Council meetings. It was suggested that the Service engage with local members and offer to attend appropriate Town and Parish Councils meetings in their area. Officers agreed to discuss this.

The Manager Strategy, Partnerships and Performance explained how evidence had supported changes to services provided to families with children who had Autistic Spectrum Disorders (ASD) and Attention Deficit Hyperactivity Disorder (ADHD). There had been increased demand in these two areas which had posed a particular challenge for agencies across Dorset. The use of evidence had highlighted differences across the County, and the use of national best practice, effective interventions and impact modelling had led to changes to assessments and the introduction of a single framework and multidisciplinary teams which had improved outcomes for families and children. There had been some additional investment to provide two paediatric consultants in hospitals and a case coordinator to make

efficiencies. There would also be a single shared database in future to catch all available information. The changes were implemented in November 2015 and would be reviewed in twelve month's time.

Members agreed that evidence used in support of recommendations should be included in Committee reports along with risks and impacts. They asked to see the outcome of the current work on the report template and for this item to be added to the work programme.

The Cabinet Member for Corporate Development commented that evidence was needed to support decision making but reports should not become unwieldy and should be clear and easy to understand by the public.

Resolved

1. That every effort be made to encourage officers from across the Council to use the Research and Information Team to provide evidence to support decision making.
2. That the Committee supported the current review of the Committee Report Template to provide better evidence, identify risk and impacts in order to support future decision making.
3. That officers be encouraged to make better use the Research and Information Team at a 150 Group meeting.
4. That local members be approached to see whether they would like Community Highways Officers to attend appropriate Town and Parish Council meetings in their area.

Smarter Computing

30 The Committee received a presentation from the Assistant Chief Executive which provided an update on the implementation of the smarter computing programme, the benefits this provided for staff and a video which illustrated the experience staff had with its introduction. The programme would support the Council in increasing flexible working for staff across Dorset and provided a platform for the delivery of the IT estate in future. The Committee noted that the implementation had been stalled in Children's Services due to an issue with the RAISE system. This had been addressed but the implementation had been delayed further because now was not a convenient time for Children's Services to recommence the roll out.

Members asked about suitability, cost and longevity of available devices, external support for the Project, the need for cultural change to embrace new working, how the Project was monitored and about the staff survey on the SurfacePro3. They suggested that smarter computing be discussed at the next meeting of the Staff Consultative Panel.

With regard to the lack of conference facilities which would help reduce travel times and increase productivity, it was explained that the Council now had the capacity for conferencing and that officers would discuss this with the Democratic Services Manager. Advances in technology with regard to messaging and telephony were explained as these would support greater flexibility for staff working.

The Cabinet Member for Corporate Development added that the Project was a major task which would support the Council's transformation. He referred to a number of problems experienced over the last 12 months but action had been taken where and when it was needed to address these. He highlighted that some issues were related to users rather than the technology.

Noted

- 31 The Committee considered a report by the Chief Executive which outlined progress in enhancing and embedding risk management during 2015, the most significant risks identified within the corporate risk register, highlighted some of the key activities undertaken, positive recognition received, headline areas of work for the Risk Management function for 2016 and presented the draft revised Risk Management Strategy.

The Senior Assurance Manager (Governance, Risk and Special Projects) presented the report in detail highlighting that the Corporate Risk Register was now split into sixteen themes with identified risk owners, that it was to be added to Sharepoint to increase transparency and that the Governance and Due Diligence Checklist had been used and modified to support and reflect on lessons learnt from the establishment of Tricuro.

With regard to whether the risk associated with moving towards a Unitary authority had been included, it was explained that work was underway to identify the key risks with this and other options for the future of local government. These would be identified in time for the County Council meeting on 10 March 2016 and would be appropriately reflected on the Corporate Risk Register.

One member highlighted the risk of items falling through the gaps within the new committee structure. It was explained that it would be the role of the Overview and Scrutiny Management Board to oversee the agendas and work programmes of the new Overview and Scrutiny Committees to prevent this happening and to stop duplication. Officers were to meet the following day to look at arrangements for the new structure.

The risk relating to rural public transport was highlighted as it was currently listed as “no high or worsening causes” and yet the Cabinet had recently reduced the budget by £500k. It was explained that this risk had not been updated since that decision and a meeting with the Dorset Travel Team had been scheduled to discuss this.

The need for the impact of risks to be explored was highlighted. Officers referred to the introduction of Outcomes Based Accountability and recognised the importance of members understanding the decisions they were being asked to make and to fully understand any risks and impacts these might have. This linked back to the earlier Committee discussions on evidence based decision making.

Reference was made to the changes brought about following one of the Committee members attending Risk Management Group meetings in the past. The Committee noted that the number of Corporate Working Groups had been reduced and that the Risk Management Group would now form part of the Resilience Group. It was agreed that Councillor Lesley Dedman would observe a future meeting to review its effectiveness and provide feedback to a later meeting.

Noted

Outside Bodies and Member Champions

- 32 No reports had been received from members appointed to Outside Bodies, Joint Committees and consultative Panels or Member Champions which related to the Chief Executive’s Department.

The Council’s representation on the South West Audit Partnership Board would provide an update for the Committee’s next meeting.

Questions from County Councillors

- 33 No questions were asked by councillors under Standing Order 20(2).

Meeting Duration: 10.00 am - 12.45 pm



Audit and Scrutiny Committee

Minutes of the meeting held at County Hall, Colliton Park, Dorchester,
Dorset, DT1 1XJ on Tuesday, 22 March 2016

Present:

Trevor Jones (Chairman)
Andrew Cattaway, David Harris and Peter Wharf.

Members Attending:

Daryl Turner, as Chairman of the Environment and Economy Overview Committee

Officers Attending: John Alexander (Performance and Policy Manager), Rupert Bamberger (Audit Manager (South West Audit Partnership)), Sarah Baker (Group Finance Manager), Richard Bates (Chief Financial Officer), David Hill (Director of Planning (South West Audit Partnership)), Patrick Myers (Head of Corporate Development), Peter Scarlett (Estate and Assets Manager), Mark Taylor (Group Manager - Governance and Assurance) and Helen Whitby (Principal Democratic Services Officer).

(Notes: 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 Committee to be held on **Tuesday, 10 May 2016.**)

Apologies for Absence

34 Apologies for absence were received from Mike Byatt, Deborah Croney, Lesley Dedman and Hilary Cox.

Code of Conduct

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

Minutes of Previous Meeting

36a The minutes of the meeting held on 23 February 2016 were confirmed and signed.

Progress on Matters Raised at Previous Meetings

36b The Committee considered a report by the Chief Executive which updated members of progress made following discussions at previous meetings.

The following updates were provided:-

Minute 9 – Corporate Performance Monitoring Report

Information requested on the use of agency social work staff in Children’s Services had been delayed due to the recent Ofsted Inspection. An indication as to when this information would be available had been sought.

Minute 29 – Corporate Development and Evidence Informed Decision Making

- The most appropriate forum was being identified to highlight the work of the Research and Information Team.
- Information on the first year’s maintenance budget for the Environment and Economy Directorate was distributed at the meeting.
- The Head of Dorset Highways was currently compiling a plan to involve local members in offering himself or members of his team to visit Parish Council meetings to deliver a presentation on the Highways Service’s approach to identifying and carrying out maintenance schemes. This was expected to go out

within the next two weeks. Members asked to be informed of when this was done.

Two members highlighted the work of Roger Bell and Stephen Mephram (Community Highway Officers) who had been particularly helpful with regard to highways matters in their divisions and asked that this be conveyed to the Head of Service.

Minute 30 – Smarter Computing

It was noted that an item on Smarter Computing would be considered by the Staffing Committee later in the week and by the Staff Consultative Panel on 27 April 2016. Members were keen to hear feedback from staff about their experience of Smarter Computing and how the roll out was being progressed. They asked for an item to be added to the work programme.

With regard to members' use of ICT, it was noted that 35 out of 45 members were now able to access agendas and reports electronically. Some members were not satisfied that these arrangements were working well and some requested that agendas continue to be provided in paper form. It was explained that smarter computing was a pivotal part of the Council's increased flexible working arrangements and property disposal programme and that paper copies would not be provided after 1 April 2016 as this contributed to the Council's savings plans. Members who were not satisfied with the responses given were referred to the Head of Legal and Democratic Services.

Public Participation

37 Public Speaking

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

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

Petitions

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

Work Programme

38 The Committee considered its Work Programme for 2016.

It was explained that with the new Committee structure coming into operation in April 2016 there would be a need to review the Committee's work programme and forward items to the appropriate committee for consideration.

With regard to when the item on decision making processes for any Combined Authority, Unitary or Devolution would be considered, it was noted that a report would be provided for the appropriate Committee(s) to scrutinise later in 2016.

It was noted that one of the current Overview Committees had reduced its work programme to make the transition to the new structure easier, but it was not known whether the others had taken similar steps. Members were concerned to review how the new arrangements were progressing and asked for a report to be provided for the new Audit and Governance Committee in the autumn, with the three Overview and Scrutiny Chairmen and lead officers being invited to the meeting.

Reference was made to the scrutiny of the Dorset Waste Partnership at the June 2016 meeting. Members noted that the Partnership was in the process of setting up its own scrutiny committee and the need to ensure that there was no duplication across the organisations was stressed.

Members were pleased to note that the Group Manager – Corporate Development was likely to be appointed as the Council’s Scrutiny Officer and would therefore be co-ordinating scrutiny support for the new committees.

Cabinet Forward Plan

39 The Committee considered the draft Forward Plan for the Cabinet meeting being held On 13 April 2016.

Noted

Forward Together Update

40 The Committee considered a report by the Chief Executive on the progress of the Forward Together Programme across the Council, including Working with the Voluntary Sector, Payment to Purchase review, Co-Production, and Smarter Computing. This report had been considered by the Cabinet on 11 February 2016.

It was agreed that the “Working Together” document referred to in the report would be provided for consideration at the next meeting along with the strategic business case which would lead to procurement efficiencies. Members noted that under the new committee structure procurement processes would be scrutinised by the Audit and Governance Committee and that the Overview and Scrutiny Management Board would allocate any procurement performance issues to the appropriate Overview and Scrutiny Committee.

With regard to future working with the voluntary sector and Town and Parish Councils, the previous lack of success in this area was highlighted. Members suggested that information be obtained from other councils as to how they worked with the third sector. It was noted that a member seminar would be held later in the year and that representatives from Cornwall and Wiltshire Unitary Authorities would be invited to attend and that work with the Dorset Association of Town and Parish Council was underway to progress joint working.

It was suggested that consideration be given to changing the term “co-production” to provide greater understanding and clarity.

Members noted that the problems with the roll out of Smarter Computing in Children’s Services had been overcome but some members reported that feedback received indicated that this might not be the case. They were keen to receive feedback from the Staff Consultative Panel on 27 April 2016 and would consider whether any further action was necessary at that time.

Noted

Corporate Performance Monitoring Report (Third Quarter) and Draft Refresh of the Corporate Plan 2016/17

41 The Committee considered a report by the Chief Executive on the monitoring of the Corporate Balanced Scorecard, including the Corporate Plan, for the third quarter of 2015-16, and the draft refresh of the County Council’s corporate plan for 2016-17, including a revised outcomes framework.

Attention was drawn to headline issues relating to Children’s Services. These had been considered by the Children’s Services Overview Committee on 15 March 2016 and the relevant draft minutes were reported. The issues highlighted had also been considered as part of the recent Ofsted Inspection and the report on the outcomes would be considered at the first meeting of the Audit and Governance Committee. Members noted that the refreshed Corporate Plan now identified a clear focus on outcomes. This, in turn, would assist with targeted and focused scrutiny through performance monitoring. The revised framework would be in place following the

approval of the Corporate Plan in April 2016. One suggested amendment to the Corporate Plan was made to recognise the value of the Dorset environment to the quality of residents' lives.

Members discussed Child and Mental Health Services' assessments, the co-ordination between the Dorset Health Scrutiny Committee and the Health and Wellbeing Board, and the role the Overview and Scrutiny Management Board had in coordinating items and preventing duplication where there was overlap. Members highlighted the importance of the Overview and Scrutiny Management Board being aware of Children's Services issues, particularly if Ofsted also raised concerns. It was noted that the Chairmen of the Audit and Scrutiny Committee and the Children's Services Overview Committee were both members of the Board and would be able to ensure that these concerns were not overlooked.

Attention was drawn to the need for all members to understand the refreshed Corporate Plan as it was the basis for the work of the new Overview and Scrutiny Committees. Member training would be considered by the Overview and Scrutiny Management Board the following week and it was likely that each Committee would have training at their first meetings to highlight their responsibilities under the Corporate Plan.

In response to a question, officers confirmed that performance measures were currently being developed to ensure that they were fit for purpose and would have an impact. Work would be undertaken with the new Committees to ensure they were meaningful as it would be their responsibility to monitor progress.

One member referred to the increased number of children assessed as being subject to emotional abuse and being placed on the Child Protection Register. Officers would ask colleagues in Children's Services to provide more information. It was noted that the financial consequences of taking children into care were being highlighted to Children's Services staff.

Noted

Revenue Budget Monitoring 2015/16

42 The Committee considered a report by the Chief Financial Officer which provided budget monitoring information as at the end of January 2016 which showed a forecast overspend against service budgets for the Council of £4,442k and the forecast underspend of £57k for the Chief Executive's Department.

The Chairman referred to the Committee's previous concerns over a number of years about budget overspends in Directorates for demand led services with central budgets being used to balance these. He reminded members that even though steps had been taken to address these shortfalls during the last couple of years the current budget forecast showed that these had not been successful and he asked for an update on the current position.

The Chief Financial Officer referred to previous reports which had highlighted three particular areas of overspend – special educational needs (SEN) transport, adult social care and children's services. Successful steps had been taken to turn the SEN transport budget around and this now had an underspend. With regard to adult social care, it was estimated that the addition of the new social care precept would reduce the projected overspend to £1m which could be managed within year. However, the significant increase in the number of children taken into care remained a concern. The number was expected to peak at 500 and then reduce to 400 and steps had been taken to deal with the expected growth and reduction. However, if these figures were not realised there would be additional budget pressure and the shortfall which had been mitigated from £5/6M to £1M would be at risk. In summary, general balances

remained at £10M and the risk of an overspend in 2016/17 was less than for 2015/16 so the Council was better placed than at the same time the previous year. However, he had not seen the outcome from the recent Ofsted inspection and this might provide further areas of risk.

Members referred to assurances given in previous years when it transpired that budgets were not under control and remained concerned that the only options to deal with overspends when general balances were depleted were further service cuts or borrowing.

With regard to the responsibilities of the new Overview and Scrutiny Committees, the Chief Financial Officer agreed that it was important for them to have the necessary information to allow them to monitor the budget.

There was some discussion about how individual directorates dealt with their budgets but the Chief Financial Officer's main concern remained the number of children in care. This situation was being closely monitored so that any variation could be addressed quickly. Whilst the Council had a good record of delivering savings compared to other councils, he cautioned that other services would suffer if this overspend did not come under control.

With regard to the Chief Executive's Department, it was noted that the projected underspend of £57k had increased to £211k in February 2016. The main reasons for the increase were the pause in the delivery of training courses by HR, increased income and staff turnover.

Members had previously expressed an interest in identifying the Council's customers and sources of income so as to be able to assess any risk. The Chief Finance Officer agreed to provide a customer breakdown.

Resolved

That the Chief Financial Officer provide members with a breakdown of the Council's customers.

Quarterly Asset Management Report

43 The Committee considered a report by the Director for Environment and the Economy the strategic direction for the management of the County Council's assets, key targets and the main asset classes of Property, Highways, ICT, Fleet and Waste, covering approvals required and emerging issues. The report had been considered by the Cabinet on 16 March 2016.

Particular attention was drawn to the continuing work to reduce the Council's assets and reduce the annual maintenance budget; consultation with local members to further property disposals; the Living and Learning Community Offer; and, following the Youth Service review, business cases submitted by communities were being considered with a view to divesting youth club buildings by the end of September 2016.

Members raised questions in relation to the roll out of Smarter Computing in Children's Services and the problems with the Raise system which they were told had now been resolved. As this was an important system for Children's Services, members asked for an update on the situation to be provided.

One member asked what risks and costs were attached to the Council moving towards using a "cloud". Members noted that a business case was to be developed for an on-line subscription service as this might provide significant savings for the Council. However, data security would have to be ensured.

Noted

Internal Audit Quarterly Report

- 44 The Committee considered a report by the Chief Executive a report by the Chief Executive which summarised the work of the Internal Audit Service.

Members noted that no significant risks had been identified for the Council, that the action plan arising from the healthy organisation review was to be considered by the County Leadership Team and that a follow up review for the single partial assurance review had been undertaken and would be reported to the Standards and Governance Committee on 30 March 2016. Members were eager to ensure that the Committee were provided with the necessary reassurances that officers were clear about their direct responsibilities in making any necessary declarations.

Resolved

1. That the work undertaken by SWAP, the positive conclusion reached that risks are generally well managed and the systems of internal control are working effectively be noted.
2. That those audit assignments which have been given a "Partial" assurance opinion, but are not considered to present significant risks o the council's overall operations be noted.
3. That those audit assignments which have been allocated either a "Substantial" or "Reasonable" assurance opinion, where it has generally been concluded that controls are operating satisfactorily be noted.

Outside Bodies and Member Champions

- 45 The Committee received an update report from the Council's representative on the South West Audit Partnership's Board.

It was agreed that the Chairman would write to Councillor Croney to thank her for her report and to send her the Committee's best wishes for a speedy recovery for her husband.

Resolved

That the Chairman write to Councillor Croney to thank her for her report and send the Committee's best wishes for a speedy recovery for her husband.

Questions from County Councillors

- 46 No questions were asked by Councillors under Standing Order 20 (2).

Meeting Duration: 10.00 am - 12.15 pm

Dorset Health Scrutiny Committee

Minutes of the meeting held at County Hall, Colliton Park, Dorchester, Dorset, DT1 1XJ on Tuesday, 8 March 2016.

Members Attending

Ronald Coatsworth (Chairman)
Bill Batty-Smith (Vice-Chairman)
Mike Byatt, Dorset County Council
Michael Bevan, Dorset County Council
Ros Kayes, Dorset County Council
Mike Lovell, Dorset County Council
William Trite, Dorset County Council
David Jones, Christchurch Borough Council
Tim Morris, Purbeck District Council
Peter Shorland, West Dorset District Council
Alison Reed, Weymouth & Portland Borough Council

Officers Attending:

Ann Harris (Health Partnerships Officer) and Jason Read (Democratic Services Officer).

For certain items, as appropriate

Sally O'Donnell, Locality Director Dorset Healthcare University NHS Foundation Trust, Local NHS Trust Provider
Mike Wood, Interim Director of Service Delivery, Clinical Commissioning Group
Sarah Hayward, NHS Dorset Clinical Commissioning Group
Louise Bowden, Head of Marketing, PR and Communications, SWASFT
Martyn Callow, SWASFT.

(Note: These minutes have been prepared by officers as a record of the meeting and of any decisions reached. They are to be considered and confirmed at the next meeting of the Committee to be held on **7 June 2016**.)

Apologies for Absence

1 There were no apologies for absence received.

Code of Conduct

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

A general interest was declared by Cllr Alison Reed as she was employed by Dorset HealthCare University NHS Foundation Trust. As this was not a disclosable pecuniary interest she remained in the meeting and took part in the debate.

Cllr Ros Kayes added that she was employed in the mental health profession outside of Dorset and on occasion, her employer received funding from Dorset HealthCare University NHS Foundation Trust. As this was not a disclosable pecuniary interest she remained in the meeting and took part in the debate.

Minutes

3 The minutes of the meeting held on 16 November 2015 were confirmed and signed.

Public Participation

4 Public Speaking

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

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

Petitions

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

Dorset Healthcare University NHS Foundation Trust - CQC Report

5 The Committee considered a report by Dorset HealthCare University NHS Foundation Trust on the Quality Improvement Action Plan following the publication of the CQC Inspection report in October 2015. The action plan had been developed by the designated core service managers and lead clinicians, supported by the relevant locality Director.

The main issues highlighted in the inspection report related to variance across the whole trust that had been the result of a number of different mergers and changes to services. The report had also highlighted some areas of non-compliance. There were particular challenges around mental health services for children and young people (CAMHS) such as inconsistencies in quality of care and service provision between teams. There were also long waiting lists and systems were required to ensure the safety of the children waiting to be seen. It was explained that investments in the service were being applied and there was some detailed work being carried out to improve inconsistencies and issues with waiting times. The Trust was working with the Clinical Commissioning Group (CCG) to ensure that the investment was appropriately targeted. Funding had also been made available to address issues raised with mental health crisis and home treatment services.

Issues had also been raised around Minor Injury Units (MIUs) and their sustainability, function and purpose. There was a need to deliver consistency in the operating arrangements for all MIUs and a need for a county-wide strategy for urgent and emergency care. Work had been undertaken to look at applying consistent protocols across services and the Clinical Services Review would include the role and functions of MIUs.

The report highlighted issues around end of life care and, in particular, the need for a clear plan for end of life services provided by the Trust to ensure equity of access for patients and also the need for a commissioned pan Dorset integrated model of end of life care as there were currently multiple providers.

Each of the areas highlighted in the inspection report now had 'must do' actions attached to them. The Trust had spent a lot of time focussing on these actions and improving these areas. A lead had been assign to each area to monitor and oversee the implementation of improvement actions. The Trust had a three day review scheduled for the 15 March 2016 and were confident that the review would reflect the work undertaken to improve services.

Concerns were raised about staffing levels and how these were being addressed. It was explained that CAMHS had made a number of appointments across Dorset to support teams in a number of professions. It had been particularly difficult to appoint to the consultant post for the Weymouth and Portland team, but an interim arrangement had been put in place; many agency staff had been given permanent contracts, which helped to mitigate costs; and there had also been an increase to the nursing bank. However, recruitment still remained a challenge.

Some Councillors expressed their disappointment to see some on-going issues recurring as areas for improvement. It was felt that more work needed to be done around personal care plans and patients needed to have a significant level of input on

what care was best for them to receive.

Members queried the future use of community hospitals and it was noted that proposals to develop them as 'hubs' from which to coordinate community services were expected as part of the Clinical Services Review.

It was also noted that some Councillors had never been contacted by the Trust regarding issues in their areas and that the liaison member for the Trust had been told that she was not able to attend full Board meetings. It was felt that the levels of communication with community representatives needed to be significantly improved. The Locality Director acknowledged members concerns and offered to meet with the liaison member on a quarterly basis in future and to arrange visits to facilities, should members wish to do this.

Noted.

Quality of General Practitioner Services in Dorset

6 The Committee considered a report by the Head of Patient Safety and Risk, NHS Dorset Commissioning Group (CCG). The report provided information relating to the quality of General Practitioner (GP) services in Dorset and the work that NHS Dorset CCG was undertaking to monitor and support practices in making improvements.

Since April 2013 the responsibility for the commissioning and monitoring of Primary Care services (including GPs) had been the responsibility of NHS England. Over the past 12 months the CCG had been co-commissioning General Practice services with NHS England, but as of 1 April 2016 the responsibility would be transferred solely to the CCG under a scheme of delegation. NHS England would only retain the responsibility for individual GP Performance issues and act as the legal contract owner as set out in the Care Act 2012. NHS England would also retain the responsibility for GP complaints.

As part of the preparation for the delegated commissioning of GP services, the Dorset CCG was working closely with NHS England on the handover of responsibilities. It had been identifying the key data sources to create a 'profile' of practices across Dorset. This would enable the Dorset CCG to target support where it was most needed to improve quality and ensure a good patient experience.

The report explained that NHS England annually commissioned Ipsos MORI to undertake an independent national survey of patients to seek their views on the quality, safety and experience of GP services. The latest survey results had been published in January 2016. The experience of people accessing GP services in Dorset was good, with the majority of practices scoring higher than the national average. For the indicator relating to 'overall experience' Dorset GPs scored 90% on average against the national average of 85%. Only 10% of Dorset practices scored below the national average for this indicator with no practice scoring below 75%. There were no areas of the survey results that indicated Dorset GPs did not have a combined average that was higher than the national average.

Councillors expressed their dissatisfaction and frustration with the Dorset CCG for not sending anyone to present the report or answer any questions the Committee may have had. Questions were raised around the lack of public engagement that had been carried out in relation to the changes. Councillors also explained that GPs were concerned with some of the changes that were being made and the impact it would have on them, in particular their claims that their patient lists were becoming unmanageable. It was explained that there were on-going discussions between GPs and the Dorset CCG around what was accepted as standard practice

It was agreed that a letter would be sent by the Chairman to the Dorset CCG

emphasising the Committee's dissatisfaction with the lack of CCG representation at meetings. They would also request an update report be presented at the Committee's September 2016 meeting.

Resolved

1. That a letter be sent by the Chairman to the Dorset CCG emphasising the Committee's dissatisfaction with the lack of CCG representation at meetings.
2. That an update report be presented at the Committee's September 2016 meeting.

Dorset Health Scrutiny Committee Protocol Revision

- 7 The Committee considered a report by the Director for Adult and Community Services which outlined some changes to the protocol for the Dorset Health Scrutiny Committee. The current protocol had been adopted in 2007 and required updating as a result of several changes that were highlighted in the report. The revised Protocol removed references to the scrutiny of the Supporting People Programme; set out the Committee's Terms of Reference reflecting the new regulations and guidance and liaison with the Health and Wellbeing Board; clarified membership; clarified the Liaison Member role, as agreed by the Committee on 10 March 2014; noted the Committee's links with Healthwatch Dorset and clarified administrative matters.

Concern was raised by one member regarding the removal of responsibility for the scrutiny of the Supporting People Programme. It was explained that this had been transferred to the Adult and Community Services Overview Committee, but clarification was requested.

With regard to the Liaison Member role, it was suggested that the Health Trusts be contacted to confirm the expectations around this and to explore the possibility of wider access to Board meetings for Liaison Members.

Concerns were also raised over the scrutiny of the Dorset Health and Wellbeing Board. Some members felt that the scrutiny responsibilities for this body should sit with the Committee. It was requested that a report be brought back to the Committee to clarify scrutiny arrangements for the Board. Members agreed that the new protocol could not be adopted until scrutiny responsibilities had been clarified.

Resolved

1. That the adoption of the revised protocol be deferred until the Committee received clarification over scrutiny arrangements for the Dorset Health and Wellbeing Board.

Draft Dorset Joint Health and Wellbeing Strategy, 2016 to 2019

- 8 The Committee considered a report by the Director for Adult and Community Services which informed the Committee of the current progress in developing a new Joint Health and Wellbeing Strategy.

Local Authorities and Clinical Commissioning Groups have an equal duty to prepare Joint Health and Wellbeing Strategies (JHWS), based on the findings of the Joint Strategic Needs Assessment (JSNA). The first JHWS adopted by Dorset Health and Wellbeing Board in June 2013 largely focused on the description of health and wellbeing priorities, supported by evidence from the JSNA. The Strategy also included some principles and broad themes about encouraging a more preventative approach to health and wellbeing and working together, wherever possible, to intervene at an earlier stage.

In September 2015 Dorset Health and Wellbeing Board members met to consider the format that the next JHWS should take, and followed this with a review of the function and role of the Dorset Health and Wellbeing Board in October 2015. Members agreed

that their future focus should be on matters where they could most 'add value' and where their work would not duplicate what was already being carried out elsewhere. To that end, it was decided that the two over-arching priorities would be health inequalities and prevention and early intervention.

The Strategy would be adopted at the end of August 2016. However it was noted that this may not happen until November 2016, depending on timescales. The consultation workshop scheduled to be held on 5 April 2016 had now been cancelled.

Noted.

South Western Ambulance Service NHS Foundation Trust – NHS 111 Service

9 The Committee considered a report by the South Western Ambulance Service NHS Foundation Trust (SWASFT) which focused on the allegations made in the Daily Mail on 15 and 16 February 2016 about the NHS 111 service provided by SWASFT.

SWASFT strongly refuted a number of allegations made in the newspaper articles. There were also actions that the individual involved claimed they took, reported in the Daily Mail, for which SWASFT can find no paper trail or audit and an investigation in to the allegations made in the newspaper had been commissioned. This was due to start imminently.

In addition, the Care Quality Commission (CQC) was making an early inspection of SWASFT's NHS 111 services on Tuesday 8 and Wednesday 9 March 2016. This standard inspection had been brought forward as a result of the claims made in the Daily Mail.

It was agreed that it would be inappropriate for the Committee to comment on the matter until the inspections had taken place and the findings could be reported. The Committee had also been asked by Bournemouth Borough Council and Poole Borough Council to nominate members to an ad-hoc Joint Health Scrutiny Committee to consider the issues. However, it was agreed that the Committee should have an opportunity to consider the inspections reports before this happened.

Resolved

1. That the nominations to an ad-hoc Joint Health Scrutiny Committee be deferred until after the Committee received a report on the inspection results in June 2016.

Weymouth Community Urgent Care Centre Project and Weymouth Walk-in Centre and the Practice GP Service

10 The Committee considered a report by the Director for Service Delivery, NHS Dorset Clinical Commissioning Group. The report provided an update on the Weymouth Community Urgent Care Centre Project and next steps.

The work being undertaken aimed to improve service delivery and promote the integration of services. There were currently three services independently contracted, based at Weymouth Community Hospital; The GP-led Walk in Centre (WIC), the Minor Injuries Unit (MIU) and Out of Hours (OOH) service. These services saw and treated service users who walked in or were triaged from 111 with a varying range of primary care needs, minor illness, minor injuries and urgent care needs. The contract for the GP-led Walk in Centre contract expired on 30 June 2016 and there was no option to extend the contract further.

NHS England currently commissioned the Walk in Centre contract which included a primary care patient list. The patients who were currently registered had been given an opportunity to comment on the options for future care. An engagement exercise was held during January 2016 with an open day event at the practice on 19th

January.

A formal project and oversight team was established to manage the procurement process. The process was led by the Procurement Specialists within the Dorset CCG to ensure it was accurate. Following the tender process, Dorset Healthcare University NHS Foundation Trust was awarded the contract which commences on 1 July 2016.

Councillors asked how the changes would be communicated to the public. It was clarified that public engagement would be included as part of the mobilisation period, which would begin now the contract had been formally awarded.

Noted.

Briefings for Information/Noting

- 11 The Committee consider a report by the Director for Adult and Community Services. The report provided updates on the NHS Dorset CCG – Non-emergency Patient Transport Services and the NHS Dorset CCG – Delivering the Forward View: NHS Planning Guidance 2016-17 to 2020-21. The report also contained the minutes of the Clinical Services Review Joint Health Scrutiny Committee meeting held on 2 December 2015.

Councillors requested an update report on Non-emergency Patient Transport Services at their September 2016 meeting to focus on costs and the number of people the service provided for.

Appendix 2 of the report referred to the five year forward view for the NHS Dorset CCG. The slides in the report highlighted the process of the forward view and how it would be produced. Councillors asked for clarity around vanguards and their relationships with the Clinical Services Review. It was agreed that an information briefing around the subject would be provided at the next meeting of the Committee.

Resolved

1. That an update report on Non-emergency Patient Transport Services to focus on costs and the number of people the service provided for be included on the agenda for the Committee's September 2016 meeting.
2. That a report on vanguards and their relationships with the Clinical Services Review be included on the agenda for the Committee's June 2016 meeting.

Dorset Health Scrutiny Committee - Forward Plan

- 12 The Committee considered the Dorset Health Scrutiny Forward Work Plan. It was requested that some work around patient discharge and subsequent re-admissions be added to the plan.

Noted.

Meeting Duration: 10.00 am - 12.45 pm



County Council – 21 April 2016

Recommendations from the Staffing Committee meeting held on 24 March 2016

Composition of the Staffing Committee

- 22 The Head of Legal and Democratic Services drew members' attention to the increasing problems of quorum for this meeting and presented options for increasing the size of the Committee for members to consider.

One member highlighted that one of the benefits of having a small Committee was the good discussions that had been generated and he did not wish to see this lost.

Following a question about the use of reserve members, the Head of Legal and Democratic Services advised this had been considered but the disadvantage of this would be the lack of continuity and knowledge that members built up in respect of a Committee that met regularly.

RECOMMENDED

That the Committee be increased to 8 members, following political proportionality (5 Conservative, 2 Liberal Democrats and 1 Labour nominated by Group Leaders), to ensure meetings of the Staffing Committee were quorate.

Senior Roles

- 27 The Committee considered an exempt report by the Chief Executive which set out the current situation in respect of role definitions, terms and conditions of employment, job evaluation (JE) and pay and grading in respect of senior manager (Head of Service) posts.

Members were advised that no appeals had been lodged during this process and generally officers were content with the outcomes.

Members considered the pay elements of the report which set out the key reasons for the proposal for change to pay for Heads of Service and the Assistant Chief Executive.

Heads of Service are paid between £63,348 and £79,714 per annum. The role of these leaders has changed significantly with a focus on delivering transformational change for the council whilst managing widening and more strategic portfolios and a shift to direct accountability to members including leading on areas of significant organisational risk. Alongside this change there had been just in excess of a 50% reduction of posts in the last 10 years. Market evidence provided identified that the pay levels are below both national and regional averages. There was acknowledgement that any increase in pay would need to be proportionate, aligned with the market but also affordable. The proposed structure would be funded from savings achieved through a reduction in corporate Heads of Service in 2015.

The proposed change to the salary band for the Assistant Chief Executive would not result in an increase at the top end of the structure but enables separation from the Director salary band.

Members considered the following proposed structures for Heads of Service and Assistant Chief Executive which provides for a two level salary band for Heads of Service:-

Salary Band	Salary (£) from April 2016	Posts
Chief Executive Salary Band	140,000 to 155,000 (no change, cost of living pay award pending)	Chief Executive
Chief Officer Salary Band 1	109,000 to 124,000 (no change, cost of living pay award pending)	Director
Chief Officer Salary Band 2	93,000 to 100,000	Assistant Chief Executive
Chief Officer Salary Band 3	86,500 to 91,000	Assist Director/Head of Service
Chief Officer Salary Band 4	80,500 to 85,000	Assist Director/Head of Service

Resolved

That Heads of Service roles be established on Chief Officer terms and conditions of employment.

RECOMMENDED

That the County Council be asked to ratify the proposed new pay structures for the Assistant Chief Executive and Heads of Service and they be reflected in the council's pay policy statement.

Reason for recommendation

To confirm the final implementation arrangements in respect of the review of Senior Manager roles given the committee's remit in respect of employee terms and conditions of employment.

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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County Council – 21 April 2016

Recommendation from the Standards and Governance Committee meeting held on 30 March 2016

Redundancy and Redeployment Policies and Procedures and the Role of the Personnel Appeals Committee

8 The Committee considered a report by the Assistant Chief Executive which was introduced by the Principal HR and OD Adviser (Policy). She explained that a recent review of redundancy and redeployment policies and procedures had looked at all of the processes, in particular in relation to individuals who were 55 or over with immediate access to pension benefits that was currently considered by the Personnel Appeals Committee (PAC).

An outcome of the review found that the consideration by the PAC had caused a delay, particularly with regard to the smaller reviews and had impacted on the effective date of any voluntary redundancies and subsequent restructuring of departments. The proposal was therefore to discontinue the PAC and provide an alternative level of scrutiny outside of the committee framework by the relevant director and 2 trained members.

A written consultation exercise had taken place with members of the PAC who were largely supportive, however, they had wished to clarify the level of scrutiny that was being proposed in terms of the appeals process. Subsequent consideration by the Staffing Committee had resulted in a proposal that an informal meeting of the PAC be convened prior to the April County Council meeting in order that its members could consider the effectiveness of the alternative arrangements.

In response to a question, the Monitoring Officer advised that the last meeting of the PAC had to be cancelled leaving no opportunity for a collective discussion prior to Staffing Committee and that this was the reason why members of the PAC were contacted in writing and asked to express their views. The Staffing Committee felt that this was insufficient and wanted PAC members to have an opportunity prior to the County Council meeting to comment on the alternative arrangements.

The Chairman stated that the proposal outlined in 4.3.1(d) of the report was unclear and required further clarification.

The Monitoring Officer explained that PAC members who were trained in appeal related matters would be retained in order that 2 members could hear an appeal with the relevant director.

Particular concern was expressed regarding arrangements in instances where redundancy was contested or in the event of dismissal as a result of a disciplinary action. It would be important that members were trained and aware of their responsibilities and it was suggested that the PAC should continue as a formal committee for this purpose.

Further to this suggestion, the Monitoring Officer outlined the two areas in the PAC terms of reference, one of which was approval of cases of redundancy following financial analysis and secondly, the arrangements in relation to appeals. The process for the latter would be retained and involve the director and 2 members and would be a consensus decision with members continuing to take a full part in the process.

Further to this discussion the Chairman suggested that there was a published record and it was confirmed that the pool of trained members could be identified and publicised following the dissolution of the PAC. It was further proposed to include a third recommendation on behalf of the Standards and Governance Committee that the current arrangements with regard to appeals continue which was supported by the Committee.

RECOMMENDED

- (i) That the Personnel Appeals Committee is discontinued;
- (ii) That the alternative arrangements for approving people management matters currently considered by the PAC, as outlined in section 4.3, apply;
- (iii) That the existing arrangements for appeals is continued and that the appeals are undertaken by the relevant director and 2 trained members.

Reason for Recommendations

The Staffing Committee oversaw matters relating to staff terms and conditions and people management policies.

Staffing Committee

Dorset County Council



Date of Meeting	24 March 2016
Officer	Assistant Chief Executive
Subject of Report	Redundancy and Redeployment Policies and Procedures and the role of the Personnel Appeals Committee
Executive Summary	<p>The redundancy and redeployment policies and procedures have been reviewed. The changes aim to simplify processes and provide managers with flexible procedures that meet statutory requirements. This report summaries the key changes and anticipated improvements.</p> <p>If approved, the new policies and procedures will be effective from 1 April 2016.</p> <p>Additionally, section 4 of this report includes a recommendation that the Personnel Appeals Committee (PAC) no longer meets to consider individual redundancy cases. This proposal would effectively mean that the PAC is discontinued. An alternative approach to member scrutiny for redundancy cases and other people management matters currently considered by the PAC is proposed.</p> <p>The terms of reference of the PAC are part of the council's Constitution. Any change to the role of the PAC will require approval of County Council. The recommendations of the Staffing Committee will be put forward to the County Council via the Standards and Governance Committee, with changes effective immediately following County Council approval.</p>
Impact Assessment: <i>Please refer to the protocol for writing reports.</i>	<p>Equalities Impact Assessment:</p> <p>Separate EqIAs have been completed in respect of the redundancy and redeployment policies and procedures. Both are attached at Appendices 3 and 4. Both have been considered by the Assistant</p>

	<p>Chief Executive's Diversity Working Group on 13 January 2016 and were also circulated to the Chairs of all other Directorate working groups and members of the Corporate Diversity Working Group for comment. No significant impact has been identified.</p>
	<p>Use of Evidence: The report is based on evidence including feedback regarding the practical application of the existing policies and procedures from Human Resources & Organisational Development (HR & OD) colleagues, managers and trade unions.</p>
	<p>Budget: If the decision of the County Council results in discontinuation of the PAC, there will be cost savings associated with the reduction in support to the committee.</p>
	<p>Risk Assessment:</p> <p>Having considered the risks associated with this decision using the County Council's approved risk management methodology, the level of risk has been identified as: Current Risk: Low Residual Risk: Low</p>
	<p>Other implications: None.</p>
Recommendation	<p>It is recommended that the Staffing Committee approve the revised redundancy and redeployment policies and procedures effective from 1 April 2016.</p> <p>Additionally, it is recommended that the Staffing Committee recommend to the County Council, via the Standards and Governance Committee:</p> <ol style="list-style-type: none"> 1 that Personnel Appeals Committee is discontinued; 2 that the alternative arrangements for approving people management matters currently considered by the PAC, as outlined in section 4.3, apply.
Reason for Recommendation	<p>The Staffing Committee oversee matters relating to staff terms and conditions and people management policies.</p>
Appendices	<p>Appendix 1: Proposed Redundancy Policy and Procedure Appendix 2: Proposed Redeployment Policy and Procedure Appendix 3: Equality Impact Assessment (Redundancy) Appendix 4: Equality Impact Assessment (Redeployment) Appendix 5: Terms of Reference of the Personnel Appeals Committee</p>
Background Papers	<p>The Council's Constitution includes the terms of reference of the PAC and the scheme of delegation: https://www.dorsetforyou.com/constitution/county</p>

	<p>The Statement of Policy on the local Government Pension Scheme 2014 Discretions for Dorset County Council: https://www.dorsetforyou.com/article/404678/Pay-Policy-Statement---Dorset-County-Council</p>
<p>Report Originator and Contact</p>	<p>Name: Natalie Adam, Service Manager – Advisory Service (DCC) Tel: 01305 221785 Email: n.adam@dorsetcc.gov.uk</p> <p>Name: Sarah Butcher, Principal HR & OD Adviser, Advisory Services (DCC) Tel: 01305 228505 Email: s.e.butcher@dorsetcc.gov.uk</p> <p>Name: Jonathan Mair, Head of Legal and Democratic Services Tel: 01305 224181 Email: j.e.mair@dorsetcc.gov.uk</p>

1. Introduction

- 1.1. This report summaries the rationale for revising the existing redundancy and redeployment policies and procedures. Proposed new policies and procedures are attached.
- 1.2. Feedback about the practical application of the existing policies and procedures has been received from HR & OD Service colleagues and from managers across the council. Their views have been reflected in the revised policy and procedures, which will
 - modernise and streamline processes;
 - recognise the delegated responsibilities of managers;
 - support a self service approach;
 - reduce administration;
 - focus on statutory responsibilities.
- 1.3. The revised policies and procedures have been agreed in consultation with the recognised trades unions. The redundancy policy will be a revised collective agreement with the trade unions.
- 1.4. Additionally, this report includes a recommendation that the Personnel Appeals Committee (PAC) no longer meets to consider individual redundancy cases. This report considers an alternative approach to member scrutiny for people management matters, in section 4.
- 1.5. The proposals are all part of the support services transformation agenda, looking at ways to become more efficient and to create savings within services. Savings will be achieved:
 - a) by reducing any delay to the effective date of a restructure, which referral to the PAC can introduce;
 - b) within Democratic Services as a result of a review of committee support.

2. Summary of Changes: Redeployment Policy and Procedure

- 2.1. The current redeployment policy and procedure has been in place since 2008. At this time, the procedure was supported by a 'Redeployment Officer' role within the Human Resources Service. There were fewer redundancies and opportunities for redeployment within the council were more likely than in the current climate.
- 2.2. The existing policy and procedure is a 'one size fits all' approach, with all redeployees being entitled to 13 weeks on the redeployment register irrespective of the reason for redeployment or the individual circumstances. During the 13 week period, individuals receive selected vacancy information and support from the HR & OD Service. Vacancies are held for the consideration of redeployees before being released for advert.
- 2.3. The revised policy and procedure takes account of feedback from a survey of the 150 group of council managers, which received 64 responses.
- 2.4. The proposed changes would make the process more straightforward for those involved by:
 - a) providing clarity about the circumstances in which redeployment applies;
 - b) providing an element of flexibility, depending on the individual circumstances and the reason for redeployment;
 - c) reducing the period of redeployment for those on a fixed term contract;

- d) placing the emphasis on the redeployee (and manager) to identify potentially suitable roles;
- e) making more effective use of the council's e-recruit system, which also removes the delay in advertising vacancies.

2.5. The proposed new redeployment policy and procedure has been agreed in consultation with the trades unions.

3. Summary of Changes: Redundancy Policy and Procedure

3.1. The current redundancy policy and procedure has been in place since 2007. A separate 'voluntary redundancy protocol' was developed in 2011, initially intending to be a temporary measure to support the Meeting Future Challenges programme.

3.2. The existing procedure is a 'one size fits all' approach, outlining the same detailed approach to all restructuring exercises which may result in redundancy, regardless of the number of employees or potential redundancies involved.

3.3. Changes to the policy and procedure will enable more efficient and effective management of redundancy exercises by:

- a) providing clarity about the statutory requirements whilst enabling sufficient flexibility to tailor the approach to the individual restructuring exercise (particularly in relation to processes around consultation timeframes and selection for redundancy);
- b) incorporating elements of the voluntary redundancy protocol;
- c) emphasising the responsibilities of managers, in line with the scheme of delegation for people management matters;
- d) ensuring that equality considerations are reflected.

3.4. A number of existing processes add delay to decisions about individual redundancies, notably referral of individual redundancy decisions to the PAC in cases where the redundancy would result in capitalised pension costs under workplace pension schemes, particularly the Local Government Pension Scheme (LGPS). This leads to the recommendations outlined in section 4.

3.5. Whilst the redundancy policy and procedure apply to all council employees, it is a collective agreement with the Green Book trade unions. The policy and procedure are incorporated into individual employment contracts of those employed on Green Book terms and conditions. A new collective agreement has been reached, subject to approval of the new policy by the Staffing Committee. This means there is no requirement for wider consultation with staff about change to their individual contracts of employment.

4. The Role of the Personnel Appeals Committee

4.1. Redundancy and Capitalised Costs

4.1.1. When a member of the Local Government Pension Scheme (LGPS) aged 55 or over is made redundant, the employer must pay unreduced pension benefits and must also pay the cost of the strain on the fund of doing so (the capitalised cost). This is in accordance with the pension scheme regulations and the council has no alternative option. Cost should not be the only selection criteria for redundancy, however where the capitalised cost will be significant, the council may decide not to select that individual for redundancy because of cost.

- 4.1.2. The service in which the individual is employed is responsible for the redundancy selection process and for consideration of budget implications. The PAC provides an additional level of scrutiny by reviewing all proposed individual redundancies which involve capitalised costs to the pension fund.
- 4.1.3. In order for a case to be considered by the PAC:
- a) a business case will have been developed by the service;
 - b) the case will have been reviewed by and received support from the HR & OD Service. All pension quotations and capitalised costs are obtained via the HR & OD Service. An element of administrative support is provided by the HR & OD Service and Democratic Services in preparing for the PAC;
 - c) the Head of Service will have consulted their Accountant as appropriate about the budgetary implications of the recovery period for the capitalised costs.
- 4.1.4. Decisions regarding redundancy (relating to the entire restructure) can not be confirmed until PAC has met. Requests relating to the same restructuring exercise may need to go to consecutive PAC meetings if voluntary redundancies are being considered in the first instance - which is now increasingly the case.
- 4.1.5. The existing process:
- a) prolongs the uncertainty for affected individuals;
 - b) can delay the effective date of a restructure, which can mean a delay to achieving the associated cost savings.
- 4.1.6. In the past 12 months, there have been 90 redundancies (including voluntary redundancies). Of these, 48 have been referred to PAC and all of these have been approved.

4.2. **Other Terms of Reference**

- 4.2.1. Whilst the majority of applications to the PAC relate to capitalised costs of redundancies, the PAC also:
- a) Consider any requests for the employer to award discretionary payments to LGPS pension members which result in a cost to the county council. For example this might be waiving the actuarial reduction in benefits paid early due to voluntary or flexible retirement on compassionate grounds or business reasons. In the past 12 months, there have not been any requests to waive a reduction/enhance benefits. This reflects the council's policy statements on the LGPS 2014 discretions that the council will 'not normally' consider such cases.
 - b) Approve increments for posts under the Labour Market Adjustment Scheme (LMAS) on the basis of evidence showing recruitment and retention issues. In the past 12 months, the PAC has approved all new requests put forward under the scheme. Reviews of existing increments are undertaken every three years.
 - c) Consider whether costs arising from individual redundancies whose salary is charged to a school's delegated budget should be borne by a council budget or by the delegated budget. In the past 12 months there have been no such requests. Responsibility for determination of budget in cases when redundancy costs arise from a change in the organisation of schools is already delegated to the Director for Children's Services.
- 4.2.2. The Chairman of the PAC and members of the PAC are also consulted by the Chief Executive or a director regarding appeals against dismissal and grievance appeals.
- 4.3. **Proposal for Member consideration of people management matters outside of the Personnel Appeals Committee**

- 4.3.1. It is proposed that:
- a) Costs relating to individual redundancies – including those where there is a capitalised cost to the pension fund for early release of benefits – are subject to the approval of the Director. Quarterly reports summarising the numbers and costs of redundancies will be submitted to the Staffing Committee, who are responsible for the monitoring of decisions taken in relation to employment matters.
 - b) The process in relation to the Chief Executive, Assistant Chief Executive, Directors, Statutory Officers and Heads of Service will remain unchanged. The Staffing Committee have responsibility for these staff for issues relating to redundancy, including costs to the county council for early introduction of pension benefits.
 - c) All other decisions currently referred to the PAC are delegated to the relevant Director, after consultation with the cabinet member, including discretionary enhancements to pension provision and approval of labour market increments (LMIs).
 - d) Appeals against dismissal and grievance appeals continue to be heard following consultation with a member. It is recognised that a pool of members experienced in HR & OD matters is required, under the remit of the Staffing Committee.
- 4.3.2. Additionally, in relation to 4.3.1 d) it is proposed that the pool of senior managers is extended, enabling appeals to be heard by a higher tier of management to the decision making manager; the existing process allows only the Chief Executive and four Directors to hear appeals against dismissal. This approach will widen the pool of decision makers to include the Assistant Chief Executive, the statutory officers and Heads of Service (including the Director of the Dorset Waste Partnership).
- 4.3.3. The proposal in 4.3.1 would mean that the PAC is discontinued. The terms of reference of the PAC are part of the council's Constitution. Any change to the role of the PAC will require approval of the County Council. The recommendations of the Staffing Committee will be put forward to the County Council via the Standards and Governance Committee.
- 4.3.4. The approach also supports a review of support to committees provided by Democratic Services.

4.4. **Benefits of Proposal**

- 4.4.1. The proposed approach would:
- a) put operational people management decision making in line with the Scheme of Delegation for People Management Decisions;
 - b) enable decisions to be made more quickly outside of a Committee framework, which in turn would enable savings to be achieved from an earlier date;
 - c) reduce resource requirements for support to the PAC;
 - d) be in line with the approach to other people management matters, such as the Key Skills Recruitment Bonus Scheme, which the Staffing Committee approved in January. Approval of a bonus under the scheme is at the discretion of the relevant Director after consultation with the cabinet member.

4.5. **Risks of Proposal**

- 4.5.1. The proposals in 4.3 may be perceived to remove a level of scrutiny from decision making.
- 4.5.2. Whilst this risk is acknowledged, it is considered that it would be mitigated by:

- a) continued involvement of members in decisions currently made by the PAC, albeit outside of committee meetings;
- b) continued responsibility of the Staffing Committee in relation to redundancy for: the Chief Executive, Assistant Chief Executive, Directors, Statutory Officers and Heads of Service;
- c) continued overview and monitoring by the Staffing Committee of decisions taken in relation to other employees;
- d) ensuring all senior managers are aware of their responsibilities and accountability for such decisions, including financial delegations;
- e) continued provision of support and appropriate challenge throughout the whole restructuring process from the HR & OD Service. All pension quotations and capitalised costs would continue to be obtained via the service;
- f) support from the HR & OD Service in developing the business case for LMIs, as per the Key Skills Recruitment Bonus Scheme;
- g) effective review and communication of related policies, procedures and guidance including the redundancy policy and procedure.

5. Public Sector Exit Payments

- 5.1. It should be noted that the Government are proposing the implementation of various statutory measures to reduce the cost of individual public sector exit payments including:
- a) a cap on the cost of an exit package including associated pension costs;
 - b) repayment of exit payments where an employee leaves and is then re-employed in the public sector within twelve months and
 - c) requiring employer-funded early access to pension to be limited or ended (currently under consultation).

6. Personnel Appeals Committee Views

- 6.1. All members of the PAC have been sent a copy of this paper and invited to comment and to attend the Staffing Committee meeting on 24 March. Any comments from members unable to attend will be reported at the meeting on 24 March.
- 6.2. In addition the Head of Legal and Democratic Services has met with the Chairman of the PAC to outline the proposed changes. The Chairman of the PAC has welcomed the opportunity for members of PAC to comment and he will be attending the meeting on 24 March.

7. Trades Unions View

- 7.1. The trades unions have been consulted regarding both the redundancy and redeployment policies and procedures. Their feedback has been incorporated into the final versions attached.
- 7.2. The trades unions have raised no concerns regarding the proposal to discontinue the PAC or the alternative options for dealing with people management matters.

8. Next Steps

8.1. Redundancy and Redeployment Policies and Procedures

- 8.1.1. In order that the new redundancy and redeployment policies and procedures are applied consistently and that managers are engaged with the changes, a range of communications will be provided if the new policy and procedures are approved.

8.1.2. A range of supporting guidance will be published and communicated for managers and employees.

8.1.3. Other people management policies, procedures and guidance which refer to the existing redundancy and redeployment procedures will be updated to reflect the changes.

8.2. **The role of the Personnel Appeals Committee**

8.2.1. If the recommendations outlined in this report at section 4 are approved by the County Council, the following documents will be updated to reflect the changes:

- a) The Labour Market Adjustment Scheme
- b) The Statement of Policy on the Local Government Pension Scheme 2014 Discretions.
- c) References to the Personnel Appeals Committee in the Constitution and related HR & OD guidance, including the right of appeal against dismissal and grievance appeals.

Patrick Ellis
Assistant Chief Executive

24 March 2016

Redundancy policy

1. Introduction

- 1.1. The council is committed to making the best possible use of public money for the benefit of local people, ensuring that Dorset's people continue to receive the services they need the most. The council continues to review services to ensure they are affordable and delivered in the most effective way.
- 1.2. Whilst the council is committed to avoiding redundancies wherever possible, it is recognised that the need for change will, at times, lead to reorganisation and restructuring of services and to redundancies. Where such changes are necessary, the council will ensure that employees are treated with equity and consistency, in accordance with this policy.

2. Scope

- 2.1. This policy applies to all council employees, excluding school based employees.
- 2.2. This policy has been developed in consultation with the recognised trade unions.
- 2.3. This policy does not apply where the employment contract is to be transferred to another employer in accordance with the provisions of the Transfer of Undertakings (Protection of Employment) Regulations 2006.
- 2.4. The principles of this policy apply to both compulsory and voluntary redundancy.

3. Key Principles

- 3.1. The council will:
 - make every effort to mitigate the need for redundancies;
 - ensure that employees and their recognised trade unions representatives are fully consulted on any proposals and their implications. Consultation will begin at the earliest opportunity and will be carried out in accordance with the redundancy procedure;
 - seek suitable alternative employment, wherever possible, for employees who are selected for redundancy;
 - ensure, where compulsory redundancies are unavoidable, that selection for redundancy is based on criteria that is fairly and objectively applied;
 - provide support and advice to employees during change and reorganisation;
 - ensure that any restructuring exercise which will potentially result in redundancies is supported by a fully costed business case.
- 3.2. An employee under notice of redundancy will be entitled to a reasonable amount of paid time off to look for alternative work.
- 3.3. An employee has the right of appeal if they feel that their selection for redundancy is unfair or that the reason for dismissal is not redundancy.
- 3.4. Should circumstances change which subsequently reduces the requirement for redundancies, notice of redundancy may be withdrawn (this applies in respect of both voluntary and compulsory redundancy cases). If the employee does not agree and refuses an offer of suitable alternative employment, this may affect their entitlement to a redundancy payment.

4. Redundancy Compensation

- 4.1. Employees who have at least 2 years continuous local government service at the date of dismissal will qualify for a redundancy payment, regardless of age.
- 4.2. Redundancy compensation payments will be made in accordance with:
 - the Redundancy Payments (Continuity of Employment in Local Government) (Modification) Order 1999)
 - the council's formula for calculating redundancy payments that applies at the date of notice of dismissal.
 - statutory requirements in relation to tax free payments and public sector exit payments
- 4.3. Employees who are also active members of a workplace pension scheme provided by the council may be required to take their pension benefits when they are dismissed on the grounds of redundancy, in accordance with pension scheme regulations.
- 4.4. Employees may be entitled to salary protection if redeployed as a result of redundancy or reorganisation as specified in the salary protection policy.
- 4.5. Employees who fail to accept a reasonable offer of suitable alternative employment will lose their entitlement to redundancy compensation.
- 4.6. Employees who agree to voluntary redundancy will not return to direct or indirect employment with the council (excluding employment within Dorset County Council schools) within one year of the date of redundancy dismissal.

5. Trade Union Representation

- 5.1. The appropriate recognised trade unions will be notified as soon as possible when potential redundancies are being considered.
- 5.2. Trade union representatives will be invited to take part in formal consultation on behalf of affected employees.
- 5.3. Consultations will be carried out with individual employees as appropriate. Employees will be encouraged to be accompanied by a trade union representative or a work colleague.

6. Equality and Diversity

- 6.1. The policy will at all times be applied in accordance with the council's diversity policy, which states:

"The county council is committed to diversity and equality of opportunity so that no employee or potential employee will be subject to unlawful or unfair discrimination because of gender, age, marital or civil partnership status, colour, race, nationality, or other ethnic or national origin, religion or belief, disability, sexual orientation, gender reassignment, pregnancy or maternity, criminal background, membership or non-membership of a trades union or political beliefs."

- 6.2. Selection criteria for redundancy will be free from any direct or indirect discrimination because of any protected characteristic.

Appendix 1

- 6.3. Employees who are absent because of maternity, paternity, paternity support, adoption or shared parental leave will be offered any suitable alternative work that is available if they are made redundant while they are absent.
- 6.4. In all cases, where employees have particular support needs by reason of disability, language or other factors, reasonable adjustments will be considered and made as necessary.

Redundancy procedure

1 When to follow the redundancy procedure

- 1.1 The redundancy procedure should be followed whenever organisational changes are proposed which are likely to result in any employee being dismissed on the grounds of redundancy.
- 1.2 An employee can only be dismissed on the grounds of redundancy when it is clear that the employee's job does (or will) no longer exist. This might happen as a result of a restructure or reorganisation or because a change has been made to service provision.
- 1.3 At the outset of any restructuring exercise, it is essential to fully consider whether redundancy may be an outcome.
- 1.4 From time to time, changes to service provision or ways of working will mean that there are minor changes to duties or patterns of work but there is still a requirement for the same number of employees to do the work. The full redundancy procedure does not need to be followed in these circumstances because there is no potential for any employee to be dismissed on the grounds of redundancy.
- 1.5 The change management guidance provides guidelines for completing a business case which will identify whether redundancies are likely. Prior to any consultation, a business case must be completed and the full financial and resource implications identified. The guidance also supports managers in managing restructuring processes when redundancy won't be an outcome.
- 1.6 Where a redundancy situation is likely, all stages of this redundancy procedure must be followed to ensure that any redundancy dismissal is fair. This procedure includes the statutory requirements for handling redundancies. The service's [Human Resources & Organisational Development \(HR&OD\) Business Partner](#) must be informed of any restructure or reorganisation which might result in potential redundancies at the earliest stage, so that appropriate professional advice and support can be provided throughout the process, as required.
- 1.7 If a fixed term contract is ending for reason of redundancy and no other individuals are affected, the [redundancy protocol for fixed term contracts only](#) should be followed. Refer to the [fixed term contract protocol](#) to find out more about when the reason for ending a fixed term contract will be redundancy.

2 Redundancy compensation payments

- 2.1 Depending on their length of service, an employee may be entitled to a redundancy compensation payment and, in some cases, will be required to access their pension benefits early if they are made redundant. Employees' entitlements to benefits payable on redundancy and details of any choice that may be available to individuals is described in the [redundancy compensation guidance](#).

3 Communication and Consultation

- 3.1 Effective consultation is the responsibility of the service. The service will need to decide on the best ways to consult and communicate.
- 3.2 Communication and informal consultation should begin at the earliest opportunity, when it is first known that redundancies could be considered. This may include sharing

initial information with employees and recognised trades unions representatives before formal collective consultation.

3.3 Throughout the consultation process, discussions should focus on how to reduce the number of redundancies, perhaps by:

- agreeing not to fill vacancies arising from employees who choose to leave during the consultation period or introducing other recruitment restrictions
- considering applications for [voluntary redundancy](#) or [flexible retirement](#)
- considering whether reducing contractual hours or introducing other [flexible working](#) patterns or arrangements could be an alternative
- discussing the approach that will be taken to look for [suitable alternative employment](#). (see section 7).

3.4 No public announcements of potential redundancies will be made until all employees concerned have been informed.

4 Formal Collective Consultation

4.1 Formal collective consultation (consultation with the recognised trade unions on behalf of the affected employees) must always be at an early enough stage to allow discussions as to whether redundancies are necessary at all. Timescales for formal collective consultation should be considered as part of informal consultation.

4.2 There are statutory requirements relating to formal collective consultation when more than 20 redundancies are anticipated at a single establishment, including:

- timescales for the consultation period. (Statutory timeframes must always be followed as a minimum);
- notifying the Redundancy Payments Service (RPS).
- providing written notification and information about the proposals to the recognised trade union representatives

4.3 Managers are expected to follow the council's [redundancy consultation guidance](#) in order to understand the statutory requirements; the various methods of consultation and the aspects of the process that should be consulted on.

4.4 At the start, formal consultation should be in respect of all employees who will be affected by the changes in some way – not just those who are potentially at risk of redundancy.

4.5 Formal consultation with trade union representatives must continue throughout the consultation period. The recognised trade unions will have the opportunity to respond to the proposals.

5 Formal Individual consultation

5.1 All affected employees must be offered the opportunity to have one or more individual consultation meetings as soon as possible within the formal consultation period. The purpose of the meeting(s) is to clarify their personal position; allow them to comment on the proposals and give an opportunity for them to ask any questions about the process.

5.2 The employee may be accompanied by a trade union representative or work colleague. Employees can not be accompanied by a practising lawyer.

- 5.3 Every reasonable effort should be made to ensure that information is given sensitively and in an appropriate format taking account of individual circumstances. Employees must be given a full opportunity to put forward comments and suggest alternatives before the end of the formal consultation period. Employees are expected to raise any concerns about the process as part of consultation (and not by way of the grievance procedure).
- 5.4 Employees who are absent for any reason (including but not limited to maternity or paternity leave or sickness absence) must be fully consulted and given the same opportunities for consultation and individual meetings as all other employees, regardless of whether they are at work or not.
- 5.5 Any suggested alternatives to redundancy must be given full and proper consideration by the service. A written response must be given to any alternative proposals from employees or trade unions, giving reasons for accepting, modifying or rejecting alternatives.

6 Redundancy Selection Criteria and Process

- 6.1 If there is a need to make compulsory redundancies, fair and objective redundancy selection arrangements will have been agreed during consultation.
- 6.2 Refer to the [selection for redundancy guidance](#) to:
- consider appropriate selection criteria
 - understand criteria that must not be applied
 - consider alternative approaches to the selection process, (such as post preferencing and selection interviews)
- 6.3 Applications for voluntary redundancy will be considered on a case by case basis from individuals whose position:
- is at risk of redundancy or
 - is not at risk of redundancy but is within the scope of the restructure AND might provide [suitable alternative employment](#) for an employee who is at risk. (This is a 'bumped' redundancy: if the application for voluntary redundancy is approved, the dismissal avoids a compulsory redundancy for another employee).
- 6.4 Managers must ensure that any voluntary 'bumped' redundancies are a fair dismissal and that the vacancy arising is a suitable alternative for an at risk employee. Advice is available from the HR & OD Service.
- 6.5 Whilst meeting the needs of the service remains the priority, the wishes of the employee will be taken into account. Refer to the [voluntary redundancy application guidance](#).

7 Suitable Alternative Employment

- 7.1 The county council will make every effort to find suitable alternative employment for employees whose posts are redundant. Arrangements for identifying suitable alternatives will have been agreed as part of consultation, in accordance with the [suitable alternative employment guidance](#).
- 7.2 Special conditions apply in certain circumstances. Any employee who is absent because of family leave including [maternity leave](#), [paternity leave](#) (maternity support leave), [adoption leave](#) and [shared parental leave](#) must be offered any suitable alternative employment that is available if they would otherwise be made redundant

whilst they are on leave. Consideration must be given to any [reasonable adjustments](#) to the process that might be necessary for disabled employees.

- 7.3 Initially, there might be an opportunity to offer suitable alternative employment in one of the new roles created by the restructure before any wider approach to [redeployment](#) is considered and before any notice of dismissal is issued.
- 7.4 A formal offer of the new post must be made in writing.
- 7.5 If an employee accepts an offer of suitable alternative employment, they may be entitled to a trial period of 4 weeks in the alternative role. If they are confirmed in the alternative role, there is no redundancy dismissal and therefore no entitlement to any [redundancy compensation](#). Further information about trial periods is available in the [suitable alternative employment guidance](#).
- 7.6 Where applicable, salary protection will be applied in accordance with the [salary protection policy](#) that applies to the employee's terms and conditions group.
- 7.7 If an employee disagrees that the post they are offered is suitable alternative employment, they should raise their concerns with their line manager in the first instance.
- 7.8 If it is agreed that the alternative offer of employment is not suitable, the employee will still be entitled to receive redundancy compensation.
- 7.9 If an employee doesn't accept an offer of suitable alternative employment, they can be dismissed on the grounds of redundancy but will lose any entitlement to a redundancy payment.
- 7.10 Where it is not possible to identify any suitable alternative employment, notice of redundancy dismissal will be issued subject to any final approval process. In these cases all reasonable efforts will continue to identify suitable alternative employment, until the last day of employment, in accordance with the [redeployment policy and procedure](#), as an alternative to dismissal on the grounds of redundancy.

8 Dismissal on the grounds of redundancy

- 8.1 The appropriate approval must always be obtained before notice of dismissal is given in accordance with:
 - the [scheme of delegation on people management matters](#) and
 - the [redundancy compensation guidance](#), (for example where there is cost due to early release of pension benefits).
- 8.2 In the case of compulsory redundancy, notice of dismissal can only be given when the formal consultation period is genuinely complete. No dismissal can take effect before the end of the formal consultation period.
- 8.3 If an application for voluntary redundancy is approved, notice may be issued before the end of the formal consultation period. Refer to the guidance for approving a [voluntary redundancy](#).
- 8.4 An employee is entitled to receive their [contractual notice period](#) when issued with written notice of redundancy.
- 8.5 Where an employee is absent due to long-term sickness during their notice period, medical certificates will need to be supplied.

- 8.6 In very exceptional circumstances it may not be possible to allow employees to work for their full notice period in their usual workplace. In these cases, employees are still entitled to their contractual notice pay and consideration should be given as to whether they can continue to work at another location or be temporarily redeployed to suitable alternative work for the duration of their notice period.

9 Time off for training for other employment or to seek employment

- 9.1 During their notice period, employees have a statutory right to reasonable paid time off during working hours to seek other employment, access training, and attend interviews for employment inside and outside of the council. The employee must give evidence to support requests and reasonable notice of any time off required.

10 Annual leave

- 10.1 An employee will be expected to take the annual leave that they will accrue up to the date of the expiry of their notice period. There will be no payment in lieu made in respect of annual leave unless it is specifically agreed that leave cannot be taken due to operational constraints.

11 Accepting an offer of employment within 4 weeks of leaving

- 11.1 Where an employee who is under notice of redundancy receives an offer of employment from another [body included on the Redundancy Payments \(Continuity of Employment in Local Government\) \(Modification\) Order 1999](#) before the termination of their employment and takes it up within 4 weeks of leaving the council, there will be no dismissal for redundancy payment purposes because employment with the new employer is continuous. The individual's right to a redundancy payment will be lost (unless the individual decides not to continue with the new job during the first 4 weeks).
- 11.2 Find out more about the [Modification Order](#).

12 Returning to public sector employment within one year of redundancy

- 12.1 Employees should be made aware of the circumstances in which they may be legally required to repay their redundancy payment if they accept another offer of public sector employment within one year of the date of redundancy dismissal. Refer to the [redundancy compensation guidance](#).
- 12.2 Where voluntary redundancy is agreed, this will be on the basis that the individual employee will not return to employment with the council (excluding employment within DCC schools) within one year of the date of redundancy dismissal.

13 Leaving the employment of the county council before the end of the notice period

- 13.1 In redundancy situations, once an employee has been formally given notice, should they wish to leave before the expiry of their notice period, they will still be entitled to a redundancy payment, where eligible, although it will be recalculated to take account of the revised leaving date. This will be subject to the agreement of the service. Any such agreement must be in writing. In such cases the notice period will be reduced to take account of the agreed counter notice.

14 Right of appeal

Appendix 1

14.1 An employee has the right of appeal if they feel that their selection for redundancy was unfair or that the reason for their dismissal is not redundancy.

14.2 The appeal process is set out in the '[right to appeal against dismissal](#)' guidance.

14.3 The effective date of dismissal on redundancy grounds will remain as stated in the notice letter unless the appeal is successful.

14.4 There is no right of appeal if an application for voluntary redundancy is declined.

15 Grievances in respect of other matters

15.1 No right of appeal exists in respect of the reason for declaring redundancies or requiring redeployment.

Redeployment policy

1. Introduction

- 1.1. The council is committed to keeping its staff in employment as far as it is possible.
- 1.2. There will be occasions when employees are at risk of losing their job. The council will make every effort to redeploy employees into a suitable alternative position when they are at risk because of redundancy, on medical advice, or in other appropriate circumstances.
- 1.3. A positive approach to redeployment enables the council to maintain the skills and experience of valued employees.

2. Scope

- 2.1. This policy applies to all council employees, excluding school based employees.
- 2.2. Prior consideration for council vacancies will be given to Dorset County Council employees only (and not partner organisations or schools staff) unless exceptionally agreed.
- 2.3. Prior consideration for council vacancies will not be given to seconded staff who have a right to return to a substantive post at a partner organisation.
- 2.4. Whilst each case will be considered on its own merits, the council reserves the right not to offer redeployment in cases of dismissal due to conduct, capability or some other substantial reason.
- 2.5. This policy has been developed in consultation with the recognised trade unions.

3. Key Principles

- 3.1. Every effort will be made to seek suitable alternative employment for employees who are identified as being eligible.
- 3.2. Employees and their trade unions representatives will be involved at the earliest opportunity in decisions which may affect them.
- 3.3. Employees will be informed if they are eligible for redeployment and support and guidance will be provided. Employees are also responsible for actively seeking redeployment opportunities during the redeployment period.
- 3.4. Those eligible for redeployment will be able to apply for vacancies within Dorset County Council with prior consideration being given to their application, as part of the normal recruitment process. Whilst prior consideration does not guarantee an appointment, employees who are eligible for redeployment will be offered the post if they are suitable, before other candidates.
- 3.5. Employees will be treated in a fair and reasonable manner. Arrangements, including the length of time during which redeployment will be sought, will be agreed in accordance with the redeployment procedure and will be appropriate to the particular circumstances. The

Appendix 2

needs and preferences of the individual will be considered alongside the needs of the service.

- 3.6. The council will meet its statutory obligations to seek to identify a suitable alternative vacancy for employees at risk of redundancy, in accordance with the [redundancy policy and procedure](#).
- 3.7. In redundancy cases, and in other appropriate circumstances, redeployment will be offered subject to a trial period in accordance with the redeployment procedure.
- 3.8. Salary protection will normally only apply in cases of redeployment due to redundancy, in accordance with the [salary protection policy](#) that applies to the individual's terms and conditions of employment. Any excess travel costs relating to redeployment can only be made in accordance with the [Dorset Travel Scheme](#).
- 3.9. Opportunities for redeployment will continue to be sought until the date of termination or until the employee is confirmed in a new post following a trial period.
- 3.10. Any service going through a restructuring process is not expected to give prior consideration to staff outside of the restructuring process until those immediately at risk have been considered in accordance with the [redundancy policy and procedure](#).

4. Equality and Diversity

- 4.1. The policy will at all times be applied in accordance with the council's diversity policy, which states:

"The county council is committed to diversity and equality of opportunity so that no employee or potential employee will be subject to unlawful or unfair discrimination because of gender, age, marital or civil partnership status, colour, race, nationality, or other ethnic or national origin, religion or belief, disability, sexual orientation, gender reassignment, pregnancy or maternity, criminal background, membership or non-membership of a trades union or political beliefs."

- 4.2. Redeployment may be considered as a reasonable adjustment under the Equality Act 2010 where appropriate.

Redeployment Procedure

1. Eligibility for Redeployment

- 1.1. Eligibility for redeployment means that the individual will receive prior consideration for appointment to suitable vacancies during the normal [recruitment selection process](#) because they are at risk of losing their job. Prior consideration means that, if the individual meets the essential criteria on the person specification, they will be entitled to an interview before any other candidate and should normally be offered the job if they are suitable.
- 1.2. Employees may be at risk of losing their job and become eligible for redeployment as a result of one of a number of people management procedures including [redundancy](#) and [sickness absence](#).
- 1.3. In some cases, redeployment may also be a recommendation arising from a capability or [conduct](#) procedure or arising from a [close personal relationship at work](#). Advice is available from the HR & OD Service as to whether prior consideration under this redeployment procedure should apply in these circumstances. Any course of action that may lead to a dismissal will always follow the appropriate people management procedure. There may be circumstances where redeployment is not appropriate. Before deciding that redeployment is not appropriate, advice should be sought from the HR & OD Service.
- 1.4. Redeployment can be considered as a [reasonable adjustment](#) in medical cases if the Equality Act 2010 applies and:
 - medical advice from [Occupational Health](#) has been obtained and
 - the employee is unlikely to be fit to undertake (or return to) their substantive post for a prolonged period; and
 - no other reasonable adjustments can be put in place;
 - the new role is considered by Occupational Health to be appropriate.
- 1.5. Employees with more than one year's continuous service, including those on a fixed term contract, are eligible for redeployment.
- 1.6. Irrespective of the reason for redeployment, employees will always be advised by their line manager:
 - that this redeployment procedure applies to them
 - of the period during which redeployment applies
 - of the potential outcome(s) if redeployment is not possible
- 1.7. The point at which employees at risk of redundancy become eligible for wider redeployment opportunities under this procedure will be decided during the formal consultation process in accordance with the [redundancy procedure](#). Employees at risk of redundancy will normally be required to consider any [suitable alternative employment](#) within the restructuring exercise before this redeployment policy and procedure applies.
- 1.8. Employees will be eligible for redeployment for a maximum period of 13 weeks, which can include their normal [contractual notice period](#). Redeployment may apply before contractual notice is issued if the individual is at risk of redundancy or redeployment is being sought as a reasonable adjustment. Advice about appropriate timeframes is available from the [HR & OD Service](#).

Appendix 2

- 1.9. If a fixed term contract is ending for any reason other than redundancy, redeployment will apply during their [contractual notice period](#). If the fixed term contract is in scope as part of a restructuring exercise and the individual is at risk of dismissal due to redundancy, they will be eligible for redeployment for the length of time that is agreed during consultation. Refer to the [Fixed Term Contract Protocol](#) to consider the reason for dismissal.
- 1.10. Individuals may be informed that the redeployment procedure applies before or on the date that notice of dismissal is issued but not after this date. The employee may be given more notice than their contractual notice period if appropriate under this procedure (for example if it is agreed that notice of redundancy is issued to all affected employees in one restructuring exercise on the same date). Employees remain eligible for redeployment until their last day of employment.

2. Prior Consideration

- 2.1. Once an employee is identified as being eligible for redeployment, they will be entitled to apply for posts with prior consideration.
- 2.2. The employee is expected to identify and apply for potentially suitable alternative posts.
- 2.3. All council vacancies are advertised online at dorsetforyou.com. Employees applying for a post for which they are eligible for prior consideration at that grade should select the 'eligible for prior consideration' option when making their on-line application, so that they can be identified as a redeployee by the recruiting manager.
- 2.4. The manager who has confirmed that the employee is at risk (particularly in redundancy cases and where redeployment is being sought as a reasonable adjustment for a disabled employee) should also make every effort to support the employee in identifying a suitable alternative role within the council.

3. Support

- 3.1. Employees will be given guidance about using the council's on-line vacancy system on dorsetforyou, including setting up alerts to be notified of potentially suitable vacancies.
- 3.2. Employees will be given support which might include:
 - access to appropriate [learning and development opportunities](#) which can prepare them for seeking alternative employment;
 - any [reasonable adjustments](#) to the process if the Equality Act 2010 applies;
 - the council's [wellbeing service](#) and [contact officers](#);
 - information about external support, such as [JobCentre Plus](#).
- 3.3. Members of a [recognised trade union](#) can also contact their trade union representative for support. Advice about the redeployment policy and procedure is available from the [HR & OD Service](#).
- 3.4. If the employee is at risk of redundancy, they will be given reasonable paid time off to seek other employment, access training and attend interviews for employment inside and

Appendix 2

outside of the council. The employee must be able to provide evidence to support requests and reasonable notice of any time off required.

4. Recruiting Managers

- 4.1. It is the responsibility of recruiting managers to:
 - give redeployment candidates prior consideration for interview;
 - appoint redeployment candidates if they meet the essential criteria or could do within a reasonable timeframe.
- 4.2. Recruiting managers may also contact HR & OD for details of current redeployees who may be a potential match for their vacancy and advertise their vacancy via email to these individuals before they place an advert.

5. Recruitment Applications

- 5.1. Applications are made on-line as part of the normal recruitment and selection process via [dorsetforyou](#).
- 5.2. Redeployment to a fixed term contract may be agreed where appropriate, in accordance with the guidance in the [Fixed Term Contract Protocol](#).
- 5.3. Employees are able to apply, with prior consideration, for any post at any grade, unless specifically informed otherwise, that they consider a suitable alternative. For example, those seeking redeployment due to conduct may only be eligible to apply for posts with 'prior consideration' at their own grade or lower.
- 5.4. Individuals will be selected for interview if they meet the essential criteria of the post, or could do within a reasonable timeframe.
- 5.5. The redeployee will receive prior consideration for attending a selection interview, which can be before the deadline for all applications is reached, if their application is received prior to this date. Those eligible for redeployment should be interviewed before other potentially suitable candidates.
- 5.6. If more than one redeployee applies, decisions will be made based on the selection process. Consideration can also be given to the reason that the employees are being redeployed: the council has a duty to provide suitable alternative employment for those at risk of redundancy first, where possible. Additionally those at risk of redundancy who are absent due to family leave may receive priority. Refer to the [redundancy policy and procedure](#) for more information.
- 5.7. Any [reasonable adjustments](#) to the process should be considered for those eligible for redeployment because of a disability.

6. Job Offers

- 6.1. The redeployee should be offered the post if they meet the essential criteria or could do within a reasonable timeframe, as determined by the needs of the service within their available resources.

Appendix 2

- 6.2. If a manager does not intend to appoint a redeployment candidate who is, or could be, suitable for the position, they must provide the candidate with clear reasons which are free from any potential discrimination. If the manager does not intend to offer the position, they are advised to take advice from the [HR & OD Service](#) before making a decision.
- 6.3. Positions can be offered on a trial basis. Where the candidate is otherwise at risk of redundancy, they are entitled to a minimum 4 week trial period.
- 6.4. In the case of redundancy, the existing line manager will need to consider whether the post the employee is offered is a suitable alternative. The manager should refer to the guidance on [suitable alternative employment](#). If the job offer is made as a suitable alternative to redundancy, the individual must be made aware of:
 - the trial period
 - what will happen if the offer is not accepted (including any loss of entitlement to a redundancy payment)
 - any [salary protection arrangements](#)
 - any excess travel costs that can be claimed under the [Dorset Travel Scheme](#)
- 6.5. The job offer should be made using the relevant eform in DES via manager self service.
- 6.6. The offer letter must include any particular conditions specific to the redeployment arrangements, including any arrangements for a trial period. The manager should ensure that any particular conditions are specified in the 'other information' field in the offer letter request on DES.
- 6.7. Offers may be subject to any applicable [pre-employment checks](#).
- 6.8. Salary protection does not apply for redeployment unless it is an alternative to redundancy.

7. Trial periods

- 7.1. Employees who are redeployed to an alternative post in order to avoid redundancy are entitled to a minimum statutory trial period of 4 weeks.
- 7.2. A trial period can also be agreed in the case of redeployment on other grounds.
- 7.3. A longer trial period may be arranged by mutual agreement between the recruiting manager and the employee being redeployed, with advice from the HR&OD Service.
- 7.4. During the trial period, progress must be reviewed on a regular basis (at least weekly). The trial period may be extended by mutual agreement if appropriate.
- 7.5. The trial period can begin before the end of the notice period. If a trial period extends beyond the end of an employee's notice period, notice will be extended until the end of the trial period.
- 7.6. During, or at the end of the trial period, the employee or the recruiting manager may decide, with reasonable grounds, that the appointment is not suitable.

Appendix 2

- 7.7. If the role is not suitable, provided the individual's notice period has not expired, the employee will:
- return to their substantive post until the end of their notice period
 - continue to be eligible for redeployment until their last day of employment.
- 7.8. If redeployment is being sought as a suitable alternative to redundancy and it is determined during the trial period that the role is not a suitable alternative, the employee will still receive redundancy benefits. Refer to the guidance about [suitable alternative employment](#) in redundancy situations.



Equality Impact Assessment – Screening Form

Service: Human Resources and Organisational Development

Title of Strategy, policy, project or service: Redundancy Policy & Procedure

Type of Strategy (select as appropriate)

Existing:

New/proposed:

Changing/Update/revision

Other

please list below

Officers Involved in the Screening:

Sarah Butcher, Principal HR & OD Advisor, Human Resources & Organisational Development

Claire Leech, HR & OD Advisory, Human Resources & Organisational Development

Recognised trades unions are being consulted.

Final approval for a revised redundancy policy will be via the Staffing Committee.

1. What is the aim of your strategy, policy, project or service?

To review the council's redundancy policy and procedure (incorporating the voluntary redundancy protocol) to ensure that it remains fit for purpose. To continue to meet our statutory requirements. To ensure that the process is efficient.

The redundancy policy and procedure is being reviewed alongside a review of the redeployment policy and procedure. The redundancy policy and procedure will therefore not include specific detail about the council's approach to redeployment.

The key changes:

- The intention is to move to a 'toolkit' approach: detailed guidance which is not a procedural step is taken out of the procedure - to make it easier to follow and to highlight the key stages. A range of guidance will support the redundancy policy and procedure and this will be developed to include examples. This will enable an appropriate approach to be agreed, with advice and guidance from HR & OD, in relation to individual restructuring exercises for the benefit of individuals and the service. This additional guidance would cover: redundancy compensation; consultation; suitable alternative employment; selection criteria and process; change management.

Appendix 3

- For redundancies of 1 – 20, bringing the formal consultation period in line with the statutory requirement. This removes the requirement for the service to consult formally for at least 30 days and instead allows for reasonable consultation. This enables a proportionate approach, ensuring that there is no unnecessary delay for anyone involved in a smaller restructuring exercise. Informal consultation and all other steps remain.
- In relation to voluntary redundancy, reducing the number of steps from expressing an interest to making an application, whilst highlighting considerations for the individual of taking a decision which impacts on their financial situation.
- Throughout, the procedures have been updated to reflect the new scheme of delegation for people management matters and to clarify the responsibilities of the restructuring service.
- New wording in the procedure clarifies the organisation's responsibilities in relation to seeking alternative employment for those on family leave and in relation to reasonable adjustments for disabled employees.

2. Who will it impact upon (For example, service users, visitors, staff members)

Staff members: those who are at risk of redundancy and those involved in managing the process.

3. Does or could the service, strategy, policy, project or change have an impact upon the following:

Protected characteristic	Positive impact	Negative / No impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race and Ethnicity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other socially excluded groups (Carers, rural isolation, low income, military status)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The procedure specifically highlights considerations for individuals who may be absent due to family leave or other reasons and consideration of reasonable adjustments for disabled employees. This will additionally be highlighted in accompanying guidance, particularly in relation to seeking suitable alternative employment for those at risk. Examples will be included.

The policy and procedure has not changed significantly – all statutory responsibilities remain included. No impact has been identified for the other groups.

4. Does this have any impact on the workforce in relation to the following:

Protected characteristic	Positive impact	Negative / No impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other socially excluded groups (Carers, rural isolation, low income, military status)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. If your answers to Q3 and 4 are mostly ‘negative ‘or ‘unclear’, you need to consider a full EqlA. If you do not intend to carry out one, please explain why:

The policy and procedure has not changed significantly – all statutory responsibilities remain included. No impact has been identified for the other groups.

Upon completion of this form, it must be sent to your Directorate Equality lead for approval.

Screening form approved by:

Date:



Equality Impact Assessment – Screening Form

Service: Human Resources and Organisational Development

Title of Strategy, policy, project or service: Redeployment Policy & Procedure

Type of Strategy (select as appropriate)

- Existing:
- New/proposed:
- Changing/Update/revision
- Other please list below

Officers Involved in the Screening:

Sarah Butcher, Principal HR & OD Advisor, Human Resources & Organisational Development

Claire Leech, HR & OD Advisor, Human Resources & Organisational Development

Jan Hill, Service Manager, Economy

Recognised trades unions are being consulted.

Final approval for a revised redeployment policy will be via the Staffing Committee.

6. What is the aim of your strategy, policy, project or service?

To review the council's redeployment policy and procedure to ensure that it remains fit for purpose. To continue to meet our statutory requirements. To ensure that the process is efficient.

The redeployment policy and procedure is being reviewed alongside a review of the redundancy policy and procedure. The redeployment policy and procedure will reflect statutory requirements in respect of those at risk of redundancy.

The redeployment policy and procedure will take account of how redeployment can be applied as a reasonable adjustment under the Equality Act 2010.

The proposed new redeployment policy and procedure reflects feedback from council managers, following a SNAP survey sent to the 150 Group.

The key changes:

Existing approach	Proposed approach
Vacancies are advertised only after a check of the redeployment register, held by the HR&OD Service. Vacancies may be held for up to one week if a potential match is identified on the register, whilst individuals are contacted to see if they are interested in applying.	All vacancies are advertised as they become available. Individuals have greater responsibility to identify potential matches.
A manual redeployment register operated by HR&OD and completion of a redeployment form.	Individuals apply for vacancies on-line at dorsetforyou.com, with the ability to identify themselves as 'eligible for prior consideration'.
Eligibility for redeployment is for 13 weeks, usually from the point of notice of dismissal	Flexible approach to enable a reduced redeployment period if appropriate to the circumstances. Opportunity for redeployment to be sought <i>before</i> notice of dismissal has been issued in appropriate circumstances
Limited specific guidance about medical redeployment.	Clarification of when redeployment is appropriate in relation to medical conditions.
Those employed on a fixed term contract of one year or more are eligible to receive 13 weeks on the redeployment register after one year's service, regardless of the reason for ending the contract.	If the reason for redeployment is <i>not</i> redundancy, prior consideration applies only during the notice period.

7. Who will it impact upon (For example, service users, visitors, staff members)

Staff members: those who are at risk of losing their job, predominately in a redundancy situation or for medical disability reasons covered by the Equality Act 2010.

Employees on a fixed term contract who may have a shorter period where they are eligible for redeployment than previously. A equalities profile report has been requested for FTCs to understand any potential issues.

Recruiting managers and redeployees: changes to the process in relation to redeployment.

8. Does or could the service, strategy, policy, project or change have an impact upon the following:

Protected characteristic	Positive impact	No impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race and Ethnicity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other socially excluded groups (Carers, rural isolation, low income, military status)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The procedure specifically highlights consideration of reasonable adjustments for disabled employees at various stages. This will additionally be highlighted in accompanying guidance, particularly in relation to seeking suitable alternative employment for those at risk of redundancy. Examples will be included. Guidance for redeployees will include detail about using the council's e-recruit system as well as information about support for those who need it, for example employees with a visual impairment. Support will be available from the HR&OD Service and other support across the council will be identified and communicated e.g. the workforce support team in the Environment Directorate.

The procedure includes clarification of the process of when redeployment could be considered as a reasonable adjustment under the Equality Act 2010.

Where the policy and procedure has changed, this is largely to enable flexibility, recognising the range of circumstances in which an employee may be at risk of losing their job and when redeployment could apply.

This flexibility enables the procedure to be adapted as appropriate. For example, it supports the proposed revisions to the redundancy policy and procedure in enabling a wider search for redeployment earlier on in the redundancy procedure (for example this might apply if the individual is absent due to family leave).

Statutory responsibilities remain included. For redeployment, these are in relation to: seeking suitable alternative employment for those at risk of redundancy and considering reasonable adjustments for disabled employees.

No impact has been identified for the majority of groups.

9. Does this have any impact on the workforce in relation to the following:

Protected characteristic	Positive impact	No impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Appendix 4

Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other socially excluded groups (Carers, rural isolation, low income, military status)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

10. If your answers to Q3 and 4 are mostly ‘negative ‘or ‘unclear’, you need to consider a full EqIA. If you do not intend to carry out one, please explain why:

The policy and procedure has not changed significantly – all statutory responsibilities remain included. No impact has been identified for the majority of groups.

The SNAP survey revealed a number of positive experiences from managers who have appointed staff from the redeployment register. Communications about the new policy and procedure will reflect this and will promote redeployment.

Upon completion of this form, it must be sent to your Directorate Equality lead for approval.

Screening form approved by:

Date:

Personnel Appeals Committee

Terms of Reference:-

- (a) Except in the case of the Chief Executive, Assistant Chief Executive, Directors, Statutory Officers and Heads of Service the award of discretionary payments under various Local Government and pension scheme regulations which involve the early introduction of pension benefits, at a cost to the county council, for business reasons or on compassionate grounds. This includes benefits arising from retirements or redundancy.
- (b) In the case of discretionary payments awarded under Local Government Pension Scheme regulations, to take decisions in accordance with the county council's 'Statement of Policy on the Local Government Pension Scheme 2014 Discretions'.
- (c) To act as a pay board to hear and determine matters relating to labour market adjustments for additional increments or zonal pay;
- (d) To determine whether costs arising from the premature retirement and redundancy of a member of staff whose salary is charged to a school's delegated budget should be borne by a budget retained by the County Council or by the delegated budget of the school, except in the following circumstances:-
 - (a) when these costs arise from a change in the organisation of schools, including amalgamations and closures;
 - (b) when these costs will be funded from the budget for schools in financial difficulty, held within the school's budget.

In these two circumstances, responsibility for the determination is delegated to the Director for Children's Services.

Note:

- i. In the case of staff paid under School Teacher Scales or under related Scales, one non-voting teacher member, to be selected by the Director for Corporate Resources after consultation with the Director for Children's Services, shall be appointed for each meeting.
- ii. In cases of appeals against grading decisions the quorum for meeting shall be three members. Membership: 5 (not being members of the Cabinet) Reserve members for each political group represented on the Committee are also appointed to ensure that meetings can be arranged at short notice.

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County Council – 21 April 2016

Recommendation from the Standards and Governance Committee meeting held on 30 March 2016

Proposed Amendment to the Dorset Health and Wellbeing Board Membership and Associated Terms of Reference and Constitution

- 9 The Committee considered a report by the Director for Adult and Community Services setting out proposed amendments to the Terms of Reference and Constitution of the Dorset Health and Wellbeing Board (HWB) arising from a change to its membership.

The Monitoring Officer explained that the change in membership consisted of the inclusion of the Director for Environment and the Economy, the Chief Constable for Dorset Police and the Chief Fire Officer for Dorset and Wiltshire. Due to a specific change in the law, officers were now classed as members of the Board.

The Independent Member highlighted that the review of membership outlined in the report did not include a timescale for review. It was subsequently proposed by Councillor Cattaway and seconded by Councillor Jones to include an annual review of membership in the HWB workplan which was supported by the Committee.

RECOMMENDED

- (i) That 3 new Health and Wellbeing Board members are appointed; namely the Director for Environment and the Economy, Dorset County Council; The Chief Constable for Dorset, Dorset Police; and the Chief Fire Officer for Dorset and Wiltshire Fire and Rescue Service.
- (ii) That amendments are made to the Dorset Health and Wellbeing Board's Terms of Reference and Constitution to reflect the revised membership, as set out under Appendix 1 and 2 to the report, subject to approval of the appointments;
- (iii) That the Dorset Health and Wellbeing Board reviews its membership on an annual basis and that this item is included in its work programme.

Reason for Recommendations

The appointment of the 3 additional members to the Dorset Health and Wellbeing Board would better enable the Board to meet their aims to improve health and wellbeing, reduce health inequalities and promote closer integration.

Dorset Health and Wellbeing Board

Date of Meeting	2 March 2016
Subject of Report	Proposed Amendment to the Dorset Health and Wellbeing Board Membership and Associated Terms of Reference and Constitution
Report Author Partner Organisation	Director for Adult and Community Services
Responsible Commissioning body	Dorset Health and Wellbeing Board
Delivery partner/s	All Board partners
Executive Summary	<p>The Dorset Health and Wellbeing Board assumed full statutory powers in April 2013 with 28 members. Following a review in June 2014, membership was subsequently reduced to 16, with a stipulation under the Board's constitution that this would be kept under review to ensure that it was "fit for purpose".</p> <p>In 2015 the Board agreed that their focus for the next three years, aligning with their new Joint Health and Wellbeing Strategy, would be early intervention, prevention and inequalities. To support this focus, the value of additional representation on the Board from organisations with a wider role in taking forward this work is being proposed.</p> <p>The Board is being consulted on the proposed appointment of three additional members:</p> <ul style="list-style-type: none"> • The Director for Environment and the Economy (Dorset County Council); • The Chief Constable for Dorset (Dorset Police); • The Chief Fire Officer for Dorset and Wiltshire (Dorset and Wiltshire Fire and Rescue Service).

Impact Assessment:	Equalities Impact Assessment (EqIA): Not applicable.
	Locality Impact: Not applicable.
	Budget: Not applicable.
	<p>Risk Assessment:</p> <p>Having considered the risks associated with this decision using the County Council's approved risk management methodology, the level of risk has been identified as: Current Risk: LOW Residual Risk: LOW</p>
	<p>Health and Wellbeing Implications:</p> <p>Improved health and wellbeing outcomes for citizens as a result of better partnership engagement and involvement in decision making and strategic development.</p>
	<p>Other Implications:</p> <p>A more inclusive Health and Wellbeing Board. Across England and Wales HWBs have included various members from partner organisations which particularly suit their communities and outcome based strategies. Dorset HWB would benefit from the three Members due to their current and/or future focus and success in early prevention.</p>
Evidence Base and Strategic alignment	<p>Use of Evidence:</p> <p>Best practice from other Health and Wellbeing Boards.</p>
	<p>Evidence base within Joint Strategic Needs Assessment:</p> <p>Not applicable. However the JSNA does require a focus on early intervention and prevention and addressing inequalities.</p>
	<p>Community engagement / expressed needs:</p> <p>Not applicable.</p>
	<p>Alignment with Joint Health and Wellbeing Strategy:</p> <p>The additional members would enhance the development and implementation of the JHWS.</p>

Recommendation	<p>That Dorset Health and Wellbeing Board Members:</p> <ol style="list-style-type: none"> 1 Recommend to the County Council the appointment of three new Health and Wellbeing Board Members, as set out under paragraph 2.5 (The Director for Environment and the Economy, The Chief Constable for Dorset, the Chief Fire Officer for Dorset and Wiltshire), following consideration by the Standards and Governance Committee on 30 March 2016; and 2. Recommend revision of the terms of reference and constitution for the Health and Wellbeing Board to reflect the revised membership, as set out under Appendix 1 and Appendix 2.
Reason for Recommendation	<p>The appointment of the three additional members to the Dorset Health and Wellbeing Board would better enable the Board to meet their aims to improve health and wellbeing, reduce health inequalities and promote closer integration.</p>
Appendices	<ol style="list-style-type: none"> 1 Revised Terms of Reference, Dorset Health and Wellbeing Board (amendments in red) 2 Revised Constitution, Dorset Health and Wellbeing Board (amendments in red)
Background Papers	<p>None.</p>
Report Originator and Contact	<p>Name: Ann Harris, Health Partnerships Officer Tel: 01305 224388 E mail: a.p.harris@dorsetcc.gov.uk</p>

1 Introduction

- 1.1 The Dorset Health and Wellbeing Board assumed full statutory powers in April 2013 with 28 members. Following a review in June 2014, membership was subsequently reduced to 16, with a stipulation under the Board's constitution that this would be kept under review to ensure that it was "fit for purpose".
- 1.2 There is a statutory requirement for Health and Wellbeing Boards to include certain members:
- One elected Council Member
 - Director for Adult Services
 - Director for Children's Services
 - Director of Public Health
 - Clinical Commissioning Group Chief Officer
 - Healthwatch representative
 - A representative for NHS England – must be appointed for the purpose of participating in the preparation of the assessment (JSNA) and strategy (JHWS)
- 1.3 In addition to the statutory members, the Dorset HWB currently includes:
- A second County Council elected Member
 - A District / Borough Council elected Member (1 representative to represent all)
 - A District / Borough Council Officer (1 representative to represent all)
 - 3 General Practitioners, representing Locality Executive Teams
 - Chairman of NHS Dorset Clinical Commissioning Group Board
 - A representative for the Local NHS Provider Trust(s)
 - A representative for the Voluntary, Community and Social Enterprise Sector

2 Rationale behind proposed changes to the membership of the Dorset Health and Wellbeing Board

- 2.1 The Health and Wellbeing Board is a Committee of the County Council and subject to the requirements set out in paragraph 1.2 above, the Council may vary its membership to meet local needs and focus. Guidance produced by the Local Government Association on the implementation of the Health and Social Care Act 2012¹, under which Health and Wellbeing Boards were formed, states that the legislation:
- "Enables the council to include other members as it thinks appropriate but requires the authority to consult the health and wellbeing board if doing so any time after a board is established."*
- 2.2 An audit of HWBs in the South West undertaken in 2014 by Five Square Solutions found that eight out of nine included the Police and Crime Commissioner amongst their membership and four included separate representation from the Police Force itself.²

¹Health and Wellbeing Boards – A Practical Guide to Governance and Constitutional Issues, Local Government Association, March 2013

² Opportunities and Challenges: taking health and wellbeing forward in the South West, Naomi Ibbs, Five Square Solutions, June 2014

- 2.3 Similarly a review undertaken by the King's Fund in October 2013³ found that the Police, community safety and rescue forces were the most frequently reported "other roles" by the 60% of respondents who described wider membership of their Board.
- 2.4 In 2015 the Dorset HWB agreed that the focus for the next three years, aligning with their planned new Joint Health and Wellbeing Strategy, would be early intervention, prevention and inequalities. To support this focus, the value of additional representation on the Board from organisations with a wider role in taking forward this agenda is recognised.
- 2.5 The Board is therefore being asked to consider the appointment of three additional members:
- The Director for Environment and the Economy (Dorset County Council);
 - The Chief Constable for Dorset (Dorset Police);
 - The Chief Fire Officer for Dorset and Wiltshire (Dorset and Wiltshire Fire and Rescue Service).
- 2.6 Ordinarily a council officer is disqualified from being a member of their employing Council and from being appointed as a member of a Committee of the Council. However, regulations made by the Secretary of State in 2013 enable an officer to participate as a full member of a Health and Wellbeing Board. This is the basis upon which the three County Council directors listed in paragraph 1.2 are already members of the Board.

3 Recommendations

- 3.1 It is recommended that Dorset Health and Wellbeing Board Members:
1. Recommend to the County Council the appointment of three new Health and Wellbeing Board Members, as set out under paragraph 2.5 (The Director for Environment and the Economy, The Chief Constable for Dorset, the Chief Fire Officer for Dorset and Wiltshire);
 2. Recommend revision of the terms of reference and constitution for the Health and Wellbeing Board to reflect the revised membership, as set out under Appendix 1 and Appendix 2.
- 3.2 Prior to recommendation to the full County Council, this matter will need to be considered by the Standards and Governance Committee. The next meeting at which the Standards and Governance Committee could consider the recommendations will be held on 30 March 2016 and the matter could be put before the County Council for decision on 21 April 2016.

Catherine Driscoll
Director for Adult and Community Services
March 2016

³ Health and Wellbeing Boards: one year on, the King's Fund, October 2013

Terms of Reference – Dorset Health and Wellbeing Board

The Dorset Health and Wellbeing Board will:

- a) Identify outcome and investment priorities from the key groups that report to the HWB.
- b) Hold partners to account for achieving improved outcomes by developing and updating the Joint Strategic Needs Assessment and by developing and updating the Pharmaceutical Needs Assessment.
- c) Measure progress against local plans, including the Clinical Commissioning Group Strategy and the Joint Health and Wellbeing Strategy, to ensure action is taken to improve outcomes when monitoring or performance indicators show that plans are not working.
- d) Develop, approve and implement the Better Care Fund and any future developments related to the Better Care Fund, as well as anticipating future policy developments in terms of integration and system change between the NHS and local government partners.
- e) Assist in the development and 'sign off' of the Local Transformation Plan for Children and Young People's Mental Health and Wellbeing.
- f) Encourage and oversee integrated working between health and social care commissioners, including providing advice, assistance and other support to encourage commissioning, pooled budget and/or integrated provision in connection with the provision of health and social care services.
- g) Ensure that the patient / service user voice, including that of seldom heard groups and children and young people, is intrinsic to the commissioning cycle and commissioning decisions.
- h) Develop a strategic approach to tackling health inequalities in Dorset and support communities to achieve wellbeing.
- i) Provide an effective link to NHS England.
- j) Provide an effective link to local NHS commissioning decisions and strategy.
- k) Consider Equality and Diversity issues and deliver its public sector equalities duties under the Equality Act 2010.
- l) Work cooperatively with the Bournemouth and Poole HWB and develop opportunities to share views and expertise in the development and delivery of common goals and priorities.
- m) Liaise and cooperate with the Dorset Health Scrutiny Committee as set out under the Memorandum of Understanding agreed by both parties in September 2015.
- n) Make timely and effective decisions.

Membership - Total 19

Elected Members (3 in total)

County Council (2 Cabinet Members in total)
District / Borough Council (1 representative to represent all)

Local Authority Officers (5 in total)

Director for Adult and Community Services DCC
Director for Children's Services DCC
Director of Public Health DCC / NHS
Director for Environment and the Economy DCC
District / Borough Council (1 representative to represent all)

NHS Representatives (7 in total)

Locality Executive Teams (GPs) (3 in total)
Chairman of Dorset Clinical Commissioning Group Board
Clinical Commissioning Group Accountable Officer
NHS England
Local NHS Provider Trust

Other (4 in total)

Healthwatch
Voluntary Sector
Chief Inspector for Dorset
Chief Fire Officer for Dorset and Wiltshire

Dorset Health and Wellbeing Board - Constitution

1. The Purpose of the Health and Wellbeing Board (HWB)

- 1.1 The agreed purpose of the Dorset Health and Wellbeing Board is to improve health and wellbeing, reduce health inequalities and promote closer integration between social care and health services. It is recognised that this will require: shared leadership; systems integration; and the mobilisation of both local and county-wide action.
- 1.2 There is recognition that the role and functioning of the HWB is evolving and will be subject to regular review. The HWB is a committee of the County Council.
- 1.3 The HWB is to be the integrated governing board through which senior representatives of key partner organisations will:
 - **Give strategic leadership** and direction through the agreement of outcomes for health and wellbeing across Dorset, based on the Joint Strategic Needs Assessment and make recommendations for prioritising investment across organisations to deliver these outcomes through the publication of the Joint Health and Wellbeing Strategy.
 - **Drive change** through an outcomes based approach to improve health and wellbeing and reduce health inequalities for residents of Dorset recognising that many health gains come from work done outside of the NHS. The responsibility for health improvement falls to all partners. An example would be a local planning policy that supports home insulation, renewable energy initiatives, carbon reduction, the local economy and active travel schemes.
 - **Be accountable** and responsible for better outcomes for people's health and wellbeing in Dorset by facilitating collaboration and promoting integrated commissioning to support the delivery of cost effective services.

2. Key areas of responsibility

- 2.1 Identify health and wellbeing needs and priorities, and coordinate the development and updating of the Joint Strategic Needs Assessment (JSNA) for Dorset and make recommendations on the development of services based on evidence from the JSNA and in accordance with the Joint Health and Wellbeing Strategy.
- 2.2 Coordinate the development and updating of the Pharmaceutical Needs Assessment (PNA) for Dorset and publish it every three years. The PNA will be used to support commissioning intentions.
- 2.3 Co-ordinate and develop effective partnership working to ensure that commissioning crosses organisational boundaries, promoting integrating working, and promoting health and wellbeing.

2.4 The HWB will:

- Identify outcome and investment priorities from the key groups that report to the HWB.
- Hold partners to account for achieving improved outcomes by developing and updating the Joint Strategic Needs Assessment and by developing and updating the Pharmaceutical Needs Assessment.
- Measure progress against local plans, including the Clinical Commissioning Group Strategy and the Joint Health and Wellbeing Strategy, to ensure action is taken to improve outcomes when monitoring or performance indicators show that plans are not working.
- Develop, approve and implement the Better Care Fund and any future developments related to the Better Care Fund, as well as anticipating future policy developments in terms of integration and system change between the NHS and local government partners.
- Assist in the development and 'sign off' of the Local Transformation Plan for Children and Young People's Mental Health and Wellbeing.
- Encourage and oversee integrated working between health and social care commissioners, including providing advice, assistance and other support to encourage commissioning, pooled budget and/or integrated provision in connection with the provision of health and social care services.
- Ensure that the patient / service user voice, including that of seldom heard groups and children and young people, is intrinsic to the commissioning cycle and commissioning decisions.
- Develop a strategic approach to tackling health inequalities in Dorset and support communities to achieve wellbeing.
- Provide an effective link to NHS England.
- Provide an effective link to local NHS commissioning decisions and strategy.
- Consider Equality and Diversity issues and deliver its public sector equalities duties under the Equality Act 2010.
- Work cooperatively with the Bournemouth and Poole HWB and develop opportunities to share views and expertise in the development and delivery of common goals and priorities.
- Liaise and cooperate with the Dorset Health Scrutiny Committee as set out under the Memorandum of Understanding agreed by both parties in September 2015.
- Make timely and effective decisions.

2.5 The HWB will **not**:

- Take the place of any statutory commissioning body.
- Exercise the functions of the Dorset Health Scrutiny Committee.
- Hold any budgets.
- Duplicate the role of the existing Children and Adult Safeguarding Boards.

3. Membership

3.1 The membership of the HWB shall be:

Elected Members (3 in total)

County Council (2 Cabinet Members in total)

District / Borough Council (1 representative to represent all)

Local Authority Officers (5 in total)

Director for Adult and Community Services DCC

Director for Children's Services DCC

Director of Public Health DCC / NHS

Director for Environment and the Economy DCC

District / Borough Council (1 representative to represent all)

NHS Representatives (7 in total)

Locality Executive Teams (GPs) (3 in total)

Chairman of Dorset Clinical Commissioning Group Board

Clinical Commissioning Group Accountable Officer

NHS England

Local NHS Provider Trust

Other (4 in total)

Healthwatch

Voluntary Sector

Chief Inspector for Dorset

Chief Fire Officer for Dorset and Wiltshire

Total membership 19

3.2 **Substitute members:** Each Board member should nominate a substitute who can attend in their place. There will be 5 nominated substitute members to represent the District / Borough Councils, although only 1 will be in attendance at any one time, as nominated by the Board member. Only Board members or their named substitutes can attend HWB meetings in a voting capacity.

3.3 **Quorum:** The quorum for meetings of the HWB shall be 6, of which at least 2 must be statutory members.

3.4 **Review of Membership:** It is proposed that the membership is kept under review to ensure that the group is fit for purpose.

4. Peer-Groups and Sub-Groups

4.1 Alongside the 'core' HWB, locality groups will meet in each of the six Districts / Boroughs of Dorset. Whilst the Board will assume responsibility for strategic issues and key decisions, delivery against outcomes and Joint Health and Wellbeing Strategy targets will be the responsibility of these locality groups.

4.2 A number of other partnerships to and from which information must flow to align strategies are also fundamental to the HWB, and it is recognised that there will be a number of groups whose work will be intrinsic to the functioning of the HWB, because of their focus on delivery in key areas.

4.3 The nature of the interrelationships between the HWB and these various groups will need to be established as the Board evolves and appropriate links will need to be established.

5. **Accountability**

5.1 The main focus of the HWB is the improvement of health and wellbeing with a reduction in health inequalities.

5.2 Those stakeholders with statutory responsibilities will retain responsibility for meeting their individual statutory duties and responsibilities.

6. **Decisions and recommendations**

6.1 Decisions and recommendations will be agreed through consensus. Board members can ask for a vote if they wish. If this happens then decisions or recommendations will be agreed on the basis of a majority vote. In the event of an equality of votes the Chairman will have a second (casting) vote.

7. **Meetings of the HWB**

7.1 The Board meetings will be organised and administered as follows:

- **Frequency of Meetings:** The HWB will meet quarterly.
- **Chairman and Vice-Chairman:** The Chairman of the HWB will be an elected member of the County Council. The Vice-Chairman will be drawn from the membership.
- **Public participation:** Meetings of the Board will be held in public and the County Council's Standing Orders shall apply. For public meetings reports and agendas will be published on www.dorsetforyou.com. Public participation in meetings will be in accordance with the requirement of Dorset County Council's Standing Orders.
- **Conduct of meetings:** Meetings will be open but this will be subject to review if sensitive items are under discussion. Meetings may involve workshop style methods such as small group work to promote discussion and debate.
- **Secretariat:** Meetings will be serviced by the Chief Executive of Dorset County Council or his/her representative.
- **Circulation of papers:** Agendas and related papers will be circulated in line with the County Council's Standing Orders for meetings held in public.

7.2 The Locality representatives will participate as follows:

- **Frequency of locality group meetings:** The District / Borough Council locality group member and substitutes will meet quarterly, prior to each HWB meeting. The Director for Adult and Community Services, the Director for Children's Services or the Director of Public Health will attend the locality group quarterly meetings, or their appointed substitute will attend if this is not possible.

- **Participation at Board meetings:** The locality group member or substitute will have an opportunity to present at the main Board meetings.

8. Responsibilities of HWB Members

8.1 The organisations that are members of this partnership are expected to:

Be Accountable

- Be accountable to their organisation / sector for their participation in the HWB and ensure that there is in place a robust route for two way communication.

Observe Good Governance

- Uphold and support the HWB decisions and be prepared to follow through on actions and decisions including observing necessary financial approval from their organisation for HWB proposals and declaring any conflict of interest should it arise.

Represent and make decisions

- Be prepared to make difficult decisions based on evidence about priorities at a time when resources will be limited; and represent the HWB at events and support the agreed majority view when speaking on behalf of the HWB to other parties.
- Be willing to learn more about issues and the work of others and lead on pieces of work and act as a “champion”.

8.2 The Members of the Board will be expected to subscribe to the seven principles of public life in their work and decision making. The principles are selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

9. Review of the Terms of Reference

9.1 It is understood that the Terms of Reference for the Health and Wellbeing Board will evolve over time, and will require regular review.

9.2 The Dorset Health and Wellbeing Board will meet the obligations for Health and Wellbeing Boards set out in the Health and Social Care Act 2012 and modified under the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

Standards and Governance Committee – 30 March 2016

Recommendations from the Dorset Health and Wellbeing Board – 2 March 2016

Proposed Amendment to the Dorset Health and Wellbeing Board Membership and Associated Terms of Reference and Constitution

- 9 The Board considered a report by the Director for Adult and Community Services, Dorset County Council, which proposed the appointment of three additional members to ensure the Board continued to be 'fit for purpose' and to enhance its focus on early intervention, prevention and inequalities.

Members welcomed the suggestion, but asked that consistency in attendees be maintained.

Recommended

1. That the County Council, following consideration by the Standards and Governance Committee on 30 March 2016, be recommended to appoint three new Health and Wellbeing Board Members; namely The Director for Environment and the Economy, Dorset County Council; The Chief Constable for Dorset, Dorset Police; and The Chief Fire Officer for the Dorset and Wiltshire Fire and Rescue Service.
2. That the County Council, following consideration by the Standards and Governance Committee on 30 March 2016, be recommended to amend the Dorset Health and Wellbeing Board's Terms of Reference and Constitution to reflect the revised membership, as set out under Appendix 1 and Appendix 2 to the report, subject to approval of the appointments.

Reason for Recommendations

The appointment of the three additional members to the Dorset Health and Wellbeing Board would better enable the Board to meet their aims to improve health and wellbeing, reduce health inequalities and promote closer integration.

Dorset Fire Authority

Minutes of meeting held at Dorset Fire and Rescue Service
Headquarters, Poundbury, Dorchester on 31 March 2016.

Present:

Mrs Rebecca Knox (Chairman)

Mrs Ann Stribley (Vice-Chairman)

Mr Mark Anderson, Mr Les Burden, Mr Mike Byatt, Mr Ronald Coatsworth, Mr Malcolm Davies, Mrs Beverley Dunlop, Mr Philip Eades, Mr Spencer Flower, Mr Colin Jamieson, Mrs Susan Jefferies, Mr Trevor Jones, Mr Christopher Rochester and Mr John Wilson.

Officers present:

Mr Ben Ansell (Assistant Chief Fire Officer), Mr Darran Gunter (Chief Fire Officer), Mr Richard Bates (Treasurer), Mr Jonathan Mair (Clerk), Mr Mick Stead (Area Manager). and Mrs Helen Whitby (Principal Democratic Services Officer).

Note: These minutes have been prepared by officers as a record of the final meeting of the Dorset Fire Authority and of any decisions reached.

Welcome and Apologies for Absence

1. The Chairman welcomed members to the final meeting of the Dorset Fire Authority. There were no apologies for absence.

Code of Conduct

2.1 No declarations were made by any members of any disclosable pecuniary interests under the Code of Conduct.

2.2 In response to a question about declarations of pecuniary interests for the new Dorset and Wiltshire Fire Authority which officially came into being the following day, the Clerk explained that members had already completed disclosable pecuniary interest forms for the Shadow Authority and that these would remain valid. Members would, however, need to complete a new form within 28 days of any change to their disclosures.

Minutes

3. The minutes of the meeting held on 4 December 2015 were confirmed and signed.

Matters Arising

Minute 89 – Matters Arising - Recruitment

4.1 It was confirmed that eight new firefighters had been appointed. An update on the position of Firefighter Apprenticeships was also given.

Minute 91 – Safe Drive Stay Alive

4.2 The Chief Fire Officer confirmed that the Safe Drive Stay Alive roadshow would continue but confirmed that funding for some programmes was reducing. A report would be provided for a future meeting of the new Fire Authority.

Minute 48.2 - Quarterly Performance Monitoring Report – Road Safety

4.3 The Chairman confirmed that a letter had been written to the Chairman of the Dorset Health and Wellbeing Board asking for greater integration across organisations to address the rising number of killed or seriously injured incidents. She then outlined steps taken to progress this.

4.4 Members expressed continuing concern at the situation and it was suggested that a letter be sent to the appropriate Dorset Police Officer to try to progress this further. As

the new Fire Authority was meeting the following day, it was agreed that this would be discussed then.

Local Performance and Scrutiny Committees, the Health and Wellbeing Agenda and Youth Intervention Programmes

5.1 The Authority received a presentation from the Chief Fire Officer, the Assistant Chief Fire Officer and the Area Manager on Local Performance Scrutiny Committees, the Health and Wellbeing Agenda and youth intervention programmes which addressed concerns previously raised by members.

5.2 Four shadow Local Performance and Scrutiny Committees (LSPCs) had been established – jointly for Bournemouth and Poole, and one each for Dorset, Swindon and Wiltshire - to scrutinise performance in their local areas. They would report to the Finance and Audit Committee and were next scheduled to meeting in May 2016. The first meetings had highlighted differences in response times across the new Authority area and steps were being taken to understand the disparity and mitigate any risks.

5.3 Members received an explanation of the new staff structure and of governance and performance arrangements. Further details would be provided in the Members' Handbook which members would receive at the first meeting of the new Authority the following day.

5.4 In response to members' questions, it was explained that any outcomes and actions arising from the LSPCs would be reviewed by them to ensure a cycle of continuing improvement. Their effectiveness would be considered when the new Authority's governance arrangements were reviewed.

5.5 With regard to the new Authority's work on prevention, this would focus on identifying those at most risk within communities, targeting resources towards them and signposting individuals to help by way of referrals. Members also noted the new Authority's potential future role in assistive technology and ideas for future funding were explained.

5.6 Officers highlighted the main challenge posed by the lack of funding to support the continuation of youth intervention programmes across the new Authority, including the Princes Trust. Members recognised the benefits these programmes provided and sought clarification of the total funding gap. The Chief Fire Officer was confident that the gap could be met and would provide a report on the way ahead for the Policy and Resources Committee in May and the new Authority in June 2016. Possible funding channels were discussed and the role that members could play was highlighted.

Noted

Chairman's Final Address

6. The Chairman thanked members and senior officers for their valuable contributions to the work of the Dorset Fire Authority. She hoped this would continue under the new Fire Authority. The Chief Fire Officer then presented members and officers with commemorative plaques to mark the occasion.

Questions

6. No questions were asked by members understand Standing Order 17.

Meeting duration: 11.00am to 11.50 noon

County Council

Dorset County Council



Date of Meeting	21 April 2016
Officer	Chief Executive
Subject of Report	Terms of Reference for the new Overview & Scrutiny Committees
Executive Summary	<p>At its meeting on 15 February 2016, the County Council considered and agreed member proposals for a new approach to overview and scrutiny arrangements. Prior to appointments to Committees being made at this meeting, it is necessary for the Council to formally adopt terms of reference for the new Committees and to agree frequency of meetings.</p> <p>The terms of reference for the Overview & Scrutiny Committees for Economic Growth, People and Communities, Safeguarding, the Audit & Governance Committee and the Overview & Scrutiny Management Board are attached as appendices for approval.</p>
Impact Assessment:	<p>Equalities Impact Assessment: There are not considered to be any specific equalities impacts associated with this report.</p>
	<p>Use of Evidence: Member Task and Finish Group on Overview & Scrutiny report, which included consultation with all members and senior officers.</p>
	<p>Budget: No VAT implications have been identified. The only budget implications relate to members' costs for meetings. However, as there is no intention for the number of meetings to increase and there is an overall reduction of one committee, no additional costs are anticipated.</p>
	<p>Risk Assessment:</p> <p>Having considered the risks associated with this decision using the County Council's approved risk management methodology, the level of risk has been identified as: Current Risk: LOW Residual Risk LOW</p>

Terms of Reference for the new Overview & Scrutiny Committees

	Other Implications: None
Recommendation	That the County Council:- <ol style="list-style-type: none"> 1. Adopts the terms of reference for the Committees as set out in the appendix to the report. 2. Agrees that Overview & Scrutiny Committees should meet four times a year, or as their work programmes dictate.
Reason for Recommendation	To ensure that the Council's new overview and scrutiny arrangements are effective, hold the executive to account and support a well run Council.
Appendices	<ol style="list-style-type: none"> 1. Terms of reference for the Overview & Scrutiny Management Board. 2. Terms of reference for the new Overview & Scrutiny Committees. 3. Terms of reference for the Dorset Health Scrutiny Committee. 4. Terms of Reference for the Audit & Governance Committee.
Background Papers	Previous recommendation from the Standards and Governance Committee meeting on 25 January 2016, which was approved by the County Council on 15 February 2016.
Officer Contact	Name: Helen Whitby (Principal Democratic Services Officer) Tel: 01305 224187 Email: h.m.whitby@dorsetcc.gov.uk

1. Background

Following a review of the working arrangements of the Audit and Scrutiny Committee in 2015, the Cabinet asked for a review of the Council's overview and scrutiny arrangements to be undertaken on 8 July 2015. A member Task and Finish Group was established to undertake the review and its final report was considered by the Standards and Governance Committee on 25 January and the County Council on 15 February 2016.

2. Terms of Reference

Generic draft terms of reference were included in the report adopted by the County Council on 15 February 2016. These have been discussed by the Overview & Scrutiny Management Board (at their first meeting on 30 March 2016) who suggested some revisions and the amended terms of reference are attached in the Appendices for adoption by the Council. These reflect the contents of the refreshed Corporate Plan for 2016/17 which is also included on the agenda for this meeting.

3. Frequency of Meetings

At the first meeting of the Overview & Scrutiny Management Board on 30 March 2016, it was agreed that the Overview & Scrutiny Committees would meet four times a year, using the meeting dates scheduled for the current Overview Committees. However, it was acknowledged that as the new Committees' work programmes are developed these would need to dictate the frequency of future meetings. It was also

recognised that when the calendar of meetings for 2016/17 was created, consideration should be given to the merits of allowing more time between the Overview & Scrutiny Committee meeting dates and avoid holding them on consecutive days to allow for officer availability and attendance.

4. Training

Training requirements for members were also discussed by the Overview & Scrutiny Management Board. They concluded that the most appropriate organisation to provide initial training was the Centre for Public Scrutiny and that this should include a session which caters for attendance by all members, as well as specific training for the Committee Chairman/Vice-Chairman and support officers. It was proposed that this be held in Dorchester. The arrangements are being progressed by officers to assess availability and interest.

Debbie Ward
Chief Executive
April 2016

OVERVIEW & SCRUTINY MANAGEMENT BOARD

TERMS OF REFERENCE

Purpose:

- i) Delivering good outcomes for the residents and communities we serve through a co-ordinated and timely overview of key areas of the Council's activity.
- ii) To ensure that appropriate overview and scrutiny of policies, strategies, financial and performance issues is delivered through the Council's Overview & Scrutiny and Audit & Governance Committees.
- iii) To ensure that the Council's democratic arrangements are effective in holding the Executive to account.

Main Responsibilities

- Lead on the overview and scrutiny work planning process
- Lead the scrutiny of high level cross-cutting issues.
- Maintain an overview of current and emerging issues and, where appropriate, to allocate overview and scrutiny work in a timely manner to the most appropriate committee. e.g.
 - Use of Council resources
 - Performance Monitoring
 - Programme and/or Project management
- Actively identify and refer any areas of significant public interest and/or concern for consideration to the appropriate officer and, where considered necessary, for subsequent committee consideration.
- Make reports and recommendations to Full Council, the Executive and/or any "Other Body" on matters within their remit and on matters which affect the authority's area or the inhabitants of that area.
- Develop the external focus of overview and scrutiny on 'Dorset-wide issues' (and where appropriate sub regional, regional and national issues), in particular through collaborative work with local partner authorities, providers, stakeholders and members of the public.
- Work with joint scrutiny committees to scrutinize the work and effectiveness of partners, where the powers of scrutiny allow, and other local strategic partnerships such as the Local Enterprise Partnership.
- Scrutinize governance arrangements at strategic and local level (e.g. Neighbourhood Partnerships) to ensure these are fit for purpose and deliver good decision making, accountability, transparency and involvement
- Consider organisational performance and commission performance reviews through the relevant scrutiny commissions.
- Where appropriate to appoint Task and Finish Groups or Policy Development Panels to consider specific issues.

Terms of Reference for the new Overview & Scrutiny Committees

- Ensure that the Executive is held to account through a process that seeks and considers necessary explanations, information and evidence to ensure good outcomes for our residents and communities.
- To ensure that, through proactive overview and scrutiny inquiry work, that the outcomes for the lives of our residents and communities we serve are improved, through an active contribution to the Council's improvement agenda.

MEMBERSHIP - The Chairmen of the Overview & Scrutiny Committees and the Audit & Governance Committee (*excluding Members of the Cabinet*)

OVERVIEW & SCRUTINY COMMITTEES

TERMS OF REFERENCE

Purpose: *Delivering good outcomes for the residents and communities we serve through a constructive, proactive and objective approach to the consideration, scrutiny and review of policies, strategies, financial and performance issues.*

OVERVIEW

- To review and develop policy at the Committee's own initiative or at the request of the Cabinet or the Public Health Joint Board and make recommendations to the Cabinet, Joint Committee or the Full Council.
- To oversee major consultations and make recommendations to the Cabinet, Joint Committee or the Full Council.
- To give advice on any matters as requested by the Cabinet or the Joint Committee.

SCRUTINY

- To hold the Executive to account through a process that seeks and considers necessary explanations, information and evidence to ensure good outcomes for our residents and communities.
- Through proactive scrutiny inquiry work, to contribute to improving the lives of our residents and communities, through an active contribution to the Council's improvement agenda.
- To scrutinise key areas of strategic and operational activity and, where necessary, make recommendations to the Full Council, Cabinet or Joint Committee in respect of;
 - i) Matters which affect the Council's area or its residents.
 - ii) Performance of services in accordance with the targets in the Corporate Plan or other approved service plans.
 - iii) To provide a clear focus on finding efficiency savings in accordance with requirements in the Council's financial strategy.
 - iv) To monitor expenditure against available budgets and, where necessary, make recommendations to the Cabinet or the Joint Committee.
 - v) To consider proposed budget plans, service plans and any other major planning or strategic statements and to make recommendations to the Cabinet or the Joint Committee.

MEMBERSHIP – 10 Elected Members - *excluding Members of the Cabinet*

The Committee has the power to co-opt additional (non-voting) persons to provide routine and / or ad-hoc support to provide access to specific skills and knowledge.

Specific responsibilities for the Committees are;

'To exercise a proactive and effective overview and scrutiny of functions to ensure the effective delivery of those specific outcomes as contained in the Corporate Plan.....;

ECONOMIC GROWTH - Overview & Scrutiny Committee

Outcome: - To ensure that Dorset's Economy is **PROSPEROUS**

A thriving local economy provides us all with more opportunities.....

- *New businesses thrive and existing businesses become more productive;*
- *More people secure the employment opportunities of their choice;*
- *Dorset's residents are well educated, with the skills that Dorset's employers need;*
- *Good quality, affordable homes are available for Dorset's people;*
- *People and goods are able to move about the County safely and efficiently.*

PEOPLE and COMMUNITIES - Overview & Scrutiny Committee

Outcomes: - To ensure that people in Dorset are **HEALTHY** and **INDEPENDENT**

Most people are healthy and make good lifestyle choices....

- *Children and families know what it means to be healthy and happy*
- *People adopt healthy lifestyles and lead active lives;*
- *People enjoy emotional and mental wellbeing;*
- *People stay healthy, avoiding preventable illness as they grow older;*
- *People live in healthy, accessible communities and environments;*

We all want to live independent lives and have a choice over how we live....

- *Families are strong and stable and experience positive relationships;*
- *Children and young people are confident learners and are successful as they grow into adulthood;*
- *People remain happily independent and stay in their own homes for as long as possible;*
- *People are part of inclusive communities and don't feel lonely or isolated;*
- *People who do need help have control over their own care.*

SAFEGUARDING - Overview & Scrutiny Committee

Outcome: - To ensure that people in Dorset are **SAFE**

Everyone should feel safe, wherever they are.....

- *Children and vulnerable adults are safe wherever they are;*
- *Crime, antisocial behaviour and domestic abuse across Dorset is minimised;*
- *There are fewer accidental injuries and deaths – including those on Dorset’s roads;*
- *People and communities are better able to cope with environmental change and other natural emergencies.*

DORSET HEALTH SCRUTINY COMMITTEE

TERMS OF REFERENCE

- (a) Review and scrutinise matters pertaining to the planning, commissioning, provision and operation of health services in the area of the County Council.
- (b) Make reports and recommendations to relevant NHS Bodies and/or relevant health service providers and also to the Cabinet and other relevant committees of the County Council on any matter which is reviewed or scrutinised.
- (c) Give notice to require the Cabinet or the County Council to consider and respond to any reports or recommendations arising from the committee's work within two months of receipt.
- (d) Where relevant NHS Bodies and/or relevant health service providers have under consideration any proposal for a substantial development of the health service in the area of the County Council or for a substantial variation in the provision of such service:
- (i) to receive reports from the relevant NHS Bodies and/or relevant health service providers;
 - (ii) to comment on the proposal(s); and
 - (iii) to report in writing to the Secretary of State where any of the circumstances set out in paragraph 23(9) of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 apply.
- (e) Arrange for its functions under the 2013 Regulations to be discharged by an Overview and Scrutiny Committee of another local authority where that Overview and Scrutiny Committee would be better placed to undertake the functions and the other authority agrees.
- (f) In accordance with regulation 30 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013, to appoint joint committees with other local authorities to exercise relevant functions under the said Regulations.
- (g) From time to time, as appropriate, to appoint a task and finish group consisting of members of the Committee to consider specific local issues relating to the overview and scrutiny of health.

AUDIT & GOVERNANCE COMMITTEE

TERMS OF REFERENCE

Purpose: *Delivering good outcomes for the residents and communities we serve through a constructive, proactive and objective consideration of the Council's;*

- i) *Financial, risk, governance and internal control framework*
- ii) *Ethical principles and standards*

The Committee also has the sole responsibility and ability to use specific constitutional powers through;

The '**CALL TO ACCOUNT**' process to:-

- i) Scrutinise and review decisions made or actions taken in connection with the discharge of any of the Executive functions of the Council.
- ii) Consider petitions made in accordance with the County Council's Petitions Scheme requiring senior Officers to be called to account at a public meeting of the Council.

The '**CALL IN**' process to consider;

- i) Executive decisions
- ii) Matters referred through the **Councillor Call for Action**.
- iii) *(At the request of a petition organiser)* to review the adequacy of steps taken by the County Council in response to a qualifying petition.

AUDIT (Assurance)

- To provide the Council with independent assurance in relation to:
 - i) internal and external audit and organisation-wide external inspection reports
 - ii) financial controls, data quality, risk management and other internal control systems
 - iii) the integrity of the financial reporting and annual governance processes
 - iv) financial irregularities and losses
- To consider procedural issues relating to the Account and Audit Regulations.
- To scrutinise and authorise the County Council's Statement of Accounts, including the Statement of Internal Control.
- To review any Auditor's reports under the Statement of Auditing Standards (SAS 610), consider the officer recommendations and make proposals to the County Council regarding the formal response to be given to the Auditor.
- Supporting the Chief Financial Officer in his/her statutory role.

GOVERNANCE

- Overseeing and reporting to the County Council on proposed changes to the Council's Constitution (*save for the Scheme of Members' Allowances which will be subject to consideration and recommendation direct to the County Council by the Independent Remuneration Panel*).
- To receive the Council's Annual Governance Statement and Local Code of Corporate Governance compliance assessment to evaluate the Council's governance arrangements.
- Consider any findings of maladministration by the Local Government Ombudsman.
- Advise the County Council on the adoption or revision of the Members' Code of Conduct and monitoring its operation to ensure adherence to high standards across the Council.
- Providing advice and/or training on matters relating to the Members' Code of Conduct.
- Making representations to the Government, Local Government Association and other external bodies on matters relating to the General Principles of Conduct for members or employees of the County Council.
- Advising members, co-opted members and church and parent governor representatives as to the rules for disclosure of interests and for granting dispensations.
- Overseeing the Council's Protocol for Member/Officer Relations and the Whistleblowing, Anti-Fraud, Bribery and Corruption Strategy and other probity related documents.
- Overseeing the development and implementation of a Code of Practice for elected members representing the County Council on the boards of voluntary organisations and other independent bodies.
- Supporting the Monitoring Officer in his/her statutory role.

MEMBERSHIP – 10 Elected Members - *excluding Members of the Cabinet*

Chairman – nominated by the second largest political group

Vice-Chairman - nominated by the third largest political group

The Committee has the power to co-opt additional (non-voting) persons to provide routine and / or ad-hoc support to gain access to specific skills and knowledge.

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County Council

Dorset County Council



Date of Meeting	21 April 2016
Officer	Chief Executive
Subject of Report	Appointments to Committees, Joint Committees and the Dorset and Wiltshire Fire and Rescue Authority for 2016/17
Executive Summary	<p>Procedure Rule (Standing Order) 50 as set out in the County Council's Constitution states that at their annual meeting the Council shall appoint to the standing committees.</p> <p>The Council is therefore invited to:-</p> <ul style="list-style-type: none"> (i) determine the allocation of seats to political groups and to make appointments to committees of the County Council for the year 2016/17; (ii) determine the County Council's allocation of seats and to appoint members to serve on joint committees for the year 2016/17; and (iii) determine the allocation of seats and to appoint members to serve on the Dorset and Wiltshire Fire and Rescue Authority for the year 2016/17. <p>The nominations of the Group Leaders will be tabled at the meeting.</p>
Impact Assessment:	Equalities Impact Assessment: N/A
	Use of Evidence: Appropriate use of evidence has been used in the compilation of this report by utilising the membership details of Committees during 2015/16, and consideration of Scrutiny Review at the Council meeting in February 2016.
	Budget: This report has no budget or VAT implications.
	<p>Risk Assessment: Having considered the risks associated with this decision using the County Council's approved risk management methodology, the level of risk has been identified as:</p> <p>Current Risk: LOW Residual Risk: LOW</p>

	Other Implications: N/A
Recommendation	<ol style="list-style-type: none"> 1. That seats and appointments on committees of the County Council, joint committees and the Dorset and Wiltshire Fire and Rescue Authority be allocated, as nominated by Group Leaders, for 2016/17. 2. That the Leader be asked to confirm his appointments to the Dorset Waste Partnership Joint Committee, Public Health Joint Board and the Dorset Health and Wellbeing Board. 3. That members be appointed to serve on other organisations for the year 2016/17 as nominated by Group Leaders.
Reason for Recommendation	To comply with the County Council's Procedure Rules (Standing Orders).
Appendices	None
Background Papers	None
Report Originator and Contact	<p>Name: Lee Gallagher, Democratic Services Manager Tel: (01305) 224191 Email: l.d.gallagher@dorsetcc.gov.uk</p>

Political Groups and Percentage Entitlement

1.1 All members of the County Council except Cllr Ian Smith (UKIP) and Cllr Clare Sutton (Green Party) belong to one of the three political groups of the County Council.

1.2 The number of members of political groups and the percentage entitlement is therefore as follows:-

<u>Conservative</u>	<u>Liberal Democrat</u>	<u>Labour</u>	<u>UKIP</u>	<u>Green</u>
27 (60.00%)	12 (26.67%)	4 (8.88%)	1 (2.22%)	1 (2.22%)

Committees of the County Council

2.1 The entitlement to seats on the ordinary Committees of the County Council which are allocated to each political group must bear the same proportion to the total of those seats as the number of members of each group is to the membership of the County Council. This excludes the Cabinet and any other committee for which the political balance are not applied.

2.2 In addition, where a political group has a majority of seats on the County Council, it must also have a majority on each individual body to which appointments are made.

2.3 However, the Council may waive political balance rules for any committee where the Council wishes to appoint an alternative number of members from political groups. In order for political balance to be waived no member must object to this, an objection by a single member would make it necessary to apply strict proportionality. In recent years it has been decided that political proportionality shall not apply to the Staffing Committee. However, in light of the recommendation considered earlier on this agenda the allocation of places on the Staffing Committee may change and the Personnel Appeals Committee may not continue.

2.4 The table below shows the number of seats on committees to be allocated to political groups:

	<u>Con</u>	<u>Lib Dem</u>	<u>Labour</u>	<u>UKIP</u>	<u>Green</u>	<u>Total</u>
Audit and Governance	6	3	1	-	-	10
Children's and Adult Services Appeals	3	1	1	-	-	5*
Economic Growth Overview and Scrutiny	6	3	1	-	-	10
People and Communities Overview and Scrutiny	6	3	1	-	-	10+
Personnel Appeals	3	1	1	-	-	5*
Regulatory	9	4	2	-	-	15
Safeguarding Overview and Scrutiny	6	3	1	-	-	10
Staffing (as in 2015/16)	1	1	1	-	-	3#
<i>If recommendation for 8 seats is approved</i>	5	2	1	-	-	8

+ Plus four co-opted voting members (on education matters only)

* Plus reserve members

Leader of the Council and Chairman of the County Council plus 3 members

Appointments to Committees

3. Group Leaders have been asked for their nominations to committees in accordance with the allocations above. These will be tabled at the meeting. It is for the County Council to make these appointments.

Joint Arrangements

- 4.1 The Dorset Health Scrutiny Committee consists of 12 members, of whom six are appointed by the County Council and one appointed by each of the six district/ borough councils in Dorset. The Constitution provides that every effort should be made to include one county councillor from each district/borough council area.
- 4.2 Arrangements for the Dorset Police and Crime Panel were agreed by the County Council on 26 April 2012. The Panel consists of two members from the County Council, one member from Bournemouth Borough Council (+3 co-opted), one member from Borough of Poole (+2 co-opted), one member from each district/borough council in Dorset, and two independent members. The County Council is therefore invited to appoint two members to the Panel.
- 4.3 The Pension Fund Committee consists of five members of the County Council (with no more than one being a member of the Cabinet), one nominated by Bournemouth Borough Council, one nominated by the Borough of Poole, one representing district councils within the County and a scheme member representative.
- 4.4 The County Council agreed the governance arrangements in relation to Public Health at its meeting held on 14 February 2013, which included the formation of a Joint Public Health Board.
- 4.5 Those members appointed to the Dorset Waste Partnership Joint Committee and the Joint Public Health Board must be members of the County Council's Cabinet as these are executive decision-making bodies. These appointments are made by the Leader of the County Council. In addition to the two cabinet members the County Council, Bournemouth Borough Council and the Borough of Poole are each entitled to appoint a non-cabinet member from one of the opposition groups to attend meetings of the Joint Public Health Board with observer status.
- 4.6 The Council is asked to appoint the following members to the Dorset Health and Wellbeing Board:
- Cabinet Member for Communities, Health and Wellbeing
 - Cabinet Member for Adult Social Care
 - Cabinet Member for Economy and Growth (reserve member)
- 4.7 As far as the County Council membership is concerned, the allocation of seats follows the political balance of the County Council, giving the following allocations:

	<u>Con</u>	<u>Lib Dem</u>	<u>Labour</u>	<u>UKIP</u>	<u>Green</u>	<u>Total</u>
Dorset Health Scrutiny Committee	4	1	1	-	-	6
Dorset Police and Crime Panel	1	1	-	-	-	2
Pension Fund Committee	3	1	1	-	-	5+
Local Pension Board	1	-	-	-	-	1
Dorset Waste Partnership Joint Committee	2	-	-	-	-	2*
Joint Public Health Board	2	1#	-	-	-	2*
Dorset Health and Well-being Board	3	-	-	-	-	3

+plus a scheme member representative

*plus reserve members in the same number

observer status

- 4.8 The nominations received from the Group Leaders will be tabled at the meeting.

Dorset and Wiltshire Fire and Rescue Authority

- 5.1 During 2015/16 the Shadow Dorset and Wiltshire Fire and Rescue Authority has been responsible for putting in place a new combined Dorset and Wiltshire Authority from 1 April 2016. From 1 April 2016 the allocation of seats on the newly established Dorset and Wiltshire Fire and Rescue Authority will remain the same as the former Dorset Fire Authority consisting of 15 members drawn from Dorset County Council, Bournemouth Borough Council and the Borough of Poole. Under the Combination Order which established the Authority each council is entitled to places on the Authority in proportion to its share of the total electorate for the combined area.
- 5.2 The allocation of seats relates directly to the balance of the electorate amongst the three councils. As far as the County Council's appointments are concerned, the allocation of seats to political groups follows the political balance of the County Council as shown below:

<u>Con</u>	<u>Lib Dem</u>	<u>Labour</u>	<u>UKIP</u>	<u>Green</u>	<u>Total</u>
5	2	1	-	-	8

- 5.3 The nominations received from the Group Leaders will be tabled at the meeting.

Other Organisations

- 6.1 The County Council is entitled to places on the following organisations which, with the exception of the Rural Commission and the South West Strategic Leaders Board, again have previously been allocated in accordance with political proportionality.

	<u>Con</u>	<u>Lib Dem</u>	<u>Labour</u>	<u>UKIP</u>	<u>Total</u>
Local Government Association - General Assembly	3	1	-	-	4
County Council's Network (CCN)	3	1	-	-	4
South West Councils	1	-	-	-	1
South West Councils Employers Panel	1	-	-	-	1

- 6.2 The nominations of Group Leaders will be tabled at the meeting.

Debbie Ward
 Chief Executive
 April 2016

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County Council

Dorset County Council



Date of Meeting	21 April 2016
Officer	Chief Executive
Subject of Report	Appointment of Chairmen and Vice-Chairmen of Committees 2016/17
Executive Summary	<p>Procedure Rule (Standing Order) 51 in the County Council's Constitution states that at their annual meeting the Council may appoint, from among the voting members, a Chairman and Vice-Chairman for each standing committee of the Council.</p> <p>The Council are therefore requested to appoint Chairmen and Vice-Chairmen of the following committees for the year 2016/17:-</p> <ul style="list-style-type: none"> Audit and Governance Children's and Adult Services Appeals Economic Growth Overview and Scrutiny People and Communities Overview and Scrutiny Personnel Appeals Regulatory Safeguarding Overview and Scrutiny Staffing <p>It should be noted that the Leader and Deputy Leader of the Council are, ex-officio, Chairman and Vice-Chairman respectively of the Cabinet. The Leader was appointed at the additional meeting of the Council on 3 December 2014 until the quadrennial elections in May 2017. The Leader in turn appoints the Deputy and other members of the Cabinet.</p> <p>Nominations for Chairmen and Vice-Chairmen have been invited from the Group Leaders and these will be tabled at the meeting.</p>
Impact Assessment:	Equalities Impact Assessment: N/A

	<p>Use of Evidence: Appropriate use of evidence has been used in the compilation of this report by utilising the membership details of Committees during 2015/16, and consideration of Scrutiny Review at the Council meeting in February 2016.</p>
	<p>Budget: This report has no budget or VAT implications.</p>
	<p>Risk Assessment: Having considered the risks associated with this decision using the County Council's approved risk management methodology, the level of risk has been identified as:</p> <p>Current Risk: LOW Residual Risk: LOW</p>
	<p>Other Implications: N/A</p>
Recommendation	<p>That Chairmen and Vice-Chairmen of committees of the County Council be appointed for the year 2016/17 to reflect the nominations of the Group Leaders.</p>
Reason for Recommendation	<p>To comply with the County Council's Procedure Rules (Standing Orders).</p>
Appendices	<p>None</p>
Background Papers	<p>None</p>
Report Originator and Contact	<p>Name: Lee Gallagher, Democratic Services Manager Tel: (01305) 224191 Email: l.d.gallagher@dorsetcc.gov.uk</p>