



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

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Andrew Cattaway (Chairman)	Hilary Cox (Vice-Chairman)	Pauline Batstone
Richard Biggs	Steve Butler	Mike Byatt
Andy Canning	Ronald Coatsworth	Robin Cook
Toni Coombs	Barrie Cooper	Deborah Croney
Lesley Dedman	Janet Dover	Fred Drane
Beryl Ezzard	Peter Finney	Spencer Flower
Ian Gardner	Robert Gould	Peter Hall
Matthew 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
William Trite	Daryl Turner	David Walsh
Peter Wharf	Kate Wheller	

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#### Notes:

- The reports with this agenda are available at [www.dorsetforyou.com/countycommittees](http://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 July 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.

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**Debbie Ward**  
Chief Executive

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Date of Publication:  
 Wednesday, 13 July 2016

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## 1. **Apologies for Absence**

To receive any apologies for absence.

## 2. **Code of Conduct**

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

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

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

## 3. **Minutes**

1 - 12

To confirm and sign the minutes of the meeting held on 21 April 2016.

## 4. **Public Participation**

13 - 52

### (a) **Public Speaking**

### (b) **Petitions**

To consider the submission of the following petitions:-

- (i) Save Sandmartins Activity Club
- (ii) Campaign 40 - A35 Roeshot Hill/Lyndhurst Road

## 5. **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

## 6. **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.

## 7. **Motions**

To consider the following motions submitted by members of the Council. In accordance with Standing Order 17, motions which if adopted would constitute the exercise of an executive function, shall be presented to the Council by the proposer and be referred automatically to the appropriate Committee without debate by the Council. The motion will be placed on the next appropriate agenda. The appropriate Committee will then consider how the motion will be

dealt with.

Unless determined otherwise by the Chairman the maximum time to be allowed to present each motion shall be 10 minutes.

Paul Kimber (County Councillor for Portland Tophill): Economic Opportunities for Devon and East Dorset

The motion is seconded by Kate Wheller (County Councillor for Portland Harbour)

“This Dorset County Council ensures that the proposed National Park is seriously considered as part of discussions on local government re-organisation.”

Economic Opportunities for Dorset and East Devon

For the past couple of years, in response to an initiative from Natural England, a team from Dorset and East Devon has been developing proposals for the designation of a National Park, first put forward in a Government report of 1945. Natural England has given the proposal a positive first assessment.

Britain’s National Parks are world-famous for their outstanding scenery and environments. Much less well-known is their success in promoting thriving and resilient rural economies and communities.

An independent report on the “*Economic Opportunities, Benefits and Wider Impacts of a Dorset and East Devon National Park*” is now available:

[www.dorsetandedevonnp.co.uk/news](http://www.dorsetandedevonnp.co.uk/news)

The key messages we take from the report are as follows. A Dorset & East Devon National Park would:

- Offer opportunities, benefits and advantages to the economy and businesses in the National Park and throughout Dorset and East Devon.
- Promote thriving local communities, including affordable housing, key services, employment and skills.
- Bring additional and more certain resources to the area, including central government funding which might amount to £10m annually, plus other sources of income. The Government has assured National Parks of future funding and support.
- Conserve and enhance the area’s environment, which is our greatest economic asset.

Local government re-organisation provides an opportunity for Dorset councils to include a National Park as part of a Devolution proposal to government in 2017. A companion study examines how the National Park Authority would work efficiently with a Unitary Authority on service delivery and financial outcomes. We see these studies as significant contributions to Dorset councils’ and others’ consideration of this question.

We look forward to discussing with all interested partners the significant opportunities which a National Park would offer.

Dorset & East Devon National Park Team

A National Park Delivers Greater Influence for Rural Communities

A new discussion paper [www.dorsetandedevonnp.co.uk/news](http://www.dorsetandedevonnp.co.uk/news) examines how the Dorset & E Devon National Park Authority (NPA) would deliver greater influence for rural communities, as well as working efficiently with partner Local Authorities to improve services and financial outcomes. Benefitting all communities, a National Park would bring:

- Additional and more certain funding benefitting all councils, communities and the economy. In addition to an assured central government grant of maybe £10 million per year, NPAs secure further funding and help others eg farmers to do so.
- A stronger partnership way of working. A NPA is a partnership and operates through partnerships. A small % of NPA funding goes on running costs. The vast majority is spent through partnerships with communities, farmers, landowners, businesses, the not-for-profit sector.
- Enhanced local representation, influence and voice for rural communities. Elected council representatives make up three quarters of the NPA, and Parish and Town Councils are a third of these. A NPA would strengthen grass roots democratic influence and representation.
- Enhanced Planning influence and capability. A NPA would ensure local control of Planning, with no Government-imposed housing targets. It makes the Local and Management Plan for the NP in consultation with communities and others. NPAs approve a higher % of planning applications than other Local Authorities because they work hard for good, sustainable development in the right places, to support communities, local affordable housing, employment, and services.
- Increased coherence and expertise. A NPA would bring joined up thinking, policy and delivery across the environment and economy, and expertise eg in land management, conservation, heritage, recreation, community liaison, and Planning.

Our National Parks not only conserve and enhance our environment and heritage, they also promote thriving and resilient rural economies and communities.

This important aspect is covered in an independent study: "*Economic Opportunities, Benefits and Wider Impacts of a Dorset and East Devon National Park*": [www.dorsetandedevonnp.co.uk/news](http://www.dorsetandedevonnp.co.uk/news)

Local government re-organisation provides an opportunity for Dorset councils to include a National Park as part of a Devolution proposal to government in 2017.

These studies are significant contributions to this debate on our future.

Dorset & East Devon National Park Team  
[www.dorsetandedevonnp.co.uk](http://www.dorsetandedevonnp.co.uk)

Paul Kimber (County Councillor for Tophill): Independent Co-operative Businesses

The motion is seconded by Kate Wheller (County Councillor for Portland Harbour)

**“The Council notes:**

- That there are nearly 7,000 independent co-operative businesses across the UK, each owned and democratically run by their customers, employees, suppliers or members of their local community.
- Today, the co-operative movement is a significant part of the UK's economy, growing by 21% to £33billion, and outperforming the economy as a whole during the recent recession.
- The number of people who own and control the UK's co-operatives has grown by to 17.5m - nearly a quarter of the UK's population. From credit unions to community farms – the rise in co-operative ownership is a significant development for the UK's business sector, meaning that the number of co-op members continues to outstrip the number of shareholders in the UK.

**This Council believes:**

- That the co-operative model provides a sustainable way of providing local government services that empower residents, service users and employees, giving them a fair share and an equal say.
- Local Councils up and down the country have already put these values into practice in a number of ways, for example developing the co-operative sector, resident and employee owned companies and co-operative schools.
- That the Council has the opportunity to “choose co-operative” when considering the future of local services, giving residents and communities more of a say in their area.

**Therefore, we call on the Council to:**

- Work to incorporate co-operative values and principles when planning services and in its engagement with local residents.
- Publicise existing co-operative good practice within the council
- Hold and meet event for local co-operatives to engage with the Council.”

**Andy Canning (County Councillor for Linden Lea): Racism and Xenophobia**

The motion is seconded by Janet Dover (County Councillor for Colehill and Stapehill)

“In the post Brexit vote context, the Council wishes to affirm we are proud to live in a diverse and tolerant society. Racism, xenophobia and hate crimes have no place in our country. Dorset County Council condemns racism, xenophobia and hate crimes unequivocally. We will not allow hate to become acceptable.

We reaffirm our commitment to ensure that local bodies and programmes have the support and resources they need to tackle racism and xenophobia.

We reassure all people living in Dorset, regardless of their nationality, that they are valued members of our community.”

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

53 - 60

To consider a report by the Chief Executive.

**9. 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. The closing date for the receipt of questions is 10.00am on 18 July 2016. This item is limited to 45 minutes.

**Cabinet**

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

**10. Meeting held on 4 May 2016**

61 - 64

**11. Meeting held on 25 May 2016**

65 - 70

**12. Meeting held on 29 June 2016**

71 - 82

Recommendation 104 - Youth Justice Plan for 2016/17

### Overview and Scrutiny Committees

The Chairmen of overview and scrutiny committees to present and move the adoption of the following reports and to answer questions, if any, under Standing Order 19:-

- |     |  |           |
|-----|--|-----------|
| 13. | <b>Economic Growth Overview and Scrutiny Committee - Meeting held on 15 June 2016</b>        | 83 - 92   |
| 14. | <b>People and Communities Overview and Scrutiny Committee - Meeting held on 16 June 2016</b> | 93 - 102  |
| 15. | <b>Safeguarding Overview and Scrutiny Committee - Meeting held on 14 June 2016</b>           | 103 - 108 |
| 16. | <b>Dorset Health Scrutiny Committee - Meeting held on 2 June 2016</b>                        | 109 - 114 |

### 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:-

- |     |   |           |
|-----|---|-----------|
| 17. | <b>Constitutional Changes</b><br>Recommendation from the Audit and Governance Committee held on 8 June 2016.  | 115 - 128 |
| 18. | <b>Officer Pay, Terms and Conditions</b><br>Recommendation from the Staffing Committee held on 4 July 2016.   | 129 - 146 |
| 19. | <b>Members' Allowances Scheme 2016/2017 - Special Responsibility Allowances</b><br>To consider a report by the Independent Remuneration Panel.              | 147 - 150 |
| 20. | <b>Appointments to Committees</b><br>To agree any changes to the chairmanship or membership of committees, including any changes notified by Group Leaders. |           |

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### 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 the Future of Local Government.
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### County Council

Minutes of the meeting held at County Hall, Colliton Park, Dorchester,  
DT1 1XJ on Thursday, 21 April 2016.

#### **Present:**

Andrew Cattaway (Chairman)

Hilary Cox (Vice-Chairman)

Andy Canning, Ronald Coatsworth, Robin Cook, Barrie Cooper, Deborah Croney, Janet Dover, Fred Drane, Beryl Ezzard, Ian Gardner, Robert Gould, David Harris, Jill Haynes, Susan Jefferies, David Jones, Trevor Jones, Paul Kimber, Rebecca Knox, Mike Lovell, Margaret Phipps, Ian Smith, Clare Sutton, Mark Tewkesbury, Daryl Turner, William Trite, David Walsh, Peter Wharf, Kate Wheller and John Wilson.

Officers Attending: Debbie Ward (Chief Executive), 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), Sara Tough (Director for Children's Services), Lee Gallagher (Democratic Services Manager), Helen Whitby (Principal Democratic Services Officer) and Rebecca Guest (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, 21 July 2016.**)

#### **Election of Chairman**

34 The Chairman explained that due to ill health he would be standing down as Chairman of the Council. He thanked members and officers for their support over his term of office and also paid tribute to the support provided by his wife, Lesley, in his duties as Chairman. He hoped that the good relationships he had enjoyed with members of all parties would continue under his successor's leadership.

The Leaders of the Liberal Democrat and Labour Groups paid tribute to the Chairman's sound advice, fairness and kindness over his years in office and wished him well.

John Wilson proposed and Robert Gould seconded and it was

**Resolved** (unanimously)

24. That Andrew Cattaway be elected Chairman for 2016/17.

#### **Appointment of Vice-Chairman**

35 Robert Gould proposed and Jill Haynes seconded a nomination for Hilary Cox to be appointed to the office of Vice-Chairman. A proposal was also put by Janet Dover and seconded by Susan Jefferies to appoint Beryl Ezzard. A proposal was also put by Paul Kimber and seconded by Mark Tewkesbury to appoint Kate Wheller. On being put to the vote it was

**Resolved**

24. That Hilary Cox be appointed as Vice-Chairman for 2016/17.

#### **Apologies for Absence**

36 Apologies for absence were received from Pauline Batstone, Mike Byatt, Robin Cook (arrived late), Toni Coombs, Lesley Dedman, Peter Finney, Spencer Flower, Peter

Hall, Colin Jamieson, Mervyn Jeffery, Ros Kayes, David Mannings and David Walsh (arrived late).

### **Code of Conduct**

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

### **Minutes**

- 38 The minutes of the meetings held on 15 February and 10 March 2016 were confirmed and signed.

### **Public Participation**

#### **39 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 at this meeting.

### **Members of the Youth Parliament**

- 40 The Chairman welcomed Archie Rowell, Sarah Trott and Jake Perkins as Dorset's Youth Parliament Members to the meeting. They addressed the Council and explained why they had stood for election and the basis of their campaigns. Grace Van Zyl had been unable to attend but had provided a statement which was reported to the meeting. Members were informed that the Youth Parliament Members had stood to give young people in Dorset a voice both locally and nationally, and specifically to reduce bullying in school by introducing an universal anti-bullying policy and give victims more control, to help young people access work experience by creating a database of employers willing to offer placements, to improve awareness and understanding of young people's mental health issues and to raise confidence by promoting a positive body image. They hoped to work together to address these issues as they were closely linked.

The Chairman on behalf of the Council thanked the Youth Parliament representatives for their inspirational presentations, which would be recorded and published in due course.

### **Chairman's Announcements**

- 41 The Chairman reported on the death of the following former members of the Council:-
- Sir Thomas Lees on 19 February 2016 who served on the County Council from 1952 to 1967 representing the Lytchett Minster division. Sir Christopher Lees was in attendance to hear the obituary.
  - Alfred Litschi on 27 February 2016 who served on the County Council from 1981 to 1985 representing the Weymouth No. 4 division. A memorial service was to be held in St Andrews Church, Preston at noon on 6 May 2016.

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

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

Royal Visit The Chairman reported the visit of HRH the Princess Royal on 21 March 2016 to open the new Pimperne Primary School, and visit the Road Safe Project in Weymouth and Bovington Tank Museum.



Community Chest Awards The former Chairman had represented the Council at Hall & Woodhouse Brewery's launch of their community awards fund on 4 March 2016.

High Sheriff's Declaration Ceremony The former Chairman and his wife had represented the Council at Sir Philip Williams Bart's Declaration Ceremony on 29 March 2016.

Lord Lieutenant's Cadet Presentation The former Chairman and his wife represented the Council at the Lord Lieutenant's presentation ceremony.

Her Majesty's 90<sup>th</sup> Birthday Celebration Event The former Chairman in conjunction with Swanage Town Council had arranged a beacon lighting event at Durlston Castle that evening.

Final Meeting The Chairman drew attention to the fact that it was Dr Catherine Driscoll's last meeting as she was leaving to take up a post with Worcester County Council in May 2016. He wished her well in her new post.

### **Leader's Announcements**

42 The Leader of the Council reported on the following issues facing the Council, and invited questions from all members:

Digital Meeting The Leader highlighted that the meeting was the first to be totally digital and that this was possible due to the successful roll out of superfast broadband. Further funding had been obtained from the Dorset Local Enterprise Partnership to support the development of ultrafast broadband which would in turn support future economic growth for Dorset.

Budget Strategy Task and Finish Group The Leader reported that the first meeting had been held the previous day. It would meet monthly and members' suggestions about future savings were welcomed.

Recent Ofsted Inspection The Leader reported that the results of the recent Ofsted Inspection would be known in early May 2016. He paid tribute to all officers involved and reported that the inspectors had commented on officers' openness and the support they had provided during the inspection.

Letter from Secretary of State The Leader reported the receipt of a letter from the Secretary of State for Roads in praise of the Council's Highways Maintenance Programme. He asked for his congratulations to be passed to all involved. This would place the Council in a strong bidding position in future.

Seminar The Leader reminded members of the seminar on Living and Learning which was to be held following the Council meeting.

Some members referred to the number of road defects in their divisions, the number of complaints they continued to receive from their constituents and their own experiences which were at odds with the Secretary of State's commendation. Reference was made to the additional funding the Council had received to deal with potholes although little improvement had been seen. The Leader drew attention to the need for any faults to be reported via Dorsetforyou.com so that they could be listed for attention. He confirmed that the Council had received additional funding to repair potholes and that progress was being made. One member referred to the number of insurance claims being lost in the system and asked for action to be taken. The appropriate Cabinet Member would address this issue outside of the meeting.

Change of Cabinet The Leader reported on changes to the Cabinet; Councillor Coombs would be stepping down after 11 years as Cabinet Member representing children and young people; and Councillor Croney would be joining the Cabinet with immediate effect.

Resignation The Leader reported on the resignation of Councillor Bevan for health and family reasons.

Members paid tribute to the hard work and dedication of Councillor Bevan and wished him well for the future. It was suggested that letters of thanks be sent to the Chairmen and Vice-Chairman of the Council's previous Committee Structure and the Leader and Chairman agreed to do this. The Chairman of the Dorset Health Scrutiny Committee would also write to Councillor Bevan to thank him for his work on the Committee.

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

43 The Council considered a report by the Chief Executive to facilitate further discussion on proposals to change the current local government structures in Dorset.

The Chief Executive presented the report highlighting that East Dorset District Council had now agreed to be engaged in the process to discuss options for the future of local government in Dorset; the challenging timetable for this to happen; the consultation and engagement which would be required; and the recommendation to formalise the Shaping Dorset's Future Board. Any changes to local government would focus on community outcomes and improved services, with a clear commitment to work more closely with Town and Parish Councils and communities.

The Leader considered the additional meeting of the Council on 10 March 2016 to have been a valuable debate with agreement reached as to the way forward. He agreed that the timetable was challenging and drew attention to the next step - engagement and consultation. He then referred to the need to formalise the Shaping Dorset's Future Board in order for it to drive the process forward. He also referred to the need to work closely with Town and Parish Councils to progress double devolution and to the encouraging signs of involvement from district and borough councils. He thanked members of the Shaping Dorset's Future Board for their work in developing work streams which resulted in progress to date and informed members that the Cabinet had agreed additional resources to support this work.

Councillor Knox, as Chairman of the Shaping Dorset's Future Group, drew attention to the pace at which the Board was working, thanked members for their input and highlighted their role in providing the link between between the Council and communities.

Members discussed the report and generally supported the recommendations. The following points emerged:-

- Better services should be provided in future based on the needs of communities.
- Christchurch MPs had been given assurances from Ministers that no authority in Dorset would be forced into change they did not want, yet the report referred to unanimity as not being necessary.
- Any change should be in the interests of Dorset's residents.
- The differences between urban and rural Dorset were highlighted and a question posed as to where Christchurch might fit in.
- The need for empowerment of Town and Parish Councils and the concern that this might be subsumed by other criteria.
- The report did not give any description of double devolution.
- Who was best placed to implement decisions being taken at a lower level?

- What options were there for Local Area Boards?
- Durham Council had successfully implemented Local Area Boards.
- The Council needed to talk to other Councils who had been through a similar change to benefit from their experiences and lessons learned.
- It was essential for councillors to know and understand the changes.
- The Shaping Dorset's Future Board had worked and developed well as they were working towards a common goal and in the best interests for Dorset.
- The important role for local members in helping with the consultation with Town and Parish Councils and communities was emphasised.
- The information provided on the Dorset2020vision Facebook page was highlighted.
- The possibility of visiting other councils to see how they are progressing was raised.

It was confirmed that local authority functions listed in the report would be transferred to any Unitary Authority, and that the Shaping Dorset's Future Board's work streams would be looking at the detail. A series of member seminars/workshops were to be held in the forthcoming months, with involvement from Cornwall and Wiltshire Councils who had undergone a change to Unitary status. The Leaders and Chief Executives Group would be considering devolvement of powers.

There was some debate about the timing of the County Council elections in 2017. Some members thought the date should be pushed back to allow them to take a full part in any engagement, for continuity and to reduce the possibility of additional election costs being incurred. As to when any decision to change the date would be made, the Chief Executive explained that advice was being sought from the Department for Communities and Local Government but it was difficult to see at what point such a decision could be made. She would keep members informed.

### **Resolved**

1. That Councillors contribute to the development of a public consultation, business case and devolution proposals through council meetings and member workshops.
2. That the governance and decision-making arrangements, as shown at Appendix 2 to the report, specifically the creation of the Shaping Dorset's Future Board, with the sub-groups as shown, be agreed.
3. That the Terms of Reference for the Shaping Dorset's Future Board, attached at Appendix 3 to the report, be agreed.
4. That Steve Butler, Mike Byatt, Hilary Cox, Deborah Croney, Janet Dover, Peter Finney, David Harris, Colin Jamieson, David Jones, Rebecca Knox, William Trite, Daryl Turner, David Walsh, Peter Wharf and Kate Wheller be appointed to serve on the Shaping Dorset's Future Board.
5. That the Chief Executive, after consultation with the Leader and the Shaping Dorset's Future Board, be authorised to:
  - a. develop local government reform options, including the development of a business case and 'double devolution' proposal with the Town and Parish Councils.
  - b. agree the content and structure of the consultation required to inform Local Government Reform decisions.
6. That the high-level timeline at Appendix 4 to the report be noted.
7. That full Council meetings on 15 December 2016 and 26 January 2017 be reserved for decision-making in advance of any proposal being submitted to the Department for Communities and Local Government.
8. That the proposals for resourcing, shown at section 8 of the report, be agreed.

### **Corporate Plan Refresh 2016-17**

- 44 The County Council considered a report by the Leader of the Council on the refresh of the Council's Corporate Plan for 2016-17, including a revised outcomes framework.

The Corporate Plan was shorter, relevant and focussed on outcomes. It had been scrutinised by the Council's Overview Committees, giving members an opportunity to

comment on it.

Attention was drawn to the Council's revised scrutiny arrangements which now reflected the priorities within the Corporate Plan and the responsibility of the new overview and scrutiny committees to hold the Cabinet to account for delivery of its outcomes. The new Overview and Scrutiny Management Board would ensure that the overview and scrutiny committees did not duplicate work and that actions were timely and appropriate.

A member suggested a couple of minor amendments to the Plan, asking officers to rephrase statements within to strengthen their purpose.

Members supported the refreshed Corporate Plan and noted that service plans were being developed to support it.

### **Resolved**

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

### **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.

### **Questions from County Councillors**

45 The following question was asked under Standing Order 20:

The County Councillor for Portland Tophill, Paul Kimber, asked the Leader a question in relation to what the Council was doing in readiness for refugees generally coming to Dorset?

The question and answer is attached to these minutes as Annexure 1.

### **Cabinet**

The report of the Cabinet meetings held on 11 February 2016, 24 February 2016 and 16 March 2016 were presented for adoption, together with recommendations from the meeting held on 11 February 2016 for approval.

### **Meeting held on 11 February 2016**

46 **Resolved**

That the report and recommendations 24a and 24b be adopted.

#### **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.

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.*

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 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'.*

**Meeting held on 24 February 2016**

- 47 **Resolved**  
That the report be adopted.

**Meeting held on 16 March 2016**

- 48 The following matter was raised under the minutes of the meeting held on 16 March 2016:

Queen Elizabeth's School Wimborne – Position Statement

In relation to minute 59 the County Councillor for Westham asked for an update on the current position. The Leader explained that the Cabinet would be provided with exempt updates at future meetings and the Monitoring Officer would provide an update outside of the meeting.

**Resolved**

That the report be adopted.

**Overview and Scrutiny Committees**

The reports of the following meetings were presented:-

**Adult and Community Services Overview Committee - Meeting held on 14 March 2016**

- 49 The Committee Chairman asked for some amendments to the minutes of the meeting of the Adult and Community Services Overview Committee held on 14 March 2016 as follows:-

Present

Jill Haynes' (Cabinet member for Adult Social Care) name be added to those present.

Tricuro Update

Members were informed that a quarterly newsletter was to be produced to provide more information for councillors about Tricuro and the first one would be issued shortly.

Mobile Library Service

The wording of the second paragraph should be changed to read “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. The latter was a service for individual who were housebound and unable to access conventional library services.  
...”

Policy Development Panels

The Policy Development Panel on Registration would not conclude its work until September 2016 to allow for consultation to be undertaken.

The Committee Chairman then paid tribute to the work of Dr Catherine Driscoll and her support to the Committee and him as Chairman. He wished her well for the future.

Resolved

That the report be adopted.

**Children's Services Overview Committee - Meeting held on 15 March 2016**

50 The following matter was raised under the minutes of the meeting of the Children's Services Overview Committee held on 15 March 2016:-

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

The Director for Children's Services confirmed that officers were taking action to reduce the Child and Adolescent Mental Health Services (CAMHS) waiting times, including an increase of resources from the Clinical Commissioning Group.

Resolved

That the report be adopted.

**Environment and Economy Overview Committee - Meeting held on 17 March 2016**

51 The following matter was raised under the minutes of the meeting of the Environment and Economy Overview Committee held on 17 March 2016:-

Policy Development Panels

The Chairman of the Committee reported that there was an outstanding issue on the Policy Development Panel on HGV Management. The Panel was therefore on going.

In response to members' comments on the number of pot-holes in their divisions, the Chairman of the Committee asked that members ensure that each hole was logged via Dorsetforyou.com to ensure they were added to the maintenance programme and the appropriate priority given to each.

Resolved

That the report be adopted.

**Audit and Scrutiny Committee - Meetings held on 23 February and 22 March 2016**

52 The following matter was raised under the minutes of the meeting of the Audit and Scrutiny Committee held on 23 February 2016:-

Work Programme

The Chairman of the Committee reported that he had spoken to an officer regarding the recent Cabinet decision on Youth Services. Following this discussion, he was confident that due process had been followed and that no further action was necessary.

**Resolved**

That the reports be adopted.

**Dorset Health Scrutiny Committee - Meeting held on 8 March 2016**

53 The following matter was raised under the minutes of the meeting of the Dorset Health Scrutiny Committee held on 8 March 2016:-

**Dorset Healthcare University NHS Foundation Trust - CQC Report**

The Chairman of the Committee reported that there would be a joint health scrutiny committee meeting on 2 June 2016 when a presentation would be received from the Clinical Commissioning Group (CCG) to update members on the Clinical Service Review. Little information was being released by the CCG before this date.

Some members voiced their concerns that they had not been aware of consultations being held in their divisions about possible changes to health services and emphasised the need for them to be aware if they were to respond. Members were informed that the consultation events had been well advertised, although it was acknowledged that communication between the NHS and the Council could be improved. Members were assured that no decisions had yet been taken.

Specific concerns in relation to changes to health services in Weymouth and Wimborne were raised.

**Resolved**

That the report be adopted.

**Recommendations from Committees**

The recommendations of the Staffing Committee and Standards and Governance Committee were presented for approval.

**Staffing Committee - Meeting held on 24 March 2016**

54 Recommendation 22 relating to the composition of the Staffing Committee was duly moved and seconded and unanimously agreed.

The Assistant Chief Executive, Chief Financial Officer and Monitoring Officer, as officers affected by the recommendation, left the meeting whilst the following item was discussed.

In relation to recommendation 27 - Senior Roles, the Chairman of the Committee referred to concerns that had been recently raised about the recommendation and he proposed that the matter be referred back to the Staffing Committee for further consideration. Members voiced their agreement to this proposal, but asked that another group review the proposal in addition to the Staffing Committee. The Chairman advised that this had been subject to external advice and he would discuss the way forward with the Chief Executive and the Chairman of the Audit and Governance Committee. Members asked that all concerns raised be taken into consideration in the further review, including those received in writing from the GMB Union.

Members had received concerns from members of staff about the recommendation and were happy to support a deferral. It was suggested that, as many other members of staff were affected, not just Heads of Service, that these needed to be considered too.

**Resolved**

1. That the recommendation of the Staffing Committee (Recommendation 27 – Senior Roles) be deferred pending further consideration by the Staffing Committee.

2. That the following recommendation of the Staffing Committee (Recommendation 22) set out below be adopted:-

*22 - Composition of the Staffing Committee*

*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.*

**Standards and Governance Committee - Meeting held on 30 March 2016**

55 The recommendations of the Standards and Governance Committee were duly moved and seconded.

In relation to recommendation 8 - Redundancy and Redeployment Policies and Procedures and the Role of the Personnel Appeals Committee, the Chairman of the Committee advised that the Committee initially had concerns that the Personnel Appeals Committee had not had the opportunity to meet to discuss the proposals. Subsequently a meeting had been arranged, but this was later cancelled by the Chairman of that Committee.

The Standards and Governance Committee had also proposed an additional recommendation that the current arrangements with regard to appeals continue, but be undertaken by the relevant director and two trained members of the former Personnel Appeals Committee.

In relation to recommendation 9 - Proposed Amendment to the Dorset Health and Wellbeing Board Membership and Associated Terms of Reference and Constitution, the Chairman of the Committee advised that the Committee felt the membership should be reviewed annually and the Committee therefore included an additional recommendation to satisfy this need.

**Resolved**

That the following recommendations of the Standards and Governance Committee (Recommendations 8 and 9) set out below be adopted:-

*8 - Redundancy and Redeployment Policies and Procedures and the Role of the Personnel Appeals Committee*

- (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.*

*9 - Proposed Amendment to the Dorset Health and Wellbeing Board Membership and Associated Terms of Reference and Constitution*

- (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 Fire Authority**

56 The report of the last meeting of the Dorset Fire Authority held on 31 March 2016 was received.

Resolved

That the final report of the Dorset Fire Authority be received.

**Terms of Reference for the New Overview & Scrutiny Committees**

57 The Council considered a report by the Chief Executive to consider the terms of reference for the new Overview & Scrutiny Committees and to agree frequency of meetings.

Members noted that this was a change of culture for the Council and a re-focus to outcome based priorities. Member training was in the process of being arranged.

Resolved

1. That the terms of reference for the Committees, as set out in the appendix to the report, be adopted.
2. That the Overview and Scrutiny Committees meet four times a year, or as their work programmes dictate.

**Appointments to Committees**

58 The Council considered a report by the Chief Executive on the appointments to Committees of the County Council, Joint Committees and the Dorset and Wiltshire Fire and Rescue Authority for 2016/17.

Nominations were uncontested.

Resolved

1. That seats on committees of the County Council be allocated to political groups, as set out in of the Chief Executive's report, for the year 2016/17.
2. That members of political groups be appointed to serve on the committees of the County Council for the year 2016/17, as set out in Annexure 2 to these minutes.
3. That County Council seats on joint committees be allocated to political groups for the year 2016/17, as set out in of the report.
4. That members be appointed to serve on joint committees for the year 2016/17, as set out in Annexure 2 to these minutes.
5. That seats on the Dorset and Wiltshire Fire and Rescue Authority be allocated to political groups for the year 2016/17, as set out in the report.
6. That members be appointed to serve on the Dorset and Wiltshire Fire and Rescue Authority for the year 2016/17, as set out in Annexure 2 to these minutes.
7. That the Leader's appointments to the Dorset Waste Partnership Joint Committee, Joint Public Health Board and the Dorset Health and Wellbeing Board be noted.
8. That members be appointed to serve on other organisations for the year 2016/17, as set out in Annexure 2 to these minutes.

**Appointment of Chairmen and Vice-Chairmen**

59 The Council considered a report by the Chief Executive on the appointment of Chairmen and Vice-Chairmen of Committees for the year 2016/17. An amendment was made to the Labour Group nomination for Vice-Chairmanship of the Audit and Governance Committee, from Mike Byatt to Kate Wheller.

**Resolved**

That the Chairmen and Vice-Chairmen of Committees for the year 2016/17 be appointed as follows:

<u>Committee</u>	<u>Chairman</u>	<u>Vice-Chairman</u>
Audit and Governance	Trevor Jones	Kate Wheller
Children's and Adult Services Appeals	Lesley Dedman	Pauline Batstone
Economic Growth Overview and Scrutiny	Daryl Turner	Hilary Cox
People and Communities Overview and Scrutiny	David Walsh	Steve Butler
Regulatory	David Jones	Pauline Batstone
Safeguarding Overview and Scrutiny	Pauline Batstone	Mike Lovell
Staffing	Robert Gould	Peter Finney

Meeting Duration: 10.00 am - 1.05 pm

(i)

# County Council

## Dorset County Council



Date of Meeting	21 July 2016
<p><u>Cabinet Member</u> Deborah Croney – Cabinet Member for Learning and Skills</p> <p><u>Local Member</u> Beryl Ezzard – County Councillor for Wareham</p> <p><u>Lead Director</u> Sara Tough – Director for Children’s Services</p>	
<b>Subject of Report</b>	<b>Procedure for Petitions - Petition entitled SAVE Sandmartins Activity Club</b>
Executive Summary	<p>A petition has been received (in accordance with the County Council’s published petitions scheme) in relation to SAVE Sandmartins Activity Club.</p> <p>The scheme provides that any petitions that are supported by 1,000 or more signatories shall be scheduled for a debate at the next meeting of the full County Council and that the petitioner shall be given an opportunity to speak to the meeting as a deputation.</p> <p>It is for the Council to decide how to respond to the petition at this meeting.</p>
Impact Assessment:  <i>Please refer to the <a href="#">protocol</a> for writing reports.</i>	Equalities Impact Assessment:
	Use of Evidence:
	Budget:

	<p>Risk Assessment:</p> <p>Sandford St Martins Governors would be acting inadvisably if they continued to pursue the closure of Sandmartins extended school provision, which could lead to a legal challenge. The governors have reconsidered their position and are no longer pursuing this outcome.</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>(Note: Where HIGH risks have been identified, these should be briefly summarised here, identifying the appropriate risk category, i.e. financial / strategic priorities / health and safety / reputation / criticality of service.)</p>
	<p>Other Implications:</p> <p>The proposal for alternative accommodation on site is being pursued.</p>
<p>Recommendation</p>	<p>No further action be taken as a resolution appears to have been reached.</p>
<p>Reason for Recommendation</p>	<p>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.</p>
<p>Appendices</p>	
<p>Background Papers</p>	<p>Dorset County Council Petitions Scheme</p>
<p>Officer Contact</p>	<p>Name: Jackie Groves                  Tel: 01305 225286                  Email: j.groves@dorsetcc.gov.uk</p>

## 1. Background to the Petition Scheme

- 1.1 The petition provisions in the Local Democracy Economic Development and Construction Act 2009 aim to reinvigorate local democracy by ensuring that all local authorities adopt schemes giving local people better opportunities to connect with local decision makers.
- 1.2 The County Council’s Petitions Scheme (based on the national model) was adopted on 29 April 2010 and came into effect on 15 June 2010. The law requires the council

to respond to petitions organised and supported by people who live, work or study in Dorset.

- 1.3 If a petition contains more than 1,000 signatures the Scheme requires that it will be debated by the full Council. The petition organiser will be given ten minutes to present the petition as a deputation at the meeting and the petition will then be discussed by councillors for a maximum of 15 minutes.
- 1.4 Where the issue is one on which the Cabinet is required to make the final decision, the Council may decide whether to make recommendations to inform that decision.

## **2. Petition – SAVE Sandmartins Activity Club**

**The County Council received a petition organised by Ms V Bowbanks on 30 June 2016. This reads as follows:-**

“To support the Petition TO STOP Sandford Primary School’s Governors’ decision to take control of the extended school care and therefore to keep the services provided by Sandmartins Activity Club on the school site.”

- 2.2 As this petition contains more than 1,000 signatures, the County Council is required to discuss this for a maximum of 15 minutes in accordance with the Petitions Scheme.
- 2.3 This debate should conclude with a decision as to how to respond to the petition. This may include:
  - taking the action requested in the petition
  - holding an inquiry into the matter
  - undertaking research into the matter
  - holding a public meeting
  - holding a consultation
  - holding a meeting with petitioners
  - referring the petition for consideration by the council’s audit and scrutiny committee
  - calling a referendum
  - writing to the petition organiser setting out our views about the request in the petition
- 2.4 Alternatively, the Committee may determine a combination of the options above, or decide on another course of action as appropriate.

## **3. Context**

- 3.1 Sandmartins Activity Club was moved from premises on the previous Sandford First School site as part of the Purbeck Reorganisation.
- 3.2 An undertaking was given by Dorset County Council that no provider would be displaced (left without accommodation) as a result of changes brought about by the reorganisation. Each ‘project brief’ identified the existing facilities on each site and

how they would be re-provided – this was a pre-requisite to be agreed by the school in order to obtain approval and funding for the new school build.

- 3.3 In 2011 Sandford St Martin identified that the extended school club would be accommodated in the studio area and this was agreed in the brief. The new school opened in October 2014 with facilities for Sandmartins. To now refuse the use of the agreed facilities (or providing a suitable alternative) would be breaking the agreements made as a pre-requisite to the funding agreement. There has been an alternative proposal for accommodation for Sandmartins on land at the school which is owned by Dorset County Council, but the school stated that it was their intention to object to any application for planning permission on the site.
- 3.5 Sandford Primary School's Governors' decision to take control of the extended school provision was done with the best of intentions. They intended to develop their own extended school provision and to provide a wider range of services and more sessions. They also intended to offer more favourable terms and conditions to employees. They believed the actions they were taking were in everybody's best interests.
- 3.6 Although the school is at liberty to operate their own provision, they cannot do so by actively putting an existing provider out of business through a disproportionate rise in charges, refusing access to the previously agreed facilities or forcibly taking over a business for which someone else has striven to build up a clientele and reputation. The school cannot close the existing provider and approach their staff to work for the school without going through the due TUPE (Transfer of Undertakings (Protection of Employment) Regulations 2006) process. There have been occasions where a school has taken on the role of a pre-existing provider, but this has been consensual and with all the legal agreements in place.
- 3.7 The school was not fully apprised of all the information and processes when they first proposed taking over the service. They have more recently been supported by DCC staff to advise them on technical issues and procedures (sufficiency of places, premises, human resources/employee relations, guidance on working within the community and the agreements undertaken as part of the Purbeck Reorganisation).
- 3.8 Sandford Primary School's Governors have now agreed to the provision of dedicated accommodation on the site and have stated it is no longer their intention to prevent Sandmartins from operating at the school and they wish to work in partnership to develop future provision (subject to due process and agreements) . However, issues still remain unresolved regarding agreements for access routes.

**Sara Tough**  
**Director for Children's Services**  
July 2016

(ii)

# County Council

## Dorset County Council



Date of Meeting	21 July 2016
Officer	Chief Executive and Director for Environment and Economy
Subject of Report	<b>Procedure for Petitions - Petition entitled ‘Campaign 40’</b>
Executive Summary	<p>A petition has been received (in accordance with the County Council’s published petitions scheme) in relation to reducing the speed limit on the A35, Christchurch at Roeshot Hill from national (60mph) to 40mph and on Lyndhurst Road from 40mph to 30mph.</p> <p>The scheme provides that any petitions that are supported by 1,000 or more signatories shall be scheduled for a debate at the next meeting of the full County Council and that the petitioner shall be given an opportunity to speak to the meeting as a deputation.</p> <p>It is for the Council to decide how to respond to the petition at this meeting.</p>
Impact Assessment:	<p>Equalities Impact Assessment:</p> <p>Not applicable</p>
	<p>Use of Evidence:</p> <p>Latest available five years’ worth of road traffic collision data (January 2011 to December 2015)</p>
	<p>Budget:</p> <p>The cost of implementing the requested 40mph limit would likely be between £8,000 and £15,000 – costs are for context only and do not represent actual costs, costs include officer time and costs</p>

Procedure for Petitions – Petition entitled ‘Campaign 40’

	<p>of physical signing as well as costs associated with the legal process.</p> <p>The cost of speed management measures such as advanced warning signs and road markings would cost from £1,000 upwards depending upon works required.</p> <hr/> <p><b>Risk Assessment:</b></p> <p>There is a potential for the County Council’s reputation to be adversely effected.</p> <p>A large housing development is proposed for land adjacent to the section of the A35 in question which includes extensive changes to the highway. The cost of these highway changes will be met in full by the developer.</p> <p>If the County Council were to agree to significant highway alterations at this section of the A35 it would likely be undone or rendered redundant in the not too distant future.</p> <hr/> <p><b>Other Implications:</b></p> <p>Not applicable</p>
<p><b>Recommendation</b></p>	<p>The Full Council is invited to note receipt of this petition.</p>
<p><b>Reason for Recommendation</b></p>	<p>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.</p>
<p><b>Appendices</b></p>	<ol style="list-style-type: none"> <li>1. Site detail plan – Roeshot Hill</li> <li>2. Site detail plan – Lyndhurst Road</li> <li>3. Road traffic collision overview</li> <li>4. Copy of full ‘Campaign 40’ petition</li> <li>5. Dorset County Council’s Speed Limit Policy</li> </ol>
<p><b>Background Papers</b></p>	<ul style="list-style-type: none"> <li>• Dorset County Council Petitions Scheme</li> <li>• Department for Transport Circular 01/2013 – Setting Local Speed Limits</li> </ul>
<p><b>Officer Contact</b></p>	<p>Name: Michael Potter          Tel: 01305 221767          Email: m.potter@dorsetcc.gov.uk</p>



## **1. Background to the Petition Scheme**

- 1.1 The petition provisions in the Local Democracy Economic Development and Construction Act 2009 aim to reinvigorate local democracy by ensuring that all local authorities adopt schemes giving local people better opportunities to connect with local decision makers.
- 1.2 The County Council’s Petitions Scheme (based on the national model) was adopted on 29 April 2010 and came into effect on 15 June 2010. The law requires the council to respond to petitions organised and supported by people who live, work or study in Dorset.
- 1.3 If a petition contains more than 1,000 signatures the Scheme requires that it will be debated by the full Council. The petition organiser will be given ten minutes to present the petition as a deputation at the meeting and the petition will then be discussed by councillors for a maximum of 15 minutes.
- 1.4 Where the issue is one on which the Cabinet is required to make the final decision, the Council may decide whether to make recommendations to inform that decision.

## **2. Petition – Campaign 40**

- 2.1 The County Council received a petition organised by Wendy Hill on 17 March 2016. This reads as follows:-

*My name is Wendy Hill, I started this campaign November 2015 because of the first three accidents that happened last year, the residents and manager from The Toby Carvery felt something had to be done about the speed and how people drive along this stretch of the A35. Local business and residents have had a petition board with their support we have collected signatures from the public who feel the same way that something needs to be [done] about Lyndhurst Road & Roeshot Hill.*

*The number of accidents since June 2015 were:-*

1. *15<sup>th</sup> June which myself and my sister had to be cut free from our vehicle by fire fighters the emergency services all attended.*
2. *8<sup>th</sup> July a lady was involved in a head on collision which the air ambulance was needed because of her serious injuries.*
3. *August when a collision happened just outside the toby carvery in which six people were hurt and the air ambulance was needed for one of the children involved.*
4. *September was a member of staff from toby carvery going to work at 6.30am started to turn in to the car park and was hit by a car into their big sign and was taken to hospital.*
5. *December when a young man was knocked of his bicycle by a van early morning and the air ambulance was need because of his serious injuries.*

6. *One night, a driver went into the sign at the Toby Carvery as a result of speeding.*

*The A35 is a very busy road which sees all types of vehicles using it ranging from cars, vans, tractors, motor bikes, coaches and very large sand ballast lorries and vehicles carrying skips.*

*We have seen a temporary increased usage of this road recently because of road works on the Spur Road. Many heavy goods vehicles are using this route and an increase volume of general traffic.*

*Not all but many motorists travelling downward of Roeshot Hill are travelling at such high speeds, already exceeding the current speed limit, that when they approach Lyndhurst Road they just cannot slowdown in time.*

*We are currently waiting an updated report of accident statistic from Dorset Police Freedom of Information Office. The statistics we currently have are only up to 11<sup>th</sup> May 2015.*

*These accidents have an enormous impact on local residents and business on Lyndhurst Road. Please see the attached letter from one of those businesses – Toby Carvery – and the impact it has on them.*

The letter from Toby Carvery as well as additional information provided in the petition is included within the copy of the full ‘Campaign 40’ petition at Appendix 4.

- 2.2 Christchurch Borough Council was first asked to comment on this petition on 23 March 2016 and was chased for comment on 6 June 2016; no formal response has been received to date.
- 2.3 As this petition contains more than 1,000 signatures, the County Council is required to discuss this for a maximum of 15 minutes in accordance with the Petitions Scheme.
- 2.4 This debate should conclude with a decision as to how to respond to the petition. This may include:
- taking the action requested in the petition
  - holding an inquiry into the matter
  - undertaking research into the matter
  - holding a public meeting
  - holding a consultation
  - holding a meeting with petitioners
  - referring the petition for consideration by the council’s audit and scrutiny committee
  - calling a referendum
  - writing to the petition organiser setting out our views about the request in the petition
- 2.5 Alternatively, the Committee may determine a combination of the options above, or decide on another course of action as appropriate.

### **3. Context**

- 3.1 The petition contains 1,273 signatures from within the County of Dorset.
- 3.2 The A35 at Roeshot Hill is covered by the national speed limit (60mph) and continues into Hampshire until the limit reduces to 40mph at ‘Hinton’, a total distance of approximately one mile. Appendix 1 shows the section of the A35 at Roeshot Hill including details of the existing layout, signing and lining.
- 3.3
- (a) The Roeshot Hill section of the A35 is one of the main roads into Christchurch from the east, no recent traffic survey data is available for this section of the A35.
  - (b) The Roeshot Hill section of the A35 has three running lanes; two lanes for northbound traffic and one lane for southbound traffic. The two lane section on Roeshot Hill covers the incline.
  - (c) A system of double white lines covers the length of the overtaking lane for northbound traffic, prohibiting drivers using the southbound lane to overtake travelling northbound.
  - (d) There are double white lines covering most of the southbound lane prohibiting drivers from using the northbound lanes to overtake whilst travelling southbound (towards Christchurch). This double white line becomes a broken white line at a point when forward visibility increases to a point that guidelines suggest a double white line is not warranted. This broken white line allows drivers travelling southbound to overtake using the northbound overtaking lane.
  - (e) The northbound section of the A35 at Roeshot Hill has signs in place warning drivers that the overtaking lane is ending. There are three signs in total for northbound traffic, one 100yards in advance on the nearside verge and two at the point at which the overtaking lane begins to narrow into one lane (one on the nearside and one on the offside verge).
  - (f) Vegetation close to the advanced warning signs at the point the overtaking lane begins to narrow into one lane is thick and currently limits forward visibility of the sign on the nearside verge.
  - (g) Red coloured surfacing is in place throughout the hatched area at the end of the overtaking lane. This is to enhance the message to drivers that the carriageway reduces from two lanes to one.
  - (h) There are three keep left arrows painted on the road surface in the northbound overtaking lane in order to enhance the message that the carriageway soon reduces to one lane.
- 3.4
- (a) The A35 at Roeshot Hill is treated as a rural road; this is due to the nature of this section of road.
  - (b) The Circular 01/2013 ‘Setting Local Speed Limits’ sets out guidelines for the general approach to rural speed limit management:

**Table 1**

<b>Speed limit (mph)</b>	<b>Where limit should apply:</b>
60	Recommended for most high quality strategic A and B roads with few bends, junction or accesses.
50	Should be considered for lower quality A and B roads that may have a relatively high number of bends, junctions or accesses.  Can also be considered where mean speeds are below 50mph, so lower limit does not interfere with the traffic flow.
40	Should be considered where there are many bends, junctions or access, substantial development, a strong environmental or landscape reason, or where there are considerable numbers of vulnerable road users.

- (c) The information provided in Table 1 shows that the current national limit (60mph) that covers the Roeshot Hill section of the A35 is likely to be appropriate.
- 3.5
- (a) The A35, Lyndhurst Road has a speed limit of 40mph which begins close to the access to the Toby Carvery, Public House. The 40mph limit changes at the point where the nature of the road changes.
  - (b) There are private properties and businesses that have access onto Lyndhurst Road. These are set back from the carriageway and on one side of the road only. The existing development is not felt enough to consider this section of the A35 as ‘built-up’ from a speed limit management point of view.
  - (c) Non-motorised users, i.e. pedestrians and cyclists are catered for with a segregated footway/cycleway and there is a pelican crossing north of roundabout to Supermarket and Garden Centre.
  - (d) There is an access for an allotment site on the opposite side to the private properties and businesses.
  - (e) Appendix 2 shows the section of the A35, Lyndhurst Road covered by a 40mph limit including details of the existing layout, signing and lining.
- 3.6
- (a) The 40mph section at Lyndhurst Road is treated as urban.
  - (b) The Circular 01/2013 ‘Setting Local Speed Limits’ sets out guidelines for the general approach to urban speed limit management:

**Table 2**

Speed limit (mph)	Where limit should apply:
20 (including 20 mph zone)	In streets that are primarily residential and in other town or city streets where pedestrian and cyclist movements are high, such as around schools, shops, markets, playgrounds and other areas, where motor vehicle movement is not the primary function.
30	In other built-up areas (where motor vehicle movement is deemed more important), with development on both sides of the road.
40	On higher quality suburban roads or those on the outskirts of urban areas where there is little development, with few cyclists, pedestrians or equestrians. On roads with good width and layout, parking and waiting restrictions in operation, and buildings set back from the road. On roads that, wherever possible, cater for the needs of non-motorised users through segregation of road space, and have adequate footways and crossing places.
50	On dual carriageway ring or radial routes or bypasses that have become partially built up, with little or no roadside development.

- (c) The information provided in Table 2 shows that the current 40mph limit that covers the Lyndhurst Road section of the A35 is likely to be appropriate as the road layout and use is best represented by the description of a 40mph limit in an urban setting.
- 3.7 (a) The Department for Transport’s (DfT) Circular 01/2013 ‘Setting Local Speed Limits’ states that speed management measures should be considered before a reduction in speed limit.
- (b) This applies to both urban and rural roads. Measures can include advanced warning signs or lining that raise awareness to any hazards or to a change in situation such as a reduced speed limit.
- 3.8 The County Council’s speed limit policy which reflects DfT guidance states that ‘Speed limits should be evidence led, self-explaining and encourage self-compliance.’

## Procedure for Petitions – Petition entitled ‘Campaign 40’

- 3.9 As well as concerns with traffic speed the petition raises concerns with overtaking. Overtaking is a manoeuvre often undertaken by drivers who feel the vehicle ahead is travelling ‘too slow’. If speed limits are set artificially low, i.e. not self-explaining or does not encourage self-compliance then it is likely that rates of overtaking would increase.
- 3.10 (a) A 40mph limit covering Roeshot Hill and a reduction in the existing 40mph speed limit on Lyndhurst Road to 30mph would likely require very regular enforcement to encourage compliance.
- (b) The DfT Circular 01/2013 ‘Setting Local Speed Limits’ also states that “there should be no expectation on the police to provide additional enforcement to ensure compliance with a new limit beyond their routine activity, unless this has been explicitly agreed.”
- 3.11 (a) Validated collision data has recently been received from Dorset Police for 2015. Data for 2016 is yet to be validated.
- (b) Due to IT issues experienced at Dorset Police there have been significant delays in releasing detailed collision data to the County Council. Whilst the IT issues have now been resolved there is a backlog of data to be validated.
- (c) Without these issues it would be reasonable to have expected receipt of detailed collision data up to and including April 2016.
- 3.12 (a) It is standard practice to analyse the latest available five years’ worth of collision data when identifying and investigating safety problems/concerns.
- (b) At Roeshot Hill, between January 2011 and December 2015, there were a total of five collisions (one fatal, two serious and two slight).
- (c) One collision is too many, however taking into account the strategic function of this section of ‘A’ road and the not insignificant levels of traffic flow the rate of collisions is relatively speaking, low.
- (d) From the available data and those noted by Ms Hill in the petition it would seem that there has been a recent increase. In such cases the first consideration is the condition of the existing measures and whether steps need to be taken to maintain/update what measures are already in place.
- (e) The details of the four collisions at Roeshot Hill show a variety of contributory factors and circumstances. There is an element of human error in all collisions. A summary of these collisions including a plot showing the location of each collision can be found at Appendix 3.
- 3.13 (a) At the 40mph section of Lyndhurst Road that the petition is asking to reduce to 30mph, there was a total of 14 collisions (one serious and 13 slight) – latest available five years (January 2011 to December 2015).
- (b) The 14 collisions are spread across this section of the A35, Lyndhurst Road with no one single trend/pattern emerging that would suggest a reduction in the speed limit would be warranted. The detail of the 14 collisions shows a wide variety of contributory factors and circumstances; human error was the main factor in all collisions.

- 3.14 Based on the available evidence, it is unlikely that a reduced speed limit at either Roeshot Hill or Lyndhurst Road would have prevented any of the collisions; human error was the overriding factor in each collision. Appendix 3 provides an overview of the circumstance of each collisions as well as a plot showing the location of each collision.
- 3.15 (a) Land adjacent to Roeshot Hill is subject to planning permission being granted for the building of up to 950 homes. The proposed development site is identified for a strategic housing allocation under Policy CN1 of Christchurch Borough Council’s Core Strategy (adopted April 2014).
- (b) Included within these development plans are extensive changes to the A35. The plans include the removal of the overtaking lane for northbound traffic on Roeshot Hill and a new roundabout located close to the current start of the overtaking lane. (c) The existing 40mph limit on Lyndhurst road would be extended to include Roeshot Hill as part of these works.
- (d) There are also plans for the installation of new pedestrian crossing points between the proposed new roundabout at Roeshot Hill and to the south on Lyndhurst Road.
- (e) All the above mentioned measures would act as traffic calming. All costs of these works would be met by the developer.
- (f) The development at Roeshot Hill and its supporting highway related works offers the best way to fundamentally change the way traffic uses Roeshot Hill. However, it is not clear when construction of the proposed housing development and supporting highway changes will commence.
- 3.16 (a) In summary, the current layout of the A35 at Roeshot Hill and the 40mph section at Lyndhurst Road do not lend themselves to a reduced speed limit and would go against the County Council’s speed limit policy; a copy of the speed limit policy document is at Appendix 5.
- (b) Reducing the speed limit to 40mph at Roeshot Hill would likely result in greater conflict between drivers as a 40mph limit would not likely be seen as reasonable. Instances of overtaking would likely increase as would tailgating. Reducing the limit to 40mph could result in greater concerns.
- (c) Reducing the existing 40mph speed limit on Lyndhurst Road to 30mph would likely have an adverse effect on the existing situation for similar reasons to Roeshot Hill. Rates of overtaking and tailgating would likely increase with many drivers feeling a 30mph limit is unreasonably low. Reducing the speed limit to 30mph on the A35, Lyndhurst Road could result in greater concerns.
- (d) The Department for Transport’s (DfT) Circular 01/2013 ‘Setting Local Speed Limits’ states that speed management measures should be considered before a reduction in speed limit.
- (e) This applies to both urban and rural roads. Measures can include advanced warning signs or lining that raise awareness to any hazards or to a change in situation such as a reduced speed limit.
- (f) Although there is no date set for when the housing development at Roeshot Hill and connected highways works will commence, it is these works that will

have the greatest and most sustainable impact on traffic speeds on these two sections of the A35 and would be completed at the cost of the developer.

- 3.17 Committee are minded to consider the petition and evidence in conjunction with the context before making a decision as to a way forward, examples of which are shown in paragraph 2.4.

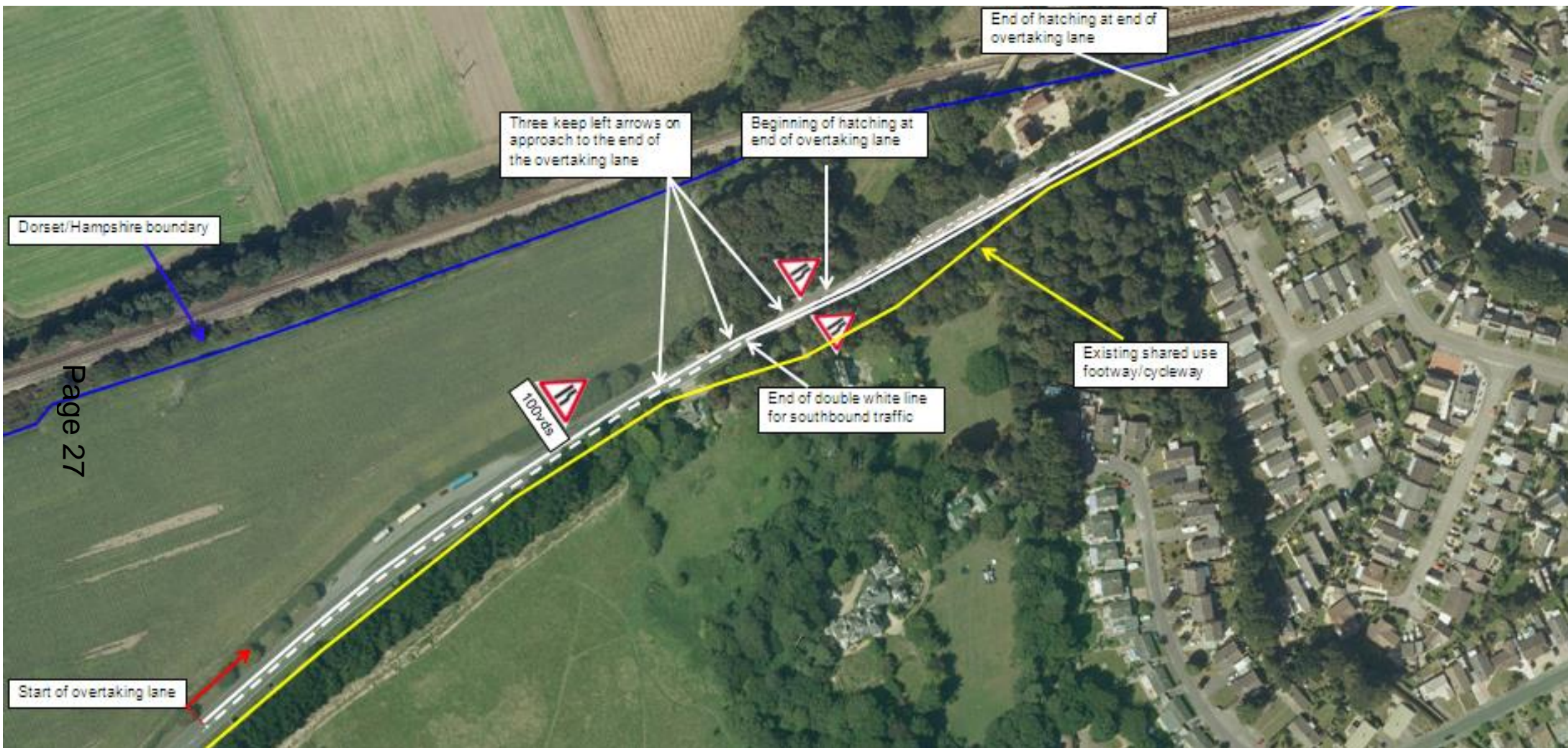
**Mike Harries**

**Director for Environment and Economy**

July 2016



Appendix 1 – Site detail – Roeshot Hill



Appendix 2 – Site detail – Lyndhurst Road



Procedure for Petitions – Petition entitled ‘Campaign 40’

**Appendix 3** – Collision data overview – latest available five years (January 2011 to December 2015)

Roeshot Hill:

Total of five road traffic collisions – one fatal (July 2011), two serious (July 2015 and November 2015) and two slight (February 2012 and September 2015)

For legal reasons details for each collision cannot be identified but a summary of all collisions can be provided:

- Cyclist injured when turning across path of vehicle travelling from behind
- Vehicle exiting side road turned across path of motorcycle on main road
- Northbound vehicle swerved to avoid another northbound vehicle into the path of southbound vehicle
- Vehicle exiting side road turned across path of motorcycle on main road
- Vehicle loses control whilst overtaking

**Appendix 3 continued** – Collision data overview – latest available five years (January 2011 to December 2015)

Plot showing location of collisions at Roeshot Hill:



	Her Majesty's Office (c) Crown Copyright Dorset County Council Licence No. LA100019790 2016		SCALE	1 : 5000
			DATE	06/07/2016
			DRAWING No.	
			DRAWN BY	

**Appenix 3 continued** - Collision data overview – latest available five years (January 2011 to December 2015)

Lyndhurst Road:

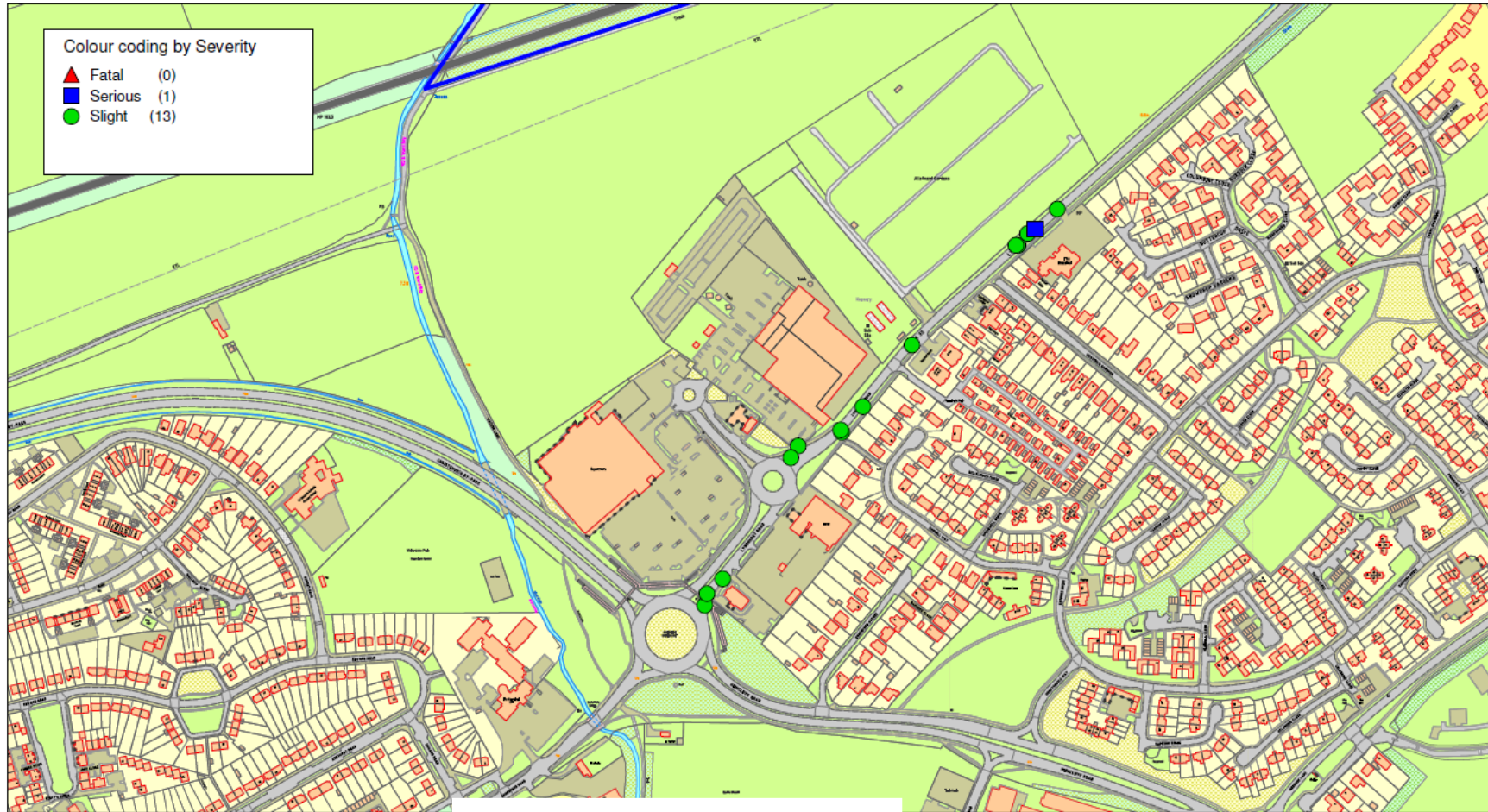
Total of 14 road traffic collisions – one serious (August 2015) and 13 slight (April, May and June 2011, November and December 2012, April, June, November and December 2013, January and May 2014 and June and September 2015).


For legal reasons details for each collision cannot be identified but a summary of all collisions can be provided:

- Mobility scooter crossed at pelican crossing when signal for road traffic was green
- Vehicle swerved into oncoming traffic for unknown reason
- Rear end shunt in queuing traffic
- Rear end shunt into vehicle waiting to turn right
- Rear end shunt due to sudden braking
- Rear end shunt in queuing traffic
- Rear end shunt in queuing traffic at roundabout
- Driver suffered medical episode at wheel
- Vehicle turned right across path of oncoming vehicle
- Rear end shunt in queuing traffic
- Rear end shunt into vehicle waiting to turn right
- Rear end shunt in queuing traffic at roundabout

**Appendix 3 continued** – Collision data overview – latest available five years (January 2011 to December 2015)

Plot showing location of collisions at Lyndhurst Road:



 <b>Dorset County Council</b>	A35, Christchurch Lyndhurst Road and Roeshott Hill	Crown Copyright Crown copyright. All rights reserved Dorset County Council Licence No. LA100019790 2016	SCALE	1 : 5000
			DATE	06/07/2016
			DRAWING No.	
			DRAWN BY	

**‘Campaign 40’**

**Report & Petition**

**For**

**The Committee Of**

**Traffic Regulation Task And**

**Finish Group**

Meeting On The 23<sup>rd</sup> February 2016

**The Speed On Lyndhurst Road To Be**

**Reduced**

**From 40 mph – 30 mph**

**&**

**The Speed On Roeshot Hill To Be Reduced**

**From 60mph – 40mph**





## **Dear members,**

My name is Wendy Hill, I started this campaign November 2015 because of the first three accidents that happened last year, the residents and manager from The Toby Carvery felt something had to be done about the speed and how people drive along this stretch of the A35. Local businesses and residents have had a petition board with their support we have collected signatures from the public who feel the same way that something needs to be on about Lyndhurst road & Roeshot Hill.

The number of accidents since June 2015 were:-

- 1 15<sup>th</sup> June which myself and my sister had to be cut free from our vehicle by fire fighters the emergencies services all attended
- 2 8<sup>th</sup> July a lady was involved in a head on collision which the air ambulance was needed because of her serious injuries
- 3 August when a collision happened just outside the toby carvery in which six people were hurt and the air ambulance was needed for one of the children involved
- 4 September was a member of staff from toby carvery going to work at 6.30 am started to turn in to the car park and was hit by a car into their big sign and was taken to hospital
- 5 December when a young man was knocked of his bicycle by a van early morning and the air ambulance was needed because of his serious injuries.
- 6 One night, a driver went into the sign at the Toby Carvery as a result of speeding.

The A35 is a very busy road which sees all types of vehicles using it ranging from cars, vans, tractors, motor bikes, coaches and very large sand and ballast lorries and vehicles carrying skips.

We have seen a temporary increased usage of this road recently because of road works on the Spur Road. Many heavy goods vehicles are using this route and an increased volume of general traffic.

Not all but many motorists travelling downward of Roeshot Hill are travelling at such high speeds, already exceeding the current speed limit, that when they approach Lyndhurst Road they just can not slow down in time.

We are currently awaiting an updated report of accident statistics from Dorset Police Freedom of Information Office. The statistics we currently have are only up to 11<sup>th</sup> May 2015.

These accidents have an enormous impact on local residents and businesses on Lyndhurst Road. Please see the attached letter from one of those businesses - Toby Carvery - and the impact it has on them.



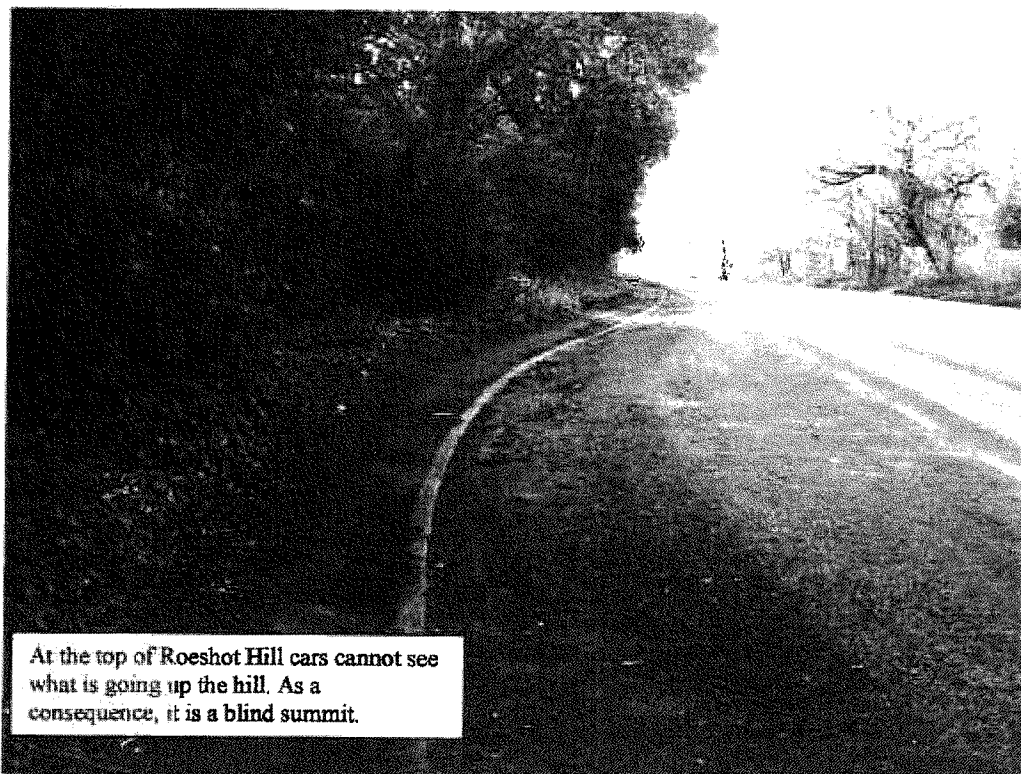
- **Lyndhurst Lodge** was developed on the site of a private dwelling. We believe this property to have been a Bed & Breakfast previously but now has many separate permanent dwellings housing local residents.
- **Roeshot Mews**, which used to be a petrol station, has now been developed into more permanent dwellings.

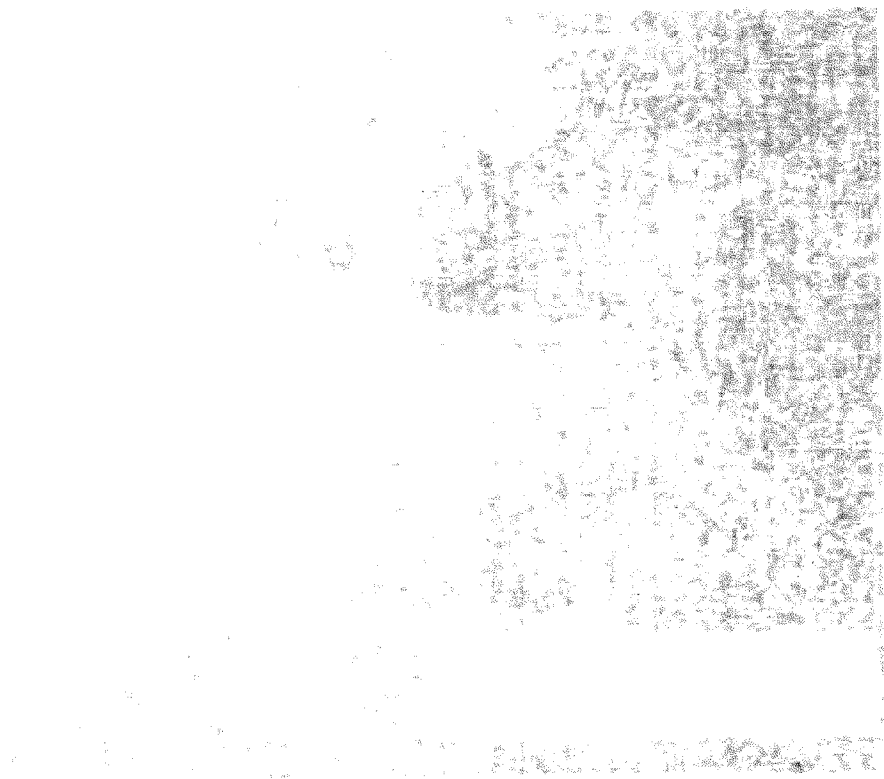
Rather than being a semi-rural business area with a speed limit of 40mph we have to now focus on the fact that many families are now living on this road which is quite simply not safe for domestic use. Hence the structure and purpose of this road has changed significantly over the years to an urban road.

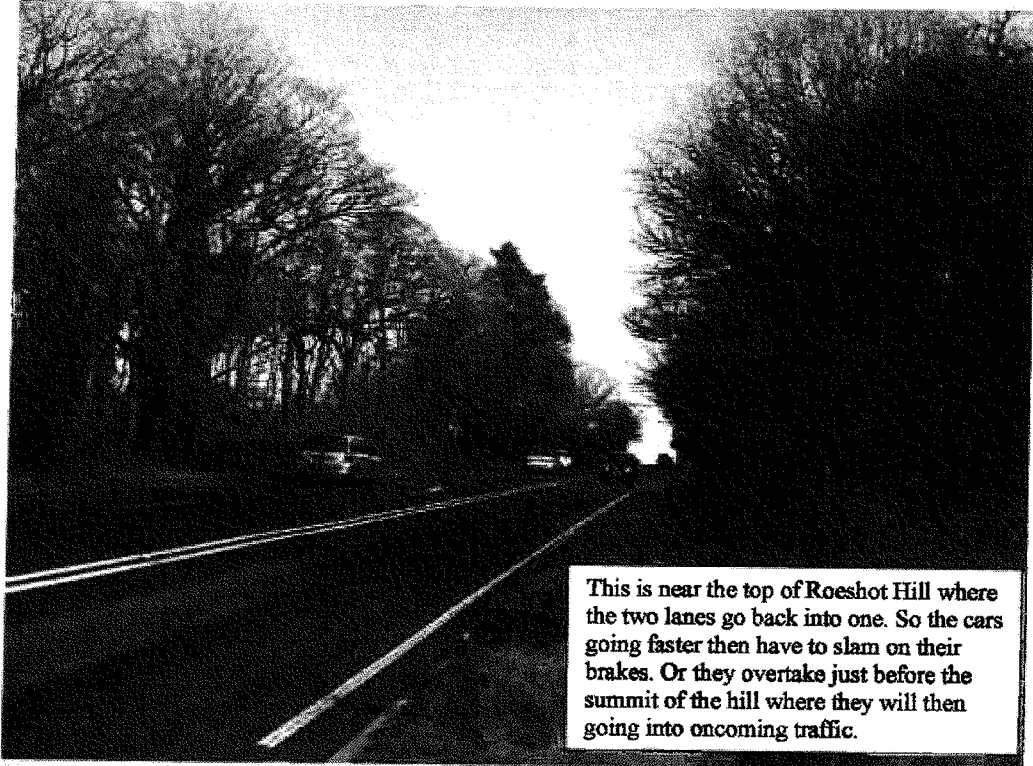
We are told by members of the Allotment Association that, whilst tending to their allotments, on Lyndhurst Road, that on leaving instead of turning right onto Lyndhurst Road, they are instead, turning left and using the car park of the Toby Carvery to turn around because it is “much safer”.

We have made contact with Andrew Morton at Community Speed Watch who suggested we contact Dorset Road Safe which we have done. They have offered to place a ‘mobile enforcement vehicle’ if they could “find a safe place to park”. We do not know whether they have done so but we have asked them if they could put in place a average speed camera or a flashing ‘SLOW DOWN’ sign when vehicles are going too fast. As yet they have not responded to this request.

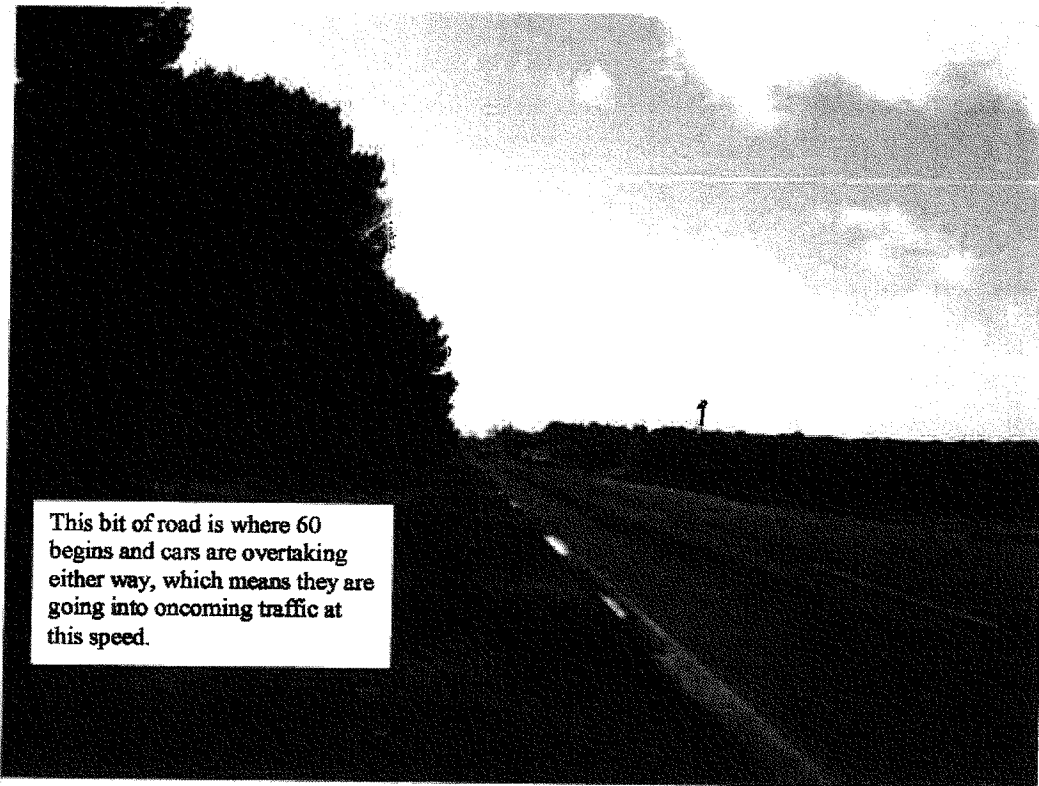
We have spoken with the ‘Planning and Policies’ department of Christchurch Council regarding a proposed new development of dwellings on Lyndhurst Road. We were told that between 950 - 1,000 dwellings are planned. They also pointed out that during the development of these that “a change to the roads will be inevitable but the completion of these dwellings would take around ten years”.





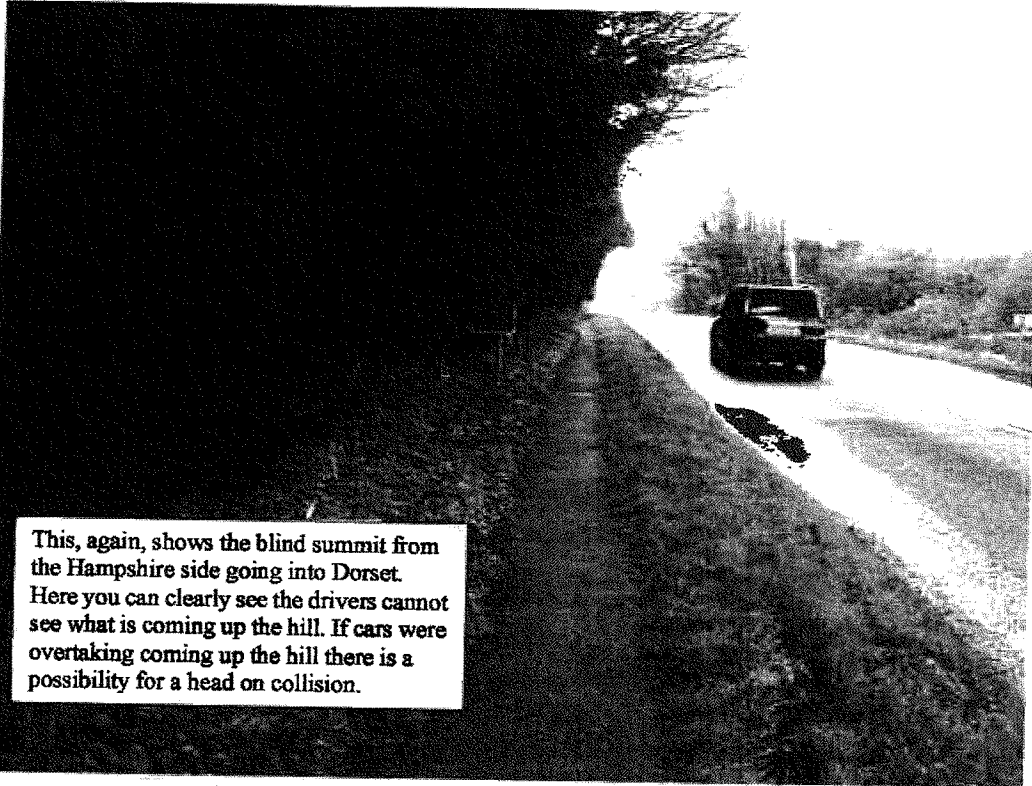


This is near the top of Roeshot Hill where the two lanes go back into one. So the cars going faster then have to slam on their brakes. Or they overtake just before the summit of the hill where they will then going into oncoming traffic.

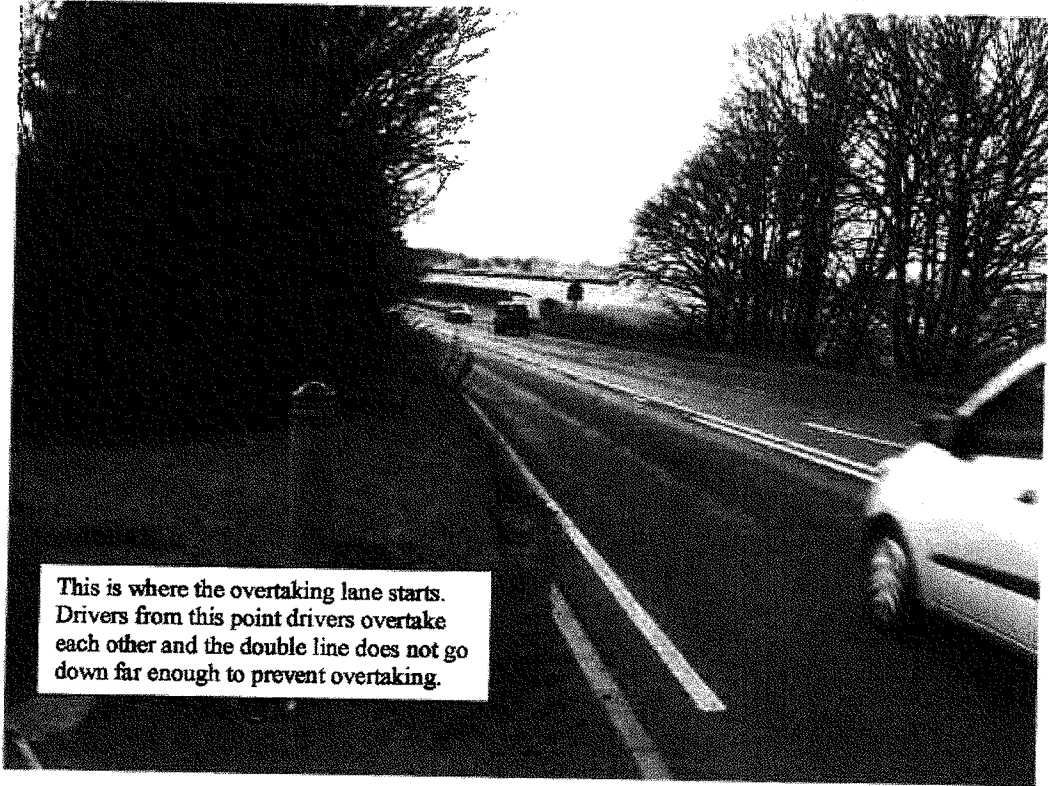


This bit of road is where 60 begins and cars are overtaking either way, which means they are going into oncoming traffic at this speed.

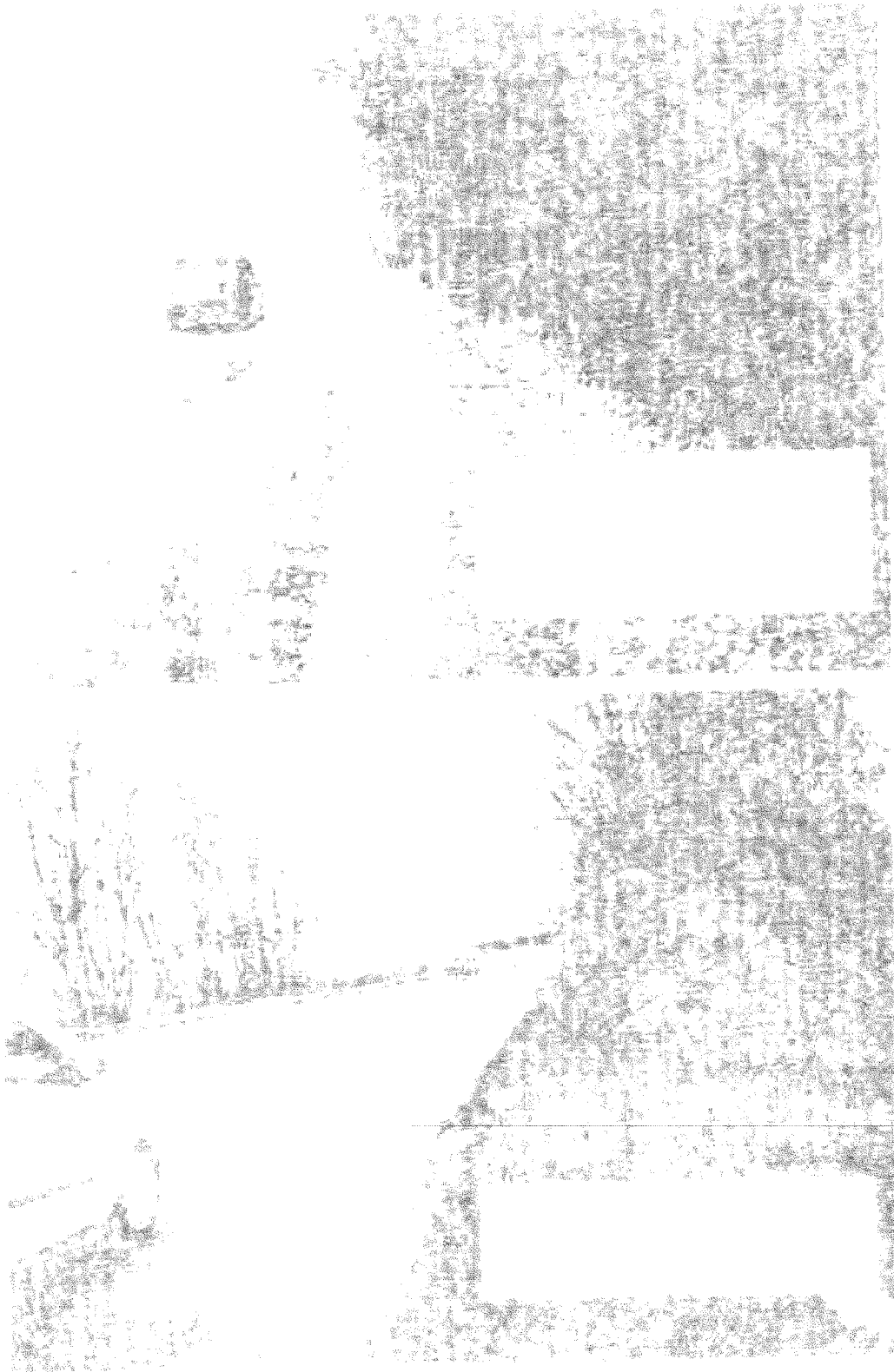




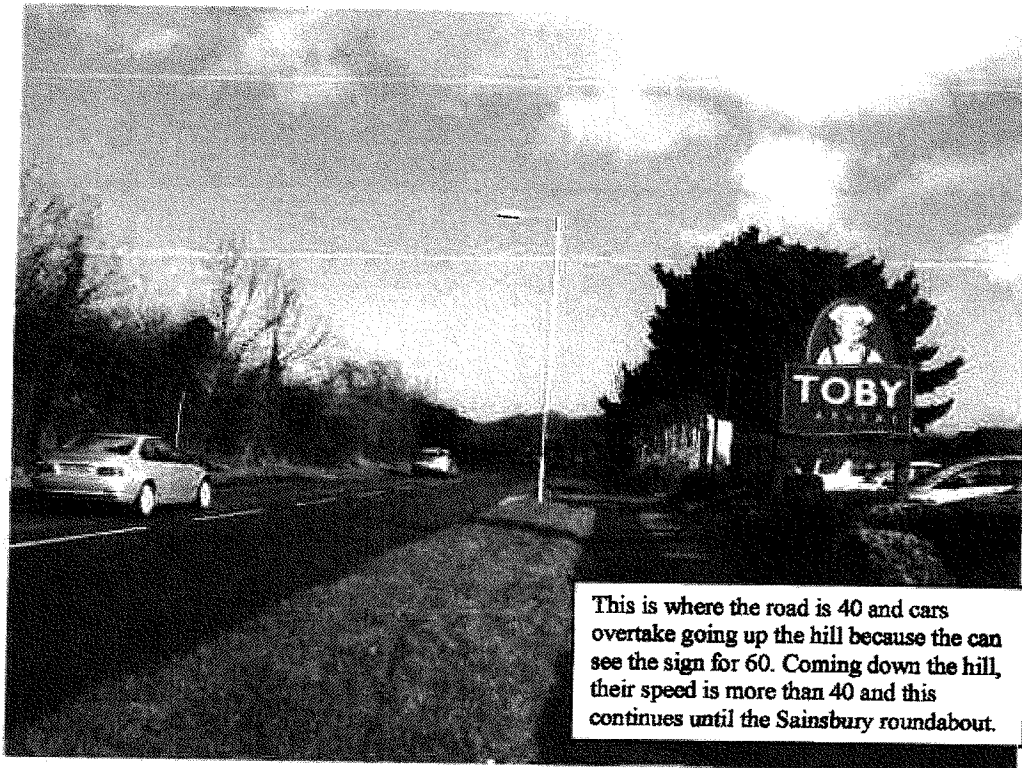
**This, again, shows the blind summit from the Hampshire side going into Dorset. Here you can clearly see the drivers cannot see what is coming up the hill. If cars were overtaking coming up the hill there is a possibility for a head on collision.**



**This is where the overtaking lane starts. Drivers from this point drivers overtake each other and the double line does not go down far enough to prevent overtaking.**







**We at 'Campaign 40' believe:-  
Why should residents and businesses on Lyndhurst Road and  
Roeshot Hill have to wait for a new development (with a 10 year  
building schedule) in order to make a dangerous road SAFE?**





**HOME OF THE ROAST**

Toby Carvery Hinton

Lyndhurst Road

Christchurch

BH23 4SD

9/2/16

To:

**Christchurch Council**

**Traffic Regulation Task and Finish Group**

I am writing to you with great concern over the current road safety between Stewarts Garden Centre and the Cat and Fiddle Harvester on Lyndhurst Road.

In 2015 the road had to be closed several times due to major accidents as a result of speeding. There is no form of traffic regulation in this part of the road. As a result some motorists use this as an opportunity to test the capability of their vehicles and reach speeds of up to 100mph.

There is also an issue where motorists overtake cars that are attempting to make a right turn into the Toby Carvery car park. My Kitchen Manager was involved in an accident like this where the driver overtook him (as my employee was turning right into the car park with his indicator on) at a great speed, clipped his front right side and ramped his car into the bushes. Thankfully no-one was hurt but I see motorists doing this regularly and there have been a number of near misses.

I have also had someone crash into my Toby Carvery sign in the middle of the night as a result of speeding, thankfully they were also relatively uninjured.

I fully support the campaign to get the speed limit changed to 30mph and I would strongly recommend that a speed camera gets put up along this stretch. It would also benefit from a greater traffic police presence with their mobile speed camera units.

A lot of peoples lives have changed now as a result of the accidents they have been involved in on this stretch of the road. I hope that you can see from the signatures that this has the full support of the community behind it and we implore you to do something about it.

Yours faithfully

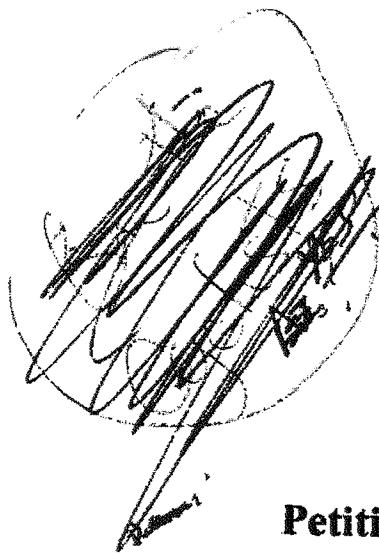
Jan Truter

General Manager

Toby Carvery Hinton

Toby is a trading name of Mitchells & Butlers Retail Ltd., Registered in England number 24542, VAT number 232 1538 95.  
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~~AREA~~  
~~WINDMILL~~  
~~WINDMILL~~  
~~WINDMILL~~

Feel Free to  
Sign

Siberu  
8395.

Slow  
down

### Petition to reduce speed limits on our local roads

Dear Sir/Madam,

During the 15<sup>th</sup> June 2015 I was involved in a very serious road traffic accident whilst travelling along Lyndhurst Road which caused many injuries to both my sister and I in my vehicle.

a SOMERSET ROAD

It is because of my accident, and that of others, that I made contact with and gained the full support of Councilor - Mrs Pat (Trish) Jamieson who is backing the campaign to:

Reduce the speed limit on ~~Lyndhurst~~ Road from 40 miles per hour - 30 miles per hour.

+ REDUCE A35 TO  
50 MPH - few to  
many accidents.

Reduce the speed limit on Roeshot Hill from 60 miles per hour to between 40/50 miles per hour.

S. R

STOP TWO LANES

Agree!!  
Totally!!  
Yeah

FILTERING INTO ONE

HEAR! HEAR!

LONG OVERDUE

Two lanes only!

J M Dale

DEFINITELY  
ONLY 2 LANES  
TO SAVE LIVES!

H N. S. v. d. Petition on  
Taste

M A. C. v. d.

S. M. Sticks

too many  
people

Jamieson

L. V. B. M. G. L.

An Honey  
Dale

AD



## **SPEED LIMIT POLICY DOCUMENT**

This policy document has been prepared to reflect the DfT's guidance which seeks a common national approach to setting limits. Local Authorities have been tasked with reassessing all "A" and "B" roads by 2011 to ensure they meet the guidance.

Priority will be in areas where there are collisions and widespread disregard for artificially low speed limits. Speed limits should be evidence led, self explaining and encourage self-compliance. Indeed, if a speed limit is set in isolation, or is unrealistically low, it is likely to be ineffective and lead to disrespect for the speed limit. Alternative speed management options should always be considered before a new speed limit is introduced.

### **URBAN SPEED MANAGEMENT**

#### **30mph - Street lit areas in towns**

- 30mph are considered the norm in street lit areas (where there are 3 or more lighting columns not more than 183m apart).
- These areas will demonstrate a high degree of frontage development with pedestrian activity, driveways, junctions, traffic signals and crossings. Generally residential areas and town centres.
- Terminal signs will be positioned as close as practicable to the start of visual development. Where forward visibility is restricted, signs may be extended outwards to meet standard forward visibility requirements.
- Apart from the terminal 30mph signs NO other repeater 30mph signs or road markings are permitted.

#### **40mph**

- Generally higher quality suburban roads away from town centres with less frontage development but with side roads, some bends and traffic signals/crossings.
- Repeater signs are required.

#### **50mph**

- In exceptional circumstances where the road environment permits such as ring or radial routes.
- Repeater signs are required.

## **20mph Speed Limits**

- 20mph limits should not be implemented on roads with a strategic function or on a main road. The advice from the Police is that the limits must be self enforcing.
- The speed of traffic should be naturally at or around 20mph and have mean speeds no greater than 24mph. Where vehicle speeds are substantially higher than this then traffic calming will be required.
- Repeater signs are required.

## **20mph Zones**

- 20mph Zones have similar criteria to 20mph limits but repeater signs are not required. The purpose of a 20mph Zones is to create conditions in which drivers naturally drive at 20mph, this usually means substantial traffic calming would be required.
- 20mph Zones usually have entrance or “gateway” features to mark the start of the zone.

## **RURAL SPEED MANAGEMENT**

### **Village 30mph Speed Limit**

Where appropriate 30mph is considered the norm in villages.

- The DfT defines a village relating to simple criteria based on the density of frontage development and distance:

The density of frontage development should 20 or more houses with extra allowance for key buildings such as schools and churches, with a minimum of 3 houses per 100m section within the proposed 30mph limit.

A preferred minimum length of 600m to avoid too many changes of speed limit along a route.

- 30mph limits are not permitted on country lanes or for covering potential hazards such as bends or “T” junctions outside villages and towns.
- Terminal signs will be positioned as close as practicable to the start of visual development. Where forward visibility is restricted, signs may be extended outwards to meet standard forward visibility requirements.
- Carriageway roundels (a painted “30” marking on the road) can be used in conjunction with “entrance” signs. Repeater roundels will only be considered in exceptional circumstances where signs are obscured and must be accompanied with a sign.

30mph village speed limits are appropriate where the mean speed of vehicles is not greater than 34mph. Where speeds are higher, or if the village criteria are not met, a reduction to



40mph may be more appropriate particularly on the approach to villages where properties may be situated beyond the main core of the village.

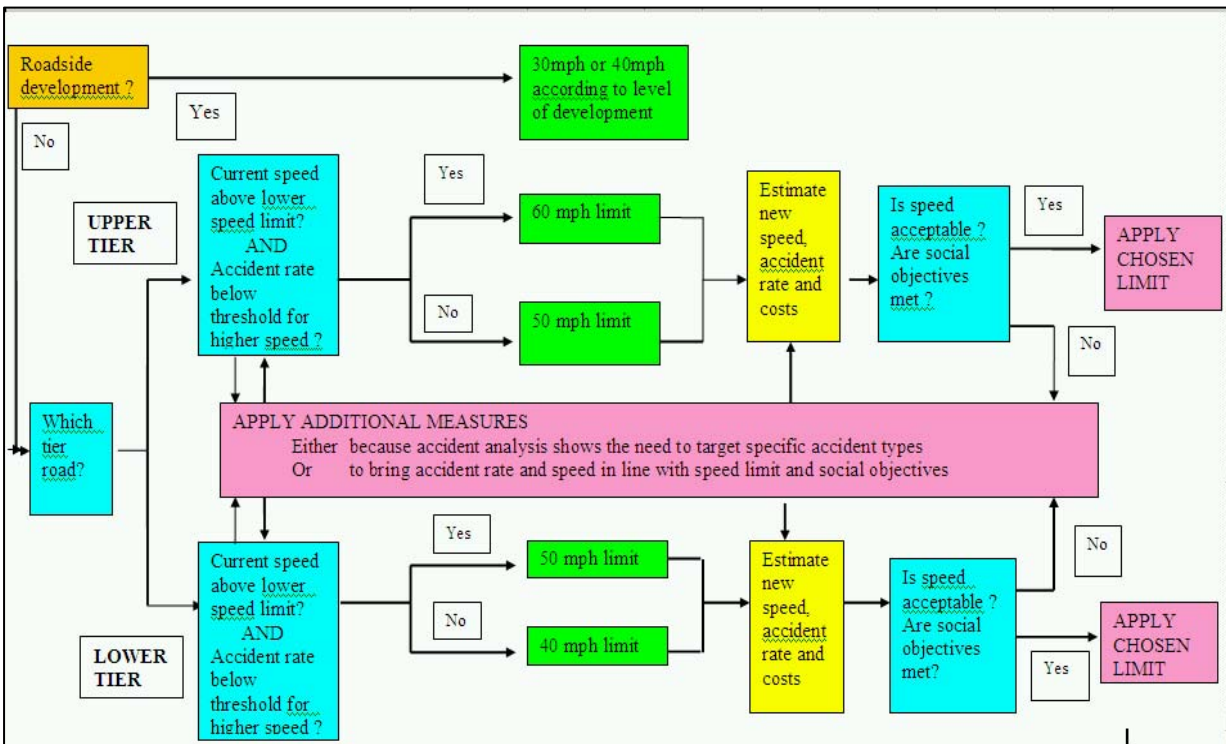
BUT these should be limited in use and consideration should first be given to speed reduction measures such as warning signs or carriageway narrowing with lines. Roads where 40mph from the national speed limit may be appropriate should have some frontage development with driveways or have other key building such as schools or churches. Sporadic development or isolated groups of houses should only be considered if the criteria are met.

### 40, 50 or 60mph?

The national speed limit on the rural road network is 60mph on single carriageway roads and 70mph on dual carriageways. Rural single carriageway roads are split into two categories in relation to their function:

- **Upper tier roads** – Roads catering for primary through traffic typically, but not necessarily, “A” and “B” class roads. Here the speed limit can be 60 or 50mph
- **Lower tier roads** – Roads with a local access function where quality of life issues are important typically C and Unclassified roads. Here the speed limit can be 50 or 40mph.

The DfT guidance on setting these limits now encourages the use of a flow chart, see Diagram 1, and computer based spreadsheet which was developed with the Transport Research Laboratory.



This method has been tested by officers and is felt to provide a common sense approach to setting speed limits in a transparent manner. Speed limits in themselves are only one element of speed management and the aim should be to achieve a “safe” distribution of

speeds which reflects the function of the road and the impacts on the local community. Speed limits should not be seen in isolation and should be considered with other measures such as engineering and low cost improvements.

**December 2007**

# County Council

## Dorset County Council



Date of Meeting	21 July 2016
Officer	Debbie Ward, Chief Executive
<b>Subject of Report</b>	Exploring Options for the Future of Local Government in Bournemouth, Dorset and Poole
Executive Summary	<p>At its last meeting on 21 April the County Council reflected on the measures that Councillors will consider important in reaching an informed decision about potential local government reform in Dorset. Councillors also agreed the governance and decision-making arrangements – the <i>Shaping Dorset's Future</i> Programme - that would allow these views to be developed and shared.</p> <p>The <i>Shaping Dorset's Future</i> Programme has progressed quickly, providing a strong, member-led mechanism for County Councillors to explore the future of local government in Dorset. It has also developed links with the eight principal councils in Dorset, and its work is integrated at a pan-Dorset level at the Dorset Leaders and Chief Executives Group.</p> <p>The desired outcomes of this meeting are to:</p> <ol style="list-style-type: none"> <li>i. Reflect on the progress of Shaping Dorset's Future and how it can strengthen integration with the six District and Borough councils</li> <li>ii. Note progress on work to strengthen links with Parish and Town Councils</li> <li>iii. Note the developments with the pan-Dorset work on local government reform</li> <li>iv. Note the potential impacts on the County Council's 2017 elections, and possible outcomes</li> </ol> <p>This report is intended to inform the on-going discussion among Councillors before the County Council and other principal authorities receive a final report and recommendations.</p>

<p>Impact Assessment:</p> <p><i>Please refer to the <a href="#">protocol</a> for writing reports.</i></p>	<p><b>Equalities Impact Assessment:</b> As options for reform are developed, the impact of specific proposals on equality groups will be considered.</p> <p><b>Use of Evidence:</b> This report has been written in light of advice from DCLG officials, discussions with neighbouring councils and subject experts.</p> <p><b>Budget:</b> The pan-Dorset public consultation and development of the business case are being funded from a Transformation Challenge Award grant received by all nine principal councils from Government.</p> <p>Within the County Council, Cabinet have agreed an allocation of £500,000 to be drawn down as needed. These allocations are being managed through the Programme Office in the Chief Executives Department and expenditure is reported to the Shaping Dorset's Future Board.</p> <p><b>Risk Assessment:</b> Having considered the risks associated with this decision using the County Council's approved risk management methodology, the level of risk has been identified as:</p> <p>Current Risk: HIGH</p> <p>Residual Risk HIGH</p> <p><b>Other Implications:</b> 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"> <li>1. Note the progress of the Shaping Dorset's Future Programme, particularly the invitation made to the six District and Borough councils to become involved</li> <li>2. Authorise the Chief Executive, in consultation with the Leader and Shaping Dorset's Future Board, to amend the Terms of Reference for the Shaping Dorset's Future Board to reflect the involvement of the District and Borough Councils involved.</li> <li>3. Note progress on working with Town and Parish Councils under the 'Working Together' Programme.</li> <li>4. Note plans to develop a case for change for local government reform, and undertake a large scale public consultation, in partnership with the eight principal authorities in Dorset.</li> <li>5. Confirm the Chief Executive authority in consultation with the Leader, Monitoring Officer and Shaping Dorset's Future</li> </ol>

	<p>Board to confirm contents and scope of the public consultation</p> <p>6. Note the issues relating to the 2017 County Council elections and potential outcomes</p> <p>7. Request a further report, following the planned public consultations, the development of the case for change, and implications for the 2017 County Council elections.</p>
Reason for Recommendation	To ensure local government services are sustainable and residents, businesses and communities are supported by the most effective local government arrangements
Appendices	<p>Appendix 1: Pan Dorset Milestones Showing Key Activities and Milestones</p> <p>Appendix 2:</p>
Background Papers	<ul style="list-style-type: none"> <li>• Exploring Options for the Future of Local Government in Bournemouth, Dorset and Poole – Item 3, County Council, 10 March 2016</li> <li>• Exploring Options for the Future of Local Government in Bournemouth, Dorset and Poole – Item 10, County Council, 21 April 2016</li> </ul>
Officer Contact	<p>Name: Becky Forrester</p> <p>Tel: 01305 224821</p> <p>Email: <a href="mailto:r.forrester@dorsetcc.gov.uk">r.forrester@dorsetcc.gov.uk</a></p>

## 1. Shaping Dorset's Future: Progress To-Date

1.1 The *Shaping Dorset's Future* Programme was agreed by County Council at its last meeting on 21 April. Since then the programme has developed quickly, providing a forum for members to explore the major strategic issues facing the county, and give voice to those views both within the council and beyond.

1.2 As reported on 10 March and 21 April, the Government has requested a single, pan-Dorset proposal, and asked the nine principal authorities to work together to submit one agreed 'case for change' in January 2017. Since its inception in April the *Shaping Dorset's Future* Programme has been developing links with work being done on a pan-Dorset basis, under the scope of the Dorset Leaders Group, and members have expressed a desire to work more closely with the six district and borough councils to support this partnership work.

1.3 On 29 June, the Chief Executive wrote to the Leaders and Chief Executives of the six district and borough councils to invite Councillors to join the *Shaping Dorset's Future* Programme. At the time of writing the nature of this involvement is still to be discussed. To allow the council to move quickly once agreement is reached, Councillors are asked to authorise the Chief Executive, in consultation with the Leader and *Shaping Dorset's Future* Board, to amend the Terms of Reference for the *Shaping Dorset's Future* Board

to reflect the involvement of the District and Borough Councils/other councils as necessary.

1.4 Amongst other things, the Shaping Dorset's Future Programme has:

- Conducted a number of member seminars that have provided a forum for the views of all members to be heard.
- Hosted a member seminar that enabled members to receive information from Wiltshire on their arrangements for Local Area Boards.

## **2. Working with Town and Parish Councils**

2.1 In addition to working more closely with the six district and borough councils, Councillors have expressed a desire to work more closely with Dorset's Town and Parish Councils.

2.2 In December 2015 the Cabinet agreed a protocol that was co-designed with Dorset Association of Parish and Town Councils (DAPTC) to enable the County Council to work more effectively with Parish and Town Councils.

2.3 At the County Council meetings on 10 March and 21 April, the importance of strengthening Parish and Town Councils as part of any local government reform was a recurrent theme.

2.4 Working Together is underpinned by an action plan managed from the Chief Executives Department. Recent work with Parishes and Towns includes:

- Proposed arrangements for Living and Learning Centres
- A new relationship with DCC Highways department
- A Rights of Way partnership
- Future engagement on the consultation for local government reorganisation

2.5 However, it is recognised that engagement with Town and Parish Councils still varies across the council's services. There is still work to be done to embed the Working Together principles, and realise more recent ambitions for Town and Parish Councils under reformed local government arrangements. This work is developing in a number of ways, including:

- Research into arrangements for Local Area Boards, building on the member seminar mentioned at 1.4 above
- A review of the technical requirements of creating new Town Councils (being undertaken by the pan-Dorset Programme)
- The inclusion of new Town Councils in Christchurch and Weymouth being modelled as part of the financial analysis around local government reorganisation (though it should be noted that this is not an agreement to create any new Town Councils, only an agreement to model the financial implications).

2.6 Government guidance from 2015 states that 'the current process for triggering a review to create a town and parish council is initiated by either the local authority choosing to carry out a review, or by local campaigners petitioning the local authority. Once a review has been triggered, the local authority must set the terms of reference, including deciding what geographical area it should cover. The review then needs to be completed within 12 months' [excluding the time taken by the local authority to complete preparatory work or agree terms of reference].

### 3. Pan-Dorset Partnership Update:

3.1 Work at a pan-Dorset level has focussed on three projects:

- A financial analysis of options (being undertaken by Local Partnerships)
- A public consultation (being run by Opinion Research Services)
- The development of a 'case for change'/business case looking at non-financial issues (a contract currently out to tender)

#### The Financial Analysis

3.2 Councillors are aware that the nine principal councils have jointly commissioned Local Partnerships, with support of the Local Government Association, to undertake a financial analysis of the options for local government reform.

3.3 On 24 May 2016 the Dorset Leaders considered a draft report from Local Partnerships on the financial assessment of options. The Leaders asked for some further work including an assessment of two other options those being:

- A 'shire' Dorset Unitary and a Bournemouth and Poole Unitary
- A shire Dorset Unitary, and a Bournemouth, Poole & Christchurch unitary

3.4 Local Partnerships presented their findings to the Dorset Leaders and Chief Executives on 7 July. A full report from Local Partnerships will be available in due course. The main findings are as follows:

- i) *There is the potential to save annually between £30 and 37.4 million by the creation of one Unitary Council and £25 and £31 million by the creation of two unitary councils. The ranges of quoted savings represent those that may be available once the new councils are established and operating at "business as usual", following the implementation of organisational restructures, property rationalisations and the implementation of authority wide IT systems.*
- ii) *The transitional costs for the formation of one unitary will be in the range of £21M to £26M. The transitional costs associated with the formation of two unitaries will be slightly less at between £20M and £25M.*
- iii) *Even if these costs were to increase substantially the transitional costs would still be recovered from savings over approximately one year.*
- iv) *Local Partnerships' projections, based on councils' medium term financial plans show that councils will need to save £52M from their current budgets prior to the formation of unitaries on 1 April 2019. By 2024/25, Local Partnerships have projected the cumulative budget gap over 6 years for all councils to total £112M, which will require savings of £60M over the 6 years. Their projections suggest that the required savings will peak in 2021/22 when £16M needs to be taken out of budgets, £8M of which is associated with an assumed end to the New Homes Bonus regime. After 2021/22 the cumulative budget gaps start to reduce and by the end of the period in 2024/25 the upper tier councils are projected to achieve surpluses, provided the achieved savings in previous years are recurrent.*
- v) *The formation of the unitaries, once they are established will generate savings of approximately £30M per annum compared to the budget gap of £60M over 6 years.*
- vi) *Local Partnerships have estimated the cost of County Council services in Christchurch and East Dorset to be approximately £25M and £42M respectively. They accept that further analysis will be required on both the transfer of expenditure and the loss of*

*resources to the County Council if Christchurch and East Dorset were to join a south east Dorset unitary.*

3.5 The main conclusions of the assessment are that:

- There is a sound financial case for reorganising local government in Dorset to two unitary councils – the costs of change can be offset by savings in about a year.
- Council Tax harmonisation within any new unitary councils can be resolved over a number of years for all of the options being considered

3.6 Advice has been received from the Department of Communities and Local Government (DCLG) about Council Tax harmonisation. DCLG has acknowledged the issue and offered advice on how best to plan for this. DCLG have made it clear that the government will not permit rises in Council Tax above the national threshold (currently 3.99% for upper tier authorities). Harmonisation can take place over a number of years and this is a matter for further consideration as the longer the time required for harmonisation, the larger the amount of council tax income foregone.

### Public Consultations

3.7 The public consultation will be carried out as a single and common process across Poole, Bournemouth and Dorset. Following a competitive tender process Dorset Councils have appointed an independent research company, Opinion Research Services (ORS) to manage the consultation on their behalf.

3.8 ORS are being advised by a pan-Dorset officer Consultation Group, made up of representatives from all nine councils. A Councillor Working Group is about to be established. The final detail of the consultation and engagement activity is being finalised in discussion with ORS. Residents and stakeholders will be invited to take part in the consultation. This work will include a mixture of quantitative (questionnaire) and qualitative (e.g. focus groups, workshops) exercises.

3.9 The County Council's 'Ask Dorset' roadshow model will be adopted as a model for the locality engagement (branded with all the council's logos) and the councils will work together to run them.

### The 'Case for Change'

3.10 The impact of changing the structure of local government in Dorset would have a number of significant consequences. Consequently the Dorset Leaders have agreed to commission work on the case of change in respect of each of the options being consulted on. This work will develop in more detail costs and benefits of each option. This will form part of the information that Members will use to consider which of the possible unitary options would be in the best interests of residents and businesses.

3.11 The key elements of this work will be to examine these issues for each option:

- Ability to improve the quality of life of residents and to realise the economic potential of each area
- Effectiveness and efficiency of leadership and governance
- Sustainability of services for the public
- Alignment with the functional geography of each area - the way people live their lives and businesses do their business
- Value for money and savings



- 3.12 This elements reflect broadly the key questions that the Secretary of State and the Treasury will wish to be answered if and when proposals are submitted to government for consideration. These questions are known as the “statutory tests”.
- 3.13 All nine councils are working together, using a competitive procurement process which the County Council will lead, to appoint an independent company to research and develop the case for each option. This work will run in parallel with the public consultations and the outcome will be reported to the Council.

#### **4. The 2017 County Council Elections**

- 4.1 Councillors are aware that the County Council has elections planned in May 2017. The cost of running County Council elections is c. £800,000. The timetable for local government reorganisation outlined by Government puts new elections, for any new councils, in May 2018. This raises the question of whether holding elections in May 2017 would meet the best value duty.
- 4.2 In order for the council to defer the 2017 elections, a submission would need to be made to the Government by 30 November. This is before the County Council will be asked to make a decision on local government reform.
- 4.3 Councillors are asked to note that a decision on whether to make this application would have to be made at full council on 10 November.
- 4.4 It is not feasible to provide the evidence for members to consider for LGR by 10 November 2016. Any decision to make a submission regarding the County Council elections would need to evidence why. Having a firm LGR proposal agreed with all partners would be necessary to make its case.
- 4.5 On reviewing the timetables it would not be practical to ask County Council to make the decision to make a submission for deferral by 10 November unless the LGR decisions across Dorset had been made.

#### **5. Risks and Issues**

- 5.1 Key risks and issues include:
- National political commitment diminishes as a result of the EU referendum
  - Parliamentary time diminishes as a result of new policies/legislation
  - Councils cannot reach agreement on the shape of any new authorities in the time available
  - Key elements of the case for change cannot be completed within the time available
  - The work detracts from the County Council’s current savings requirements

Debbie Ward  
Chief Executive  
July 2016

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### Cabinet

Minutes of a meeting held at County Hall, Colliton Park,  
Dorchester, Dorset, DT1 1XJ on Wednesday, 4 May 2016.

**Present:**

Robert Gould (Chairman)  
Robin Cook, Deborah Croney, Jill Haynes and Rebecca Knox.

Members Attending:

Paul Kimber, County Councillor for Portland Tophill  
Daryl Turner, County Councillor for Marshwood Vale

Officers Attending:

Debbie Ward (Chief Executive), 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), Sara Tough (Director for Children's Services) and Lee Gallagher (Democratic Services 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, 10 May 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, 25 May 2016.**)

**Apologies for Absence**

75 Apologies for absence were received from Peter Finney, Colin Jamieson and Nicky Cleave (Assistant Director of Public Health).

The Leader of the Council took the opportunity to welcome Cllr Deborah Croney to her first Cabinet meeting as the Cabinet Member for Learning and Skills.

**Code of Conduct**

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

**Minutes**

77 The minutes of the meeting held on 13 April 2016 were confirmed and signed.

**Matter Arising**

Minute 70 - Schools Library Service

A question was asked in relation to the future of school libraries and communications with the general public. It was confirmed that there had been communications and extensive consultation with the public in relation to school libraries which was the main reason for deferring the original consideration of the issue before the decision was made at the last meeting.

**Public Participation**

78 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**

79 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 efforts were being made to include more detail in the Forward Plan and a suggestion was made to add an additional column to the plan to identify the lead officer for each item.

#### Resolved

1. That the draft Forward plan be noted.
2. That an additional column be added to the Forward Plan to identify the lead officer for each item.

#### **Panels and Boards**

80 The Cabinet received the minutes of the meeting of the Budget Strategy Task and Finish Group held on 20 April 2016. The Leader of the Council explained that the first meeting was used to set the scene in relation to budget planning assumptions, future savings, growth and targets leading towards budget decisions to be made later in the year. The Group would also be used as a forum to consider additional savings suggested by members and feedback accordingly. Further detail would be considered at the next meeting on 17 May 2016.

#### Noted

#### **Questions from County Councillors**

81 No questions were received from County Councillors.

#### **Exempt Business**

#### 82 Resolved

That in accordance with Section 100 A (4) of the Local Government Act 1972 public be excluded from the meeting in relation to the business specified in minute 83 as 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 and 5 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighed the public interest in disclosing the information to the public.

#### **Queen Elizabeth's School, Wimborne - Position Statement**

83 The Cabinet considered a joint exempt report by the Cabinet Member for Organisational Development and Transformation and the Cabinet Member for Environment, Infrastructure and Highways in relation to the project to replace the Queen Elizabeth's School in Wimborne.

Members were provided a detailed update in relation to the project following previous consideration at the Cabinet meeting held on 13 April 2016.

#### Resolved

That the recommendation be approved, as detailed within the exempt version of this minute.

#### Reason for Decision

Approval of the recommendation would enable action to be taken, as detailed within the exempt report.

**Dr Catherine Driscoll - Director for Adult and Community Services**

At the end of the meeting the Cabinet took the opportunity to thank Catherine Driscoll for all of her efforts and significant achievements and transformation that she had led in her role as Director for Adult and Community Services and wished her every success in the future in her new role.

Meeting Duration: 10.00 am - 11.45 am

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## Cabinet

Minutes of a meeting held at County Hall, Colliton Park,  
Dorchester, Dorset, DT1 1XJ on Wednesday, 25 May 2016.

### Present:

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

### Members Attending:

Andrew Cattaway, as Chairman of the Council under Standing Order 54  
Toni Coombs, County Councillor for Verwood and Three Legged Cross  
Beryl Ezzard, County Councillor for Wareham  
Susan Jefferies, County Councillor for Corfe Mullen  
William Trite, County Councillor for Swanage  
Daryl Turner, County Councillor for Marshwood Vale  
David Walsh, County Councillor for Gillingham

### Officers Attending:

Debbie Ward (Chief Executive), Richard Bates (Chief Financial Officer), 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 Helen Whitby (Principal Democratic Services Officer).

### For certain items, as appropriate:

Patrick Myers (Head of Corporate Development), Tracey Old (Programme Manager - Forward Together for Children) and Stuart Riddle (Senior Manager - Change for Children).

- (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, 31 May 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, 29 June 2016.**)

### **Apologies for Absence**

84 Apologies for absence were received from Colin Jamieson and Nicky Cleave (Assistant Director of Public Health).

The Chairman welcomed Helen Coombes to her first Cabinet meeting as Director for Adult and Community Services.

### **Code of Conduct**

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

### **Minutes**

86 The minutes of the meeting held on 4 May 2016 were confirmed and signed.

### **Public Participation**

87 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**

- 88 The Cabinet considered the draft Forward Plan, which identified key decisions to be taken by the Cabinet on or after the next meeting. With regard to the expected Support Services Transformation Progress Update it was explained that as the first meeting of the Forward Together Support Services Programme Board would be held in early June, an update would be provided for the Cabinet's meeting on 29 June 2016 and six monthly thereafter.

#### **Noted**

#### **Forward Together Update**

- 89 The Cabinet considered a report by the Cabinet Member for Organisational Development and Transformation on the progress of the Forward Together Programme which focused on Living and Learning Centres, community pathfinders and One Council – new services.

It was noted that seven areas had been identified for Learning Centres, community pathfinder pilots were to be held in Beaminster, Christchurch and Weymouth and seed funding had been received from the Department for Works and Pensions for a pilot project (the Local Family Offer) with the Chesil Partnership which it was hoped would be extended to other areas of high deprivation in future.

Members welcomed these developments but highlighted the need for community initiatives to be driven by local people, for local members to be engaged as early as possible as part of these initiatives, and for local people to be asked what the Council could do to help them not provide what it thought they needed.

There was also a plea for more joined up working as not only were the Council creating Living and Learning Centres but the Clinical Commissioning Group were also introducing hubs at the same time. The need for partners, public services and the voluntary sector to work together to reduce any duplication and provide joined up services was highlighted.

With regard to timescales and feedback on the pilots, members noted that these would be reported within future Forward Together updates on a six monthly basis.

#### **Noted**

#### **Dorset Green Enterprise Zone**

- 90 The Cabinet considered a report by the Cabinet Member for Economy and Growth which set out progress in respect of the purchase of land and construction workspace at Dorset Green for the Enterprise Zone, the establishment of a Management Board and proposals for the construction of a Digital Hub and Innovation Centre and Development Company for the Enterprise Zone. The Zone would come into operation on 1 April 2017 and was being progressed in partnership with Purbeck District Council and the Dorset Local Enterprise Partnership.

Members supported this project as it would play a key role in the economic growth



strategy. It was suggested that consideration be given to changing the Zone's name to something more appropriate.

With regard to financial monitoring, the Chief Financial Officer assured members that this would be done through the Management Board and by the Council as accountable body.

### **Resolved**

1. That progress with respect to the purchase of land and construction of workspace at Dorset Green be noted.
2. That the Cabinet Member for Economy and Growth be appointed to represent the Council's interests on the Dorset Green Enterprise Zone Management Board.
3. That the proposals for the construction of a Digital Hub and Innovation Centre and Development Company for the Enterprise Zone be supported in principle.

### **Reason for Decisions**

Successful delivery of the Dorset Green Enterprise Zone would make a significant contribution to the economic growth of Dorset, providing high quality and skilled jobs.

### **Dorset Minerals and Waste Development Scheme - Updated Milestones**

- 91 The Cabinet considered a report by the Cabinet Member for Economy and Growth which set out revised milestones for the Local Development Scheme, prior to public consultation on the Dorset Minerals and Waste Development Scheme.

Toni Coombs, County Councillor for Verwood, asked whether Hampshire County Council had shared their proposals with Dorset. The Director for Environment and the Economy confirmed that Hampshire had consulted Dorset but this had not been forwarded to consult local members for which he apologised. Members stressed the importance of local members having sight of such important documents as early as possible in future.

### **Resolved**

1. That the proposed milestones for the Minerals and Waste Development Scheme be agreed.
2. That officers be authorised to make minor changes to the written contents of the Local Development Scheme including any changes needed to reflect the revised milestones.
3. That the scheme come into effect on 26 May 2016.

### **Reasons for Decisions**

1. To ensure the scheme was compliant with legislative requirements in the Planning and Compulsory Purchase Act 2004 (as amended).
2. To ensure that the interests of the County Council as set out in the Corporate Plan (in particular the aim to enable economic growth) reflected the continued commitment to deliver up-to-date minerals and waste development plans, and to support equivalent aims in the corporate plans for Bournemouth and Poole.

### **Youth Centre - Asset Transfer**

- 92 The Cabinet considered a report by the Cabinet Member for Organisational Development and Transformation which set out details of the transfer of youth centre buildings to community bodies for community use.

The Cabinet Member for Organisational Development and Transformation reported that, following consideration of a change to youth service provision on 13 January 2016, nineteen communities had submitted business cases for the transfer of youth centre buildings for community use.

Susan Jefferies, County Councillor for Corfe Mullen, drew attention to the position

with regard to the Corfe Mullen Youth Centre and her disappointment that the Parish Council's bid had been ignored in favour of that from the local school. She highlighted several areas of concern; that there had been no discussion between the Parish Council, the Youth Club and the local school about a shared bid; that the Parish Council had received no help in the development of its bid; that advice given had been obstructive; the lack of member involvement in the evaluation of bids; that figures for Youth Club use were inaccurate; the Parish Council's ability to use their precept to support the Youth Club; and the support of the local community for the Youth Club. She asked the Cabinet to defer the decision in relation to Corfe Mullen Youth Centre to allow discussions between the Parish Council, the school and interested local parties to take. Officers responded to the areas of concern highlighted and in particular why the school bid had been recommended for acceptance over that from the Parish Council.

Attention was drawn to a letter sent to Cabinet Members by Councillor Paul Harrison with regard to the case of Corfe Mullen Youth Club and asking the Cabinet to let this lease to the Parish Council.

Having heard the concerns raised, members agreed that they needed more information on the Corfe Mullen Youth Centre in order to make an informed decision about its future. They also recognised that some facilitation might be needed between the interested parties and that a meeting of the Executive Advisory Panel might be needed. They agreed to defer the decision until the Cabinet meeting on 29 June 2016. The Monitoring Officer clarified that at that meeting the Cabinet would only be considering the asset transfer of Corfe Mullen Youth Club.

Councillor Toni Coombs, was concerned that the Executive Advisory Panel on Forward Together for Children's Services which had been established to evaluate the business cases and consider risks and issues had not met to do so. As the County Councillor for Verwood she referred to the recommendation that where Youth clubs were on school sites they would be absorbed into the relevant school and highlighted the case of Verwood Club which was on a shared school campus and she asked for a lease arrangement rather than a freehold in order to make it easier should the school become an academy in due course. She also referred to transferred properties being sold at a later stage and the Council's intention about recouping 100% of any capital receipts. She also asked that local funds be included in the transfer of any assets.

It was clarified that no change to current policy and procedure had been made. The transfer would be on terms to be agreed by the Director for Environment and the Economy and the specific arrangements for any subsequent sale would normally be included in the legal agreement. He confirmed that for any asset enhanced by communities, the Council would not take 100% of any subsequent sale figure.

David Walsh, County Councillor for Gillingham, was concerned that the hard work involved in taking forward proposals for Gillingham would be put back if decisions were delayed.

Councillor Beryl Ezzard, County Council for Wareham, spoke in support of the case of Corfe Mullen Youth Centre being deferred.

The Cabinet Member for Learning and Skills highlighted the confusion by Youth Workers in Blandford about the ownership of the Youth Centre buildings and asked that, when devolving services in future, the Council provide as much support as possible in the transfer process.

The Leader confirmed that local centre funds and equipment would be retained by Youth Centres. It was also confirmed that Blandford Youth Centre formed part of the school which was owned by the Foundation Governors.

The Leader paid tribute to Councillor Toni Coombs and the officers involved in the successful outcome of the changes to youth service provision and welcomed the response by communities to take over responsibility. He hoped that lessons learned from the process would inform any future service delivery changes.

The Chairman of the Council added commented that there had been a high level of satisfaction with the outcome of the process and he hoped that this would be highlighted in a press release. Councillor Beryl Ezzard added that any press release should include an appreciation of the amount of work carried out by local communities.

### **Resolved**

1. That the use of the County Council's general power of competence to grant a freehold transfer, assignment of lease, or long leasehold interest in the youth centre buildings at Somerford, Burton, Gillingham, Bridport, Dorchester, Crossways, Sherborne, Southill, STEPS, Verwood, Wareham and Swanage to the respective community bodies on terms to be agreed by the Director for Environment and the Economy, after consultation with the Director for Children's Service and the Monitoring Officer be approved.
2. That the surrender of the leasehold interests in the youth centre building at The Lighthouse, upon terms to be agreed by the Director for Environment and the Economy be approved.
3. That the absorption of Sturminster Newton youth centre by the relevant school be approved.
4. That the actions recommended in respect of the youth centre buildings which have not been subject to business cases from community groups be approved.
5. That the transfer of local youth centre funds to community groups upon terms to be agreed by the Director for Children's Services be approved.
6. That the establishment of a new targeted youth service which will positive impact on the lives of young people, with particular focus on their emotional and mental wellbeing; education, employment, and training; personal safety; and ability to contribution to their community be noted.
7. That a decision with regard to the absorption of Corfe Mullen youth centre by the relevant school be deferred to allow local discussions to be held, a meeting of the Executive Advisory Panel to be arranged, if necessary, and a report to be provided for the Cabinet's next meeting.

### **Reasons for Decisions**

To ensure that the County Council achieved a balanced budget.

To implement the decision at Cabinet on 13 January 2016.

To support the County Council aims:-

- Enabling economic growth
- Promoting health, wellbeing and safeguarding
- To contribute to the County Council asset management strategy of reducing the net floor area of the non-schools estate by 50% between April 2010 and March 2020.

### **Questions from County Councillors**

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

Meeting Duration: 10.00 am - 11.15 am





### Cabinet

Minutes of a meeting held at County Hall, Colliton Park,  
Dorchester, Dorset, DT1 1XJ on Wednesday, 29 June 2016.

**Present:**

Robert Gould (Chairman)

Peter Finney, Robin Cook, Deborah Croney, Jill Haynes and Rebecca Knox.

Members Attending:

Hilary Cox, County Councillor for Winterborne

Janet Dover, County Councillor for Colehill and Stapehill and Leader of the Liberal Democrat Group

Officers Attending:

Debbie Ward (Chief Executive), Richard Bates (Chief Financial Officer), Harry Capron (Head of Adult Care), Patrick Ellis (Assistant Chief Executive), Grace Evans (Principal Solicitor), Mike Harries (Director for Environment and the Economy), Sara Tough (Director for Children's Services) and Lee Gallagher (Democratic Services Manager).

For certain items, as appropriate:

John Alexander (Performance and Policy Manager), Paul Leivers (Head of Early Help and Community Services), Patrick Myers (Head of Corporate Development), Richard Pascoe (Head of ICT and Customer Services) and Peter Scarlett (Estate and Assets 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, 5 July 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, 7 September 2016.**
- (3) **RECOMMENDED** in this type denotes that a decision of County Council is required.)

**Apologies for Absence**

94 Apologies for absence were received from Andrew Cattaway, Nicky Cleave (Assistant Director of Public Health), Helen Coombes (Interim Director for Adult and Community Services), Colin Jamieson. Harry Capron (Head of Adult Care) attended the meeting in place of Helen Coombes.

The Leader of the Council paid tribute to Cllr John Wilson following his death on 20 June 2016. Members acknowledged that Cllr Wilson served for many years with distinction, and was dedicated to promoting the interests of the County in the widest sense. The Cabinet and officers present held a silent tribute, whilst recognising that a full formal tribute would be made at the County Council meeting on 21 July 2016.

**Code of Conduct**

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

Mike Harries (Director for Environment and the Economy) declared a general interest

in the recommendation from the Regulatory Committee on 9 June 2016 at minute 111b in relation to the Dorchester Transport and Environment Plan. As there was no detailed discussion on this item he remained in the meeting.

### **Minutes**

96 The minutes of the meeting held on 25 May 2016 were confirmed and signed.

### **Public Participation**

#### 97 Public Speaking

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

There was one public statement received at the meeting in accordance with Standing Order 21(2) from Mr Mark Legge, Headteacher of Lockyer's Middle School, in relation to Youth Centres – Asset Transfer at minute 98. The statement is attached to these minutes as an annexure.

#### Petitions

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

### **Youth Centres - Asset Transfer**

98 Further to considering a report at its meeting held on 25 May 2016, the Cabinet received a further report on progress relating to the Corfe Mullen Youth Centre in order to allow local discussions to be held and for members to have more information to aid the decision.

One public statement was received at the meeting in accordance with Standing Order 21(2) from Mr Mark Legge, Headteacher of Lockyer's Middle School, in relation to Youth Centres – Asset Transfer at minute 98. Mr Legge thanked all involved for their efforts to produce a solution for the community in partnership with Michael Tomlinson MP, the Parish Council, and the County Council. The statement is attached to these minutes as an annexure.

Cllr Susan Jefferies addressed the Cabinet as the local member and expressed her thanks for the extra time taken to discuss and negotiate a solution. She noted that there were still details to finalise but welcomed the recommendation. Reference was also made to efforts required to find a solution for the existing nursery on the site.

The Cabinet acknowledged the significant efforts to reach a solution following deferral from the last meeting one month ago and welcomed the final solution for the school and the Parish Council to share the site, with the County Council providing adjustments to the building to suit partners. It was confirmed that the Asset Management Group was supportive of the recommendation. Reassurance was also provided regarding efforts that would be made to work closely with the nursery.

### **Resolved**

That the asset be transferred to Lockyer's Middle School provided that:

1. The building is split into two by Dorset County Council, creating improved school space and a community space with a separate entrance.
2. The school enters into a long term commitment with the Youth Trust or the Parish Council for the use of the community space (The decision on which organisation is most appropriate will be taken following Parish Council and Youth Trust meetings).
3. The school enters into a separate lettings arrangement with the Youth Trust for the use of the school Sports Hall and the Playground.

### **Reason for Decision**

The approach was supported by the Parish Council, the school and newly formed

youth trust. It offered the best outcomes for the community as whole as it enabled the provision of community facilities; made a long term commitment to the youth trust; offered improved teaching space and enabled the school to provide before and after school provision for vulnerable children in the community.

### **Cabinet Forward Plan**

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

### **Noted**

### **Panels and Boards**

100 The Cabinet received the following minutes and recommendations from panels and Boards.

### **Health and Wellbeing Board - 8 June 2016**

100a Cllr Rebecca Knox, as the Chairman of the Health and Wellbeing Board, provided an overview in relation to the Joint Health and Wellbeing Strategy consultation and welcomed any further feedback as part of the process, the CCG's Sustainability and Transformation Plan, the arrangements for consultation in relation to the Clinical Services Review, and the creation of a working group across Dorset to focus on prevention including road safety partnership working.

### **Resolved**

That the minutes of the meeting held on 8 June 2016 be endorsed and the recommendation below be approved:

#### **Recommendation 23 - Our Dorset - Our five year sustainability and transformation plan**

*That Dorset County Council's Cabinet be recommended to approve the Dorset Sustainability and Transformation Plan, welcoming the future consultation required in the Clinical Services Review.*

#### **Reason for recommendation**

*To drive forward local sustainable transformation that would mean the NHS Dorset Clinical Commissioning Group provided services that better met the needs of local people and delivered better outcomes.*

### **Dorset Waste Partnership Joint Committee - 13 June 2016**

100b The Cabinet welcomed the appointment of Karyn Punchard as the Director of the Dorset Waste Partnership and looked forward to the continued environmental and financial performance improvements.

### **Resolved**

That the minutes of the meeting held on 13 June 2016 be endorsed.

### **Executive Advisory Panel on Pathways to Independence - 17 May 2016**

#### **Resolved**

That the minutes of the meeting held on 17 May 2016 be endorsed and the recommendation below be approved:

#### **Recommendation 30 - 'Turning the Curve' on adult social care debt (outstanding income)**

*That the Cabinet be asked to approve the continued involvement of elected members in the Outcomes Based Accountability (OBA) approach to get from talk to action as quickly as possible.*

Reason for Recommendation

*Seeking to improve the lives of people in Dorset and working together for a strong and successful Dorset.*

**Forward Together Update**

101 The Cabinet considered a report by the Cabinet Member for Organisational Development and Transformation on the progress of the Forward Together Programme, with specific reference to working together with Town and Parish Councils, Social Impact Bond and Financial Savings Reporting.

Particular reference was made to the Social Impact Bond as part of developing smarter services which used a modern method of attracting investment of working capital for social intervention designed to improve outcomes for people. The approach avoided more expensive borrowing and payment was based on the delivery of specific outcomes.

**Noted****Medium Term Financial Plan (MTFP) update**

102 The Cabinet considered a report by the Leader of the Council as an update on national and local issues which would affect the County Council's finances, and areas to consider when developing the three-year Medium Term Financial Plan (MTFP) from 2017/18 to 2019/20, together with progress to date and the outturn for 2015/16.

The Leader of the Council summarised the scale of budgetary challenges facing the Council, noting that the 2015/16 budget was likely to balance but only by using one-off funding, and that future years would see significant pressures. The Budget Strategy Task and Finish Group was also undertaking an review of assumptions and forecasts and had made modest changes to assumptions to release some savings. Reference was also made to the political and financial outlook across the Country being more uncertain following the EU referendum on 23 June 2016, and that the Council had to be aware of any impacts that could arise, but the Cabinet strongly advocated progressing its transformation plans and not waiting for progress or changes at national level.

In relation to the potential to sign-up to a four-year funding deal on offer from the DCLG, it was noted that future budget planning already took account of a negative Revenue Support Grant in 2018/19. The risks were explained and it was noted that major national changes could mean that the deal could be withdrawn. Work would continue on the advantages and disadvantages of the deal and a decision would be made in October 2016.

The Cabinet recognised that the scale and pace of transformation had to be maintained and the progress across directorates was reported to the last Budget Strategy Task and Finish Group meeting held on 15 June 2016. It was acknowledged that the notes of the Budget Strategy Task and Finish Group would be shared more widely with members and be used as a forum to channel views on savings for the future. It was noted that to raise members' awareness an article would be included in the Chief Executive's next digital newsletter.

**Resolved**

1. That the relevant overspends on service budgets in 2015/16 be noted.
2. That the changes to budgeting assumptions set out in section 2 of the Leader's report be agreed.
3. That the work being carried out by the Budget Strategy Task & Finish Group be supported.



4. That the risks associated with signing-up to (and not signing-up to) the four-year funding deal on offer from the DCLG be noted.
5. That the level and adequacy of General Balances at 1 April 2016 be noted.

Reason for Decisions

To enable work to continue on refining and managing the County Council's budget plan for 2017/18 and the overall three-year MTFP period.

**Corporate Performance Monitoring Report**

103 The Cabinet considered a report by the Cabinet Member for Organisational Development and Transformation on the quarter four corporate performance monitoring report against the measures and targets in the 2015-16 corporate plan between 1 January to 31 March 2016. The following issues were discussed:

- (a) A general comment was received in relation to the age of data and the need to ensure that the most up to date information was available, such as the number of delayed transfers from hospital which had improved.
- (b) Following an ongoing issue with data collection regarding those killed or seriously injured on Dorset's roads, information had now been received from Dorset Police and would be made available in due course.
- (c) In relation to the number of children subject to a child protection plan, this had improved significantly since quarter 2, and it was clarified that the majority of these plans would be for children that were not looked after by the Council.
- (d) It was reported that although the waiting times for access to the Children and Mental Health Services was high, intensive prevention work was underway to bring times down and information would be shared with the People and Communities Overview and Scrutiny Committee in due course.
- (e) The number of managers returning internal Team Brief feedback needed to be investigated as it was currently only 10%.
- (f) A new measure of the percentage of service users who said they 'felt safe and secure' had been included which used outcomes based accountability methodology, but this was being refined to understand what influenced the answers such as the wider environment, perceptions or interventions.

**Noted**

**Youth Justice Plan for 2016/17**

104 The Cabinet considered a report by the Cabinet Member for Children's Safeguarding and Health and Wellbeing in relation to the annual Youth Justice Plan for Bournemouth, Dorset and Poole. The Plan would be considered by the County Council at its meeting on 21 July 2016 and would also be reported to the Youth Justice Board.

The Cabinet recognised the decreasing number of youth reoffending as a result of a lot of early intervention work, which was creating positive outcomes. Pilots for phase two of the plan would see the aim of wrapping the necessary services (including the virtual school arrangements) around the family instead of only the young offender. The approach was commended and the team was congratulated given that progress was made alongside reductions in funding.

**RECOMMENDED**

That Cabinet recommends approval of the Youth Justice Plan (attached as an annexure to these minutes) to the Council.

Reason for Recommendation

The draft Youth Justice Plan was approved by the Youth Offending Service Management Board. The plan reviewed achievements in the previous year, detailed the structure, governance and resources of the Youth Offending Service, and showed

the priorities for 2016-17.

### **Dorset Transforming Care Plan**

- 105 The Cabinet considered a report by the Cabinet Member for Adult Health, Care and Integration regarding the Dorset Transforming Care Plan which had been developed by the Dorset Transforming Care Partnership and aimed to re-shape local services to meet individuals' needs.

The Cabinet Member for Adult Health, Care and Integration outlined the partnership arrangements across Dorset which was seen as an exemplar nationally in its help for people supported to live at home unless it was necessary to go to hospital. It was noted that there were no secure hospital places at this time, which resulted in out of County placements being used. Secure community supported placements were the responsibility of the Council which provided a financial risk of £239k per year. Further clarification would be sought regarding the situation and shared with members in due course.

#### **Resolved**

That the Dorset Transforming Care Plan be approved, noting that there is a degree of financial risk which is not yet sufficiently quantified.

#### **Reason for Decision**

Delivery of corporate plan objective 'people who do need help have control over their care'.

### **Quarterly Asset Management Report**

- 106 The Cabinet considered a report by the Cabinet Member for Organisational Development and Transformation 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.

The Cabinet discussed a number of asset related issues including the highly successful A338 highway scheme and thanked all involved; the strategy planning in relation to the north-south transport corridor and its impact on Dinah's Hollow and local communities; the progress of the rollout of smarter computing to desktops across the Council; refurbishment and remodelling of the County Hall campus and its role in facilitating transformational change; and the significance of the County Farms Estate within the Council's investment portfolio.

#### **Resolved**

1. That disposal of land at former West Lulworth Primary School on terms to be agreed by the Director for Environment and the Economy (para 3.1.1 (c) of the Cabinet Member's report) be approved.
2. That the disposal of the lease at Top O'Town House, Dorchester on terms to be agreed by the Director for Environment and the Economy (para 3.1.2 (c) of the report) be approved.
3. That the use of the County Council's general powers of competence to enable the disposal at an undervalue of St. Martins Care Home and former Adult Education Building Gillingham and otherwise on terms to be agreed by the Director for Environment and the Economy (para 3.1.3 (f) of the report) be approved.
4. That the disposal of the former North Dorset Local Office and Annexe, Sturminster Newton on terms to be agreed by the Director for Environment and the Economy (para 3.1.4 (b) of the report) be approved.
5. That the disposal of the former Bridport Local Office, St Andrews Road, Bridport on terms to be agreed by the Director for Environment and the Economy (para 3.1.5 (b) of the report) be approved.
6. That the disposal of the Royal Manor and Southwell Primary Schools in Portland, once they are returned to the County Council, on terms to be agreed by the Director

for Environment and the Economy (para 3.1.6 (d) of the report) be approved.

7. That the disposal of Gupples Farm House and buildings, Fontmell Magna and Sea View Farm House and buildings, Netherbury on terms to be agreed by the Director for Environment and the Economy (para 3.1.7 (b) of the report) be approved.

8. That the purchase of the Blandford Waste Management Centre site, if suitable terms can be agreed with SUEZ and otherwise on terms to be agreed by the Director for Environment and the Economy (para 7.1.1 (b) of the report) be approved.

9. That the overall revised estimates and cash flows for projects as summarised and detailed in appendices 1 and 2 (para 9.2 of the report) be approved.

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

#### Reason for Decisions

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

### **The reprourement of the Highway Term Service Contract**

107 The Cabinet considered a report by the Cabinet Member for Environment, Infrastructure and Highways in relation to the arrangements for the reprourement of the Highways Term Service Contract. Members acknowledged the very successful arrangements to date with the current contract and welcomed the reprourement.

#### Resolved

That the recommendations of the Business Justification Case for the re-procurement of the Highways Term Service Contract be approved and officers proceed with the necessary procurement process and award.

#### Reason for Decision

To secure a strategic partner for Dorset County Council's highway service to assist in delivering the capital programme for potentially the next ten years. This would contribute to the corporate aim of Dorset's economy being prosperous and the service aim to "keep Dorset moving".

### **Future Arrangements for Jurassic Coast World Heritage Site Management**

108 The Cabinet considered a report by the Cabinet Member for Environment, Infrastructure and Highways regarding the management of the Jurassic Coast World Heritage Site (WHS) through a managing partnership to be created to develop and implement a Management Plan, as required by UNESCO.

Cllr Hilary Cox addressed the meeting as a former portfolio holder for this area. She had also been a trustee of the Jurassic Coast Trust for many years. She highlighted the impact of the Trust in managing the site including education and environmental interests. Reference was also made to the potential for more volunteers to become involved as a stand-alone entity.

#### Resolved

1. That the principles of the proposed changes in World Heritage Site Management arrangements as set out in the Cabinet Member's report be endorsed.

2. That, in principle, a three-year grant agreement be made between Dorset County Council (on behalf of itself and Devon County Council) and the Jurassic Coast Trust, to support the delivery of World Heritage Site management, on terms to be agreed by the Head of Environment after consultation with the Cabinet Member for Environment Infrastructure and Highways.

3. That funds contributed by Devon County Council, the Environment Agency and Natural England to Dorset County Council for the purposes of World Heritage Site management be passed to the Jurassic Coast Trust in future for the same purposes, through appropriate agreements on terms to be agreed by the Head of Environment after consultation with the Cabinet Member for Environment Infrastructure and

Highways.

Reasons for Decisions

1. To support the delivery of corporate plan outcomes in relation to a 'healthy' and 'prosperous' Dorset in particular.
2. To improve delivery of WHS Management Plan objectives at reduced cost to the County Council.

**Syrian Refugee Crisis - Dorset response**

- 109 The Cabinet considered a report by the Cabinet Member for Organisational Development and Transformation to update and inform members regarding the Government's position on the Syrian refugee crisis and progress being made in Dorset, together with the financial impact across multiple agencies for refugee families over a five year period.

In addition to the existing families identified so far, it was noted that a new protocol was being developed by national organisations to allocate unaccompanied children to areas across the Country to reduce the pressure on areas with a disproportionate number of children in care. The implications were unclear so far, but the Council had placed children in locations to ensure their language, cultural and religious needs were met. From 1 July 2016 the new protocol would be monitored regarding the implications and an update would be provided for members.

Members strongly promoted coexistence with refugees and other ethnic minorities, and fully supported the need for racist incidents and hate crime not to be tolerated in Dorset.

**Resolved**

1. That officers continue to progress proactively the process of resettlement based on six to eight families.
2. That officers continue to work with districts/boroughs, partners and the voluntary and community sector to ensure the best outcomes for refugees in terms of location and service provision.

Reason for Decision

The Government was keen for all local authorities to play their part in the resettlement of refugees and Dorset County Council has been contacted on several occasions to enquire about progression.

**Forward Together for Support Services**

- 110 The Cabinet considered a report on the progress of the projects which comprise the Forward Together for Support Services programme. It was noted that the Forward Together for Support Services Programme Board had been established and was working towards the delivery of £1.775m between 2015/16-2016/17, with £200k planned for 2015/16 from restructuring of financial services. It was agreed that six monthly update reports would be provided for members in the future.

**Resolved**

1. That the progress update be noted and the themes set out in Appendix 2 of the Cabinet Member's report be endorsed.
2. That six monthly update reports be provided to members.

Reason for Decision

To provide overall direction for the programme.

**Recommendations from Committees**

- 111 The Cabinet considered the following recommendations from Committees at minutes 111a-f.

**Recommendation 30 - Proposed Waiting Restrictions - Sandbourne Avenue and Shottesford Avenue, Blandford**

111a **Resolved**

1. That the Cabinet's previous decision to implement the proposals for Sandbourne Avenue and Shottesford Avenue, Blandford be revoked.
2. That the making of the Traffic Regulation Order to implement the parking restrictions in Blandford as advertised, excluding the proposals for Sandbourne Avenue and Shottesford Avenue, be approved.
3. That parking matters along the whole bus route through the Persimmons Estate be considered separately and in their own right.

Reasons for Decisions

1. New information had come to light that indicated the advertised proposals for Sandbourne Avenue and Shottesford Avenue were not the most appropriate as they stood.
2. The remaining proposals for parking restrictions in Blandford remained suitable restrictions and no objections were received to the advertised proposals. The Town Council was supportive of the proposals being implemented as soon as possible.
3. Further investigation into the bus route through the Persimmons Estate was required to determine whether further parking restrictions were required.

**Recommendation 43 - Dorchester Transport and Environment Plan (DTEP) - Proposed Turning Movement Bans at Great Western Cross, Dorchester**

111b **Resolved**

That having considered the objections received, the proposed prohibition of turning movements as advertised be approved.

Reason for Decision

The proposals should allow the provision of controlled pedestrian crossing facilities on all arms of Great Western Cross without adversely affecting the traffic capacity of the junction.

**Recommendation 8 - Draft Annual Governance Statement 2015/16**

111c **Resolved**

That the draft Annual Governance Statement for 2015/16 be approved.

Reason for Decision

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

**Recommendation 10 - Dorset County Council Action Plan for Management of Pollinators**

111d **Resolved**

That the proposed Action Plan for Pollinators be adopted, as set out in section 2 of the Director's report having taken into account the views of the Committee.

Reason for Decision

The adoption of the proposed Action Plan for Pollinators would help Dorset County Council meet its aim of a 'healthy environment' as set out in the Corporate Plan 2016 outcomes framework.

### **Recommendation 9 - Mobile Library Service**

- 111e The Cabinet considered a recommendation from the People and Communities Overview and Scrutiny Committee held on 15 June 2016. Cllr Janet Dover, as the Leader of the Liberal Democrat Group, addressed the Cabinet as she had been unable to attend the Committee meeting. She expressed concern regarding the withdrawal of the mobile library service for Dorset residents in remote rural areas, especially where many did not have bus services, and urged the Cabinet to maintain the service as a key part of rural culture.

It was reported by Cabinet members that similar concerns were raised during consideration of the report at the committee meeting and that assurance was given that efforts had been made to identify those people most affected and their circumstances to explore alternative options such as using the nearest library, the home library service, other people collecting books for them, or online. Additional targeted work was being undertaken regarding access and a toolkit had been developed for libraries and the Partnership for Older People Programme.

Members recognised the need to ensure a social structure for isolated people, and that this reached further than just library provision and linked with community resilience. It was noted that encouragement for communities to increase supportive behaviour and the changes to mobile library provision could be a catalyst to explain what could be done in localities.

#### **Resolved**

1. That the consultation responses about the proposed changes to the mobile library service be noted.
2. That the mobile library service provided by the County Council to residential homes and sheltered accommodation units be maintained.
3. That the closure of the public mobile library service by end of December 2016 (earliest) and by end of March 2017 (latest) and the development of alternative access to library services where required within the resources available be approved.

#### **Reason for Decisions**

To meet the Council's Medium Term Financial Plan, ensuring that the County Council achieved a balanced budget.

### **Recommendation 10 - Approval of the principles of Living and Learning Centres**

#### 111f **Resolved**

1. That the development of the Community Offer for Living and Learning be approved, enabling officers to prepare the business case as well as engage both locally and on a countywide level.
2. That progress in the pilot areas be approved.
3. That delegated authority be granted to the Director for Children's Services to proceed with action in the pilot areas, if appropriate, after consultation with the Cabinet Member for Organisational Development and Transformation, other Cabinet members as appropriate and the local County Councillor(s), subject to the Section 151 Officer being satisfied that there was a sound financial basis.
4. That delegated authority be granted to the Director for Environment and the Economy after consultation with the Cabinet Member for Environment, Infrastructure and Highways and the local County Councillor(s) to enter into such property transactions (whether by acquisition or disposal), as necessary, to make appropriate progress with the introduction of living and learning centres.

#### **Reason for Decisions**

The approach was in line with the Council's vision of working together for a strong and successful Dorset. Was part of the action required as part of the Council's Medium Term Financial Plan and contributed to the four corporate outcomes of Safe,

Healthy, Independent and Prosperous.

### Questions from County Councillors

- 112 \The Cabinet received questions from Councillor Margaret Phipps to the Cabinet Member for Organisational Development and Transformation in relation to the refurbishment of the County Council's offices. The questions and answers are attached to these minutes as an annexure.

### Exempt Business

#### 113 Resolved

That in accordance with Section 100 A (4) of the Local Government Act 1972 to exclude the public from the meeting in relation to the business specified in minutes 114-115 as it was likely that if members of the public were present, there would be disclosure to them of exempt information as defined in paragraphs 3 and 4 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.

### Dorset Care Record Procurement

- 114 The Cabinet considered a joint exempt report by the Cabinet Member for Organisational Development and Transformation, the Cabinet Member for Adult Health, Care and Integration and the Cabinet Member for Children's Safeguarding and Health and Wellbeing regarding the procurement of the Dorset Care Record ICT System which aimed to share health and social care data to transform services, staff time and efficiency.

It was reported that following a change to the grant availability for the programme through the NHS Digital Care Fund it was necessary to reassess the funding arrangements across all partners including provision for the underwriting of any shortfall. The contract negotiations would then be able to progress. Members agreed that the Dorset Care Record was a critical project to enable integration and information sharing.

#### Resolved

1. That officers be instructed to pursue actions to mitigate the financial risk set out in the Cabinet Members' report, including bids for further funding sources and discussions with partners.
2. Agree that the Dorset Care Record remains a key project to deliver better health and social care services across Dorset.
3. Approve the Full Business Case for the Dorset Care Record in principle and delegates authority to the Chief Executive, after consultation with the Leader, Cabinet Member for Adult Health, Care and Integration, Monitoring Officer and Chief Financial Officer, to award the Framework Contract to the preferred supplier.
4. Confirm the existing capital and revenue allocation.
5. Note the changes to the financial position and support the principle that further capital allocations may be required to support the risk of a shortfall as set out in the Cabinet Members' report.
6. Bring forward a further report for approval of the award of the Call Down Contract for the delivery of the Dorset Care Record, along with the financial consequences, following detailed engagement with the preferred supplier.

#### Reason for Decision

To enable momentum to be maintained for this important project which would enable local and national priorities and to allow the project team to engage with the preferred supplier to determine detailed scope, phasing and costs for the implementation and running costs of the Dorset Care Record.

### Future Service Delivery Options For Parking Services

- 115 The Cabinet considered an exempt report by the Cabinet Member for Environment, Infrastructure and Highways regarding the future service delivery of on-street parking enforcement.

**Resolved**

1. That a tendering exercise being carried out to receive offers from a third party provider for the delivery of uniformed on street parking enforcement function across Dorset.
2. Following the tendering exercise, a further report be provided to Cabinet to enable an award to be made should the cost and quality parameters be met.

**Reason for Decisions**

To establish the service delivery model that provided the County Council with the best value option in both cost, quality and efficiency.

Meeting Duration: 10.00 am - 12.20 pm





### Economic Growth Overview and Scrutiny Committee

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

#### **Present:**

Daryl Turner (Chairman)  
Hilary Cox (Vice-Chairman)  
Hilary Cox, Richard Biggs, Mike Byatt, Andy Canning, Ronald Coatsworth, Mervyn Jeffery and Margaret Phipps.

#### Members Attending

Deborah Croney (Cabinet Member for Learning and Skills), Peter Finney (Deputy Leader of the County Council and Cabinet Member for Environment, Infrastructure and Highways), Robert Gould (Leader of the Council), Trevor Jones (Chairman of Audit and Governance Committee), Rebecca Knox (Cabinet Member for Health and Wellbeing and Children's Safeguarding) and David Walsh (Chairman of People and Communities Overview and Scrutiny Committee).

Pauline Batstone, County Councillor for Blackmore Vale attended for minute 4.

Officers Attending: Mike Harries (Director for Environment and the Economy), Matthew Piles (Head of Economy), Mark Taylor (Group Manger- Governance and Assurance), Peter Moore (Head of Environment), Andy Smith (Group Finance Manager) and David Northover (Senior Democratic Services Manager).

#### For certain items, as appropriate

David Walsh (Economy and Enterprise Team Leader), Ken Buchan (Environmental Advice Team Leader) and Penny Syddall (Communications Team Leader (Superfast)).

#### Public Speakers

Ray Scragg, Arne Parish Council, petitioner - minute 4  
Mark Vye, local resident, petitioner – minute 4

(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 **Wednesday, 12 October 2016.**)

#### **Chairman's Introductions**

1 The Chairman took the opportunity to open proceedings at the inaugural meeting of the Committee and provided some context around what its purpose was, how it was to operate and how its objectives might be achieved.

#### **Apologies for Absence**

2 Apologies for absence were received from Mike Lovell and John Wilson and from Colin Jamieson, the Cabinet Member for Economy and Growth.

#### **Code of Conduct**

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

#### **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 two petitions submitted to the meeting in accordance with the County Council's Petition Scheme.

#### **Procedure for Petitions - Petition entitled "Superfast broadband for Ridge"**

The Committee considered a report by the Head of Economy on the receipt of a petition containing 222 signatures asking for the provision of superfast broadband for the village of Ridge near Arne, Wareham. The report set out a series of options available to the Committee on how they might wish to respond to the petition.

Officers took the opportunity to confirm that the Superfast Dorset Programme aimed to deliver the most appropriate Superfast Broadband solution for communities, maximising benefits in a cost effective manner across the business and domestic community. Furthermore it was confirmed that the County Council was committed to pursuing all technical and funding solutions possible and every effort was being made to maximise what might be achieved. Officers reaffirmed what investment the County Council, in partnership with BT, were making in fulfilling their commitment to rolling out broadband. They took the opportunity to explain in detail the practicalities of delivering the project, technicalities that were being faced by BT in achieving this, the processes involved in how the Programme was to be implemented and arrangements for delivering the service. The basis on which the Programme was modelled was explained and what criteria it took into consideration. Officers fully understood the socio-economic benefits that connectivity brought and would do all that they could to enable this to be achieved. There was an acknowledgement that there was a need for influence to be brought to bear on BT to ensure that they were doing all that they could to achieve the maximum coverage possible.

The Committee then heard from the petitioner, Councillor Ray Scragg, who considered that the petition demonstrated the importance of superfast broadband to the settlement and that the success of businesses within the community depended on it. He expressed concern that little information had been made available on what the implementation plan for Ridge was or when connectivity might be achieved. The provision of broadband was critical in being able to maintain the vibrant community which currently existed and would go some way to fostering increased economic growth. He was concerned that without the necessary connectivity, such vitality could not be sustained and the petition amply demonstrated the overwhelming business and educational needs of the village. He considered that connectivity was vital in maintaining an active and thriving community and its continued absence would be detrimental to this.

Officers understood the petitioner's frustration by the lack of information available and agreed that every effort would be made to provide the necessary information as soon as practicable.

The Committee then took the opportunity to discuss the merits of the petition and agreed that, in principle, every effort should be made to facilitate the provision of Superfast Broadband throughout the County. They acknowledged that this was being demonstrated by the County Council's continued commitment towards this and acknowledged that universal provision of Superfast Broadband was critical to the future economic and social prosperity of Dorset. As such, they considered that engagement in the search for solutions should be sought and that a meeting should be held between the petitioner and officers to determine the means by which this might be achieved. Additionally members asked for a better understanding of how BT/Superfast Dorset determined the viability of where services should be delivered

and the mechanism for how this was done. Officers agreed to share what they could with the Committee to enable this better understanding and welcomed the opportunity to meet with the petitioner to discuss what solutions there might be. There was also a need to establish the level of take up as this was a critical factor in determining how successful any rollout would be.

### **Resolved**

That the petition be noted and the petitioner informed that a meeting would be arranged between officers and the petitioner to discuss how best to proceed with the request for Superfast Broadband at Ridge and what options were available in the delivery of this.

### **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.

### **Procedure for Petitions - Petition for Superfast Broadband for Pulham and surrounding Areas**

The Committee considered a report by the Head of Economy on the receipt of a petition containing 96 signatures asking for the provision of superfast broadband for the village of Pulham and the surrounding areas. The report set out a series of options available to the Committee on how they might wish to respond to the petition.

Officers took the opportunity to confirm that the Superfast Dorset Programme aimed to deliver the most appropriate Superfast Broadband solution for communities, maximising benefits in a cost effective manner across the business and domestic community. Furthermore, the County Council was committed to pursuing all technical and funding solutions possible and every effort was being made to maximise what might be achieved. Officers reaffirmed what investment the County Council, in partnership with BT, were making in fulfilling their commitment to rolling out broadband. They took the opportunity to explain in detail the practicalities of delivering the project, technicalities that were being faced by BT in achieving this, the processes involved in how the Programme was to be implemented and arrangements for delivering the service. The basis on which the Programme was modelled was explained and what criteria it took into consideration. Officers fully understood the socio-economic benefits that connectivity brought and would do all that they could to enable this to be achieved. There was a need to ensure that BT was doing all that it could to achieve the maximum coverage possible.

The Committee then heard from the petitioner, Mark Vye, who considered that the petition demonstrated the importance of Superfast Broadband to Pulham and that the success of businesses within the community depended on it. He circulated a series of diagrams and paperwork to the Committee so that they might have a better understanding of the issues which needed addressing. He too expressed concern that little information had been forthcoming from BT on what their plans were for implementation. He explained that the petition had the support of the local MP for North Dorset, Simon Hoare, and local County Councillor for Blackmore Vale, Pauline Batstone. He understood that the technologies used in and around Pulham did not necessarily meet the practical needs of the village and questioned the reasoning for this and how commercial viability was determined. He also considered that the indication that Pulham would be part of the coverage was misleading given that this had played a part in attracting enterprise to the village on the basis that their business needs would be met, only to find that this was not the case. He appreciated that OpenReach was actively investigating how they might meet the needs of the petitioners.

He considered that connectivity to Superfast Broadband was critical in benefitting those wishing to access the internet for business, educational and social purposes

and so as to ensure that the village maintained its vitality. He felt that connectivity was vital in maintaining an active and thriving community and its continued absence would be detrimental to this.

Pauline Batstone, County Councillor for Blackmore Vale, was supportive of the petition in that improved connectivity would benefit the rural agricultural community of Pulham, home based businesses, local manufacturing businesses and other commercial activities, as well as meeting educational and social needs. She asked that alternative means of providing broadband to Pulham be investigated.

Officers explained that the map which Mr Vye referred to was known to be only indicative of where connectivity was proposed, with the precise detail of where connectivity was achievable being subject to variation, depending on the practicalities of its delivery. However they acknowledged that, at face value, the map created an impression of where coverage was proposed.

Officers then informed the Committee that progress was being made in what might be achievable in the vicinity and it was anticipated that Pulham would benefit from this. Furthermore alternative means of providing broadband were still being considered, including the part 4G/5G communications might play in this. Officers also reaffirmed their commitment to provide as much clarity as they were able to members and the public alike on when, where and how broadband was to be delivered and by what means.

The Committee then took the opportunity to discuss the merits of the petition and agreed that, in principle, every effort should be made to facilitate the provision of Superfast Broadband throughout the County. They acknowledged that this was being demonstrated by the County Council's continued commitment towards this and considered that universal provision of Superfast Broadband was critical to the future economic and social prosperity of Dorset.

The Committee were pleased to learn that progress might well soon be made in what was able to be delivered to the village and considered that a meeting should be held between the petitioner and officers to determine how progress might be made and what opportunities there were for the village to gain access to Superfast Broadband as soon as practicable.

### **Resolved**

That the petition be noted and the petitioner informed that a meeting be arranged between officers and the petitioner to discuss how best to proceed with the request for Superfast Broadband in Pulham and the surrounding areas and what options were available in the delivery of this.

### **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.

### **Terms of Reference**

- 5 The Committee noted its Terms of Reference and how these should be applied in order that the Committee achieved all that it was designed to do. With the aid of a

visual presentation members were provided with an understanding of what overview and scrutiny entailed, the way in which this could be undertaken, what matters could be scrutinised and the way in which this might be done.

The Committee's purpose was seen to be to improve outcomes to people's lives; hold the Executive to account; have the ability to challenge topics which had a clear link with the Corporate Plan outcomes; and meet the Corporate Plan aim of enabling economic growth in being prosperous. How the Overview and Scrutiny Management Board played its part in the process was explained, together with how scoping reviews could lead to effective and constructive scrutiny - in doing less, but more fully. In doing this there was a need to develop a constructive relationship with the Executive and for the Committee to get actively involved in the process.

Officers provided members with an understanding of how topics for scrutiny could be selected and the reasoning for this, in having an understanding of how outcomes could be improved for residents and the means by which this might be achieved. The relationship the Committee would have with partners in achieving this was critical. To do so effectively, there would be a need for members to receive a proportionate level of information and have the ability to focus on specific lines of enquiry in order to achieve their objective.

The Committee were advised on the suggested methodology to be used to prioritise topics and what criteria this needed to be assessed against.

The Committee were enthusiastic about the part they were being asked to play and whilst they recognised their current limitations in directly influencing commercial business enterprise, they were still able to facilitate and enable the means for economic growth for Dorset's businesses. As an organisation, there was a need to understand the importance of this; in doing all it could to ensure that Dorset was prosperous and in being economically competitive as an organisation in its own right.

### **Noted**

#### **Corporate Plan**

- 6 The Committee noted the aims of the Corporate Plan and how the outcomes of the Committee were designed to meet those aims.

The Director for Environment and the Economy explained that as the nature of Committees was changing, there was a need for all that they did to be relevant to the aims of the Plan. With the natural environment of Dorset being valued at an estimated £1.5 - 4 billion per annum, there was a need for this to play a significant role in how economic growth could be developed. The way in which the County Council ran itself, in being one of the county's largest employers with a significant spend, meant that it was therefore a significant contributor in its own right to the economy. Members recognised that their role was not to manage the economy of Dorset, but to play their part in facilitating where and how they could have positive influence. How revenue streams for the Council might be generated as part of this process could also be an area of focus for the Committee.

### **Noted**

#### **The Committee, in Context - Dorset's Economy is Prosperous**

- 7 With the aid of a visual presentation, the purpose and aims of the Committee were set in context by lead officers, namely the Group Manager – Governance and Assurance, the Director for Environment and the Economy and the Head of Economy. The way in which the Committee was designed to operate, what economic growth entailed and the issues for focus were drawn to the attention of the Committee. Officers explained:-

- what scrutiny entailed and how this function should be applied;
- provided an understanding of the purpose of the Committee and making sense of the part it played in meeting the aims of the Corporate Plan;
- the means by which this might be achieved;
- an explanation of the State of Dorset Economy, the role of the Dorset Local Enterprise Partnership and the relationship these had with the Committee.

Opportunities and challenges facing Dorset were outlined and the part productivity; an ageing workforce; benefits claimants; skills and education; housing; infrastructure and the role that the environment played in all this was explained. The principle of an Economic Growth Strategy and the benefit this would bring was explained and members recognised that ownership of this should be embraced by them to ensure that the Committee was successful.

The part that the Dorset Local Enterprise Partnership played in influencing economic growth was drawn to the Committee's attention and the success in achieving the Dorset (Green) Enterprise Zone at Winfrith Newburgh was noted, as well as the importance of the Western Dorset Growth Corridor and what benefits this brought. The importance of digital infrastructure and its availability in order to access opportunities was seen to be essential in economic growth being successful and every effort was being made to facilitate the provision of Superfast Broadband throughout the County, which was demonstrated by the County Council's continued commitment towards this. It was acknowledged that universal provision of Superfast Broadband was critical to the future economic prosperity of Dorset.

Officers explained that in enabling economic growth, consideration should be given to the part employment; housing; skills; infrastructure and the environment played and the relationship between these. Whilst sophisticated technological business played a critical part in how economic growth might be achieved, there was a need to recognise the importance of what part other more traditional sectors played in this across the rural county, with the likes of tourism, agriculture, fishing, mineral extraction and quarrying, and oil exploration and production all playing their significant part in benefitting the economy. The viability of these would ensure that rural development was maintained and that there was investment made to benefit the rural sector alongside other sectors of the economy.

The Committee were keen to see that commercial investment fulfilled its potential and how the County Council was able to facilitate economic growth for the private sector was instrumental in this. There was an acknowledgment that businesses needed to be encouraged to locate to Dorset for prosperity to be achieved. Given the various means by which the County Council could play its part in facilitating economic growth across the County, there were significant opportunities for Dorset to achieve its aim of stimulating a more prosperous economy.

### **Noted**

## **Outcomes Based Accountability - Context Setting**

- 8 The Committee considered a report which provided background and context in relation to Outcomes Based Accountability which was a key methodology that the Authority had adopted to ensure it maintained a clear focus on priority outcomes for Dorset residents and communities.

Also included within the report was a sample scoping document and report which had been prepared, for illustrative purposes only, in order for members to see how a planning and scoping document could look in relation to helping support the future overview and scrutiny review work of the Committee. The scoping document had been trialled by Councillors Biggs and Canning for an area of spotlight scrutiny, relating to parking arrangements in Dorchester, and they reported that it had proven very helpful.

### **Noted**

#### **Work Programme**

9 The Committee was provided with the opportunity to develop its Draft Work Programme and to participate in proceedings. So as to stimulate debate, the Chairman and Lead Officers had actively encourage members to reflect on the Committee's Terms of Reference with a view to prior consideration being given to items they considered could benefit from scrutiny in looking at their Work Programme. These were given due consideration at the meeting. As a prelude to this, Councillors Canning and Biggs had proposed the establishment of a Policy Development Panel on a new residents' parking strategy for the County Council.

The Committee had also been given the opportunity to have a better understanding of the responsibilities of the Committee, with hyperlinks providing detail about: Enabling Economic Growth Strategy; the State of Dorset Economy; the Cabinet Forward Plan; and Cabinet decisions taken in the previous 12 months.

The Committee acknowledged that the use of policy development panels, task and finish groups, working groups, spotlight scrutiny and inquiry days were all legitimate means by which scrutiny could be achieved, with whatever method used, being proportionate and relevant to that activity to secure an appropriate return on investment.

In being asked to propose topics, the Committee devised the following list, including methods for scrutiny and the members to take part:-

- Residents Parking Strategy – Working Group / Spotlight Scrutiny / PDP (Andy Canning / Richard Biggs)
- Bus Subsidies (T&F Group) (Hilary Cox / Andy Canning)
- Commercial Investment Aspirations / Opportunities incl. Investment (Mike Byatt / Hilary Cox)
- Digital Strategy incl. Broadband (Mike Byatt)
- Skills & Training (Mike Byatt)
- Demographic changes – Impact on Services & Infrastructure (Inquiry Day)
- Affordable Housing (Mike Byatt)
- Physical Infrastructure
- LEP / Growth Board – Presentation to set context and understand impact & outcomes
- Overview functions -
  - Renewable energy
  - carbon footprint

The Committee acknowledged that the prioritising of these items was to be determined and that the Overview and Scrutiny Management Board would play its part in assessing them. The Committee also acknowledged that there was a need for a lead officer to be identified for each topic to provide a clear link and contact point to support and coordinate the required work with elected members. The Director for Economy and the Environment agreed to advise the Committee of the lead officers as soon as was practicable.

### **Resolved**

That the suggested topics listed above be reported to the Overview and Scrutiny Management Board for information and assessment and for those, in conjunction with those members and officers involved in each of the topics actively taking action to progress matters as soon as practicable.

### **Reason for Decision**

To ensure that proceedings to actively scrutinise topics were undertaken as soon as practicable.

## **Dorset County Council Action Plan for Management of Pollinators**

10 The Committee considered a report by the Director for Environment and the Economy on the County Council's Action Plan for the Management of Pollinators. The Committee acknowledged the essential role pollinators played in providing pollination services for many commercial crops and wild plant species, and their significant value to the UK economy, estimated at over £400 million annually. Given Dorset's significant agricultural sector, the importance of pollinators to Dorset's economy and environment was acknowledged despite pollinators such as bees, hoverflies, butterflies and moths being in decline. Pressures such as habitat loss and degradation, pests and diseases, pesticide use and climate change individually, and in combination, were having negative impacts on populations and, as a result, reducing the pollinators effectiveness.

It was therefore proposed that the County Council should play its part in helping to reduce this decline and, where possible, enhance populations, by adopting an Action Plan for Pollinators, in line with similar plans adopted by other public bodies. This would specify the principles by which Dorset County Council would seek to deliver services and projects at an operational level in a way that maximised positive impacts and minimised negative impacts on pollinator species.

The Action Plan proposed a range of positive principles which could be applied to the management of County Council assets, projects and decision-making processes, as well as a prohibition on the use of neonicotinoid pesticides, which had been linked to the decline in pollinators, on County Council land where the power to enforce this existed.

The attention of the Committee was drawn to the principles of the Action Plan which was proposed to be adopted with immediate effect, or to be applied to future projects, asset management plans and decision-making processes as and when they were developed and/or reviewed.

The Committee acknowledged the importance of pollinators to Dorset's economy and environment and the benefits Dorset's agricultural sector brought to that economy, and accordingly endorsed the proposals, as set out in the Director's report.

### **Recommended**

That the Cabinet be asked to adopt the proposed Action Plan for Pollinators, as set out in section 2 of the Director's report having taken into account the views of the Committee.



Reason for Recommendation

The adoption of the proposed Action Plan for Pollinators would help Dorset County Council meet its aim of a 'healthy environment' as set out in the Corporate Plan 2016 outcomes framework.

**Questions from County Councillors**

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

Meeting Duration: 10.00 am - 1.00 pm

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## People and Communities Overview and Scrutiny Committee

Minutes of the meeting held at County Hall, Colliton Park, Dorchester, Dorset, DT1 1XJ on Thursday, 16 June 2016.

### Present:

David Walsh (Chairman)

Steve Butler, Ronald Coatsworth, Fred Drane, William Trite, Michael Turnbull and Kate Wheller.

### Members Attending

Deborah Croney, Robert Gould, Jill Haynes under Standing Order 54(1)

Trevor Jones

Paul Kimber, County Councillor for Portland Tophill district – minute numbers 9 and 10.

Officer Attending: Helen Coombes (Interim Director for Adult and Community Services), Mike Harries (Director for Environment and the Economy), Steve Hedges (Group Finance Manager), Paul Leivers (Head of Early Help and Community Services), Mark Taylor (Group Manager - Governance and Assurance), Anne Salter (Head of Strategy, Partnerships and Performance) and Rebecca Guest (Senior Democratic Services 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 People and Communities Overview and Scrutiny Committee to be held on **Tuesday, 11 October 2016.**)

### Chairman's Welcome

The Chairman welcomed everyone to the new overview and scrutiny committee and introduced the new Interim Director for Adult and Community Services. He advised members that the revised meetings were a more effective way of working and had been refocused to enable more discussion and debate. Success would be limited only by the members themselves. He encouraged all members to take ownership of agenda items and advised that while training had been given on 26 May 2016, there would be further opportunities for more. The new committee style was a tool for members to achieve their best for their communities.

### Apologies for Absence

1 Apologies for absence were received from Barrie Cooper, Spencer Flower, Ros Kayes, Mary Khan and David Jones.

### Code of Conduct

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

With reference to minute 4, Fred Drane confirmed that he had no disclosable pecuniary interest to declare but that he was a carer for his wife and they used carer services.

### Public Participation

3 Public Speaking

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

A public statement from the Friends of Sturminster Newton Library was received at the meeting in accordance with Standing Order 21(2). The Chairman advised that in the absence of members of the public at the meeting, this statement would be taken at the relevant agenda item (Mobile Library Service – minute 9). The statement is attached to these minutes as Annexure 1.

#### Petitions

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

#### **Terms of Reference**

- 4 Members noted the terms of reference for the People and Communities Overview and Scrutiny Committee.

#### **Induction**

- 5 The Group Manager for Governance and Assurance gave members a presentation, 'Making a Difference to People's Lives', which focused on how to effectively use the overview and scrutiny functions.

He highlighted the new committee structure and the importance of a member led approach, noting that training for members and senior officers had already been provided, but more may be needed. He also referred to an Overview and Scrutiny Guide that had been produced and circulated to support transition to the new arrangements. It was explained that this was a very new and different approach in order to help members and officers gain a holistic view of the outcome priorities of the County Council and to work closely together to improve the lives of residents and communities we served.

The use of Policy Development Panels and Task and Finish groups was highlighted in order to understand more about how members could make a difference and to allow work to progress in a timely manner outside of formal committee meetings. The overview and scrutiny committees were now cross cutting committees across the authority and a one council view had been taken.

The Group Manager for Governance and Assurance focussed members' attention on the delivery of outcomes and highlighted the 4 overarching principles which the Overview and Scrutiny Management Board had established to guide the work of the new committee:-

- Doing less – but doing it more thoroughly
- When selecting topics there must be a clear link to the corporate plan outcomes, supported by a clear rationale and prioritised accordingly
- Topics must be clearly and concisely scoped to ensure a structured review process
- Reviews should deliver clear conclusions and recommendations for improvement that Executive can consider leading to robust outcomes

He briefly reviewed the Committee's broad terms of reference and the Chairman reaffirmed that the Committee shouldn't duplicate the work of other committees, but the opportunity was there to consider like subjects from different angles, such as housing for better health.

The Interim Director for Adult and Community Services also gave members a presentation to highlight the range of topics that they might consider to review and scrutinise. She reminded them of the wide ranging terms of reference and asked that the term "people of all ages" be used to more accurately describe the age range within the Committee's remit.

The Interim Director referred to the real opportunity to respond and develop plans for the future to ensure communities were safe, healthy, independent and prosperous. She commented on the increasing demand on health and care services and highlighted that issues such as unemployment could be masking other such as poor mental health.

The Head of Strategy, Partnerships and Performance in Children's Services commented on the number of children in care and the associated costs of this. She confirmed this subject overlapped with the Safeguarding Overview and Scrutiny Committee, but stated that they may not have the capacity to consider a review of the care homes. Members may therefore wish to consider life-long outcomes and what officers were doing to support vulnerable children. It was very clear that in order to prevent high costs, early intervention and prevention was key.

In response to a question regarding the budget available to the Committee and supporting officers to carry out their overview and scrutiny role, the Group Manager for Governance and Assurance pointed to the scrutiny scoping and planning document template that included an initial assessment of the level of potential resources and any specific budget requirement associated with proposed scrutiny or overview work. Whilst it was agreed that any budget requirements must be proportionate in terms of the anticipated return on investment, it was important that the committees have the ability to commission the work it feels necessary to deliver against its terms of reference. Equally the Overview and Scrutiny Management Board would discuss and seek to ensure that an appropriate level of resources were available to support the committees in their work and are allocated and channelled effectively across the various committees.

### **Noted**

#### **The Corporate Plan - Priorities for the Committee**

- 6 The Group Manager for Governance and Assurance highlighted the Corporate Plan and suggested that members used this as an important background document and focus for discussion when populating the Committee's work programme.

### **Noted**

#### **Outcomes Based Accountability (OBA) Context Report**

- 7 Members considered a report which provided background and context in relation to Outcomes Based Accountability which was a key methodology that the Authority had adopted.

Also included within the report was a sample scoping document and report which had been prepared, for illustrative purposes only, in order for members to see how a planning and scoping document could look in relation to helping support the future overview and scrutiny review work of the committee.

The Committee highlighted the importance of taking a holistic review of outcomes against the various services when making decisions and working within defined and constrained financial limits. It was vital that an informed view be taken on the resultant impacts when considering competing priorities and necessary funding cuts. Agreement was shared that the Committee should look more carefully at the causes and forces associated with issues to ensure a recommended resolution did not simply move a problem to another service area. The Group Manager for Governance and Assurance confirmed the methodology outlined within the report would help with this process.

Members commented on the complexity of young people's concerns and the impact these could have on services and financial resources long term, if early intervention was ineffective.

A member suggested that the Committee look at the quality of care, in conjunction with the NHS, with particular relevance to the different service providers, pay and bidding process for contracts. It was noted that the Authority was not good at resilience for care services. Services had to be developed, not just within the Authority's control, but the whole community needed to be encouraged to play its part.

The Cabinet member for Adult Health, Care and Independence stated she believed that the Committee could help build and promote communities to have their own resilience.

### **Noted**

### **Work Programme**

8 The Committee were provided with the opportunity to develop the Committee's draft work programme and to influence proceedings. The Committee suggested the following topics (listed in no particular order):

- Demographic pressures on services – impacts of an increasing population
- Dorset Partnership for Older People Programme – both role & remit; and Community capacity building (community enablement and resilience)
- Social isolation – all ages
- Community Capacity Building

Other issues discussed during the course of the meeting included:

- Community Offer for Living and Learning – Working Group
- Budget Cuts – Prioritisation and Impact Assessment to Corporate Plan Outcomes
- Early Help and Prevention - Children and Young People
- Cost of Care
- The Quality of Care Provided - in conjunction with NHS
- Adoption and Fostering
- Housing – working along-side the Economic Growth Overview and Scrutiny Committee
- Special Educational Needs - accessibility and transport
- Support for Carers
- Technology - connectivity to reduce the impacts of loneliness and isolation
- Community groups – maximisation and development of, better advertisement of

### **Noted**

### **Mobile Library Service**

9 The Chairman informed the Committee that written statements had been received from the following parties and he read these out in full:

- Ian Gardner, County Councillor for Chickerell and Chesil Bank division,
- Pauline Batstone, County Councillor for Blackmore Vale division,
- Ros Kayes, County Councillor for Bridport division; and
- Friends of Sturminster Newton Library.

A copy of the statements were distributed at meeting and are attached to these minutes as Annexure 1.

The Committee considered a report by the Interim Director for Adult and Community Services that asked members to consider how mobile library services would be

provided in the future. The County Council's Medium Term Financial Plan included savings for the library service and changes to the service were therefore necessary. The report focussed on proposed change for the mobile library service and considered the impact of any change on members of the public.

The Head of Early Help and Community Services advised that the proposal within the report would allow the County Council to provide access to library services to those who could not access the service in any other way, within the financial resources available. Through the Dorset Partnership for Older People Programme (POPP) people who were isolated in rural villages had been identified and it was proposed that POPPs would be greater mobilised to help deliver services to these people. The use of Royal Voluntary Service (RVS) volunteers would also be extended.

Consultation with the public and communities had been carried out during April and May 2016 and the Chairman congratulated officers on the way in which this had been carried out. The Head of Early Help and Community Services reviewed the highlights of the consultation responses and advised that the unusual timescale (December 2016 to March 2017) was to ensure that no service was withdrawn until an alternative via communities themselves, was available. A phased approach was therefore proposed.

The County Councillor for Portland Tophill district, Paul Kimber, was invited to address the Committee. He advised that although he had concerns regarding the proposed closures he acknowledged the need for the proposals. He then commented on the work undertaken by friends groups and he asked whether every library had one. He asked members to consider how they could encourage libraries to set one up and reach isolated people, both in rural and urban areas.

Members sought further clarification as to how services to the most vulnerable and isolated would continue, and they were satisfied that steps would be in place via the use of community groups, RVS, POPP or friends and neighbours before any withdrawal of services were made. They asked officers to speak to existing staff to identify vulnerable people to ensure that no one slipped through the cracks.

Some members gave examples where community volunteers in their local areas had enriched both the library service and community living. There was a general acknowledgement that communities had to reclaim responsibility for their services and members were asked to encourage community schemes. The Head of Early Help and Community Services asked members to note that the required level of assistance by the voluntary sector and the pace at which services could be out in place was unknown at this early stage, hence the longer lead in time for withdrawal of services.

### **Recommended**

That the Cabinet be recommended to:

1. note the consultation responses about the proposed changes to the mobile library service;
2. maintain the mobile library service provided by the County Council to residential homes and sheltered accommodation units; and
3. approve the closure of the public mobile library service by end of December 2016 (earliest) and by end of March 2017 (latest) and the development of alternative access to library services where required within the resources available.

### **Reason for recommendations**

To meet the council's Medium Term Financial Plan, ensuring that the County Council achieves a balanced budget.

## **Community Offer for Living and Learning**

- 10 The Chairman informed the Committee that a written statement had been received from the County Councillor for Chickerell and Chesil Bank division, Ian Gardner, which he read out in full to the Committee. A copy of the statement was distributed at meeting and is attached to these minutes as Annexure 1.

The Committee considered a report by the Director for Children's Services that sought members' comments and contribution to the further development of the Community Offer for Living and Learning. The report contained a draft outline business case for the proposals that reviewed how and where service users and local communities could access services in future. The approach required working with community organisations and other public services, with pilot areas to explore and develop the approach suggested in Weymouth, Portland, Beaminster, Blandford, and possibly Ferndown.

The Head of Early Help and Community Services reviewed the ambitious proposals and emphasised that it was not a property programme. He acknowledged that one size would not fit all and work would be undertaken with local people to enable the Authority to respond appropriately and to enable local communities to help themselves. The future direction is for more multi-functional buildings and fewer single purpose buildings. Further details would be informed by engaging with councillors and partners in pilot areas, helping to identify opportunities for action and further developing the business case and what was affordable.

Member engagement and contributions to the approach was envisaged in a number of other ways, including The Way We Work Board and engagement with Cabinet Members on specific areas as appropriate. A further report would be presented to the Committee in October 2016 following the pilot period to detail the final outline business case.

The County Councillor for Portland Tophill district, Paul Kimber, was invited to address the Committee. He spoke to the Committee as the Member Champion for promotion of learning through life and advised that he fully endorsed the proposals and recommended the Committee approve the report's recommendations.

Members discussed the report, commenting positively on the efficient use of the Authority's resources, both people and buildings. They asked officers to ensure that the final business plan was forward thinking, particularly in regards to potential building availability within a future unitary authority. Members agreed that the proposals, if managed appropriately, would serve the community well and reduce expenditure.

A member commented on the importance of a 'one stop shop' to certain individuals who needed to access a range of information in a short period of time. He asked whether this could be extended in order to offer some form of resettlement support for prisoners recently released and whether information could be given to prisoners before their release date.

The Head of Early Help and Community Services advised officers were already working closely with a number of Cabinet Members and also with a number of local members. He welcomed the additional input of Committee members to ensure both a local and strategic balance of views were received. When considering how members could be engaged in the process, it was agreed that a members' working group would be appropriate.



### **Resolved**

That a member working group be set up to engage in the development of the Community Offer. That group to consist of Councillors Fred Drane, Steve Butler, David Walsh and Kate Wheller.

### **Recommendations**

That the Cabinet be recommended to:

1. approve the development of the Community Offer for Living and Learning, enabling officers to prepare the business case as well as engage both locally and on a countywide level;
2. approve progress in the pilot areas;
3. delegate powers to the Director for Children's Services to proceed with action in the pilot areas, if appropriate, after consultation with the Cabinet member for Organisational Development and Transformation, other Cabinet members as appropriate and the local County Councillor(s), subject to the Section 151 Officer being satisfied that there was a sound financial basis; and
4. delegate powers to the Director for Environment and the Economy after consultation with the Cabinet member for Environment, Infrastructure and Highways and the local County Councillor(s) to enter into such property transactions (whether by acquisition or disposal), as necessary, to make appropriate progress with the introduction of living and learning centres.

### **Reason for Recommendations**

The approach was in line with the Council's vision of working together for a strong and successful Dorset. Was part of the action required as part of the Council's Medium Term Financial Plan and contributed to the four corporate outcomes of Safe, Healthy, Independent and Prosperous.

### **Questions from County Councillors**

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

Meeting Duration: 10.00 am - 12.15 pm

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## Written statements from County Councillors

### **Agenda Item Number 9 : Mobile Library Service**

Ian Gardner (08.06.16; 10:02)

The mobile Library service will be missed by a few in Chesil villages but many can access the Chickerell Library.

Pauline Batstone (14.06.16; 20:35)

I write to support the concerns expressed by the Secretary of the Friends of Sturminster Library in her statement on behalf of the Friends to your committee. Rural isolation is increasing for older people as facilities are withdrawn. If the Mobile Library service ceases, I hope that the Council will look at how the gaps in provision can be filled, in particular by working with the community transport schemes to bring people to books or books to people.

Ros Kayes (15.06.16; 15:11)

I have grave concerns about proposed changes to the mobile library service.

The savings to be made here are small in respect of the overall divisional budget but the impact of the changes would be significant for those unable to access libraries by car. These include our most vulnerable residents. Mostly the elderly living alone but also young families without transport.

Transport is the issue. With cuts to bus subsidies those living in villages will be even more isolated. Were buses to be available it would only be the chronically disabled who would be unable to access books. The cuts add two extra groups of the disadvantaged. Both in terms of early years education and mental wellbeing for the elderly and disabled, access to reading material is essential. I think these proposals will have knock on effects on a number of other services and we should be thinking in a more joined up way. We should continue the service as it currently operates.

### **Agenda Item Number 10 : Community Offer for Living and Learning**

Ian Gardner (08.06.16; 10:02)

Not sure why Portland is considered and Chickerell not which is a growing Town and houses the largest employment area outside of Bournemouth & Poole. Having said that I am not that sold on the concept in any case.

## Written statement from members of the public

### Agenda Item Number 9 : Mobile Library Service

Friends of Sturminster Newton Library (Michaela Knowles, Secretary) (14.06.16; 20:07)

We oppose the cessation of North Dorset's public mobile service for the following reasons:

- Lack of public transport means those without cars lose their independence, making them unnecessarily reliant on others;
- The mobile library is one of the few facilities left in many villages which brings people together socially, thus reducing isolation;
- Consideration needs to be given instead to the alternative option of rationalising library provision in urban areas, where there are good transport links to take users to central libraries and far shorter distances involved (see clusters on map below).





## Safeguarding Overview and Scrutiny Committee

Minutes of the meeting held at County Hall, Dorchester, Dorset,  
DT1 1XJ on Tuesday, 14 June 2016

### Present:

Pauline Batstone (Chairman)  
Mike Lovell, Steve Butler, Mike Byatt, Beryl Ezzard, Peter Hall and Susan Jefferies

### Members Attending

Deborah Croney, Cabinet Member for Learning and Skills  
Trevor Jones, County Councillor for Dorchester  
Rebecca Knox, Cabinet Member for Health and Wellbeing and Children's Safeguarding  
David Walsh, County Councillor for Gillingham

Officers Attending: Fiona King (Senior Democratic Services Officer), Sara Tough (Director for Children's Services), Mark Taylor (Group Manager - Governance and Assurance), Vanessa Glenn (Head of Families and Children), Anne Salter (Head of Strategy, Partnerships and Performance), Alison Waller (Head of Partnerships and Performance) and Sally Wernick (Safeguarding and Quality Service Manager) and Fiona King (Senior Democratic Services Officer).

- (Notes:(1) In accordance with Rule 16(b) of the Overview and Scrutiny Procedure Rules the decisions set out in these minutes will come into force and may then be implemented on the expiry of five working days after the publication date.  
Publication Date: **Wednesday, 22 June 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, 5 October 2016.**)

### Apologies for Absence

- 1 Apologies for absence were received from Toni Coombs and Daryl Turner.

### Code of Conduct

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

### Public Participation

#### 3 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.

### Terms of Reference

- 4 Members noted the terms of reference for the Safeguarding Overview and Scrutiny Committee.

The Chairman drew members' attention to the Corporate Plan and the principle area of focus for the Committee, which was as follows:-

People in Dorset are SAFE – *Everyone should feel safe, wherever they are:*

- Children and vulnerable adults are safe wherever they are;
- Crime, anti-social behaviour and domestic abuse across Dorset is minimised;
- There are fewer accidental injuries and deaths – including those on Dorset's roads; and
- People and communities are better able to cope with environmental change and other natural emergencies.

### **Noted**

#### **Induction - Part 1**

- 5 The Group Manager for Governance and Assurance gave members a presentation, 'Making a Difference to People's Lives', which focused on how to effectively use the overview and scrutiny functions.

He highlighted the new committee structure and the importance of a member led approach, noting that training for members and senior officers had already been provided, but more may be needed. He also referred to an Overview and Scrutiny Guide that had been produced and circulated to support transition to the new arrangements. It was explained that this was a very new and different approach in order to help members and officers gain a holistic view of the outcome priorities of the County Council and to work closely together to improve the lives of residents and communities we served.

The use of Policy Development Panels and Task and Finish groups was highlighted in order to understand more about how members could make a difference and to allow work to progress in a timely manner outside of formal committee meetings. The overview and scrutiny committees were now cross cutting committees across the authority and a one council view had been taken.

The Group Manager for Governance and Assurance focussed members' attention on the delivery of outcomes and highlighted the 4 overarching principles which the Overview and Scrutiny Management Board had established to guide the work of the new committee:-

- Doing less – but doing it more thoroughly
- When selecting topics there must be a clear link to the corporate plan outcomes, supported by a clear rationale and prioritised accordingly
- Topics must be clearly and concisely scoped to ensure a structured review process
- Reviews should deliver clear conclusions and recommendations for improvement that Executive can consider leading to robust outcomes

Following a question from a member about presentations to the Cabinet, the Group Manager for Governance Assurance anticipated that the Chairman or Vice Chairman would be presenting recommendations from this committee to the Cabinet, but that mechanisms needed to be effective and timely. He added that this was members' opportunity to ultimately hold the Executive to account and to help influence the future direction and approach.

The use of key lines of enquiry and an open and inquiring approach to asking questions to help shape a view and arrive at conclusions was explored with members. The Director for Children's Services added that it was also about understanding what worked elsewhere and then adapting that for Dorset.

One member commented on the need to ensure that members made the best of the budget that was available and to focus on the core values. The Group Manager for Governance and Assurance noted that by having agreed a Corporate Plan with clear priorities this would help focus the budget in the right areas.

### **Noted**

#### **Induction - Part 2**

6 Member's received the following presentations, to give them an overview of safeguarding in relation to Children and Adults:-

- The Safeguarding Service Manager for Adult and Community Services gave a general presentation on adults safeguarding highlighting it was very different to children's safeguarding;
- The Head of Families and Children highlighted that the safeguarding agenda for children's was everyone's business;
- The Director for Children's Services updated members on the recent Ofsted inspection, highlighting the main areas for ongoing improvement and the next steps.

In response to a question from a member about personal budgets and empowering clients the Safeguarding Service Manager advised the presentation was just focused on safeguarding and not budgets at the present time. In relation to a number of different agencies and data sharing she advised that questions were asked of clients like 'what is it you want', these difficult questions needed to be asked as these clients, unlike children, had the capacity to make their own decisions.

One member felt it was encouraging to hear of better transition arrangements between Children's and Adults services.

Following a question from a member about the number of permanent qualified staff, the Head of Families and Children made reference to the Forward Together Programme for children that had been ongoing the outcomes of which were now being realised. The Directorate was currently going through a process of interviewing for new services which would be delivered from 1 September 2016. Officers were actively interviewing in order to establish a new team to deliver permanency for children. They were also reinvigorating social work practice and reference was made to the partnership with Bournemouth University to develop and train social workers.

In relation to evidence of children staying in care too long, the Head of Families and Children advised that the number of children coming into care continued to decrease and highlighted the work of the adoption service, moving children out of care into an adoptive family situation. It was noted that Ofsted saw evidence that the ages of children coming into care was decreasing.

In response to a question regarding business plans for the next 12 months, the Director made reference to the Partnership Plan for Safeguarding Children which was progressed through the Dorset Safeguarding for Children Board (DCSB), the Children and Young People's Plan that would be presented to the Health and Wellbeing Board in September 2016 and the Action Plan arising from the recently received Ofsted report.

Following a discussion about the DCSB, the Director informed members that the partners of the DCSB included health, hospitals, police, probation, fire, district councils, voluntary agencies, housing, adult services and public health. There had been a lot of work undertaken to create sub groups from within then Board. The Board had recently appointed a new permanent Chairman.

One member felt that with lots of different groups/boards it was sometimes very confusing to work out who was responsible for what and where. The Director advised that the Safeguarding and Health and Wellbeing Boards were the only statutory Boards. Talks were currently ongoing to determine whether a Children's Trust Board was still relevant and officers were looking at a more local level place based approach to how priorities for children were set. She undertook to circulate a map of all of the Boards to members.

**Noted**

**The Corporate Plan - Priorities for Safeguarding**

7 The Group Manager for Governance and Assurance highlighted the Corporate Plan and suggested that members used this as an important background document and focus for discussion when populating the Committee's Forward Plan.

**Noted**

**Outcomes Based Accountability (OBA) Context Report**

8 Members considered a report which provided background and context in relation to Outcomes Based Accountability which was a key methodology that the authority had adopted.

Also included within the report was a sample scoping document and report which had been prepared, for illustrative purposes only, in order for members to see how a planning and scoping document could look in relation to helping support the future overview and scrutiny review work of the committee.

**Noted**

**Work Programme**

9 To help focus members' discussion on some of the key areas for the Work Programme for the Safeguarding Overview and Scrutiny Committee, the Director for Children's Services suggested areas that linked to areas in the Corporate Plan. She also noted that it would be important to link to the Ofsted recommendations to ensure scrutiny of the work:-

- Looked after children – why has it not been possible for some children – causes and forces that were playing their part in hindering the ability to keep children at home.
- Child Protection – to understand the categories of abuse being working with.
- Domestic abuse and the toxic trio (domestic abuse, mental ill-health and substance misuse) – crosses over between adults and children's services
- Child Sexual Exploitation and missing children.

Following a comment from a member about the inclusion of children with Special Educational Needs, the Director felt this could possibly be picked up by the People and Communities Committee. It was noted that the Overview Scrutiny and Management Board would have the opportunity share the list for all committees.

Items for inclusion in respect of Adults could include:-

- Neglect
- Deprivation of liberty
- Making safeguarding personal
- Hate crime safe places
- Person Centred Care
- Rogue Trading



The Adults and Children's Safeguarding Boards would pick up some of the suggested issues but they would be looking at it from a partnerships point of view.

The Chairman suggested that she and the Vice Chairman meet with the Director and Group Manager to discuss the list and refine accordingly. As part of those discussions for priority topics a lead officer would also need to be identified to co-ordinate the work with members. The Group Manager for Governance and Assurance noted the importance of applying the prioritisation methodology as whilst all issues were important it was important to see where the key priority areas were. There would also need to be awareness and a suitable flexibility by members and officers to ensure that if specific issues cropped up at short notice they could be dealt with in a timely manner.

The Chairman reminded members that not all scrutiny work had to be conducted in a formal committee setting. Task and Finish Groups, Inquiry Days and/or Spotlight Scrutiny were also very useful and timely mechanisms that were available for use by the Committee.

**Noted**

**Questions from County Councillors**

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

Meeting Duration: 10.00 am - 12.20 pm

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## Dorset Health Scrutiny Committee

Minutes of the meeting held at County Hall, Colliton Park, Dorchester, Dorset, DT1 1XJ on Tuesday, 7 June 2016.

### **Present:**

Ronald Coatsworth (Chairman)  
Bill Batty-Smith (Vice-Chairman)

### Members Attending

Ros Kayes, Dorset County Council  
William Trite, Dorset County Council  
David Jones, Dorset County Council  
Tim Morris, Purbeck District Council  
Peter Shorland, West Dorset District Council  
Alison Reed, Weymouth & Portland Borough Council

### Officers Attending:

Alison Waller (Head of Partnerships and Performance), Ann Harris (Health Partnerships Officer) and Jason Read (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 Committee to be held on **Tuesday, 6 September 2016.**)

### **Election of Chairman**

13     **Resolved**  
        That Ronald Coatsworth be elected Chairman for the remainder of the year 2016/17.

### **Appointment of Vice-Chairman**

14     **Resolved**  
        That Bill Batty-Smith be appointed Vice-Chairman for the remainder of the year 2016/17.

### **Apologies for Absence**

15     An apology for absence was received from Sarah Burns (West Dorset District Council).

### **Code of Conduct**

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

Cllr David Jones informed the Committee that his spouse was registered disabled. As this was not a disclosable pecuniary interest he remained in the meeting and took part in the debate.

Cllr Alison Reed informed the Committee that 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.

### **Terms of Reference**

17 The terms of reference for the Dorset Health Scrutiny Committee were noted.

#### **Noted.**

### **Public Participation**

18 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.

### **Minutes**

19 The minutes of the meeting held on 8 March 2016 were confirmed and signed.

### **Seven-Day Services Update**

20 The Committee considered a report by the Deputy Chief Operating Officer, Dorset County Hospital NHS Foundation Trust. The report outlined the work being undertaken to provide a seven day service to patients who needed emergency admission, diagnosis or treatment.

In line with NHS England's direction, the Trust had to be seven day service compliant by 31 March 2020 but aimed to complete the work by March 2018. A recent audit had showed there had been good compliance in some areas, with work still to be done in others. In order to achieve full compliance, the Trust had developed an action plan which would be delivered through a project with clinical and senior management leadership. The report highlighted each area the audit had looked at and detailed the Trust's progression in each area.

#### **Noted.**

### **Child and Adolescent Mental Health Services**

21 The Committee considered a joint report by the Director of Service Delivery, NHS Dorset Clinical Commissioning Group and the Director for Children's Services, Dorset County Council. The report outlined the service context for the provision of child and adolescent mental health services (CAMHS), focusing on the performance, particularly around access and waiting times. Improvements had been made in these areas as a result of the range of actions undertaken by the commissioners and providers. However, it was recognised that it was still an area of concern.

The report outlined areas of additional investment in Emotional Wellbeing and Mental Health through the submission of a transformation plan to NHS England on behalf of local partnerships. The report also outlined progress on the development of a new Emotional Wellbeing and Mental Health Strategy for children and young people. Public consultation on the strategy had been completed in May 2016, and the feedback received was now being analysed. An implementation plan would be

published in September 2016.

Some concerns were raised by members regarding the increase in referrals and the increased number of patients being denied treatment. The Committee were reassured that increases were a reflection of what was happening nationally. Dorset's number was below average compared other parts of the Country.

It was noted that historically, a large number of cases had not been identified as soon as they should have been. Officers explained that various different work streams had been undertaken with schools and teaching staff in an attempt to up-skill educational professionals to enable them to identify mental health issues in young people. This would help increase awareness and allow access to treatment at a much earlier stage. It was suggested that the recent review of youth services and changes being made to how Youth Workers delivered services would provide an opportunity to help recognise and prevent mental health issues at an early stage.

The committee felt that there were possible concerns arising over the effect of certain aspects of modern life and believed that the restructuring of youth services had a very important part to play. The Committee suggested that the matter be passed to the appropriate overview committee for consideration on a future agenda. Officers informed the Committee that work in this area had already been undertaken, and would be included as part of the relevant overview and scrutiny committee's work programme in the future.

**Noted.**

**Annual Work Programme April 2016 to March 2017**

22 The Committee considered a report by the Director for Adult and Community Services, which outlined the future work of the Committee planned for April 2016 to March 2017.

Discussion at a member's workshop had resulted in a number of items being added to the work programme. It was noted that the forward plan was a standing agenda item and therefore members had the opportunity to amend the plan if they so wished, on a quarterly basis.

**Noted.**

**Appointments to Committees and Other Bodies**

23 The Committee considered a report by the Director for Adult and Community Services, which outlined membership to various bodies and asked the Committee to nominate members to fill vacancies.

Two vacancies had arisen on the Joint Health Scrutiny Committee. It was agreed that Councillors Ros Kayes and Bill Batty-Smith be appointed to fill the vacancies. Councillors Alison Reed and William Trite were appointed as reserve members to the Committee.

**Resolved**

1. That Ros Kayes and Bill Batty-Smith be appointed to sit on the Joint Health Scrutiny Committee.
2. That Alison Reed and William Trite be appointed as reserve members on the
3. Joint Health Scrutiny Committee.

That membership on all other bodies remain as set out in the report.

## **Revised Protocol for Dorset Health Scrutiny Committee**

24 The Committee considered a report by the Director for Adult and Community Services, which outlined the Protocol for the Dorset Health Scrutiny Committee. The revised protocol had been presented to the Committee at the previous meeting held on the 8 March 2016. Members had raised queries regarding two matters, which were clarified as follows;

- The removal of reference to the scrutiny of the Supporting People Programme related to the transfer of this responsibility to the Adult and Community Services Overview Committee, which was agreed by Dorset Health Scrutiny Committee members on 11 March 2013.
- Scrutiny of the Dorset Health and Wellbeing Board (HWB) was not within the remit of the Dorset Health Scrutiny Committee (DHSC). This was considered as part of the work of a task and finish scrutiny review undertaken by Dorset County Council members in late 2015/early 2016. The rationale behind the decision was as follows;
  - DHSC had a statutory role and terms of reference. It undertakes outward looking scrutiny of NHS bodies and proposals for substantial variations in the provision of health services. Part of the role of the HWB was also a scrutiny role. If DHSC was given a role in scrutinising the HWB then it would dilute and distract DHSC from its statutory role and result in the County Council having one scrutiny committee scrutinising the scrutiny conducted by another committee. The task and finish group reported to the Standards and Governance Committee on 25 January 2016 and their recommendations were subsequently agreed by the County Council on 15 February 2016.

As the proposed changes set out within the new Protocol were consequential of changes to regulations and guidance and clarified administrative matters, the changes could be approved by the Committee without the need for any referral to the County Council as host Council. In particular, there were no proposals to change the terms of reference of the Committee.

### **Resolved.**

1. That the revised protocol for the Dorset Health Scrutiny Committee, as set out in the report, be approved.

## **Dementia Services Review**

25 Unfortunately there was no representative from the NHS Dorset Clinical Commissioning Group (CCG) to present the report. Members agreed that in order to give the matter proper consideration, it should be deferred to the September meeting so that a representative of the CCG could attend and present the report.

### **Resolved.**

1. That the report on the Dementia Services Review be deferred until the September meeting of the Dorset Health Scrutiny Committee.

## **Specialist Dementia Services across Dorset**

26 The Committee considered a report by the Dorset Locality Director for Dorset Healthcare University NHS Foundation Trust (DHC). The report informed the Committee of a change to service provision at the Chalbury Unit in Weymouth and the implications these changes would have on patients and carers.

It was proposed that all NHS inpatient care beds for older people with dementia were provided at Alderney Hospital while options were considered for the provision of

specialist dementia services across Dorset. DHC were making adjustments to the environment at Alderney Hospital to accommodate an additional 8 beds. Proposals to introduce different services in the West of Dorset were currently under development. Affected patients, relatives and staff were being consulted about the changes and, at present, it seemed likely that only one patient would have to be transferred to Alderney Hospital. The remaining current patients would be placed in alternative accommodation.

Members asked for assurance that Chalbury Unit would not be closed and expressed concern regarding the lack of provision in the west of the County. It was confirmed that any arrangements in place currently were temporary, and the future of the unit would be considered as part of a larger review. At this time it was difficult to predict the future arrangements of the unit.

Members raised concerns over travel arrangements for patients and carers. It was suggested that an income based criteria should be used when arrangements for transport were reviewed. Members agreed that affordability should play a factor. However, members agreed that arranging the transport should not be the responsibility of patients and carers, regardless of their income or financial situation. Officers agreed to feed the comments back to those responsible for travel arrangements.

#### **Resolved.**

1. That the Committee's feedback around transport arrangements be fed back to the officers responsible for reviewing arrangements.

#### **Quality Accounts - Submitted commentaries 2015/16**

27 The Committee considered a report by the Director for Adult and Community Services, which highlighted the commentaries made following the most recent Task and Finish Group Meetings. The Committee were invited to comment on Quality Accounts prepared by local NHS Trusts on an annual basis. Two Task and Finish Groups had worked throughout the year with Dorset County Hospital NHS Foundation Trust (DCH) and Dorset HealthCare University NHS Foundation Trust (DHUFT) to discuss and review their Accounts and to formulate the Committee's commentary for the 2015/16.

The Trusts were required to submit their Quality Accounts to Monitor by May 2016. The Task and Finish Groups formulated and submitted the commentaries outlined in the report, on behalf of the Committee, to both of the NHS Trusts concerned.

Future support for the Task and Finish Group meetings would no longer be provided by Democratic Services and reporting was therefore likely to be less formal in format.

#### **Noted**

#### **Briefings for Information/Note**

28 The Committee considered a report by the Director for Adult and Community Services. The briefings presented in the report were primarily for information and noting.

#### **Noted**

The Committee expressed concerns with arrangements and the composition of the Joint Health Scrutiny Committee regarding the lack of information shared by the CCG. As a result, the Committee:-

### **Resolved**

1. Expressed its concern that the current composition of the Joint Health Scrutiny Committee did not allow adequate representation for the people of rural Dorset. The Committee recommended that there be an urgent review of the Joint Health Scrutiny Committee's composition and officer support.
2. Noted that whilst the Joint Health Scrutiny Committee was a legal requirement, for its Dorset members to contribute adequately to the process, there needed to be pre-scrutiny of the relevant matters at the Dorset Health Scrutiny Committee. The Committee strongly recommended that all materials were presented to the full Dorset Health Scrutiny Committee for comment, before any Joint Health Scrutiny meetings.
3. Noted with concern the proposals from the CCG for the re-organisation of hospital services provision. The Committee very strongly expressed its view that such proposals as at present set out could be seriously detrimental to the people of Dorset. The Committee were concerned at the lack of detailed information that the Dorset Health Scrutiny Committee had received. The Committee requested that officers prepare a programme for full and intensive scrutiny and allowed for provision of all appropriate information.

### **Questions from County Councillors**

- 29 No questions were asked by members under standing order 20(2).

Meeting Duration: 10.00 am - 12.35 pm



## County Council – 21 July 2016

### Recommendation from the Audit and Governance Committee meeting held on 8 June 2016

#### **Constitutional Changes**

- 11 The Committee considered a report by the Monitoring Officer proposing changes to the Council's Petition Scheme.

The Monitoring Officer explained that changes to the Constitution would be part of the remit of the Committee in future as part of its governance role. The change to the Petition Scheme related to petitions containing between 50-999 signatures and it was suggested that these were considered by a Panel so that each petition could be heard in a shorter timescale than the current scheme. The Panel membership would include the relevant Cabinet Member, the Local Member and 3 other members, not politically proportioned.

The Chairman requested that the 3 other members were made up of Councillors from other groups wherever possible to avoid the Panel being dominated by one political group and it was confirmed that officers would strive to achieve this, bearing in mind the availability of members in forming a Panel.

It was further suggested that the list of actions under the section "How will the Council respond to petitions" should not be exhaustive and include other methods of response when necessary.

#### **RECOMMENDED**

That the Petitions Scheme be updated as outlined in Appendix 1, and replaced in the Constitution by the County Council.

#### Reason for Recommendation

To contribute to the corporate aim to 'provide innovative and value for money services'.

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# Audit and Governance Committee

**Dorset County Council**



Date of Meeting	8 June 2016
Officer	Monitoring Officer
<b>Subject of Report</b>	<b>Constitutional Changes</b>
Executive Summary	<p>The Constitution is a living document and is updated from time to time. The Audit and Governance Committee has a specific role in commenting upon proposed changes to the Constitution prior to consideration by the full Council.</p> <p>This report proposes changes which have arisen and will need to be considered by the County Council at its meeting on 21 July 2016.</p>
Impact Assessment:	<p>Equalities Impact Assessment: Not applicable.</p>
	<p>Use of Evidence: Evidence is detailed throughout each section of the report to describe the reasons for suggested changes to the Constitution.</p>
	<p>Budget: There are no consequential budget implications as a result of this report.</p>
	<p>Risk Assessment: Having considered the risks associated with this decision, the level of risk has been identified as: Current Risk: LOW Residual Risk LOW</p>

## Constitutional Changes

	<p>Other Implications: There are indirect Corporate Parenting and Safeguarding Children implications as proposed through the changes suggested through the terms of reference of the Corporate Parenting Board. These changes will contribute towards the improvement of monitoring and management of the members' responsibilities in respect of Corporate Parenting and Safeguarding Children.</p>
Recommendation	That the Audit and Governance Committee recommend that the Petitions Scheme be updated as outlined in Appendix 1, and replaced in the Constitution by the County Council.
Reason for Recommendation	To contribute to the corporate aim to 'provide innovative and value for money services'.
Appendices	Appendix 1 – proposed updated Petitions Scheme Appendix 2 – current Petitions Scheme
Background Papers	None
Report Originator and Contact	Name: Lee Gallagher, Democratic Services Manager Tel: (01305) 224191 Email: <a href="mailto:l.d.gallagher@dorsetcc.gov.uk">l.d.gallagher@dorsetcc.gov.uk</a>

- 1.1 The Constitution is a living document and is updated from time to time. The Audit and Governance Committee has a specific role in commenting upon proposed changes to the Constitution prior to consideration by the full Council.
- 1.2 This report proposes three changes which have arisen and will need to be considered by the County Council at its meeting on 21 July 2016. These are set out below:

### The County Council's Petition Scheme

- 3.1 The Council's Petition Scheme has been in operation since 2010. Through the Localism Act 2011 the Government relaxed the statutory guidance which prescribed the detail of schemes but left the general obligation in place. The Council still operates a petition scheme as an important link with the public in relation to matters of local concern.
- 3.2 In January 2014 the Committee considered an update to the scheme to amend the number of signatories required to trigger consideration by Committees (50 signatures+), to the Audit and Scrutiny Committee on request (500 signatures+), or to the County Council (1000 signatures+). Further to this, the Council considered a further change to the scheme on 23 July 2015 regarding the requirements when compiling a petition (and some consequential changes to simplify the general content of the scheme), which are:

## Constitutional Changes

‘Petitions submitted to the council **must** include:

- A clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the council to take.
- All or some of the following details of any person supporting the petition; name, address, postcode, signature, email address.
- The total number of signatures collected.’

3.3 The use of the scheme has become embedded in the committee arrangements for the Council since 2010 with reports being considered by the appropriate committee (50-999 signatures) or to the County Council (+1000 signatures). The Council has received no requests for the Audit and Scrutiny Committee to hold a senior officer to account (+500 signatures)

3.4 With major transformational changes to the way in which the Council operates its overview and scrutiny committees it is necessary to revisit the remit of the petition scheme to bring it up to date and to determine the most appropriate way of considering petitions in the future that is as customer friendly as possible. It is therefore suggested that the requirements relating to petitions to Council (+1000) and those relating to the call to account of a senior officer be retained, and that other petitions (50-999 signatures) be dealt with by a smaller customer focussed panel for each petition so that it can be heard within a shorter timescale than the current scheme and action, if any, can be taken as required.

3.5 It is suggested that the composition of each panel to consider petitions should be:

- The relevant Cabinet Member
- The Local Member
- Three other members to be drawn from the remainder of the Council’s membership in order with particular interest or experience (not to be politically proportioned)

2.1 The panel would aim to meet with the petitioner within 6 weeks of the receipt of the petition in order to hear directly from the petitioner and agree to take action depending on what the petition asks for, but may include one or more of the following:

- taking the action requested in the petition
- considering the petition at a council meeting
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- referring the petition for consideration by the council’s audit and governance committee
- calling a referendum
- writing to the petition organiser setting out the panel’s views

3.6 The Petition Scheme, and the suggested amendments are attached for information at Appendix 1, which include textual changes and a revised template for petitions.

## **PROPOSED SCHEME - Dorset County Council Petitions Scheme**

If you wish to petition Dorset County Council you can either:

- Send the Council a paper petition signed by those who support your petition. The petition should be sent to: *Democratic Services, Dorset County Council, County Hall, Colliton Park, Dorchester, DT1 1XJ - 01305 225113 - [I.a.eaton@dorsetcc.gov.uk](mailto:I.a.eaton@dorsetcc.gov.uk)*
- Use the e-petitioning facility on Dorset for You to organise your own petition or to support someone else's petition - <https://epetitions.dorsetforyou.com/list-petitions>

### **What are the guidelines for submitting a petition?**

Petitions submitted to the council **must** include:

- A clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the council to take.
- All or some of the following details of any person supporting the petition; name, address, postcode, signature, email address.
- The total number of signatures collected.

Petitions should be accompanied by contact details, including an address, for the petition organiser.

The Council will respond to petitions organised and supported by people who live, work or study in Dorset. Most petitions will be of relevance only to local people. Some petitions will be of relevance to visitors and some will cross local authority boundaries and in such cases those from outside Dorset will be able to participate. In addition, children are welcome to petition the Council about an issue of particular concern to them.

Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted. In the period immediately before an election or referendum we may need to deal with your petition differently – if this is the case we will explain the reasons and discuss the revised timescale which will apply. If a petition does not follow the guidelines set out above, the council may decide not to do anything further with it. In that case, we will write to you to explain the reasons. Decisions about whether a petition is vexatious, abusive or otherwise inappropriate will be made by the Monitoring Officer.

### **What will the Council do when it receives my petition?**

An acknowledgement will be sent to the petition organiser within 5 working days of receiving the petition. It will let them know what we plan to do with the petition and when they can expect to hear from us again. It will also be published on our website.

- If your petition is supported by 50 or more signatories then it will be considered by a Petitions Panel.
- If your petition is supported by 1,000 or more signatories it will be scheduled for a debate at the next meeting of the full County Council.
- Alternatively a petition can call for a senior officer of the Council to be called to account at a meeting of the Audit and Governance Committee. This requires 500 or more signatures.

If we can do what your petition asks for, the acknowledgement may confirm that we have taken the action requested and the petition will be closed. The acknowledgment will confirm the arrangements for what will happen with the petition this and tell you when and where a meeting will take place. We will aim for your petition to be dealt with within 6 weeks of receipt.

## Constitutional Changes

If the petition applies to a planning or rights of way application, is a statutory petition (for example requesting a referendum on having an elected mayor), or on a matter where there is already an existing right of appeal, other procedures apply.

To ensure that people know what we are doing in response to the petitions they will be published on our website when they are reported to the Council or a committee, except in cases where this would be inappropriate. We will also keep available for inspection at our offices all correspondence relating to the petition (all personal details will be removed). When you sign an e-petition you can elect to receive this information by email. All personal details are kept securely and are not passed to any third party for any purpose.

### How will the Council respond to petitions?

Our response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:

- taking the action requested in the petition
- considering the petition at a council meeting
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- referring the petition for consideration by the council's audit and governance committee
- calling a referendum
- writing to the petition organiser setting out the panel's views
- **any other action that is considered appropriate**

If your petition is about something that a different council or organisation is responsible for we will give consideration to what the best method is for responding to it. This might consist of simply forwarding the petition to the other council, but could involve other steps. In any event we will always notify you of the action we have taken.

### Consideration at Full Council, Committees and Panels

If your petition is referred to the Council, the Audit and Governance Committee or a Petitions Panel, we will endeavour to consider the petition as soon as practicable. The petition organiser will be given ten minutes to present the petition at the meeting and the petition will then be discussed by councillors for a maximum of 15 minutes (full Council or committees) or as required (panels). A decision will then be made as to how to respond to the petition at this meeting. Where the Cabinet is required to make a decision, a recommendation will be made to the next available meeting. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on our website.

### Officer evidence

Officers will be required to produce background information for any petition submitted. However, if your petition contains at least 500 signatures and requests a senior officer to be held to account, the relevant senior officer (Chief Executive, Directors and Heads of Service) will give evidence at a public meeting of the council's Audit and Governance Committee. You should be aware that it may be more appropriate for another officer to give evidence instead of any officer named in the petition. The Committee may also decide to call a relevant councillor to attend the meeting.

### E-petitions

E-petitions must follow the same guidelines as paper petitions. The petition organiser will need to provide us with their name, postal address and email address. You will also need to decide how long you would like your petition to be open for signatures, up to a maximum of

## Constitutional Changes

12 months. When you create an e-petition, it may take 5 days before it is published online. If we feel we cannot publish your petition for some reason, we will contact you within this time to explain. You will be able to change and resubmit your petition if you wish.

When an e-petition has closed for signature, it will automatically be submitted to Democratic Services. You will then receive an acknowledgement within 5 working days.



**CURRENT SCHEME - Dorset County Council Petitions Scheme**

1. This scheme explains what opportunities there are for you to:
  - Petition the Council
  - Bring about a debate in Council meetings
  - Have senior council officers “called to account”
  - Attend a Council meeting to speak as part of a deputation
  
2. If you wish to petition Dorset County Council or one of the County Council’s partner organisations (see paragraph 5.2) you can either:
  - Send the Council a paper petition signed by those who support your petition. The petition should be sent to:

The Democratic Services Manager  
Dorset County Council  
County Hall  
Colliton Park  
Dorchester  
DT1 1XJ

Tel: 01305 224191  
Email: [l.d.gallagher@dorsetcc.gov.uk](mailto:l.d.gallagher@dorsetcc.gov.uk)
  - Use the e-petitioning facility on Dorset for You to organise your own petition or to support someone else’s petition (<https://epetitions.dorsetforyou.com/list-petitions>)

**3. What are the guidelines for submitting a petition?**

- 3.1 Petitions submitted to the council **must** include:
  - A clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the council to take.
  - All or some of the following details of any person supporting the petition; name, address, postcode, signature, email address.
  - The total number of signatures collected.
  
- 3.2 Petitions should be accompanied by contact details, including an address, for the petition organiser. This is the person we will contact to explain how we will respond to the petition. The contact details of the petition organiser will not be placed on the website but the Council needs to know that the petition is being organised by someone who lives, works or studies in Dorset.
  
- 3.3 A suggested template for petitions is detailed at paragraph 10 of this scheme.
  
- 3.4 The law requires the council to respond to petitions organised and supported by people who live, work or study in Dorset. Most petitions will be of relevance only to local people. The Council recognises though that some petitions will be of relevance to visitors and that some petition issues will cross local authority boundaries and in such cases those from outside Dorset will be able to participate.
  
- 3.5 The right to organise and to support a petition applies to anyone who lives, works or studies in Dorset irrespective of age. It is therefore open to children to petition the Council about an issue of particular concern to them.

## Constitutional Changes

- 3.6 Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted. In the period immediately before an election or referendum we may need to deal with your petition differently – if this is the case we will explain the reasons and discuss the revised timescale which will apply. If a petition does not follow the guidelines set out above, the council may decide not to do anything further with it. In that case, we will write to you to explain the reasons. Decisions about whether a petition is vexatious, abusive or otherwise inappropriate will be made by a senior officer of the Council after consulting with the Chairman of the Standards and Governance Committee.

### **4. What will the Council do when it receives my petition?**

- 4.1 An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let them know what we plan to do with the petition and when they can expect to hear from us again. It will also be published on our website.
- 4.2 If your petition is supported by 50 or more signatories then it will be reported to the relevant Council committee at the next meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting.
- 4.3 If your petition is supported by 1,000 or more signatories it will be scheduled for a debate at the next meeting of the full County Council and you can also ask to speak to the meeting as a deputation.
- 4.4 Alternatively a petition can call for a senior officer of the Council to be called to account at a meeting of the Audit and Scrutiny Committee (holds the council's decision makers to account). This requires 500 or more signatories in support of the petition.
- 4.5 If we can do what your petition asks for, the acknowledgement may confirm that we have taken the action requested and the petition will be closed. If the petition has enough signatures to trigger a council debate, or a senior officer being called to account, then the acknowledgment will confirm this and tell you when and where the meeting will take place. If the petition needs more investigation, we will tell you the steps we plan to take.
- 4.6 If the petition applies to a planning or rights of way application, is a statutory petition (for example requesting a referendum on having an elected mayor), or on a matter where there is already an existing right of appeal, other procedures apply.
- 4.7 We will not take action on any petition which we consider to be vexatious, abusive or otherwise inappropriate and will explain the reasons for this in our acknowledgement of the petition.
- 4.8 To ensure that people know what we are doing in response to the petitions they will be published on our website when they are reported to the Council or a committee, except in cases where this would be inappropriate. We will also keep available for inspection at our offices all correspondence relating to the petition (all personal details will be removed). When you sign an e-petition you can elect to receive this information by email. All personal details are kept securely and are not passed to any third party for any purpose.

### **5. How will the Council respond to petitions?**

- 5.1 Our response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:

## Constitutional Changes

- taking the action requested in the petition
- considering the petition at a council meeting
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- referring the petition for consideration by the council's audit and scrutiny committee
- calling a referendum
- writing to the petition organiser setting out our views about the request in the petition

5.2 If your petition is about something over which the council has no direct control (for example the local railway or hospital) we will consider making representations on behalf of the community to the relevant body. The council works with a large number of local partners including District and Borough Councils, Dorset Fire Authority, Dorset Police, NHS Bodies, Probation and the Environment Agency.

5.3 Where possible we will work with these partners to respond to your petition. If we are not able to do this for any reason (for example if what the petition calls for conflicts with council policy), then we will set out the reasons for this to you. You can find more information on the services for which the council is responsible on our website.

5.4 If your petition is about something that a different council is responsible for we will give consideration to what the best method is for responding to it. This might consist of simply forwarding the petition to the other council, but could involve other steps. In any event we will always notify you of the action we have taken.

## 6. Consideration at Full Council and Committees

6.1 If a petition contains more than 1,000 signatures it will be debated by the full Council unless it is a petition asking for a senior council officer to give evidence at a public meeting of the Audit and Scrutiny Committee. This means that the issue raised in the petition will be discussed at a meeting which all councillors can attend. The Council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting. The petition organiser will be given ten minutes to present the petition as a deputation at the meeting and the petition will then be discussed by councillors for a maximum of 15 minutes. The council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant committee. Where the issue is one on which the council executive (the Cabinet) are required to make the final decision, the council will decide whether to make recommendations to inform that decision. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on our website.

6.2 The same rules for representations at full Council meetings will apply to any committee considering a petition.

## 7. Officer evidence

7.1 Your petition may ask for a senior council officer to give evidence at a public meeting of the Audit and Scrutiny Committee about something for which the officer is responsible as part of their job. For example, your petition may ask a senior council

## Constitutional Changes

officer to explain progress on an issue, or to explain the advice given to elected councillors to enable them to make a particular decision.

- 7.2 If your petition contains at least 500 signatures, the relevant senior officer will give evidence at a public meeting of the council's Audit and Scrutiny Committee. The Council's definition of senior officer includes the Chief Executive, Directors and Heads of Service. You should be aware that the Audit and Scrutiny Committee may decide that it would be more appropriate for another officer to give evidence instead of any officer named in the petition – for instance if the named officer has changed jobs. The Committee may also decide to call the relevant councillor to attend the meeting. Committee members will ask the questions at this meeting, but you will be able to suggest questions to the Chairman of the Committee by contacting Lee Gallagher, Democratic Services Manager up to three working days before the meeting and you can also speak at the beginning of the meeting as a deputation.

## 8. E-petitions

- 8.1 The Council welcomes e-petitions which can be created and submitted through <https://epetitions.dorsetforyou.com/list>. E-petitions must follow the same guidelines as paper petitions. The petition organiser will need to provide us with their name, postal address and email address. You will also need to decide how long you would like your petition to be open for signatures, up to a maximum of 12 months.
- 8.2 When you create an e-petition, it may take five working days before it is published online. This is because we have to check that the content of your petition is suitable before it is made available for signature.
- 8.3 If we feel we cannot publish your petition for some reason, we will contact you within this time to explain. You will be able to change and resubmit your petition if you wish. If you do not do this within 10 working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.
- 8.4 When an e-petition has closed for signature, it will automatically be submitted to the Democratic Services Manager. In the same way as a paper petition, you will receive an acknowledgement within 10 working days.

## 9. What can I do if I feel my petition has not been dealt with properly?

- 9.1 If you feel that we have not dealt with your petition properly, the petition organiser has the right to request that the Council's Audit and Scrutiny Committee review the steps that the Council has taken in response to your petition. It is helpful to everyone, and can improve the prospects for a review if the petition organiser gives a short explanation of the reasons why the council's response is not considered to be adequate.
- 9.2 The Committee will endeavour to consider your request at its next meeting, although on some occasions this may not be possible and consideration will take place at the following meeting. Should the committee determine we have not dealt with your petition adequately, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the council executive and arranging for the matter to be considered at a meeting of the full council.

Once the appeal has been considered the petition organiser will be informed of the results within 5 working days. The results of the review will also be published on Dorset for You.

## 10. Suggested template for paper petitions to Dorset County Council

This petition is organised by [*insert name of petition organiser and address. The organiser must live, work or study in Dorset*].

### Subject matter of petition

This petition is about [*insert subject matter*] and asks Dorset County Council [*please insert a short statement of what action you would like the County Council to take in response to your petition*].

I support the petition to [*insert petition aims*] and I confirm that I live, work or study in Dorset:

	Full name	Address	Signature
1			
2			
3			
4			
5			

## 11. Representations

- 11.1 In addition to petitions the County Council often receives representations from individuals and organisations about planning applications and other regulatory decisions to be made by the Planning Committee or the Roads and Rights of Way Committee. Often such representations are made in response to a statutory consultation requiring representations to be made within a prescribed timescale.
- 11.2 Late representations, received after a report to a committee or the Cabinet has been sent out with the agenda papers for the meeting, will be reported orally at the meeting. However, in doing so directors will ensure that undue weight is not given to such representations and they will make it clear to members that late representations should be considered within the context of all of the other representations received on the matter under consideration.
- 11.3 In the case of the Planning Committee, late representations received after a report has been sent out, will be circulated on an "update sheet" sent to members one working day before the Committee meeting. That update sheet will contain a summary of all formal consultee responses received late and the number of other late representation received together with a summary, provided that summary raises new points not already addressed by the report. The update sheet will also bring to members' attention any corrections to the report and any new information that may have a bearing on the decision. Any further late representations received after midday on the working day preceding the Committee will not be included in the update and nor will they be reported verbally to members, other than in exceptional circumstances and with the prior agreement of the Chairman of the Planning Committee. It remains open to those interested in a planning application to make direct comments to the Planning Committee as part of the Committee's public speaking arrangements.

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## County Council – 21 July 2016

**Recommendations from the Staffing Committee meeting held on 4 July 2016****Officer Pay, Terms and Conditions**

46 The Committee considered a report by the Chief Executive which provided members with further information to inform a decision in respect of the proposed new pay structures for Heads of Service and the Assistant Chief Executive, following a request from members at the County Council meeting on 21 April 2016 for the Staffing Committee to reconsider its recommendation.

Members were advised that there had been significant changes in the number and roles of many staff across the Council in the last ten years and Job Evaluation (JE) had been used to assess the new roles and job expectations. However, the roles immediately below Directors had not been re-evaluated although the roles had significantly been extended in scope and responsibility and had a much closer association to the reduced number of Directors.

Members noted the process followed to develop the proposals for a change in respect of terms and conditions and job evaluation for Heads of Service as previously agreed by this Committee. The Chief Executive advised members that JE and the consistent application of pay scale was core to the operation of this authority and was maintained across all the workforce. JE had been used to re-evaluate most roles which had resulted in significant increases in responsibility levels. 13% of those staff that had gone through a restructure in the last financial year had seen their grade increase. There had been discussions with unions regarding this review in the form of informal consultation. Formal consultation had taken place only, as required, with the individual officers potentially affected.

Members also noted the additional information in respect of salary comparisons in order to support reconsideration of its recommendation to the County Council.

Members from green book Trade Unions had been invited to attend the meeting for an opportunity to let members know their views about the review, over and above those previously expressed. Jeffrey Andrews from Unite attended and thanked the Chief Executive for the opportunity to speak, albeit this had been received at short notice. He understood about pay rates being agreed at a national level and the amount of work for the Heads of Service but this pressure of work also impacted on the rest of the workforce. Staff at the lower end of the pay scales were lucky to receive a pay rise and they were all taking on more work. The Chairman recognised the challenging times for all the workforce. The Chief Executive made reference to the discussions that had taken place with the Unions. They were understanding of what had been done in that it was not unreasonable or unfair, but were against the principle of a pay rise for the top end of the organisation.

Following a question from a member about the number of staff who had their salaries reduced, the Chief Executive advised that 9% had been reduced as a result of a restructure for which 18 months' pay protection was applicable, 13% had been increased. The remaining 78% stayed on the same grading. However, it was noted that a large number of staff were on the top of their pay grade. The Chief Executive confirmed that there were 15 people in the Heads of Service group compared with 31 in 2004.

In response to a question from a member about the number of views expressed by staff via Sharepoint, the County Council's intranet site, the Chief Executive advised that there had been a number of views but they were more moderate than the previous time. It was felt that this was because staff had access to the report this time and there was now more information and understanding of the roles taken on by the Heads of Service.

There were no comments regarding the change to terms and conditions, the principle of more money going out to those on a higher level of pay was the main cause for concern. She reiterated that the JE scheme was available to those staff that had their roles changed significantly. The representative from Unite commented that Sharepoint was not easily accessible to all staff and at present he was dealing with one of his members who felt they had a valid point to make but was fearful of making a comment in case of repercussions. The Chairman hoped that everyone felt able to contribute.

The Chairman of the Audit and Governance Committee highlighted that these issues had the ability to generate emotion. For that reason he had offered to convene a meeting of the Audit and Governance Committee to review this issue if appropriate. The principal factor for him was the Trade Unions having a short notice invitation to make their representations to this meeting, although it was recognised that this had been provided through the report. Regarding the Trade Unions' collective view there appeared to be no fault and they were content with the process, it was just that they felt that the outcome was wrong. He was concerned that not all of the Trade Unions had had the opportunity to put their formal points forward at the meeting.

One member commented on the feelings of members of the public in that they felt that a lot of services were currently being cut i.e. bus services, and that this group of staff should not get a pay rise when the authority could not afford it. The Chief Executive advised that reductions in the Head of Services in post had contributed more than £600k toward savings to offset cuts in services. The Heads of Service were no longer just leading their own professional areas, there was a more significant level of risk that they were being held accountable for. Dorset still remained a small county and at the lower end of pay rates with comparable authorities.

One member highlighted that it was crucial that communication to the public needed to be very carefully managed to get the right level of information out in the shortest possible way. The Chairman recognised public concern with the proposed higher salaries.

The Vice-Chairman highlighted the risk of losing a Head of Service who wanted to progress and further their career, and felt they would go where they could to achieve this. The greatest strength for the authority was its staff and they should get the just rewards and he felt this proposal would benefit the County Council in the long run.

Following a comment from the representative of Unite regarding equal pay needing to be reflected throughout the authority, the Chief Executive noted that there had been a 50% reduction in senior management as opposed to 30% across the Council.

The Chairman of the Audit and Governance Committee requested that it be recorded that he would be abstaining from the vote on the pay proposal on the basis that he would be considering the need, and may call, a meeting of the Audit and Governance Committee.

Following a vote, members agreed the recommendation contained in the Chief Executive's report.



**RECOMMENDED**

That the County Council at their meeting on 21 July 2016 be asked to approve:-

1. That the current Heads of Service be offered access to a new pay structure on acceptance of the associated Chief Officer terms and conditions, noting that members will continue to appoint to posts at this level and that any changes will be reflected in the Council's Pay Policy Statement; and
2. a revised pay structure for the Assistant Chief Executive.

**Reason for recommendations**

To confirm the next steps in respect of the review of Senior Manager roles given the committee's remit in respect of employee terms and conditions of employment.

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# Staffing Committee

**Dorset County Council**



Date of Meeting	4 July 2016
Officer	Chief Executive
<b>Subject of Report</b>	<b>Officer Pay, Terms and Conditions</b>
Executive Summary	<p>The County Council uses Job Evaluation (JE) for all Green Book staff, the majority group of employees, to ensure that pay is applied fairly across the many varied roles and levels of responsibility.</p> <p>The process allows for responsibilities to be compared and roles sized; the results then equate to a pay level agreed for the post. The system was introduced over 10 years ago and provided a good basis for linking roles to pay.</p> <p>The Council participates in and meets national pay awards where applicable and most recently met the new national living wage criteria. As part of its <a href="#">Pay Policy Statement</a>, the council publishes information to show the differences between our lowest, median and highest paid staff. The pay multiple identifies the ratio between the Chief Executive's pay and the median salary of our employees and this has continued to decrease year on year and now is 7.15:1. This means that the Chief Executive earns just over seven times more than those on the average pay. The median average multiple is below the expected multiples of between 8:1 and 12:1 for the public sector as identified in the Hutton Review of Fair Pay in the Public Sector and falls within the range of other county councils at between 6:1 and 10:1 for 2016.</p> <p>There have been significant changes in the number and roles of many staff across the Council in the last ten years and JE has been used to assess the new roles and job expectations. However, the roles immediately below Directors have not been re-evaluated during this time, although roles have been significantly extended in scope and responsibility and have a much closer association to the reduced number of Directors.</p> <p>The re-evaluation has not been possible as the scope of the Green Book JE Scheme could not recognise changes at this</p>

	<p>level. In addition, neither the Chief Executive nor Director roles have been subject to JE which means there has not been a whole Council evaluation structure in place.</p> <p>The role of leaders in the organisation is being defined as part of the Forward Together transformation programme. In achieving significant cultural change, active and consistent leadership will be required at the senior manager level in order to ensure that managers and staff within services are enabled and empowered to deliver the new corporate vision.</p> <p>Our people plan sets out how we will deliver the change through our employees and this will involve further change for our employees in what has already been a challenging few years.</p> <p>Following its meeting on 6 June 2014 a review of roles at this senior manager (Head of Service) level was commenced. This recognised the period of transformational change the council is going through and the pivotal role these leaders have in delivering the changes, the significant reduction in number of Heads of Service in recent years coupled with widening and more strategic portfolios and comparisons with other councils.</p> <p>At the forefront of the review has been consideration of the impact of any changes on the whole workforce in aiming to ensure that there is consistency of approach.</p> <p>The committee has received a series of reports throughout the review and most recently sought further information to inform a decision in respect of proposed new pay structures for Heads of Service and the Assistant Chief Executive.</p>
<p>Impact Assessment:</p>	<p>Equalities Impact Assessment (EqIA): An EqIA screening record has been completed as part of the consideration of a new pay structure for Heads of Service. No concerns have been identified. The assessment document is provided at <a href="#">Appendix 1</a>.</p>
	<p>Use of Evidence: Use of evidence for reports to the committee thus far have included consideration of legal advice, the views of affected employees, discussions with officers from the Local Government Association and South West Councils regarding job evaluation and pay/terms and conditions comparisons with other councils.</p> <p>Budget: The cost of applying the new salary scale for Heads of Service on acceptance of the new terms and conditions will be c£60k. Over the past 6 years c£675k net saving has been achieved through reductions in senior management (Head of Service) costs. There is budget provision of £85k and the net amount will be added to the savings required across the county council budgets.</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>
<p>Recommendation</p>	<p>Members are asked to:-</p> <ol style="list-style-type: none"> <li>1. Note the process followed to develop the proposals for change in respect of terms and conditions and job evaluation for Heads of Service as considered and agreed by this committee;</li> <li>2. Note the additional information now included in this report in respect of salary comparisons as requested by the Committee at its May 2016 meeting in order to support reconsideration of its recommendation to the County Council</li> <li>3. Determine whether a recommendation should be made to the County Council at its meeting on 21 July 2016 that                         <ol style="list-style-type: none"> <li>a) current Heads of Service are offered access to a new pay structure on acceptance of the associated Chief Officer terms and conditions, noting that members will continue to appoint to posts at this level and that any changes will be reflected in the Council's Pay Policy Statement.</li> <li>b) a revised pay structure for the Assistant chief Executive is agreed</li> </ol> </li> </ol>
<p>Reason for Recommendation</p>	<p>To confirm the next steps in respect of the review of Senior Manager roles given the committee's remit in respect of employee terms and conditions of employment</p>
<p>Appendices</p>	<p><a href="#">Appendix 1</a> Equality Impact Assessment (Pay Change Proposals)  <a href="#">Appendix 2</a> Current and Proposed Pay Structures for Chief Executive and Chief Officer Roles</p>
<p>Background Papers</p>	<p>Previous Staffing Committee reports</p>
<p>Report Originator and Contact</p>	<p>Name: Natalie Adam, HR &amp; OD Service Manager                  Tel: 01305 221785                  Email: <a href="mailto:n.adam@dorsetcc.gov.uk">n.adam@dorsetcc.gov.uk</a></p>

## 1 Introduction

- 1.1 The council finds itself in unprecedented times. The level of change both within and outside the organisation means that consideration of the way we work now and how this translates into the vision of the future council is crucial. As part of this, the whole employment relationship between the council and our employees is being defined through our people plan; this identifies what we need going forward as an organisation and how our people are part of delivering our key aims.

- 1.2 The people plan, as approved by the Council, sets out our vision for being a modern employer and is based around 4 key principles:
- Our behaviours are the way we do things around here
  - We've got the right people in the right place at the right time
  - We're engaged and look after our own and others' wellbeing
  - We focus on outcomes and achieve results
- 1.3 The people plan identifies a range of potential areas for change for our entire workforce which will ensure we have a modern workforce with aligned terms and conditions (T&C) going forward. Elements of change include reviewing our T&C of employment, people management policies, approaches to pay and reward, better use of technology, re-defining work locations and access arrangements and upskilling managers in supporting employees through change.
- 1.4 A range of national changes have also recently impacted on staff groups including pay awards, the implementation of the national living wage and changes to pension arrangements. This is also in the context of organisational wide restructuring as part of our Forward Together transformation programme.
- 1.5 Through the significant restructuring and staff changes most staff roles below Head of Service level in those affected areas will have been subject to Job Evaluation and where applicable resulting pay changes.
- 1.6 As part of restructuring across the council in the last financial year, the total number of demotions was 9%, promotions 13% with the majority (78%) remaining on their existing salary grade. Where employees are subject to demotion, the council applies its salary protection policy which currently provides for 18 months' protection. There have been a number of leavers either as a result of redundancies or as a result of natural wastage and the impact of merging roles has meant that many employees have noticed an increase in the volume of their day to day work which, unless coupled with an increase in responsibility levels is not recognised by our JE scheme (ie will not result in an increase in pay). Where the scope of work increases, this can be properly recognised.
- 1.7 Heads of Service roles have changed significantly, with broadening scope of responsibility both in quantity of work, extension of organisational accountability and leadership across a range of professional disciplines. These have been significant but have not been JEd as the scheme did not offer scope to recognise these significant changes.
- 1.8 Where changes of this type have occurred elsewhere in the organisation, the JE scheme can account for this and a grade/salary change made where applicable.
- 1.9 The majority of council staff up to and including Heads of Service are employed on Green Book T&C of employment. The Chief Executive, Directors and Assistant Chief Executive are employed on Chief Executive or Chief Officer T&C. The pay for roles above Heads of Service have been capped for some years; the pay for the Chief Executive was reduced prior to appointment of the current incumbent. As the council is reducing in size, the total wage bill for our Heads of Service has reduced significantly, by over £675k, over the last 6 years to January 2016.

- 1.10 All roles on Green Book T&C were job evaluated in 2004, at which point a new 18 grade pay structure was also introduced based on nationally negotiated and agreed spinal column points (national changes have led to erosion of the lowest grades and this will continue with the introduction of annual changes in respect of the national living wage). On development, the pay structure was market tested to ensure that pay levels across the structure reflected median average market pay.
- 1.11 Alongside this, a labour market adjustment scheme was introduced which enables the council to address recruitment and retention issues resulting from market misalignment. Roles in the social care setting have recently been awarded with labour market increments (LMIs) for this reason. The number of roles receiving LMIs is small (16 in total) and this would indicate that the pay structure remains fit for purpose. Further work has also been undertaken for roles where there is an identified recruitment and retention issue and this includes a family and friends referral scheme and a recruitment and retention bonus scheme. Both schemes are currently being used within the Children’s Services social care settings and elsewhere across the Council where appropriate.

## **2 Further Considerations for Change**

### **2.1 Terms and Conditions of Employment**

- 2.1.1 As referred to earlier in the report, the majority of council staff including Heads of Service are currently employed on Green Book T&C. T&C comparisons with other councils have, however demonstrated that most comparable councils employ Heads of Service on Chief Officer T&C (rather than Green Book T&C). This is because there is greater alignment between roles at this level and those of Director than those beneath this level.
- 2.1.2 Moving this group of staff onto Chief Officer T&C would enable them to be employed on a comparable basis with their peers. Such a change would also enable other aspects including the mismatch between Heads of Service roles and Green Book T&C such as the expectations regarding hours (Green Book 37 Hours), patterns of work and enhancements to pay (Green Book includes remuneration for unsocial hours) to be resolved.
- 2.1.3 Moving Heads of Service onto Chief Officer T&C would mean that all would need to work the hours required to undertake their roles (although aligned with the working time regulations), there would be no restrictions to working patterns which would align better with the need for evening and weekend working and no enhancements to pay in respect of unsocial hours.
- 2.1.4 Pay negotiation for employees on Chief Officer T&C is undertaken at a national level. Cost of living awards have been implemented for Chief Officers in the past 3 consecutive years. In the years prior to this, Green Book employees have received cost of living awards in years when Chief Officers have received no award (most recently in 2009 and 2013).
- 2.1.5 Such a change would also enable more flexibility for introducing a new pay structure and implementation of any job evaluation scheme which would align more closely with Directors.
- 2.1.6 Given the range of elements reviewed by the committee, at its meeting on 24 March 2016 there was a resolution to establish Heads of Service roles on Chief Officer T&C.

## 2.2 Job Evaluation and Head of Service Role Changes

- 2.2.1 Most roles across the council subject to significant change since 2004 have been re-evaluated. The level of restructuring across the council which is being led by our Heads of Service has also resulted in role changes which accounts for a significant number of roles being re-evaluated (118 during the 15/16 financial year which is 22% of our total jobs) and the use of generic job descriptions in some directorates.
- 2.2.2 There is ongoing confidence in the ability of the council's JE scheme to evaluate most roles in the council although a review of use of generic job descriptions may be timely.
- 2.2.3 Heads of Service roles have not been evaluated as part of restructuring exercises even though the roles have changed significantly since they were originally evaluated in 2004. In aiming to undertake a JE exercise for Heads of Service, there are a number of known issues. Discussions both regionally and nationally are focusing on the inability of our current JE scheme (Greater London Provincial Council) and the other scheme traditionally used by other councils, Hay, to adequately reflect the changing strategic and outward looking focus of our most senior roles in council settings (particularly those roles where there is responsibility outside of traditional organisational boundaries such as those with a remit across whole sectors).
- 2.2.4 Heads of Service are now appointed by and are directly accountable to members which includes leading on areas of significant organisational risk and this alone has had the effect of bringing them closer to the role of Directors than other roles across the council's structures. Members have been involved in the appointment process for all our Heads of Service. As with many other councils, the portfolios of our Heads of Service have broadened and in Dorset this has resulted in a reduction of 50% in the number of roles at this level.
- 2.2.5 For these reasons, some councils are giving consideration to the use of a JE scheme developed in recent years specifically for local government senior officers by the Local Government Association (LGA). The scheme aims to overcome the known shortcomings of alternative schemes. There has also been discussion at national level in respect of aligning Chief Officer T&C with the LGA JE scheme as part of pay deal negotiations with the trades unions, such is the level of concern with the existing scheme and the opportunity for positive change in adopting the new scheme.
- 2.2.6 Other aspects of Dorset roles which have proved to be difficult to assess are the additional duties of two of our Heads of Service who now have responsibility for statutory functions which were previously held at Director level. As a temporary measure these posts were allocated with a 10% pay supplement on top of their Grade 18 salaries. Establishing these roles on a new pay scale having evaluated them would be desirable. There is also pressure from below in respect of a few roles with statutory responsibilities which would now go through the current JE scheme at the lowest level of the grade associated with our Heads of Service (Grade 17).
- 2.2.7 Given the weight of evidence in support of using a new JE scheme, at its meeting on 27 July 2015, the committee resolved that the LGA scheme should be used to JE all roles from Head of Service up to and including the Chief Executive.
- 2.2.8 In order to ensure that there was sufficient rigour and a level of external objectivity, South West Councils provided support and guidance throughout the process which included completion of forms and interviews with all individual post holders followed



by moderation and validation of outcomes by the LGA to ensure that both the integrity of the scheme is preserved and that application nationally is consistent.

- 2.2.9 New job descriptions and a person specification have been developed for the new roles by the Chief Executive and Directors. Two distinct roles have emerged in practice, one which has a predominantly corporate focus but includes work in partnership with other organisations and the other has responsibility for leadership across whole systems and sectors. The other key aspects of the roles are common to both and include the need for strong leadership, transformational change, corporate working and leading performance.
- 2.2.10 In order to reflect the role differences, two job titles and job descriptions will be used. Head of Service will remain in use for the corporate focused roles and Assistant Director will be used for all other roles. The difference in role descriptions does not impact on JE outcomes. Now that the generic part of the job titles has been agreed, Directors will review the role specific suffix with their direct reports.
- 2.2.11 In some directorates, where there has been turnover, the Deputy Director designated role has not been filled and this has shifted responsibility on a shared basis to Heads of Service. This requirement has now been incorporated into job descriptions and as such no additional pay will be made for specific deputising activity.

### 2.3 Pay (Heads of Service)

- 2.3.1 Heads of Service are currently graded in accordance with Green Book Grades 17 and 18 £63,981 to £80,511 (spinal column points 69 – 80). At the time of job evaluation in 2004, the grade of Heads of Service was broadly in line with similar/equivalent roles in other councils.
- 2.3.2 South West Councils have provided advice, challenge and market information to enable a proposal for Heads of Service pay to be developed as defined by the Chief Officer T&C book. Recent pay comparisons with other councils both nationally and regionally demonstrate that pay for Heads of Service is significantly higher than for post holders at Dorset. It also demonstrates that Dorset pays beneath the average market rate for salaries. This reflects the feedback received from Directors who have an awareness of roles being advertised in their own disciplines; there are many examples of roles which attract significantly higher pay than are presented in the average quartile salaries provided in the table below:-

	<b>Lowest</b>	<b>Highest</b>
<b>National</b>	82,041	90,102
<b>South West</b>	85,969	91,550

- 2.3.3 The following provides a re-cap of the salary levels for Heads of Service roles in our locality and across the region. As can be seen, all of the councils pay Heads of Service higher salaries at the top of the salary grades.

Council	Population	Min Salary (£)	Max Salary (£)
Dorset	414,900	63,981	72,532
		71,015	80,511
Bournemouth	186,700	68,127	76,679
		78,981	88,894
Cornwall	537,900	73,962	90,401
		83,269	102,833
Devon	753,200	76,500	86,700
			96,900
			105,000
Poole	148,600	65,462	68,794
		69,310	73,461
		75,958	83,205
Somerset	535,000		86,700
			100,000
			101,949
Wiltshire	476,800	94,076	103,711

- 2.3.4 Although there are currently no recruitment issues with Head of Service roles (most appointments have been internal in recent years), remunerating these post holders is a key retention tool. As part of devising any new pay structure (and as required as part of Chief Officer T&C), the market needs to be considered. Although the council is not seeking to make significant changes to salary levels of its Heads of Service, paying near to the market average for County Councils is considered to be appropriate.
- 2.3.5 Reviewing pay would also enable the council to align better with other councils and to remove some of the current inconsistent arrangements in place in respect of the usage of the 10% pay supplement to reflect the statutory chief officer functions of the Monitoring Officer and the Chief Financial Officer.
- 2.3.6 In respect of proposals to implement a new pay structure for Heads of Service (refer to section 3), discussions with the committee have provided a commitment that the pay for the Chief Executive and Directors will not be subject to any change. Proposals are also made in respect of the Assistant Chief Executive.

### 3 Pay Structure Proposals

#### 3.1 Heads of Service

- 3.1.1 There is acknowledgement that any increase in pay will need to be proportionate, aligned with the market but also affordable. Pay modelling has been focused on balancing both aspects. The proposed pay structure for Heads of Service/Assistant Director below is affordable and will be funded from a reduction in corporate Heads of Service in 2015. Where any further market issues come to light in respect of recruitment and retention, consideration will be given to whether the council's labour market adjustment scheme may be applied.
- 3.1.2 The proposed structure for Heads of Service is provided below. This structure is affordable, takes account of market average salaries and provides opportunities for progression for all post holders. There are two levels in the structure and this reflects both two different clusters of posts following JE and further ensures affordability. All post holders will have the opportunity to progress to or beyond the South West lowest average salary level.

	<b>Salary</b>	<b>Spinal Column Point</b>
<b>Chief Officer Salary Band 4</b>	80,500	1
	82,000	2
	83,500	3
	85,000	4
<b>Chief Officer Salary Band 3</b>	86,500	1
	88,000	2
	89,500	3
	91,000	4

3.2 Assistant Chief Executive

- 3.2.1 In addition to the proposal for a new pay structure for Heads of Service, consultation has taken place with the Assistant Chief Executive (ACE) in respect of the pay structure for the ACE role. Currently this role, which is already on Chief Officer T&C, is linked to Director pay (80%) and now that the role has been JEd there is an opportunity to create a pay structure which is distinct. This will not result in an increase in pay at the top end of the salary band. The proposed structure is provided below:-

	<b>Salary</b>	<b>Spinal Column Point</b>
<b>Chief Officer Salary Band 2</b>	93,000	1
	95,500	2
	97,000	3
	98,500	4
	100,000	5

3.3 Pay for Heads of Service and Assistant Chief Executive

- 3.3.1 Staff currently employed on Green Book terms and conditions of employment have a combination of service (automatic) and competence (performance) based incremental progression through spinal column points within each salary band/grade. As part of the proposals for new salary bands for Heads of Service and the Assistant Chief Executive, incremental progression would be competence based throughout. This would be based on performance and behavioural standards being achieved as demonstrated as part of the council's performance and development review (PDR) process.
- 3.3.2 The pay structures for all the roles that would be on Chief Officer T&C is set out at [Appendix 2](#). This also provides the breakdown of which posts would go into which Salary Band on implementation based on the outcomes of the JE exercise.

3.4 Green Book Pay Scales

- 3.4.1 If approval is given to move Heads of Service onto Chief Officer T&C and onto the new associated pay structure, Green Book Grades 17 and 18, which are currently solely for Heads of Service, will be retained. This is because they form part of the JE collective agreement and this approach also provides an opportunity for future proofing.

3.5 Consultation

- 3.5.1 A range of informal consultation has taken place throughout the review with potentially affected individuals.

- 3.5.2 Whilst there is no requirement to consult on a formal basis with the Green Book TUs through negotiation to reach agreement, there have been informal discussions from the early stages of the review from 2014 onward, in order to share information and to seek their views as part of our commitment to good industrial relations. The TUs have focused on aiming to ensure that any change enables the council to meet its legal duties in respect of equal pay and that this is applied consistently for staff at all levels. Their collective view is that the reasons for the proposal to change T&C and to undertake a JE exercise for all roles from Head of Service up to and including the Chief Executive are understood, however, they share the view of many of their members who remain opposed to an increase in pay for Heads of Service in the context of the wider impacts of organisational changes.

#### **4 Next Steps**

- 4.1 As previously advised, although the committee have agreed to new T&C for Heads of Service, moving individuals to a different set of T&C will be subject to offer and acceptance. The committee have previously been provided with information about the risks of such an approach and the potential further steps required.
- 4.2 Should the Staffing Committee and County Council agree to the proposals, final implementation of all aspects would be at a predetermined date through the issue and return of new contracts of employment. The date for implementation would be approximately April 2016, however this would be on the basis of a retrospective implementation given committee dates.
- 4.3 Any changes to pay structures must be agreed by the County Council and would also be reflected in the council's pay policy statement.

**Debbie Ward**  
Chief Executive

July 2016



## Appendix 1

# Equality Impact Assessment – Screening Form

**Service: Human Resources & Organisational Development**

**Title of Strategy, policy, project or service: Senior Roles Pay Structure**

**Type of Strategy (select as appropriate)**

Existing:

New/proposed:



Changing/Update/revision

Other

please list below

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### Officers Involved in the Screening:

Natalie Adam, HR&OD Service Manager; Sarah Butcher, Principal HR&OD Adviser.

#### 1. What is the aim of your strategy, policy, project or service?

This EqIA follows a screening record previously undertaken which considered the impact of moving Head of Service level roles to Chief Officer terms and conditions of employment. It was recognised that a further EqIA would need to be undertaken in the later stages of the review when implementation of a new pay structure for this group is being considered.

A new pay structure for Chief Officer roles is being proposed, with an implementation date of 1 April.

This EqIA screening record considers the approach taken to implementing the new pay structure and the impact of the new pay structure.

#### 2. Who will it impact upon (For example, service users, visitors, staff members)

The outcome would be a change of terms and conditions of employment for staff employed in the affected positions. The new pay structure would impact on the pay received by the individuals in the positions.

**3. Does or could the service, strategy, policy, project or change have an impact upon the following:**

No impact is identified. Changes would apply to all affected staff irrespective of any protected characteristic.

Protected characteristic	Positive impact	Negative / No impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and Maternity	<input type="checkbox"/>	<input checked="" 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"/>

**4. Does this have any impact on the workforce in relation to the following:**

No impact is identified. Changes would apply to all affected staff irrespective of any protected characteristic.

Protected characteristic	Positive impact	Negative / No impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and Maternity	<input type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>	<input type="checkbox"/>

**5. 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 changes would affect all staff in the role identified. No other staff are affected, as they are out of scope.

The proposed new pay structure is based on:

- the outcomes of analytical job evaluation of the new job descriptions under the Local Government Association (LGA) Scheme, as described in the related EqIA screening record;
- regional and national market data, reflecting average pay of similar posts at other county councils;
- affordability and a pay modelling process.

Individuals will be assimilated to a grade and pay point in the new structure based on their JE score and existing salary. No pay protections arrangements are required. The structure is not being introduced to address equal pay concerns, it is being introduced to recognised organisational change at this level.

The structure is currently subject to consultation with affected staff (until 11 March). The process has been undertaken with the involvement of an external party from the LGA.

This approach is in line with guidance regarding the creation of pay structures provided by the Equality and Human Rights Commission.

**Upon completion of this form, it must be sent to your Directorate Equality lead for approval.**

**Screening form approved by:**

**Date:**

**Appendix 2****Current and Proposed Pay Structures for Chief Executive and Chief Officer Roles**

<b>Salary Band</b>	<b>Salary (£) not including any pay awards applicable from 1.4.16</b>	<b>Posts</b>
Chief Executive Salary Band	140,000 to 155,000 (no change but nationally agreed cost of living increase applied)	Chief Executive
Chief Officer Salary Band 1	109,000 to 124,000 (no change but nationally agreed cost of living increase applied)	Director
Chief Officer Salary Band 2	93,000 to 100,000	Assistant Chief Executive
Chief Officer Salary Band 3	86,500 to 91,000	Assistant Director, Adult Care Service Director, Highways Director of the DWP Assistant Director, Family Support Head of Service, Financial Services Head of Service, Legal & Democratic Services
Chief Officer Salary Band 4	80,500 to 85,000	Head of Service, Corporate Development Service Director, Economy Assistant Director, Early Help & Community Services Service Director, Environment Head of Service, HR & Organisational Development Head of Service, ICT & Customer Services Assistant Director, Learning & Inclusion Assistant Director, Partnerships & Performance Assistant Director, Strategy, Partnerships & Performance



# County Council

Date of Meeting	21 July 2016
Author	Independent Remuneration Panel
Subject of Report	<b>Dorset County Council, Members' Allowances Scheme 2016/2017 Special Responsibility Allowances</b>
Executive Summary	<p>The payment of allowances to elected members of local authorities is governed by the Local Government (Members' Allowances England) Regulations 2003 ("the Regulations").</p> <p>The County Council at their meeting on 12 November 2015 approved the making of a scheme following consideration of recommendations made by the local Independent Remuneration Panel, which came into effect from 1 April 2016. This scheme was for the financial year 2016/17.</p> <p>Subsequently, the County Council approved revised overview and scrutiny committee arrangements and the Independent Remuneration Panel were asked to consider the potential impact of these changes to the Special Responsibility Allowances (SRAs) for 2016/2017.</p> <p>The Independent Remuneration Panel met on 27 May 2016 and heard evidence from the Head of Legal and Democratic Services and the Group Manager - Governance and Assurance, in addition to viewing the reports that were presented to the County Council on 15 February and 21 May 2016.</p> <p>The Panel recognised the extra responsibilities the Chairmen of the Overview and Scrutiny Committees and the Dorset Health Scrutiny Committee were to undertake, including with regards to their contributions to the Overview and Scrutiny Management Board.</p> <p>They also acknowledged that the functions of the Audit and Governance Committee differed due to their role to 'call to account' decisions of the executive.</p> <p>It is intended that the Panel will review their recommendations in November 2016, when the new overview and scrutiny arrangements will have completed two committee cycles.</p>

Recommendation	That the County Council consider and approve the amended Special Responsibility Allowances within the Members' Allowances Scheme, with effect from 21 April 2016. This is detailed in Appendix 1.
Appendices	Proposed Special Responsibility Allowances
Officer Contact	Name: Rebecca Guest, Senior Democratic Services Officer Tel: 01305 225184 Email: r.j.guest@dorsetcc.gov.uk

**Dorset County Council  
Members' Allowances Scheme 2016/2017**

**Special Responsibility Allowances (SRA's) 2016/17  
(payable in addition to the Basic Allowance)  
(with effect from 21 April 2016)**

**(NOTE: No member may receive more than one SRA)**

(BA = Basic Allowance) (£10,641)

	<b>Factor</b>	<b>£</b>
Leader of the Council	3 x BA	31,923
Deputy Leader of the Council	1.5 x BA	15,961
Cabinet Members		
Chairman of the County Council	1 x BA	10,641
+ Chairman of Audit and Governance Committee		
Chairman of all Overview & Scrutiny Committees (x 3)	0.75 x BA	7,980
Chairman of Dorset Health Scrutiny Committee		
Chairman of Dorset Police and Crime Panel		
Chairman of Regulatory Committee	0.5 x BA	5,321
† Leader of minority group(s)		
Vice-Chairman of the County Council		
Chairman of Children's and Adult Services Appeals Committee	0.3 x BA	3,192

† Minority Parties must have a minimum of 10% of County Council seats for their Leader to receive an SRA.

+ SRA only payable if the Chairman is not the Chairman of the Council

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