

Shadow Dorset Council Executive Committee

Date: Friday, 20 July 2018
Time: 10.00 am
Venue: Committee Rooms A&B, South Walks House,
Dorchester, Dorset DT1 1EE

Membership:

R Knox (Chairman), G Suttle (Vice-Chair), A Alford, P Batstone, S Butler, J Cant, G Carr-Jones, T Ferrari, S Flower, M Hall, J Haynes, C Huckle, S Jespersen, A Parry, M Penfold, B Quinn, S Tong, D Turner, D Walsh and P Wharf

Interim Head of Paid Service: Matt Prosser

For more information about this agenda please telephone Democratic Services on or Lee Gallagher I.d.gallagher@dorsetcc.gov.uk - 01305 224191

This agenda and reports are also available on the Council's website at www.dorsetareacouncils.co.uk

Members of the public are welcome to attend this meeting with the exception of any items listed in the exempt part of this agenda.

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A G E N D A

Page No.

1 APOLOGIES

To receive any apologies for absence.

2 DECLARATIONS OF INTEREST

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

3 MINUTES

5 - 10

To confirm and sign the minutes of the previous meeting held on 18 June 2018.

4 PUBLIC PARTICIPATION

To receive any public questions or statements on the business of the Shadow Executive Committee.

5 SHADOW EXECUTIVE FORWARD PLAN

11 - 18

To consider the Forward Plan of the Shadow Executive Committee.

LOCAL GOVERNMENT REORGANISATION PROGRAMME

6 PROGRAMME HIGHLIGHT REPORT

19 - 22

To consider a report by the Programme Director.

7 TOWN AND PARISH COUNCILS - PRINCIPLES FOR TRANSFER AND DISPOSAL OF ASSETS

23 - 28

To consider a report by the Programme Director.

8 SERVICE DISAGGREGATION

29 - 66

To consider a report by the Programme Director.

MATTERS FOR DECISION

(Referred to the Shadow Executive Committee by Dorset councils)

9 HOME TO SCHOOL TRANSPORT AND POST 16 TRANSPORT ASSISTANCE POLICY 2019-20

Item deferred to the next meeting due to delayed public consultation.

MATTERS FOR CONSULTATION

(Referred to the Shadow Executive Committee by Dorset councils)

10 DECISION MAKING ACTIVITY OF DORSET COUNCILS

For information only – the links below provide background information regarding the decision making activity of each of the Dorset area councils:

[Dorset County Council](#)

[East Dorset District Council](#)

[North Dorset District Council](#)

[Purbeck District Council](#)

[West Dorset District Council](#)

[Weymouth & Portland Borough Council](#)

11 EXEMPT BUSINESS

To consider passing the following resolution:

To agree 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 below it is likely that if members of the public were present, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

12 COMMISSIONING OF LEARNING DISABILITY CARE AND SUPPORT

67 - 96

To consider an a exempt report by the Cabinet Member for Health and Care, Dorset County Council, for consultation with the Shadow Executive Committee. **NOT FOR PUBLICATION**

13 URGENT ITEMS

To consider any items of business which the Chair has had prior notification and considers to be urgent pursuant to section 100B (4) b) of the Local Government Act 1972. The reason for the urgency shall be specified in the minutes.

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Shadow Dorset Council

SHADOW EXECUTIVE COMMITTEE

MINUTES OF THE MEETING HELD AT SOUTH WALKS HOUSE, DORCHESTER ON MONDAY, 18 JUNE 2018

Present: Cllrs Rebecca Knox (Chairman), Anthony Alford, Pauline Batstone, Steve Butler, Jeff Cant, Graham Carr-Jones, Tony Ferrari, Spencer Flower, Matt Hall, Jill Haynes, Colin Huckle, Sherry Jespersen, Andrew Parry, Barry Quinn, Gary Suttle, Simon Tong, Daryl Turner, David Walsh and Peter Wharf

Apologies: Cllr Mary Penfold

Officers present (for all or part of the meeting): Matt Prosser (Interim Head of Paid Service), Steve Mackenzie (Chief Executive – Purbeck District Council), Jonathan Mair (Interim Monitoring Officer), David McIntosh (Chief Executive – East Dorset District and Christchurch Borough Council), Jason Vaughan (Interim Section 151 Officer) and Lee Gallagher (Democratic Services Manager – Dorset County Council).

(Note: In accordance with 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: **22 June 2018**)

Election of Chairman

- 1 It was proposed by Cllr Jill Haynes and seconded by Cllr Anthony Alford that Cllr Rebecca Knox be elected as Chairman of the Shadow Executive Committee.

Upon being put to the vote

Decision

That Cllr Rebecca Knox be elected as Chairman of the Shadow Executive Committee, and as ex officio Leader of the Shadow Dorset Council.

Election of Vice-Chairman

- 2 It was proposed by Cllr Andrew Parry and seconded by Cllr Peter Wharf that Cllr Gary Suttle be elected as Vice-Chairman of the Shadow Executive Committee.

Upon being put to the vote

Decision

That Cllr Gary Suttle be elected as Vice-Chairman of the Shadow Executive Committee, and as ex officio Deputy Leader of the Shadow Dorset Council.

Declarations of Interest

- 3 There were no declarations by members of disclosable pecuniary interests under the Shadow Dorset Council's Code of Conduct.

Public Participation

- 4 There were no public questions or statements received at the meeting in accordance with Standing Order 28.

Consideration of Proposed Operating Arrangements for the Shadow Executive Committee

- 5 The Committee considered a report by the Interim Monitoring Officer on the operating arrangements for the Shadow Executive Committee, its meetings, task and finish groups, the duty upon existing councils to co-operate with the Shadow Council/Executive, and the working relationship between the Committee and the Programme Board.

The Shadow Executive Committee arrangements were discussed to shape meetings for the future and it was recognised that exploration of options would take place over time to steer agendas and how meetings would work in the light of Task and Finish Groups and the Forward Plan. A preference was expressed for meetings to be held on consistent days and times to be clearer for members and the public. A further request was received which asked for meetings to be held more frequently than monthly and that all members of the Committee should be surveyed for their preferences and to have broad consensus on the arrangements.

With regard to decision making, it was explained that the relationship between the Shadow Executive Committee and each of the Dorset councils needed to allow for decisions to be made in the right place under a duty to cooperate. The Committee would be responsible for decisions which took effect after 1 April 2019. Where decisions would normally be made by individual councils but would have a significant impact beyond 1 April 2019 they would consult the Committee before a decision was reached by the respective council. The arrangements were supported by members as crucial in enabling decisions to be made throughout the transition period to the new council, but there needed to be flexibility about final decisions on issues that had been underway for some time as it was not intended to stop any ongoing activity, and in some cases, it would not be appropriate for decision making to move away from the sovereign council so consultation would be key. It was also noted that the spend thresholds for decisions from the different councils would be monitored and the Forward Plan would be populated for the entire shadow period.

Task and Finish Groups were discussed and it was noted that there would be a need to review them to ensure that the right groups were in place, including those that were currently paused within the programme. The existing groups would continue subject to the review in an 'executive advisory' capacity. In terms of appointments, it was also noted that the arrangements would be discussed outside of the meeting by the Leader of the Shadow Dorset Council, Deputy Leader, Interim Head of Paid Service, and Interim Monitoring Officer.

In respect of the alignment of policies and procedures, it was agreed that delegation should be given to the Leader of the Shadow Dorset Council to determine the arrangements, which linked with the review of the Task and Finish Groups. It was noted that there could also be a key role for portfolio holders as well.

Decisions

1. Consider the arrangements made for the first meeting of the Shadow Executive Committee as a starting point in deciding their future meeting arrangements.
2. That the arrangements for decision making described in section 2.2 of the Monitoring Officer's report be adopted, and that these be notified to the county and district councils.

3. That as a holding position the continuation of the Task and Finish Groups established by the Dorset Area Joint Committee as working groups of the Shadow Executive Committee be approved, subject to a review by the Interim Head of Paid Service in consultation with the Leader of the Shadow Dorset Council.
4. That the Shadow Executive Leader be invited to designate portfolio lead members from amongst the Shadow Executive Committee.
5. That arrangements for the appointment to any vacancies on Task and Finish Groups be delegated to the Leader of the Shadow Dorset Council and Deputy Leader, after consultation with the Interim Head of Paid Service and Interim Monitoring Officer.
6. That delegated authority be granted to the Leader of the Shadow Dorset Council to determine arrangements for each of the interim statutory officers, (after consulting the chairman of the relevant task and finish group) to agree policies and procedures for the new council where this will involve making only minor changes to align existing council policies as single policies of the Dorset Council.

Reason for Decisions

To ensure that meetings of the Shadow Executive were focused upon delivering the requirements set out in the Structural Changes Order and that they provided an appropriate framework within which the Shadow Executive could make decisions about the implementation of the Dorset Council and could make decisions about existing county and district council matters which would impact upon the new Dorset Council.

Shadow Executive Forward Plan

- 6 Members considered the Forward Plan of the Shadow Executive Committee, noting that all programme critical decisions had been mapped. However, the forthcoming decisions for the Shadow Executive in respect of county and district council matters were being collated and would be included in the Forward Plan, together with regular Task and Finish Group reporting.

Noted

High-Level Implementation Plan for Dorset Council

- 7 The Committee considered a report by the Programme Director on the outline Implementation 'Shaping Dorset Council Plan' for Dorset Council as required by the Bournemouth, Dorset and Poole (Structural Changes) Order 2018 which came into force on 26 May 2018. The Plan was considered and agreed by the first meeting of the Shadow Dorset Council on 7 June 2018 and the Committee was asked to consider the reporting intervals and mechanism to ensure appropriate monitoring, accountability and transparency. The Programme Director introduced the Implementation Plan and explained that it was under continual review given the ongoing workshops being held to continue to develop the Plan. It was anticipated that the final version would comprise of smaller plans which would collectively form the full Implementation Plan. The Plan would be considered by the Committee at its meeting on 21 August 2018, but reporting intervals would mean that the progress would be routinely reported to all meetings of the Committee. Detail would also be shared with members outside of formal meetings. The following updates were also shared at the meeting:

- Appointment of interim statutory officers had been completed
- Phase 2 workstream sponsor for finance had been passed to the Interim

Section 151 Officer

- The Workstream on Customer and Services would now be sponsored by Matt Prosser as the Interim Head of Paid Service
- The Boundary Commission had now been engaged in respect of the Boundary Review (formerly led by MHCLG)

Members commented on feedback received at the first Shadow Dorset Council meeting in relation to the need to ensure consistent communications and engagement with members, town and parish councils and the public. The need to ensure high quality and consistent communications was a high priority and it was confirmed that resource had been increased in this area and additional officers were joining the Programme team. There was also a need to ensure that the information being shared included topics that residents would want to know about so that members could pass it on. Cllr Graham Carr-Jones, as the lead member of the Wider Member Engagement Task and Finish Group indicated that there was also a responsibility upon members to engage with the process as there had been limited feedback from members to regular briefings.

A question was asked in relation to a contract and supplier as part of Phase 3 of the programme which was clarified that it related to the use of a facilitator and development of the vision for Dorset Council and the operating model. It also included the arrangements to work through the visioning and operating model which may not be the same organisation and was still to be determined. Arrangements would be circulated to the Committee in the next 3-4 weeks.

The disaggregation work, although appearing in the Plan to be coming to an end, required integration into the other workstreams and embed into phases 2, 3 and 4 of the Programme. There was also a suggestion that it would be good to look at providing the Implementation Plan in a simple way that would enable information to easily be lifted and dropped into updates for partners, towns and parish councils, and the public as a narrative about services. This could also be usefully used by local members when engaging with their communities.

It was noted that the first meeting of the Shadow Overview and Scrutiny Committee was scheduled for 20 June 2018 and that it would determine its own work programme which would identify key areas to ensure delivery of Dorset Council. Members discussed representation at the scrutiny meetings by members of the Shadow Executive Committee, to which the Leader confirmed that she would attend the first meeting to provide any clarification and overview as needed. It was suggested that monitoring of the agenda for the Shadow Overview and Scrutiny Committee would need to take place to ensure the right people would attend meetings. It was also clarified that the latest guidance from the Centre for Public Scrutiny suggested that executive members should not routinely attend scrutiny meetings due to the influence they may have. It was also possible for Shadow Overview and Scrutiny Committee members to attend and observe the Shadow Executive Committee. The Leader indicated that she would speak with the Chairman of the Shadow Overview and Scrutiny Committee to see how it would wish to operate.

Decisions

1. That the Shadow Dorset Council's decisions on 7 June 2018 to:

a) Adopt this plan and note that further iterations and updates on progress against this plan will be brought forward and overseen through the Shadow Executive Committee arrangements.; and,

b) Approve the proposed Implementation Team.
be supported.

2. That the Plan's routine reporting at all meetings of the Shadow Executive Committee be approved.

Protocol on Spending and Commitments

8 The Committee considered a report by the Interim Section 151 Officer which presented a working protocol developed by the Budget Task and Finish Group to enable a successful new unitary by ensuring that the financial activities undertaken in the existing councils did not adversely impact upon the new Dorset Council.

Decision

1. That a Section 24 notice is not pursued.
2. That the protocol on spending and commitments be agreed.

Reason for Decisions

The protocol aimed to ensure that decisions taken before 1 April 2019 did not adversely impact on the budget of the future Dorset Council.

Update on Progress in Respect of Consequential Orders

9 The Committee received a verbal update from the Interim Monitoring Officer and Chief Executive of Purbeck District Council in relation to the progress and development of the consequential orders required to complete the transition to Dorset Council.

The Interim Monitoring Officer summarised that there were consequential orders in addition to the Structural Change Order that were being drafted which related to finance, staffing and miscellaneous matters. The latest draft miscellaneous order would be received on 20 June 2018 from the Ministry for Housing, Communities and Local Government (MHCLG) and responses were required within 5 days, and the second draft would then be provided 2 days later with a response expected within 2 days. It was noted that there had not been consultation with the Governance Task and Finish Group about how this would be considered by members, but Cllr Anthony Alford as the lead member for the Group indicated that arrangements would be put in place to consider as a matter of urgency. It was noted that some comments would need to be dealt with by email unless an additional meeting was scheduled.

Information had been circulated to the Shadow Executive Committee outside of the meeting in relation to an issue about local development plans and the proposed arrangements to consider the issue. It was requested that the Interim Monitoring Officer would contact Cllr David Walsh, as the Chairman of the Strategic Planning Forum, after the meeting to have a conversation about the proposed arrangements. It was acknowledged that the sensitivity of local plans for the different areas of Dorset, which were all at different stages, could not be overestimated and had to be managed very carefully.

The Chief Executive of Purbeck District Council summarised a further requirement in relation to the harmonisation of Council Tax for Dorset Council, following a request made by MHCLG for the Leader of the Shadow Council to write to the Local

Government Minister setting out a clear preference for harmonisation. It was previously agreed by the Dorset Area Joint Committee on 8 March 2018 to harmonise on day one of the new council with the use of alternative notional amounts. The Secretary of State, when making a decision, would use three criteria to determine the future arrangements based on a clear local preference; to ensure taxpayers would not face substantial council tax rises; and to minimise the period to achieve harmonisation. Background information had been shared with the Shadow Executive Committee outside of the meeting. The letter would also be shared with Dorset MPs as the Minister would consult them to ensure they were content with the approach. An update would be reported back to the Committee in due course.

Members discussed the effect of harmonisation, noting that there would be an impact on a lot of people across Dorset. Clarification was provided that the potential increase was similar to Council Tax increases in 2018/19. However, Council Tax itself would not be set through this process as it would be considered by the Shadow Executive Committee in January 2019, and would be determined by the Shadow Dorset Council at its meeting on 20 February 2019.

Decisions

1. That arrangements be taken forward by the Interim Monitoring Officer regarding consultation with the Governance Task and Finish Group on the consequential orders.
2. That the Leader of the Shadow Council write to the Local Government Minister regarding Council Tax Harmonisation.

Decision Making Activity of Dorset Councils

- 10 The Committee received notification of the decision activity of Dorset councils. There were no matters raised in respect of decision making of Dorset Council.

Noted

Urgent Items

- 11 There were no items of urgent business pursuant to section 100B (4) b) of the Local Government Act 1972 considered at the meeting.

Duration of meeting: 6.30 - 7.40 pm

Chairman

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Shadow Dorset Council Shadow Executive Committee - Forward Plan - August 2018

For the period 21 AUGUST 2018 to 31 MARCH 2018

Explanatory Note:

This Forward Plan contains future items to be considered by the Shadow Executive Committee. It is published 28 days before the next meeting of the Committee. The plan includes items for the meeting including key decisions. Each item shows if it is 'open' to the public or to be considered in a private part of the meeting.

Definition of Key Decisions

Key decisions are defined in the Shadow Dorset Council's Constitution as decisions of the Shadow Executive Committee which are likely to -

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates (**Thresholds - Dorset County Council £500k and District and Borough Councils £100k**); or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority."

to determining the meaning of "*significant*" for these purposes the Shadow Council will have regard to any guidance issued by the Secretary of State in accordance with section 9Q of the Local Government Act 2000 Act. Officers will consult with lead members to determine significance and sensitivity.

Private/Exempt Items for Decision

Each item in the plan above marked as 'private' will refer to one of the following paragraphs.

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

Subject / Decision	Decision Maker	Decision Due Date	Consultation	Background documents	Member / Officer Contact
Programme Highlight Report Key Decision - No Public Access - Open	Shadow Executive Committee	21 Aug 2018	<u>Consultees:</u> Members Services <u>Means of Consultation:</u> Task and Finish Groups Workshops Ongoing programme activity	None	Lead member - Leader of Shadow Dorset Council <i>Lead officer - Keith Cheesman, LGR Programme Director keith.cheesman@dorsetcc.gov.uk</i>
Forward Plan/Work Programme Key Decision - No Public Access - Open	Shadow Executive Committee	21 Aug 2018	<u>Consultees:</u> Shadow Executive Committee Dorset councils Programme Board <u>Means of Consultation:</u> Meetings	None	Lead member - Leader of Shadow Dorset Council <i>Lead officer - Lee Gallagher, Democratic Services Manager l.d.gallagher@dorsetcc.gov.uk</i>
Consolidated Medium Term Financial Plan / Financial Update Key Decision - Yes Public Access - Open	Shadow Executive Committee	21 Aug 2018	<u>Consultees:</u> Meetings <u>Means of Consultation:</u> Dorset Finance Officers Group Budget Task and Finish Group	None	Lead member - Councillor Jeff Cant <i>Lead officer - Jason Vaughan, Interim Section 151 Officer</i>
Boundary Review Submission on draft recommendations of LGBCE Key Decision - Yes Public Access - Open	Shadow Executive Committee	21 Aug 2018	<u>Consultees:</u> Meetings with councillors at County, District, Borough, Town and Parish level. Electronic consultation through the LGBCE website Meetings of the Boundary Review Task and Finish Group <u>Means of Consultation:</u> LGBCE public consultation from 3 July until 27 August	LGBCE consultation documents	Lead member - Councillor Spencer Flower <i>Lead officer - Jonathan Mair, Interim Monitoring Officer j.e.mair@dorsetcc.gov.uk</i>

<p>Appointment of Auditors</p> <p>Key Decision - No Public Access - Open</p>	Shadow Executive Committee	21 Aug 2018	<p><u>Consultees:</u> Meetings</p> <p><u>Means of Consultation:</u> Dorset Finance Officers Group Budget Task and Finish Group</p>	None	<p>Lead member - Councillor Jeff Cant</p> <p><i>Lead officer - Jason Vaughan, Interim Section 151 Officer</i></p>
<p>Home to School Transport and Post 16 Transport Assistance policy 2019/20</p> <p>Key Decision - Yes Public Access - Open</p> <p>(Decision referred from Dorset County Council)</p>	Shadow Executive Committee	21 Aug 2018	<p><u>Consultees:</u> All Schools, neighbouring local authorities, all town and parish councils, all County Council members, parents and carers</p> <p><u>Means of Consultation:</u> Email to stakeholders; all district/town/parishes; members; all schools Information on County Council Admissions webpages</p>	Home to School Transport Assistance Eligibility Policy for Children and Young People Attending School 2019/20 Dorset Post 16 Transport Support Policy 2019/20	<p>Lead member -</p> <p><i>Lead officer - Debbie Ward, Chief Executive - Dorset County Council d.ward@dorsetcc.gov.uk</i></p>
<p>Sub-National Transport Body for the South West Peninsula</p> <p>Key Decision - No Public Access - Open</p> <p>(Consultation with Dorset County Council)</p>	Shadow Executive Committee	21 Aug 2018	<p><u>Consultees:</u> None</p> <p><u>Means of Consultation:</u> None</p>	None	<p>Lead member -</p> <p><i>Lead officer - Debbie Ward, Chief Executive - Dorset County Council d.ward@dorsetcc.gov.uk</i></p>
<p>Making of Consequential Order relating to Staffing</p> <p>Key Decision - Yes Public Access - Open</p>	Shadow Executive Committee	21 Aug 2018	<p><u>Consultees:</u> Governance Task and Finish Group Monitoring Officers Group</p> <p><u>Means of Consultation:</u> Meetings</p>	None	<p>Lead member - Leader of Shadow Dorset Council</p> <p><i>Lead officer - Jonathan Mair, Interim Monitoring Officer j.e.mair@dorsetcc.gov.uk</i></p>
People Plan and TUPE	Shadow Executive	21 Aug 2018	<u>Consultees:</u>	None	Lead member - Councillor

arrangements Key Decision - Yes Public Access - Open	Committee		Trade Unions HR Task and Finish Group <u>Means of Consultation:</u> Meetings		Peter Wharf <i>Lead officer - Keith Cheesman, LGR Programme Director keith.cheesman@dorsetcc.gov.uk</i>
Service Mapping and review - Implementation plan identified service changes Key Decision - Yes Public Access - Open	Shadow Executive Committee	21 Aug 2018	<u>Consultees:</u> None <u>Means of Consultation:</u> None	None	Lead member - Leader of Shadow Dorset Council <i>Lead officer - Keith Cheesman, LGR Programme Director keith.cheesman@dorsetcc.gov.uk</i>
Future Operation of Leisure Facilities Dorset Key Decision - Yes Public Access - Open	Shadow Executive Committee	21 Aug 2018	<u>Consultees:</u> None <u>Means of Consultation:</u> None	None	Lead member - Leader of Shadow Dorset Council <i>Lead officer - Steve Mackenzie, Chief Executive - Purbeck District Council stevemackenzie@purbeck-dc.gov.uk</i>
Dorset Council Branding Key Decision - Yes Public Access - Open	Shadow Executive Committee	20 Sep 2018	<u>Consultees:</u> Wider Member Engagement Task and Finish Group <u>Means of Consultation:</u> Meetings	None	Lead member - Councillor Graham Carr-Jones <i>Lead officer - Keith Cheesman, LGR Programme Director keith.cheesman@dorsetcc.gov.uk</i>
Draft Budget 2019/20, financial System and Baseline for Council Tax and Business Rates Key Decision - Yes Public Access - Open	Shadow Executive Committee	20 Sep 2018	<u>Consultees:</u> Budget Task and Finish Group Dorset Finance Officers Group <u>Means of Consultation:</u> Meetings	None	Lead member - Councillor Jeff Cant <i>Lead officer - Jason Vaughan, Interim Section 151 Officer</i>

Quarterly Asset Management Report Key Decision - Yes Public Access - Open (Consultation with Dorset County Council)	Shadow Executive Committee	20 Sep 2018	<u>Consultees:</u> Environment & Economy, Children's Services, Adult and Community Services, Chief Executive's Directorates – Dorset County Council <u>Means of Consultation:</u> All consultees submit contributions to the report.	None	Lead member - <i>Lead officer - Debbie Ward, Chief Executive - Dorset County Council d.ward@dorsetcc.gov.uk</i>
Revenues and Benefits Partnership Working Key Decision - Yes Public Access - Open	Shadow Executive Committee	20 Sep 2018	<u>Consultees:</u> None <u>Means of Consultation:</u> None	None	Lead member - Councillor Jeff Cant <i>Lead officer - Keith Cheesman, LGR Programme Director keith.cheesman@dorsetcc.gov.uk</i>
Electoral Arrangements and Councillor Induction 2019 Key Decision - Yes Public Access - Open	Shadow Executive Committee	22 Nov 2018	<u>Consultees:</u> Dorset Electoral Administrators Group <u>Means of Consultation:</u> Meetings	Election Project Plan	Lead member - Leader of Shadow Dorset Council <i>Lead officer - Jonathan Mair, Interim Monitoring Officer j.e.mair@dorsetcc.gov.uk</i>
Policy Framework Key Decision - Yes Public Access - Open	Shadow Executive Committee Shadow Dorset Council	22 Nov 2018 20 Feb 2019	<u>Consultees:</u> Governance Task and Finish Group Dorset Monitoring Officers Group <u>Means of Consultation:</u> Meetings	None	Lead member - Councillor Anthony Alford <i>Lead officer - Matt Prosser, Interim Head of Paid Service mprosser@dorset.gov.uk</i>
Quarterly Asset Management Report Key Decision - Yes	Shadow Executive Committee	20 Dec 2018	<u>Consultees:</u> Environment & Economy, Children's Services, Adult and Community	None	Lead member - <i>Lead officer - Debbie Ward,</i>

Public Access - Open (Consultation with Dorset County Council)			Services, Chief Executive's Directorates – Dorset County Council <u>Means of Consultation:</u> All consultees submit contributions to the report		<i>Chief Executive - Dorset County Council d.ward@dorsetcc.gov.uk</i>
Consolidated Medium Term Financial Plan from 2019/2020 Key Decision - Yes Public Access - Open	Shadow Executive Committee Shadow Dorset Council	20 Dec 2018 20 Feb 2019	<u>Consultees:</u> Public Councillors Budget Task and Finish Group Dorset Finance Officers Group <u>Means of Consultation:</u> Meetings Public consultation	None	Lead member - Councillor Jeff Cant <i>Lead officer - Jason Vaughan, Interim Section 151 Officer</i>
Making of Consequential Order relating to Civic Functions Key Decision - Yes Public Access - Open	Shadow Executive Committee	20 Dec 2018	<u>Consultees:</u> Governance Task and Finish Group Monitoring Officers Group <u>Means of Consultation:</u> Meetings	None	Lead member - Councillor Anthony Alford <i>Lead officer - Jonathan Mair, Interim Monitoring Officer j.e.mair@dorsetcc.gov.uk</i>
Constitution - Dorset Council Key Decision - Yes Public Access - Open	Shadow Executive Committee Shadow Dorset Council	16 Jan 2019 20 Feb 2019	<u>Consultees:</u> Governance Task and Finish Group Monitoring Officers Group <u>Means of Consultation:</u> Meetings	None	Lead member - Councillor Anthony Alford <i>Lead officer - Jonathan Mair, Interim Monitoring Officer j.e.mair@dorsetcc.gov.uk</i>
Members Allowances Scheme 2019/2020 Key Decision - Yes Public Access - Open	Shadow Executive Committee	16 Jan 2019	<u>Consultees:</u> Independent Remuneration Panel Governance Task and Finish Group Monitoring Officers Group <u>Means of Consultation:</u> Meetings	None	Lead member - Councillor Anthony Alford <i>Lead officer - Jonathan Mair, Interim Monitoring Officer j.e.mair@dorsetcc.gov.uk</i>

<p>Transition Period Plan (operating arrangements and interim transition)</p> <p>Key Decision - Yes Public Access - Open</p>	Shadow Executive Committee	16 Jan 2019	<p><u>Consultees:</u> Governance Task and Finish Group</p> <p><u>Means of Consultation:</u> Meetings</p>	None	<p>Lead member - Leader of Shadow Dorset Council</p> <p><i>Lead officer - Keith Cheesman, LGR Programme Director keith.cheesman@dorsetcc.gov.uk</i></p>
<p>Legal and Democratic Operating Model</p> <p>Key Decision - Yes Public Access - Open</p>	Shadow Executive Committee	16 Jan 2019	<p><u>Consultees:</u> Governance Task and Finish Group Monitoring Officers Group</p> <p><u>Means of Consultation:</u> Meetings</p>	None	<p>Lead member - Councillor Anthony Alford</p> <p><i>Lead officer - Jonathan Mair, Interim Monitoring Officer j.e.mair@dorsetcc.gov.uk</i></p>
<p>Corporate Plan</p> <p>Key Decision - Yes Public Access - Open</p>	<p>Shadow Executive Committee</p> <p>Shadow Dorset Council</p>	<p>20 Feb 2019</p> <p>20 Feb 2019</p>	<p><u>Consultees:</u> None</p> <p><u>Means of Consultation:</u> None</p>	None	<p>Lead member - Leader of Shadow Dorset Council</p> <p><i>Lead officer - Matt Prosser, Interim Head of Paid Service mprosser@dorset.gov.uk</i></p>
<p>Weymouth Town Council</p> <p>Key Decision - Yes Public Access - Open</p>	Shadow Executive Committee	20 Mar 2019	<p><u>Consultees:</u> None</p> <p><u>Means of Consultation:</u> None</p>	None	<p>Lead member - Leader of Shadow Dorset Council</p> <p><i>Lead officer - Keith Cheesman, LGR Programme Director keith.cheesman@dorsetcc.gov.uk</i></p>

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Programme Headline	Phase 1 is now largely complete; moving towards close-down. First cut detailed implementation plans have been provided by the working groups who took part in the scoping and discovery work and are now going through review and consolidation. Chief Executive recruitment process continues and long listing will take place w/c 16/7. TUPE Process underway with Manager briefings being held across the County. The overall status is described as Amber - not all work is on track, but the programme will recover the lost time without risk to the overall timeline.	A
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Key Achievements This Period	Discovery and service continuity workshops phase completed. Preparations for Service Continuity Forum meetings in July. Permanent Chief Executive Process continues - applications close 9/7 First Shadow Executive Committee Meeting held TUPE process (briefings) underway. Disaggregation (services) phase complete; ongoing work on Finances.	Key Objectives Next Period	A plan of works for each workstream to be clearly defined and resourced in a joined up approach from across the Councils. Disaggregation process outcomes approved by Joint Task & Finish Group Shadow Committees established Detailed Implementation Plan preparation.
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Workstream	Status	Status Summary	Activity Updates	Key Activity Complete	Overdue Activity	Next Steps		
Phase 1: Disaggregation Sponsor: Debbie Ward	A	Work is ongoing on Balance Sheet and assets/liabilities which has delayed its completion. Arbitration on the areas of disagreement, following the option set out at the outset of the work, will now get underway. Dorset Area Task and Finish group signed off the final service templates at its meeting on 25th June	Service Disaggregation	G	Templates Complete; final reviews underway, signed off by		Sign off completion	
			Balance Sheet and Funding Disaggregation	A	Positions being discussed and areas not yet agreed.	Balance Sheet sign off		
			Reserves and Balances	A		Agree final details		
			Assets	A		Agree final details		
			Insurance	A		Agree final details		
			Capital schemes	A		Agree final details		
			Adult service historical debt	A		Agree final details		
			Borrowing/investments/capital finance	A		Agree final details		
			Aggregations of Budgets	G		Complete		
			Christchurch and East Dorset Dissolution of Partnership	G		Complete		

WS1. Legal Sponsor: Debbie Ward	G	The programme remains on track with greater involvement now being sought from the Legal, Democratic Services and Elections team. The Shadow Executive held its first meeting and elected a Leader and Deputy Leader.	Create Shadow Authority	G	The Shadow Executive held its first meeting on the 18th June to elect a leader and deputy leader. The Executive has requested additional information regarding the Forward Plan which should be available by the end of this week.		The Forward Plan will be reviewed by the Monitoring Officers and the Governance T&F Group.
			Elections	G	The Pan Dorset and Dorset Area DEAG teams met on the 22nd June to address a range of questions which need to be tackled prior to detailed planning commences at the end of the year and to review the draft project plan		Refine the plan with comments received from the meeting of the 22nd.
			Establishment of legal governance of the new Council	G	Initial collation and drafting of committee terms of reference has commenced for review by the Governance Task and Finish Group. We are still awaiting drafts of the Consequential Orders to confirm what policies are required. We will also be asking the Service leads to identify any policies in addition to these which need to be reviewed/rewritten before 1st April. The Monitoring Officers will review these. We have also created a new workstream which will include policies as part of its remit.		Governance Task and Finish Group scheduled to meet on the 28th June.
			Policies	A	A need to hold service workshops for Legal, Democratic Services and Elections teams has been identified and will be discussed with the MOs and DSMs at the weekly meeting.		The first draft of the Miscellaneous and Staffing Consequential Order has been promised for Friday 22nd June and a meeting with the MHCLG is planned on the 25th June to review content. An update will be delivered to the Governance Task and Finish Group on the 28th June. Develop a draft implementation plan for these service areas.
			Day 1 Arrangements for the Legal and Democratic teams	G			
			Confirm interim arrangements for 1 April 2019 to 6 May 2019.	A			
			Set up Weymouth Town Council	G	The work for this area is being undertaken by WPBC and the Corporate team from DCP. We are keeping a watching brief on developments.		Gain a clear understanding of the role of the Legal and Democratic workstream
			Civic Functions	G	We have appointed a lead for this work package.		Develop tasks and timeline for the plan

WS2. Finance Sponsor: Jason Vaughan	G	All 50 finance officers involved in this workstream were invited to a Finance Briefing on Friday 6th July. The Interim S151, the Deputy Interim S151 and the project manager all presented the work Shaping Dorset Council and the Shadow Dorset Council has achieved so far, and outlined the activity in the coming months. A further briefing is booked in early September.	Financial Management & Budgetary Control	G	Following discussion with officers in all organisations, and demonstrations of DCC's SAP system, Finance Officers Group are working on finance hierarchies for decision in the coming	Budget Task & Finish Group are meeting every fortnight over the summer, and attention of the Finance Officers Group will be concentrating on the budget in the next few months now that the rest of the Workstream has been set in motion with clear reporting lines and risk management processes.
			Finance System	G	This work package is concerned with ensuring all staff understand and have access to the new finance system, so implementation on this will follow other finance work packages.	
			Feeder Systems	G	Officers from the 6 organisations have shared their procurement and debt policies and are now looking to produce one set for Dorset Council. The main risk here is on cash receipting, which is currently in discussion with IT & Customer Services	
			Revenues & Benefits	G	WestWey and SVPP have started detailed programmes of work on this. They have submitted a set of issues for the Programme to work through and dependencies to be considered.	
			Financial Statements	G	Officers from the 6 organisations have shared their accounting policies and collaborative arrangements. A decision is being prepared for Finance Officers on treatment of the new Council's assets	
			Collection Fund (Council tax & Business rates)	G	All organisations have shared their Council tax and Business rates information and a detailed plan has been produced	

			Budget Setting including Disaggregation	G	Work is now focussing on the budget gap. Interim S151 is in discussion with HR & Comms specialists in the Programme Team on this cross-cutting work.		
			Convergence	A	We don't currently have the developed convergence plan which will give the financial savings required to help balance the 2019/20 budget.		
			Closedown 2018/19	G	The main risk to this work package is resource as members of individual organisations will have the background knowledge to carry out this work from April 2019.		
			Treasury Management & Bank Account	G	Discussions are ongoing with the different banks currently used. The 6 organisations are working on a Dorset Council Treasury Strategy for adoption early 2019.		
			Governance including VAT compliance	G	Programme Board has agreed to use SWAP as internal auditors. External auditors can be procured once the Consequential Order has completed. A detailed plan has been produced to ensure timely VAT compliance work is carried out.		
WS3. HR and Workforce Sponsor: David McIntosh	A	HR Lead appointed for the workstream to manage the HR elements of the programme and to understand the key HR interdependencies with the other workstreams. TUPE plan has been developed with BCP alongside a monitoring process which includes consultation with trade unions. An agency has been appointed to manage the Chief Executive appointment process which has commenced following approval at the First Shadow Council meeting. Interim Statutory Officer roles now appointed to. TUPE methodology for assigning roles to TUPE lists agreed and signed-off. Designated Project Manager assigned to HR workstream. Service Managers briefed re TUPE including Schools Headteachers & Business Managers	Existing workforce and TUPE process	A	TUPE milestones agreed. Dependencies mapped. Process for assigning roles to TUPE lists agreed. TUPE comms plan agreed. TUPE lists circulated to managers, with return dates set to HR depts. Terms & Conditions and Policies identified. Analysis to I/D draft measures being undertaken.		Workshop for HR employees to be held July. 'Sense checking' of TUPE lists taking place 15 - 23 July. TUPE lists to be returned to managers 23 July with employees to be informed by 10 Aug. Opportunities to discuss provisional allocations with employees until 31 Aug. Provisional allocation communicated to employees by 3 Sept.
			New workforce employed from day 1	A	T&Cs and policies collated and reviewed. HR leads meeting regularly to consider opportunities for harmonisation of policies where appropriate.		Ongoing work linked to work for existing workforce, on Ts&Cs and policies.
			Day 1 operational structures	A			Senior staffing structure to be agreed. Baseline of current structures.
			Appointment to interim statutory roles	G	Appointments made and approved by shadow council 7th June.		
			Appointment to new Chief Executive role	A	Process for new Council Chief Executive agreed and consultants engaged to manage recruitment. Microsite built and advert live w/c 11th June.		Long-listing arranged 19 July. Shortlisting arranged 24 Aug. Final assessment scheduled 13 Sept. Shadow council ratification by end Sept.
			Trade Union Engagement	G	Regular meetings scheduled. Additional facilities time provided. EqIA for TUPE shared. Draft list of T&Cs shared. TUPE Manager briefing slides shared. TU relationship protocol shared.		Proposed 'work packages' approach to include TU reps playing pro-active role in individual packages - also helps with TU capacity. Agreed by TUs in principal.
			HR & Payroll	A	New project being scoped in recognition of specific requirement to manage this issue for Day 1 (significant inter-dependency with Finance & ICT workstreams).		Draft scoping document circulated. Proposed membership (incl relevant ICT, Finance & HR reps).
WS4: Customer and Services Sponsor: Matt Prosser	A	The first service continuity forum due to be held on Friday 6 July was cancelled. Although this has given the programme team more time to analyse the implementation plans received, it could cause delay to the original plan and result in teams unable to progress work until clear sign off is sought.	4.2 Implementation Plan	A	Key themes from implementation plans are being drawn out for discussion at service continuity forum on Friday 13 July.	Clear communication between council programme teams and LGR programme team to plan and develop consistent messaging in terms of staff expectation.	Details of agenda and forum format to be sent to service continuity forum attendees. Clear direction given to service groups of next steps and progression of plans.
			4.3 EqIA and Customer Impact Assessment	A	Project Manager has met with EqIA representatives from DCC and DCP - guidance has been drawn up of likely areas requiring impact assessments for service continuity.		Project Manager to engage with EqIA representatives as the draft implementation plan is drawn together.
			4.4 Service Continuity Forum	A	Terms of reference have been sent to forum attendees. Monthly forum meetings have been booked.		Format and agenda to be set and first group meeting held on 13 July.
			4.5 Voluntary Sector Community Groups	A	Project added due to the services provided by the VSC.		Report to Programme Board on Thursday 26 July from Steve McCenzie with Dorset Council position on service provided by voluntary community sector groups.
			ICT disaggregation	A	All CEDDC applications have been identified and the partnership leads are meeting regularly to profile the data, analyse risks and identify costs.		Continue to design the architecture for Day 1 minimum requirements and for the long-term convergence of 6 IT environments into 1.
ICT implementation plan	G	In progress.					
ICT infrastructure	G	The design architecture is underway to achieve the Day 1 requirements.					
ICT applications and data: corporate	G	ICT Lead officer and representatives from partners for this work package are now in place. Scoping of work package being progressed.					
ICT applications and data: business	A	A number of business requirements to consolidate applications by day 1 have been received, more are expected as a result of the Service Continuity and Customer Workshops.					
WS5. ICT Sponsor: Matt Prosser	A	The design architecture to deliver the Day 1 minimum requirements, and to take us from 6 IT environments to 1 is on-going. The new interim 'Dorset Council' corporate WiFi connection will roll out w/c 9th July, this is only accessible for corporately managed devices and will allow automatic access to WiFi across all the partnership main offices.					

			ICT service delivery and business continuity	G	The partnership leads are currently designing an IT day 1 operating model for both service delivery and business continuity.		
			Intranets	A	The Shaping Dorset Council IT Lead met with the Comms working group. A decision has been made that SharePoint will be the technology platform for all Dorset Council Collaboration including the new Intranet site.		
			Public facing website infrastructure	A	Any technical changes that are required will be fed into the Web team		
WS6. Information Governance Sponsor Steve Mackenzie	A	First meeting of the Board held Wednesday 13th June. An IG Workshop attended by Information Governance staff across the partnerships will be held week commencing 16th July. This workshop will scope out the IG activities identified.	IG Framework	A			Workshop to identify IG work packages
			Information Security	A			Project Manager being recruited
			Transparency/Openness/DP	A			
			Records Management	A			
WS7. Communications and branding Sponsor: Matt Prosser	A	Greater resources have been put in place to deliver more effective communications and engagement for the Shaping Dorset Council programme. A team of 4 communications officers are supporting the SDC programme and project management and LGA support is being sourced. Communication leads and their teams from across the Dorset Area councils are continuing to support and assist, and work is underway to improve consistency with the BCP programme. Final content is being added to the external website and internal sharepoint site. Work has commenced on scoping the branding requirements for the new council. A task and finish group and project team have been set up to progress this work. The first meetings have taken place of the task and finish group and project team.	Day 1 Communications	A			
			Branding a) Shadow Council & Programme b) Interim branding arrangements c) Branding for new council	A	a) Shadow Council & Shaping Dorset Council programme branding complete b) Interim Branding Arrangements paper agreed and implemented. c) Project to deliver the branding for the new authority is in progress.		Branding update to go to Programme Board this week.
			Digital channels for new authority (website, intranet, social media accounts)	A			Project team to deliver the new intranet for Dorset Council is in place. Digital channels are being progressed through the implementation plan for Communications
			Communications - service continuity	A	This work is being progressed through the Dorset Area Communications Group which has lead communications officers from each existing council		Progressing this work through the Dorset Area Communications Group. Group met last week. Implementation plan has been submitted.
			Communications to support delivery of Shaping Dorset Council Programme	A			
			Internal communications & engagement (employees & members)	R	Employee engagement plan is needed.		
			External communications & engagement	R	Stakeholders for the Shaping Dorset Council overall programme to be defined. Community partnership work not started.		
			Establish channels (see a-e below)	A			
			a) SharePoint (employees but accessible to members also)	A	Internal Sharepoint site encountered technical issues so late delivery.		Go live tbc
			b) External website)	A	Microsite being built on Dorset For you platform.		Go live tbc
			c) modgov extranet (member briefings)	G	this is complete and now live - there is a library facility for LGR member briefings & newsletters		Now live
			d) social media (wider public)	A	Further refocus needed to ensure it fits the shaping dorset council programme		
			e) newsletters fortnightly (employees & members)	G	New design and content. Fortnightly editions on track.		
			WS8. Cross Cutting Sponsor: TBC	N	Workstream forming and resources being allocated.	Property and assets	n
Partnerships	n	Draft scope complete for approval, data gathering exercise commenced.					
Policies	n	Draft scope complete for approval, data gathering exercise commenced.					
Contracts	n	Draft scope complete for approval, data gathering exercise commenced.					
Phase 2 disaggregation	n	Draft scope complete for approval, data gathering exercise commenced.					
Phase 3: TBC (Keith Cheesman)	A	The plan was designed to start delivery in May 2018 but only approved to proceed in June therefore is behind schedule. Reviewing schedule with supplier over next period.	Development of target operating model	A	Proposal in from supplier. Approval from board to proceed.	Contract with supplier	Make sure contract in place with supplier. Review initial dates proposed.
			Design a transformation programme to deliver the ambitions of the interim operating model	N			
			Development of an interim corporate plan	N			
			Delivery of the People Plan activities	A	Activities being loaded on to SharePoint site, SLA being developed with 'Steps 2 Wellbeing', 'Five ways to wellbeing' sessions booked and in events calendar on SharePoint (SP) site, wellbeing assessment ready to go out via site, conversations happening with Insights to get going.	General delay due to delayed papers at board (due to earlier than expected Shadow Council/ Shadow Executive meetings).	Manage activities when SP live. Identify 'inspire' presenters.

Risk & Issue Profile

Programme risks, issues, assumptions and dependencies is currently being drawn up by the Programme team. High level risks and mitigations below

Risk	Workstream	Owner	Unmanaged RAG	Mitigation	Current RAG	Further Action
Insufficient capacity/resources to deliver the programme within timescales (project slippage)	HR & workforce	Keith Cheesman		Programme team posts appointed into, include Programme Director. Project Management roles appointed and coming into place. Project Support Officer role has been appointed, awaiting a start date.		Partner authorities to ensure that any further support required by programme office is made available. PA role still to be appointed to. Scoping workshops will identify further resource requirements.
Failure to establish early decision-making processes	Legal & Democratic	Keith Cheesman		Joint Area Committee, Governance Task and Finish group established and working well.		Future consideration for Change Advisory Board
Failure to understand full statutory responsibilities of merging authorities creates an exposure to legal challenge	Legal & Democratic	MOs		Programme contains legal and governance workstream tasked with examining Corporate legal requirements. Service continuity workshops planned to identify service specific legalities		Service workshops will reduce risk exposure
Interdependencies with other government bodies causes delays (HMRC Paye Number etc)	Finance	Keith Cheesman		Appropriate advice agencies being sought		Decisions to be taken following receipt of advice
Failure to inform or consult meaningfully. Employers are liable for up to 13 weeks gross uncapped pay for EACH employee affected by the transfer	HR & workforce	Keith Cheesman		Trade Union and Employee communication and engagement established as part of the HR Workstream. TU forum in place. Fortnightly meetings booked.		
Drop in services levels during transition	Customer and Service continuity	Programme Board		Service Continuity workshops planned		Appropriate involvement of subject matter experts across all preceding councils will support the detailed work through each of the workshops and planning phases in order to minimise the risks

Support required from Shadow Executive Committee to enable delivery

None at this time

- Property and assets
- 8.2 Partnerships
- 8.3 Policies
- 8.4 Contracts
- 8.5 Phase 2 disaggregation

Shadow Dorset Council

Date of Meeting	Shadow Executive Committee - 20 July 2018
Officer	General Manager – Public Health and Housing – Purbeck District Council
Subject of Report	Transfer of assets to Town and Parish Councils – current position and proposed principles
Executive Summary	<p>The report provides a high level summary of what each of the sovereign Councils that will form part of the new Dorset Council are doing in relation to transfer of assets to Town and Parish Councils and other community groups.</p> <p>The report suggests an agreed set of principles for Dorset to ensure consistency of approach to asset transfer that would not adversely impact on the new Council.</p>
Impact Assessment:	<p>Equalities Impact Assessment:</p> <p>None</p>
	<p>Use of Evidence:</p> <p>None</p>
	<p>Budget:</p> <p>There could be some budget implications for the new Dorset Council if asset disposal is not undertaken in a co-ordinated and managed way.</p>
	<p>Risk Assessment:</p> <p>Having considered the risks associated with this decision using the LGR approved risk management methodology, the level of risk has been identified as: Current Risk: LOW Residual Risk: LOW</p>
	<p>Other Implications:</p> <p>None</p>
Recommendation	<ol style="list-style-type: none"> 1. To note the current position for each of the Councils in the Dorset area. 2. To agree the principles outlined in 3.2 for the transfer of assets.

Reason for Recommendation	The aim of the principles will ensure that decisions taken before 1 April 2019 do not adversely impact on the budget of the future Dorset Council.
Appendices	None
Background Papers	None
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1. Background

- 1.1 The six councils in the Dorset area own a wide range of assets varying from business units, car parks and toilets down to small parcels of land, often on housing estates, which are retained as open space. Some of these assets are capable of generating an income while others have ongoing revenue implications.
- 1.2 The proposal to create two unitary councils was a response to continuing austerity across local government. The legislation requires the existing councils to co-operate in the creation of the new councils. This could include co-operating in ensuring the new Dorset Council is financially sustainable. This would mean transferring to the new council all of those assets which are capable of generating net income now or in the future (e.g. with development value) as well as those which are needed to deliver statutory services.
- 1.3 The assets of the councils in the Dorset area will transfer to the new Dorset Council on 1 April 2019 unless the existing Councils dispose of them or otherwise transfer them within the public sector in the meantime.
- 1.4 Following the LGR announcement some town and parish councils have approached their appropriate district or borough council to request the transfer of some assets to them and councils have continued to transfer services/assets. This report summarises the approach of each Council in dealing with transfer of assets.

2. Current position

- 2.1 The amount and value of property holdings of each Council varies. In some cases it has been the policy to transfer property with no development value to town and parish councils, where they want it.

In some circumstances, particularly in the Borough of Weymouth and Portland where there is not yet a town council, such a transfer has not been necessary. Some Councils have not only transferred assets but have also devolved some services such as street cleansing, while others are in the process of delivering this work.

2.2 The picture is mixed across Dorset and below is a summary for each Council and their current position:-

2.2.1 Dorset County Council (DCC)

The County Council continues to engage with town and parish councils on a regular basis as outlined in the 'Working Together' strategy, which was co-produced with representatives from the sector and the Dorset Association of Parish and Town Councils (DAPTC).

The main focus of the work relates to engaging the sector on community and place based projects, and local commissioning of activities by town and parish councils, particularly in relation to highways discretionary services that do not form part of the County Council's core budget and statutory service provision.

There are no plans outlined in the 2018/19 budget and service plans for any devolution of services or asset transfers to town and parish councils. It should be noted however that the County Council does have a wider asset disposal programme that has been agreed by the Council and this will continue.

2.2.2 East Dorset District Council (EDDC)

The Cabinet Committee (One Year Strategy) met on the 30 May 2018 to consider Community Asset Transfer prior to 1 April 2019. The Committee agreed to the following recommendations:

- (a) any transfer of assets will usually be by transfer of the freehold to a public or charitable body or via a long lease (25 years minimum);
- (b) there is to be no discussion about possible transfer of services, only assets.
- (c) consideration will only be given to transfer of assets where there is no detrimental effect for a future Unitary Council;
- (d) transfer will also be dependent on an assessment of the capacity of the receiving authority/organisation to take on the asset;
- (e) EDDC will consider asset transfer to community groups other than P&TCs where appropriate and subject to the same assessment of the capacity of such groups but such transfers are considered to be lower priority because of timescales and capacity;
- (f) transfers will only be considered where there is staff capacity to deliver them and additional funds will be provided to support this project if required; and
- (g) a list of assets for potential consideration has been identified.

It is suggested in the report that certain town and parish councils have the majority of assets appropriate for transfer and therefore that initial discussions will be focussed on these areas. Individual meetings are being arranged during June with representatives of interested town and parish councils.

2.2.3 North Dorset District Council (NDDC)

NDDC had a programme of Local Delivery which started in 2008 and with local councils transferred a number of assets and services. The work was guided by a set of principles based on services being provided better at a local level and with a financial imperative. As a result, NDDC now has very few assets available for transferring and therefore there is no current programme.

2.2.4 Purbeck District Council (PDC)

At the Council meeting on 8 April 2018 it was agreed that:

- (a) all assets required for the delivery of statutory services and those capable of generating income are transferred to the new unitary Dorset Council;
- (b) property held as public open space, free car parks and the public toilets at Corfe Castle and Studland be offered to the appropriate town and parish councils; and
- (c) the Solicitor to the Council be authorised to appoint local solicitors to complete the transfers with the cost met from the Council's reserves

At the meeting, Members also agreed following a request from Swanage Town Council to transfer a building that contains public toilets and a museum to the Town Council. Heads of Terms are being drawn up and they will have strict overage clauses that ensure if any income is generated from the site in future from rental or the site is sold, Dorset Council will obtain a proportion of the income.

2.2.5 West Dorset District Council (WDDC)

West Dorset District Council's Strategy Committee met on 12 September 2017 and agreed to establish a programme board, outlining the transfer of services and assets to town and parish councils and programme principles (which were agreed with the programme board) and at its meeting on 14 December 2017 agreed the Terms of Reference and to commission the Local Government Resource Centre (LGRC) and allocate finances. As well as the transfer of assets the report suggests the devolution of some services to those town and parish councils that want them. The suggested services are:

- TIC/ tourism
- public conveniences
- town centre economic development
- discretionary grants
- town centre street cleansing.

It is worth noting that car parks (as income generators and/or development potential) were not and never have been included. An allocation of up to £120k from the set aside of more than £1m revenue reserves was approved to implement management of the Transfer of Services/Assets programme.

This work is being finalised with LGRC advising, in negotiation with local councils and is likely to focus on public conveniences; TICs; and some assets on a cost neutral basis.

The Council also has a property asset management plan – disposal list. At their [24th April 2018 Strategy Committee meeting](#) members approved the disposal of nine assets for sale on the open market and the transfer of some to the new Partnership; three of which are potential housing sites. WDDC has also agreed in its 2018/19 budget to allocate up to £4m to the Local Authority Trading Company for future development.

To continue the WDDC programme of asset transfers, the Strategy Committee has considered preliminary proposals for the transfer of some assets to Bridport Town Council; this is being finalised by LGRC.

2.2.6 Weymouth and Portland Borough Council (WPBC)

Following a Community Governance Review covering the Weymouth area of the Borough Council, the Council resolved to create a new town council for Weymouth to cover the whole of the Borough apart from the area covered by Portland Town Council. As part of the process to establish a new town council, work is underway to plan the services it will provide, its financial needs and the assets it will need to provide those services. At the time of writing this report, the list of assets that are proposed to transfer has not been formulated.

Parallel with this work, the Council is considering possible asset transfers to Portland Town Council (PTC). Although PTC has existed since 1974, it charges a nominal precept and relies on WPBC to provide most services a town council might typically provide. The discussions are taking place in parallel so that PTC can be put on a similar footing to other town councils in terms of service provision from April 2019.

3. Next steps

- 3.1 It can be seen from the above position statements that most of the Dorset area councils have been through a formal process to agree a policy for the transfer of assets. However, in order to create some consistency across Dorset and manage expectations of town and parish councils it is recommended that a set of principles are agreed by the Shadow Executive Committee.
- 3.2 At the meeting of the Committee on 18 June 2018 a recommendation from the Interim Section 151 Officer regarding the Protocol on Spending and Commitments was agreed. The report noted that “At present the existing councils are free to continue to run their affairs and make financial decisions without taking into account the impact upon the new unitary. The protocol requires any items that could have a financial impact upon the new unitary to be initially assessed by the interim Section 151 Officer and, if it has a significant financial impact, seek approval by the Shadow Executive. De minimis levels of £100,000 for each District and Borough and £500,000 for Dorset County Council are proposed in order to avoid the process becoming unmanageable. The spirit of this protocol is that a council should not be ‘breaking down’ items into parts in order that become lower than the de minimis levels.”

- 3.3 As the transfer of an asset of value will have a financial impact on the new Dorset Council the final principle in the list takes into account the financial protocol. However as this relates to an asset rather than a financial spend the amount should be equal for all councils.
- 3.4 It is recommended that the following principles are agreed:
- (i) All assets required for the delivery of Council services and those capable of generating income are transferred to the new unitary Dorset Council.
 - (ii) Any existing programmes for the disposal of assets already agreed by sovereign Councils will continue and will not be impacted by these principles. These principles relate to any future disposal of assets.
 - (iii) Property held as public open space, community buildings, free car parks and public toilets can be considered for transfer to the appropriate town or parish council.
 - (iv) Any transfer of assets will usually be by transfer of the freehold to a public or charitable body or via a long lease (25 years minimum). Transfer will also be dependent on an assessment of the capacity of the receiving authority/organisation to take on the asset.
 - (v) Councils can consider asset transfer to community groups other than parish and town councils where appropriate and subject to the same assessment of the capacity of such groups but such transfers are considered to be lower priority because of timescales and capacity.
 - (vi) Any transfer (other than by a lease) of open spaces will contain overage clauses that will retain the land for public use or, if the land is sold the new Dorset Council will receive a proportion of the proceeds from the sale.
 - (vii) Where a Council has negotiated the devolution of a service to a town or parish council and asset is transferred to support the delivery of that service, there will be no financial loss to the new Dorset Council i.e. the transfer is cost neutral.
 - (viii) No financial agreement will be made with a town or parish council, or other receiving body to support the maintenance and running of a transferred asset after 1 April 2019.
 - (ix) Any asset transfer that could have a financial impact upon the new Dorset Council will be initially assessed by the interim Section 151 Officer and, if it has a significant financial impact, seek approval by the Shadow Executive. De minimis levels of £100,000 are proposed in order to avoid the process becoming unmanageable.

Shadow Dorset Council

Date of Meeting	20 July 2018
Officer	Debbie Ward, Chief Executive, Dorset County Council
Subject of Report	Service Disaggregation
Executive Summary	<p>This report sets out the conclusion of the disaggregation of services in Dorset County Council that relate to service provision in the Christchurch area, which will become the responsibility of the Bournemouth, Christchurch and Poole Council from 1st April 2019.</p> <p>The Dorset Area Joint Committee approved the proposed principles and approach for this work in November 2017, and the work was carried out on this basis, involving senior managers and accountants from the relevant services from Dorset County Council, Bournemouth Borough Council and Borough of Poole. They prepared the disaggregation of each service, which has been agreed by the Oversight Group led by Debbie Ward, Chief Executive of Dorset County council, and approved by a Task and Finish group on behalf of each Shadow Executive Committee.</p> <p>The appendices in this report show the summary level disaggregation for all services and partnerships in scope.</p> <p>The next steps will be to conclude the proposed disaggregation of assets and liabilities, incorporate the service disaggregation into the HR workstream for the TUPE transfer of staff on 1st April 2019, and deliver the disaggregation of data and systems that support service delivery.</p>
Impact Assessment:	<p>Equalities Impact Assessment: None required</p> <p>Use of Evidence: The information has been validated by the s151 officers of Dorset County Council, and Bournemouth and Poole councils. The outputs have been subject to review by the Disaggregation Task & Finish group for each Joint Committee, and the Bournemouth, Christchurch, Poole Joint Committee Overview and Scrutiny Committee which met on 26th April and 11th June 2018.</p> <p>Budget: There was no budget requirement for this work as it was carried out by existing resources within the relevant councils.</p> <p>The disaggregation outputs set out in this report form a key input to the budget setting for the new Dorset Council</p>

	<p>Risk Assessment:</p> <p>The level of risk associated with this report is considered low in relation to the service disaggregation work which is now complete. The service templates are all signed off by officers and Task and Finish group members. A higher level of risk remains for the works still to be done in disaggregation of the assets and liabilities. This work is in progress and is due to conclude by the end of 2018. It will impact on the budget setting process as each council will need to understand (amongst other things) the annual costs associated with its debt position, the operational costs of the assets it is responsible for and the s151 Officers will need to consider the level of reserves that may be available as part of their s25 Statement (report on robustness of the budget and adequacy of reserves).</p> <p>Other Implications: The Shaping Dorset Council programme will pick up the delivery of service disaggregation (people, IT, other service impacts) through its implementation plan.</p>
<p>Recommendation</p>	<p>It is recommended that the Shadow Executive Committee:</p> <ol style="list-style-type: none"> 1. Approves the disaggregation as set out in the appendices in this report 2. Agrees the next steps to be delivered by the Shaping Dorset Council programme 3. Receives a further report on the disaggregation of assets and liabilities in due course
<p>Reason for Recommendation</p>	<p>To allow the implementation planning to progress on schedule and for the budget setting work to continue with this critical input.</p>
<p>Appendices</p>	<p>Appendix A: Directorate Summaries Appendix B: Partnership List Appendix C: Christchurch and East Dorset Partnership Staff Budget Split</p>
<p>Background Papers</p>	<p>Local Government Reorganisation Service Disaggregation Principles report to Joint committee 15th November 2017 https://dorsetareacouncils.files.wordpress.com/2017/11/adocpackpublic-version0001.pdf</p>
<p>Officer Contact</p>	<p>Name: Sarah Longdon Tel: 07810 338310 Email: sarah.longdon@dorsetcc.gov.uk</p>

1. Introduction

- 1.1 Disaggregation in the context of local government reorganisation in Dorset is the identification and transfer of services currently provided by Dorset County Council to residents and service users in the Christchurch Borough Council area, to the new Bournemouth, Christchurch and Poole Council. This includes service delivery, customer data, funding, expenditure, assets, liabilities, contracts, shared services, partnerships and staff. This work also includes the split in principle of the Christchurch and East Dorset cost base.
- 1.2 This report sets out the basis for agreement on the disaggregation of services, as a fair and equitable split between the new authorities, and explains how the agreement was reached. It is important to note that this is based on the disaggregation of the 2018/19 budget and is not about apportioning any financial resources.
- 1.3 Once this is approved as a fair and equitable split by both Shadow Executive Committees, the implementation of this will be incorporated into the planning for vesting day of the new authorities by both unitary programmes. This will include the TUPE considerations for staff who will be in scope for transferring, as well as the practical service delivery arrangements and IT requirements such as data, applications and hardware.
- 1.4 Once the basis for the service disaggregation is agreed, the shadow authorities, with their interim s151 officers will be able to use the information to develop their budget setting priorities and create lawful budgets for the new authorities. A further report will come to the Shadow Executive committees setting out the proposed basis for disaggregating Dorset County council's balance sheet, assets and liabilities.
- 1.5 The disaggregation proposal deals with existing service levels and provision and any change to the service delivery models for the new authorities are out of the scope of this work. The agreement for the disaggregation of services is based on the current service model and the 2018/19 budget.

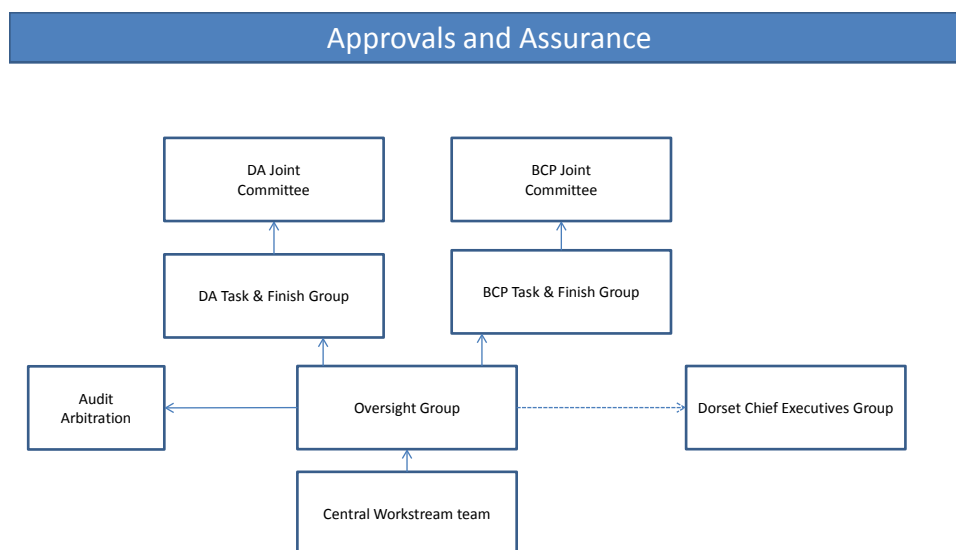
2. Background

- 2.1 A report setting out the proposed scope and approach to disaggregation was approved by the Dorset Area Joint Committee on 15th November 2017 and the Bournemouth, Christchurch and Poole Joint committee on 21st November 2017.
- 2.2 This report set out a number of high level principles that guided the work review and agree service disaggregation to ensure it was carried out effectively and accurately. The principles are:
 - The transfer of services from one authority to another will not disadvantage individual people receiving services/care. This is the overriding principle and will be a key determinant on how disaggregation will be applied.
 - Specific commitment to individuals will be on a case by case basis, and as such decisions will be on a sound legal basis.
 - The authorities remain committed to delivering statutory services and improving outcomes.
 - Partners and stakeholders involved in service delivery will be engaged to ensure a smooth transition.

- Not all services will be disaggregated. Some aspects of disaggregation may not be necessary if they are already structured as a shared service or existing partnership.
- The data required for disaggregation will be shared and discussions will be open and transparent, acknowledging that decisions will be reached on a pragmatic basis (not seeking perfect solutions) and will be evidence-based.
- Where appropriate existing contracts will novate on vesting day, then reviewed individually to determine the appropriate point for renewal, unless otherwise agreed.
- The criteria for calculating and agreeing the split will be agreed at a service level; with an appropriate level of analysis; avoiding unnecessary detail and complexity; with an understanding of the level of financial risk, and an understanding costs borne by other partners e.g. NHS:
 - Data must be used sensibly and consistently, utilising existing data, trend analysis and historic data where appropriate.
 - If there is an obvious means of apportionment e.g. location, this should be followed where possible.
 - TUPE principles should apply, e.g. apportionment of staff transfers.
 - Matching principles e.g. assets and liabilities should apply.
 - Assets include resource such as foster carers.
 - Apply the principle of ordinary residence lawfully for Adults services, original parental residence for Children’s services. Identify individuals and their costs.
 - Care costs will be calculated per individual adult or child, based on direct costs and infrastructure cost – meeting the need cost.
 - Agree which authority is responsible for each child/person.
- An analysis of data migration and IT systems will be carried out to determine the most effective means of transferring service and customer data.
- Disaggregation will be agreed on a cost basis as well as budget basis. The disaggregation will not resolve budget shortfalls.

3. Methodology of the Disaggregation work

- 3.1 This work has been led by Task and Finish Groups established for this purpose for both the Dorset and Bournemouth, Christchurch and Poole Shadow Authorities, as Joint Committees and subject to Scrutiny by the specially formed informal overview and scrutiny panel of Bournemouth, Christchurch and Poole. The membership of the groups have been drawn from all the authorities coming together to create the new Councils in Dorset. The detailed work has been led by the Dorset Area Programme Board supported by the executive teams of Dorset County Council, Bournemouth Borough Council and Borough of Poole which provided the resources and carried out the analysis required. Senior officers and members of Christchurch Borough Council have also been involved as it relates to service delivery for residents and service users in the Christchurch area.
- 3.2 This diagram shows the structure of the resourcing in relation to governance and approvals:



3.3 The programme of work was led by an Oversight group. The members were:

Debbie Ward (Chair)	Chief Executive, Dorset County Council
Jan Thurgood	Strategic Director, People Theme, Borough of Poole
Adam Richens	Chief Finance Officer, Borough of Poole and Bournemouth Borough Council
Richard Bates	Chief Finance Officer, Dorset County Council
Matti Raudsepp	Strategic Director, Christchurch and East Dorset Partnership
Helen Coombes	Director, Adults & Community Services, Dorset County Council
Nick Jarman	Director, Children’s Services, Dorset county Council
Kate Ryan	Strategic Director, Place Theme, Borough of Poole
Bill Cotton	Executive Director, Environment & Economy, Bournemouth Borough Council
Mike Harries	Corporate Director for Environment & Economy, Dorset County Council
Julian Osgathorpe	Corporate Director, Borough of Poole and Bournemouth Borough Council
Neil Goddard	Service Director, Bournemouth Borough Council

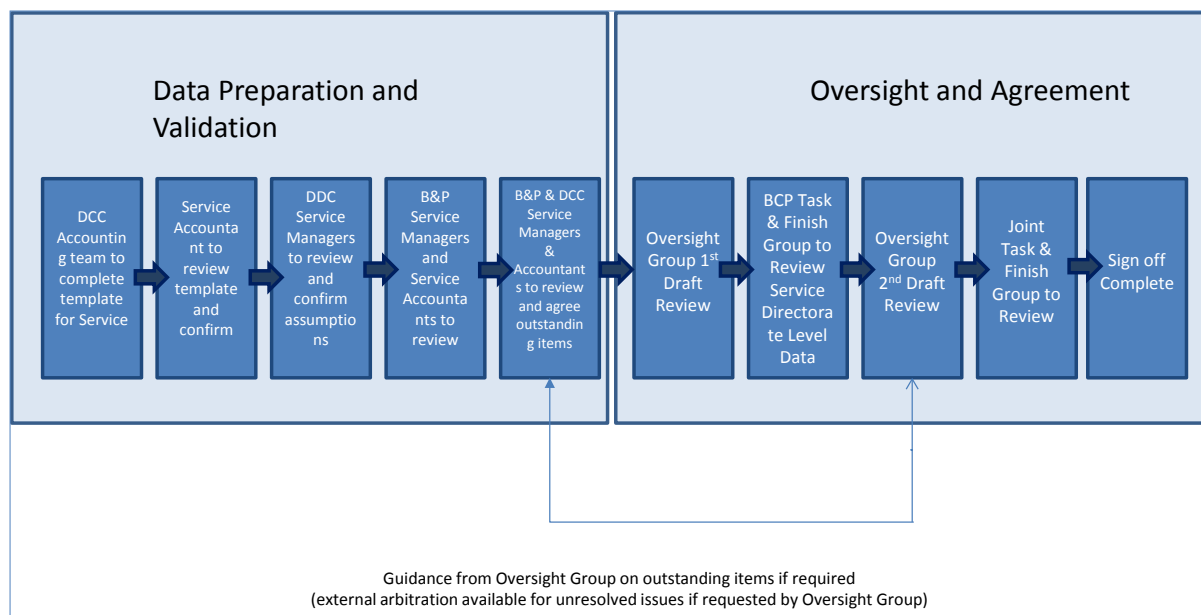
3.4 Each Joint Committee set up a Task and Finish Group to examine the work and understand the basis of disaggregation of services to be assured that it was being carried out properly and that the outcome was appropriate. The members of the Task and Finish Groups were:

Dorset		Bournemouth Christchurch and Poole	
Cllr Jeff Cant (Chair)	Weymouth & Portland Borough Council	Cllr Philip Broadhead (Joint chair)	Bournemouth Borough Council
Cllr Deborah Croney	Dorset County Council	Cllr May Haines (Joint Chair)	Borough of Poole
Cllr Simon Christopher	West Dorset District Council	Cllr Karen Rampton	Borough of Poole
Cllr Caroline Finch	Purbeck District council	Cllr Nicola Greene	Bournemouth Borough Council
Cllr Tony Ferrari	Dorset County Council	Cllr David Flagg	Christchurch Borough Council
Cllr Val Potheary	North Dorset District Council	Cllr Deborah Croney	Dorset County Council
Cllr James Farquaharson	Weymouth & Portland Borough Council	Cllr Tony Ferarri	Dorset County Council
Cllr John Stayt	North Dorset district Council		
Cllr Steve Butler	East Dorset District Council		
Cllr Mike Lovell	Purbeck District Council		

3.5 The Service Disaggregation work has also been reviewed by a Joint Overview and Scrutiny working group of members from Bournemouth Borough Council, Borough of Poole and Christchurch Borough Council. The members of the Joint Overview and Scrutiny group were:

Cllr Fred Neale (Chair)	Christchurch Borough Council
Cllr Ian Clark	Bournemouth Borough Council
Cllr David d’Orton-Gibson	Bournemouth Borough Council
Cllr Chris Wakefield	Bournemouth Borough Council
Cllr Lisle Smith	Christchurch Borough Council
Cllr Jane Newell	Borough of Poole
Cllr Ron Parker	Borough of Poole
Cllr Mike Brooke	Borough of Poole

- 3.6 The Oversight Group and Task & Finish Groups agreed a process which was followed for all services in scope:



- 3.7 In this process a detailed budget breakdown was provided in a service template, by Dorset County Council for each service, with a suggested apportionment relating to service provision in the Christchurch area. This was sense checked and quality assured by the responsible service manager in Dorset County Council before being sent to Bournemouth and Poole for analysis. For each budget area a meeting was held to review this, test methodology, sense check and clarify any queries. Once the details were agreed by the service leads in each council, it was put forward to the Oversight Group for approval, and then taken to the Task and Finish Group for presentation, challenge and consideration. In total, 166 service templates have been reviewed and approved in this process.

- 3.8 The service templates included budget information, staffing information (to support the TUPE process) and highlighted key dependencies including ICT system issues. Existing Partnerships were also identified in this process where agreement would be needed for day 1 implementation.

- 3.9 All services provided by Dorset County Council in the Christchurch area were reviewed following this process and the output tested by the Oversight Group and Task & Finish groups. This analysis included all relevant partnerships between the councils and other organisations. The contracts for service provision etc were identified in this work and will have the practical disaggregation impact assessed by a further dedicated piece of work.

4. Service Reviews Outcome

- 4.1 At the end of the process where each service area had been subject to detailed work, a directorate summary sheet has been produced that shows the total disaggregation of the services in the directorate and in total. The summary provides a useful overview of the overall picture and reference point for the subsequent work to implement the new authorities.

DISAGGREGATION SUMMARY - OVERVIEW			
	DCC	Christchurch	%
Adult Social Care	125,400,000	18,493,555	14.75%
Children's Services (non-DSG elements)	58,220,700	4,784,863	8.22%
Children's Services (DSG elements)			
- DSG Expenditure	179,188,621	16,955,131	9.46%
- DSG Income	-179,188,621	-16,955,131	9.46%
Community Services	10,265,000	947,661	9.23%
Environment and Economy	49,843,350	4,237,773	8.50%
Corporate Services	15,760,500	1,484,809	9.42%
Total Service Disaggregation	259,489,550	29,948,661	11.54%

4.2 Appendix A shows each directorate summary incorporating all services analysed:

- Adults Social Care
- Children's Services (Non-Dedicated Schools Grant (DSG) elements)
- Children's Services (Dedicated Schools Grant elements)
- Community Services
- Environment & Economy Services
- Corporate Services

5. Partnerships

5.1 In addition to the review of individual services, all relevant partnerships have also been analysed to identify the disaggregation requirements. The full list of these partnerships, with draft proposals for disaggregation are set out in Appendix B. The general principle applied when reviewing these partnerships was to retain working arrangements for one year as far as possible unless there is a specific need to change, and to agree the revised contractual details for this period. The final arrangements will be confirmed as part of the implementation planning for vesting day.

6. Aggregation of Budgets

6.1 The starting point for setting the new budgets is to look at the current budgets of the sovereign councils to give a baseline and indicative view. The data source is the information that every Council provides on its annual budget to Government on their Revenue Anticipated (RA) form. However, the setting of budgets for both new authorities is dependent on the conclusion of the Disaggregation to inform them of expected service delivery costs and budget that will be added to the Bournemouth, Christchurch and Poole budget, and removed from the Dorset Council budget. Similarly, the disaggregation of the Dorset County Council balance sheet, specifically assets and liabilities, will inform the new budgets.

7. Christchurch and East Dorset Partnership

7.1 As sovereign councils there is no budget disaggregation required for Christchurch and East Dorset. Each council maintains separate budgets for the services provided in

their areas. The two councils do share a single staff structure, with the costs shared in accordance with the schedule in Appendix C. The staff employed by Christchurch and East Dorset will TUPE to either the BCP or Dorset Unitary Council in accordance with the principles and processes agreed via the HR work stream and this should not be driven by the cost share arrangements currently in place. However, if the proportion of staff transferring to either of the two new unitary authorities varies significantly to the existing cost share then there may be funding and budget implications that need to be considered. Other areas for consideration in other work streams are the disaggregation of joint assets, namely ICT licences and infrastructure, and a small number of shared vehicles.

8. Next steps

8.1 There are still a number of areas where caveats were put on the disaggregation templates and further work will be required. These include:

- Shared use premises (which will be dealt with in the next phase for assets and ownership)
- Contractual commitments within Christchurch
- Confirmation of Ordinary residence
- Treatment of ICT maintenance, software and subscriptions
- Split of Better Care Fund / Improved better care fund where external support has been engaged
- Capital financing costs which are dependent upon the agreed split of Dorset County Council's debt

This will be managed through the implementation planning of both Shadow council programme teams.

8.2 There are a number of key areas of work that can proceed now that the disaggregation work has completed, and each is critical for the implementation of the new unitary authorities.

8.2.1 The first one is setting the service budget for each authority. The interim s151 officer will use the output of the disaggregation to inform the base revenue budget, reserves and funding including the relevant apportionment of the current Dorset County Council budget, and the separation of the Christchurch and East Dorset staff budget.

8.2.2 The second item is the transfer of employees from the predecessor councils to the new authorities. This will follow TUPE regulations and is a standard process. However, the first stage will be to identify which employees will transfer from Dorset County Council to the Bournemouth, Christchurch and Poole council, and which employees in Christchurch and East Dorset Partnership will transfer to either the Bournemouth, Christchurch and Poole council or the Dorset council. This stage will be informed by the output of the Disaggregation works which identifies the proportion of employees likely to move based on the current service delivery model.

8.2.3 Thirdly, the data and IT systems relevant for the services and employees that deliver services in Christchurch will also need to be transferred.

8.3 This work completes the disaggregation of the service budgets for Christchurch for Dorset County Council, the staffing budget for Christchurch and identifies the further work that is needed to be completed for disaggregation to be completed as part of the integral work of the other workstreams that are supporting the creation of two new authorities in Dorset.

- 8.4 Other service delivery preparations will also need to be made ready for day one of the new authorities. This work is being planned by each unitary programme.

Appendix A – Directorate Summaries

Disaggregation Summary - Adults		
Template Name	DCC Budget (Net) £	Xchurch Share £

Xchurch Budget %

NOTES

Service User Related Budget		
East SUR	30,712,690	11,369,486
West SUR	26,948,281	-
Central SUR	21,437,082	-
General - Campus	1,663,940	599,269
General - Non Campus	2,267,784	331,168
Mental Health SUR	3,876,253	654,668
Tricuro	26,284,000	4,222,474
Tricuro - Income	(6,787,348)	(1,159,135)
	106,402,682	16,017,930

37.02 %
0.00 %
0.00 %
36.02 %
14.60 %
16.89 %
16.06 %
17.08 %
15.05 %

DCC uses Christchurch as an individual locality in East SUR
Service User provision in west locality not relevant to Christchurch
Service User provision in central locality not relevant to Christchurch
Ordinary residency
Ordinary residency
Ordinary residency
Establishments, Service User occupancy and ordinary residency
Establishments, Service User occupancy and ordinary residency + Deferred payments based on ordinary residency

Social Work Related Budgets		
Community Services West	4,317,600	154,066
Community Services Central	3,326,452	26,125

3.57 %
0.79 %

Area coverage
Area coverage

Page 12 – Service Disaggregation

Community Services East	3,285,173	1,354,700	41.24 %	Area coverage
Hospital Services	2,508,880	387,943	15.46 %	Area coverage & hospital referrals
Mental Health	1,884,866	163,286	8.66 %	Area coverage
(Brokerage?) Team	364,100	49,140	13.50 %	cost drivers (where cases come from)
Safeguarding	866,500	107,285	12.38 %	Some posts population 11.7%, some posts area based
Safeguarding Board	20,000	1,676	8.38 %	Exp. population 11.7%, contributions based on relevance
MCA/DOLs	559,500	62,051	11.09 %	Exp. population basis 11.7%, inc. area based
	17,133,071	2,306,271	13.46 %	
Commissioning, Administration and other contracts budgets				
Carers	1,135,000	159,299	14.04 %	Activity
Social Care Activities - Director's office	859,718	100,674	11.71 %	population >16
BCF - Director's office (Better Care Fund)	(11,236,000)	(1,457,309)	12.97 %	population >65
IBCF projects - Change Programme	3,415,800	443,029	12.97 %	population >65
Commissioning contracts/ICES - LD/MH	2,876,300	332,108	11.55 %	commissioning staff & contracts - population 11.7%, ICES activity based 14%
Service delivery - Policy, Finance, Welfare	937,100	119,830	12.79 %	Fin Assessments, COP - Area based demand/ordinary residence
Commissioning contracts - Partnerships	568,800	53,879	9.47 %	Mainly population 11.7%, 2 SLAs decommissioned in 17/18 therefore not disaggregated
Commissioning - Early Help	162,900	61,174	37.55 %	Exp. population basis 11.7%, CCG funding ceasing therefore not disaggregated
Commissioning - Community safety	-	-	0.00 %	gross £11k - ONS 6.41%
OOH, DCR, Man cost - General	2,003,429	241,125	12.04 %	Mainly population 11.7% or area related

Page 13 – Service Disaggregation

Business Development (Business Strategy)	1,141,200	115,547	10.13 %	exp. Population based, inc. proportional to joint funding
	1,864,247	169,355	9.08 %	
ADULTS SERVICES TOTALS	125,400,000	18,493,555	14.75 %	

Disaggregation Summary - Children's		
Template Name	DCC Budget (Net) £	Xchurch Share £

Xchurch Budget %

NOTES

Care and Protection		
C&P - Help & Prot - Mash	1,009,800	115,436
C&P - Help & Prot - West	1,313,500	-
C&P - Help & Prot - South	1,025,700	-
C&P - Help & Prot - Central	1,102,000	-
C&P - Help & Prot - East	1,077,800	430,506
C&P - Help & Prot - Other	30,000	-
C&P - Help & Prot - Family Focus	744,700	74,993
C&P - C&S - Fostering Team	1,565,600	118,985
C&P - C&S - 0-12 Teams	1,118,300	77,186
C&P - C&S - Adoption/SGO/CAO	2,994,700	78,079
C&P - C&S - 13+ Teams	1,278,600	88,615
C&P - C&S - Other	72,900	5,541
C&P - C&S - Ind Sector Placements	5,496,337	388,912
C&P - C&S - In House Fostering	5,070,100	258,575
C&P - C&S - In House Residential	1,977,000	-

11.43 %
-
-
-
39.94 %
-
10.07 %
7.60%
6.90%
2.61%
6.93%
7.60%
7.08%
5.10%
-

Mix - Based on Xch CiN data (10.3%) and Xch referral data (11.9%)
No Xch
No Xch
No Xch
Xch Proportion of "East" cases = 39.94%
No Xch
Mix - Based on Xch CiN data (10.3%) and LAC population (7.6%)
Based on Xch LAC population (7.6%)
Mix - Based on total 0-12 LAC (6.81%) and total LAC (7.6%)
Postcode data of current allowances
Mix - including 13-18 LAC (6.48%) and current address Leaving Care data (5.4%)
This budget relates to the Corporate Parenting Officer. Based on Xch LAC population (7.6%)
Actual cost for Xch places at time of template build is £1.066m
Based on forecast spend of Xch (5.10%)
No Xch

C&P - C&S - CRW Service	467,400	35,522	7.60%	Zero hour contracts
C&P - C&S - Leaving Care	1,295,000	98,420	7.60%	Supporting people, rent. Based on Leaving Care resident in Xch data (5.4%)
C&P - C&S - UASC	-	-	-	No UASC Xch
C&P - Safe and Stand	2,083,900	186,997	8.97%	Mix - LAC (7.6%), 0-17 pop (11.45%), CP data (8.60%), MASH (11.43%), H&P (9.53%)
C&P - Business Support	1,643,300	133,929	8.15%	Based on overall templates average
C&P - Management - Legal	555,900	55,201	9.93%	Based on actual spend in Xch for 17/18 (9.93%)
C&P - Management - Senior Management	213,000	83,525	39.21%	£1.2m savings (Part C&P saving to be identified (£560k - based on rest of C&P service - 7.08%))
C&P - Management - Service Level Agreements	1,512,100	134,842	8.92%	Youth & Aspire based on BBC split, CYP rights service on 0-17 pop (11.45%) LAC Nurse on LAC pop (7.6%)
C&P - CWaD Team	1,453,100	112,678	7.75%	Mix - Based on total Xch CWAD Population data and Xch prop of "East" cases
C&P - CWaD Other	1,482,100	119,161	8.04%	Based on total Xch CWAD Population data (8.04%)

Design & Development				
D&D - Business Intelligence	2,897,600	343,529	11.86%	Staffing based on 0-17 pop (11.45%), SLA's various (Connexions biggest % of SS POR (14.07%))
D&D - Change Management & planning	1,525,700	175,405	11.50%	Based on 0-17 pop (11.45%)
D&D - General	532,100	55,666	10.46%	Based on overall % from various templates
D&D - Early Action East & Dorchester	1,747,800	472,961	27.06%	Based on those in Xch location
D&D - Early Action West, North, Chesil	2,363,800	-	-	No Xch
D&D - Early Action Outdoor Education	-	2,535	-	Part of 1 post Youth Duke of Edinburgh - based on SS POR (14.07%)
D&D - Early Action General	1,098,300	17,749	1.62%	Based on overall % from various templates
D&D - Early Action Universal Youth	385,400	35,736	9.27%	Youth SLA's and grants to vol orgs based on 0-17 pop (11.45%)

Prevention and Partnerships - Education

P&P - Edu Service - DCC Advisory Service	692,446	90,702	13.10 %	Monitor and Challenge the performance of schools. Based on Xch Numbers on Roll - up to Year 11 - 12.84%
P&P - Edu Service - DCC Post 16 Advisory	131,927	14,710	11.15 %	Based on Xch 16-19 y/o population - 11.05%
P&P - Edu Service - DCC Early Years & Childcare	33,814	3,994	11.81 %	Based on no. of 0-4 YO children from Xch
P&P - Edu Service - DCC Sch Bus & Governors	34,964	1,858	5.31%	Based on actual SLA's in 17/18 - various %
P&P - Edu Service - DCC Dorset Music Service	(394)	(21)	5.33%	Based on Staffing split - 5.04% (2 days of 1 post)
P&P - Edu Service - DCC Virtual School	756,034	78,920	10.44 %	Based on Xch pupil roll data and young people on virtual school roll
Prevention and Partnerships - SEND (0-12)				
P&P - Send(0-25) - DCC Education Psychology	1,017,900	112,430	11.05 %	Generally SEN pupil % (11.46%) with some adjustments for specific staff
P&P - Send(0-25) - DCC - Spec Teaching & Advice	-	-	-	Generally based on time recording data / purchased hours
P&P - Send(0-25) - DCC SEN Team	752,168	86,199	11.46 %	SEN pupil % (11.46%)
Prevention and Partnerships - Management				
P&P Business Support	253,800	21,730	8.56%	Note: draft. Staff time at relevant service % (e.g. SEN, 11.46%, EY @ 11%, Learning 8.5%), SEND Reform Grant at 11.46%
P&P Senior Management	292,900	45,862	15.66 %	Based on average % from all agreed P&P templates
Children's Control				
P&P Suff & Sch Org - DCC Suff & School Places	400	59	14.75 %	Based on Xch pupil data - 12.84%
P&P Suff & Sch Org - DCC Suff & Funding	186,100	19,159	10.29 %	Mix - Based on Xch pupil data (12.84%), EY Xch data (9.15%), Premises Xch data (5.59%)
P&P Suff & Sch Org - DCC Comm Manager Premises	399,100	36,900	9.25%	Staff based on XCH Pupil data 12.84%, no Xch premises
P&P Suff & Sch Org - DCC Comm Manager SEN/CWAD	493,000	41,736	8.47%	Mixed on posts
P&P Suff & Sch Org - DCC SEN Transport	7,739,504	839,473	10.85 %	Based on Total Xch % of General Expenditure

Page 17 – Service Disaggregation

P&P Suff & Sch Org - DCC Income Generation	700	93	13.29 %	Staff based on Xch pupil data - 12.84%
Director's services	(403,400)	(39,395)	9.77%	Savings - based on Total CS Xch % split - 8.16% excl. funded posts. Director split based on total CS split (8.16%). Includes Forward Together savings £150k
Premature Retirement	1,520,800	50,001	-	Based on current address of March 18 pensioners
Less Service Support Costs Allocated to DSG	(2,814,600)	(320,231)	11.38 %	
CHILDREN'S SERVICES TOTALS	58,220,700	4,784,863	8.22%	

Disaggregation Summary - Dedicated Schools Grant					
		DCC	Christchurch	%	Basis
Services					
Pre School	Professional Fees - high needs	350,000	40,110	11.46%	EHCP %
Early Years	Retention Fund	793,940	91,224	11.49%	EHCP %
Provision	Inclusion Fund	50,000	4,512	9.02%	average of total other funding
	Disability Access fund	68,880	6,216	9.02%	average of total other funding
	Providers - 3 and 4 year olds	16,344,470	1,505,895	9.21%	Actuals
	Providers				average of total other funding
	Contingency	144,850	13,071	9.02%	average of total other funding
	Providers Trajectory	173,000	15,611	9.02%	average of total other funding
	Pupil Premium	161,380	7,975	4.94%	Actuals
	Providers - 2 years olds	2,223,500	182,443	8.21%	Actuals
	Early Years Provision	19,960,020	1,826,947	9.15%	
Virtual	Virtual School	175,300	17,699	10.10%	Virtual school roll
Contracts	High Needs Contracts	843,800	85,640	10.15%	Mainly SEN population
Specialist	Hearing & vision support	279,900	5,867	2.10%	52.4% Dorset then NATSIP
Support Services	Portage (SEN preschool)	59,500	7,140	12.00%	Timesheets
	SENCo Accreditation	11,500	1,317	11.45%	SEN data
	SENISS	82,500	5,775	7.00%	Referral data
	SEN equipment	110,000	12,606	11.46%	SEN data
	Physical & medical	13,800	1,581	11.46%	SEN data
	Behaviour support				APT total (schools formula tool)
	de-delegation	133,100	22,142	16.64%	
	Planned Savings				Referral data
	SEN	-162,426	-11,370	7.00%	Referral data
	Planned Savings ?	-6,600	-462	7.00%	Referral data
	Staffing on above	1,838,600	97,640	5.31%	As above
Income (mainly H&V)	-644,700	-1,414	0.22%	Mainly charges to BBC and BoP	
	Services & Support	1,715,174	140,822	8.21%	
Other LA Provision	OLA Top up Pre 16	961,400	110,177	11.46%	EHCP %
	OLA Post 16	1,121,000	229,020	20.43%	FE data
	Other LA Top up	2,082,400	339,197	16.29%	
DCC Top up	Alternative Provision	871,100	154,185	17.70%	Actual %
	Alternative Provision SEN	210,000	20,391	9.71%	Actual %
	Special Schools	6,576,600	235,442	3.58%	NOR
	FE Post schools places	90,000	18,387	20.43%	FE Data
	FE Top up	419,000	85,602	20.43%	FE Data

	Exceptional circumstances	49,000	4,552	9.29%	Actual %	
	Mainstream Top up?	1,864,000	173,166	9.29%	Actual %	
	Resourced Provision	811,457	0	0.00%	No top up for Xchurch base	
	Tipping point	152,000	5,441	3.58%	Special school data	
	Dorset SEN Top Up	11,043,157	697,166	6.31%		
Independent	ISP post 16	2,469,000	405,903	16.44%	17/18 data	
Special	ISP and residential LAC	2,093,000	209,300	10.00%	Residential LAC data	
Provision	Other Independent schools	19,000	0	0.00%	No Xchurch pupils	
(ISP)	ISP and NMSS - non LAC	6,261,529	1,071,348	17.11%	17/18 data	
	SEN Commissioning	10,842,529	1,686,551	15.55%		
Central Schools	Growth Fund	415,000	53,286	12.84%	Based on NOR	
	Admissions	307,000	40,054	13.05%	Based on NOR	
	Admissions	722,000	93,340	12.93%	Pupil numbers	
Central Strategy	Schools Forum	5,900	758	12.85%	NOR	
	Other costs - infant class size	59,211	7,602	12.84%	NOR	
	Licensing from DfE	287,442	36,908	12.84%	NOR	
	FSM	14,600	1,586	10.86%	Actual	
	Redundancy	174,000	8,660	4.98%	for xchurch schools	
	TU facilities	45,500	3,812	8.38%	from APT	
	Unallocated	10,000	1,284	12.84%	NOR	
	Staff - schools forum	34,700	4,501	12.97%	NOR	
	Income	-10,400	-1,283	12.34%	NOR	
	Central Strategy	620,953	63,828	10.28%		
Services	Services Total	48,355,333	4,991,300	10.32%		
Central	Early Retirements	398,000	16,162	4.06%	Home address	
Service Support Costs Allocated to DSG	Mainstream Top Up	21,350	1,983	9.29%	Individual budgets lines	
	Special Top up	21,350	764	3.58%		
	Learning Centre	4,000	708	17.70%		
	Independent Special Hearing and vision support	254,100	43,477	17.11%		
	Portage	60,300	2,412	4.00%		
	Portage	40,100	4,812	12.00%		
	Central allocation	239,000	30,688	12.84%		
	Schools Forum	29,300	3,762	12.84%		
	MISC	4,000	514	12.85%		
	E/Years	66,300	6,066	9.15%		
	SEN Transport	1,530,000	165,953	10.85%		
	AP Transport	544,800	59,092	10.85%		
Support	DCC Support to DSG	2,814,600	320,231	11.38%		% for E/Years Actuals - Transport template Actuals - Transport template
Schools	Mainstream School Budgets	214,893,651	26,988,640	12.56%		Actual APT

	Academy Recoupment Special School Places	-98,066,401	16,116,999	16.43%	Actual APT
	Mainstream Bases	848,063	56,000	6.60%	None in Xchurch
	Learning centrec Ex ESG Services	2,660,000 823,375	594,076 105,721	22.33% 12.84%	SALT base 18/19 budget 17/18 cost for Xchurch NOR
Schools	Schools Total	127,620,688	11,627,438	9.11%	
Total	DSG Expenditure	179,188,621	16,955,131	9.46%	
DSG Income	Provison Budgets	-48,355,333	-4,991,300	10.32%	Schedules Above
	Early Retirements	-398,000	-16,162	4.06%	
	DCC Support to DSG	-2,814,600	-320,231	11.38%	
	Schools	127,620,688	11,627,438	9.11%	
Total	DSG Income	179,188,621	16,955,131	9.46%	
Net	Net Disaggregation	0	0		
Reconciliation to Published DSG					
	Net DSG Expenditure	79,188,621	16,955,131	9.46%	Council Budget
	Add back Recoupment	98,066,401	16,116,999	16.43%	Academies
	Gross DSG Income	277,255,022	33,072,130	11.93%	Total DSG Allocation
	DfE Schedule - Allocation	276,936,981			
	Difference is local early years estimate	318,041			

Disaggregation Summary - Place

Template Name	DCC Budget (Net) £	Xchurch Share £
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Xchurch Budget %

NOTES

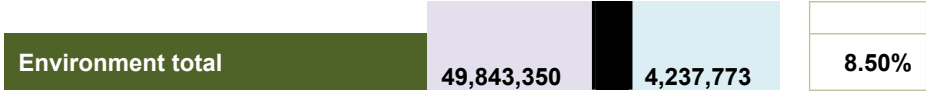
Environment

Dorset travel - Business Development	187,600	18,817
Dorset travel - Fleet Operations	2,428,950	182,654
Dorset travel - Travel Operations	7,744,300	156,987
Dorset travel - Concessionary Fares	3,717,000	493,618
Dorset travel - Total Transport Pilot	60,800	-
Streetlighting PFI	3,919,800	577,387
Network operations	3,805,455	197,437
Coast and Countryside - General	705,300	10,612
Coast and Countryside - Arboriculture	416,300	31,141
Coast and Countryside - Greenspace West	546,900	666
Coast and Countryside - Greenspace East	363,500	65,069
Coast and Countryside - Environmental Advice	298,300	9,759
Coast and Countryside - Community Energy	107,300	9,424
Coast and Countryside - Hosted Partnerships	133,700	622
Coast and Countryside - County Farms	(514,400)	-
Economy, Planning, Transport	1,616,420	140,349

10.03%
7.52%
2.03%
13.28%
0.00%
14.73%
5.19%
1.50%
7.48%
0.12%
17.90%
3.27%
2.93%
0.47%
0.00%
8.68%

Based on actual CBC %, SEN %, or concessionary travel %
Direct allocation, pricing & costing data, and number XCH journeys
Mix of population, RTI Boards %, SEN %, Adults %, proportion child journeys
13.28% operator data
Fixed term project to July 2018
Xch assets identified and costed including risk rating
Generally 5.6% proportion of highways
Area of environmental designations in XCH 2% and direct allocation
Average time spent Xch based on last 5 yrs
Direct allocation or 1% time spent by Traveller liaison officer
Direct allocation or % highway verge and ROW in XCH (16.5%)
Direct allocation or % of income
1 staff member on population (11.7%) and small apportionment for senior manager role. Rest is Pan Dorset Project funded DCLG with no apportionment to Xch
Population 11.7% or direct allocation (no AONB in XCH)
No farms in Christchurch area
Staff vary, eg 11.7% pop, 5.6% road network or direct allocation. Other costs based on overall staff 7.36% or population. LEP contribution to be discussed as part of Partnerships work.

Network Management - General	107,600	4,461	4.15%	Based on proportion of rest of service attributed to XCH 4.17%
Network Management - Infrastructure & Technology	489,900	27,428	5.60%	5.6% proportion of highways
Network Management - Regulation	281,800	6,692	2.37%	Population 11.7% and 1% based on proportion ROW network.
Network Management - Traffic	848,700	52,824	6.22%	Mainly based on proportion of road network 5.6%
Network Management - Parking Services	(809,700)	(24,927)	3.08%	Average permits & PCNs 12% but no P&D income in XCH
Network Development - General	8,280	389	4.70%	Based on % of rest of service
Network Development - Flood Risk Management	256,000	10,114	3.95%	3.95% based various service stats eg surface water management
Network Development - Development	5,800	288	4.97%	Based on proportion XCH projects 5%
Network Development - Highway Improvements	225,300	12,616	5.60%	5.6% proportion of highways
Network Development - Street Lighting Management	128,200	14,628	11.41%	Based on % spent on street lighting and % used for Streetlighting PFI
Network Development - Bridges & Structures	397,300	12,060	3.04%	Direct allocation or % structures in XCH 5.3%
Fleet Services	(260,700)	(584)	0.22%	Average proportion fleet management trading income and expenditure. 4.17% costs, but no income from Academies or fees & charges.
Business support env	471,400	45,605	9.67%	Based on directorate % from other templates or population to give 9.67% overall
Business support hig	(95,205)	(10,365)	10.89%	Staff based on other templates; costs 6.73% average staff & 11.9% households; 12% parking budget for income
Director's office	846,234	67,185	7.94%	7.94% based on average of whole Environment Directorate
Estates & Assets	674,889	57,135	9.95%	Mainly 8% floor space, depots 5.6% road network
County Buildings	(1,462,495)	(567,746)	38.82%	Admin buildings 8.86% based total FTE disaggregated to Xch. Others based on % work on XCH 11% - 100%. Income direct allocation eg 100% Avon View rent.
WWW Property Savings	(525,705)	(49,000)	9.32%	Direct allocation based on location - Bargates
DWP	21,715,161	2,561,316	11.80%	Direct allocation or household 11.9%
Building Construction	136,266	21,675	15.91%	Staff population 11.7% (surveyors floorspace); costs based average all staff 8.85%. No income from academies
Trading Standards	867,100	101,437	11.70%	Population



Page 24 – Service Disaggregation

Community					
Archives & Museums	487,300		90,940	18.66%	Direct allocation or 6.42% total Dorset population. 100% of Red House Grant.
Libraries	4,267,200		424,352	9.94%	Budgeted cost of Xch and Highcliffe libraries. General costs based on % Xch FTEs in libraries budget
Coroners	856,600		100,222	11.70%	Population 11.7%. To be updated once budget and legal agreement finalised
Early Help	(215,100)		(52,556)	24.43%	Direct allocation or population 11.7% to allocate share of savings target. No allocation general Arts grant.
Property	133,400		(64,101)	-48.05%	Direct allocation or population 11.7%. Queensmead EPH rent 100% to Xch.
Surplus Property	57,800		(61,589)	-	Direct allocation based on location. Few costs allocated but full rental income at Xch Airport.
Repairs & Maintenance	1,256,800		119,522	9.51%	9.51% used as direct Xch floorspace plus element of admin building based on FTE
Housing / Prevention	3,179,400		477,210	15.01%	Costs based on population or direct allocation of Xch properties. Supporting People income on population basis.
Housing / Prevention - DAHs	241,600		(86,339)	-35.74%	Mostly population. Disabled Facilities Grant based on Xch allocation
Community total	10,265,000		947,661	9.23%	

Disaggregation Summary - Corporate Services		
Template Name	DCC Budget (Net) £	Xchurch Share £

Xchurch Budget %

NOTES

ICT & Communications		
ICT	3,615,900	384,205
WAN & Telephony	492,800	34,322
CSU	783,900	94,063
Communications	180,000	20,294
	5,072,600	532,884
Legal & Democratic		
Legal & Democratic Services	1,816,700	92,915
Corporate & Democratic Core	826,300	85,454
Registration Services	(23,400)	(143,902)
	2,619,600	34,467
Financial Services		
Financial Services	2,084,400	278,254
Governance and Assurance	657,100	73,543
Insurance	611,900	55,071
Emergency Planning	229,000	26,790

10.63%
6.96%
12.00%
11.27%
10.51%
5.11%
10.34%
614.97%
1.32%
13.35%
11.19%
9.00%
11.70%

Mostly FTEs (8.48%), adjusted for service specific areas (e.g. Adults 12.59%, Children's 8.76%). Funded posts excluded (income and expenditure)
Overall FTEs 8.48%, and proportion of Christchurch site-specific costs
DWP households, school admissions, and analysis of actual usage of Dorset Direct services
Core at 11.7%, service specific at agreed % (e.g. Public Health 6.41%, Highways 5.6%, Children's 7.68%)
Majority based on proportion of staff time spent on Christchurch activity
Majority based on proportion of members allowances deemed relevant to Christchurch
Staff time spent on Xch work (high level of income generated in Christchurch)
Staff costs net of pensions team, schools etc has been split: insurance 9%, balance 11.7%. Contributions based on partnership agreements e.g. public health 6.41%, Tricuro 15.06%, DWP 11.8%
Population with the exception of insurance staff costs / income disaggregated at 9%
Proportion of Xch claims over the past 3 years (9%)
Population

	3,582,400	433,658	12.11%	
Human Resources				
Human Resources	1,287,100	137,172	10.66%	
Other				
Early Retirements *	969,600	82,818	8.54%	Pre-1997 LGR costs per council tax base (12.04%), post-LGR costs based on values of records with Christchurch address
Corporate Management *	451,800	52,861	11.70%	Population
Policy & Research	440,600	62,798	14.25%	Costs based on population. Fees and charges income deemed not Christchurch
Civil Society *	424,300	46,905	11.05%	Predominantly population. Grant to DAPTC based on number of Christchurch councils
Programme Office	333,100	38,288	11.49%	Predominantly population - one staff member slightly less than 11.7%
Partnerships inc. Public Health	181,700	21,231	11.68%	Predominantly population. Public Health included here but net nil budget.
Records Management Unit	170,200	15,112	8.88%	Overall Xch FTE %age across all services
Chief Executives Office *	227,500	26,615	11.70%	Population
	3,198,800	346,628	10.84%	
CORPORATE SERVICES TOTAL	15,760,500	1,484,809	9.42%	

Page 28 – Service Disaggregation

DCLG Improved Better Care Fund	(4,289,000)	(501,813)	11.70%	Population
New Homes Bonus Scheme	(1,101,000)	(97,163)	8.82%	New homes allocation information
Transfer to Reserve	2,241,000	111,177	4.96%	Christchurch proportions of reserves (e.g. collection fund surplus 6.3%)
	(12,255,500)	(1,376,820)	11.23%	
Contingency				
Contingency	5,689,700	665,695	11.70%	Population
Levies				
Flood Defence Levy	600,900	72,348	12.04%	Tax base
Inshore Fisheries Levy & DCLG Local Services Support Grant	93,400	10,274	11.00%	Average of population (11.7%), seashore (9.5%) and tax base (12.04%)
	694,300	82,622	11.90%	
CENTRAL FINANCE TOTAL	(259,489,500)	(31,235,439)	12.04%	

Appendix B – Partnership List

Theme Area	Partnership	Current Accountable Body	Current Cost Share Basis				Disagg. Template	Disaggregation				Future Accountable Body	Future Cost Share Basis		Comment
			Bmth	Pool e	Dor set	Ot her		Total DCC budget	DCC	Xch	Xch %		BCP Unitary	Dorset Unitary	
People Theme	Youth Offending Service (YOS)	Bournemouth Council	39.0 %	19.2 %	41.8 %		C&P - SLA's	531,900	475,519	56,381	10.60	BCP Unitary Authority	Basis being developed which reflects activity data and trends		Currently historic funding / budget basis weighted to Bmth due to recharges. Any current funding adjustments split 27% Bmth, 24% Poole, 49% Dorset. To be considered further at the April YOS Board.
People Theme	Aspire (Adoption Service)	Bournemouth Council	38.3 %	17.1 %	44.6 %		C&P - SLA's	885,200	817,040	68,160	7.70	BCP Unitary Authority			Currently split based on a basket of six indicators (1) Average number of adoption assessments (2) Adoption support caseloads (3) Total adoption activity (4) Transfer of case responsibility & SGO assessments (5) Child Population 0 - 10 (6) Proportions of Looked After Children numbers

People Theme	Dorset Adult Learning Service	Poole Council						0	0	0	0.00	BCP Unitary Authority			The figures are blank because there is no direct cost to either of the three upper tier authorities. The grant for the entire Dorset Area is paid to Poole who use it to meet all their direct and indirect operational costs which will include service purchased from each of the three councils including the use of accommodation.
People Theme	Dorset Public Health Service	Dorset County Council	Specific grant passported in the first instance to the service. Any over or underspends shared by population				Public Health	0	0	0	0.00	Dorset Unitary Council	Service usage or population basis?		Dependency on disaggregation service workstream. Grant funded - Xch proportion of Exp and Income is 11.7%
People Theme	Tricuro	3rd Party	25%	5%	70%		Tricuro	26,284,000	21,030,500	5,253,500	19.99	3rd Party	43.0%	57.0%	Currently ESG Members 5 DCC, 3 BBC, 2 BoP. Other revisions to the shareholder agreement will include profit/loss share and arrangements for pre 1 July 2015 pension liabilities. Note – additional issue with Dorset

Environment Theme	Dorset Coroners & Mortuary Service	Bournemouth Council	24.7 %	19.8 %	55.5 %		Coroners	856,600	756,378	100,222	11.70	BCP Unitary Authority	50.9%	49.1%	Currently population basis of split.
Environment Theme	Dorset Waste Partnership (DWP)	Dorset County Council			96.0 %	4.0 %	DWP	21,715,161	19,153,845	2,561,316	11.80	Dorset Unitary Council	11.8%	88.2%	The future model of ongoing service delivery and associated costs are being brought forwards as part of Phase 2 Implementation.
Environment Theme	Dorset Local Enterprise Partnership	Dorset County Council	£35 k	£35 k	£35 k		N/A	N/A	N/A	N/A	N/A	Dorset Unitary Council	£53k	£52k	Per Economy, Planning & Transport disaggregation templates LEP contribution noted for further discussion. Proposal £105,000 current contribution split by population. External to DCC accounts - not part of disaggregation
Environment Theme	Dorset Coastal Forum	Dorset County Council	£5.5 k	£5.5 k	£5.5 k		TBC	5,500	5,500	5,500		Dorset Unitary Council	£8.4k	£8.1k	Core team hosted by DCC. There are 9 funding authorities - £5.5k each? Total 260 organisations in forum. New councils have same responsibilities as Coast Protection Authority and provide same input as coastal partners.

Environment Theme	Dorset Growth Hub (ESIF ERDF)	Bournemouth Council					TBC	TBC	TBC	TBC	TBC	BCP Unitary Authority			LEP funded partnership delivered by company WSX Enterprises - LEP stopped this contract. No financial contributions by Councils. New arrangement funded by £45m European Funding nominally allocated to Dorset that LEP could shape scheme and bid for. One theme is to support small business growth and WSX runs the Dorset Business Growth Programme. Supported by officer time, no financial contributions. Bournemouth current governing body.
Environment Theme	Superfast Dorset	Dorset County Council					TBC	TBC	TBC	TBC	TBC	Dorset Unitary Council			East Dorset District Council and Christchurch Borough Council have spent their allocations. Original agreement being reviewed.

Environment Theme	DorMen	East Dorset District Council					N/A	N/A	N/A	N/A	N/A	Dorset Unitary Council			EDDC employs two people at Bournemouth University and receive administration fees and partner contributions from other Dorset councils of between £1k and £6k, and Dorset Business Growth. Total income £64k, salaries £49k, other costs £12k. Current balance £101k. No formal Partnership agreement in place. EDDC have been trying for the last 18 months to get agreement signed by partners indemnifying EDDC should DORMAN become insolvent. BBC and PBC given notice to withdraw funding entirely in 2019/20 ?
Environment Theme	Dorset Tourism						N/A	N/A	N/A	N/A	N/A				Cost share agreement for the Visit Tourism Website
Environment Theme	Urban Heath Partnership	Dorset County Council					TBC	TBC	TBC			Dorset Unitary Council			14 partners - hosted by DCC - more info requested as net nil DCC budget in 18-19

Corporate Item	Dorset Resilience Forum (CCU)	3rd Party					N/A	N/A	N/A	N/A	N/A	3rd Party			TBC
Corporate Item	Stour Valley and Poole Revenue and Benefits Partnership	Poole Council	CDDC 16.32%, EDDC 18.36%, NDDC 16.32%, Poole 49%				N/A	N/A	N/A	N/A	N/A	BCP Unitary Authority	65%	35%	Subject to confirmation - Not DCC
Corporate Item	Dorset Local Government Pension Fund Administering Body	Dorset County Council					N/A	N/A	N/A	N/A	N/A	Dorset Unitary Council			External to DCC accounts - not part of disag exercise
Corporate Item	Dorset Development Partnership	3rd Party					N/A	N/A	N/A	N/A	N/A	3rd Party			Established to build value over and above latent market value, for land and or buildings identified as surplus to DCC requirements.
Corporate Item	TRICS Consortium Ltd	West Sussex					N/A	N/A	N/A	N/A	N/A	West Sussex			DCC and five other local authorities (East Sussex CC, West Sussex CC, Hampshire CC, Surrey CC, and Kent CC) each owns £37.5k of ordinary shares in the company. Main purpose to operate an online Trip Rate Database for use of

														the transport industry	
Corporate Item	Dorset Armed Forces Covenant Partnership	Dorset County Council	DCC/ WPBC/NDDC/WDDC/BB C/BoP/ Dorset Police & Crime Commissioner and Dorset Healthcare University NHS Foundation Trust				N/A	N/A	N/A	N/A	N/A	Dorset Unitary Council			DCC administer a £235k Ministry of Defence grant on behalf of the partnership covering the period to the 30 April 2020. Grant covers costs being incurred by various partners. Set up mid 18-19, therefore no original 18/19 budget. Budget is net nil, no DCC cost (as funded from grant)

Appendix C – Christchurch and East Dorset Partnership staff budget split

Summary of Basis for 2018/19 Partnership Cost Sharing								
Service Area	Team	Accountable Body	% Cost Sharing Basis		CBC	EDDC	Total	Comments
			CBC	EDDC	£	£	£	
Community & Leisure	Countryside & Open Spaces	CBC	68.6%	31.4%	614,213	281,141	895,354	Agreed through shared service review; historically CBC larger stand alone service, whereas EDDC bolted-on to MVCP (not part of shared service) therefore CBC has far greater role with user/friends of groups & volunteer opportunities
	Leisure Services	CBC	39.0%	61.0%	257,293	402,432	659,725	Agreed through shared service review; 2018/19 budgeted income generation 47:53, but East Dorset runs two facilities and Christchurch one.
Corporate Team	Corporate Team	EDDC	50.0%	50.0%	362,902	362,902	725,803	Work evenly split; supported by rounded aggregate % share
	Secretariat	EDDC	50.0%	50.0%	62,802	62,802	125,604	Work evenly split; supported by rounded aggregate % share
	Corporate Apprenticeships	CBC	50.0%	50.0%	22,500	22,500	45,000	Work evenly split; supported by rounded aggregate % share
Finance	Financial Services	EDDC	50.0%	50.0%	346,391	346,391	692,782	Work evenly split; supported by rounded aggregate % share
	Audit	EDDC	50.0%	50.0%	49,574	49,574	99,148	Work evenly split; supported by rounded aggregate % share
	Payroll	EDDC	50.0%	50.0%	43,574	43,574	87,147	Work evenly split; supported by rounded aggregate % share
Growth & Economy	Development Control	EDDC	40.0%	60.0%	674,824	1,012,236	1,687,060	Agreed through shared service review; 2018/19 budgeted income 38:62
	Economic Generation	EDDC	40.0%	60.0%	67,928	101,891	169,819	Agreed through shared service review
	Planning Policy	EDDC	50.0%	50.0%	197,089	197,089	394,178	Agreed through shared service review; work evenly split e.g. two Local Plans
Housing & Health	Building Control	EDDC	33.3%	66.7%	152,710	305,420	458,130	Agreed through shared service review; 4-year average for routine income 38:62 (2013/14 - 2016/17)
	Community Safety	EDDC	36.0%	64.0%	43,555	77,432	120,987	Work activity (October 2017)
	Housing	CBC	45.0%	55.0%	339,165	414,535	753,700	Agreed through shared service review; relative size of housing registers 44:56 (February 2018)
	Public Health	EDDC	36.0%	64.0%	350,909	623,837	974,746	Work activity (October 2017)
	Licensing	EDDC	45.0%	55.0%	84,012	102,681	186,693	Work activity (October 2017)
Legal & Democratic	Committee Services	EDDC	50.0%	50.0%	116,941	116,941	233,881	Work evenly split; supported by rounded aggregate % share
	Electoral Services	CBC	50.0%	50.0%	58,210	58,210	116,420	Work evenly split; supported by rounded aggregate % share
	Legal Services	CBC	50.0%	50.0%	130,672	130,672	261,344	Work evenly split; supported by rounded aggregate % share
Organisational Development	Organisational Development	CBC	50.0%	50.0%	119,711	119,711	239,421	Work evenly split; supported by rounded aggregate % share
	Customer Services	CBC	50.0%	50.0%	158,989	158,989	317,978	Work evenly split; supported by rounded aggregate % share
	HR	CBC	50.0%	50.0%	87,137	87,137	174,274	Work evenly split; supported by rounded aggregate % share
	Communications & PR	CBC	50.0%	50.0%	103,452	103,452	206,903	Work evenly split; supported by rounded aggregate % share
	ICT	CBC	50.0%	50.0%	587,251	587,251	1,174,502	Work evenly split; supported by rounded aggregate % share
Property & Engineering	Engineers	CBC	56.0%	44.0%	429,070	337,126	766,196	Agreed through shared service review; reflects Christchurch coastline
	Property Services	CBC	56.0%	44.0%	377,297	296,447	673,744	Agreed through shared service review; reflects relative size of property
					5,838,167	6,402,372	12,240,539	
			Aggregate % Share			47.7%	52.3%	

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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