



EXECUTIVE COMMITTEE

Members of Executive Committee are invited to attend this meeting at South Walks House, South Walks, Dorchester, Dorset to consider the items listed on the following page.

A handwritten signature in blue ink, appearing to read 'Matt Prosser'.

Matt Prosser
Chief Executive

Date: Tuesday, 9 August 2016
Time: 10.00 am
Venue: Rooms A & B, South Walks House, South Walks Road, Dorchester

Members of Committee:

A Alford (Chairman), P Barrowcliff, I Gardner, M Penfold, J Russell, A Thacker (Vice-Chairman) and T Yarker

USEFUL INFORMATION

For more information about this agenda please telephone Susan Carne 01305 252216 email s.carne@dorset.gov.uk

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A G E N D A

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1 APOLOGIES

To receive apologies for absence

2 MINUTES

To confirm the minutes of last meeting. (previously circulated)

3 CODE OF CONDUCT

Members are required to comply with the requirements of the Localism Act 2011 and the Council's Code of Conduct regarding disclosable pecuniary and other interests.

Check if there is an item of business on this agenda in which the member or other relevant person has a disclosable pecuniary or other disclosable interest

Check that the interest has been notified to the Monitoring Officer (in writing) and entered in the Register (if not this must be done within 28 days)

Disclose the interest at the meeting (in accordance with the Council's Code of Conduct) and in the absence of dispensation to speak and/or vote, withdraw from any consideration of the item where appropriate. If the interest is non-pecuniary you may be able to stay in the room, take part and vote.

For further advice please contact Stuart Caundle, Monitoring Officer, in advance of the meeting.

4 SCRUTINY REVIEW OF COUNCIL SUPPORT FOR BRIDPORT LEISURE CENTRE 1 - 14

To consider a report by the Leisure Commissioning Manager

5 WEST DORSET TOURIST INFORMATION CENTRES SERVICE REVIEW 15 - 50

To consider a report by the Head of Economy, Leisure and Tourism.

6 PROPOSALS FOR A COMBINED AUTHORITY FOR DORSET 51 - 56

To consider a report by S Hill, Strategic Director.

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| | To consider a report by the Head of Finance. | |
| 8 | SHIRE HALL DORCHESTER - PROJECT UPDATE | 109 - 116 |
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| | To consider a report by the Leisure Commissioning Manager. | |
| 10 | REVIEW OF CAR PARKING CHARGES | 125 - 142 |
| | To consider a report by the Parking and Transport Manager. | |
| 11 | NEW NATIONAL POLICY ON AFFORDABLE HOUSING | 143 - 160 |
| | To consider a report by the Spatial Policy and Implementation Manager. | |
| 12 | PURBECK LOCAL PLAN PARTIAL REVIEW - RESPONSE TO OPTIONS CONSULTATION | 161 - 166 |
| | To consider a report by the Local Plans Team Leader | |
| 13 | PRIVATE SECTOR HOUSING ASSISTANCE POLICY | 167 - 192 |
| | To consider a report by the Housing Improvement Manager. | |
| 14 | PROPERTY ASSET MANAGEMENT PLAN | 193 - 220 |
| | To consider a report by the Head of Assets and Infrastructure. | |
| 15 | PROPOSAL TO SELL THE CHANTRY, BRIDPORT | 221 - 224 |
| | To consider a report by the Head of Assets and Infrastructure. | |
| 16 | URGENT ITEMS | |

To consider any items that the Chairman considers are urgent.

17 EXEMPT BUSINESS

To move the exclusion of the press and the public for the following item in view of the likely disclosure of exempt information within the meaning of paragraph 3 of schedule 12 A to the Local Government Act 1972 (as amended).

18 EXEMPT APPENDIX - SHIRE HALL DORCHESTER - PROJECT UPDATE

To consider the exempt appendix (circulated separately)

Executive Committee

9 August 2016

Scrutiny review of council support for Bridport Leisure Centre

For Decision

Portfolio Holder:

Cllr Mary Penfold - Enabling

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Author:

N Thornley, Head of Economy, Leisure & Tourism

T. Hurley, Leisure Commissioning Manager

C Evans, Financial Performance Manager

Statutory Authority

Localism Act 2011 – ‘general power of competence’.

Purpose of Report

1. To present to the Executive Committee the recommendations of the Overview & Scrutiny Committee’s review of council support for the operation of Bridport Leisure Centre.

Officer Recommendations

2. That the Executive Committee notes the Overview & Scrutiny Committee’s recommendation that the council’s offer of future support to the Bridport & West Dorset Sports Trust for the operation of Bridport Leisure Centre and that the matter is considered as part of the forthcoming budget setting process for 2017-18.

Reason for Decision

3. The decision of the Executive Committee is required in order to inform discussions with the Bridport & West Dorset Sports Trust with regard to future council support for the operation of Bridport Leisure Centre.

Background and Reason Decision Needed

4. At its meeting on 19th January, the Overview & Scrutiny Committee agreed to undertake a more thorough review of the operation of Bridport Leisure Centre and the council’s financial support, through the establishment of a member working group with the aim developing detailed recommendations for the Committee to submit to the Executive Committee.

5. The member working group comprised: Cllr Peter Shorland (lead member), Cllr Sandra Brown, Cllr Dominic Elliott, Cllr Ros Kayes and Cllr Daryl Turner. Cllrs Mary Penfold and Ronald Coatsworth also attended the meetings as observers.
6. The working group met on three occasions following a site visit to the Leisure Centre. As part of its review the working group met with representatives of the Trust and reviewed information on the management and performance of other leisure centres in the area. The working group's report is set out in the report to Overview & Scrutiny Committee (**Appendix A**) and the committee's discussion and recommendations are set out in the minute extract (**Appendix B**).
7. It is recommended that the Executive Committee notes the recommendations of the Overview & Scrutiny Committee and considers the matter further as part of the forthcoming budget setting process for 2017-18.

Implications

8. **Corporate Plan.** *Empowering Thriving and Inclusive Communities:* Actively promote health choices and lifestyles with our health partners so that people are able to improve their health and well-being.
9. **Financial.** Decisions on the future level of financial support to the Trust will have implications for the council's budget setting process for 2017-18. Any offer of financial support to the Trust should be considered in the context of council's need to make significant reductions across all services in order to reduce its annual revenue expenditure by £4.32 million by the end of the decade. This reduction in expenditure is required to achieve an annual balanced budget.
10. **Equalities.** The centre provides a range of activities that are accessible to the community, particularly those with disabilities and other specific needs.
11. **Economic Development.** The Bridport & West Dorset Sports Trust is a significant local employer and the Trust claims to employ approximately 100 people in full and part-time roles.
12. **Risk Management (including Health & Safety).** The primary risk is the council's ability to make a long-term commitment of financial support for Bridport Leisure Centre which it may not be able to afford in future years, given that leisure centres are discretionary services and the council's need to reduce its annual revenue expenditure by £4.32 million before the end of the decade.
13. If the Trust was unable to continue operating the centre in future and relinquish its lease from Palmer's Brewery, then the district council would, under the terms of the lease, be given 6 months to nominate another charitable body to become the new tenant.

Consultation and Engagement

14. In undertaking the scrutiny review, the working group engaged with the Bridport & West Dorset Sports Trust.

Appendices

15. **APPENDIX A** – Report to Overview & Scrutiny Committee 12th July 2016 – *Review of council support for Bridport Leisure Centre – report of member working group.*

APPENDIX B - Overview and Scrutiny Committee – 12 July 2016 – Minute Extract.

Background Papers

16. Report to Efficiency Scrutiny Committee 19th January 2016 – *Financial Support for Bridport Leisure Centre.*

Footnote

17. Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

Report Authors: Nick Thornley (Head Economy Leisure & Tourism), Tony Hurley (Leisure Commissioning Manager), Christian Evans (Financial Performance Manager).

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Overview & Scrutiny Committee

12 July 2016

Scrutiny review of council support for Bridport Leisure Centre – report of member working group

For Recommendation

Portfolio Holder:

Cllr Mary Penfold - Enabling

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Author:

T. Hurley, Leisure Commissioning Manager

Statutory Authority

Localism Act 2011 – ‘general power of competence’.

Purpose of Report

1. To present to the committee the recommendations of the member working group established to assist the scrutiny review of council support for the operation of Bridport Leisure Centre.

Officer Recommendations

2. That the Committee supports the recommendations of the member working group and proposes to the Executive Committee that the council’s offer of future support for the Bridport & West Dorset Sports Trust for the operation of Bridport Leisure Centre should comprise the following:
 - a) that the council offers to enter into a 10-year supplemental agreement with the Trust from April 2017 with a review on 1st April 2021 on the basis that the Trust continues to provide customers with a broadly similar range of facilities, including the swimming pools, as it currently offers;
 - b) that the management fee offered to the Trust should be £127,377 per annum for the first four years of the supplemental agreement;
 - c) that after the fourth year of the agreement, subject to the review on 1st April 2021, the management fee offered to the Trust should reduce in equal decrements to £100,000 by the final year of the agreement;

APPENDIX A

- d) that the council offers to write-off all the loans made to the Trust by the council as outstanding on 1st April 2017 (totalling £231,422) if the Trust agrees to enter into a supplemental agreement with the council on the terms outlined in recommendations (a), (b) and (c) above;
- e) that the council should nominate two member representatives (with a reserve nominee) to attend meetings of the Trust as observers.

Reason for Decision

- 3. The recommendations of Overview & Scrutiny Committee are required in order to inform decisions to be taken by the Executive Committee with regard to future council support for the operation of Bridport Leisure Centre.

Background and Reason Decision Needed

(a) Research undertaken by the working group

- 4. At its meeting on 19th January, the Efficiency Scrutiny Committee agreed to undertake a more thorough review of the operation of Bridport Leisure Centre and the council's financial support, through the establishment of a member working group with the aim developing detailed recommendations for the Committee to submit to the Executive Committee.
- 5. The member working group comprised: Cllr Peter Shorland (lead member), Cllr Sandra Brown, Cllr Dominic Elliott, Cllr Ros Kayes and Cllr Daryl Turner. Cllrs Mary Penfold and Ronald Coatsworth also attended the meetings as observers.
- 6. The working group met three times and also undertook a site visit to Bridport Leisure Centre. As part of its review, the working group considered the following:
 - a) a presentation and revised financial proposals from the Bridport & West Dorset Sports Trust;
 - b) a submission from the Trust on the matter of its renewable energy scheme (Photovoltaic-Thermal (PV-T) panels);
 - c) information on how leisure centres in western Dorset are managed and their operation subsidised;
 - d) officers' assessment of the additional financial proposal submitted by the Trust.
 - e) a presentation from the General Manager of the South Dorset Sports Trust (which operates the Osprey Leisure Centre, Portland).
- 7. Since initial discussions between the council and the Trust commenced in late 2014, and during the scrutiny review, there have been various offers of funding from the council and counter-proposals from the Trust, all of which are summarised in **Appendix A**. On 13th June 2016, having been consulted on a draft version of the working group's final report, the Trust

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proposed the following variation on the working group's emerging recommendations. The Trust proposals were as follows:

- a) if the council were to offer a 10-year funding agreement from 2017 then it should include the option of a review on 1st April 2021 (at the end of four years);
 - b) that the council writes off all loans owed by the Trust to the council as if 1st April 2017 – including the 2016-17 instalment which the Trust would not expect to pay until April 2017 when it had received the 2017-18 management fee;
 - c) that the council agrees to pay the Trust the cost of any staff redundancies that the Trust may incur if it closed the swimming pool part of its operation (estimated at £56,000).
8. The working group considered these suggestions at its final meeting and although it agreed to the principal of a review of the terms of the agreement after four years, and which would give flexibility to both parties, it did not agree to the request for the council to cover the cost of staff redundancies. The issue of writing off all interest payments was not considered to be relevant if all outstanding loans from the council were written off.
 9. However the working group did take the view that if the council entered into such a 10-year agreement (with a review after 4 years) then it would be on the basis that the Trust continued to offer the community broadly the same range of services at the leisure centre as it does at present, specifically including the swimming pools.
 10. As part of the review, the working group considered the management and funding arrangements for other public leisure centres in the area. This revealed that two other trust-run leisure centres in the western Dorset area both operate without on-going public subsidy – these are the Osprey Leisure Centre (Portland) and RiversMeet (Gillingham), although the latter is a newly built facility and which benefits from a long-term, interest-free loan from its local authority. However, it should be noted that these leisure centres do have a much lower turnover than Bridport Leisure Centre.
 11. At its final meeting, the working group invited the manager of Osprey Leisure Centre (operated by the South Dorset Sports Trust) to attend and explain his approach to operating a trust-run facility. The working group learnt that the trust had taken a very proactive approach to on-going fund-raising and also to generating income through creative means, such as the sub-letting areas of the building to other complimentary businesses.
 12. The working group also invited the Bridport & West Dorset Sports Trust to highlight any measures that it is putting in place to generate additional income to help cover operating costs. The Trust indicated that it was seeking voluntary additional contributions from its 'price for life' members, despite their monthly fee being permanently fixed at the point of enrolment. However, the Trust stated that it was also facing increased costs as a result of the National Living Wage and changes to pensions.

13. It should be noted that the Trust had initially asked the council to undertake to meet 100% of the cost of its National Non-Domestic Rates annual bill even if, in future, the government changed the current rules whereby charities can obtain 80% mandatory relief and 20% discretionary relief. Currently the council is required to meet the cost of 40% of the total annual rates bill in order to provide the Trust with 100% relief. However, the Trust's revised proposals for financial support, as set out in paragraph 7 above, no longer include this request. Clearly there is a significant benefit to local charities if the council can provide discretionary rate relief, but the capacity to do this will entirely depend on the council's financial position in future years and cannot, at this stage, be guaranteed.

(b) Recommendations of the working group

14. In arriving at its recommendations the working group took the following into account:
- the complexities relating to the problematic PV-T renewable energy scheme, particularly as the Trust is currently pursuing a claim via the installer's insurance company. In addition, it was not clear whether cost-effective repairs could be undertaken and thereby restore the system's ability to generate income for the Trust;
 - the potential for the Trust to generate further income from its existing assets;
 - the extremely challenging financial position of the council and its need to reduce its annual revenue budget by £4.32 million by 2020.
15. Having carefully considered the information gathered as part of the review, the working group is recommending to Overview & Scrutiny Committee that the council offers the following arrangements to the Bridport & West Dorset Sports Trust for the operation of Bridport Leisure Centre (reflecting the proposal set out in the Executive Committee report of 9th February 2016):
- a) that the council offers to enter into a 10-year supplemental agreement with the Trust from April 2017 but with provisions for a review of the arrangement (and the terms of the agreement) at the end of the fourth year;
 - b) that the management fee offered to the Trust should be £127,377 per annum for the first four years of the supplemental agreement;
 - c) that after the fourth year of the agreement, and subject to the review, the management fee offered to the Trust should reduce in equal decrements to £100,000 by the final year of the agreement.
 - d) that the council offers to write-off all the loans made to the Trust by the council as outstanding on 1st April 2017 (totalling £231,422) if the Trust agrees to enter into a supplemental agreement with the council on the terms outlined in recommendations (a), (b) and (c) above.

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- f) that the council offers to enter into a 10-year supplemental agreement with the Trust from April 2017 on the basis that the Trust continues to provide customers with a broadly similar range of facilities, including the swimming pools, as its currently offers;
 - g) that the council should nominate two member representatives (with a reserve nominee) to attend meetings of the Trust as observers.
16. The total value of the loans currently owed by the Trust to the council is £231,422 (excluding interest). However, as highlighted by the Trust, it plans to meet the cost of 2016-17 loan repayment instalment (£47,470 due in March 2017) from any 2017-18 management fee (paid in April 2017). So although the Trust should only owe the council £190,893 on 1st April 2017, in reality the actual amount outstanding will be £231,422. The working group were supportive of the council writing-off this higher amount (£231,422) as part of the new agreement offered to the Trust.
17. With regard to the Trust's request for a council grant to enable it to pay of the commercial loan for the PV-T panel scheme, the working group considered that, given Trust's on-going claim against the installer's insurance policy and the potential for the equipment to be put into full working order, it would be inappropriate for the council to intervene.
18. Through the review, the working group gained an appreciation of the hard work undertaken by the Trust in providing an excellent facility and attracting high customer numbers given the relatively small population in its catchment. However, members concluded that there is a need to strike a balance between providing on-going support and the significant financial challenges facing the council. The council also needs to bear in mind its responsibilities for supporting the operation of the Dorchester Sports Centre.
19. Although not a specific recommendation, the working group concluded that the Trust should strive to do more in terms of community fund-raising and also generate new income streams from innovative practices (as is the case with the Osprey Leisure Centre). With this in mind, the working group recommended that the council nominate member representatives to attend Trust meetings as observers and to scrutinise its efforts in this area.
20. In conclusion, when considering the recommended offer to the Trust (as set out in paragraph 15 above) it is worth comparing this with the initial request made by the Trust in October 2014 (see Appendix A). This comprised a request for a continuation of the management (linked to inflation) of approximately £173k per year for 10 years and a commitment for the council to meet any rates liabilities if mandatory or discretionary relief was not available. Under this arrangement the Trust would have continued to repay its loans to the council.

Implications

21. **Corporate Plan.** Priority: B3. Facilitating sustainable leisure, culture and community activities.
22. **Financial.** Any offer of financial support to the Trust would need to be made in advance of budget setting for 2017-18. Any offer of financial support to the Trust needs to be considered in the context of council's need to make significant reductions (totalling £4.32 million) in its annual revenue expenditure by the end of the decade in order to achieve an annual balanced budget.
23. The council's corporate projects reserves would be used to fund any clearing of the outstanding loans to the Trust, although this would adversely affect the council's ability to fund other corporate projects.
24. **Equalities.** The centre provides a range of activities that are accessible to the community, particularly those with disabilities and other specific needs.
25. **Economic Development.** The Bridport & West Dorset Sports Trust is a significant local employer and the Trust claims to employ approximately 100 people in full and part-time roles.
26. **Risk Management (including Health & Safety).** The primary risk is that the Trust will cease to operate the swimming pools at the leisure centre and attempt to continue operating the dry-side facilities only, thereby significantly reducing access to swimming facilities in the western part of the district. However, there is also a significant risk that the council could enter into a long-term financial arrangement that it may not be able to afford in future years, given that leisure centres are discretionary services.
27. An additional risk is that the Trust is unable to accept a package of financial support offered by the council, based on current operating costs, and takes the decision to close the swimming pools but retain the profit-making facilities (i.e. studios, fitness suite, sports hall and pitches). The pools would then need to be decommissioned. However, if the Trust decided to close the entire centre and relinquish its lease from Palmers Brewery, then the district council would, under the terms of the lease, be given 6 months to nominate another charitable body to become the new tenant.

Consultation and Engagement

28. In undertaking the scrutiny review, the working group engaged with the Bridport & West Dorset Sports Trust.

Appendices

29. **APPENDIX A** - Summary table of proposals and offers of financial support for Bridport Leisure Centre.

Background Papers

30. Report to Efficiency Scrutiny Committee 19th January 2016 – *Financial Support for Bridport Leisure Centre*.

Footnote

31. Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

Report Authors: Nick Thornley (Head Economy Leisure & Tourism), Tony Hurley (Leisure Commissioning Manager), Christian Evans (Financial Performance Manager).

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APPENDIX A

APPENDIX A - Summary table of proposals (from B&WDST) and offers (from WDDC) of financial support for Bridport Leisure Centre

Initial proposal from Trust	Initial offer from WDDC 26 th November 2015	Revised proposal from Trust 7 th December 2015	Updated proposal from Trust 12 th May 2016	Alternative proposal from Trust 12 th May 2016
<ul style="list-style-type: none"> • 10-year agreement (from 2016) • Management fee = £174,848 (linked to inflation). • Council commits to meeting cost of 100% rate relief. • Commitment to renewing agreement in 2026 for another 10 years. 	<ul style="list-style-type: none"> • 10 year agreement (from 2016) • WDDC writes off loans to trust = £231,422. • Management fee of £127,377 for four years. • Management fee then reduces gradually to £100k by end of 10 years. • Council could not commit to meet total cost of rate relief. <p>In addition:</p> <ul style="list-style-type: none"> • WDDC would enter into longer agreement (until end of Trust's lease in 2034) on the basis that the management fee would reduce from £100k (in year 10) to zero by 2034. 	<p>Trust accepted the council's initial proposal but also requested:</p> <ul style="list-style-type: none"> • WDDC also writes off loan repayment due in 2015-16 (paid in March 2015) = £48,686 • Council give grant to Trust to enable it to pay off Lloyds loan for PV panels = £216,247 	<p>The updated proposal from the Trust was as follows:</p> <ul style="list-style-type: none"> • New agreement from 2017 to 2034. • WDDC writes off loans to Trust (including 2016-17 payment). • WDDC pays Trust management fee of: <ul style="list-style-type: none"> • £127,000 for first 3 years. • Fee reduces to £100k by year 10. • Fee remains at £100k until 2034. • WDDC grant of £220,000 to Trust to enable it to pay off Lloyd's loan for PV-T panels. • WDDC pays Trust £200,000 grant as 'working capital'. 	<p>Instead of annual financial support, the following is proposed:</p> <ul style="list-style-type: none"> • A large sum is ring-fenced or invested by WDDC sufficient for the interest payments to be equivalent to the current management fee paid to the Trust. <p>(Council officers estimate that this sum would need to be approximately £8.7 million).</p>

Overview and Scrutiny Committee – 12 July 2016 – Minute Extract

11. Scrutiny Review of council support for Bridport Leisure Centre – report of scrutiny working group

The committee considered a report which set out the findings and recommendations of the scrutiny working group which had been established to assist with the review of council support for the operation of Bridport Leisure Centre.

Members discussed the contents of the report and there was some comment about the length and detail included in the report. However, the comment was made that it was important to set out the detail for those members of the committee that had not been part of the scrutiny working group's discussions.

It was proposed by D Rickard seconded by R Kayes

Decision

That the Overview and Scrutiny Committee supports the recommendations of the member working group and proposes to the Executive Committee that the council's offer of future support for the Bridport & West Dorset Sports Trust for the operation of Bridport Leisure Centre should comprise the following:

- a) that the council offers to enter into a 10-year supplemental agreement with the Trust from April 2017 with a review on 1st April 2021 on the basis that the Trust continues to provide customers with a broadly similar range of facilities, including the swimming pools, as it currently offers;
- b) that the management fee offered to the Trust should be £127,377 per annum for the first four years of the supplemental agreement;
- c) that after the fourth year of the agreement, subject to the review on 1st April 2021, the management fee offered to the Trust should reduce in equal decrements to £100,000 by the final year of the agreement;
- d) that the council offers to write-off all the loans made to the Trust by the council as outstanding on 1st April 2017 (totalling £231,422) if the Trust agrees to enter into a supplemental agreement with the council on the terms outlined in recommendations (a), (b) and (c) above;
- e) that the council should nominate two member representatives (with a reserve nominee) to attend meetings of the Trust as observers.

The recommendations of Overview & Scrutiny Committee are required in order to inform decisions to be taken by the Executive Committee with regard to future council support for the operation of Bridport Leisure Centre.

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Executive Committee

9 August 2016

West Dorset Tourist Information Centres

Service Review

For Decision

Portfolio Holder(s)

Councillor M Penfold (Enabling Champion)

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Authors:

Nick Thornley (Head of Economy, Leisure & Tourism)

Matt Ryan (Tourism & Events Manager)

Statutory Authority

Local Government Act 1972.

Purpose of Report

- 1 To consider the transfer of the Bridport Tourist Information Centre service to Bridport Town Council;
- 2 To consider the public consultation requirements in relation to the options for Dorchester and Bridport Tourist Information Centres;
- 3 To provide an update on Sherborne and Lyme Regis Tourist Information Centre reviews.

Officer Recommendations

- 4 (a) That Bridport Tourist Information Centre is transferred to Bridport Town Council by 1st April 2017;
- (b) That a sum of £150,000 from the Council's reserves be paid to Bridport Town Council in association with the transfer of Bridport Tourist Information Centre;
- (c) That the ability to operate the Bridport Charter market is provided to the Town Council and that the annual fee is waived;
- (d) That Bridport Tourist Information Centre is transferred without public consultation;
- (e) That, for Dorchester TIC, the options of relocation to Dorchester Library or replacement of the existing service with an unstaffed Tourist Information Point (TIP) are presented for public consultation,

with the results informing a report to be considered at the December Executive Committee meeting.

Reason for Decision

- 5 To progress the future delivery options identified for Bridport and Dorchester TICs, ahead of concluding discussions regarding the future of Sherborne and Lyme Regis TICs.

Background and Reason Decision needed

Background

- 6 West Dorset District Council operates four Tourist Information Centres (TICs) in Bridport, Dorchester, Lyme Regis and Sherborne at a current total annual operating cost of approximately £353K, excluding central recharges of £221K.
- 7 The Council started a review of the Tourist Information Service in 2014 with the aim of achieving £300K savings from the operating costs which are managed by the Economy, Leisure & Tourism division.
- 8 As part of the Service Review programme, extensive stakeholder engagement was undertaken in June 2015, in the form of a widely-available survey that was extensively promoted and drop-in sessions for the public, with the results informing options for future service delivery.
- 9 A commitment was made to full public consultation both on the engagement survey and in press releases, once options had been evaluated.
- 10 A Scrutiny working group was established by the former Efficiency Scrutiny Committee in order to undertake a scrutiny exercise for the Service Review of West Dorset Tourist Information Centres.
- 11 It had been hoped that the options for future TIC service delivery would all be presented for public consultation and progression at the same time, but as each is now at a different stage of development and Bridport and Dorchester options could be progressed at an earlier stage than the other two, dealing with them separately would be the most appropriate way forward.
- 12 The Overview and Scrutiny Committee received the report of the scrutiny working group following the scrutiny exercise of the Service Review of West Dorset Tourist Information Centres – Bridport Tourist Information Centre – on the 12th July 2016. The Committee supported the proposal for Bridport; agreed to the report of the scrutiny working group being the formal response of the committee and confirmed the equality impact assessment. The Committee minute extract relating to this item, along with the formal report of the committee is attached at Appendix 1.

Bridport TIC

- 13 Bridport TIC relocated from commercial premises to the Town Hall, owned by Bridport Town Council, in January 2012 following a major restoration project.
- 14 The TIC operation was reviewed prior to the move and a business model adopted that was deliverable in the reduced floor space available; retail sales were reduced to a minimal level and income generation focussed on ticket sales. Information is available through leaflet racking and digital means and continued face to face service.
- 15 The TIC currently welcomes approximately 110,000 customers per annum and is open Mon-Sat year round (0900-1700 April - October, 1000-1500 November - March).
- 16 Despite the loss of profit from retail sales, operating the TIC from the Town Hall has reduced operating costs and enabled the TIC to work in partnership with the Town Council to allow public access to the building and its historic interior six days a week, year round.
- 17 The 2016 -17 budget for Bridport TIC is approximately £60K, excluding £51K of central recharges.
- 18 The service review has focussed on the transfer of the service to the Town Council, as the Town Council expressed interest in taking over the management of the TIC early in the review process.
- 19 Bridport Town Council has submitted a formal proposal for taking over the management of the TIC and a report from the Town Clerk was presented to the Town Council's Finance and General Purposes Committee on the 15th June 2016. Members agreed the recommendations.
- 20 The report outlined the proposed transfer arrangements and requested that the Committee agrees the terms of the transfer of the TIC in order to allow the Town Clerk to conclude discussions, subject to WDDC's Executive Committee approval on the 9th August.
- 21 The Town Council is confident that it can maintain the existing service level, while implementing initiatives to enhance services and income, but requires some funding to assist with transitional arrangements.
- 22 A transfer of the service to the Town Council would involve a TUPE transfer of existing TIC employees. Information and consultation requirements with employees and unions under TUPE legislation will result in a 12-week period of consultation.
- 23 The terms of the transfer would also include the gifting of existing IT equipment.
- 24 Currently, Bridport Charter market is run by Bridport Town Council under licence from the District Council. The Town Council pays a fee to the District Council. The District Council is budgeted to receive an income of £18,893 for 2016-17 although the average payment is

approximately £13,500 per annum (based on the performance of the market). The Town Council has requested that this arrangement be reviewed as part of the TIC review, that the power to run the Charter market is devolved to the Town Council or a revised agreement is provided and that the annual fee is waived.

- 25 A phased funding agreement was discussed with officers but discounted in favour of a one-off payment of £150K, as well as the waiving of the Charter market licence fee, to enable the Town Council to implement its business plan and increase income.
- 26 The financial agreement will ensure that the Town Council delivers the service for the foreseeable future and there will be an exchange of letters to support this.
- 27 This would leave the District Council with a zero operational cost for Bridport TIC in 2017/18, excluding recharges which were not part of this review.
- 28 The Bridport TIC business case is attached at Appendix 2. The business case sets out the detail of the proposed transfer arrangements and the rationale in support of this.

Dorchester TIC

Background

- 29 Since 1995, Dorchester TIC has operated from large commercial town centre premises in Antelope Walk. It currently welcomes approximately 170,000 customers into the centre and deals with over 7000 telephone enquiries per annum.
- 30 The 2016-17 budget for Dorchester TIC is approximately £153k excluding internal recharges of almost £71K, the main costs being budgeted employee costs (£141K) and premises costs (£48K).
- 31 Income is generated through retail sales, commission from ticket sales and rental of display space within the premises. Net income is approximately £40K per annum.
- 32 A comprehensive service is provided to visitors and local residents, including free information provision in person, by telephone and email, ticket sales for events and transport, accommodation bookings, shopper's parking permits as well as real-time information provision through social media.
- 33 The TIC is open Monday - Saturday year round and employs a part-time manager, a full time assistant manager and six part-time tourism assistants
- 34 During the service review, a variety of options for Dorchester TIC have been considered to meet the savings required by the service review process, including integrating the service into the new Shire Hall attraction, relocating to SWH reception or Dorchester Library and taking a more

commercial approach within the existing premises. Discussions were also held with an operator of a private Dorchester attraction, the County Museum and Dorchester Town Council.

- 35 Further information on each option considered is included in the attached draft business case at Appendix 3, but in summary, relocating the TIC into Dorchester Library is the most viable option identified for future service delivery. The alternative would be closure of the existing service, with tourist information being offered through unstaffed Information Points, though this is not the preferred option of officers or the scrutiny working group members.

Option 1 – Integration into South Walks House reception

- 36 Relocating the TIC service into SWH reception would generate an annual financial saving of approximately £96k in the long term, however a move is not feasible within the current financial year, necessitating an extension to the Antelope Walk lease and ongoing costs in the 17/18 financial year. There would also be a one off cost of approximately £60k associated with the relocation.
- 37 Some redesign of the reception area would be required, but a combination of a reduced face to face service, leaflet racking and digital information/online access could be offered in SWH.
- 38 Integration into the Council's main reception has been discussed with the Customer Services Manager and the significant challenges that this would present have been identified and are outlined in the attached draft Business Case.
- 39 Relocating the TIC service into SWH reception has been discussed extensively with the scrutiny working group and due to the service implications (e.g. no Saturday opening), timescales for implementation and the lack of synergy between the Council's customer services and the TIC service, it is not seen as a feasible option.

Option 2 – Integration into Dorchester Library & Learning Centre

- 40 As part of Dorset County Council's 'Forward Together' transformation programme, a report was presented to People's and Communities Overview and Scrutiny Committee on the 16th June 2016, outlining a proposed 'Community Offer for Living and Learning' initiative.
- 41 Key elements of this include the integration of services which can best be delivered from buildings, as opposed to exclusively online, into 'Living and Learning Centres'. These will be strategically located in the most flexible, efficient and accessible buildings.
- 42 This community offer has been developed as a positive proposition for local communities and service users, maintaining access to services in the future within the context of funding cuts. It will require working in partnership with community organisations and other public services.

- 43 Dorchester is not one of the assigned pilot areas to develop this approach, however Dorchester Library & Learning Centre is seen as a key building for the future and has already successfully incorporated a Dorset Police Contact Point and Skills & Learning BDP (Bournemouth, Dorset and Poole) into the building.
- 44 Relocating the TIC to the ground floor of the library presents the following opportunities:
- Working alongside other similar customer focussed frontline community services in partnership with DCC
 - A cost effective and sustainable solution for future service delivery
 - The ability to relocate within the current financial year
 - An estimated overall saving of approximately £99K per annum (excluding recharges). Although a one off cost of approximately £50k would be associated with the relocation.
 - Retention of core services with an opportunity to develop and adapt as the centre evolves
 - Monday - Saturday opening
 - An accessible location, in the town centre, adjacent to a large car park
 - Long term opportunity of combining staff resources and further reducing costs
- 45 Streamlining the service to an appropriate level would impact on existing TIC employees and is likely to result in redundancies.

Option 3 – Integration into Shire Hall Dorset

- 46 Relocating or integrating the TIC service into the new Shire Hall attraction has been discussed extensively.
- 47 The Shire Hall (Development) Trust (SH(D)T) has received Heritage Lottery funding for the project as well as significant investment from the District Council, both in financial terms and in officer time dedicated to the project. The Trust aims to open the attraction to the public in 2018.
- 48 The Trust's Business Plan and HLF submission has always included the stated aim of relocating Dorchester TIC into the building, in order to benefit from its footfall. The Trust has previously stated that the loss of the TIC to the project would have a significant impact on the attraction's profitability and ability to operate successfully.
- 49 However, its proposal for the inclusion of the TIC does not offer a feasible solution in the short term and the Trust cannot commit to take on and integrate the service into the attraction in the long term, providing no guarantee of any significant financial saving or sustainable future for the TIC.
- 50 The Trustees of the Shire Hall Development Trust (SH(D)T) considered the housing of Dorchester Tourist Information Centre at Shire Hall on 14th June 2016 and below is the decision of the Trustees:

In August 2015 a heritage consultant was commissioned to conduct research into the potential for the operation of the Dorchester TIC within Shire Hall. The report analysed the current state of the Dorchester TIC, compared it with other TICs in the region and conducted a cost-benefit analysis of housing the TIC in Shire Hall. It was clear from the report that no analysis had been conducted to show what percentage of TIC visitors would become Shire Hall visitors if the TIC were in Shire Hall as opposed to in another location.

Taking all of the available documentation and cost/benefit analysis into account, and having consulted with a variety of stakeholders, the view of the Shire Hall Dorchester Trust (SHDT) is that, although not a clear-cut issue, on balance the costs of housing the TIC in Shire Hall outweigh the benefits to SHDT. The consultants report showed that in financial terms, there would be a net cost to SHDT of around £50,000 per year. This did not include issues such as, for example, TUPE agreements. Furthermore, the uncertainty about the current and future WDDC funding of the TIC means that housing it at Shire Hall would represent a significant financial and reputational risk to the Trust.

The SHDT Board of Trustees has therefore decided that the TIC should not be located at Shire Hall.

- 51 In summary, the decision by the SHDT Board of Trustees is partly because of the financial insecurity of funding of a TIC, but there are other factors that informed the decision, including no clear benefit from TIC footfall and financial and reputational risk.
- 52 Members of the scrutiny working group and officers have been mindful about keeping the Shire Hall option under review as the attraction develops in the future.

Sherborne TIC

- 53 Sherborne TIC has operated from its existing premises since 1995 and currently welcomes approximately 55,000 customers per annum.
- 54 The 2016-17 budget for Sherborne TIC is approximately £69k excluding internal recharges of almost £47K.
- 55 The current preferred way forward for Sherborne TIC is to continue operating the TIC in its current premises until relocation and transfer of the service can be progressed or, if this cannot be realised, that the TIC continues to be operated by WDDC for a period of up to 3 years.
- 56 Option 1 was to relocate the TIC to the refurbished Digby Hall and transfer the service to Sherborne Town Council.
- 57 WDDC has provisionally allocated £500K to the refurbishment of the Digby Hall on condition that it delivers the outcomes it requires, one of which is the inclusion of a reduced TIC service.

- 58 The Town Council set up a working group on this and District Council officers were invited to discuss a way forward for the TIC with this group. The working group expressed concerns about the inclusion of the TIC in the Digby Hall project, as well as wider concerns about the feasibility of progressing the Digby Hall project overall in light of the changing plans of other groups with similar aims (Sherborne House, SCACT, Sherborne School for Girls).
- 59 The recommendation from the Town Council's working group was supported by the Town Council at a meeting on the 20th June; that the Town Council does not enter into formal discussions with WDDC regarding the relocation of the TIC to the Digby Hall.
- 60 The Town Council has therefore confirmed that the discussion regarding the inclusion of the TIC into the Digby Hall has ended and acknowledges that this decision means that the £500k is no longer available for the Digby Hall.
- 61 Option 2 is to relocate the service to the proposed new Arts Centre and transfer the service to the Sherborne Community Arts Centre Trust (SCACT).
- 62 Officers have met representatives from SCACT and are awaiting a proposal from the Trust by the end of September.
- 63 In the event of neither option being feasible, an alternative would be to close the service and replace it with an unstaffed Tourist Information Point (TIP), though this is not officers' preferred option.
- 64 It should also be noted, that the engagement survey in Sherborne prompted the highest number of responses. Local residents account for a high percentage (70%) of Sherborne TIC's customers and this option of a TIP will not fulfil their requirements nor reflect the findings of the engagement survey.

Lyme Regis TIC

- 65 Lyme Regis Town Council (LRTC) is proposing a holistic approach to linking service reviews with assets and other services' discussions. LRTC has written to WDDC outlining its position and their proposals are being discussed with the Strategic Director responsible for functions including assets and infrastructure. This includes the future delivery of some form of information service.
- 66 The 2016-17 budget for Lyme Regis TIC is approximately £71k excluding internal recharges of almost £51K.
- 67 The current preferred option is to continue to operate the TIC service in its existing premises until discussions are concluded with the Town Council or, should agreement not be reached, that the TIC continues to be operated by WDDC for a period of up to 3 years. The alternative option is to close the TIC and establish an unstaffed Tourist Information Point (TIP), though this is not officers' preferred option.

Implications

Financial

- 68 The transfer of Bridport TIC to Bridport Town Council will incur a one-off cost of £150K from the Council's reserve, set aside for the devolution of services to alternative providers and an income reduction of £18,893 per annum that the District Council has budgeted to receive for the operation of the Bridport Charter market.
- 69 The recommended option for relocating Dorchester TIC into the library will generate significant savings, in the region of £99K per annum, excluding recharges and one off costs associated with the move.

Legal

- 70 The Council has a statutory duty to consult on proposals relating to the delivery of functions exercised by the Council in relation to their continuous improvement (section 3 LGA 1999).
- 71 There could be a risk of challenge by not undertaking public consultation for the transfer of the Bridport TIC to the Town Council, however as this is the only available option and the service will remain in its existing location providing a similar service with existing employees, with only a change of management organisation, this is perceived as an acceptable level of risk.
- 72 In addition, an extensive stakeholder engagement survey was carried out in June 2015. Over 2100 responses were received, with 353 respondents identifying Bridport as their 'usual' TIC to visit. Of these 353, 94% rated the staff/customer service as the most important aspect of the service, followed by a town centre location, the provision of free information and ticket sales. All the main findings from the survey will continue to be provided under the Town Council, thereby meeting the public's expressed feedback.
- 73 The Council will carry out public consultation on the options for Dorchester Tourist Information Centre to inform future deliberations.

Equalities

- 74 An equality impact assessment has been prepared for the transfer of the TIC to the Town Council and the TUPE transfer of employees. In summary, the Partnership recognises the importance of supporting employees through the TUPE process and monitoring equality issues. There is no evidence of any detrimental impact on customers.

Economic Development

- 75 The operation of the West Dorset TICs generates an economic benefit by influencing visitor spend.

- 76 TICs make a contribution to the local economy by providing a welcome to visitors, encouraging them to spend more time and money in a locality and improving the chance of a return visit.
- 77 There is likely to be no change in the economic benefits derived from Bridport TIC given that the service under the Town Council will broadly be the same as now, but in Dorchester where fewer customer numbers are predicted in a new location there is likely to be a reduction in the benefits derived for the local economy from the TIC service; at least in the short term.
- 78 However, WDDC's investment in the development of visitdorset.com, the tourist website for Dorset, which is operated in partnership with other Dorset councils and receives over 2 million visits per annum, is seen as a more efficient and modern way to ensure that visitor information is provided to the widest possible audience and that visitor spend is generated by securing bookings and through the extensive marketing of the area.

Risk Management (including Health & Safety)

- 79 The risks associated with the transfer of Bridport TIC to the Town Council are seen as low although members are asked to note the risk of challenge by not undertaking public consultation within the legal section of this report above.
- 80 The current major risk identified for the proposed Dorchester option is the limited support for relocation in general from stakeholders.

Human Resources

- 81 The transfer of Bridport TIC will require the TUPE transfer of the current employees assigned to that activity to the Town Council.
- 82 The proposed option for Dorchester TIC will require a re-structure and streamlining of current staffing.
- 83 Employees and Unions will be consulted as part of the transfer arrangements.

Consultation and Engagement

- 84 The Unions have recently been updated on the service review and the Dorset Councils partnership branch of Unison has provided the following comments:

The branch recognises the immense amount of work being put into this project to continue to provide a valued service to the people and visitors to Dorset.

The branch is fully supportive of the plans for the Bridport TIC as long as staff that are subjected to the TUPE transfer are not disadvantaged in their

terms and conditions. The branch would expect to be fully involved in that process.

We are disappointed with the options available for the Dorchester TIC as it seems inevitable that it will result in redundancies and have a significant impact on the lives of several employees. If there has to be a selection process for the few remaining posts we would hope that an offer of voluntary redundancy on compulsory redundancy rates would apply.

The branch hopes that the Sherborne TIC and the Lyme Regis TICs can be saved and a fully staffed alternative be found to avoid potential redundancies and to provide Sherborne with an equal service.

- 85 Extensive stakeholder engagement was carried out in June 2015. Over 2100 responses were received and the key findings are included in the attached draft business case.
- 86 It is proposed that no public consultation takes place with the transfer of Bridport TIC to the Town Council. Please refer to rationale within paragraphs 71 and 72 above.
- 87 The proposed options for Dorchester TIC are subject to Public Consultation for an 8 week period starting August 2016. The results of the consultation would inform the deliberations of the Scrutiny working group and the Overview and Scrutiny Committee; and a further report to the Executive Committee for consideration in December.

Appendices

- 88 Appendix 1 – Overview and Scrutiny Committee Bridport TIC minute and formal report of the committee
- 89 Appendix 2 – Business Case (Bridport TIC)
- 90 Appendix 3 – Draft Business Case (Dorchester TIC)

Background Papers

- 91 Documents include the Service Review project scope, initiation document, risk assessment, research into alternative delivery models, Equality Impact assessment and the proposal from Bridport Town Council.

Footnote

Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

Report Author: Nick Thornley, Head of Economy, Leisure & Tourism; Matt Ryan, Tourism & Events Manager and Judith Chauvet, Visitor Services Manager

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12 Service Review Programme – West Dorset Tourist Information Centres

The committee received and considered the report of the scrutiny working group following the scrutiny exercise in relation to the Service Review of West Dorset tourist information centres (TICs) and with particular regard to the TIC in Bridport. In addition, members considered the Business Case for the Bridport TIC and the associated equalities impact assessment.

Members expressed their support for the proposal for Bridport and it was proposed by J Sewell seconded by R Kayes

Decision

- (a) That the report of the scrutiny working group attached at appendix 1 of the report be agreed as the formal response of the Overview and Scrutiny Committee to the Bridport Tourist Information Centre part of the West Dorset Tourist Information Centres Service Review, for inclusion within the report to the Executive Committee;
- (b) That the committee agree that the completed equality impact assessment for the Bridport Tourist Information Centre part of the service review attached at appendix 3 of the report, ensures that equality issues have been fully considered and that any adverse impacts of the proposed changes on different groups have been considered and, where possible, mitigated.

To agree the formal response of the committee in respect of the scrutiny of the Bridport Tourist Information Centre part of the West Dorset Tourist Information Centres Service Review process and viability of the options presented.

To provide the committee with the opportunity to consider the completed equality impact assessment for this part of the service review.

**SERVICE REVIEW: WEST DORSET TOURIST INFORMATION CENTRES –
BRIPORT TOURIST INFORMATION CENTRE**

**REPORT OF SCRUTINY WORKING GROUP TO OVERVIEW AND SCRUTINY
COMMITTEE**

DATE: 12 JULY 2016

Scrutiny of Bridport Tourist Information Centre (TIC) element of the service review process complete with no additional work recommended
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Yes

Preferred option of scrutiny working group:

That the Management of Bridport TIC is transferred from West Dorset District Council to Bridport Town Council with a one-off payment of £150k, without undertaking further public consultation, and that the legal power to run the Bridport Charter Market is devolved from the district council to the town council, or a revised agreement provided, with no future fees payable.

SCRUTINY OF SERVICE REVIEW: WEST DORSET TOURIST INFORMATION CENTRES – BRIPORT TOURIST INFORMATION CENTRE

Membership of Scrutiny Working Group:

Lead member: Councillor Daryl Turner

Councillors: Sandra Brown, Patrick Cooke, Dominic Elliott, Susie Hosford and Molly Rennie

Lead officer: Matt Ryan (Tourism and Events Manager)

Responsible Strategic Director: Martin Hamilton (Strategic Director)

Responsible Portfolio Holder: Councillor Mary Penfold (Enabling)

Brief description of service review subject to scrutiny:

West Dorset District Council operates four Tourist information Centres (TICs) located in Bridport, Dorchester, Lyme Regis and Sherborne. In 2013/14 the TIC's had over 419,000 customer visits together with enquiries by letter, phone and email. At Dorchester and Bridport TICs 50% of customers are local residents; with 70% in Sherborne and 15% in Lyme Regis. Total service costs were £1,130,000 in 2013/14 offset by £840,000 of income giving net running costs of £291,000.

The way in which visitors access information has changed in recent years. Developments in new technology and in consumer behaviour require a step change in information delivery across the tourism sector. The TIC review has been reframed by the Partnership Board (the Programme Board for the Service Review Programme) on 26th February 2015 as a Fundamental Review of all aspects of the service, including functions, budgets, staffing and systems within the service. Possible outcomes include TICs remaining but being run by other partners (Town councils, volunteer organisations or trusts), reduced District Council services or closure of TICs and greater reliance on on-line information provision.

Risks associated with this review include reputation damage linked to changing the model of service delivery; potential impacts on tourism experience and local economy if alternative information channels are not provided.

Please note that this report is in relation to the Bridport tourist information centre only.

Role of scrutiny: To ensure that the service review process undertaken is fit for purpose and that the options for change have been fully assessed using the agreed principles set out below.

To check that equality issues have been fully considered and mitigated through the equality impact assessment.

Overview and Scrutiny Committee – 12 July 2016

<p>To comment on the options proposed by the service review project team, make further suggestions for change that may have been overlooked or discounted and to make a recommendation to the WDDC Executive Committee on their preferred way forward.</p>	
Area examined	Key principle met?
Has the review considered all the stages of the service review process and have these been effectively carried out?	Yes
<p>Comments:</p> <p>The scrutiny working group note that public consultation has not been undertaken in respect of the recommended way forward for this part of the service review as the proposal will not result in a change to service but only a change to the operator of the tourist information centre (see notes set out in paragraphs 7.1 and 7.2 of the business case).</p>	
Area examined	Key principle met?
Have the linkages and impacts on other services and partners been properly explored and accounted for?	Yes
<p>Comments:</p> <p>The scrutiny working group note that full discussion has been held on the proposals between Bridport Town Council and officers of the district council. Members note that there is a willingness from Bridport Town Council to run this service.</p> <p>Some concern is expressed with regard to the future lack of control by the district council and the risks of possible service change once the tourist information centre is transferred to the town council. However, it is noted that the district council will set out their expectations for the service moving forward when the service is transferred and close contact will be maintained between the manager of the tourist information centre and the council's Visitor Services Manager.</p>	
Area examined	Key principle met?
Are the proposed options for change deliverable, realistic in the timeframe and accurately costed?	Yes
<p>Comments:</p>	
Area examined	Key principle met?
Are the savings proposed deliverable and represent value for money?	Yes
<p>Comments:</p>	

Overview and Scrutiny Committee – 12 July 2016

Area examined	Key principle met?
Has the customer been placed at the centre of the review process and has all stakeholder requirements been focussed on appropriately?	Yes
Comments:	
The scrutiny working group note that full stakeholder engagement has been undertaken and reiterate that the recommended way forward represents a change in the operator of the service and not the actual service provided.	
Area examined	Key principle met?
Have equality issues been fully considered and where possible mitigated, including clear identification of the adverse impacts of the proposed changes on different groups?	Yes
Equality Impact Assessment complete?	Yes
Comments:	
The service review project team have completed an equality impact assessment which will be presented to the Overview and Scrutiny Committee on 12 th July 2016.	
The recommended way forward represents a change in the operator of the service and not the actual service provided.	
Any other issues identified in the review that will require further development or research	
Close contact to be maintained between the district council and the town council.	
There will also need to be close dialogue between the district council and town council in respect of the future website tourism offer which both bodies may use moving forward.	
Comments on options set out in the business case	
Further suggestions for change that may have been overlooked or discounted	

Preferred option of the scrutiny working group

The scrutiny working group support the recommendation of the service review project team:

That the Management of Bridport TIC is transferred from WDDC to Bridport Town Council with a one-off payment of £150k, without undertaking further public consultation, and that the legal power to run the Bridport Charter Market is devolved from the district council to the town council, or a revised agreement provided, with no future fees payable.

Report produced by the Scrutiny Working Group

Date: 27th June 2016

Business Case

Project Name:	Service Review – Bridport Tourist Information Centre
Project code/JN:	Project Code
Document Number:	Version 2.2
Release (draft/final):	Final
Date:	22-07-2016
Project Manager:	Tourism & Events Manager (Matt Ryan)
Project Sponsor:	Head of Economy, Leisure & Tourism (Nick Thornley)
Author:	Matt Ryan / Judith Chauvet

1. Executive Summary

- 1.1 West Dorset District Council operates four Tourist Information Centres (TICs) in Bridport, Dorchester, Lyme Regis and Sherborne at a total annual operating cost of approximately £353K, excluding central recharges of £221K.
- 1.2 The Council started a review of the Tourist Information Service in 2014, with the aim of achieving £300K savings from the operating costs which are managed by the Economy, Leisure & Tourism division.
- 1.3 Since the start of the service review, discussions have been held with Bridport Town Council regarding the future TIC operation and the Town Council has submitted a proposal for taking over the management of the TIC. This also includes a request to consider changes to the Bridport Charter market agreement with the District Council as part of the TIC transfer.
- 1.4 At present, Bridport Charter Market is run by Bridport Town Council under licence from the District Council. The Town Council pays a fee to the District Council. The District Council is budgeted to receive an income of £18,893 for 2016-17 although the 10 year average payment is approximately £13,500 per annum (based on the performance of the market). The Town Council has requested that this arrangement be considered as part of the TIC review, that the power to run the Charter market is devolved to the Town Council or a revised agreement is provided and that the annual fee is waived. This move would be seen as very positive by the Town Council.
- 1.5 As part of the Service Review programme, extensive stakeholder engagement was undertaken in June 2015, in the form of a widely-available and extensively-promoted survey and drop-in sessions for the public, with the results informing options for future service delivery.

Business Case

- 1.6 The Scrutiny Working Group, chaired by Cllr Daryl Turner, has met regularly and has been kept up to date with discussions and proposals and the options and the preferred solution for Bridport TIC has been discussed fully.
- 1.7 It is recommended that the management of Bridport TIC is transferred from WDDC to Bridport Town Council with a one-off payment of £150K, without undertaking further public consultation, and that the legal power to run the Bridport Charter Market is devolved from the District Council to the Town Council, or a revised agreement provided, with no future fee payable.

2. Reasons

- 2.1 Bridport TIC relocated from commercial premises to the Town Hall, owned by Bridport Town Council, in January 2012 in order to reduce operating costs and to work in partnership with the Town Council to enable the Town Hall to open to the public following a major Lottery funded restoration project.
- 2.2 Operating from the ground floor, the TIC's presence allows the Town Hall's historic interior and permanent exhibition of paintings and murals to be accessible, free of charge, to the public six days a week year round, thereby meeting Heritage Lottery Fund's conditions. The building also hosts a wide variety of community and private events and functions, for which the TIC manages the bookings.
- 2.3 The 2016 -17 budget for Bridport TIC is approximately £60K, excluding £51K of central recharges.
- 2.4 A stakeholder engagement survey was undertaken in June 2015 and was distributed by email to stakeholders, including tourism businesses, event organisers, tourism associations and town and parish councils.
- 2.5 Paper copies were available at the four West Dorset Tourist information Centres, South Walks House and Town Council offices. The survey was available online through the Consultation Tracker on dorsetforyou.com.
- 2.6 The survey was widely promoted via press releases, planned social media messages and on the visit-dorset.com website and a commitment was made to full public consultation, both on the engagement survey and in press releases, once options had been evaluated. However, the extensive promotion of the engagement survey afforded members of the public and businesses the opportunity to provide their views as they would in a public consultation and the recommended option proposed reflects the main findings of the engagement survey (maintaining a professional service and the importance of face-to-face interaction), thereby meeting the public's expressed feedback.
- 2.7 The transfer of the service to the Town Council will be a change of operator only; the transfer will not lead to any reduction in the service provided, it remains in the same location, offering the same services and employing the same workforce.

Business Case

- 2.8 Existing TIC employees would be transferred under TUPE regulations, requiring a period of consultation with affected employees and unions. This will necessitate up to a 12-week lead-in period ahead of the transfer.
- 2.9 The Town Council’s intention is to maintain the service at existing levels and look to enhance services and income through use of the space afforded to the Town Council within the Town Hall, which is not part of the District Council’s leased area.

3. Business Options

- 3.1 The service review has focussed on the transfer of the service to the Town Council, as the Town Council expressed interest in taking over the running of the TIC early in the service review process and a transfer would meet the objectives of the service review.
- 3.2 Bridport Town Council has submitted a formal proposal for taking over the management of the TIC and officers have discussed a one-off payment of £150K from WDDC to the Town Council in the event of a transfer to assist with transitional arrangements. The proposal also includes the changes to the licensing of the Bridport Charter market as outlined in paragraph 1.4.
- 3.3 The alternative would be for WDDC to continue to run the service at a greatly reduced level to reduce operating costs, or replacement of the existing service with an unstaffed Tourist Information Point (TIP).

4. Expected Benefits & Dis-benefits

- 4.1 The expected benefits and dis-benefits of transferring the TIC service to Bridport Town Council are as follows:

Expected benefits	Expected dis-benefits
a) Savings will be achieved in 2016/17 financial year with no cost to the Council thereafter.	a) TIC policies (racking, promotion etc) no longer determined by the marketing of visit-dorset.com; potential adverse impact on businesses whose advertising packages currently include TIC racking/promotion.
b) Potential for Bridport Town Council to increase use of the building and enhance the services offered by the TIC.	b) Loss of the annual Bridport Charter market licence fee, although this will be offset through transfer of TIC functions and associated ongoing savings.
c) Continuity of service. There is unlikely to be any discernible change to the TIC	

Business Case

service to public.	
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5. Milestone Plan

- 5.1 Following consideration of the Business case and agreement to proceed by Executive Committee during August 2016, a 12-week TUPE process will be undertaken with a transfer of the service completed by the end of November/early December 2016.

6. Costs

- 6.1 One-off payment of £150,000 from the Council’s reserve identified for services transferring to alternative providers. Phased funding arrangements were discussed with BTC, but dismissed in favour of a single payment to reduce bureaucracy.
- 6.2 Loss of income of £18,893 per annum that the District Council has budgeted to receive for the operation of the Bridport Charter market.

7. Major Risks

- 7.1 A commitment was made to full public consultation both on the engagement survey and in press releases, once options had been evaluated. This could be interpreted as having created a legitimate expectation of public consultation, an important aspect of consultation law, and therefore not undertaking public consultation carries the risk of judicial review.
- 7.2 However, as this is a proposed change to the management organisation responsible for the future delivery of the TIC only, and not a change to the services being offered nor its location, it is suggested that the risk of judicial review is minimised.
- 7.3 In addition, over 2100 responses were received as part of the extensive stakeholder engagement survey in June 2015, with 353 respondents identifying Bridport as their ‘usual’ TIC to visit. Of these 353, 94% rated the staff/customer service as the most important aspect of the service, followed by a town centre location, the provision of free information and ticket sales. All the main findings from the survey will continue to be provided under the Town Council, thereby meeting the public’s expressed feedback.
- 7.3 Discussions have been held on BTC’s future intentions for the service. In order to ensure that the TIC continues to operate along broadly similar lines to the current service, an exchange of letters will set out the Council’s expectations and requirements for the future operation.
- 7.4 To maintain continuity of service, it is anticipated that the Visitor Services Manager and the TIC Manager will maintain a close working relationship to ensure continued support for visit-dorset.com and a connection to the work of the Dorset LEP.

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8. Document History

Revision History	Date of next revision:
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Version Number	Revision date	Previous revision date	Summary of Changes	Changes marked
			What changes have been made since the previous version	Yes/No
V 2.1	15/07/16	12/07/16	General updates	No
V 2.2	22/07/16	15/07/16	General updates	No

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Name	Title	Date of Issue	Version

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Project Name:	Service Review – Dorchester Tourist Information Centre
Project code/JN:	Project Code
Document Number:	Version 2.3
Release (draft/final):	Draft
Date:	22/07/16
Project Manager:	Tourism & Events Manager (Matt Ryan)
Project Sponsor:	Head of Economy, Leisure & Tourism (Nick Thornley)
Author:	Matt Ryan / Judith Chauvet

1. Executive Summary

- 1.1 West Dorset District Council operates four Tourist Information Centres (TICs) in Bridport, Dorchester, Lyme Regis and Sherborne at a total annual operating cost of approximately £353K, excluding central recharges of £221K.
- 1.2 The Council started a review of the Tourist Information Service in 2014 with the aim of achieving £300K savings from the operating costs which are managed by the Economy, Leisure & Tourism division.
- 1.3 Since 1995 Dorchester TIC has operated from large commercial premises in the town centre and currently welcomes approximately 170,000 customers into the centre and deals with over 7000 telephone enquiries per annum, at a total cost to the council of £153K, excluding internal recharges of almost £71K.
- 1.4 During the service review, a variety of options for Dorchester TIC have been considered to meet the savings required by the service review process, including relocating or integrating the service into the new Shire Hall attraction, relocating to South Walks House (SWH) reception or the Dorchester Library & Learning Centre and taking a more commercial approach within the existing premises. Discussions were also held with an operator of a private attraction, the County Museum and Dorchester Town Council.
- 1.5 As part of the Service Review programme, extensive stakeholder engagement was undertaken in June 2015, in the form of a widely-available and extensively-promoted survey and drop-in sessions for the public, with the results informing options for future service delivery.
- 1.6 The service review has identified two potentially viable options, relocation to Dorchester Library and Learning Centre and relocation to SWH reception, to continue to offer a TIC

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service, at a reduced level and cost to the council, whilst meeting the main elements identified as the most important from the survey results.

- 1.7 The current lease on the Antelope Walk premises expires at the end of March 2017 and we are required to vacate the premises by this date, unless we are able to negotiate a lease extension.
- 1.8 Whilst a move to the Library can be achieved in this financial year, an extension to the existing lease is likely to be necessary to progress a move to SWH reception and will therefore incur further premises costs in the next financial year.
- 1.9 In order to achieve savings and conclude the review of Dorchester TIC within this financial year, officers' preferred option is to pursue a move to Dorchester Library.
- 1.10 The recommendation of the service review is that relocation to Dorchester Library is presented for public consultation, with the replacement of the existing service with an unstaffed Tourist Information Point (TIP) as the alternative option for the future.
- 1.11 The results of the consultation would further inform the business case, the deliberations of the Scrutiny working group and the Overview and Scrutiny Committee and a further report to the Executive Committee for consideration in December.

2. Reasons

- 2.1 During the service review, a variety of options have been considered to meet the savings required by the service review process, including integrating the service into the new Shire Hall attraction, taking a more commercial approach within existing premises, relocating to SWH reception and relocation to Dorchester Library. Discussions were also held with an operator of a private attraction, the County Museum and Dorchester Town Council. Details of each option, together with a summary of the Stakeholder Engagement Survey, are outlined below.

Shire Hall

- 2.2 Shire Hall, incorporating the Old Crown Court and cells, is to be transformed into a permanent visitor attraction. The Shire Hall Development Trust (SH(D)T) has received £1.5M of Heritage Lottery Funding (HLF) for the project and WDDC, which owns the freehold of the building, is investing £1.1M towards the project. The Trust will take on full responsibility for running the attraction, which aims to open in 2018.
- 2.3 The Trust's Business Plan and HLF submission has always included the stated aim of relocating Dorchester TIC into the building, in order to benefit from its footfall. The Trust has previously stated that the loss of the TIC to the project would have a significant impact on the attraction's profitability and ability to operate successfully.
- 2.4 In 2015, the Trust commissioned a financial and operational plan for the operation of a TIC within Shire Hall and in summary, it suggests that WDDC relocates the TIC to the 'Pillar Room' in the Shire Hall and continues to operate and fund the service for the

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foreseeable future, independent from the attraction, with potential integration to be discussed at a later date when the attraction is operating successfully and financially viable. The attraction aims to open in April 2018.

2.5 This is not feasible for the following reasons:

- The 'Pillar Room' is not fit for purpose. It has 6 central pillars and no windows at street level, preventing any view into the TIC from passers-by and not providing any usable window display or promotional space.
- The terms of the lease would not permit a retail operation, as operating a gift shop forms part of the attraction's business plan and will be undertaken by the SH(D)T in the adjacent attraction reception area. As a result income generated from retail sales would be lost. This would equate to circa £15,000 per annum.
- There is no certainty that the Council will make a saving in the long term. Premises costs are likely to be in the region of £16-20K, including service charges and rates, for a proposed 3-year lease of the 'Pillar Room'.

2.6 The Trustees of the Shire Hall Development Trust (SHDT) considered the housing of the Dorchester Tourist Information Centre (TIC) at Shire Hall on 14th June 2016 and below is the decision of the Trustees:

In August 2015 a heritage consultant was commissioned to conduct research into the potential for the operation of the Dorchester TIC within Shire Hall. The report analysed the current state of the Dorchester TIC, compared it with other TICs in the region and conducted a cost-benefit analysis of housing the TIC in Shire Hall. It was clear from the report that no analysis had been conducted to show what percentage of TIC visitors would become Shire Hall visitors if the TIC were in Shire Hall as opposed to in another location.

Taking all of the available documentation and cost/benefit analysis into account, and having consulted with a variety of stakeholders, the view of the Shire Hall Dorchester Trust (SHDT) is that, although not a clear-cut issue, on balance the costs of housing the TIC in Shire Hall outweigh the benefits to SHDT. The consultants report showed that in financial terms, there would be a net cost to SHDT of around £50,000 per year. This did not include issues such as, for example, TUPE agreements.

Furthermore, the uncertainty about the current and future WDDC funding of the TIC means that housing it at Shire Hall would represent a significant financial and reputational risk to the Trust.

The SHDT Board of Trustees has therefore decided that the TIC should not be located at Shire Hall.

2.7 In summary, the decision by the SHDT Board of Trustees is partly because of the financial insecurity of funding of a TIC, but there are other factors that informed the decision, including no clear benefit from TIC footfall and financial and reputational risk.

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Increased commercial activity

- 2.8 The 2016-17 budget for Dorchester TIC is approximately £153k excluding internal recharges of almost £71K, the main costs being budgeted employee costs (£141K) and premises costs (£48K).

Costs are offset by trading profit of approximately £40K per annum.

- 2.9 Given the ideal town centre location the TIC currently occupies, adopting a more commercial approach in the existing premises has been considered, including increased commission rates on ticket sales, rental of display space and upstairs offices, greater investment in retail sales and the sale of all printed material (leaflets). Such initiatives could reduce costs to the council of approximately £36k if implemented alongside a staff budget reduction based on the 2015/16 out-turn, however this would still not achieve the envisaged savings offered by relocation to the Library or SWH reception, due to the high premises and employee costs, and will result in less focus on the core element of the service – information provision.
- 2.10 The current lease agreement was negotiated in 2011 for a six year period and included a break clause in 2013. Officers have discussed the likelihood of a rent reduction with the managing agents for the property. The agents feel that the market is good at the moment that prices haven't fallen and they are confident of achieving the same level of rent if we vacate our premises. Even if we were to enter into a new three year term the best we could hope for is 3 months rent free period.
- There is currently an alternative smaller unit available within Antelope Walk at a rent of £22,000 per annum which would represent a small saving but not at the level achievable at the library or SWH reception.
- 2.11 The survey results highlighted that retail sales were the least important element of the service and investing more resources into that in the hope of offsetting costs may not be successful, given the general downward trend in traditional retail sales. Adopting a more commercial approach is therefore not seen as a sustainable business model for the future.

Private attraction operator and County Museum

- 2.12 Discussions were held with operators of a private attraction in Dorchester. Whilst interested in taking on the service at a cost to the Council, staff costs were prohibitive to the potential operator.
- 2.13 A discussion was also held with the County Museum and whilst a possible option the developments planned to the Museum are not scheduled to be completed until 2020.

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Stakeholder Engagement Survey

- 2.14 A stakeholder engagement survey was carried out in June 2015. It was distributed by email to stakeholders, including tourism businesses, event organisers, tourism associations and town and parish councils.
- 2.15 Paper copies were available at the four West Dorset Tourist information Centres, South Walks House and Town Council offices. The survey was available online through the Consultation Tracker on dorsetforyou.com. The survey was widely promoted via press releases, planned social media messages and on the visit-dorset.com website.
- 2.16 A commitment was made to full public consultation, both on the engagement survey and in press releases, once options had been evaluated.
- 2.17 The survey included an opportunity for respondents and businesses to come forward with offers and proposals of support towards the TIC; none were received.
- 2.18 A total of 2114 responses were received. The majority (96%) of individual respondents were TIC customers and 72% were local residents. 81% of respondents were aged 45 and over. The overwhelmingly majority of respondents (97.5%) believed that the TICs should continue to be funded by WDDC.

Key findings were as follows:

- Most respondents (71%) visit a TIC for information on things to do, followed by theatre or event ticket purchasing (56%), transport information (45%) and to browse (40%)
 - The vast majority (94%) of customers seek information from a member of staff during their visit and 98% feel it is 'very or fairly important' to be able to speak to a member of staff. The high percentage of 'browsers' and the high rate of interaction suggest that the TIC staff can have significant influence on what people do and where they go.
 - The two most important elements of a TIC were identified by respondents as:
 - Staff, providing personal attention, local knowledge and customer service
 - A town centre location.
- 2.19 All respondents were asked, via an open ended question, about their views on the possible outcomes of the service review (including the TICs remaining but being run by other partners, reduced district council services, or the closure of TICs and a greater reliance on online information provision).

1615 respondents answered this question. The vast majority do not want the TICs to close (only 3 commented that TICs were outdated).

The main recurring themes throughout the comments were:

- The value of face to face interaction, the knowledge/professionalism of employed staff

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- The importance of tourism to the local economy and the detrimental impact closure would have on the town
- Issues around online materials (related to age, lack of connectivity, outdated information and the need to know what you're looking for)

Relocation to SWH or Dorchester Library & Learning Centre

- 2.20 The two remaining options under consideration, relocation to Dorchester Library & Learning Centre or SWH reception, both offer significant guaranteed financial savings and future annual operating costs at a broadly similar level.
- 2.21 A move to the Library can be realised in the current financial year, subject to meeting County Council's Committee meeting deadlines; a move to SWH is likely to require an extension to the lease on the Antelope Walk premises and will therefore incur further premises costs in the 2017/18 financial year.
- 2.22 Whilst a reduced level of service will be offered in both these locations, a streamlined service, with little retail but a focus on ticket sales, can be a successful and cost efficient service if in a good location, as demonstrated by the Bridport TIC move to the Town Hall in 2012. Reduced visitor numbers have not had a negative impact on the TICs ability to operate a cost effective and comprehensive service.
- 2.23 In both Dorchester Library and SWH, the most important elements of the service as identified by the engagement survey results can be met, though there is a greater scope to meet customer needs in the library setting.
- 2.24 Despite the Library and the Council offices being in neighbouring buildings, there are significant differences that will impact on customers, such as access, opening hours, operating environment and a more compatible customer care ethos.

3. Business Options

Option A – Relocation to Dorchester Library & Learning Centre

- 3.1 Relocating the TIC into the ground floor of Dorchester Library offers an opportunity to generate significant financial savings, to relocate within the current financial year and to operate from a customer-friendly environment as part of the County Council's Community Offer for Living and Learning' initiative.
- 3.2 This initiative aims to bring together services that can only be delivered from buildings, as opposed to online, into 'Living and Learning Centres', located in the most accessible buildings, thereby making services cost effective and remaining accessible to the community.
- 3.3 Dorchester is not one of the assigned pilot areas to develop this project, however Dorchester Library & Learning Centre is seen as a key building for the future and has

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already successfully incorporated a Dorset Police Contact Point and Skills & Learning BDP (Bournemouth, Dorset and Poole) into the building.

- 3.4 A combination of reduced face to face service, leaflet racking and digital information/online access could be offered initially, but there is the potential to develop and adapt services as the Library & Learning Centre evolves.
- 3.5 The emphasis would be on information provision and the promotion of Dorchester, though services for local residents, such as travel and ticketing services, and support for local businesses would continue. There would be no, or very limited, retail sales (souvenirs, locally produced goods, books etc.) initially.
- 3.6 Opening hours would mirror those of the library; the TIC service would therefore be offered as follows: Monday 1000-1730, Tuesday 0930-1900, Wednesday 0930-1300, Thursday 0930-1730, Friday 0930-1900, Saturday 0900-1600. This represents the same total weekly opening hours as the current service, but in a slightly different pattern of opening.
- 3.7 Estimated staffing requirements would be 2 fte (possibly 3/4 part time staff) and there would be a requirement for an additional supervisory role. There may be an opportunity to combine staffing with other services located in the Library building in the long term, which would further reduce costs.
- 3.8 Total staffing costs are likely to be in the region of £62K per annum (as in the SWH option), based on existing pay grades. Posts in a revised, streamlined staffing structure would need to be re-evaluated through a Job Evaluation exercise.
- 3.9 Overall costs to operate the service from Dorchester Library & Learning Centre are likely to be broadly similar to relocating to SWH. Whilst there will be some premises costs, there are greater opportunities to generate income and further reduce costs in the future. Indicative overall costs (to be agreed with Finance) will be significantly lower than existing operating costs and are likely to represent a saving of up to £99k per annum (excluding recharges).

Option B – Relocation to SWH reception

- 3.10 Relocating Dorchester TIC into SWH reception would generate a similar level of annual savings in the long term as relocating to the library, however a move is unlikely to be realised within the current financial year.
- 3.11 Discussions have been held with the Head of Business Improvement and the Communications and Customer Experience Manager to discuss the relocation of the TIC into SWH reception and to consider how the two services, with different working practices, aims and objectives, can offer a positive experience to their customers in a shared reception area.
- 3.12 Discussions identified the following challenges to consider:

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- Through the channel shift programme, the Customer Services team aims to reduce face to face contact and encourage customers to access services online, as is appropriate when providing a straightforward transactional process. This is in direct contrast to the TIC staff, whose role is not solely transactional and for whom interaction with customers is key.
- Comprehensive Tourist information is already offered through visit-dorset.com, Apps and social media, however for some this does not replace the in-depth knowledge of staff who are able to impart appropriate information tailored to the customer's individual needs through face-to-face contact. Customer numbers to Dorchester TIC (174,000 in 2014/15) indicate there is currently still a demand for a face to face service, though this demand is mainly from the older generation (45 years and over).
- The TIC generates income to offset costs by retail and commission based activity (i.e. ticket sales and accommodation bookings) while the Council's Customer Service team discourages over-the-counter cash payments as far as possible; due consideration would have to be given to how best to separate the two services to avoid conflicting messages to customers to the building.
- The customer profile for each service is quite different and, due to the nature of the services that customers are accessing, the Customer Services team deal with a considerably greater number of customers who may be distressed, difficult or whose general behaviour falls short of normal standards.

3.13 With the above in mind, a combination of a reduced face to face service, leaflet racking and digital information/online access would be offered in SWH.

3.14 The emphasis will be on information provision and the promotion of Dorchester, though some services for local residents, such as travel and ticketing services, and support for local businesses would continue. These services generate a small income for the TIC, which helps to offset staffing costs. There would be no retail sales (souvenirs, locally produced goods, books etc.).

3.15 Opening hours would mirror those of the Council and the TIC service would be offered Monday-Thursday 0900-1700, Friday 0900-1600. There would be **no Saturday opening**. Visitor numbers to Dorchester TIC on a Saturday are on a par with many weekdays, however the majority of customers to the TIC on a Saturday visit in the morning, creating significant demand for the service on that day.

3.16 Estimated staffing requirements for a service in SWH would be 2 fte (possibly 3/4 part time employees) and there would be a requirement for an additional supervisory role.

3.17 Some work on the use of reception space and customer flow will be required, which will inform any subsequent re-design of the reception area, together with some investment in new technology. TIC customers rate highly the added value of the face to face service and are unlikely to visit simply to access information online, which they could have done at home or on a mobile device. However, some provision in the form of public access

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terminals and display screens to promote events would offer both the opportunity to provide information in a number of different formats.

- 3.18 There is no indication that the rear entrance of SWH is likely to be opened for public access (other than disabled access) in the foreseeable future, so the main SWH entrance would also serve as the TIC entrance. The distance from the town centre and car park, together with the reduced level of services and operating environment will result in a significant reduction of visitor numbers, potentially up to 50%. This would be manageable in the space available.
- 3.19 Estimated operating costs in SWH would be approximately £56,870 per annum, with one-off set up costs estimated to be in the region of £60K, excluding potential redundancy costs. This option would generate a saving of approximately £96k per annum.
- 3.20 A 6-month extension to the lease is likely to be required to progress a move to SWH in autumn 2017. This will need to be negotiated with the landlord at the earliest possible point, to increase the likelihood of this being achievable.

Summary of Service and Financial implications

	Service implications	Financial implications
Relocating to Dorchester Library & Learning Centre	<p>Opening hours in line with Library, Saturdays included, early closure Weds.</p> <p>Staff reduction/restructure</p> <p>Focus on information provision and ticket sales, but the opportunity to develop and adapt the service according to business need</p> <p>Good public access</p> <p>Premises shared with similar, customer-friendly services</p>	<p>Relocation costs</p> <p>Move can be achieved within the current financial year</p> <p>Savings realised in 2017/18</p>
Relocating to SWH	<p>Opening hours in line with Council offices – Mon-Fri, no Saturday opening</p> <p>Challenge of aligning working practices with Council’s Customer Services, which don’t reflect TIC customer requirements</p> <p>Staff reduction/restructure</p> <p>No retail sales, focus on information provision & ticket</p>	<p>Relocation costs</p> <p>Cost to adapt and redesign SWH reception</p> <p>Extension to existing lease, likely to be at current rental rate (£29K pa)</p> <p>Savings realised in 2018/19</p>

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	sales Less convenient public access	
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4 Expected Benefits

- 4.1 Presenting the above viable option for public consultation, together with the option of closure, would fulfil the commitment made at the time of the engagement survey and offers the general public an opportunity to comment on proposals and future service delivery.
- 4.2 Both relocation options will achieve significant savings on current operating costs (but both will still incur internal recharges).
- 4.3 Whilst similar financial savings would be achievable in both locations, a move to Dorchester Library offers a more customer-friendly environment and an opportunity to be co-located with similar services. It is likely to be a less controversial move and receive more support from users of the service and local businesses.
- 4.4 It is estimated that approximately 50% of Dorchester TIC's customers are local residents and the response to the engagement survey indicates there is strong support in the town for the TIC service. The option of relocating the TIC to the library retains the service in the town centre in a very accessible location, while at the same time reducing costs by sharing premises with similar public services, and is likely to receive a generally positive response.

5 Expected Dis-benefits

- 5.1 It is envisaged that a move to SWH and the loss of Saturday trading, will result in a significant reduction in visitor numbers, potentially up to 50%. A reduction in visitor numbers is also expected if the TIC is relocated to the library, potentially up to 30%. In both locations the loss of retail sales and the location will result in fewer ad-hoc visits by passers-by.
- 5.2 However, WDDC's investment in the development of visitdorset.com, the tourist website for Dorset, which is operated in partnership with other Dorset councils and receives over 2 million visits per annum, is seen as a more efficient and modern way to ensure that visitor information is provided to the widest possible audience and that visitor spend is generated by securing bookings and through the extensive marketing of the area.
- 5.3 The expectation is that whilst moving to South Walks House and therefore continuing to run the service would be promoted by the Council as a positive PR story, the reduction in service level and the contentious location is likely to generate significant bad press and create a reputational risk for the Council.
- 5.4 The timescale for relocation into SWH (i.e. delayed until autumn 2017) presents a significant challenge in terms of staff retention.

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6 Milestone Plan

- 6.1 Following the decision of the August Executive Committee, an 8-week period of public consultation would be undertaken.
- 6.2 Confirmation of the timescales required by Dorset County Council (DCC) is awaited however officer discussions to date do not envisage an issue with a move being possible before the end of the current leasing period. The final agreement of DCC is subject to Committee approval.

7 Financial

- 7.1 The estimated costs and savings (excluding service recharges) based on the current Dorchester TIC net budget of £153,000 per annum for each option are detailed below:

Location	Estimated Cost £	Estimated Approx. Saving £	Notes
Remaining in current premises with increased commercial activity	116,861	36,145	Increased income via rental of display space and upstairs offices, printed material (leaflets) etc; and reduced employee costs based on 2015/16 budget out-turn
South Walks House	56,870	96,130	Likely to incur extension to current lease and service therefore full savings not realised until 2018/19
Dorchester Library	53,700	99,300	Can be implemented by expiry of current lease and efficiencies realised by 2017/18.

- 7.12 It is also anticipated that there will be one off costs associated with the library and South Walks House options of up to £50-£60k. This relates to such items as information technology, equipment, signage, re-decoration of current premises, stock write off and removal/ relocation costs.

- 7.13 In order to implement the above recommendations, the following internal resources will be required:

- Property/legal advice (for leases)
- Human Resources

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- IT
- Communications

8 Major Risks

8.1 The major risks are associated with the option of relocation to SWH and are identified as follows:

- Staff retention
- Reputational damage

8.2 There is limited support for relocation in general from stakeholders.

9 Document History

Revision History	Date of next revision:
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Version Number	Revision date	Previous revision date	Summary of Changes	Changes marked
			What changes have been made since the previous version	Yes/No
V2	12/07/2016	June 16	General update	No
V2.1	15/07/2016	12/07/16	General update including financials	No
V2.2	18/07/2016	15/07/16	General refinement	No
V2.3	22/07/2016	18/07/16	General refinement	No

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Name	Title	Date of Issue	Version

Executive Committee 9 August 2016 Proposals for a Combined Authority for Dorset

For Recommendation To Council

Portfolio Holder

Cllr P Barrowcliff, Corporate

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

S Hill, Strategic Director

Statutory Authority

City and Local Government Devolution Bill

Purpose of Report

- 1 To update members on the progress of establishing a Dorset Combined Authority (DCA), to outline the next steps and to agree the approach for the final approval process.

Officer Recommendations

- 2
 - a) To recommend to Full Council that the council formally joins a Combined Authority (CA) for Dorset once it is established
 - b) To agree delegated authority for the Chief Executive in consultation with the Leader to take a decision on final consent before the final draft Order is laid before Parliament
 - c) To note that no decisions are currently required on the formation of a Growth Unit or any operational support structure for the CA

Reason for Decision

- 3 To agree a decision on the councils membership within a Combined Authority and agree the approach for the final approval process and maintain momentum with the proposed timetable set out in this report.

Background and Reason Decision Needed

- 4 Between October and December last year all nine councils considered a standard report as to whether to support the formation of a Combined Authority for Dorset. All 9 councils agreed to submit a case to government

which includes evidence for the statutory tests (governance and economic reviews, stakeholder consultation, draft scheme – which have been presented previously to each Council and are provided as background papers). Bournemouth Borough Council, Christchurch Borough Council, Dorset County Council, East Dorset District Council, Poole Borough Council and Purbeck District Council also agreed to formally join the Combined Authority once established and agreed delegated authority to the Leader and Chief Executive for approving the final submission. The Dorset Councils Partnership chose not to take these decisions at that time awaiting further information in relation to the scheme and process.

- 5 Since then the draft scheme has been developed further and a draft constitution developed. The functions requested, although reduced from the original TCA vision, will provide Dorset a strong basis on which to pursue any future devolution deals and will also address issues identified in the governance review. For example:
 - Government policy increasingly requires authorities to bid as sub-regions, rather than individual organisations;
 - There are organisations with overlapping mandates;
 - The Growth Board has a number of limitations including no responsibility for strategic transport policies nor any institutional capacity;
 - Despite the integrated nature of economic development within Dorset, there is currently lack of clarity and ambiguity over decision making and there is no single democratically accountable body that oversees economic development transport, with too many bodies whose roles coincide.
- 6 The establishment of a Dorset Combined Authority will address these in that it will provide a legal identity for the Growth Board and will strengthen the collective position by creating a single legal entity and a single voice presenting a shared strategic economic plan and a shared local transport plan for Dorset. Consequently, the DCA would be more effective in presenting the collective case for Dorset in discussions with bodies such as Highways England, the Skills Funding Agency and other Government departments.
- 7 In terms of the decision making process of the DCA, decisions shall be made by a simple majority except on those issues that are considered a 'Reserved Matter' for example, the budget, any changes to the constitution or any changes to the scheme. This ensures that all councils are protected and promotes an environment of consensus building in line with the ethos of a combined authority.
- 8 A consultation on the draft scheme was also carried out during May and June 2016, seeking feedback from a range of stakeholders. 1238 responses to the consultation were received with the vast majority of these from residents (986). In general, the responses showed support for the establishment of a combined authority for Dorset, and support for the proposals within the draft scheme. Although businesses were a small percentage of the overall respondents, those that did respond consistently gave an above average level of support to all questions asked.

- 9 To summarise the results of the consultation:
- The majority of respondents (53%) thought it was likely or highly likely that establishing a Combined Authority would secure more effective and convenient government, improve the provision of transport (48%) and economic development and regeneration in the area (54%)
 - However, (49%) thought it unlikely to improve economic conditions but against the backdrop of the EU referendum, this may have been perceived as outside of Dorset's control
 - There was some concern expressed (44%) that it may have a negative impact upon local identities and communities, however 21% thought it would have no impact and 31% believed it would be positive
 - Over 50% of respondents were in support of the proposed membership and the proposed partnership between councils and the LEP as a representative of the business sector
 - There was highest support (66%) for the proposed objectives of the DCA
 - The majority of respondents (46%) were in support with the proposals set out in the scheme
 - 715 free text comments received
- 10 As well as progressing with the CA, there has been much progress in relation to the unitary debate and devolution. DCLG has been very supportive of the work in Dorset and believe that this combination of two unitaries and a combined authority represents an attractive package with a strong governance model for any future devolution and are keen to support us through this process.
- 11 In terms of next steps the evidence has been submitted to Government and discussions are taking place with DCLG officials to ensure that the Secretary of State has all the information that he requires to make the Order to create the Dorset CA. There are risks even at this stage that might cause the Dorset CA to be delayed or not to come into existence – a requirement for further consultation (unlikely, but still a risk until the draft Order has been issued); one or more councils may object to the terms of the draft Order; or Parliament may reject the Order as not satisfying the statutory tests. However, it is important to maintain momentum in line with the timetable suggested by DCLG on the following page.

Dorset Combined Authority															
		2016										2017			
Task	End Date	April	May	June	July	August	Sept	Oct	Nov	Dec	Q1	Q2	Q3	Q4	
Scheme published and consultation open	17/06/2016		█	█											
Parliamentary recess (Whitsun/EU Referendum)	27/06/2016		█	█											
Produce summary and submit evidence	29/07/2016			█	█	█									
Agree Statutory Officers	25/07/2016			█	█										
Advice to HA	11/07/2016			█	█										
Parliamentary recess (Summer)	05/09/2016				█	█	█	█							
Draft Order to JCSI	14/10/2016						█	█	█						
Parliamentary recess (Party Conferences)	10/10/2016						█	█	█						
Advice to Ministers to lay draft Order	30/10/2016							█	█						
CLG seek consent from Constituent Councils	30/10/2016							█	█						
Lay draft Order	14/11/2016							█	█						
Parliamentary recess (Autumn)	08/11/2016							█	█	█					
Draft Order debated in both houses	19/12/2016									█					
DCA established	late Dec									█					

DCA

- 12 The key milestone for councils within this process is the week commencing 24 October when DCLG will seek consent from all constituent councils to lay the draft Order. We have been advised that the process for doing this will be a written request to those with delegated authority, in the case of the six other constituent councils – the Leader and Chief Executive. In order to progress in a timely manner it is important for the Dorset Councils Partnership to be in the same position.
- 13 DCLG has been very supportive of the work in Dorset and believe that this combination of two unitaries and a combined authority represents an attractive package with a strong governance model for any future devolution and are keen to support us through this process. For the tri-councils to agree to their formal membership within the DCA once established will send a clear message to Government and the Secretary of State of Dorset's continued strong partnership approach and our ambitions for delivering Dorset's economic potential.

Implications

Corporate Plan

14. The proposed Dorset Combined Authority is intended to positively impact on all of the Council's corporate plan priorities but perhaps most of all, the priority Build / Contribute to a Stronger Local Economy.

Financial

15. None at this stage. Costs are being met by TCA funding. The draft scheme refers to future cost sharing, for West Dorset District Council the contribution according to the formula recommended by Dorset Finance Officers Group is £19,890. Developing the budget timetable for the CA is a task for the finance officer lead and further information will be provided as soon as available.

Equalities

16. None at this stage. The establishment of a CA is proposed on the basis that it will offer the best possible chance of securing significant and lasting improvements in economic development, regeneration and transport for the benefit of all Dorset residents.

Environmental

17. None at this stage. As the draft scheme sets out Members will act in the best interests of the DCA Area taking into account all relevant matters and advice.

Economic Development

18. The governance review concludes that the creation of a Dorset Combined Authority, with the alignment of accountability, governance and

geographies for economic development, regeneration and transport would provide Dorset with the best possible chance of securing significant and lasting improvements in economic development, regeneration and transport.

Risk Management (including Health & Safety)

19. If councils decide not to join the Combined Authority there is a risk of losing out on future funding opportunities through devolution and the opportunity to influence at a regional and national level.
20. Although the Secretary of State advocates for the membership of a Combined Authority to be agreed by consensus there is the potential for membership to be imposed regardless of individual council's opinion.

Human Resources

21. None at this stage. Any future proposals that may affect staff will be subject to consultation at an appropriate time.

Consultation and Engagement

22. Stakeholders have been consulted on two occasions during this process (Feb / May 2015 and May / June 2016) and expressed support for the establishment of a CA.

Appendices

23. None.

Background Papers

24. Dorset Leaders' Growth Board: Review of Economic Evidence
Dorset Leaders' Growth Board: Governance Review
Draft Scheme for a Dorset Combined Authority
Schedule 1: Scheme of Delegation

Footnote

25. Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

Report Author: Stephen Hill

Telephone: 01305 838037

Email: shill@dorset.gov.uk

Executive Committee 9 August 2016 Business Review – Quarter 1 2016/17

For Decision

Portfolio holder

Corporate – Cllr Peter Barrowcliff

Senior Leadership Team Contact:

J Vaughan, Strategic Director

Report Author:

Christian Evans – Financial Performance Manager

Statutory Authority

The accounts must be approved by the Chief Finance Officer by 30th June and the Audit & Governance Committee by 30th September each year.

1. Purpose of Report

- 1.1 To provide the strategic overview of the Council's performance, risk, revenue and capital expenditure and income as at the end of June 2016, and the projected outturn for the 2016/17 financial year.

2. Officer Recommendations

That members:-

- 2.1 (a) Note the latest position and the projected outturn for the year in respect of the 2016/17 revenue and capital budgets

3. Reason for Decision

- 3.1 The report contains the strategic position of the Council's finances combined with Corporate Performance statistics. Members have a responsibility under the Local Government Act to regularly review the Council's financial position and this report fulfils this requirement.

4. Background and Reason Decision Needed

- 4.1 The budgets shown in Appendix 2 are 'controllable costs'. This is expenditure / income where the Heads of Service has influence. Capital charges (depreciation) and service charges are not shown. A comparison of the profiled budget against the actual expenditure and income to date has been made by the budget holders with assistance from Financial

Services. The budget holder has then made an assessment of the likely outturn for the financial year, which has been compared to the budget to identify any potential outturn variances. If there is a projected variance, then the budget holder has to provide a comment explaining the reason and outline what corrective action is being taken.

5. Report

- 5.1 The predicted outturn on the revenue budget monitoring report is estimated to show a £80,234 favourable variance. This is a total variance of 1% against the 2016/17 budget requirement of £9,825,922.
- 5.2 The predicted overall scheme variance showing on the Capital Budget Monitoring appendix 3 is £452,293 favourable against a total scheme budget of £32,940,500.
- 5.3 Appendix 1 shows the current predicted revenue budget variances for each of the Council's services in graph format.
- 5.4 Appendix 2 sets out for each service, the significant favourable and adverse revenue variances projected for the year, together with the budget holder's comments and actions being taken to address them. It also provides an assessment of the key performance areas for each service and operational risks. All high risks are shown in greater detail.
- 5.5 Appendix 3 shows the latest capital budget monitoring position.
- 5.6 Appendix 4 provides the current treasury management position compared to the position at 31 March 2016. It shows the average interest rates achieved both on the debt and investments of the Council and their total values.

6. Corporate Plan

- 6.1 Finance currently appears under the Performance aim as being a well managed Council.

7. Financial Implications

- 7.1 The projected favourable variance of £80,234 against the revenue budget would increase the level of the General Reserve.

8. Risk Management (including Health & Safety)

- 8.1 High and very high risks are reported in detail in Appendix 2. Service risk registers can be found in the Councils performance system (QPR).
- 8.2 There is a risk the Council will overspend its budget for the year.

9. Appendices

- 9.1 Appendix 1 – Graph showing the predicted outturn position of the twelve services
- Appendix 2 – Overall service reviews of the revenue, performance & risk
- Appendix 3 – Capital budget monitoring
- Appendix 4 – Treasury management update

10. Background Papers

- 10.1 The Council's financial information system
- 10.2 The Council's corporate performance system (QPR)

11. Footnote

- 11.1 Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

Report Author: Christian Evans – Financial Performance Manager

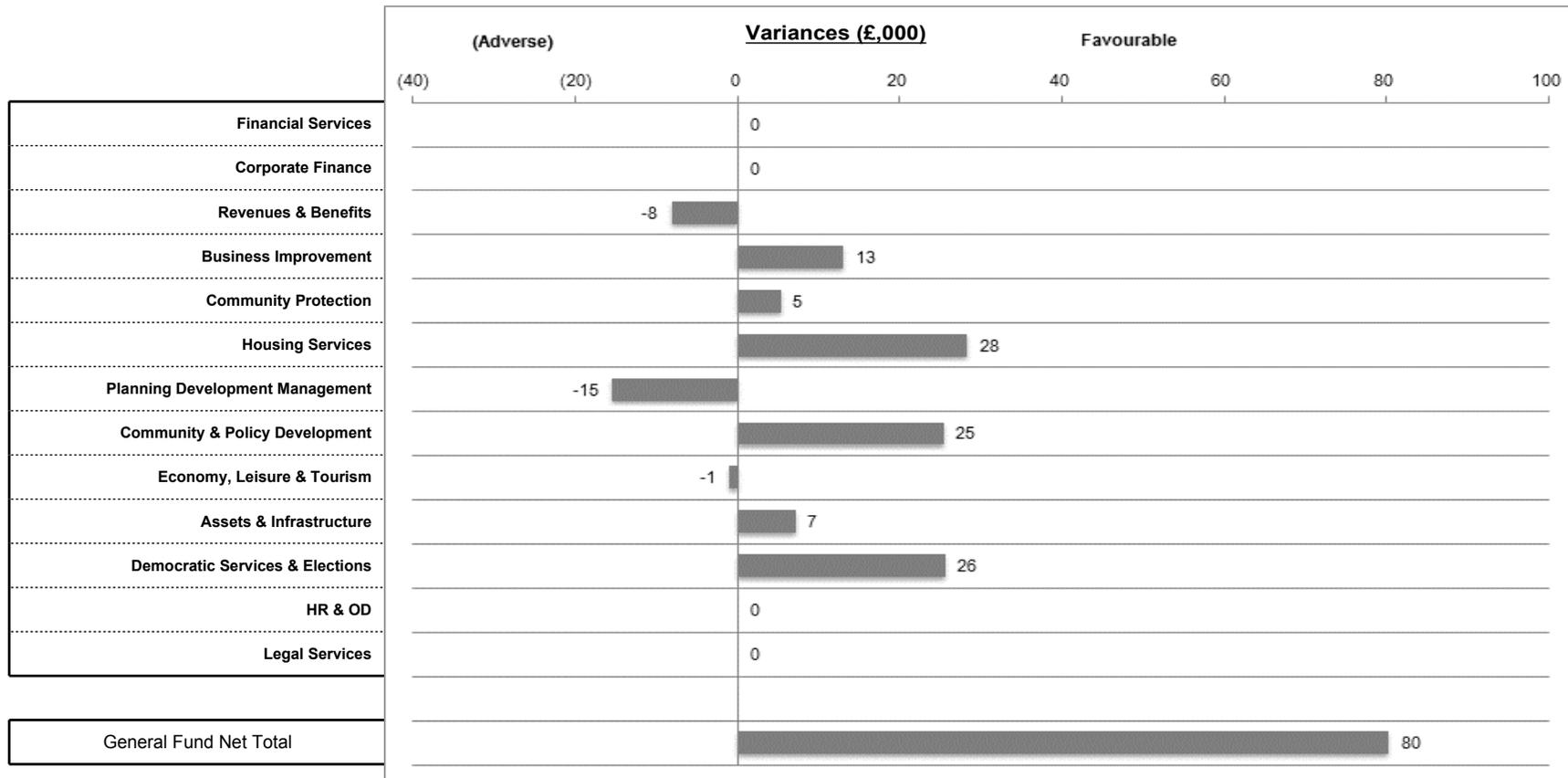
Telephone: 01305 838312

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WDDC Budget Monitoring - Quarter 1 2016/17

Appendix 1



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Business Review

West Dorset District Council

Period: Quarter 1 (April to June 2016)

Service	Prediction (£)	Head of Service/ Corporate Manager	Page Number
Financial Services	0	Julie Strange	2-4
Revenues & Benefits	8,097 (A)	Stuart Dawson	5-7
Business Improvement	13,000 (F)	Penny Mell	8-11
Community Protection	5,368 (F)	Graham Duggan	12-15
Housing	28,300 (F)	Clive Milone	16-19
Planning Development Management & Building Control	15,491 (A)	Jean Marshall	20-26
Community & Policy Development	25,410 (F)	Hilary Jordan	27-29
Economy, Leisure & Tourism	989 (A)	Nick Thornley	30-31
Assets & Infrastructure	7,158 (F)	David Brown	32-35
Democratic Services & Elections	25,575 (F)	Jacqui Andrews	36
Human Resources & Organisational Development	0	Bobbie Bragg	37
Legal Services	0	Robert Firth	38

Overall predicted variance	80,234 (F)		
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(F) = Favourable variance prediction

(A) = Adverse variance prediction

(Accountancy, Audit, Exchequer, Corporate Planning & Performance, Corporate Finance, Corporate Procurement, Risk Management and Insurance)

Executive Portfolio Holder – **Cllr Peter Barrowcliff**

Revenue summary – Financial Services

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	505,144	This budget is currently predicted to be on target
Supplies & Services	154,641	
Transport	2,257	
Net expenditure	662,042	
Q1 Predicted variance	0	

Revenue summary – Corporate Finance

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / action
Employees	940,542	This budget is currently predicted to be on target
Premises	(200,183)	
Supplies & Services	1,137,760	
Transport	1,974	
Interest	(581,016)	
Income	(5,660,863)	
Grants	(6,368,924)	
Net expenditure	(10,730,710)	
Q1 Predicted variance	0	

Key performance data

Percentage of creditor payments by BACS					Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q1 2016/17 Actual	91.81%	⚠	99.95%	✔	99.89%	✔
Q1 2016/17 Target	95%		95%		95%	
FY 2016/17 Target	95%		95%		95%	
FY 2015/16 Actual	90.62%		99.85%		99.83%	

[NDDC] 650 out of the 708 creditor payments have been made by BACS during Q1.

[WDDC] 1,985 out of the 1,986 creditor payments have been made by BACS during Q1.

[WPBC] 1,884 out of the 1,886 creditor payments have been made by BACS during Q1.

Quarter	NDDC	WDDC	WPBC
Q2 15/16	90.51	99.90	99.85
Q3 15/16	91.85	99.90	99.90
Q4 15/16	94.65	99.94	99.95
Q1 16/17	91.81	99.95	99.89

Percentage of non-disputed invoices paid within 30 calendar days (creditor payments)					Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q1 2016/17 Actual	99.62%	✔	88.37%	✘	92.05%	⚠
Q1 2016/17 Target	95%		95%		95%	
FY 2016/17 Target	95%		95%		95%	
FY 2015/16 Actual	98.87%		87.20%		94.53%	

Comments:

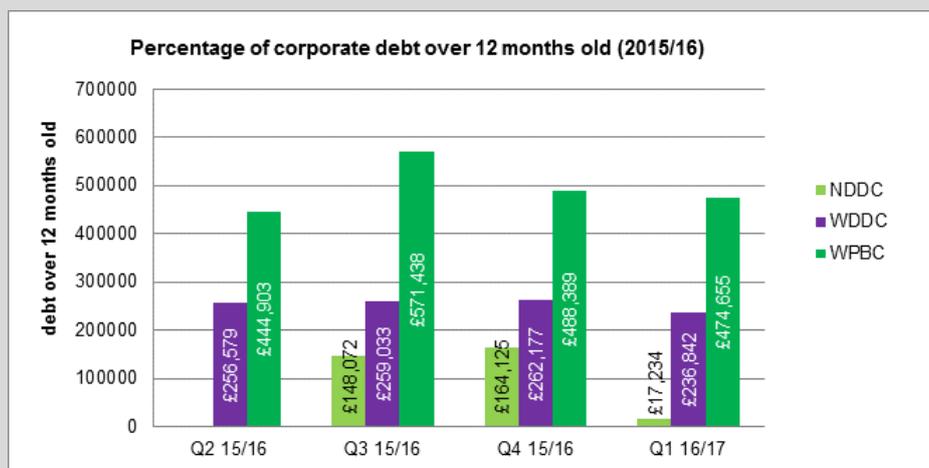
[NDDC] 793 out of 796 non-disputed invoices to date were paid within 30 days during Q1.

[WDDC] 1,755 out of 1,986 non-disputed invoices to date were paid within 30 days during Q1. Of the 231 invoices paid outside of 30 days 139 were processed by Property Services, 50 by Parking Services and 19 by Tourism & Events.

[WPBC] 1,736 out of 1,886 non-disputed invoices to date were paid within 30 days during Q1.

Quarter	NDDC	WDDC	WPBC
Q2 15/16	98.38	89.00	94.75
Q3 15/16	99.21	92.21	94.33
Q4 15/16	98.53	79.44	92.81
Q1 16/17	99.62	88.37	92.05

Corporate debt over 12 months old			Aim	↓
Authority	North Dorset	West Dorset	Weymouth & Portland	
Q1 2016/17 Actual	£17,234	£236,842	£474,655	



Corporate Service Debt over 12 mths	
[NDDC] Housing (79.12%), Other Services (20.88%).	[NDDC] £17,234 of debt owed is over 12 months old, out of a total of £195,542.
[WDDC] Property Services (60.05%), Housing Services (26.09%), All other Services (13.86%).	[WDDC] £236,842 of debt owed is over 12 months old, out of a total of £1,120,758.
[WPBC] Housing Services (77.55%), Property Services (10.91%), All other Services (11.54%).	[WPBC] £474,655 of debt owed is over 12 months old, out of a total of £2,413,214.

Overall General Fund predicted variances per Quarter (Favourable/Adverse)			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q1 2016/17 Actual	121,779 (F)	80,234 (F)	101,607 (A)

Key risk areas

7 Service operational risks have been identified for Financial Services:-

Very High Risks	0
High Risks	0
Medium Risks	1
Low Risks	6

Revenues & Benefits

Head of Service – Stuart Dawson

(Council Tax, Business Rates, Housing Benefit, Fraud)

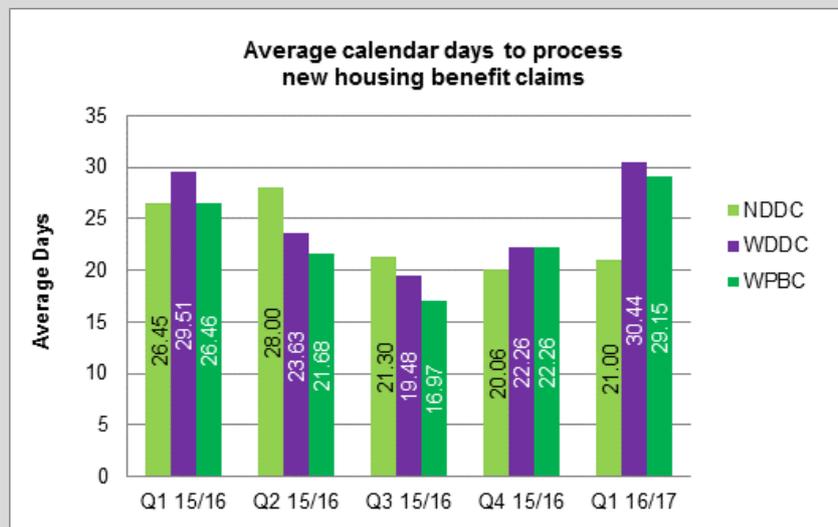
Executive Portfolio Holder – Cllr Peter Barrowcliff

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	1,332,945	There is likely to be a shortfall in the corresponding subsidy against rent allowances paid.
Transport	24,015	
Supplies & Services	396,512	
Payments to clients	30,750,000	
Income	(31,883,585)	
Net expenditure	619,887	
Q1 Predicted variance	8,097 (A)	

Key performance data

Average calendar days to process new housing benefit claims				Aim	↓
Authority	North Dorset	West Dorset	Weymouth & Portland		
Q1 2016/17 Actual	21 days	30 days	29 days		
Q1 2016/17 Target	19 days	18 days	18 days		✘
FY 2016/17 Target	19 days	18 days	18 days		✘
FY 2015/16 Actual	23.50 Days	23.84 Days	21.91 Days		



Comments:[NDDC] HB New Claims processed – 200 Process stats 21.76 days

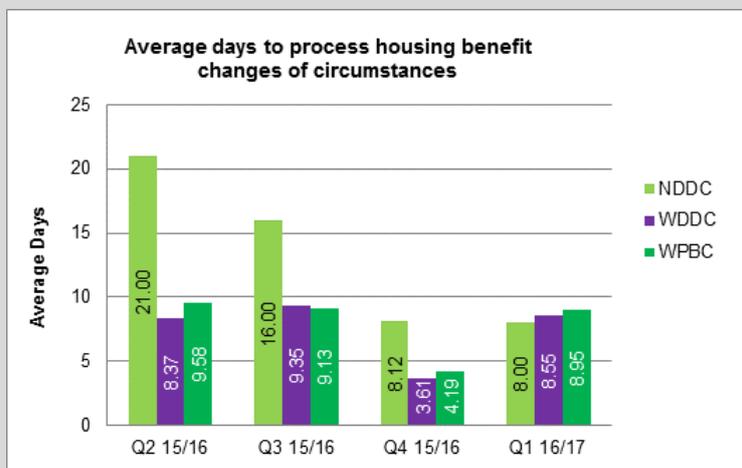
[WDDC/WPBC] The processing of HB claims has been affected by the issue of the Council Tax bills and annual uprating of benefit entitlement. This has resulted in an increase in workloads and consequently a backlog exists. The partnership has employed external resources (Capita), funded by the new burdens funding, to process new claims and it is confident that the backlog will be cleared during July 2016.

654 new claims processed during this period. (WDDC = 317 WPBC = 337)

Targets will be reviewed by the partnership board later in the year (next meeting October 16)

For benefits it is Housing Benefit data only which has been supplied for WDDC/WPBC & NDDC

Average days to process housing benefit changes of circumstances				Aim	↓
Authority	North Dorset		West Dorset		Weymouth & Portland
Q1 2016/17 Actual	8 days	✔	9 days	✘	9 days
Q1 2016/17 Target	10 days		7 days		7 days
FY 2016/17 Target	10 days		7 days		7 days
FY 2015/16 Actual	13.06 Days		6.82 Days		7.38 Days



Comments:

[NDDC] HB Change Events processed – 2,294 Process stats 8.19 days

[WDDC/WPBC] The processing of HB claims has been affected by the issue of the Council Tax bills and annual uprating of benefit entitlement. This has resulted in an increase in workloads and consequently a backlog exists. The partnership has employed external resources (Capita), funded by the new burdens funding, to process change of circumstances and it is confident that the backlog will be cleared during July 2016.

9,536 change of circumstances processed during this period. (WDDC = 4,453 WPBC = 5,083)
Targets will be reviewed by the partnership board later in the year (next meeting October 16)

For quarter 1, 2015/16 WDDC performance = 9.91 days and WPBC = 10.19 days.

Number of Housing Benefit New Claims and Changes			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q1 2016/17 Actual	2,494	4,770	5,420
Q4 2015/16 Actual	n/a	7,965	8,246
Q3 2015/16 Actual	n/a	3,083	3,432
Q2 2015/16 Actual	n/a	3,814	4,118
Q1 2015/16 Actual	n/a	4,348	4,508

Percentage of Council Tax collected (cumulative)				Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland
Q1 2016/17 Actual	29.83%	⚠	30.47%	✔	29.33%
Q1 2016/17 Target	29.97%		30.27%		29.09%
FY 2016/17 Target	98.10%		98.16%		96.30%
FY 2015/16 Actual	98.10%		98.16%		96.30%

Comment:

[NDDC] 29.83% = £13,687,584 collected out of £45,885,296 as at 30/06/16

[WDDC] 30.47% = £22,197,043 collected out of £72,848,845 as at 30/06/16.

[WPBC] 29.33% = £11,339,085 collected out of £38,660,365 as at 30/06/16.

Please note this KPI is cumulative throughout the year.

Quarter	NDDC	WDDC	WPBC
Q2 15/16	57.74	58.61	57.19
Q3 15/16	85.91	87.42	85.26
Q4 15/16	98.10	98.16	96.30
Q1 16/17	29.83	30.47	29.33

Percentage of Business Rates collected (cumulative)				Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland
Q1 2016/17 Actual	33.32%	✔	32.17%	✔	31.95%
Q1 2016/17 Target	33.29%		31.56%		30.65%
FY 2016/17 Target	97.65%		97.78%		97.64%
FY 2015/16 Actual	97.65%		97.78%		97.64%

Comments:

[NDDC] 33.32% = £4,827,142 collected out of £14,487,220 as at 30/06/2016

[WDDC] 32.17% = £10,258,186 collected out of £31,887,429 as at 30/06/16.

[WPBC] 31.95% = £5,855,352 collected out of £18,326,610 as at 30/06/16.

Please note this KPI is cumulative throughout the year.

Quarter	NDDC	WDDC	WPBC
Q2 15/16	58.10	58.19	56.48
Q3 15/16	84.71	85.94	86.15
Q4 15/16	97.65	97.78	97.64
Q1 16/17	33.32	32.17	31.95

Key risk areas

6 Service operational risks have been identified for Revenues & Benefits:-

Very High Risks	0
High Risks	0
Medium Risks	0
Low Risks	6

(Change Management implementation, Business Transformation, Customer Services, Communications, dorsetforyou.com, Graphic design & Printing, Consultation, IT Support, IT Development)

Executive Portfolio Holders – Cllr Peter Barrowcliff, Cllr Alan Thacker

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	1,146,404	A saving of £13,000 will be achieved as a result of producing only one edition of the guide to services, and channel shift away from producing paper versions of the guide.
Premises	5,555	
Transport	3,383	
Supplies & Services	975,540	
Income	(406,558)	
Net expenditure	1,724,324	
Q1 Predicted variance	13,000 (F)	

Key performance data

Percentage of telephone calls answered by a Customer Services Advisor				Aim	↑
Authority	North Dorset		West Dorset	Weymouth & Portland	
Q1 2016/17 Actual	93%	✔	85%	88%	⚠
Q1 2016/17 Target	92%		92%	92%	
FY 2016/17 Target	92%		92%	92%	
FY 2015/16 Actual	n/a		93.32%	89.05%	

Comments:

[NDDC] 4789 out of the 5100 calls made were answered by a Customer Advisor during Q1.

[WDDC] 10934 out of the 12802 calls made were answered by a Customer Advisor during Q1.

As part of the Service Review, we put in place arrangements to monitor demand and keep resource requirements under review. The last two quarters have been busy for the team following the move from North Quay to Commercial Road. The Team are successfully adopting to new ways of working, however, we have experienced some periods staff sickness absence. The Team Leader and Service Manager are taking a number of actions. This includes extending the call centre to our staff (Corporate Support Team) based at Nordon and filling an outstanding vacancy. Additional staff are also being recruited to the Contact Centre casual bank and, once training is complete, will also help to improve performance.

[WPBC] 10248 out of the 11607 calls made were answered by a Customer Advisor during Q1.

Quarter	NDDC	WDDC	WPBC
Q2 15/16	99.34	95.37	87.08
Q3 15/16	95.46	87.57	87.57
Q4 15/16	89.22	90.14	92.30
Q1 16/17	93.90	85.40	88.30

Number of phone calls received by Customer Services			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q1 2016/17 Actual	5,100	12,802	11,607
Q4 2015/16 Actual	5,501	10,164	8,752
Q3 2015/16 Actual	n/a	9,580	10,545
Q2 2015/16 Actual	10,057	11,404	14,612
Q1 2015/16 Actual	7,237	13,283	18,058

Percentage of telephone calls abandoned			Aim	↓
Authority	North Dorset	West Dorset	Weymouth & Portland	
Q1 2016/17 Actual	3%	12%	8%	
Q1 2016/17 Target	6%	6%	6%	
FY 2016/17 Target	6%	6%	6%	
FY 2015/16 Actual	n/a	5.43%	3.57%	



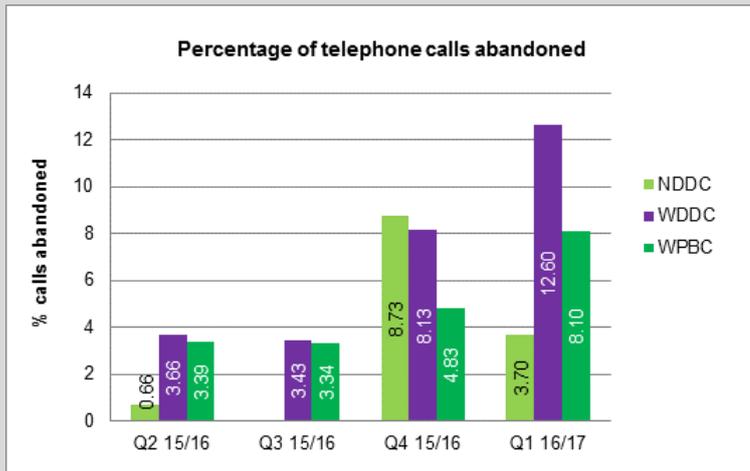
Comments:

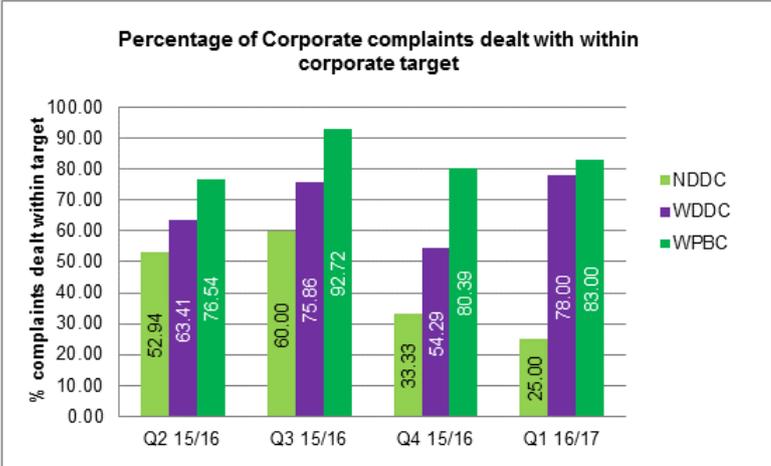
[NDDC] 188 out of the 5100 calls made were abandoned during Q1.

[WDDC] 1610 out of the 12802 calls made were abandoned during Q1.

[WPBC] 936 out of the 11607 calls made were abandoned during Q1.

As part of the service review, we have in place arrangements to monitor demand and keep resource requirements under review. The Team has experienced some periods of staff sickness, however, we are increasing resilience in recruiting for an outstanding vacancy, extending the call centre to the Corporate Support Team based at Nordon and recruiting additional staff to the Casual Bank. We are in discussions regarding a queue notification system to enhance customer experience, so our callers know what position they are in the queue.



Percentage of Corporate complaints dealt with within Corporate target (Stage 1: 10 working days, Stage 2 and 3: 15 working days)				Aim	↑																				
Authority	North Dorset	West Dorset	Weymouth & Portland																						
Q1 2016/17 Actual	25%	78%	83%	  																					
Q1 2016/17 Target	85%	80%	80%																						
FY 2016/17 Target	85%	80%	80%																						
FY 2015/16 Actual	n/a	66.22%	81.86%																						
<p>Comments:</p> <p>[NDDC] 2 out of the 8 corporate complaints (Excl DCC complaints) dealt with within Q1 were completed within corporate targets. We are currently converging the NDDC complaints database with the WDDC and WPBC databases, to ensure greater consistency in the way data is processed across the three councils. The majority of complaints NDDC receive do not relate to the district council and are county matters. NDDC received 8 complaints in the last quarter. Two of those missed the target response period, by just a few days.</p> <p>[WDDC] 29 out of the 37 corporate complaints dealt with within Q1 were completed within corporate targets.</p> <p>[WPBC] 45 out of the 54 corporate complaints dealt with within Q1 were completed within corporate targets. We are currently reviewing the corporate complaints procedure for Dorset Councils Partnership, as the recording of data varies across the three councils. Actions being taken by the service include streamlining our complaints procedure and introducing a more efficient records management system.</p>																									
<p style="text-align: center;">Percentage of Corporate complaints dealt with within corporate target</p>  <table border="1"> <caption>Data for Percentage of Corporate complaints dealt with within corporate target</caption> <thead> <tr> <th>Quarter</th> <th>NDDC</th> <th>WDDC</th> <th>WPBC</th> </tr> </thead> <tbody> <tr> <td>Q2 15/16</td> <td>52.94</td> <td>63.41</td> <td>76.54</td> </tr> <tr> <td>Q3 15/16</td> <td>60.00</td> <td>75.86</td> <td>92.72</td> </tr> <tr> <td>Q4 15/16</td> <td>33.33</td> <td>54.29</td> <td>80.39</td> </tr> <tr> <td>Q1 16/17</td> <td>25.00</td> <td>78.00</td> <td>83.00</td> </tr> </tbody> </table>						Quarter	NDDC	WDDC	WPBC	Q2 15/16	52.94	63.41	76.54	Q3 15/16	60.00	75.86	92.72	Q4 15/16	33.33	54.29	80.39	Q1 16/17	25.00	78.00	83.00
Quarter	NDDC	WDDC	WPBC																						
Q2 15/16	52.94	63.41	76.54																						
Q3 15/16	60.00	75.86	92.72																						
Q4 15/16	33.33	54.29	80.39																						
Q1 16/17	25.00	78.00	83.00																						

Key risk areas

23 Service operational risks have been identified for Business Improvement:-

Very High Risks	0
High Risks	3
Medium Risks	6
Low Risks	14

BT01 – Stronger Together team capacity and capability is inadequate to manage and implement change programme with learning from change programmes not reviewed and shared				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	4	As service business requirements are identified and defined, additional temporary resources to be procured where necessary to effectively deliver change. Skills matrix to identify current skillset against desired competencies, personal and team development plans to inform training programme. Ensure approach to achievements and lessons learnt is carried through during life and end of programme.	Impact	3
Likelihood	4		Likelihood	3
Risk Score	16		Risk Score	9
Risk Rating	HIGH		Risk Rating	MEDIUM

Loss of IT Network & Systems				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	5	Implement local recovery centre. Test Disaster Recovery/Business Continuity plan at least annually. Ensure restoration priorities are established and understood by the organisation. Services to have local fail over arrangements.	Impact	2
Likelihood	2		Likelihood	2
Risk Score	10		Risk Score	4
Risk Rating	HIGH		Risk Rating	LOW

Loss or disruption or interception of electronic data				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	5	Implement appropriate controls across the Partnership.	Impact	3
Likelihood	3		Likelihood	1
Risk Score	15		Risk Score	3
Risk Rating	HIGH		Risk Rating	LOW

(Environmental Health, Licensing, Community Safety, CCTV, Parks & Open Spaces, Waste & Cleansing – Client role)

Executive Portfolio Holder – **Cllr Alan Thacker**

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	631,557	Management of vacancies (vacant post - Technical Officer position) will achieve a £12,000 saving, however there will be a reduction in income due to less food safety training courses taking place as businesses switch to the on-line provision.
Premises	26,318	
Transport	19,701	
Supplies & Services	3,206,141	
Payments to clients	4,565	
Income	(236,379)	
Net expenditure	3,651,903	
Q1 Predicted variance	5,368 (F)	

Key performance data

Percentage of catering premises achieving high levels of food hygiene (rated 4 or 5)				Aim	↑
Authority	North Dorset	West Dorset	Weymouth & Portland		
Q1 2016/17 Actual	91%	96%	96%		
Q1 2016/17 Target	90%	90%	90%	✓	✓
FY 2016/17 Target	90%	90%	90%		
FY 2015/16 Actual	90.87%	95.97%	96.49%		

[NDDC] 401 out of 439 catering premises are rated 4 or 5 under the National Food Hygiene Rating Scheme i.e. 91.34%.

[WDDC] 977 out of 1,018 catering premises are rated 4 or 5 under the National Food Hygiene Rating Scheme.

[WPBC] 425 out of 441 catering premises are rated 4 or 5 under the National Food Hygiene Rating Scheme.

Good standards in most of our catering premises. There is a targeted campaign on 'poor performers' which is yielding results.

Percentage of catering premises achieving high levels of food hygiene

Quarter	NDDC	WDDC	WPBC
Q2 15/16	86.00	94.30	93.01
Q3 15/16	88.68	95.47	95.67
Q4 15/16	90.87	95.97	96.49
Q1 16/17	91.34	95.97	96.37

Percentage of Public Health service requests responded to within 3 working days					Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q1 2016/17 Actual	Awaiting data	n/a	99%	✔	97%	✔
Q1 2016/17 Target	95%		95%		95%	
FY 2016/17 Target	95%		95%		95%	
FY 2015/16 Actual	100.00%		97.64%		97.28%	

[NDDC] Awaiting Q1 data (anticipated to be on target). Examples of generic Public Health service requests and enquiries are: Noise related (the majority of requests relate to noise), dog barking, pest control, smoke pollution, contaminated land, sewage & reports of odours.

[WDDC] 619 out of 626 Public Health service requests were responded to within 3 working days during Q1.

[WPBC] 473 out of 488 Public Health service requests were responded to within 3 working days during Q1.

Good performance. There is a peak in demand during the summer and so the Q2 results may dip.

Quarter	NDDC	WDDC	WPBC
Q2 15/16	100.00	96.85	98.00
Q3 15/16	100.00	99.28	97.35
Q4 15/16	100.00	96.21	97.18
Q1 16/17	-	96.88	96.93

Kilograms of household waste (landfill and recycling) collected per household (cumulative)					Aim	↓
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q1 2016/17 Actual	Awaiting data	✘	Awaiting data	✔	Awaiting data	✔
Q1 2016/17 Target	155Kg/hh		155Kg/hh		155Kg/hh	
FY 2016/17 Target	620Kg/hh		620Kg/hh		620Kg/hh	
FY 2015/16 Actual	692Kg/hh		605Kg/hh		612Kg/hh	
FY 2015/16 Target	620Kg/hh		620Kg/hh		620Kg/hh	
FY 2014/15 Actual	n/a		641Kg/hh		570Kg/hh	

Comments: Please note this KPI is cumulative throughout the year.

2015/16 outturn data used as it is the latest available from DWP.

Note that the 2015/16 target for W&P was more challenging than that of West Dorset. Targets have been revised for 2016/17 to be in line with the single DWP target of 620Kg/hh and will be reported in Q2 when fresh DWP data is available.

Quarter	NDDC	WDDC	WPBC
Q2 15/16	351.00	307.00	306.00
Q3 15/16	524.00	455.00	461.00
Q4 15/16	692.00	605.00	612.00
Q1 16/17	-	-	-

Kilograms of residual (landfill) household waste per household (cumulative)				Aim	↓
Authority	North Dorset		West Dorset		Weymouth & Portland
Q1 2016/17 Actual	Awaiting data		Awaiting data		Awaiting data
Q1 2016/17 Target	104Kg/hh		104Kg/hh		104Kg/hh
FY 2016/17 Target	415Kg/hh	✔	415Kg/hh	✔	415Kg/hh
FY 2015/16 Actual	281Kg/hh		276Kg/hh		298Kg/hh
FY 2015/16 Target	415Kg		340Kg		310Kg
FY 2014/15 Actual	280.46Kg		345.38Kg		317.67Kg

Comments: Please note this KPI is cumulative throughout the year.

2015/16 outturn data used as it is the latest available from DWP.

Performance demonstrates the success of the 'Recycle for Dorset' collection service, reducing landfill disposal costs.

Quarter	NDDC	WDDC	WPBC
Q2 15/16	141.52	149.83	149.73
Q3 15/16	209.45	203.77	226.45
Q4 15/16	281.13	275.92	298.21
Q1 16/17	-	-	-

Percentage of household waste sent to re-use, recycling and composting				Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland
Q1 2016/17 Actual	Awaiting data		Awaiting data		Awaiting data
Q1 2016/17 Target	60%		60%		60%
Q4 2015/16 Actual	57%	⚠	52%	✔	52%
Q4 2015/16 Target	60%		50%		50%
FY 2015/16 Actual	59%		54%		51%
FY 2015/16 Target	60%		50%		50%
FY 2014/15 Actual	59.21%		52.98%		53%

Comments:

2015/16 outturn data used as it is the latest available from DWP.

Recycling rates are amongst the best in the UK. DWP is refreshing its recycling campaign in areas where performance has slipped over time (eastern Dorset).

Quarter	NDDC	WDDC	WPBC
Q2 15/16	58.47	51.35	50.94
Q3 15/16	60.56	63.58	50.44
Q4 15/16	57.39	51.73	52.56
Q1 16/17	-	-	-

Number of missed household waste collections			Aim	↓
Authority	North Dorset	West Dorset	Weymouth & Portland	
Q1 2016/17 Actual	Awaiting data	Awaiting data	Awaiting data	
Q4 2015/16 Actual	642	1,208	1,485	
Q3 2015/16 Actual	579	1,660	1,517	
Q2 2015/16 Actual	548	992	3,240	
Q1 2015/16 Actual	674	1,072	3,410	
Comments: 2015/16 outturn data used as it is the latest available from DWP. Significant improvement in Weymouth & Portland. All DCP councils comparable to other partners.				

Key risk areas

4 Service operational risks have been identified for Community Protection:-

Very High Risks	0
High Risks	0
Medium Risks	2
Low Risks	2

(Strategic Housing, Homelessness Prevention, Housing Advice & Support, Housing Allocation, Private Sector Housing, Empty Homes, Home Improvement Agency, Supported Housing)

Executive Portfolio Holder – Cllr Timothy Yarker

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	660,418	Vacancy management will lead to savings of £18,500. Contributions to the Wessex loans pot are less than anticipated.
Premises	30,300	
Transport	7,048	
Supplies & Services	259,038	
Income	(114,100)	
Net expenditure	842,704	
Q1 Predicted variance	28,300 (F)	

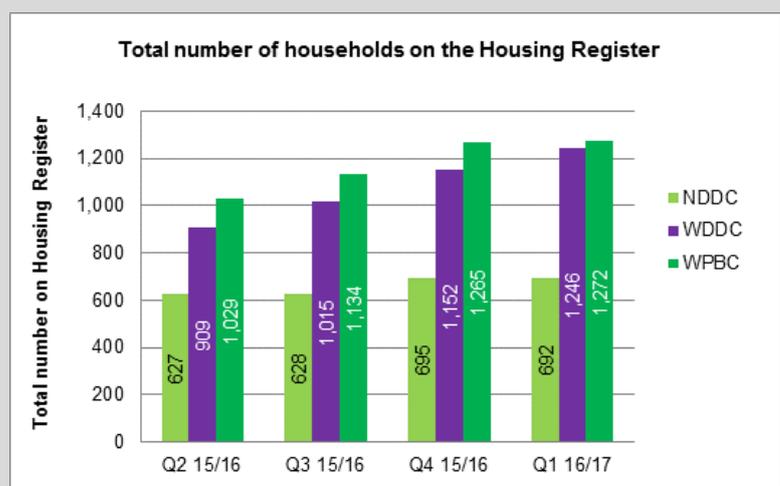
Key performance data

Total number of households on the Housing Register			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q1 2016/17 Actual	692	1,246	1,272
Q4 2015/16 Actual	695	1,152	1,265
Q3 2015/16 Actual	628	1,015	1,134
Q2 2015/16 Actual	627	909	1,029
Q1 2015/16 Actual	636	713	805

Comment:

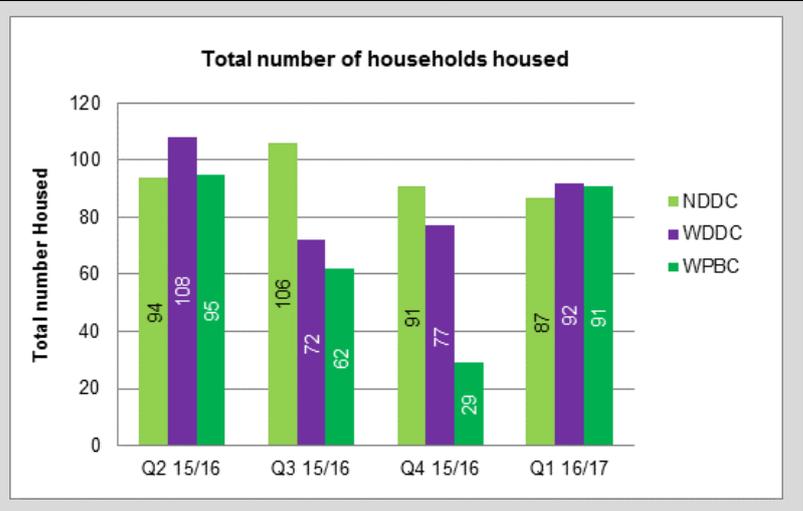
[NDDC] The numbers on the register have increased slightly over the year from 636 in the first quarter 2015/16 to circa 690 in the fourth quarter 2015/16 & remained at a similar level for the first quarter of 2016/17. The increase occurred during the 4th quarter 2015/16 when we received 344 applications which is a large increase in applicants and explains the increase on the register.

[WDDC/WPBC] The number of households on the housing register has been gradually increasing for the last year, and regular annual reviews of existing applicants have now being implemented. We expect some removals due to changes in circumstances, failure to register etc. to balance new applications which should result in a more settled register in the future, with numbers stabilising. However, this, like the other indicators reported here, is difficult to predict and influence.



Total number of households housed in Housing Associated stock			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q1 2016/17 Actual	87	92	91
Q4 2015/16 Actual	91	77	29
Q3 2015/16 Actual	106	72	62
Q2 2015/16 Actual	94	108	95
Q1 2015/16 Actual	80	127	52

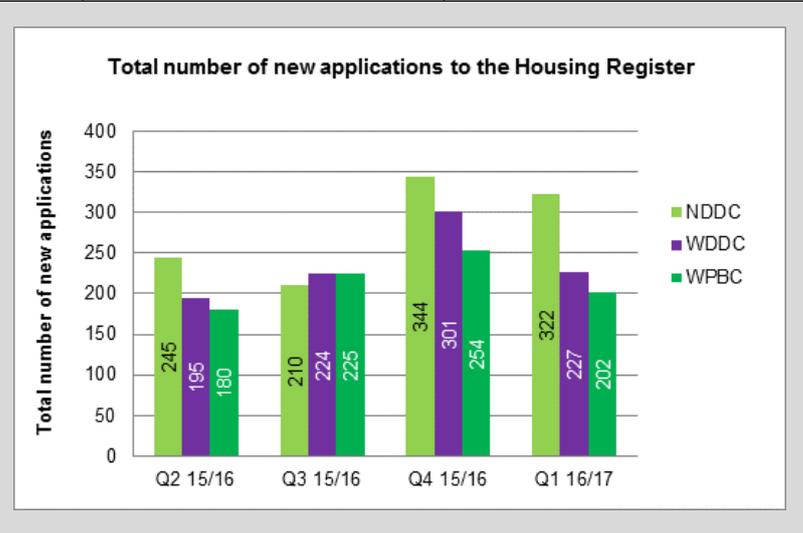
Comment:
 [WDDC/WPBC] Figures vary according to voids that occur with Housing Associations, as well as new developments coming on stream. In Weymouth and Portland social housing vacancies have historically been less frequent in comparison to West Dorset (there is less stock) and so our staff have to work hard with clients to find alternative housing solutions, and also being realistic with clients to manage their expectations of obtaining a social housing tenancy.



Total number of new applications to the Housing Register			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q1 2016/17 Actual	322	227	202
Q4 2015/16 Actual	344	301	254
Q3 2015/16 Actual	210	224	225
Q2 2015/16 Actual	245	195	180
Q1 2015/16 Actual	313	160	157

[NDDC] Throughout the first three quarters of the year we have received on average 220 applications per quarter. During the 4th quarter we have received 344 applications which is a large increase in applicants and explains the increase on the register.

[WDDC/WPBC] The average of new applications per month to the housing register is steadily increasing since the implementation of the new allocation policy in December 2014, where we began to compile and grow a new housing register, with all existing applicants having to reapply from scratch.



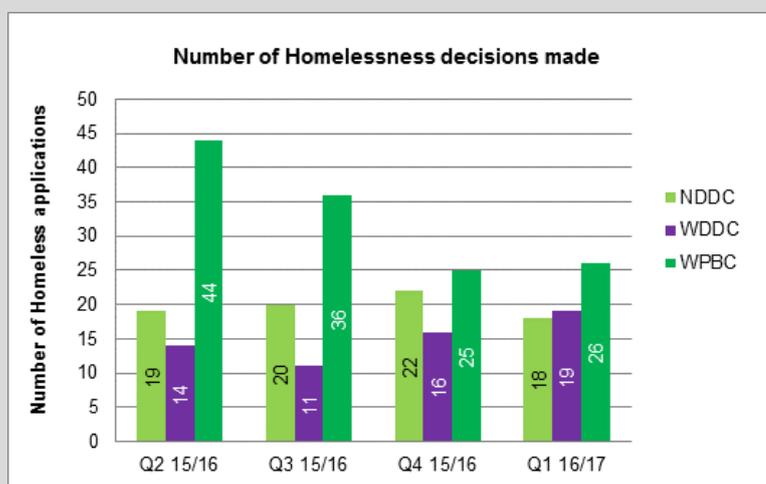
Number of homelessness decisions made			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q1 2016/17 Actual	18	19	26
Q4 2015/16 Actual	22	16	25
Q3 2015/16 Actual	20	11	36
Q2 2015/16 Actual	19	14	44
Q1 2015/16 Actual	18	15	34

Comment:

[NDDC] The number of homelessness cases accepted during Q1 was 14. Throughout 2015/16 we have interviewed 618 households. We have prevented 187 households from homelessness, of which: 30 were able to remain in their homes through our prevention work and 157 were moved into further accommodation such as supported housing, social housing and private rented housing.

[WDDC/WPBC] Numbers vary widely from quarter to quarter. Homelessness is rising nationally, and we are seeing increasing pressure in Weymouth and Portland in particular. We believe this reflects the tenancy turnover in the private rented stock, which in the Borough is above the national average, representing nearly 20% of the stock. Our staff are also dealing with increasingly complex cases- for single person households it is often about their past housing history, and more generally households are facing greater financial uncertainty and debt issues. We are also seeing increasing pressure on our need to make use of temporary accommodation. Numbers vary widely from quarter to quarter. The number of homeless cases accepted during the 1st quarter of 2016/17 are:

Period	NDDC	WDDC	WPBC
Q1 '16/17	14	6	10



Key risk areas

13 Service operational risks have been identified for Housing:-

Very High Risks	0
High Risks	1
Medium Risks	6
Low Risks	6

Poor collection rate of bed and breakfast charges					
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE		
Impact	4		Collection rates continue to be very good. However, changes to the benefit system from late 2015 will mean that the gap between B&B charges and benefit payable will grow, placing an increased onus on the claimant to cover the gap, which many will be unable to do. It is expected that it will be much more difficult to collect the full charges payable to the B&B establishments, which might have a severe impact on budgets. Housing is exploring other temporary rehousing options for the most affected groups.	Impact	3
Likelihood	4			Likelihood	2
Risk Score	16			Risk Score	6
Risk Rating	HIGH		Risk Rating	LOW	

(Major Projects & Developments, Listed Building and Conservation, Trees, Planning Enforcement, Building Control)

Executive Portfolio Holders – **Cllr Ian Gardner, Cllr Alan Thacker**

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	1,424,071	Additional agency staff costs of £18,720 in Planning required to cover long term sickness. Building Control have salary savings mainly offset by wages expenditure on casual staff.
Transport	27,996	
Supplies & Services	145,092	
Income	(1,163,400)	
Net expenditure	433,759	
Q1 Predicted variance	15,491 (A)	

Key performance data

Number of valid applications received – by application type – North Dorset					
Month	Major	Minor	Other	Misc*	TOTAL
June	5	32	70	104	211
May	4	29	54	74	161
April	1	27	72	112	212

*Misc includes Pre-apps and PDs
Levels of applications remain generally stable

Number of valid applications received – by application type – West Dorset					
Month	Major	Minor	Other	Misc*	TOTAL
June	2	39	82	65	188
May	3	43	93	84	223
April	6	34	109	68	217

*Misc includes Pre-apps and PDs
Levels of applications remain generally stable although there is a slight reduction in major applications, reflecting a similar national reduction around the referendum

Number of valid applications received – by application type – Weymouth & Portland					
Month	Major	Minor	Other	Misc*	TOTAL
June	2	11	38	34	85
May	3	14	35	18	70
April	1	17	23	23	64

*Misc includes Pre-apps and PDs
Levels of applications remain generally stable although there is limited amount of major growth coming forward within the Borough

Fee Income Q1			
Type of Fee	North Dorset	West Dorset	Weymouth & Portland
Condition Fee	£3,330	£4,410	£2,317
Non Material Amendment	£1,031	£1,506	£920
Permitted Development Case Fee	£0	£2,236	£655
Planning applications	£125,445	£235,276	£80,577
Pre-App	£8,358	£10,500	£1,248
Enforcement Case Appeals / Fees	£0	£1,160	£0
TOTAL	£138,164	£255,088	£85,718

Comments:

[NDDC] Fee income holding steady in NDDC and applications stable. Slight change in how fees are split to reflect WDDC/WPBC reporting

[WPBC] Fee income is slightly down due to the lower application numbers as there appears to be a slowing of development in WPBC area over the quarter. Additional charges can be introduced for pre-apps which would slightly boost income subject to Member agreement,

[WDDC] Income generally stable with average levels of development within the District during the quarter.

Percentage of 'Major' planning applications determined within 13 weeks or agreed extension of time				Aim	↑
Authority	North Dorset	West Dorset	Weymouth & Portland		
Q1 2016/17 Actual	50%	69%	nil		n/a
Q1 2016/17 Target	70%	70%	70%		
2 FY (8 Qs) Actual	52%	73%	75%		
2 FY (8 Qs) Target	50%	50%	50%		
FY 2015/16 Actual	56.52%	65.71%	75.00%		

Targets now reflect DSIP (Development Services Improvement Plan) agreed targets. (NB the national target is lower at 60%). National requirement is also that the average over the previous 2 year period (rolling) should not fall below av 50%. Currently this rolling national target only applies to Major applications.

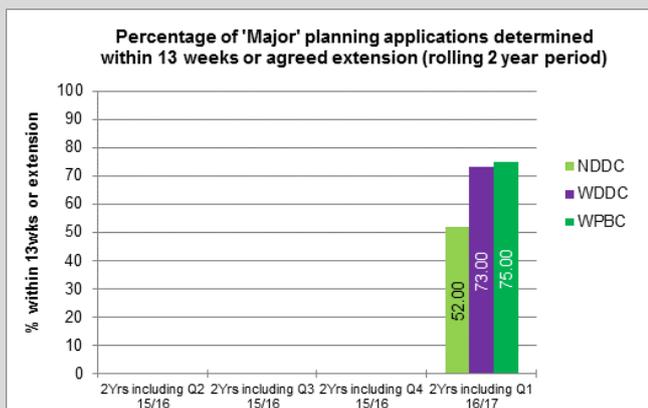
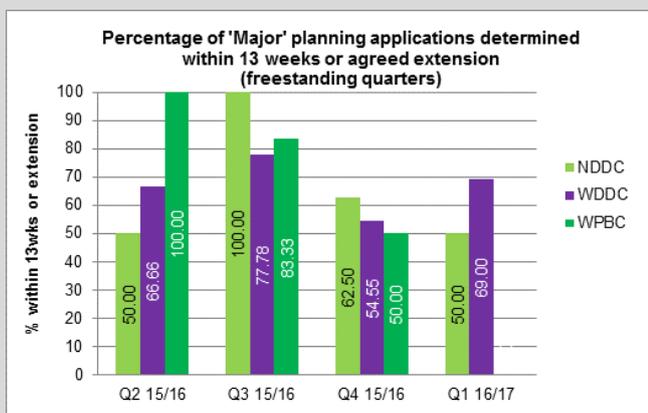
Comments:

[NDDC] 3 out of 6 major planning applications have been processed within 13 weeks or agreed time extension during Q1.

[WDDC] 9 out of 13 major planning applications have been processed within 13 weeks or agreed time extension during Q1.

[WPBC] 0 out of 0 major planning applications have been processed within 13 weeks or agreed extension of time during Q1.

Above figures for WPBC and WDDC have been skewed by the imminent introduction of CIL in July, which has led to more applications being determined ahead of this. NDDC applications did not have extensions of time agreed but this is now being more widely extended.



Percentage of 'Minor' planning applications determined within 8 weeks or agreed extension				Aim	↑
Authority	North Dorset	West Dorset	Weymouth & Portland		
Q1 2016/17 Actual	37%	48%	50%		
Q1 2016/17 Target	60%	60%	60%		
2FY (rolling) Actual	52%	58%	70%		
2FY (rolling) Target	65%	65%	65%		
FY 2015/16 Actual	60.06%	57.07%	63.87%		

Targets now reflect DSIP agreed target. (NB National target is set at 65%). Government has indicated that a similar rolling indicator over a 2 year period may be introduced for Minor apps and therefore it is prudent to commence measuring at the same % as the national target as no other measure has yet been set.

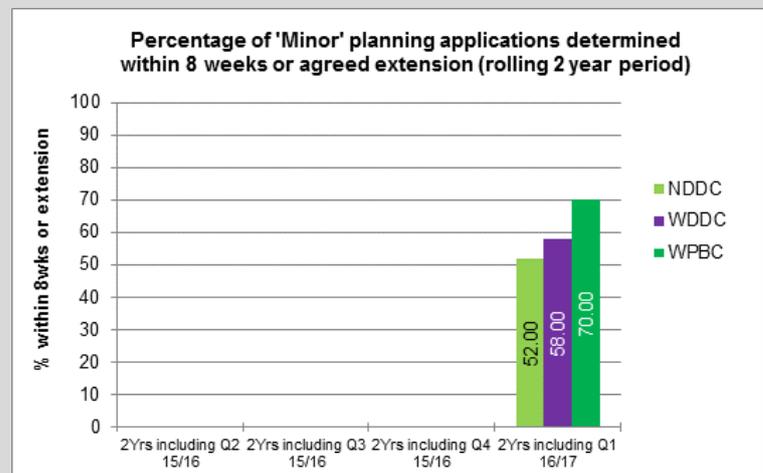
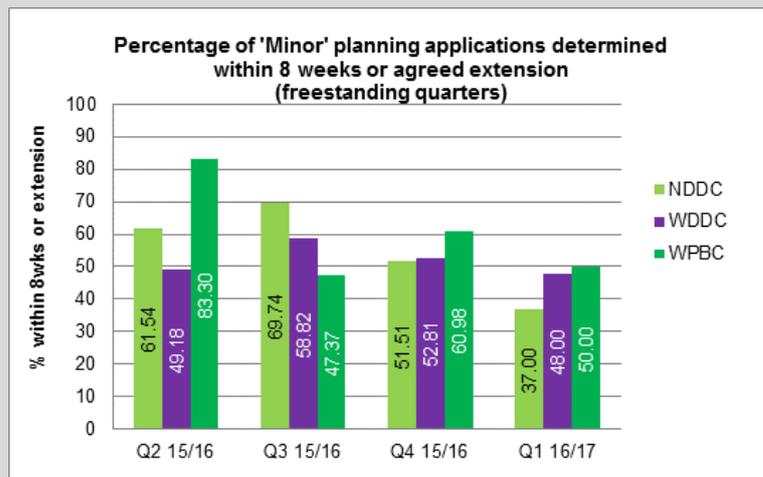
Comments:

[NDDC] 43 out of 115 minor planning applications have been processed within 8 weeks or agreed time extension during Q1.

[WDDC] 46 out of 95 minor planning applications have been processed within 8 weeks or agreed time extension during Q1.

[WPBC] 34 out of 17 minor planning applications have been processed within 8 weeks or agreed time extension during Q1.

Above figures for WPBC and WDDC have been skewed by the imminent introduction of CIL in July, which has led to more applications being determined ahead of this which would be CIL liable. There has also been a significant impact on having to renegotiate Minor applications as a result of changes to national policy for affordable housing thresholds which has affected Minor applications in WPBC and WDDC due to HOUS1 policy. In NDDC applications did not have extensions of time agreed but this is now being more widely extended and will improve performance.



Percentage of 'Other' planning applications determined within 8 weeks or agreed extension				Aim	↑
Authority	North Dorset	West Dorset	Weymouth & Portland		
Q1 2016/17 Actual	47%	70%	49%		
Q1 2016/17 Target	80%	80%	80%		
2FY (rolling) Actual	59%	72%	74%		
2FY (rolling) Target	80%	80%	80%		
FY 2015/16 Actual	68.26%	71.41%	69.23%		

Targets now reflect DSIP agreed target(national target is also 80%). Government has indicated that a similar rolling indicator over a 2 year period may be introduced for other apps and therefore it is prudent to commence measuring at the same % as the national target as no other measure has yet been set

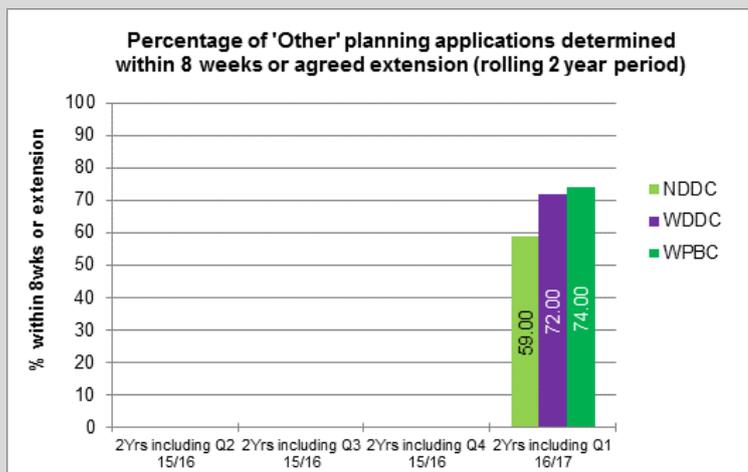
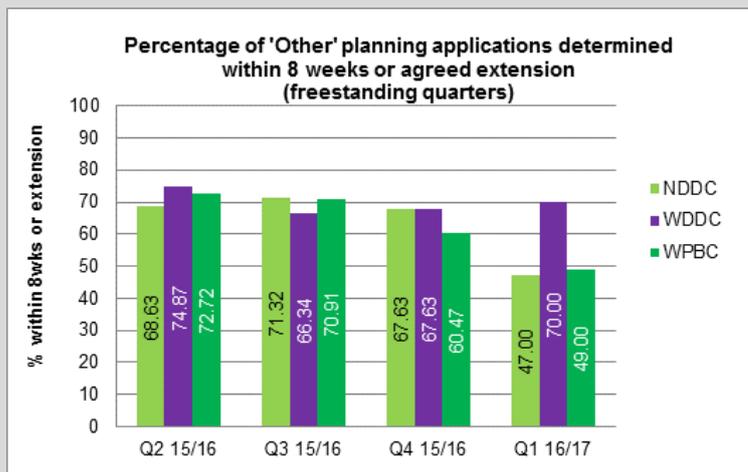
Comments:

[NDDC] 130 out of 274 other planning applications have been processed within 8 weeks or agreed time extension during Q1.

[WDDC] 174 out of 250 other planning applications have been processed within 8 weeks or agreed time extension during Q1.

[WPBC] 36 out of 74 other planning applications have been processed within 8 weeks or agreed time extension during Q1.

Minor applications in WDDC and WPBC have been affected by the need to prioritise those applications affected by CIL and affordable housing threshold changes as set out above. Many of the 'other' applications are also part of the current managed planning backlog and are being dealt with on a priority basis. NDDC applications did not have extensions of time agreed but this is now being more widely extended and performance will improve.



Total number of appeals submitted			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q1 2016/17 Actual	7	7	3
Q4 2015/16 Actual	5	21	6
Q3 2015/16 Actual	3	11	5
Q2 2015/16 Actual	4	7	2
Q1 2015/16 Actual	2	15	2

Percentage of appeals allowed against the authority's decision to refuse planning applications			Aim	↓
Authority	North Dorset	West Dorset	Weymouth & Portland	
Q1 2016/17 All Apps. Actual	14%	29%	67%	
2FY (rolling) Majors Actual	0%	18%	14%	
2FY (rolling) Majors Target	20%	20%	20%	
FY 2015/16 Actual	35.71%	35.29%	13.33%	

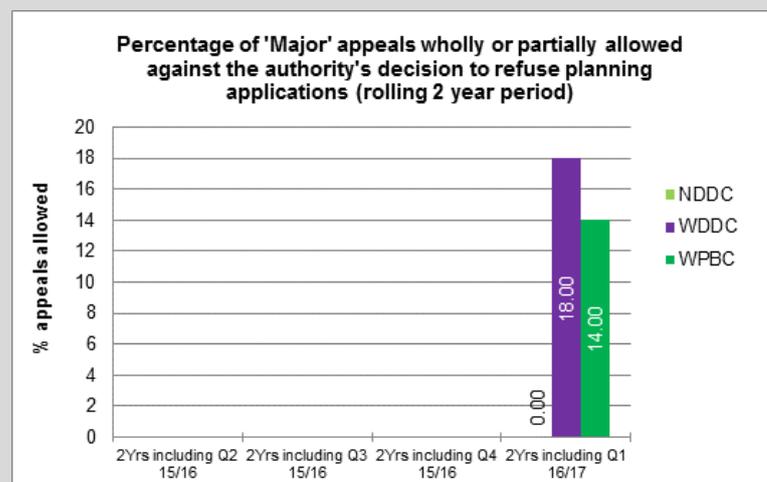
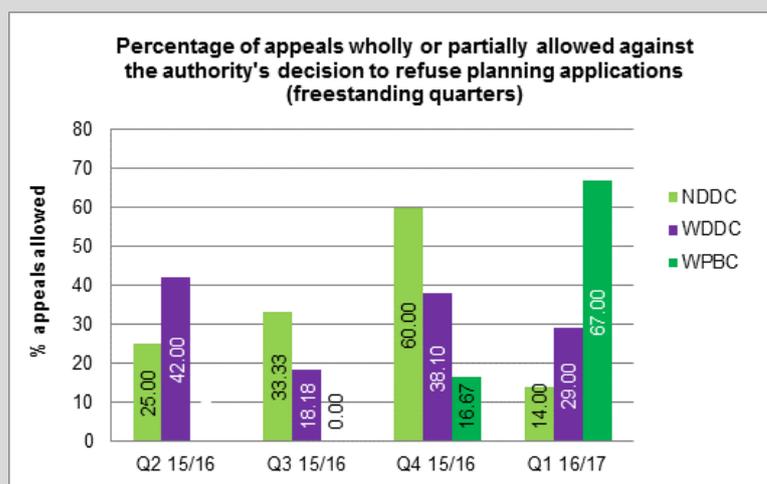
National requirement is that the average over the previous 2 year period (rolling) should not be greater than 20% of Major applications overturned at appeal (overturns of minors and other applications are not measured nationally)

Comments:

[NDDC] 1 out of 7 appeals have been wholly or partially allowed against refused planning applications during Q1 of which 0 allowed was a major application. Of those allowed 0 was an overturn of officer recommendation at committee

[WDDC] 2 out of 7 appeals have been wholly or partially allowed against refused planning applications during Q1 of which 0 allowed was a major application. Of those allowed 1 was an overturn of officer recommendation at committee

[WPBC] 2 out of 3 appeals have been wholly or partially allowed against refused planning applications during Q1 of which 1 allowed was a major application. Of those allowed 1 was an overturn of officer recommendation at committee



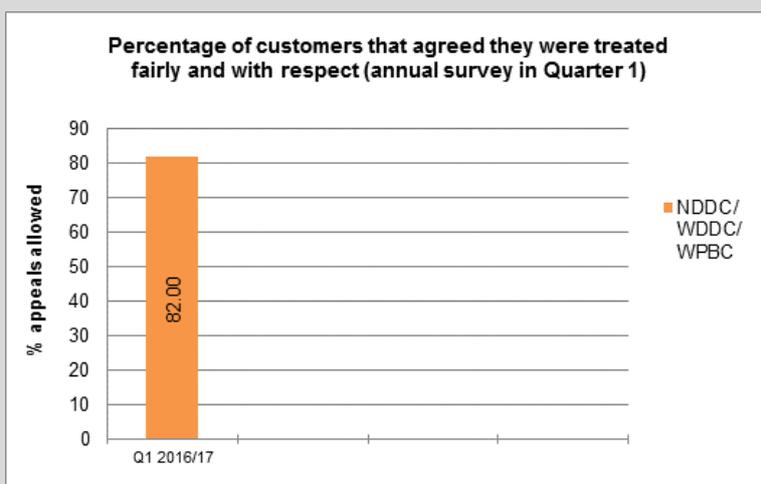
Enforcement – Number of cases received			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q1 2016/17 Actual	42	85	62
Q4 2015/16 Actual	33	75	47
Q3 2015/16 Actual	43	77	62
Q2 2015/16 Actual	46	98	32
Q1 2015/16 Actual	59	99	63

Comments:
 [NDDC] 43 cases were signed off or completed within the Q1 period.
 [WDDC] 72 cases were signed off or completed within the Q1 period.
 [WPBC] 32 cases were signed off or completed within the Q1 period.

Please note most cases are not signed off within the quarter in which they were received. The number of cases received in WDDC and WPBC is currently exceeding those closed which needs to be carefully monitored against workloads.

New Annual Indicators

Percentage of Planning Development customers that agreed they were treated fairly and with respect (annual survey in quarter 1)		Aim	↑
Authority	North Dorset / West Dorset / Weymouth & Portland		
Q1 2016/17 Actual	82%	✓	
Q1 2016/17 Target	80%		



Comments:

[All Three Districts] Customer Survey April 2016 82% indicated that they were fairly or very satisfied that they were treated fairly and with respect. (Total respondents = 360)

Proposed Additional Annual Indicators

There are a number of proposed indicators in the DSIP regarding quality of decision making which have yet to be implemented as ways of measuring this have yet to be agreed. These will include how many RTPI or Design Award submissions have been made and how undertaking pre-application discussions have improved final decision making.

Key risk areas

5 Service operational risks have been identified for Planning Development & Building Control:-

Very High Risks	0
High Risks	0
Medium Risks	3
Low Risks	2

Future issues

Future Service Issues
<p>The Development Management Service is one of the first services to be part of Service transformation and all 3 authorities have also agreed a Draft Service Improvement Plan in acknowledgement of performance issues and the need to bring the service areas together with one common ICT system. Part of this will involve a major review of processes involved within the planning service which will lead to staff being required to undertake training and reconsider all parts of their processes and thus there will be an impact on performance for all 3 authorities within the next 6 months. This is inevitable whilst processes are being reviewed and new systems embedded but will result in a more stable and consolidated service for the future.</p>

(Spatial planning, Urban design, Landscape & Sustainability, Community Planning, Community Development, Housing Enabling, Planning Obligations)

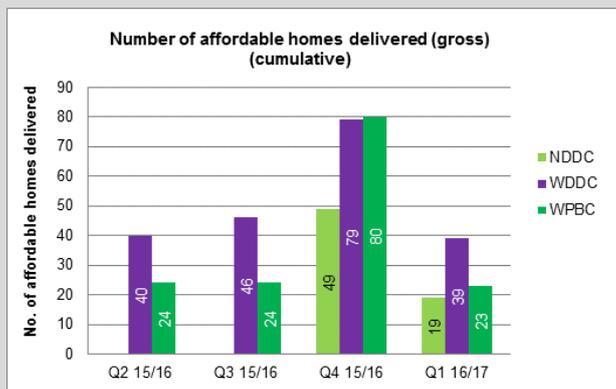
Executive Portfolio Holders – Cllr Ian Gardner, Cllr Timothy Yarker

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	450,328	Salary savings have been achieved throughout Community & Policy Development. A reduction in car costs and grant contributions has also been achieved.
Premises	3,283	
Transport	8,759	
Supplies & Services	962,626	
Payments to clients	140,747	
Income	(562,710)	
Net expenditure	1,003,033	
Q1 Predicted variance	25,410 (F)	

Key performance data

Number of affordable homes (gross) delivered (cumulative)				Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland
Q1 2016/17 Actual	19	✓	39	✓	23
FY 2016/17 Target	68		100		65
FY 2015/16 Actual	49		88		80



Comments:

[NDDC] Rented: 16, Intermediate: 3, Total: 19 In the first quarter 19 affordable homes completed. It is anticipated at further 43 will complete on sites in Okeford Fitzpaine, Charlton Marshall, Blandford and Stourpaine.

[WDDC] Rented: 4, Intermediate: 35, Total: 39 It is anticipated that approximately 80 affordable homes will complete this year. Homes are due to be finished at Barton Farm in Sherborne, Putton Lane in Chickerell, Poundbury and Tolpuddle. These completion dates could change. The numbers could increase depending on progress made on the next phases of Barton Farm and Woodberry Down in Lyme Regis.

An Extra Care scheme has been started in Dorchester which will deliver 63 affordable homes by September 2017. The Lyme Regis Community Land Trust have planning permission for 15 affordable homes and hope work on these will commence shortly. Note: Correction made in table above to 2015/16 WDDC outturn, 88 (amended from 79 previously reported).

[WPBC] Rented: 0, Intermediate: 23, Total: 23 The Radipole Court development (Finn Square) has completed. Further properties this year will be delivered at Pemberley in Littlemoor. It is likely that 41 affordable homes will be completed, this number could increase depending on the progress made at the Curtis Field development. Recently planning permission was granted on a site in Portland for 22 affordable homes.

There are several large housing developments across the Partnership area coming through planning but these are unlikely to deliver homes this year.

Five Year Supply of Housing

This is a national requirement that has a significant impact on planning decisions.

- West Dorset and Weymouth & Portland have a joint one, as they have a joint local plan;
- The formula for calculating it includes factoring in any shortfalls from previous years, so the target is adjusted each time the supply is assessed (ie it is not possible to set the target at the beginning of the year and then see whether it has been met at the end of the year. Instead, by the end of the year it is necessary to recalculate both supply and target.
- The base date is 1 April each year, however there is a time lag due to the processing involved to calculate the target and outturn, so the the latest figures are not available until a few months later.

April 2016 figures are being finalised, however the table below provides the 2015 figures (which are currently still being used for decisions):

	Target	Actual
North Dorset	1,723	2,333
West Dorset and Weymouth & Portland Combined	6,109 (shared with Weymouth & Portland)	6,567 (shared with Weymouth & Portland)

This data indicates that all three councils are currently meeting the targets.

Key risk areas

8 Service operational risks have been identified for Planning Community & Policy Development:-

Very High Risks	0
High Risks	0
Medium Risks	4
Low Risks	4

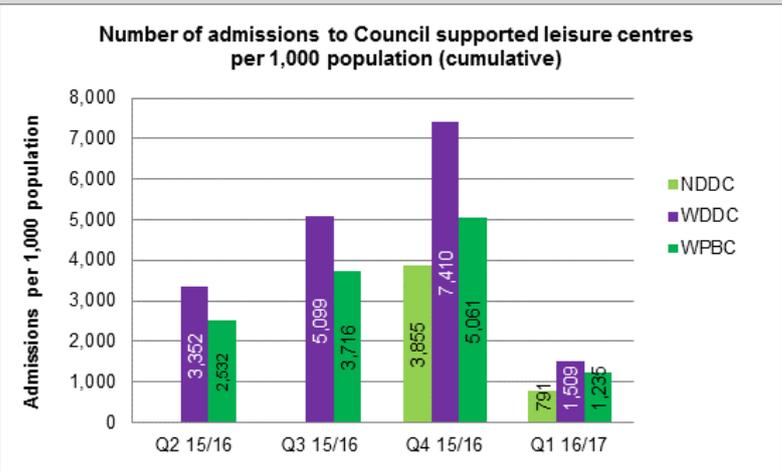
(Economic Regeneration, Business Support, Tourism & Visitor Management, Leisure & Cultural Development and Facilities, Harbour Management)

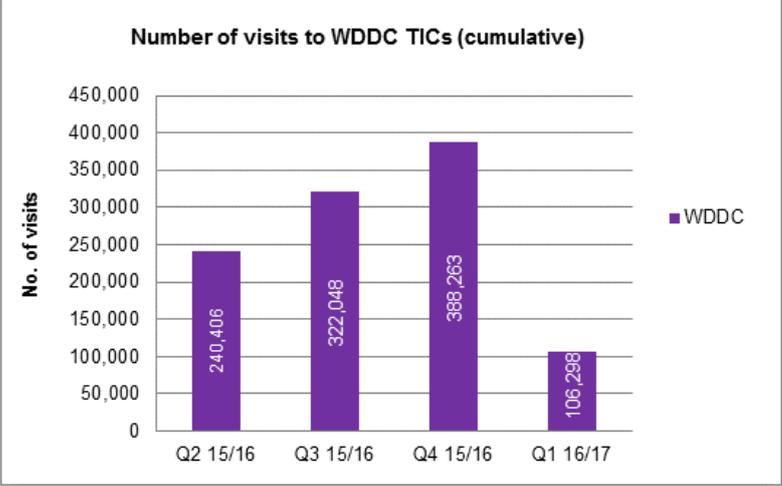
Executive Portfolio Holders – Cllr Mary Penfold, Cllr Alan Thacker

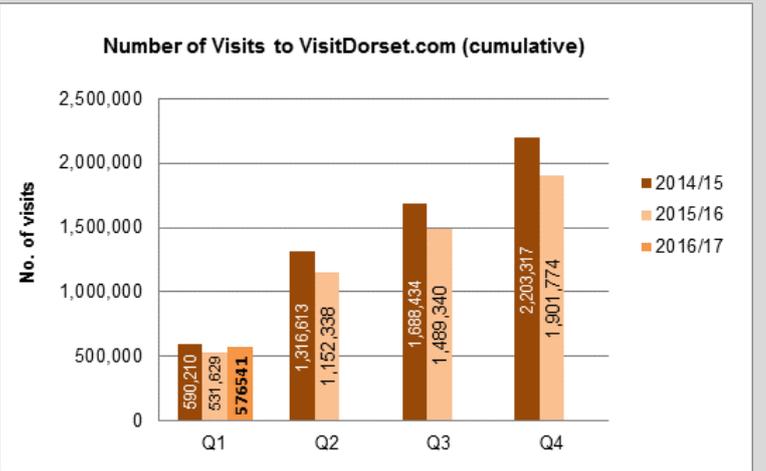
Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	1,090,773	Additional cost due to beach safety signs to meet the Local Authorities duty of care.
Premises	373,781	
Transport	29,495	
Supplies & Services	888,817	
Payments to Clients	763,896	
Income	(1,451,941)	
Net expenditure	1,694,821	
Q1 Predicted variance	989 (A)	

Key performance data

Number of admissions (excl. spectators and school use) to Council supported leisure centres per 1,000 population (cumulative)				Aim	↑																				
Authority	North Dorset	West Dorset	Weymouth & Portland																						
Q1 2016/17 Actual	791	1,509	1,235																						
Q1 2016/17 Target	1,150	1,477	1,250	  																					
FY 2016/17 Target	4,600	5,900	4,950																						
FY 2015/16 Actual	3,855	7,410	5,061																						
<p>Comment:</p> <p>[NDDC] Data from Q1 2016/17 onwards is for Blandford Leisure Centre only. There have been 80,386 admissions to BLCentre so far during 2016/17.</p> <p>[WDDC] Includes Dorchester Sports Centre, Bridport Leisure Centre and the Gryphon Sports Centre. So far during 16/17 there have been a total of 150,929 visits.</p> <p>[WPBC] There have been 80,386 admissions to Weymouth Swimming Pool so far during 2016/17.</p> <p>Please note this KPI is cumulative throughout the year.</p>																									
<p style="text-align: center;">Number of admissions to Council supported leisure centres per 1,000 population (cumulative)</p>  <table border="1"> <caption>Data for Admissions per 1,000 population chart</caption> <thead> <tr> <th>Quarter</th> <th>NDDC</th> <th>WDDC</th> <th>WPBC</th> </tr> </thead> <tbody> <tr> <td>Q2 15/16</td> <td>3,352</td> <td>3,352</td> <td>2,532</td> </tr> <tr> <td>Q3 15/16</td> <td>5,089</td> <td>5,089</td> <td>3,716</td> </tr> <tr> <td>Q4 15/16</td> <td>3,855</td> <td>7,410</td> <td>5,061</td> </tr> <tr> <td>Q1 16/17</td> <td>791</td> <td>1,509</td> <td>1,235</td> </tr> </tbody> </table>						Quarter	NDDC	WDDC	WPBC	Q2 15/16	3,352	3,352	2,532	Q3 15/16	5,089	5,089	3,716	Q4 15/16	3,855	7,410	5,061	Q1 16/17	791	1,509	1,235
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Q3 15/16	5,089	5,089	3,716																						
Q4 15/16	3,855	7,410	5,061																						
Q1 16/17	791	1,509	1,235																						

Number of visits to WDDC TICs (cumulative)		Aim	↑
Authority	West Dorset		
Q1 2016/17 Actual	106,298		
Q1 2016/17 Target	106,000		
FY 2016/17 Target	388,000		
FY 2015/16 Actual	388,263		
<p>TIC figures for the first quarter of this year: Dorchester: 42,459 (April 14,184, May 13,715, June 14,560) Bridport: 31,348 (April 9,788, May 9,712, June 11,848) Sherborne: 14,145 (April 4,335, May 4,828, June 4,982) Lyme Regis: 18,346 (April 5,334, May 5,983, June 7,029) Total 106,298</p> <p>Comment: Visitor numbers comparable (reduced by 120) to same period in previous year, bearing in mind Easter did not fall within this quarter. Visitor numbers reflect general downward trend in visitor numbers and TIC usage.</p>			

Number of visits to VisitDorset.com (cumulative)		Aim	↑
Authority	DCP		
Q1 2016/17 Actual	576,541		
Q1 2016/17 Target	510,000		
FY 2016/17 Target	1,900,000		
FY 2015/16 Actual	1,901,774		
<p>Comment: The visit-dorset.com website is a partnership site and promotes all rural Dorset boroughs and districts excluding Bournemouth and Poole.</p>			

Key risk areas

11 Service operational risks have been identified for Economy, Leisure & Tourism:-

Very High Risks	0
High Risks	0
Medium Risks	3
Low Risks	8

(Harbour & Coastal Infrastructure, Land Drainage, Emergency Planning, Capital Works, Property Development, Property & Facilities Management, Parking, Transport & Fleet Management)

Executive Portfolio Holders – Cllr Peter Barrowcliff, Cllr John Russell

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	1,008,995	There are savings in salaries due to a post not yet filled in Property Services and a Project Engineer post on a career break not being filled leading to a £36,898 favourable variance. Potential overspends in contract cleaning and unbudgeted dilapidation costs.
Premises	1,939,095	
Transport	48,127	
Supplies & Services	760,870	
Payments to clients	10,305	
Income	(5,089,931)	
Net expenditure	(1,322,539)	
Q1 Predicted variance	7,158 (F)	

Key performance data

Percentage return on property asset value for all non-operational properties		Aim	↓
Authority	West Dorset		
Q1 2016/17 Actual	8.82%		
Q1 2016/17 Target	8%		
FY 2016/17 Target	8%		
FY 2015/16 Actual	9.26%		

<p>Comment:</p> <p>[WDDC] The variation in commercial yields reflects a softening in yields and revised asset valuations reported by external valuers.</p>	<p>Percentage return on property asset value for all non-operational properties</p> <table border="1"> <caption>WDDC % Return Data</caption> <thead> <tr> <th>Quarter</th> <th>% Return</th> </tr> </thead> <tbody> <tr> <td>Q1 15/16</td> <td>8.93</td> </tr> <tr> <td>Q2 15/16</td> <td>8.90</td> </tr> <tr> <td>Q3 15/16</td> <td>8.90</td> </tr> <tr> <td>Q4 15/16</td> <td>9.26</td> </tr> <tr> <td>Q1 16/17</td> <td>8.82</td> </tr> </tbody> </table>	Quarter	% Return	Q1 15/16	8.93	Q2 15/16	8.90	Q3 15/16	8.90	Q4 15/16	9.26	Q1 16/17	8.82
Quarter	% Return												
Q1 15/16	8.93												
Q2 15/16	8.90												
Q3 15/16	8.90												
Q4 15/16	9.26												
Q1 16/17	8.82												

Percentage of operational council property in terms of floor area that is empty				Aim	↓																								
Authority	North Dorset	West Dorset	Weymouth & Portland																										
Q1 2016/17 Actual	5%	0.00%	0.00%																										
Q1 2016/17 Target	No target	0.25%	1.75%	✓	✓																								
FY 2016/17 Target	No target	0.25%	1.75%																										
FY 2015/16 Actual	5%	0.00%	8.04%																										
<p>Comments:</p> <p>[NDDC] Nordon Offices approx. only.</p> <p>[WDDC] 0m² out of 10696m² of operational floor space is currently empty.</p> <p>[WPBC] 0m² out of 3939m² of operational floor space is currently empty. Both the North Quay property and the Portland Council Offices are now classed as Assets for Disposal and are removed from this report.</p>		<table border="1"> <caption>Percentage of operational council property in terms of floor area that is empty</caption> <thead> <tr> <th>Quarter</th> <th>NDDC (%)</th> <th>WDDC (%)</th> <th>WPBC (%)</th> </tr> </thead> <tbody> <tr> <td>Q1 15/16</td> <td>5.00</td> <td>0.00</td> <td>8.67</td> </tr> <tr> <td>Q2 15/16</td> <td>5.00</td> <td>0.00</td> <td>8.67</td> </tr> <tr> <td>Q3 15/16</td> <td>5.00</td> <td>0.00</td> <td>8.67</td> </tr> <tr> <td>Q4 15/16</td> <td>5.00</td> <td>0.00</td> <td>8.04</td> </tr> <tr> <td>Q1 16/17</td> <td>5.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>				Quarter	NDDC (%)	WDDC (%)	WPBC (%)	Q1 15/16	5.00	0.00	8.67	Q2 15/16	5.00	0.00	8.67	Q3 15/16	5.00	0.00	8.67	Q4 15/16	5.00	0.00	8.04	Q1 16/17	5.00	0.00	0.00
Quarter	NDDC (%)	WDDC (%)	WPBC (%)																										
Q1 15/16	5.00	0.00	8.67																										
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Q4 15/16	5.00	0.00	8.04																										
Q1 16/17	5.00	0.00	0.00																										

Percentage of non-operational council property in terms of floor area that is empty				Aim	↓																		
Authority	West Dorset	Weymouth & Portland																					
Q1 2016/17 Actual	1.5%	11.36%																					
Q1 2016/17 Target	5%	6%	✓	✗																			
FY 2016/17 Target	5%	6%																					
FY 2015/16 Actual	1.26%	11.36%																					
<p>Comment:</p> <p>[WDDC] 266m² out of 17,774m² of non-operational floor space is currently empty. This is a vacant unit on the Marabout Trading Estate that is actively being marketed by local agents.</p> <p>[WPBC] 3,731m² out of 32,830m² of non-operational floor space is currently empty. These are mainly harbour buildings that are vacant following the departure of Condor and they are to be marketed by local agents but have been used short term in July to host a film unit.</p>		<table border="1"> <caption>Percentage of non-operational council property in terms of floor area that is empty</caption> <thead> <tr> <th>Quarter</th> <th>WDDC (%)</th> <th>WPBC (%)</th> </tr> </thead> <tbody> <tr> <td>Q1 15/16</td> <td>1.26</td> <td>5.32</td> </tr> <tr> <td>Q2 15/16</td> <td>1.26</td> <td>7.57</td> </tr> <tr> <td>Q3 15/16</td> <td>2.60</td> <td>7.78</td> </tr> <tr> <td>Q4 15/16</td> <td>1.26</td> <td>11.36</td> </tr> <tr> <td>Q1 16/17</td> <td>1.5</td> <td>11.36</td> </tr> </tbody> </table>				Quarter	WDDC (%)	WPBC (%)	Q1 15/16	1.26	5.32	Q2 15/16	1.26	7.57	Q3 15/16	2.60	7.78	Q4 15/16	1.26	11.36	Q1 16/17	1.5	11.36
Quarter	WDDC (%)	WPBC (%)																					
Q1 15/16	1.26	5.32																					
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Q3 15/16	2.60	7.78																					
Q4 15/16	1.26	11.36																					
Q1 16/17	1.5	11.36																					

Key risk areas

20 Service operational risks have been identified for Assets & Infrastructure:-

Very High Risks	0
High Risks	7
Medium Risks	12
Low Risks	1

Failure to manage projects				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	4		Appropriate numbers of trained staff. Staff who have left need to be replaced, and a restructure of the teams are being undertaken to ensure permanent numbers and calibre of staff can be utilised, subject to recruitment being successful. In the interim outsourcing where appropriate is being undertaken.	Impact
Likelihood	4	Likelihood		2
Risk Score	16	Risk Score		8
Risk Rating	HIGH	Risk Rating		MEDIUM

Over reliance on key staff, agency staff and interim staff				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	4		A restructure of the teams is being undertaken to try to ensure permanent numbers and calibre of staff can be employed. Recruitment on current grades following Job Evaluations is not assisting recruitment or staff retention.	Impact
Likelihood	4	Likelihood		3
Risk Score	16	Risk Score		6
Risk Rating	HIGH	Risk Rating		LOW

Information Management				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	4		Current separate systems need linking together, and at present this is not the case. Data capture then will be systematically checked and input. A Technology Forge upgrade to a web based linked system is underway, as well as employing temporary data input and checking staff.	Impact
Likelihood	4	Likelihood		3
Risk Score	16	Risk Score		3
Risk Rating	HIGH	Risk Rating		LOW

Inability to access/source external funding for major projects				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	4		Market forces and expectations of planning and other organisations need to be understood early in any project proposal. These matters can be factored in, and this process will then better advise if the intended outcomes can be achieved. This process is being undertaken as part of the review process for new projects.	Impact
Likelihood	4	Likelihood		3
Risk Score	16	Risk Score		12
Risk Rating	HIGH	Risk Rating		MEDIUM

Policy documents for all areas of operation are not in place				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	4	Asset Management Plans (AMP) is prepared. Policy reviews are being considered in a number of areas, but this process will take place after the AMP completion, and the priority areas clearer.	Impact	4
Likelihood	4		Likelihood	3
Risk Score	16		Risk Score	12
Risk Rating	HIGH		Risk Rating	MEDIUM

Concessionary use and less than best value use				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	4	A car parking policy review is being undertaken and this will consider the current concessionary use of these facilities and suggest a basis for the way forward. In addition, following AMP completion further work done with regards to property concessionary rents and grants.	Impact	3
Likelihood	4		Likelihood	3
Risk Score	16		Risk Score	9
Risk Rating	HIGH		Risk Rating	MEDIUM

(Democratic Support, Electoral Registration & Elections)

Executive Portfolio Holders – Cllr Peter Barrowcliff, Cllr Mary Penfold

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	282,279	There is an underspend on election expenditure.
Transport	16,567	
Supplies & Services	566,398	
Income	(29,925)	
Net expenditure	835,319	
Q1 Predicted variance	25,575 (F)	

Key performance data

No KPI or volumetrics are currently reported by Democratic Services & Elections.

Key risk areas

7 Service operational risks have been identified for Democratic Services & Elections:-

Very High Risks	0
High Risks	0
Medium Risks	0
Low Risks	7

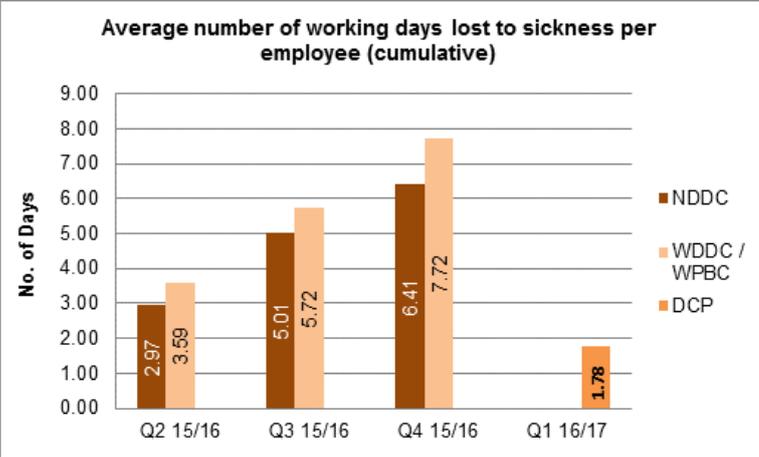
(HR Policy, Recruitment, Workforce Planning, Staff Performance, Health & Safety)

Executive Portfolio Holders – **Cllr Peter Barrowcliff**

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	223,597	This budget is currently expected to be on target.
Transport	1,772	
Supplies & Services	26,305	
Net expenditure	251,674	
Q1 Predicted variance	0	

Key performance data

Average number of working days lost to sickness per employee (cumulative)		Aim	↓																				
Authority	DCP																						
Q1 2016/17 Actual	1.78 days																						
Q1 2016/17 Target	1.75 days																						
FY 2016/17 Target	7.00 days																						
FY 2015/16 Actual	7.72 days																						
<p>Comment: Average FTE figure is based on a comparison of data supplied for the ONS Quarterly surveys as at March & June 2016.</p> <p>[DCP] 956 days sick in total divided by 535.78 Full Time Equivalent (FTE) = <u>1.78 days per FTE</u></p> <p>The management of general absence through return to work interviews continues to be applied consistently across services. Please note this KPI is cumulative throughout the year.</p>		 <table border="1"> <caption>Average number of working days lost to sickness per employee (cumulative)</caption> <thead> <tr> <th>Quarter</th> <th>NDDC</th> <th>WDDC / WPBC</th> <th>DCP</th> </tr> </thead> <tbody> <tr> <td>Q2 15/16</td> <td>2.97</td> <td>3.59</td> <td></td> </tr> <tr> <td>Q3 15/16</td> <td>5.01</td> <td>5.72</td> <td></td> </tr> <tr> <td>Q4 15/16</td> <td>6.41</td> <td>7.72</td> <td></td> </tr> <tr> <td>Q1 16/17</td> <td></td> <td></td> <td>1.78</td> </tr> </tbody> </table>		Quarter	NDDC	WDDC / WPBC	DCP	Q2 15/16	2.97	3.59		Q3 15/16	5.01	5.72		Q4 15/16	6.41	7.72		Q1 16/17			1.78
Quarter	NDDC	WDDC / WPBC	DCP																				
Q2 15/16	2.97	3.59																					
Q3 15/16	5.01	5.72																					
Q4 15/16	6.41	7.72																					
Q1 16/17			1.78																				

Key risk areas

10 Service operational risks have been identified for Human Resources & Organisational Development:-

Very High Risks	0
High Risks	0
Medium Risks	6
Low Risks	4

(Legal, Deputy Monitoring Officer, Land Charges)

Executive Portfolio Holders – Cllr Peter Barrowcliff

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	397,836	Although the budget currently is on target, issues relating to both land charges and legal remain under review (see below) and might give rise to issues that need to be addressed during the current financial year.
Transport	816	
Supplies & Services	103,496	
Income	(206,500)	
Net expenditure	295,648	
Q1 Predicted variance	0	

Key performance data

Land Charges KPI are being drafted to be introduced from quarter 2.

Key risk areas

5 Service operational risks have been identified for Legal Services:-

Very High Risks	0
High Risks	1
Medium Risks	1
Low Risks	3

Issues arising from lack of resilience/ staffing issues / process issues - both historic issues and on-going				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	3		Implementation of action plan and on-going review of outcomes; potential use of consultants. Commencement -immediate; current end date for all action 2019.	Impact
Likelihood	5	Likelihood		2
Risk Score	15	Risk Score		6
Risk Rating	HIGH	Risk Rating		LOW

Future Issues

Future Service Issues
<p>Legal: the need to maintain and secure a resilient service particularly in the provision of property related legal matters is already and is likely to remain a key challenge. To the extent that this cannot be achieved by way of recruitment which is exceptionally challenging due to current market conditions, then alternative but more expensive options (e.g. locums) are already being explored.</p> <p>Land Charges: ongoing implementation of the action plan to address land charges issues will continue to impact on service provision although this is being carefully managed and mitigated so far as possible. The speed at which it has been possible to introduce change has also been impacted by other issues outside the control of the unit, including in particular the national introduction of the new CON29 forms (Standard forms used for submitting a Land Charges search). The benefits of the action plan measures already implemented are under review; at this stage it is too early to reach any definitive conclusions as to the extent to which further measures (in addition to those that are still being progressed), may be needed but this may have an impact on budgets going forward. The convergence of the land charges units across the partnership will also have an impact on service but in the future is likely to make a positive contribution to issues of resilience.</p>

WDDC Capital Programme – Quarter 1 2016/17

The capital appendix contains details on all of the current WDDC schemes. There is an overall summary of the programme followed by individual tables relating to each scheme in the programme. Whilst some schemes are due to start and finish within the same year, there are a number of schemes that will cover several years. As a result, information is provided for both the current year (to the left of each table) and the scheme as a whole (to the right of the tables). Comments have been provided by the Responsible Budget Holder.

Summary

Total: Current Year 2016/17		Total: Overall Schemes	
Total Budget 2016/17	£10,329,373	Total Budget	£32,940,500
Actual expenditure to 30 June 2016	£733,015	Predicted actual programme expenditure	£32,488,207
Predicted 2016/17 variance	£9,626,044	Estimated programme variance	£452,293

Executive Portfolio Holder: Corporate – Cllr Peter Barrowcliff

Capital Scheme 1		Partnership IT	
Budget Holder	Penny Mell	Executive Portfolio Holder	Cllr Peter Barrowcliff
Estimated scheme end date	Ongoing		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£97,525	Total scheme budget	£184,000
Actual expenditure to 30 June 2016	£0	Predicted scheme actual expenditure	£184,000
Predicted 2016/17 variance	£72,525	Estimated scheme variance	£0
Comment: A full detailed work plan will be produced for 2016/17. We have commenced a project to enhance connectivity at some of our key locations. This project is currently being scoped and costed, but the anticipated spend for this particular project is £25,000			

Executive Portfolio Holder: Environmental Protection & Assets – Cllr John Russell

Capital Scheme 2		New Vehicles	
Budget Holder	David Brown	Executive Portfolio Holder	Cllr John Russell
Estimated scheme end date	Ongoing		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£71,780	Total scheme budget	£108,000
Actual expenditure to 30 June 2016	£0	Predicted scheme actual expenditure	£108,000
Predicted 2016/17 variance	£71,780	Estimated scheme variance	£0
Comment: This is a general provision held for the replacement of vehicles. We have had to purchase a new JCB Telehandler for Lyme Regis Harbour Master at a cost of £64,500. A Purchase order has been raised but we have yet to receive the delivery of the JCB and the associated invoice.			

Capital Scheme 3		Dorchester Retail Scheme	
Budget Holder	David Brown	Executive Portfolio Holder	Cllr John Russell

Estimated scheme end date	Ongoing		
Current Year 2016/17		Overall Scheme	
Total Budget 2014/15	£167,590	Total scheme budget	£1,400,000
Actual expenditure to 30 June 2016	£14,258	Predicted scheme actual expenditure	£1,400,000
Predicted 2016/17 variance	£153,332	Estimated scheme variance	£0
<p>Comment: Purchase of church has been completed and a lease granted to allow continued occupancy for the time being. Consideration is being given to the potential future demolition costs and consents required to deal with this once the facility is vacated.</p>			

Capital Scheme 4	West Bay Deep Water Berth Design		
Budget Holder	David Brown	Executive Portfolio Holder	Cllr John Russell
Estimated scheme end date	Ongoing		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£64,919	Total scheme budget	£150,000
Actual expenditure to 30 June 2016	£0	Predicted scheme actual expenditure	£150,000
Predicted 2016/17 variance	£64,919	Estimated scheme variance	£0
<p>Comment: New planning/listed building application submitted & approved in July 2015. Remaining funds to be rolled over into 2016/17. Allocation for construction is in Capital Scheme 6.</p>			

Capital Scheme 5	West Bay Harbour Wall		
Budget Holder	David Brown	Executive Portfolio Holder	Cllr John Russell
Estimated scheme end date	Early 2017/2018		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£950,000	Total scheme budget	£950,000
Actual expenditure to 30 June 2016	£0	Predicted scheme actual expenditure	£950,000
Predicted 2016/17 variance	£950,000	Estimated scheme variance	£0
<p>Comment: Following discussions Marine Management organisation consent no longer required. Planning/listed consent granted. Design and build contract being prepared to let summer 2016, pre-qualification process currently being undertaken. Planned construction by April 2017.</p>			

Capital Scheme 6	Lyme Regis Environ Imps Phase 4		
Budget Holder	David Brown	Executive Portfolio Holder	Cllr John Russell
Estimated scheme end date	Ongoing		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£4,031,108	Total scheme budget	£18,400,000
Actual expenditure to 30 June 2016	£338,559	Predicted scheme actual expenditure	£18,140,000
Predicted 2016/17 variance	£3,692,549	Estimated scheme variance	£260,000
<p>Comment: Major civil construction work complete. Landscaping and planting completed April 2015. Now in maintenance period. Forecast spend; WDDC = £0.6m, DCC = £3.6m, EA = £13.94m. The carry forward relates to work that has yet to be invoiced.</p>			

Capital Scheme 7	Dorchester Park And Ride Site		
Budget Holder	David Brown	Executive Portfolio Holder	Cllr John Russell
Estimated scheme end date	Not Known		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£155,350	Total scheme budget	£240,000
Actual expenditure to 30 June 2016	£0	Predicted scheme actual expenditure	£240,000

Predicted 2016/17 variance	£155,350	Estimated scheme variance	£0
<p>Comment: Project delayed pending the outcome of the Local Plan publication and decision. Funding is not in place irrespective of this issue and needs to be obtained from appropriate partners, assuming agreement to proceed is given.</p>			

Capital Scheme 8	Lyme Regis Coast Protection Works, Beach Management Plan		
Budget Holder	David Brown	Executive Portfolio Holder	Cllr John Russell
Estimated scheme end date	March 2017		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£5,494	Total scheme budget	£274,600
Actual expenditure to 30 June 2016	£56,590	Predicted scheme actual expenditure	£274,600
Predicted 2016/17 variance	-£51,096	Estimated scheme variance	£0
<p>Comment: This project is 100% EA Grant Funded. The purpose of the scheme is to maintain local beaches to enhance coastal defences, flood protection and reduce the wave over topping risk. Sands and gravels are dredged from local waters and navigation channels to provided material with the additional benefit of maintaining navigable channels to the harbour.</p> <p>We have submitted a funding bid via the EA MTP Capital Refresh Programme to continue the existing works for a further 4 years. We have to submit a PAR (Project Appraisal Report) to the PAB (Project Appraisal Board) for funding approval which we will be doing shortly.</p>			

Capital Scheme 9	Lyme Regis Harbour Office		
Budget Holder	David Brown	Executive Portfolio Holder	Cllr John Russell
Estimated scheme end date	Awaiting update from Manager		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£199,034	Total scheme budget	£200,000
Actual expenditure to 30 June 2016	£0	Predicted scheme actual expenditure	£200,000
Predicted 2016/17 variance	£199,034	Estimated scheme variance	£0
<p>Comment: Addition of an upper floor to the existing Harbour Office.</p>			

Capital Scheme 10	West Bay Coast Protection Works, Beach Management Plan		
Budget Holder	David Brown	Executive Portfolio Holder	Cllr John Russell
Estimated scheme end date	March 2017		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£0	Total scheme budget	£330,900
Actual expenditure to 30 June 2016	£54,686	Predicted scheme actual expenditure	£330,900
Predicted 2016/17 variance	£0	Estimated scheme variance	£0

Comment: This project is 100% EA Grant Funded. The purpose of the scheme is to maintain local beaches to enhance coastal defences, flood protection and reduce the wave over topping risk. Sands and gravels are dredged from local waters and navigation channels to provide material with the additional benefit of maintaining navigable channels to the harbour.

We have submitted a funding bid via the EA MTP Capital Refresh Programme to continue the existing works for a further 4 years. We have to submit a PAR (Project Appraisal Report) to the PAB (Project Appraisal Board) for funding approval which we will be doing shortly.

Executive Portfolio Holder: Housing - Cllr Timothy Yarker

Capital Scheme 11	Open Market Home Buy Scheme		
Budget Holder	Hilary Jordan	Executive Portfolio Holder	Cllr Timothy Yarker
Estimated scheme end date	Ongoing		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£40,702	Total scheme budget	£320,000
Actual expenditure to 30 June 2016	£0	Predicted scheme actual expenditure	£264,830
Predicted 2016/17 variance	£40,702	Estimated scheme variance	£55,170
<p>Comment: Expenditure of £320,000 was approved to enable eight households to purchase shared ownership properties on the open market. The scheme is administered by South West Homes. Eight properties have been funded though at a cost of £264,830. Three loans have now been repaid totalling £119,265.</p>			

Capital Scheme 12	Housing Initiatives		
Budget Holder	Hilary Jordan	Executive Portfolio Holder	Cllr Timothy Yarker
Estimated scheme end date	Ongoing		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£1,126,235	Total scheme budget	£1,903,000
Actual expenditure to 30 June 2016	£113,289	Predicted scheme actual expenditure	£1,903,000
Predicted 2016/17 variance	£1,012,946	Estimated scheme variance	£0
<p>Comment: £519,790 committed to an Extra Care Scheme in Dorchester. This development has now started on site and the first payment of £122,990 was paid in April, the remaining £396,800 will be paid on completion, due September 2017. A two year agreement to provide support to CLT's has been finalised with Wessex Community Assets and £18,000 has now been paid for the first year.</p>			

Executive Portfolio Holder: Enabling - Cllr Mary Penfold

Capital Scheme 13	Dorchester Leisure Centre Phase 1		
Budget Holder	Nick Thornley	Executive Portfolio Holder	Cllr Mary Penfold
Estimated scheme end date	Scheme Finished		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£438,146	Total scheme budget	£5,280,000
Actual expenditure to 30 June 2016	£0	Predicted scheme actual expenditure	£5,280,000
Predicted 2016/17 variance	£438,146	Estimated scheme variance	£0

Comment: Discussions are still on-going with the building contractor with regard to the resolution of the last remaining defects. For this reason the retention sum has not yet been released by Dorset County Council (the contract client) and WDDC made no payments in 2015-16. It is expected that all matters will be resolved in 2016-17.

Capital Scheme 14	Shire Hall - Main Project		
Budget Holder	David Brown	Executive Portfolio Holder	Cllr Mary Penfold
Estimated scheme end date	October 2017		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£2,344,367	Total scheme budget	£2,500,000
Actual expenditure to 30 June 2016	£155,633	Predicted scheme actual expenditure	£2,500,000
Predicted 2016/17 variance	£2,188,734	Estimated scheme variance	£0

Comment: HLF have awarded a grant of £1.5m in addition to WDDC funding. PQQ exercise is complete, out to tender for building works at present. Works will start on site early September 2016 with an anticipated 14 month construction period. Fit out and exhibition works to be tendered separately later this summer. Shire Hall General Manager has been appointed (HLF funded prior to building opening), it is anticipated that the attraction will open in spring 2018 and be operated by an independent trust, the SH(D)T - Shire Hall Dorchester Trust.

Capital Scheme 15	Sherborne Community Arts Centre		
Budget Holder	Nick Thornley	Executive Portfolio Holder	Cllr Mary Penfold
Estimated scheme end date	To be reviewed by February 2017.		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£637,123	Total scheme budget	£700,000
Actual expenditure to 30 June 2016	£0	Predicted scheme actual expenditure	£562,877
Predicted 2016/17 variance	£637,123	Estimated scheme variance	£137,123

Comment: The project is on hold. An offer of funding of upto £500,000 of this allocated budget has been made to Sherborne Town Council for the refurbishment of the Digby Hall on condition that it provides improved arts facilities for the town and hosts a tourist information service. However, the town council has now indicated that it is not pursuing the Digby Hall project as originally expected and will not be seeking district council financial support. A report will be presented to the Executive Committee later in 2016 outlining options for how best to use the allocated district council funding in order to enhance arts facilities in Sherborne.

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31 st Mar 2016	Average Rate (%)	Current Portfolio	30 th Jun 2016	Average Rate (%)
£ 3,525,000	2.78	Debt PWLB	£ 3,100,000	2.78
3,525,000	2.78	Total Debt	3,100,000	2.78
		Current Investments		
		Property Funds		
4,523,826	5.47	LAMIT property fund	4,380,908	4.70
2,510,788	4.55	LIME property fund	2,523,152	4.29
		Units Funds		
4,052,512	0.89	Payden Sterling Reserve Fund	4,058,213	0.84
3,680,981	3.69	Elite Charteris Premium Fund	3,827,236	3.69
363,391	n/a	WAY Charteris Gold Portfolio Fund	597,021	n/a
3,362,547	3.76	UBS Multi Asset Income Fund	3,403,885	3.02
997,749	1.25	City Financial Diversified Fixed Interest Fd*	1,006,728	1.33
2,721,179	7.51	Schroders Unit Trust Ltd	2,667,105	8.26
2,289,692	3.76	City Financial Multi Asset Income Fund	2,294,936	2.66
2,597,037	2.98	M&G Global Dividend Fund	2,717,514	4.23
		Supranational/Corporate Bonds		
		IADB 9.75% 15/05/15	-	-
		COE FRN 29/11/15	-	-
1,001,742	1.12	GE Capital UK Funding FRN (9/5/16)	-	1.12
2,190,359	4.25	Leeds BS Covered Bond 4.25% 17/12/18	2,212,609	4.25
2,238,005	4.75	Yorkshire BS Covered Bond 4.75% 12/4/18	2,159,542	4.75
2,007,725	0.98	Leeds Build. Society FRN (01/10/19)	2,007,870	0.96
		Money Market Funds		
1,100,000	0.41	Blackrock sterling liquidity	1,750,000	0.41
1,100,000	0.43	DB Advisors managed sterling	1,750,000	0.42
850,000	0.41	Goldman Sachs liquid reserves	1,750,000	0.44
850,000	0.46	Standard Life sterling liquidity (prev. Ignis)	1,500,000	0.47
850,000	0.52	Federated sterling liquidity	1,500,000	0.52
		Deposits		
1,000,000	0.50	Santander reserve account	1,000,000	0.50
1,500,000	0.35	HSBC Instant Access account	1,500,000	0.35
2,500,000	0.43	Handelsbanken liquidity account	2,500,000	0.43
-	-	Barclays Bank (17/08/16)	2,500,000	0.48
-	-	Lloyds Bank (09/02/17)	2,500,000	0.88
44,287,533		Total Investments	52,106,719	
40,762,533		Net (Debt)/Investments	49,006,719	

*Transferred from City Financial Defensive Global Bond Fund.

Italics = estimate.

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Executive Committee 9 August 2016 Shire Hall Dorchester - Project Update

For Recommendation

Portfolio Holder(s)/

Cllr Mary Penfold

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Author:

S Cairns, Engineering Projects Manager

Purpose of Report

- 1 (a) To update members on progress of the project and to report on tenders received for the main capital works to Shire Hall.
- b) To present options following receipt of tenders to deal with current budget funding shortfall
- (c) To determine the future relationship between WDDC as landlord of Shire Hall and Shire Hall (Dorchester) Trust (SHDT) as the tenant
- d) To ensure that SHDT do not start their operational tenancy of the Shire Hall with a financial deficit

Officer Recommendations

- 2 (a) In order to be able to award the main capital works contract based upon the current tender specification and evaluation in line with WDDC procurement rules, WDDC seek a contribution from the HLF in the sum of £223,452.84 and also commit themselves to further funding of up to £206,264.16 for the Shire Hall project ;
- (b) That officers complete the ongoing value engineering exercise on the Shire Hall specification and report to the Executive Committee at the earliest opportunity the outcome of this and the HLF bid in order that Executive may determine any further action required.
- c) That the member task and finish group is reformatted upon completion of the Capital works, and becomes the main point of liaison between WDDC and SHDT with terms of reference as set out in Appendix

1

- d) That WDDC provide an additional sum of £50,000 to SHDT to pay for the financial effect of a delayed handover to them, legal and accountancy fees, and deficit from events.

Reason for Decision

- 3 (i) To allow the contract to be awarded so that the capital works can start on site in autumn 2016,
(ii) For the relationship between WDDC and SHDT to be appropriate as landlord and tenant and
(iii) To ensure that SHDT have no debts when they take over the lease.

Background and Reason Decision Needed

Main works tender returns

- 4 A full design and specification was produced for repairs and alteration of Shire Hall in line with previously agreed plans and budgets to turn it into a permanent exhibition space and operational attraction .The capital Works have been divided into five sections: Main Works; Exhibition provision; café fit out; shop fit out and specialist stone conservation work.
- 5 This Report deals with the Main Works which form the bulk of the estimated cost and comprise complete building refurbishment, internal alterations, complete removal and replacement of all mechanical and electrical services and decoration.
- 6 A restricted tendering process was carried out following pre-qualification with tenders sought from three contractors. Three tenders were returned. The condition of the building has deteriorated since WDDC left in early 2013. This deterioration was not accounted for in the original budget when set. Additionally, detailed surveys produced during the detailed design stage have shown that additional work is required which was not included in the earlier budget. See confidential Appendix 2 for details of the costs involved.
- 7 Tenders are being evaluated on a 60% quality / 40% price in line with the Council's procurement rules. The tenderers have been asked to provide revised prices in line with a Value Engineering exercise and the evaluation process is due to complete at the end of August 2016.
- 8 The latest programme is for works to start at the beginning of September 2016 for handover to SHDT on 31st January 2018 following completion of both capital and exhibition works. The building works were approved by HLF in June 2015, although the delivery program has been delayed by 3 months due to a lack of council staff project resource.
- 9 This date may be delayed now that we have requested revised prices and WDDC will have to reimburse SHDT for any delay which affects their operational income. SHDT plan to open the building to the public in March 2018.

Member task and finish group liaison role

- 10 An all party member task and finish group was set up in July 2013 which had an overview of the project to date. Once the works on site are complete and the building is open to the public there will be a requirement for the Council to have a formal line of liaison with the SHDT for operational and lease matters. It is recommended that the member task and finish group becomes a management board with the addition of the Strategic Director responsible for Assets and Infrastructure. Draft terms of reference are in Appendix 1.
- 11 Various agreements have been drafted between WDDC and SHDT including an Agreement to Lease, the Lease and a Memorandum of Understanding. The documents detail where responsibilities will lie regarding maintenance with the SHDT having a 25 year full repairing lease and the rent being a peppercorn. The proposed management board will primarily deal with the ongoing relationship with SHDT in relation to these documents.

SHDT payment

- 12 The programme and business plan for this project was set in August 2014 and it planned for opening of the attraction at Shire Hall in September 2017. However, resourcing issues at WDDC have meant that a new handover date of 31st January 2018, with opening on 1st March 2018 has now been agreed between WDDC and SHDT.
- 13 The WDDC Project Board had previously agreed to fund accountancy and legal fees in relation to the start of SHDT's operational business and legal agreements with WDDC and with café franchisees. Further accountancy and legal work will be required in the next year to finalise these issues.
- 14 Before SHDT had taken on a Shire Hall Manager, and in order to promote the Shire Hall as an attraction, WDDC managed a series of events during 2014 and 2015. These events were successful but ran at a loss.

2013-15 events programme & viability reports:	£ 4,720
Delay in opening:	£21,996
Estimated maximum future accountancy and legal fees:	£23,284
TOTAL	£50,000

Implications

Corporate Plan

- 15 C2. Protecting and enhancing the built and natural environment
d) Convert Shire Hall, Dorchester into a sustainable heritage visitor centre

Financial

- 16 The budget for this project was set in August 2014 and is £2.9m made up from WDDC currently approved budget of £1.1m (including £100,000 spent

on early design), a Heritage Lottery Fund grant of £1.5m and a DCC grant of £100,000.

West Dorset District Council – round 1 bid	£100,000
West Dorset District Council	£1,000,000
Heritage Lottery Fund	£1,500,000
Dorset County Council	£100,000
Additional fund raising required	£188,700
Non-cash contributions in kind (estimated value)	£23,500
TOTAL	£2,912,200

It is planned to tender the exhibition manufacture and installation works, the shop and café fit out works and the stone conservation works separately. The HLF grant also covers the employment of key staff and funds activities in Shire Hall for 10 months after opening to the public.

Economic Development

- 17 The renovation of Shire Hall and opening of the attraction to the public, along with the County Museum’s redevelopment plans will work alongside existing heritage/cultural operators such as Dorset Arts, The Keep, the Roman Townhouse and Dorset History Centre to rebrand this part of Dorchester as a cultural quarter.

Risk Management (including Health & Safety)

- 18 Shire Hall is a grade 1 building of international significance that is owned by WDDC. It is currently empty and its condition is deteriorating. Due to the uncertainty of this and the condition of the building it is perceived sensible to assume that even if some value engineering saving costs are achieved that the full tender budget is maintained to allow for any contingency works.

Consultation and Engagement

- 19 The member task and finish group, the Asset Management Champion and the SHDT’s Shire Hall Director have been consulted and their comments have been taken on board in the production of this report.
- 20 During 2013 and 2014, extensive consultation was carried out as part of the development round work. Residents, visitors, schools, focus groups, local business owners, local attraction operators, Historic England, Dorset County Council, the HLF and other stakeholders have been involved in the development of this project

Appendices

Appendix 1 Proposed terms of reference for Management Board

Confidential Appendix not for publication under paragraph 3 by virtue of Schedule 12A, Part 1 of The Local Government Act 1972, as amended. The public interest in maintaining the exemption outweighs the public interest in disclosing it.

Appendix 2 Confidential cost and tender return information

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Appendix 1

Terms of Reference: Shire Hall Project - WDDC Management Board

Purpose of board:

The board will

- Consider any issues to do with the responsibilities as landlord of Shire Hall
- Be the main point of contact for liaison with the tenants of Shire Hall the Shire Hall (Dorchester) Trust (SH(D)T)
- Oversee WDDC's interest in the property
- Promote the integration of Shire Hall into the wider Heritage Quarter vision for Dorchester
- Promote the integration Shire Hall with other heritage offers in West Dorset and throughout Dorset such as the Jurassic Coast and Thomas Hardy inspired projects and events
- Promote Shire Hall as a venue for events

Membership

Chair: Executive Champion

Membership: Two nominations from the Conservative Group
One nomination from the Liberal Democrats Group
One DCP strategic director with responsibilities for Assets/Property

Reporting

The views of the board will be fed back to the Executive Committee, along with any recommendations for decision.

Meeting frequency

The group will meet every six months, unless urgent matters arise, during the 25 year lease period.

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Executive Committee

9 August 2016

Allocation of developer contributions for enhancement of recreation provision in Dorchester

For Decision

Portfolio Holder:

Cllr Ian Gardner - Planning
Cllr Mary Penfold - Enabling

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

T. Hurley, Leisure Commissioning Manager
A. Martin, Projects & Specialist Services Manager
A. Galpin, Implementation Team Leader

Statutory Authority:

Town and Country Planning Act 1990 (as amended)
The Community Infrastructure Levy Regulations 2010 (as amended)

Purpose of Report

1. To present to the committee information on the developer contributions received by the council for the enhancement of recreational facilities in Dorchester and to seek agreement as to a process for the allocation of these contributions to appropriate projects.

Officer Recommendations

2. That the Committee endorses the process for the allocation of developer contributions in Dorchester as set out in paragraphs 23 and 24 of this report, including:
 - a) the establishment of a member panel comprising the district councillors for the wards of Dorchester, Puddletown, Winterborne St Martin, Cerne Valley. and Broadmayne & Crossways and the portfolio holders for Planning and for Enabling.
 - b) the presentation, in due course, of the member panel's recommendations to the Executive Committee for approval.

Reason for Decision

3. To establish a process for the allocation of developer contributions in Dorchester to appropriate local projects for the enhancement of community infrastructure.

Background and Reason Decision Needed

(a) Audit of sport, cultural and community facilities

4. To inform the allocation of developer contributions, the district council, in partnership with Dorchester Town Council, undertook a thorough audit of sports and cultural facilities and community venues in 2014. This audit included site visits, meetings with club representatives and some consultation with governing bodies for sport (such as the Dorset Football Association).
5. The audit did not include play facilities as the town council indicated that Dorchester is well served for play areas and has a plan in place to refurbish them from time to time. There is, however, one identified gap in provision, which is not linked to a specific new development, and a plan to expand provision in the strategically located Borough Garden.
6. In summary, the key development/enhancement projects (as opposed to works that are primarily maintenance or like-for-like replacement) which are planned by local organisations are set out below.

Location	Project
Dorchester Sports Centre	Expansion of fitness facilities.
Dorchester Town Football Club	Installation of artificial turf pitch.
Dorset County Museum	Major expansion of galleries and storage.
The Great Field	Toilet/changing facilities.
The Maltings, Brewery Square	Conversion of old malthouse to arts centre / theatre.
Poundbury Cemetery	Roadways and boundary wall
Shire Hall	Development as tourist attraction and educational resource.
St Osmunds Community Sports Centre	New fitness facilities and exercise studio.
Thomas Hardy School	New arts facility for school and community use.

7. For most of the above projects further details are available, including indicative costing. However, at this stage, not all have the necessary permissions (e.g. planning) or match funding. For many of the projects, any contribution from S106 money held by the council is only likely to form a proportion of the total budget required.

8. In addition to the above 'major' projects, the audit identified many other smaller projects for the enhancement of existing facilities. These projects, which could be assisted either with the developer contributions or the council's Leisure Development Fund, include the following:
 - New accommodation for Dorchester Amateur Boxing Club
 - Multi-Use Games Area at Hawthorn Road open space.
 - Additional tennis court at Dorchester Tennis & Squash Club
 - Outside of the town (but with many Dorchester residents as members) Martinstown Cricket Club is proposing club house expansion.
9. The audit also addressed the issue of 'community venues', such a church and community halls and meeting rooms, and the following is a summary of existing provision:
 - 11 community centres and halls
 - 5 churches and parish centres
 - 3 large halls (with lighting and sound equipment).
 - 3 outdoor performance or meeting areas
 - 2 schools (with community-accessible halls)
 - 5 sports clubs and pavilions
 - 3 museums/History Centre (with community accessible halls/rooms)
10. In terms of capacity, these venues were assessed as providing:
 - 22 small rooms with a maximum seating capacity of 50 people
 - 20 medium rooms with a maximum capacity of 100 people
 - 11 large rooms/ halls with a capacity of over 100 people
11. The audit also attempted to assess whether these community venues were operating at maximum capacity or whether they could still accommodate more bookings and greater community use. Although respondents to the survey found it difficult to accurately assess capacity, it was clear that in broad terms the provision of accessible and affordable meeting spaces exceeds current demand. However, there are very few large venues which can accommodate audiences in a 'theatre format'. The largest of these are the Thomas Hardy School theatre (500 seats) and the Corn Exchange (300 seats) – although both have short-comings in terms of meeting the expectations of users.
12. In terms of medium-sized venues, Dorchester has many good-quality facilities which are distributed across the town. These include: Dorford Centre, Brownsword Hall, Dorchester Youth & Community Centre, Dorset County Museum (Victorian Hall), The Keep, St Mary's Community Hall, and the Town Hall. In particular, the halls/rooms associated with religious institutions offer a good range of community meeting spaces and this provision will be further enhanced when the Dorchester Community Church opens its new facility in Poundbury.
13. However, what is clear is that the town does lack a significant, high-quality arts/theatre venue (excluding the cinemas) which is designed and fitted out for this purpose. The nearest such venue is the Pavilion theatre in

Weymouth, operated by a community interest company, and with a maximum capacity of 1000 seats. Further afield, the nearest arts/theatre facilities (not including private school venues) are the Lighthouse in Poole (2,500 seats) and the Octagon Theatre in Yeovil (626 seats).

14. It should be noted, that the outline planning permission for phases 3 and 4 of the Poundbury development requires the provision of a 300-seater community hall prior to the occupation of the 600th house. Given the current level of provision across the town and the potential need for a bespoke arts venue, it may be appropriate to review this requirement.

(b) Available developer contributions

15. The council has collected a significant amount of money for the enhancement of recreation, open space, cultural and community facilities in Dorchester as a result of Section 106 agreements for developments in the town, particularly from the Poundbury development. At present this amounts to approximately £1.8 million, the majority of which is derived from the Duchy of Cornwall's Poundbury development. It should be noted that the council also secures significant developer contributions for waste management, transport, education, and other types of community infrastructure and that this money is transferred directly to the body responsible for implementation.
16. In other parts of the district, smaller amounts of Section 106 contributions are allocated through consultation with town and parish councils and liaison with local members and with the approval of the senior officer with delegated authority. However, in Dorchester, given the amount of money available and its potential to contribute to projects of districtwide (if not countywide) significance, it would seem appropriate to have a more strategic approach and for priorities to be agreed by the Executive Committee following local consultation prior to the allocation of funding.
17. To date, Section 106 recreation contributions have, for example, assisted with the provision of excellent leisure facilities at the Dorchester Sports Centre and the Thomas Hardy School, and enhancements at Borough Gardens, the Corn Exchange and various town council play areas. Over recent years, other organisations have benefitted from S106 money, including the town council, sports clubs, museums and arts organisations.
18. As reported to the Executive Committee in April 2016, the following S106 money is currently held by the district council for Dorchester:

Purpose	Amount
Public Open Space	£16,745
Recreation	£1,714,382
Parks, gardens & outdoor sport	£38,877
Play areas	£34,719
Allotments	£4,361
Amenity Space	£2,032
Natural greenspace	£16,515
Community venues	£58,181
Museums	£13,476

19. When deciding on the allocation of the contributions to projects, the following key issues need to be borne in mind:
- a) Does the project relate to the purpose the money was secured for (e.g. play areas)?
 - b) Does the project enhance the facility and increase its capacity to accommodate more users (in response to a growing community)?
 - c) Is the project likely to take place within a reasonable timescale (given that some S106 agreements contain time-limits) - this is influenced by issues such as planning permission and match funding?

20. In addition to the above criteria, the Section 106 agreement governing Phase 2 of the Poundbury development places the following additional restrictions on the way that contributions towards recreation can be spent:

- 83% must be applied to:

‘... the provision and maintenance of land for such reasonable formal recreational facilities as are needed directly to serve the Property (defined in this context as “All that land at Poundbury Dorchester in the County of Dorset comprising 74 hectares known as Phase II of the Poundbury Development ...”) as the Council’s Director of Planning for the time being shall reasonably consider appropriate having regard to:

- a) *The Council’s policies plans strategies and criteria in respect of recreational need and provision in the are of the Property*
- b) *The criteria of government bodies and agencies responsible for funding formal recreational facilities*
- c) *Any proposals by third parties to provide formal recreational facilities serving the Property and*
- d) *His Royal Highness’s proposals in respect of the provision of formal recreational facilities at the Poundbury Development.’*

- the remaining 17% of the contribution needs to be applied to:

‘... the provision and maintenance of land for amenity open space as is needed directly to serve the Property as the Council’s Director of Planning for the time being shall reasonably considerate appropriate’.

21. In terms of the categories set out in paragraph 18 above (e.g. amenity space), most are defined in the council’s Planning Obligations Guidelines Supplementary Planning Document (2010), although the general category of ‘recreation’ was only utilised in old S106 agreements, primarily the Poundbury agreement.

(c) Proposed process for allocating developer contributions

22. Given the need to balance the priorities of the town council with the aspirations of other organisations in the town (e.g. Duchy of Cornwall, Thomas Hardy School, sports clubs, arts organisations and museums) it would seem appropriate that the district council's Executive Committee takes a lead role in setting priorities for the town informed by the audit of facilities and consultation with key stakeholders.
23. To inform the allocation process it is proposed that a panel is established comprising the following (reflecting the membership of the panel created to inform the Local Plan review):
- district council ward members for Dorchester;
 - district council ward members for Puddletown, Winterborne St Martin, Cerne Valley, Broadmayne & Crossways – this wider rural view will be useful given the likely strategic nature of the projects to be considered;
 - district council portfolio holders for Enabling and for Planning.

The panel would be supported by officers from the district council's Planning and Leisure & Commissioning services and the Dorchester Town Clerk.

24. The following process is proposed:
- a) Panel convenes for initial meeting (September 2016) to review full findings of the facilities audit and undertake initial ranking of projects based on available information. The Panel will also agree the timetable for the allocation process.
 - b) Projects are invited to submit applications (using WDDC proforma) setting out full project details – e.g. costings, permissions, evidence of need, business case, sustainability / viability and timescales. Although projects identified in the audit will be invited to apply, the process will be publicised in order to allow other projects to come forward is appropriate.
 - c) WDDC offices, in consultation with town clerk, assess applications and draft evaluation reports based. Officers seek the views of the Duchy of Cornwall on any projects that might be eligible to benefit from Poundbury contributions.
 - d) Panel convenes for second meeting to consider officer evaluation reports and make provisional allocations.
 - e) Report presented to Executive Committee with recommendations of panel for consideration and endorsement.
 - f) Implementation meeting of panel held in due course to review progress with all projects.
 - g) Progress report presented to Executive Committee as part of update on planning obligations in West Dorset.

25. The Executive Committee is asked to consider the process as outlined above as a method for allocating the very significant developer contributions currently held by the council.

Implications

26. **Corporate Plan.** *Empowering Thriving and Inclusive Communities.*
27. **Financial.** The developer contributions referred to in this report are currently held by the council.
28. **Equalities.** It is important to health and wellbeing that sports, cultural and community facilities are sufficient to meet the needs of the growing community and are in accessible locations.
29. **Economic Development.** Many sports and cultural facilities make a significant contribution to the local economy either as employers (as in the case of sports centres) or as tourist attractions (e.g. museums and arts facilities). The enhancement of these facilities can, therefore, benefit the community not only in terms of education and wellbeing, but also from an economic perspective.
30. **Risk Management (including Health & Safety).** The council will need to ensure that its evaluation of proposed projects is robust and that no funding is released until a project is in progress and its deliverability is certain.

Consultation and Engagement

31. Over the last two years, officers have liaised closely with Dorchester Town Council with regard to both the audit of facilities and the proposed process for the allocation of the developer contributions. In addition, there is continuing liaison with the Duchy of Cornwall with regard to the allocation of its contributions made via the S106 agreements for Poundbury.
32. The portfolio holders for Planning (Cllr Ian Gardner) for Enabling (Cllr Mary Penfold) have also been consulted on the proposals set out in this report.

Appendices

33. None.

Background Papers

34. Audit for sports, cultural and community facilities in Dorchester 2014-15.

Footnote

35. Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

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Executive Committee **9 August 2016** **Review of Car Park Charges**

For Decision

Portfolio Holder(s)/ Briefholder
Councillor John Russell

Senior Leadership Team Contact:
M Hamilton, Strategic Director

Report Author:
Jack Creeber Parking & Transport Manager

Statutory Authority
The Road Traffic Regulation Act 1984

1. Purpose of Report

- 1.1 To review the condition of the Council's car parks and determine the level of investment and charges required to upgrade these.
- 1.2 To consider how the Council can assist local residents and the commercial sector in dealing with the significant seasonal fluctuations in the coastal car park occupancy both during the day and evenings.

2. Officer Recommendations

- 1.3 To approve a planned maintenance budget for the current year of £100,000 to enable immediate repairs and upgrades (Appendix 1) that are essential to be carried out within the car parks.
- 1.4 Approve £300,000 for planned specified capital works (Appendix 2) that are necessary to improve the condition and safety of the car parks.
- 1.5 Approve the car parking charges as per Appendix 3 in respect to increased car parking charges.
- 1.6 Agree to renegotiate the fees for the management and/or collecting pay & display cash from car parks that this Council does not own

3. Reason for Decision

- 1.7 In order to avoid the car parks falling into an unacceptable condition it is essential that recommendation 2.1 is approved and that a budget of £100,000 is made available to carry out repairs and upgrades to the councils car parks during this financial year as indicated in Appendix 1.
- 1.8 In addition to the immediate maintenance issues there are a number of more major works that need to be carried out and therefore it is necessary for recommendation 2.2 is approved so that funds of £300,000 can be made available in order to deliver these projects as specified in Appendix 2
- 1.9 In order to provide the necessary funding to carry out the improvements and maintenance to the Council's car parks it will be necessary to increase parking charges. Many car parks have not had parking charge increases since 2008 and these are needed to keep pace with the increased costs of operating the car parks, as well as to assist in the payment for the required works to maintain them.
- 1.10 The fees charged to other car park owners for operating and undertaking cash collections in their car parks have not been increased for a number of years. These charges are perceived currently to be low and need to be increased to keep pace with costs and to ensure that the service provided is still financially viable.

2 Background and Reason Decision NeededThe Current Position

- 2.2 The current stock of West Dorset District Council car parks is shown in Appendix 4. There are currently 36 car parks as well as 3 car parks that the Council operate on behalf of other organisations.
- 2.3 In the financial year 2014/15 this Council spent a total of £310,000 to renew its aging stock of pay and display machines, together with around £120,000 on general maintenance. The new pay & display machines have provided huge benefits in understanding the dynamics of the council car parks and assisting with the development of a new parking policy.
- 2.4 In 2015/16 some £100,000 was spent on general maintenance works.
- 2.5 Investment in our car parks is vital for the commercial viability of the various market towns and seaside resorts across West Dorset, because the first impression of a town / destination for any motorist is the car park and more importantly it is also their last impression.
- 2.6 To provide quality, well maintained and safe car parks requires a continuous rolling programme of planned works being carried out. Some of the more imminent issues facing this Council include, but not limited to:
 - a. The introduction of the new £1 coin will require all the pay & display machines to be recalibrated in order for them to accept the new coin.
 - b. Introduction of credit card facilities to the pay & display machines
 - c. It is essential to provide safe car parks for the public to use and therefore constant maintenance of the surfaces, fencing and vegetation is required.

- d. Once a car is parked the motorist becomes a pedestrian and therefore requires a different set of directional signage.
- e. These maintenance works will greatly assist this Council in acquiring more Park Mark awards for its car parks. Park Mark is awarded for good quality car parks that are safe to use and that have no or very little criminal related incidences. This award is assessed by Dorset Police together with the British Parking Association.

2.7 Car Park Condition

2.8 Many car parks historically were constructed based upon nominal ground preparation with little thought to surface water runoff resulting in undulating car parks, and ponding because of no or insufficient drainage. This may well have been due to original car park creation as being temporary at the time but has since been determined that the car park is required to meet the demands of the traffic on our streets today.

2.9 It is considered necessary to carry out a full survey of the facilities and conditions of the relevant components of the car parks so as to better plan and understand works and maintenance to be carried out.

2.10 The scope of these inspections will need to include:

- a. The conditions of the car park surface and construction,
- b. What drainage exists and its condition
- c. Fencing condition
- d. Pay and display machines
- e. Signage for both cars arriving and pedestrians
- f. Bay and line marking
- g. What lighting exists

- 2.11 Forward planning of works gives more certainty and an appropriate rolling maintenance program. One advantage of the seasonal use of the coastal towns car parks is that works can be carried out without too many implications for the operation of the car parks, but towns such as Dorchester will provide greater challenges.
- 2.12 It is vital however that there is a forward planned maintenance budget as well as a capital works programme to allow the Council to manage this, e.g. scheme design and works to the surfacing and drainage systems.
- 2.13 Maintenance**
- 2.14 There has been a lack of investment in the Council's car parks over a number of years and there is a limited maintenance budget which is insufficient to provide the required improvements and only barely covers essential maintenance on a reactive basis.
- 2.15 Before a planned rolling maintenance programme can be developed and implemented there is a need to carry out significant repairs and improvements to the car parks which cannot be catered for within current budgets nor indeed any separate capital programme.
- 2.16 There is a need to increase parking charges in order to achieve sufficient surplus that would allow general maintenance as well as specific capital works, otherwise the condition of the Council's car parks will deteriorate to an unacceptable level.
- 2.17 This Council currently has 6 car parks which have been awarded the Park Mark accreditation; however these awards were given with the understanding that a number of remedial measures had to be undertaken.
- 2.18 The general public however are rightly expecting our car parks to be well maintained and providing quality facilities and this Council is proposing to undertake a significant amount of maintenance work as it strives to achieve more Park Mark awards for its car parks.
- 2.19 The objective is to obtain this nationally recognised award for each of the Council's car parks, but this will be challenging due to the poor condition of a number of the car parks without considerable investment.
- 2.20 A preliminary action plan for the coming year's maintenance / investment programme has been devised and is to be found as Appendix 2.
- 2.21 It is anticipated that the action plan will deliver a number of benefits that includes providing an enhanced customer experience through easier car parking, improved surfacing and signage. It is also being considered where possible to introduce some larger sized parking bays to accommodate more of today's vehicles.
- 2.22 There are 36 car parks and to ensure all have all maintenance items done a certain number of the car parks have to have certain works completed each year. This assumes that all car parks are in good condition now and that is not the case so to allow for current shortcomings the capital works program of upgrades is also needed.

2.23 Looking at the appropriate maintenance cycle for the work type it will be necessary to carry out works each year dealing with maintenance tasks along the following lines:

Task	Frequency	No of car parks per Year
Refresh car park bay & road markings	Every 4 years	9
Surfacing	Every 10 years	4
Renew signage	Every 6 years	6
Maintain boundary fencing	Every 10 years	4
Pay & Display machines	Every 10 years	4
Lighting	Every 5 years	7
Drainage	Every 3 years	11
Vegetation	Every year	36

2.24 **The need to charge for car parking**

2.25 The last change to the parking charges varies across West Dorset

Town	Long Stay Car Parks	Short Stay Car Parks
Beaminster	2014	2007
Bridport	2011	2008
Charmouth	2014	
Dorchester	2011 (Fairfield Road 2014)	2008
Lyme Regis	2014	2007
Sherborne	2011	2008
West Bay	2014	2007 (The Mound & Esplanade 2011)
Sunday Charges	Beaminster, Bridport Dorchester, Sherborne Removed 2010	
	Overnight charges Removed 2010	

2.26 The cost of providing substantial amount of off street car parking is absolutely essential to accommodate the large number of visitors and holiday makers across the whole of West Dorset. The land on which the car parks are located incurs this Council with considerable expenditure, including but not limited to:

- Approximately £350,000 in Business Rates required to be paid annually.
- Some £90,000 is paid out in respect of rent for car parks located on private land.
- Expenditure of some £100,000 was incurred as a result of maintaining the car parks during 2015/16.
- Staff salaries to manage the operational element of the service such as permits, enforcement processing and appeals, as well as staff required to patrol the car parks, together with collecting cash and maintaining the car parks.

- Then there are on costs associated with the building from which the service operates together with all the other support services that enable the day to day running of all the systems and wellbeing of the staff.

2.27 Parking Charges Review

2.28 A number of factors have been considered in the review and these include, but not limited to:

- Reviewing the impact of the current charges in relation to car park occupancy levels.
- Comparison of parking charges of the Council's competitors e.g. privately operated public car parks in West Dorset, other council districts, and other nearby seaside resorts.
- Income received against the level of expenditure required to provide high quality car parks.
- Investment is required to carry out improvements to the car parks.
- The seasonal demand for car parking across West Dorset coastal towns.
- Short stay parking –v– long stay car parking
- Whether the car park income covers the expenditure associated with the car park
- Retail Price Index

2.29 Parking Charge Comparisons

2.30 There are some privately operated free public car parking within West Dorset however these car parks are associated with the supermarkets and the Retail Parks, that usually allow 2 hours limited waiting with the understanding that the motorist will be visiting the stores.

2.31 Dorchester has chargeable public car parking that is not provided by this Council, for example the Railway station car parks, retail parks and supermarkets. Lyme Regis has a car park operated by NCP.

2.32 Dorset County Council operates the on street pay & display public car parking in Dorchester.

2.33 The current charges for West Dorset District Council owned car parks are as follows:

Short Stay

	Beaminster	Bridport	Charmouth	Dorchester	Lyme Regis	Sherborne	West Bay
20 mins		20p		40p	40p	20p	
1 hour	30p	40p		60p	70p	40p	50p
2 hours	60p	80p		£1.00	£1.60	70p	£1.00
3 hours		£1.70		£2.00	£4.00	£1.70	£1.60
4 hours		£4.00		£4.00		£4.00	
All day							
Each additional hour		£4.00		£4.00	£4.00	£4.00	3hr Max Stay

Long Stay

	Beaminster	Bridport	Charmouth	Dorchester	Lyme Regis	Sherborne	West Bay	West Bex
1 hr	30p		30p				50p	60p
2 hrs								
3 hrs	£1.10	£1.70	£1.20	£2.60		£1.70		£3.50
4 hrs								
All day	£2.00	£2.80	£2.00	£4.00	£2.00	£2.80 (Acreman St £2.10)	£2.00	£5.00

2.34 The table below shows the current car parking charges for the private operated chargeable public car parking

	On Street (max stay 4 hours)	NCP Lyme Regis	Waitrose Dorchester (max stay 3 hours)	Dorset County Hospital
30 mins	80p	£1.00		
1 hour	£1.50	£1.60		£1.60
2 hours	£3.00	£3.20	70p	£2.10
3 hours	£4.50	N/A	£2.00	N/A
4 hours	£6.00	£6.40	£20.00	£4.20
5 hours	N/A	N/A		£6.50
6 hours	N/A	£10.60		
All day	N/A	£12.20		

2.35 Neighbouring Seaside Resorts

2.36 The table below shows the current car parking charges for some neighbouring seaside resorts

	Poole Town	Poole Seafront	*Bournemouth	**Christchurch	Swanage	Bognor Regis
30 mins	N/A	N/A	N/A	N/A	N/A	N/A
1 hour	80p	£1.50	£2.00	N/A	£1.80	80p
2 hours	£1.50	£2.50	£4.00	£2.00	£3.40	£1.60
3 hours	£2.50	£3.50	£6.00	N/A	N/A	£2.40
4 hours	£3.50	£4.50	£8.00	£3.30	£6.40	£3.20
5 hours	£4.50	£5.50	N/A	N/A	N/A	N/A
6 hours	£5.40	£6.50	£12.00	N/A	£7.20	N/A
All day	£8.50	£12.00	£15.00	£6.00	£8.00	£7.00
Each additional hour	N/A	N/A	N/A	N/A	N/A	N/A
Charging hours	8am–10pm	6am–10pm	24 hour charging	24 hour charging	24 hour charging	8am – 6pm

* £2.00 flat charge from 11pm until 8am

** £2.00 flat charge from 7pm until 8am

2.37 The car parking charges across Devon are typically £1.00 per hour, however they charge 24 hours a day.

2.38 Neighbouring towns

2.39 The table below shows the current car parking charges for some neighbouring towns

	Weymouth (Short Stay)	Weymouth (Long Stay)	Yeovil	Exeter	Salisbury	Blandford
30 mins	£1.00					40p
1 hour	£2.00	£1.00		£1.20	£1.30	70p
2 hours	£3.00	£2.00	£1.40	£2.20	£2.40	£1.20
3 hours	£4.00	£3.50	£2.00	£3.30	£3.80	£2.40
4 hours		£4.50		£5.70	£5.00	
5 hours				£7.70	£6.00	
6 hours		£6.00				
All day		£8.00		£10.80	£8.00	£4.00
Each additional hour	3 Hour Max Stay	N/A	£1.20	N/A	N/A	N/A

2.40 The above does indicate that West Dorset parking charges are the lowest by almost any assessment criteria.

2.41 It is interesting to note the charging hours that are adopted by some of the neighbouring seaside resorts. Devon, Bournemouth & Christchurch and Swanage operate a 24 hour charging regime and Poole charge until 10pm.

2.42 Proposed Car Parking Charges

2.43 Appendix 3 lists the charges that are proposed to be introduced as from the 1 January 2017.

2.44 Management of car parks belonging to others, and Cash Collection Fees

2.45 This Council manages a number of car parks on behalf of some town councils and private land owners, as well as collecting and banking cash from pay & display machines. These fees associated with these activities need to be increased to ensure that they are still financially viable.

2.46 The fees for the management of car parks not in this Council's ownership vary and some are tied into leases

2.47 Many of the town council car parks such as Beaminster, Sherborne and Bridport run at a loss with the inclusion of the services provided and a general review of all will be undertaken.

2.48 In some cases charges will be increased, others rent payments will be reduced by negotiation and the frequency of enforcement staff visits may also be reviewed. All of these actions are within the delegated authority of officers, who will seek to ensure that there is a reasonable return on the time and effort invested by the car parking team.

2.49 Members are requested to note the intended actions to be taken and that the relevant Portfolio Holder will be kept apprised of the outcomes and actions being taken.

Implications

2.50 Corporate Plan

Priority A4 a) Implement town centre strategies to sustain and develop town centres economic viability through to 2017

2.51 Financial

The recommendations contained in this report will result in the generating sufficient income to cover the required expenditure necessary for the investment in the Council's car parks as well as meeting the future projected income budget.

2.52 Equalities

There are no direct equality issues as a result of this report

2.53 Environmental

The suggested investment will improve the environmental conditions of the Council's car parks.

2.54 Economic Development

The suggested investment to improve the facilities of the car parks and should assist the economic development of the town

2.55 Risk Management (including Health & Safety)

The suggested investment will improve the health and safety of all users of the Council's car parks.

2.56 Human Resources

There are no direct implications for Human Resources as a result of this report.

Consultation and Engagement

There has been no consultation with external bodies at this time.

Appendices

- 2.57 Appendix 1 2016 / 17 Action Plan
- 2.58 Appendix 2 2016 / 17 Capital Programme Plan
- 2.59 Appendix 3 Proposed car Park Charges 2017/18
- 2.60 Appendix 4 List of West Dorset Car Parks

Background Papers None

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2016/17 Capital Works Programme

Car Park	Task	Estimated Cost
Various	Introduction of credit card facilities	£35,000
West Bay Road West Bay	Surface improvement	£70,000
Bridport Arms West Bay	Surface improvement	£50,000
Station Yard West Bay	Surface improvement	£70,000
Acland Road Dorchester	Surface improvement	£75,000

It is necessary to introduce a number of chip and pin credit card devices that will benefit the service by reducing the number of coins placed in the pay & display machines which will result in increased savings the more credit card transactions are made.

A section of West Bay Road car park is in a really poor state and is in need to major works to improve the overall safety and to maximise the number of vehicles that can be parked in this car park.

Bridport Arms and Station Road car parks needs a tarmac surface to allow a proper parking layout to be introduced in order to maximise the amount of car parking that can take place.

Acland Road (Charles Street) is the main shoppers car park for Dorchester and it has had a lack of investment due to the uncertainty of proposed development of the site and it is in real need of upgrading.

APPENDIX 3

Proposed Car Park Charges

Beaminster

Short Stay Car Parks: Yarn Barton, The Square

Hours	30 mins	1 hour	2 hours Max Stay
Current Charge	30p		60p
Proposed Charge	40p		80p

Long Stay Car Parks: Yarn Barton, The Square

Hours	30 mins	1 hour	2 hours	3 hours	All day
Current Charge	30p			£1.10	£2.00
Proposed Charge	40p			£1.30	£2.30

Bridport

Short Stay Car Parks: East Street, Rope Walks, South Street, Wykes Court

Hours	30 mins	1 hour	2 hours	3 hours	4 hours	6 hours	Per hour thereafter	All Day
Current Charge	20p	40p	80p	£1.70	£4.00		£4.00	
Proposed Charge	N/A	60p	£1.00	£2.10	£4.20	£5.20		£6.30

There is no evidence that anyone actually pays the £4 per hour for hour 5 on beyond, so it is more appropriate to have an all day parking charge and this applies to all West Dorset.

Long Stay Car Parks: East Street, Hope Terrace , West Street

Hours	2 hours	3 hours	4 hours	6 hours	All Day
Current Charge		£1.70			£2.80
Proposed Charge	£1.10	£2.10	£3.00	£3.50	£4.50

Charmouth

Long Stay Car Parks: Lower Sea Lane

Hours	1 hour	2 hours	3 hours	4 hours	All Day
Current Charge	30p			£1.20	£2.00
Proposed Charge	40p	70p		£1.40	£2.30

Dorchester

Short Stay Car Parks: Acland Road, Old Market, Trinity Street

Hours	20 mins	1 hour	2 hours	3 hours	4 hours	6 hours	Per hour thereafter	All Day
Current Charge	40p	60p	£1.00	£2.00	£4.00		£4.00	
Proposed Charge	N/A	70p	£1.10	£2.10	£4.20	£5.20		£6.30

Wollaston is currently a short stay car park because of the proposed Charles Street development, however it is to be returned to a long stay car park. The 20 minute period is to be removed because too many people receive parking fines because they overstay by way over 10 minutes and this should improve the customer experience.

Long Stay Car Parks: Durngate, Fairfield Road, Top O Town, Wollaston Field

Hours	2 hours	3 hours	4 hours	6 hours	All Day
Current Charge		£2.60			£4.00
Proposed Charge	£1.10	£2.10	£3.00	£3.50	£4.50

The proposed charges are intended to provide more customers with more flexibility and avoid confusion between the different charges for using the same car parks, especially on a Wednesday when Fairfield Road long stay becomes a short stay car park. Fairfield short stay is underutilised and therefore it is proposed to have one set of charges for Fairfield Road car park.

Lyme Regis

Short Stay Car Parks: Broad Street, Cobb Gate

Hours	20 30 mins	1 hour	2 hours	3 hours max stay
Current Charge	40p	70p	£1.60	£4.00
Proposed Charge	50p	80p	£1.80	£4.20

It is proposed to increase the short 20 minute period to 30 minutes

Long Stay Car Parks: Charmouth Road, Holmbush

Hours	2 hours	3 hours	4 hours	6 hours	All Day
Current Charge					£2.00
Proposed Charge	£1.10	£2.10	£3.00	£3.50	£4.50

Sherborne

Short Stay Car Parks: Culverhayes, Newland North, Old Market Yard

Hours	20 mins	1 hour	2 hours	3 hours	4 hours	6 hours	Per hour thereafter	All Day
Current Charge	20p	40p	70p	£1.70	£4.00		£4.00	
Proposed Charge	N/A	60p	£1.00	£2.10	£4.20	£5.20		£6.30

Long Stay Car Parks: Acreman Street, Coldharbour, Culverhayes

Hours	2 hours	3 hours	4 hours	6 hours	All Day
Current Charge		£1.70			£2.80
Proposed Charge	£1.10	£2.10	£3.00	£3.50	£4.50

West Bay

Short Stay Car Parks: Bridport Arms, Quayside, The George,

Hours	1 hour	2 hours	3 hours max stay
Current Charge	50p	£1.00	£1.60
Proposed Charge	60p	£1.00	£2.10

Esplanade, The Mound

Hours	1 hour	2 hours	3 hours max stay
Current Charge	£1.00	£2.00	£3.00
Proposed	£1.10	£2.20	£3.30

Charge			
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Long Stay Car Parks: Station Yard, West Bay Road

Hours	1 hour	2 hours	3 hours	4 hours	6 hours	All Day
Current Charge	50p					£2.00
Proposed Charge	60p	£1.10	£2.10	£3.00	£3.00	£4.00

East Beach due to its proximity to the beach should have a premium price

Hours	1 hour	2 hours	3 hours	4 hours	6 hours	All Day
Current Charge	50p					£2.00
Proposed Charge	£1.00	£1.30	£2.40	£3.40	£4.00	£6.00

West Bexington

Car Park: The Beach

Hours	1 hour	3 hours	All Day
Current Charge	60p	£3.50	£5.00
Proposed Charge	70p	£3.70	£5.30

Commercial Parking Charges

Hours	Per hour
Current Charge	£1.00
Proposed Charge	£1.20

Season Tickets

Season tickets provide regular users of the Council car parks with substantial financial discounts.

A current Level 5 Dorchester Season tickets provide a 25% discount based upon a 5 day a week over 48 weeks in a year. It should be noted that the season ticket also allows the holder to park in any long stay car park across the whole of West Dorset.

A current Level 3 Season ticket that allows parking in the long stay car parks in Beaminster, Lyme Regis, West Bay, West Bexington and Acreman Street Sherborne provides a 64% discount.

Long Stay Car parks	Level 1	Level 2	Level 3	Level 4	Level 5
Beaminster – Yarn Barton	✓	✓	✓	✓	✓
Charmouth – Lower Sea Lane	✓	✓	✓	✓	✓
Lyme Regis – Charmouth Road Holmbush	✓	✓	✓	✓	✓
West Bay – East Beach Station Yard West Bay Road		✓	✓	✓	✓
West Bexington – Beach		✓	✓	✓	✓
Sherborne – Acreman			✓	✓	✓
Sherborne – Coldharbour Culverhayes				✓	✓
Bridport – East Street Hope Terrace West Street				✓	✓
Dorchester – Durngate Street Fairfield Road Top O Town					✓
Current Charge	£220	£230	£240	£500	£720
Proposed Charge	£230	£240	£250	£520	£740

APPENDIX 4

West Dorset Car Parks

Town	Car Park	Bays	Comments
Beaminster			
	The Square	24	Managed on behalf of Beaminster Town Council
	Yarn Barton	72	
Bridport			
	East Street	143	
	Bridport Football Club		Managed on behalf of Bridport Town Council
	Hope Terrace	22	
	Rope Walks	158	
	South Street	98	
	West Street	93	
	Wykes Court	96	
Charmouth			
	Lower Sea Lane	26	
Dorchester			
	Acland Road	255	
	Durngate Street	48	
	Fairfield Road (SS)	140	
	Fairfield Road (LS)	418	
	Old Market	60	
	Top O' Town	201	
	Trinity Street I & III	200	
	Trinity Street II	122	Managed on behalf of a private owner
	Wollaston Field	155	
Lyme Regis			
	Broad Street	36	
	Charmouth Road	264	
	Cobb Gate	17	
	Holmbush	333	
Sherborne			
	Acreman Street	45	
	Coldharbour	70	
	Culverhayes	263	
	Digby Hall	46	Managed on behalf of Sherborne District Council
	Newland North	54	
	Old Market Yard	111	
West Bay			
	Bridport Arms	35	
	East Beach	150	Shingle surface estimated capacity
	Esplanade	38	
	Quayside	67	
	Station Yard	125	Unmade surface estimated capacity
	The George	17	
	The Mound	24	
	West Bay Road	437	Used as a summer park & ride for Bridport Town. Part unmade surface estimated capacity
West Bexington	The Beach	78	

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Executive Committee

9 August 2016

New National Policy on Affordable Housing

For Decision

Portfolio Holder

Planning – Cllr I Gardner

Senior Leadership Team Contact:

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Report Author:

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Statutory Authority

Section 157(1) of the Housing Act 1985

Section 38(6) of the Planning and Compulsory Purchase Act 2004

Housing and Planning Act 2016

Purpose of Report

- 1 To inform members of changes to national policy on affordable housing and to consider the implications arising from those changes in relation to planning decisions.

Officer Recommendations

- 2 It is recommended that members endorse the approach set out in the report in relation to the changes to national policy on affordable housing including, in appropriate circumstances:
 - for applications to which local plan policy HOUS1 and new national policy and guidance on affordable housing relate, officers normally attaching very considerable weight to the provisions in new national policy and guidance;
 - officers normally applying or recommending the application of the thresholds in national policy and guidance below which affordable housing should not be sought, including officers applying, or recommending the application of, a different threshold in 'rural areas' described under Section 157(1) of the Housing Act 1985; and
 - officers normally applying or recommending the application of vacant building credit in accordance with national policy and guidance.

Reason for Decision

- 3 To provide clarity on the changes to national policy on affordable housing and the implications, particularly in relation to 'rural areas' described under Section 157(1) of the Housing Act 1985.

Background and Reason Decision Needed

- 4 On 28 November 2014 the Minister of State for Housing and Planning Brandon Lewis issued a written statement on support for small-scale developers, custom and self builders (“the new national affordable housing policy”). This new national policy reflected the outcomes of a consultation, the purpose of which was to “...*tackle the disproportionate burden of developer contributions on small scale developers, custom and self-builders.*”
- 5 The new national affordable housing policy sought to:
 - increase the threshold, above which local authorities could require affordable housing contributions to be provided, to sites of more than 10 units or more than 1,000 square metres;
 - allow local authorities to adopt a lower threshold of 5 units, in ‘rural areas’ described under Section 157(1) of the Housing Act 1985, including Areas of Outstanding Natural Beauty (AONBs); and
 - provide credit for the re-use of vacant buildings, to be offset against affordable housing contributions.
- 6 Two local authorities, West Berkshire and Reading, challenged this decision in the High Court, their argument, in summary, being that the amendment of national planning policy guidance via a written ministerial statement was unlawful. The High Court found in favour of the two local authorities and quashed the planning guidance in August 2015.
- 7 The Secretary of State for Communities and Local Government then appealed the High Court’s decision, to the Court of Appeal. The appeal was successful and shortly after the decision, the Planning Obligations section of the national Planning Practice Guidance (PPG) was updated, effectively re-instating the guidance from November 2014 in the same terms as before. The written ministerial statement (the new national affordable housing policy) is set out in Appendix 1.
- 8 The West Dorset, Weymouth & Portland Local Plan (the local plan) was going through examination as this legal battle progressed. The draft local plan was submitted with policy HOUS1 indicating that affordable housing contributions would be sought on all sites where there would be a net increase in market housing. The examination hearing session for the issue of affordable housing was held on 27 November 2014. The new national affordable housing policy was produced the very next day (i.e. 28 November 2014).
- 9 In February 2015, the councils consulted on ‘main modifications’ (MM12, 13, 14 and 16) to policy HOUS1 following the receipt of the local plan inspector’s recommendations in his report. These proposed modifications sought to bring the policy into line with the new national affordable housing policy, indicating that the councils would apply a threshold of 10 units with the lower threshold of 5 units in ‘rural areas’ described under Section 157(1) of the Housing Act 1985.

- 10 On 31 July 2015, the High Court's decision [2015] EWHC 2222 (Admin) was released. Justice Holgate declared (in paragraph 211 of the judgment), that the policies in the new national affordable housing policy *"must not be treated as a material consideration in development management and development plan procedures and decisions or in the exercise of powers and duties under the Planning Acts more generally"*.
- 11 The Local Plan Inspector, Paul Crysell, produced his report on 14 August 2015. He discussed the implications of the new national affordable housing policy and the subsequent 31 July 2015 High Court judgement in paragraphs 63 to 66 of his report and in paragraph 66 stated *"I consider the councils should revert to their original policy provisions i.e. that all new housing should make a contribution towards affordable housing needs"*.
- 12 The local plan was adopted in October 2015. Policy HOUS1 sets out the council's approach to the provision of affordable housing. Subject to certain exceptions it generally seeks contributions on all sites where a net increase in open market housing is proposed. Policy HOUS2 sets out the council's approach to affordable housing exception sites, including rural exception sites.
- 13 At the date of writing this report, officers are not aware of a further challenge to the decision of the Court of Appeal.
- 14 As part of the examination, the local plan (including policy HOUS1) was subject to 'viability testing'. Paragraph 5.2.1 of the local plan states: *"There is no evidence to suggest that affordable housing cannot be delivered to some degree on all sizes of development, from one unit upwards."*
- 15 As part of the examination of the Community Infrastructure Levy (CIL) charging schedule economic viability evidence was considered, in particular the impact of the 'zero threshold' in policy HOUS1 on small sites (i.e. single and two dwelling house developments). In paragraph 19 of his report, the CIL Inspector concluded that the policy was *"unlikely to have a significant impact on the viability of smaller developments coming forward"* in the plan area.
- 16 The councils have already started the review of the local plan, in accordance with the recommendations of the local plan inspector. The Council also started charging CIL on 18 July 2016.
- 17 Issues arising from the reinstatement of the new national affordable housing policy will have to be addressed in detail as part of the local plan review process. Pending the completion of this exercise, it is considered that some clarification at this stage of the council's current interim position in relation to this issue would be beneficial; particularly in relation to the consideration of planning applications.
- 18 This report therefore seeks to summarise that position. With regard to individual applications, these will inevitably still need to be considered having regard to all material facts relating to the application including, so far as relevant, the matters as set out in this report. Over time the position

may also have to be adjusted as circumstances change including the progress of work on the local plan review.

Implications

- Thresholds in New National Policy and Local Plan Policy HOUS1***
- 19 Section 38(6) of the Planning and Compulsory Purchase Act 2004 provides the legal basis for the determination of planning applications. It states that applications for planning permission must be determined in accordance with the development plan unless material considerations indicate otherwise.
- 20 The 2015 local plan forms part of the development plan for the area and in accordance with section 38(6), the starting point for assessing affordable housing provision in relation to most residential development proposals will be the local plan and, in particular, policy HOUS1. This policy seeks contributions towards affordable housing (of 25% in Portland and 35% in Weymouth and West Dorset) on sites where there is a net gain in market housing. However, criterion iii) also recognises that a lower level of affordable housing provision may be justified on grounds of economic viability.
- 21 Policy HOUS2 relates to affordable housing exception sites, including rural exception sites. It is the starting point for assessing such proposals recognising that small scale affordable housing sites secured in perpetuity may be permitted provided there is a need for them and relevant locational development issues can be addressed.
- 22 Written ministerial statements and national planning guidance are generally recognised as being planning considerations and, in relevant circumstances, they may be material considerations to a planning application. The weight to be attached to material considerations will vary according to the individual circumstances of a planning application and generally it is considered to be a matter for the decision maker.
- 23 During the recent legal proceedings views were expressed, in general, on the weight that should be attached to national policy and, in particular, on the thresholds below which affordable housing should not be sought.
- 24 As part of the judgement, the Court of Appeal made reference to a statement made by Mr R Drabble QC on behalf of the Secretary of State as recorded by the judge in the original High Court case, an extract of which is:
- “(i) As a matter of law the new national policy is only one of the matters which has to be considered under section 70(2) of TCPA 1990 and section 38(6) of PCPA 2004 when determining planning applications or formulating local plan policies (section 19(2) of PCPA 2004), albeit it is a matter to which the Secretary of State considers ‘very considerable weight should be attached’;*
- (ii)*
- (iii) In the determination of planning applications the effect of the new national policy is that although it would normally be inappropriate to require any affordable housing or social infrastructure contributions on sites below*

the thresholds stated, local circumstances may justify lower (or no) thresholds as an exception to the national policy. It would then be a matter for the decision-maker to decide how much weight to give to lower thresholds justified by local circumstances as compared with the new national policy;

(iv) Likewise if in future an LPA submits for examination local plan policies with thresholds below those in the national policy, the Inspector will consider whether the LPA's evidence base and local circumstances justify the LPA's proposed thresholds. If he concludes that they do and the local plan policy is adopted, then more weight will be given to it than to the new national policy in subsequent decisions on planning applications."

[Paragraph 26 of judgement]

- 25 In relation to that statement the Court of Appeal observed:
"Leaving aside the assertion at (ii) Mr Drabble's statement amounts to no more than a conventional description of the law's treatment of the Secretary of State's policy in the decision-making process. It does not (though this is not suggested) save the policy. It merely explains how the law requires it to be applied."
- 26 Overall, the Court of Appeal then went on to conclude that the grounds of appeal were successful and allowed the appeal.
- 27 This commentary raises the questions of: the weight to be attached to the new national affordable housing policy in decision-making; and whether the continued general application of the thresholds in policy HOUS1 could be justified as an exception to the new national affordable housing policy on the basis of local circumstances.
- 28 As part of the new national affordable housing policy the Government identified that its reason for the new measures contained within it were:
"...to support small scale developers and help hard-working people get the home they want by reducing disproportionate burdens on developer contributions."
- 29 It went on to confirm that *"...By lowering the construction cost of small-scale new build housing and home improvements, these reforms will help increase housing supply. In particular, they will encourage development on smaller brownfield sites and help to diversify the house building sector by providing a much needed boost to small and medium-sized developers..."*
- 30 The new national affordable housing policy was challenged on four grounds, one of which was that the Secretary of State's consultation on the proposals was legally inadequate. Much of the legal debate focused on the issue of what was meant by the 'disproportionate burdens' on small scale developers and whether such burdens related primarily to viability or were broader-based. The Court of Appeal sustained the ground of appeal on this point concluding that the consultation was fair. The commentary in the judgement also makes it clear that, in the view of the Court of Appeal, the consultation raised questions that went beyond strict viability considerations.
- 31 Paragraph 59 of the Court of Appeal judgement states:

“We think that question 5 of the consultation paper is significant. It was couched in terms of breadth and generality following paragraphs 23 to 25 which themselves addressed the problem which was sought to be resolved in a broad way. We do not consider that on a fair reading those paragraphs confined the matters under consideration to strict viability issues. Nor do we agree the phrase ‘disproportionate burden’ would have been understood as relating solely to strict viability issues. That this is so is evident from the responses from developers who responded to the question posed by raising questions which go beyond strict viability. The fact that LPA respondents focused on viability issues is in our judgement a reflection of particular concerns which they wished to address”.

- 32 Mr R Drabble QC on behalf of the Secretary of State (as mentioned in the Court of Appeal judgement) talked about *“all the burdens, financial and legal”* that small scale developers would need to fulfil in order to bring forward a development. Some examples of responses to the consultation were also referred to in the Court of Appeal judgement, which raised issues of: substantial upfront contributions; the amount of contributions sought from small sites; cash flow restrictions; disproportionate impacts on rural areas; and differences in land values and development costs both nationally and from site to site. These issues are discussed in more detail in the Government’s response to the consultation on Planning Contributions (Section 106 Planning Obligations) – see link below.
- 33 As mentioned above, both the local plan (including policy HOUS1) and the CIL charging schedule were subject to ‘viability testing’ and as a result paragraph 5.2.1 of the local plan concluded that there was no evidence to suggest that affordable housing could be delivered to some degree on all sizes of development, from one unit upwards. However, whilst this evidence shows that affordable housing contributions on small sites may be viable, this does not address ‘all the burdens, financial and legal’ that small scale developers would need to fulfil in order to bring forward a development. Officers therefore consider that it would be very difficult to justify the continued general application of the threshold in policy HOUS1 as an exception to the new national affordable housing policy on the basis of local circumstances.
- 34 The Government envisages that these reforms will help to increase housing supply, particularly on small brownfield sites, by diversifying the house building sector and providing a much needed boost to small and medium-sized developers. There is no evidence to suggest that such reforms would not give a boost to small and medium-sized developers in West Dorset and Weymouth & Portland resulting in an increase in housing supply and a boost to delivery, which would be a benefit in view of the relatively low levels of housing completions in recent years.
- 35 On that basis, it is considered that for applications to which policy HOUS1 and national policy and guidance on affordable housing relate, it will normally be appropriate to attach very considerable weight to the provisions in the new national affordable housing policy and guidance. In that context, in appropriate circumstances, it is likely to result in officers normally applying or recommending the application of the thresholds in the new national affordable housing policy and guidance, rather than the

threshold in policy HOUS1, when considering planning applications that include residential development.

- 36 The new national affordable housing policy and national guidance indicate that (except in 'rural areas' described under Section 157(1) of the Housing Act 1985) affordable housing and tariff style contributions should not normally be sought on sites of 10-units or less and which have a maximum combined gross floor space of 1,000 square metres or less.
- 37 Outside 'rural areas' described under Section 157(1) of the Housing Act 1985, in cases where it is considered appropriate to apply such thresholds, officers will normally seek or recommend that contributions towards the provision of affordable housing should not be sought at or below either the relevant numerical threshold (i.e. 10-units) or the relevant floor space threshold (i.e. 1,000 square metres).

The Optional Threshold of 5 Units in Rural Areas Described in Section 157(1) of the Housing Act 1985

- 38 In response to the Government's consultation on Planning Performance and Planning Contributions undertaken in March 2014, some local authorities argued that a 10-unit threshold would disproportionately impact on rural areas because it would apply to a higher proportion of proposed new developments and hamper their ability to provide adequate levels of affordable housing for local people.
- 39 To address these concerns, paragraph 017 (Reference ID: 23b-017-20160519) of the Planning Obligations section of the national PPG states that local planning authorities may choose to apply a lower threshold of 5 units or less to development in 'designated rural areas' as described under section 157(1) of the Housing Act 1985. This includes National Parks, AONBs and any "area designated by order of the Secretary of State as a rural area".
- 40 The rationale for the 5-unit threshold was set out in the Government's response to the planning contributions element of the March 2014 consultation on Planning Performance and Planning Contributions. This stated:
"We have taken account of responses highlighting the greater impact a 10-unit threshold might have on rural areas and in National Parks and Areas of Outstanding Natural Beauty by allowing a lower 5-unit threshold in designated rural areas. We have balanced this, and responded to consultation submissions highlighting the issue of cash-flow for small builders, by policy change to allow developments of 6-10 units in those areas to pay contributions in cash, deferred until after completion, rather than in kind. This will provide small builders the boost that they need through reduced borrowing costs and by allowing contributions to potentially be met from sale receipts. At the same time this proposal will help maintain the flow of affordable houses for local communities and funds for infrastructure. The 5-unit threshold will not, unlike the 10-unit threshold, be combined with a maximum floor space limit as this would inhibit the development of very small sites".

- 41 Local plans need to have regard to national planning policies, including those in the National Planning Policy Framework (NPPF), which: seek to restrict development in National Parks and AONBs; and promote sustainable development in rural areas by locating housing where it will enhance or maintain the vitality of rural communities and avoid isolated homes in the countryside unless there are special circumstances.
- 42 Any local plan prepared within this context will inevitably limit the opportunities for housing development (including affordable housing) in AONBs and rural areas more generally. This is certainly the case with the West Dorset, Weymouth & Portland Local Plan which includes policies to protect the Dorset AONB (policy ENV1) and to achieve a sustainable pattern of development: by strictly controlling development outside all defined development boundaries; and in rural areas by directing development to the larger, more sustainable settlements (policy SUS2).
- 43 Given the Government's rationale for the lower threshold in 'rural areas' (of seeking a balance between boosting housing supply on small sites and maintaining the flow of affordable housing) and in the light of the policy framework set by the local plan (which reflects the situation in many other rural areas), it is considered appropriate to normally apply or recommend the application of the 5-unit threshold in those parts of the District where it could apply.
- 44 Much of West Dorset lies within the Dorset AONB and most of the district has also been included in a 'designated rural area', which covers all parishes except Chickerell, Dorchester and Sherborne. This means that, for any relevant scheme, officers would normally apply or recommend the application of the 5-unit threshold, except for relevant schemes located in the parish of Sherborne and those parts of the parishes of Chickerell and Dorchester which lie outside the Dorset AONB, where the 10-unit (and 10,000 square metres) thresholds would normally be applied or recommended.
- 45 The viability testing of the local plan took a strategic view of viability and it may be that certain sites between 6 and 10 units in designated rural areas would not be viable. In such cases it would still be possible for developers to make a case for a reduced affordable housing contribution under criterion iii) of policy HOUS1.
- 46 It should also be borne in mind that the 5-unit threshold has already been proposed through the local plan process and was only not included in the final document as a result of the successful (but now superseded) High Court challenge to changes to national policy, as set out earlier in this report.
- 47 Whilst paragraph 17 of the Planning Obligations section of the national PPG offers local planning authorities a choice in applying the lower threshold in designated rural areas, the guidance states that "*where this lower threshold is applied, local planning authorities should only seek affordable housing contributions from developments of between 6 to 10-units as financial contributions and not affordable housing units on site. Any payments made (whether as an affordable housing contribution or*

contribution to a pooled funding pot for general infrastructure provision) should also be commuted until after completion of units within the development". In cases where it is considered appropriate to apply the lower threshold in designated rural areas, officers will normally negotiate or recommend that contributions towards the provision of affordable housing on developments of between six and ten units should be negotiated as commuted sums payable after completion of the residential units within the development.

Other Considerations in Policy HOUS 1

- 48 In cases where officers have considered it appropriate to apply, or recommend that the thresholds in national policy should be applied, it should be noted that all the other relevant considerations and exemptions set out in policy HOUS1 and its supporting text will still remain relevant. For example, where officers apply or recommend the application of the 10 or 5-unit thresholds in national policy to an application, they will do so on the basis of net additional dwellings.
- 49 The approach in policy HOUS1 of only seeking affordable contributions where there is a net gain of at least one market dwelling is in line with the approach set out in the written ministerial statement, which states: *"...affordable housing and tariff-style contributions should not be sought from any development consisting only of the construction of a residential annex or extension within the curtilage of the buildings comprising an existing home."*
- Vacant Building Credit***
- 50 The re-instated new national affordable housing policy and national guidance re-introduce 'vacant building credit'. Where a vacant building is brought back into any lawful use, or is demolished to be replaced by a new building, national guidance states that the developer should be offered a financial credit equivalent to the existing gross floor space of relevant vacant buildings when a local planning authority calculates any affordable housing contribution which will be sought. In such cases affordable housing contributions may be required for any increase in floor space and such contributions could be in the form of units provided within the development or in the form of an equivalent financial contribution.
- 51 Policy HOUS1 in the adopted local plan makes no provision for vacant building credit. However, its proposed application in the district was the subject of consultation through the local plan process (at proposed modifications stage).
- 52 In relevant cases, officers will normally apply or recommend that 'vacant building credit' is applied to certain applications in accordance with national guidance. Current national guidance, which was last revised on 19 May 2016, is set out in paragraphs 021 to 023 (Reference ID: 23b-021-20160519 to 23b-023-20160519) of the Planning Obligations section of the national PPG. This guidance (and any subsequent updates or new guidance) would be used to apply vacant building credit in the district.

Affordable Housing Exception Sites

53 The new national affordable housing policy and national guidance make it clear that the changes to policy should not apply to rural exception sites. Paragraph 013 (Reference ID: 23b-013-20160519) of the Planning Obligations section of the PPG also makes it clear that “*the restrictions on seeking planning obligations contributions do not apply to development on Rural Exception Sites*”. Affordable housing exception sites, including rural exception sites, will continue to be considered against policy HOUS2 of the West Dorset, Weymouth & Portland Local Plan 2015.

Decisions by the Senior Leadership Team and Planning Committees

54 On 25 May 2016 the new national planning policy on affordable housing was considered by the councils’ Senior Leadership Team (SLT). SLT took the view that the new national policy, including the national 10 and 5-unit thresholds and ‘vacant building credit’, should normally be given significant weight in decision-making and should normally be used in the determination of planning applications.

55 Since that time this approach has been used in the determination of delegated planning applications. A number of planning applications have also been re-considered by the Planning Committees of both councils (West Dorset DC – 16 June 2016 and Weymouth and Portland BC – 06 July 2016), where the national 10 and 5-unit thresholds and vacant building credit have been applied.

The Housing and Planning Act 2016

56 The Housing and Planning Act received royal assent on 12 May 2016, which provides the legislative basis for starter homes. In December 2015, the Government also consulted on changes to national planning policy, which set out how it would:

- Broaden the definition of affordable housing to expand the range of low cost housing opportunities;
- Support development on small sites and brownfield land; and
- Support the delivery of starter homes.

57 The Government has yet to produce a revised NPPF, but given that many of the proposed changes (particularly in relation to starter homes) seek to take forward the provisions of the Housing and Planning Act, it seems unlikely that they will differ significantly from those set out in the December 2015 consultation document.

58 On 09 February 2016 Executive Committee approved the 2016 Local Development Scheme (LDS) and agreed to begin the local plan review. Paragraphs 5.24 to 5.26 of that report recognised the need to review policy HOUS1, in light of the shift in emphasis in national policy from affordable housing for rent to affordable housing to buy.

59 Further changes to national planning policy will almost certainly come forward before the local plan review is in place (estimated date December 2019), in which case a further report (or reports) will be brought to members to discuss the implications for decision-making.

Corporate Plan

60 The approach set out in this report is likely to support Priority B1, which is “*preventing homelessness and supporting communities to meet their housing needs*”, although in cases where the thresholds in national policy are applied, the delivery of housing on small sites would not include affordable housing.

Financial

61 The council currently seeks affordable housing contributions, either in the form of on-site dwellings or off-site financial contributions. In cases where the thresholds in national policy are applied, no off-site financial contributions for affordable housing would be collected from sites at or below the 10- and 5-unit thresholds.

Equalities

62 The Government produced an equality statement in February 2015 following the publication of the new national affordable housing policy in November 2015. The issue of whether the Government had breached the public sector equality duty was considered both by the High Court and the Court of Appeal. Whilst the High Court concluded that the duty had not been satisfied, the Court of Appeal came to a different conclusion and decided that it had.

63 The application of the new national affordable housing policy would be likely to deliver a higher proportion of market homes and fewer affordable homes on small sites; although the Government anticipates that the policy will stimulate the development of such sites. It is possible that the application of the thresholds in national policy might give rise to equality issues. However, the extent of any impact may be limited, particularly if the result is a material increase in the overall delivery of housing across the area, as anticipated by the Government.

Environmental

64 In cases where the thresholds in the new national affordable housing policy are applied to small sites, all other policies in the Local Plan, including those that aim to protect the environment, will still remain the starting point for decision making. It is, therefore, unlikely that the application of the thresholds in national policy would have any adverse impacts on the environment.

Economic Development

65 The stated purpose for the change to national planning policy is to deal with what the Secretary of State sees as “*the disproportionate burden of developer contributions on small-scale developers, custom and self-builders*”. If successful, the application of new national affordable housing policy should help to stimulate the development of housing by small-scale developers on small sites. Small-scale developers are often local, so if successful, the application of the policy would offer economic benefits to the local area.

66 The application of new national affordable housing policy would result in less affordable housing being provided on small sites. However, this impact needs to be seen in the wider context of more fundamental

changes to national policy on affordable housing with a shift in emphasis from affordable housing to rent to affordable housing to buy (including starter homes).

Risk Management (including Health & Safety)

- 67 The purpose of the report is to set out the general implications resulting from the reintroduction of the new national affordable housing policy. A benefit of the approach set out in this report should be to reduce the risk of officer planning decisions and recommendations to Planning Committee being inconsistent.
- 68 It is important to recognise that the implications of the changes to national policy and guidance are still the subject of debate and therefore not entirely clear. The interim position set out in this report reflects officers' best understanding of the current situation. However, on-going uncertainty means that a challenge to this general approach cannot be ruled out.

Human Resources

- 69 There are no human resources implications.

Consultation and Engagement

- 70 The development of policy HOUS1 was subject to extensive consultation as the local plan was taken forward and changes were made to the draft policy to reflect changes to national policy and a subsequent High Court judgement. Proposed changes to national policy on affordable housing have also been the subject of consultation by the Government.

Appendices

Appendix 1 - Written Statement on small-scale developers made by Brandon Lewis, the Minister of State for Housing and Planning on 28 November 2014

Background Papers

West Dorset, Weymouth & Portland Local Plan: Pre-submission Version (June 2013) – Chapter 5: Housing - <https://www.dorsetforyou.com/media/200902/05-HOUS/pdf/05HOUS.pdf>

West Dorset, Weymouth & Portland Local Plan: Schedule of Main Modifications (February 2015) – See MM 12, 13, 14 and 16 - https://www.dorsetforyou.com/media/202269/WDWP-Local-Plan---Schedule-of-Main-Modifications/pdf/Schedule_of_Main_Modifications_FINAL_VERSION_150117.pdf

Report on the Examination into the West Dorset, Weymouth and Portland Local Plan - The Planning Inspectorate (August 2015) - https://www.dorsetforyou.com/media/207336/WDWPReport-FINAL/pdf/WDWPReport_FINAL.pdf.

Report on the Draft West Dorset, Weymouth & Portland Community Infrastructure Levy Charging Schedules -

https://www.dorsetforyou.gov.uk/media/207348/WestDorset-CIL-Report---Final/pdf/WestDorset_CIL_Report_-_Final.pdf

West Dorset, Weymouth & Portland Local Plan 2015: Adopted Plan (October 2015) – Chapter 5: Housing - <http://www.planvu.co.uk/wdwp/written/cpt5.htm>

R (on the application of West Berkshire District Council and Reading Borough Council) v Secretary of State for Communities and Local Government [2015] EWHC 2222 (Admin) - <http://www.bailii.org/ew/cases/EWHC/Admin/2015/2222.html>

R (West Berkshire District Council and Reading Borough Council) v. Secretary of State for Communities and Local Government [2016] EWCA Civ 441 - <http://www.bailii.org/ew/cases/EWCA/Civ/2016/441.html>

Consultation on Proposed Changes to National Planning Policy – DCLG (December 2015) - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/488276/151207_Consultation_document.pdf

Report to 09 February 2016 Executive Committee on the West Dorset, Weymouth & Portland Local Plan Review - https://www.dorsetforyou.com/media/211534/West-Dorset-Weymouth-and-Portland-Local-Plan-Review/pdf/West_Dorset_Weymouth_and_Portland_Local_Plan.pdf

Planning Practice Guidance on Planning Obligations – see paragraph 031 onwards - <http://planningguidance.communities.gov.uk/blog/guidance/planning-obligations/planning-obligations-guidance/>

Planning Contributions (Section 106 planning obligations) – Government response to consultation (November 2014) - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/381349/Planning_Contributions_Section106_planning_obligations_.pdf

Footnote

Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

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House of Commons: Written Statement (HCWS50)

Department for Communities and Local Government

Written Statement made by: **The Minister of State for Housing and Planning (Brandon Lewis)** on 28 Nov 2014.

Support for small scale developers, custom and self-builders

I would like to update hon. Members on the action that the Coalition Government has taken to free up the planning system and the further new measures we are now implementing to support small scale developers and help hard-working people get the home they want by reducing disproportionate burdens on developer contributions.

Section 106 obligations imposed on small scale developers, custom and self-builders

We consulted in March this year on a series of measures intended to tackle the disproportionate burden of developer contributions on small scale developers, custom and self-builders. These included introducing into national policy a threshold beneath which affordable housing contributions should not be sought. The suggested threshold was for developments of ten-units or less (and which have a maximum combined gross floor space of no more than 1,000 square metres).

We also proposed a similar policy for affordable housing contributions be applied to all residential extensions and annexes. Rural Exception Sites would be exempted from any threshold introduced following consultation. Our consultation asked whether the threshold should be extended to include the tariff style contributions that some authorities seek in order to provide general funding pots for infrastructure. We also consulted on restricting the application of affordable housing contributions to vacant buildings being brought back into use (other than for any increase in floor space). This latter proposal was to boost development on brownfield land and provide consistency with exemptions from the Community Infrastructure Levy.

We received over 300 consultation responses many of which contained detailed submissions and local data. After careful consideration of these responses, the Government is making the following changes to national policy with regard to Section 106 planning obligations:

- Due to the disproportionate burden of developer contributions on small scale developers, for sites of 10-units or less, and which have a maximum combined gross floor space of 1,000 square metres, affordable housing and tariff style contributions should not be sought. This will also apply to all residential annexes and extensions.
- For designated rural areas under Section 157 of the Housing Act 1985, which includes National Parks and Areas of Outstanding Natural Beauty, authorities may choose to implement a lower threshold of 5-units or less, beneath which affordable housing and tariff style contributions should not be sought. This will also apply to all residential annexes and extensions. Within these designated areas, if the 5-unit threshold is implemented then payment of affordable housing and tariff style contributions on developments of between 6 to 10 units should also be sought as a cash payment only and be commuted until after completion of units within the development.
- These changes in national planning policy will not apply to Rural Exception Sites which, subject to the local area demonstrating sufficient need, remain available to support the delivery of affordable homes for local people. However, affordable housing and tariff style contributions should not be sought in relation to residential annexes and extensions.

· A financial credit, equivalent to the existing gross floorspace of any vacant buildings brought back into any lawful use or demolished for re-development, should be deducted from the calculation of any affordable housing contributions sought from relevant development schemes. This will not however apply to vacant buildings which have been abandoned.

We will publish revised planning guidance to assist authorities in implementing these changes shortly.

By lowering the construction cost of small-scale new build housing and home improvements, these reforms will help increase housing supply. In particular, they will encourage development on smaller brownfield sites and help to diversify the house building sector by providing a much-needed boost to small and medium-sized developers, which have been disproportionately affected by the Labour Government's 2008 housing crash. The number of small-scale builders has fallen to less than 3,000 – down from over 6,000 in 1997.

We estimate that the policy will save, on average, £15,000 in Section 106 housing contributions per new dwelling in England – some councils are charging up to £145,000 on single dwellings. Further savings will be made from tariffs, which may add additional charges of more than £15,000 per dwelling, over and above any housing contributions. Taken together, these changes will deliver six-figure savings for small-scale developers in some parts of the country.

The Home Builders Federation confirmed that these changes will provide a boost to small and medium builders, stating:

“This exemption would offer small and medium-sized developers a shot in the arm. The time and expense of negotiating Section 106 affordable housing contributions on small sites, and the subsequent payments, can threaten the viability of small developments and act as another barrier to the entry and growth of smaller firms”

Similarly, the Federation of Master Builders said:

“The new ten unit threshold for affordable housing contributions is a sensible and proportionate approach to help alleviate the pressure on SME house builders who have been squeezed out of the housing market in recent years. This is important because without a viable SME house building sector we won't be able to build the number of new homes that are needed to address the housing crisis”

Promoting custom and self-build housing

These changes to Section 106 policy complement the Coalition Government's wider programme of reforms to get Britain Building, including measures to actively support the custom and self-build sector that will help people design and build their own home.

Specifically, we have exempted custom and self-builders from paying the Community Infrastructure Levy. The £30 million investment fund for Custom Build Homes has so far approved or is currently considering loan funding of £13 million. We have launched a new £150 million investment fund to help provide up to 10,000 serviced building plots. The first bidding round closed in September and applications received are currently being assessed by the Homes and Communities Agency.

In addition we continue to work in partnership with industry to provide better support and information to custom and self-builders and we are helping community-led custom projects by enabling them to apply for £65 million under the Affordable Housing Guarantee programme and £14 million of project support funding.

We are also providing £525 million through the Builders' Finance Fund (2015-16 to 2016-17) to provide development finance to unlock stalled small housing sites. A shortlist of 165 small housing schemes was announced on 8 September. We are also opening up the Builders Finance

Fund to support small building firms schemes, from 5 units in size upwards.

We also published a consultation on the Right to Build in October. The idea is simple: prospective custom builders will have a right to purchase a plot of land from their local Council to build their own home. To underpin the consultation we are working with a network of eleven Right to Build Vanguards to test how the Right can work in practice and we are supporting the hon. Member for South Norfolk's (Richard Bacon) *Self-Build and Custom Housebuilding Private Members' Bill* which has now passed its Second Reading in this House.

Getting empty and redundant land and property back into use

We have introduced a range of measures to help communities get empty and surplus land and property back into productive use.

We have reformed permitted development rights to cut through complexity, free up the planning system and encourage the conversion of existing buildings. The changes help support town centres, the rural economy and provide much-needed homes.

Changes to Community Infrastructure Levy rules now provide an increased incentive for brownfield development, through exempting empty buildings being brought back into use. To assist extensions and home improvements, we have also exempted them from Community Infrastructure Levy, stopped plans for a so-called 'conservatory tax', stopped any council tax revaluation which would have taxed home improvements, and introduced a new national council tax discount for family annexes.

Conclusion

We expect implementation of these measures to have a significant positive impact on housing numbers by unlocking small scale development and boosting the attractiveness of brownfield sites. This will provide real incentive for small builders and to people looking to build their own home. They will increase house building and help reduce the cost of such housing.

These latest policy changes illustrate how this Government continues to deliver the reform to our planning system which will enable more houses to be built, giving more power to local communities, helping people move on to and up the housing ladder.

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Executive Committee 9 August 2016 Purbeck Local Plan Partial Review – Response to Options Consultation

For Decision

Portfolio Holder

Cllr Ian Gardner - Planning

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

T Sneller – Local Plans Team Leader

Statutory Authority

Planning and Compulsory Purchase Act 2004

Purpose of Report

1. To seek members' endorsement of the response to consultation on options for the Purbeck Local Plan Partial Review attached as Appendix A.

Officer Recommendations

2. To agree the officer response attached in Appendix A as West Dorset District Council's response to consultation on options for the Purbeck Local Plan Partial Review.

Reason for Decision

3. In order to provide a response to the public consultation on the Purbeck Local Plan Partial Review.

Background and Reason Decision Needed

Background

4. The Purbeck Local Plan was adopted in November 2012. At the examination of this plan, Purbeck District Council agreed to review the plan by 2017. As part of this review, Issues and Options consultation was undertaken in early 2015.
5. The current consultation is the next stage of the plan review with preferred options being put forward for delivering growth over the period to 2033. Purbeck District Council anticipates that pre-submission consultation will take place over winter 2016 with submission and examination in spring/summer 2017.

6. The duty to cooperate, introduced in the Localism Act 2011, places a legal duty on local planning authorities to cooperate on strategic cross boundary matters. Strategic cross boundary matters encompass issues such as:
 - the homes and jobs needed in the area;
 - the provision of retail, leisure and other commercial development;
 - the provision of infrastructure for transport, telecommunications, waste management,
 - water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat);
 - the provision of health, security, community and cultural infrastructure and other local facilities; and
 - climate change mitigation and adaptation, conservation and enhancement of the natural and historic environment, including landscape.
7. Having regard to the duty to cooperate, the Inspector for the adopted Local Plan required Purbeck District Council to engage *“constructively, actively and on an ongoing basis with neighbouring local authorities”* particularly in relation to development opportunities at Crossways/Moreton Station. Similarly, the Inspector for the adopted West Dorset, Weymouth and Portland Local Plan highlighted the need for a joint approach to delivering growth in the Crossways/Moreton Station area.
8. West Dorset District Council, Purbeck District Council and Dorset County Council have been working together to jointly gather evidence to inform development proposals in the Crossways/Moreton area. This joint working will continue through the reviews of the Purbeck Local Plan and the West Dorset, Weymouth and Portland Local Plan and through the development of the Dorset Minerals Sites Plan.

Proposals at Moreton Station

9. The Purbeck Local Plan Review options consultation document includes a proposal for 350 homes at Moreton Station along with improved pedestrian, cycle and public transport links to the railway station and to Dorchester. In addition, Suitable Alternative Natural Greenspaces (SANGs) are proposed around the site to mitigate impact on nearby heathlands.
10. Although Purbeck District Council’s preferred approach is for a development of 350 homes, the site has a theoretical capacity to delivery up to 600 homes. In the consultation document it is acknowledged that, should other sites in the plan not deliver at the expected level, there may be pressure to deliver more homes in this location.

Main implications for West Dorset

11. If inadequate mitigation is included to support the development proposals at Moreton Station, there could be a negative impact on Crossways. This impact, in combination with the impact resulting from developments proposed in West Dorset, will need to be given careful consideration through joint working with Purbeck District Council and Dorset County Council.

12. Potential impacts where mitigation may need to be incorporated into the Purbeck Local Plan include the highways impact, in particular the increased levels of traffic along the local roads including the routes through Crossways village itself. Mitigation could include improved pedestrian and cycle links to the railway station and to the facilities within Crossways village such as shops, doctor's surgery and primary school.
13. The cumulative impact of all developments proposed in the area needs to be considered with adequate mitigation proposed. Any mitigation proposed in the Purbeck Local Plan should be coordinated with that already proposed as part of the West Dorset, Weymouth and Portland Local Plan allocation and other developments in the Crossways area.
14. It is also a concern that the level of residential growth at Moreton Station may negatively impact on the delivery of housing in the Crossways area and the ability of West Dorset District Council to meet its housing targets.

Community Infrastructure Levy

15. Alongside the consultation on the options for the Purbeck Local Plan review, Purbeck District Council are consulting on their Community Infrastructure Levy (CIL) preliminary draft Charging Schedule.
16. The nearest charging zone to West Dorset is the Purbeck Rural Fringe which has a charge of £100 per square metre. This is consistent with the charge currently in place in West Dorset and therefore does not pose a conflict. There are however differences in other zones, particularly where strategic sites are proposed which trigger a significant reduction in the Levy to £10 per square metre. In addition, retail developments are also charged CIL.

Timing of response

17. Consultation on the Purbeck Local Plan Review options document commenced on the 9 June and finishes on the 12 August. Consultation responses need to be made before this end date for them to be considered by Purbeck District Council. Consideration of this report at the Executive Committee on 9 August will enable a formal response (As set out in Appendix A) to be submitted before the closing date of the consultation.

Implications

Corporate Plan

18. Corporate Plan Priority: C1. Creating a planning framework which balances environmental protection with meeting community and economic needs. Contributing to the Purbeck Local Plan Review will help to deliver this priority.

Financial

19. There are no financial consequences associated with responding to the current consultation on the Purbeck Local Plan Review

Equalities

20. The Purbeck Local Plan Review is accompanied by an equalities impact assessment which will evaluate the equalities issues associated with the proposals in the local plan.

Environmental

21. The Purbeck Local Plan Review will be accompanied by a full sustainability appraisal and habitats regulations assessment which will consider the environmental implications of the development proposals.

Economic Development

22. Having an up to date local plan will enable Purbeck District Council to meet the housing needs arising in their area and therefore have more control over future development. This will enable developments to be focused on sustainable locations and enable supporting infrastructure to be delivered alongside development and helping support economic growth.

Risk Management (including Health & Safety)

23. It is important to respond to the consultation on the Purbeck Local Plan Review to ensure that the council's views are taken into account as the plan progresses towards adoption.

Human Resources

24. Responding to consultations on plans is part of the duties of officers in the Spatial Policy and Implementation Teams so responding to this consultation has no human resources implications.

Consultation and Engagement

25. There are several stages of public consultation in the review of a local plan. The next opportunity for the council to engage with the Purbeck Local Plan Review will be when the pre-submission draft of this plan is produced. This is currently timetabled for winter 2016.

Appendices

Appendix A – Response to the Purbeck local plan review as already submitted.

Background Papers

Partial Review of Purbeck Local Plan: Part 1 – Planning Purbeck's Future

<https://www.dorsetforyou.gov.uk/Purbeck-partial-review>

Footnote

Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

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Appendix A

West Dorset District Council's response to consultation on the Purbeck Local Plan Review options document

West Dorset District Council (WDDC) welcomes the opportunity to comment on the partial review of the Local Plan for Purbeck. WDDC are committed to working together with Purbeck District Council and other organisations with a local interest, to positively plan for the future of the Moreton / Crossways area. The boundary between West Dorset and Purbeck divides the area where physical and social linkages are obvious. It is therefore essential that the cross boundary issues are discussed and dealt with in a strategic, cross boundary way.

The existing facilities and railway station at Moreton / Crossways make the area a theoretically sustainable location. However, the West Dorset, Weymouth and Portland Local Plan Inspector highlighted that Crossways functions as a dormitory settlement for Dorchester and stated 'without substantial enhancements to transport links I do not consider it (i.e. Crossways) is a particularly sustainable options for meeting the longer term needs of the county town'. Any areas adjacent to Crossways, but in Purbeck District, which are to be developed should be considered in the same way, with a strong emphasis on trying to make the Moreton / Crossways area itself more sustainable.

We note that a number of options were proposed for the Moreton / Crossways area and that the preferred option is to develop a site at Moreton Station (Site 4 – Redbridge Pit) for around 350 dwellings. In addition, reference is made to the potential for the provision of employment land, train station parking and a primary school should these additional elements be needed.

Other options proposed a lesser or greater level of development in the Moreton / Crossways area. No matter what level of development is finally allocated, it is essential that the cumulative impact on Crossways is fully considered with mitigation incorporated into the proposals.

The allocation of 350 additional dwellings at Moreton Station, adjacent to the West Dorset / Purbeck district boundary will have an impact on the nearby settlement of Crossways in West Dorset. In particular West Dorset District Council has concerns about the impact on the delivery of housing in the Crossways area and the ability of West Dorset to meet its housing targets.

The adopted West Dorset, Weymouth & Portland Joint Local Plan includes an allocation south of Warmwell Road, Crossways for 500 additional dwellings. This site will provide for a new doctors' surgery, a new village hall, highway improvements to the Max Gate junction on the A35, improved pedestrian/cycle linkages between Crossways and Moreton Station and improvements to access at Moreton railway station itself.

It is noted in the consultation material, that mitigation is proposed to reduce the impact of the proposed allocation including the provision of pedestrian, cycle and public transport improvements to facilities in Crossways, Moreton Station and Dorchester. To enable the impact of the development on Crossways to be minimised, it is suggested that any pedestrian, cycle and public transport proposals are coordinated with that being proposed as part of the allocation south of Warmwell Road, Crossways and other proposals in the Crossways area.

In addition to the above mentioned pedestrian, cycle and public transport improvements, the extension of the West Stafford bypass to avoid the low railway

bridge and level crossing, has been highlighted as something to be explored. Contributions towards this extension to the West Stafford bypass should be collected from the proposed allocation to help facilitate its delivery and improve road and rail safety on these routes to Dorchester.

In addition, the proposals being considered as part of this consultation should fully consider the impacts on the existing facilities in Crossways including the primary school, doctor's surgery, the existing shops and parking for these, to ensure that undue pressure is not placed upon them.

Space for jobs is provided locally at Hybris Business Park however, there are significant levels of commuting to Dorchester. Further employment land may be needed to help deliver more self contained settlements. The continued support for Dorset Green Technology Park at Winfrith is therefore supported.

Retail in the area is provided in Crossways whilst the train station is on the Purbeck side of the boundary. The traffic on the local roads is a concern and traffic from the allocation would, more than likely travel through Crossways to access Dorchester and Weymouth. Further work will need to be done to consider the implications of this additional traffic with a view to minimising the impact through highway improvements where feasible. A particular issue is the need to provide improved access to Moreton Station to facilitate increased use of the railway and more sustainable modes of transport. This would reduce reliance on the private car and also assist in improving access to the existing and proposed facilities in Crossways. Further retail and community facilities will be needed in the area to support any increase in population. Currently there is a significant reliance on other centres for retail needs as the retail offer in Crossways is limited.

Provision of Suitable Alternative Natural Greenspaces (SANGs) will be necessary to support proposals for development in Purbeck and should be coordinated with and linked where possible to the provision of SANGs at Crossways in West Dorset.

It is noted that the Purbeck CIL Preliminary Draft Charging Schedule is also subject to consultation. The level of charge for the area closest to West Dorset is consistent with that being charged in West Dorset and therefore it is considered that there is no conflict between the two levies. It is also noted that retail will be charged CIL and the rate of CIL on some large allocations elsewhere within Purbeck, is reduced significantly.

Executive Committee

9 August 2016

Private Sector Housing Assistance Policy

For Decision

Portfolio Holder

Cllr Timothy Yarker, Housing

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

G Joy, Housing Improvement Manager

Statutory Authority

Housing Grants Construction & Regeneration Act 1996

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002

Purpose of Report

- 1 To adopt a revised Housing Assistance Policy, to be delivered consistently across Dorset and funded totally from government allocations.

Officer Recommendations

- 2
 - a) The Housing Assistance Policy attached to this report, designed to deliver a more integrated customer focussed service for disabled people, be adopted;
 - b) The policy be reviewed at the conclusion of the 2016-17 financial year, with any necessary revisions being the subject of a further report for consideration.

Reason for Decision

- 3 The government has announced significantly increased Disabled Facility Grant (DFG) allocations to Housing Authorities for 2016-17, with a commitment to further increases leading up to 2019-20. The DFG allocations form part of the Better Care Fund paid initially to Dorset County Council, with specific reference made to a DFG element for each district or borough council. In providing the additional DFG funding the government has encouraged local areas to implement an integrated approach to improving outcomes across health, social care and housing, stating that all funding pooled through the Better Care Fund, including DFG funding, should be allocated on the basis of plans that are jointly developed and agreed with relevant local authorities. The additional DFG funding provides an opportunity for housing authorities to devise new housing assistance policies to introduce a wider range of discretionary assistance, designed to

better meet the local housing and adaptation needs of disabled, older and vulnerable residents.

- 4 The Dorset Accessible Homes Service (DAHS) was commissioned in 2015 to deliver a more integrated aids and adaptations service across Dorset. This new policy will serve to further develop the DAHS in line with the original vision for the service and fulfil the government's objective for an integrated approach to improving health, housing and social care outcomes.

Background and Reason Decision Needed

Government Funding

- 5 In November 2015 the government published its Autumn Statement, which committed to an increase in DFG funding nationally from £220 million to £394 million in 2016/17, rising to £500 million by 2019/20. This DFG funding is now initially paid to Dorset County Council as part of the Better Care Fund with a requirement that minimum amounts are allocated to the district or borough councils acting as local housing authorities.
- 6 In 2016-17 the DFG allocations for each housing authority are:

Christchurch:	£457,760
East Dorset:	£647,517
North Dorset	£373,492
Purbeck:	£340,687
West Dorset:	£785,706
Weymouth and Portland	£734,577
Total 2016/17 Dorset allocation:	£3,339,000

- 7 The allocations to local authorities are calculated by the use of a funding formula based on criteria such as the number of claimants for disability related benefits, means tested benefits, and the proportion of the population aged 60 or over.
- 8 The 2016-17 allocation for Dorset represents a 70% increase on 2015-16 funding levels (£1.9m) with an expectation that further increases will lead to a county wide DFG budget of £4.9m in 2019-20.
- 9 The Government announcement of this increase encouraged areas to think strategically about the use of home aids and adaptations, use of technologies to support people in their own homes and to take an integrated approach to improving outcomes across health, social care and housing. The Government stated that all funding pooled through the Better Care Fund, including DFG funding, should be allocated on the basis of plans that are jointly developed and agreed with relevant local authorities. As a local housing authority this council has a statutory duty to provide Disabled Facilities Grant and therefore assumes responsibility for expenditure under that heading. The County Council as the

welfare authority is responsible for a wide range of health and social care services many of which are closely aligned to housing.

- 10 To that end a report was presented to the Dorset Health and Wellbeing Board on 8th June 2016 seeking their support for proposals to develop a county wide Housing Assistance Policy taking advantage of the increased government DFG funding. The Board duly agreed their support for an integrated policy that seeks to improve adaptation services for people with disabilities and meets the government grant conditions. (See Appendix 1.)
- 11 In order to implement the proposals it is necessary for each district and borough council in Dorset to formally adopt a Housing Assistance Policy detailing the different forms of assistance that will be made available. (attached as Appendix 2). The Overview and Scrutiny Committee of this council considered the policy on the 12th July and welcomed the improved provision of services for disabled residents. The committee resolved to support the adoption of the new policy.

Historical Activity

- 12 In recent years assistance for householders with disabilities has been restricted to the national mandatory DFG provisions (discretionary grants having been discontinued following the loss of specific government funding for such assistance in 2010). DFGs provide financial assistance for disabled and older residents enabling them to carry out adaptations and arrange safe access to facilities in and around the home. The list of grant eligible works and the application process is prescribed in legislation.
- 13 The council's DFG expenditure and activity in recent years is depicted in the table below:

Year	Number of DFG's completed	Total Cost of DFGs completed	Government allocation	Council contribution/top up
2016-17	?	?	£785,706	Nil
2015-16	137	£575,000	£470,000	£105,000
2014-15	144	£677,789	£362,433	£315,356
2013-14	141	£789,907	£647,321	£142,586
2012-13	147	£678,448	££378,448	£300,000
2011-12	142	£553,000	£404,000	£149,000

Note: The Council operated a Safe & Secure Grant and handivan until 2015/16

- 14 Members will be aware that in previous years, in addition to the Government allocation for DFG, the council has contributed a 'top up' to the DFG budget from its capital programme. The increased government allocation will enable the current provision of assistance to residents to be extended and developed and at the same time ensure that the council will not need to commit its own capital funds to meet the costs of aids and adaptations to residents homes in this and future years.

Local delivery

- 15 In April 2015 Dorset County Council and the local housing authorities commissioned Millbrook Healthcare Ltd to deliver a Dorset Accessible Homes Service (DAHS). DAHS provides aids, adaptations, Handyvan services and assistive technologies for disabled people across Dorset. It also administers Disabled Facilities Grants on behalf of District and Borough housing authorities, which has enabled the councils to reduce resources dedicated to the delivery of that function. The revenue cost of DAHS to each district and borough council is £30,000 per annum. The DAHS model is considered innovative and is receiving considerable interest from other councils seeking to deliver aids and adaptations in a more integrated, efficient way.
- 16 The proposed policy seeks to use the increased funding to develop the DAHS service in order to improve outcomes for disabled and older people and to reduce admissions and help facilitate more efficient discharge from hospital. It acknowledges that, “housing plays a critical role in enabling people to live independently and in helping carers to support others more effectively. Poor or inappropriate housing can put the health and wellbeing of people at risk, whereas a suitable home can reduce the needs for care and support and contribute to preventing or delaying the development of such needs. Housing services should be used to help promote an individual’s wellbeing in order that those in need of care and support, including carers can build a full and active life. Suitability of living accommodation is one of the matters local authorities must take into account as part of their duty to promote an individual’s wellbeing.”
- [Source: Care and Support Statutory Guidance, 2014.]
- 17 The procurement of DAHS is governed by a Partnership Agreement between Dorset County Council as lead commissioner and the district and borough councils. Although through the Better Care Fund, minimum DFG allocations are still prescribed for each district and borough area, the Partnership Agreement allows for the redistribution of DFG funds between areas, where for example at the end of the financial year, varying demand exists between local authority areas.

Proposed Policy

- 18 The Councils are able to use powers under the Regulatory Reform (Housing Assistance)(England and Wales) Order 2002 to provide a wider range of assistance, fully funded by the government allocation, to better meet local resident’s needs.
- 19 It is proposed to introduce a local discretionary grant to be used in place of the mandatory DFG. This discretionary grant will build upon the existing mandatory DFG to meet a range of locally identified needs, delivering quicker outcomes for applicants through the removal of procedures that have been found not to deliver any value or are unduly time consuming.

- i) Streamline the Application Process**
One ongoing concern of the existing national DFG process is the time taken from identifying the need through to delivery of the adaptation. Experience of administering DFGs has revealed a number of processes and requirements that offer little, if any benefit, but are time consuming and stressful for the applicant. Removing or refining such processes, combined with a simpler single application form, will create an improved application process.
- ii) Use of “Trusted Assessors”**
DAHS caseworkers and surveyors have already received training to enable them to assess the lower level needs of disabled people. While more complex cases will still need the involvement of an Occupational Therapist. It is intended that the revised, streamlined grant process will begin to accept referrals from ‘trained assessors’ for lower level, routine adaptations, with the intention of speeding up the delivery time for such adaptations.
- iii) Reduce bureaucracy**
It is proposed that the Test of Financial Resources currently applied to all applicants not receiving a means tested benefit, will be removed for adaptations costing less than £5,000. Approximately 80% of applications relate to referrals for necessary shower installations or stair lifts for disabled people which can be delivered within this cost. The number of households captured by the existing means test is very small, rendering the cost of conducting the test disproportionate to the saving on the total grant spend.
- iv) Increase the maximum grant**
The maximum DFG permitted is currently £30,000. Maximum grants of this amount are infrequent, generally relating to the construction of extensions to accommodate the complex needs of disabled children within the family home. In 2015-16 there were just three grants of £30,000 or above in the district. However, where extensions are required the current maximum grant is often insufficient to fund the cost of all of the works, necessitating a separate application to Dorset County Council’s Major Adaptations Panel (MAP). The MAP process, involving time consuming and complicated duplicate applications to separate local authorities, has led to delays in progressing what are already the most complex of DFG cases. Given that the £30,000 maximum DFG has not been increased since 2008, it is proposed to use the increased DFG allocation and existing MAP funding to enable an increase in the maximum grant to £45,000. This will enable the timely delivery of essential adaptations for even the most complex cases.
- v) Increase the range of eligible works.**
The range of eligible works permitted by the mandatory DFG generally covers access to the property and the facilities within it. Interpretation of the permitted works is not consistent across the country, although locally much work has been undertaken to provide a degree of consistency across Dorset. The introduction of a new discretionary grant has provided an opportunity to review the local

interpretation and to consider the inclusion of essential adaptations that may have been excluded from grant aid in the past.

- 20 While the new discretionary grant proposed in the policy extends the range and scope of the existing mandatory DFG, the increased government allocation enables the delivery of the revised grant without the need for additional funding from this council.
- 21 In addition to the revised adaptations grant it is considered possible to reintroduce a form of assistance formerly referred to as the 'Safe and Secure Grant' (S&S). The S&S grant would be available to householders that are in receipt of an income related benefit, over 50 years of age or disabled. It enables assistance with a wide range of work necessary to enable continued independent living up to a maximum grant of £2,000. The S&S Grant was often found to compliment assistance afforded through DFG and is viewed as an integral part of the housing and social care prevention agenda. It is proposed to 'ring-fence' £50,000 per annum from the councils DFG allocation for this initiative.
- 22 To complete the suite of assistance provided, the policy proposes the extension of the existing Handyvan service to lower income, vulnerable households. DAHS currently provides a chargeable Handyvan service for householders over 50 years of age or disabled. The charge for the service is currently a disincentive for those on the lowest income, who are likely to be in most need of help with essential small works of repair and help around the home. The range of works undertaken by the Handyvan service is wide ranging but generally limited to those works that can be undertaken within two hours. A service free for householders in receipt of income related benefits and also addressing the needs of clients awaiting discharge from hospital is proposed, which will in combination with the S&S grant and Dorset adaptation grant provide a truly comprehensive suite of assistance for disabled households in the county. Each council is proposing to allocate £10,000 of its 2016-17 DFG allocation to this particular initiative.
- 23 It is estimated that the cost of the above mentioned additional measures could be £100,000 per annum.
- 24 It is intended to review this new policy within a short time frame and no later than the end of 2016/17 so that demand for the revised assistance can be assessed and the policy amended accordingly to account for funding changes in 2017/18.
- 25 The revised policy does not affect the Loans scheme funded by the council and administered by Wessex Reinvestments CIC.

Implications

Corporate Plan

- 26 Priority: B2. Working with partners to improve public health and wellbeing
Priority: D1. Deliver the benefits of the shared service partnership between WDDC and WPBC
Priority: D2. Adapting service delivery to the changed financial environment
Priority: D3. Ensuring the delivery of efficient and economic services which are shaped by customer needs

Financial

- 27 The revised policy should be funded from increased government allocations. A review of the policy in April 2017 will include an assessment of the likely annual spend.

Equalities

- 28 The revised policy will be accompanied by an Equalities Impact Assessment.

Consultation and Engagement

- 29 The Dorset health and Wellbeing Board have been advised of the proposals and have written to confirm their support. See Appendix 1. The Overview and Scrutiny Committee support adoption of the revised policy.

Appendices

- 30 Appendix 1. Letter from the Dorset Health and Wellbeing Board
Appendix 2. Private Sector Housing Assistance Policy

Background Papers

- 31 Report to the Dorset Health and Wellbeing Board
Minutes of the Overview and Scrutiny Committee 12th July 2016.

Footnote

- 32 Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

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Dorset County Council



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Date: 20 June 2016
Your ref:
My ref: RK/AH/JES

Dear Mr Prosser

Enhanced Dorset Accessible Homes Service: A partnership approach to delivering better services to disabled people and children in Dorset

You will be aware that the government recently made significant changes to the way that Disabled Facilities Grants (DFGs) are funded in England and Wales. Funding is now distributed locally through the Department of Health's "Better Care Fund" which is overseen by the Dorset Health and Wellbeing Board. In addition to this the amount of adaptations funding provided to Dorset has significantly increased from £1.963M in 2015/16 to £3.339M in 2016/17, with a further predicted rise to £4.9M in 2019/20.

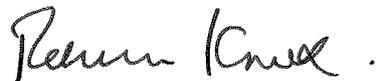
Sally Randall, Director of Housing Standards and Support at DCLG recently wrote to all Council's setting out that with this opportunity the government wishes to encourage Councils to work together to provide local, integrated solutions to improve the outcomes for disabled people. I am aware that your Council is already working with other Councils and partners across Dorset to achieve this by jointly commissioning the Dorset Accessible Homes Service which provides DFG adaptations, handyvan services and assistive technologies. The increased funding offer to Dorset now provides the opportunity to further develop this key preventative service, to achieve even better health, housing and social care outcomes for disabled people across Dorset, providing greater independence and supporting carers and communities.

At its recent meeting in June the Dorset Health and Wellbeing Board considered and fully supported a proposal put forward by the commissioning councils to use this improved funding offer to enhance the Dorset Accessible Homes Service. In order to deliver this enhanced service I understand that your Council will now also be considering the details of this proposal at your respective decision making committees.



I look forward to a positive outcome to this process and wish to encourage you to consider this county-wide proposal which will have a significant positive impact on the health and wellbeing of many people in Dorset.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Rebecca Knox', followed by a period.

Rebecca Knox

Chair of the Dorset Health and Wellbeing Board

Copy to: Cllr Gill Taylor, Portfolio Holder
Cllr Timothy Yarker, Portfolio Holder
Cllr Graham Carr-Jones, Portfolio Holder

Private Sector Housing Assistance Policy 2016.

Introduction

This policy makes use of the powers provided under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 to offer an alternative to the national mandatory Disabled Facilities Grant (DFG) scheme for disabled and older people in Dorset.

These powers enable local housing authorities to offer their own, locally tailored financial assistance; in this case the Dorset Accessible Homes Grant and Safe and Secure Grant. The assistance must provide at least the same level of assistance as that offered by the existing Mandatory DFG, but crucially the assistance available under this policy enables the provision of more flexible, wide ranging financial assistance, to better meet the needs of disabled and older people in Dorset.

Two grants will be available for this purpose, a Dorset Accessible Homes Grant for major adaptations and a smaller scale Safe and Secure Grant for urgent essential repairs and adaptations.

Dorset Accessible Homes Grant

What help is available?

The Accessible Homes Grant is administered by the Dorset Accessible Homes Service (DAHS) to help Dorset residents to adapt their current home or provide financial help to move to a more appropriate home.

The Dorset Accessible Homes Grant is generally based around the eligibility criteria for the national Disabled Facilities Grant scheme with some exceptions, which are intended to make this assistance more flexible, easier and quicker to administer.

Dorset Accessible Homes Grant is a discretionary grant and therefore such assistance only remains available while funds permit. Funding may be withdrawn with immediate effect for grants yet to be approved. In such instances Mandatory DFG will continue to be available.

For whose benefit can the work be carried out?

Those persons eligible for a Disabled Facilities Grant are eligible for a Dorset Accessible Homes Grant including any person who is:

Appendix 2.

- registered disabled, or
- able to be registered disabled

This could be a home owner or tenant or somebody that lives with the homeowner or tenant.

Who can apply for an Accessible Homes Grant?

A person over the age of 18 is eligible to apply for a Dorset Accessible Homes Grant under the same criteria as a Disabled Facilities Grant, this can be for themselves or somebody that lives with them if they:

- own their own home as a freeholder or leaseholder (with at least 5 years left to run),
- are a tenant or life tenant,
- or have a license to occupy a park home on a licensed site and;

live in the local authority area of Dorset County Council.

What other criteria is there?

The person applying for the grant will normally need to confirm that the disabled person (this could be themselves or somebody that lives with them) *intends* to live at the property subject to the Dorset Accessible Homes Grant for the next five years, as their main residence.

If the property is jointly owned, the applicant will need to get the written consent from any joint owners (who do not live at the property as their main residence), that they confirm the eligible works can be completed to the property.

If the applicant is a tenant, the applicant will need to obtain the written consent of the property owner agreeing that the eligible works can be completed to the property.

Test of Financial Resources

For grant eligible works (including any fees and VAT) of less than £5,000, then **no** 'means test' will be applied to the financial resources of the disabled occupant. Therefore in such cases they will be entitled to receive a full grant to cover the cost of the eligible works

For grant eligible works (including any fees and VAT) of £5,000 or more the financial resources (both income and capital) of the disabled occupant shall be

assessed in accordance with the prescribed 'means testing' regulations under the Housing Grants Construction and Regeneration Act 1996 (as amended).

Any disabled occupant or their partner/spouse who receives at least one of the following benefits on the date of their completed application will not be subject to the above financial assessment and will receive a full grant to cover the cost of the eligible works:

- Pension Credit (both Savings and Guarantee)
- Income Support
- Income based Job Seekers Allowance
- Income based Employment and Support Allowance
- Council Tax Support formerly known as Council Tax Benefit
- Housing Benefit
- Working Tax Credit with a maximum income of £15,050 per annum as assessed by HMRC for that award
- Child Tax Credit with a maximum income of £15,050 per annum as assessed by HMRC for that award
- Universal Credit

Where the works are for the benefit of a disabled child, then the applicant will not be subject to the above financial assessment and will receive a full grant to cover the cost of the eligible works.

Unless otherwise stated in this document all other aspects of the provision of Disabled Facilities Grant under the Housing Grants Construction and Regeneration Act 1996 and associated regulations and guidance shall apply.

What works are eligible?

In considering the eligible works the Dorset Accessible Homes Service will consult a suitable qualified professional which may include an Occupational Therapist, Occupational Therapy Assistant or suitably qualified assessor at DAHS.

Eligible Adaptations

The cost of the eligible works shall be determined so as to provide 'best value' and maybe decided by an appropriate schedule of rates agreed in writing with the local housing authorities, a 'mini tender' process or in exceptional circumstances, a single quotation for the eligible works.

The Dorset Accessible Homes Grant may provide financial assistance to help disabled persons in:

- a) facilitating access by the disabled occupant to and from the dwelling
- b) making the dwelling safe for the disabled occupant and other persons residing with him
- c) facilitating access by the disabled occupant to a room used or usable as the principal family room;
- d) facilitating access by the disabled occupant to, or providing for the disabled occupant, a room used or usable for sleeping;
- e) facilitating access by the disabled occupant to, or providing for the disabled occupant, a room in which there is a lavatory, or facilitating the use by the disabled occupant of such a facility;
- f) facilitating access by the disabled occupant to, or providing for the disabled occupant, a room in which there is a bath or shower or facilitating the use by the disabled occupant of such a facility;
- g) facilitating access by the disabled occupant to, or providing for the disabled occupant, a room in which there is a wash hand basin, or facilitating the use by the disabled occupant of such a facility;
- h) facilitating the preparation and cooking of food by the disabled occupant;
- i) improving any heating system in the dwelling to meet the needs of the disabled occupant or, if there is no existing heating system or any such system is unsuitable for use by the disabled occupant, providing a heating system suitable to meet his needs; where the eligible works include works under this section (i), then financial assistance of up to £1000 per application is available to improve the thermal insulation of the residential premises.
- j) facilitating the use by the disabled occupant of a source of power, light or heat by altering the position of one or more means of access to or control of that source or by providing additional means of control;
- k) facilitating access and movement by the disabled occupant around the dwelling in order to enable him to care for a person who is normally resident there and is in need of such care;
- l) facilitating access to and from a garden by a disabled occupant; or . making access to a garden safe for a disabled occupant.
- m) Where no other statutory funding is available, facilitating access to or providing for the disabled occupant, a suitable space used or usable for sleeping for a necessary carer for the disabled occupant.
- n) the reasonable expenses incurred in helping applicants and disabled persons who live with them to move to a more appropriate home.

The eligible works shall be 'necessary and appropriate' to meet the needs of the disabled occupant and it must be 'reasonable and practicable' to carry out the relevant works having regard to the age and condition of the dwelling. Regard shall be had to the associated guidance and good practice in determining these factors.

The maximum grant payable for eligible works under paragraphs 'a' to 'n' above is £45,000 inclusive, including the cost of any associated 'preliminary and ancillary charges' associated with the eligible works.

Eligible works includes a DAHS agency fee which is no more than 10% of the net cost of the eligible works.

Eligible Relocation Costs

As detailed in paragraph 'n' above, the Dorset Accessible Homes Grant provides financial assistance to help disabled persons move to a more appropriate home.

An applicant may also apply for assistance under this paragraph for expenses incurred in moving to a more appropriate home outside of the local housing authority area where they live, which maybe within or outside of Dorset.

In determining eligibility to assistance under paragraph 'n' above, Dorset Accessible Homes Service shall have regard to the following criteria:

- The cost of the eligible works at the applicants existing property are not deemed reasonable, or;
- The eligible works at the applicants existing home are not technically feasible, or;
- The adaptation of the applicants existing property does not provide a sustainable, long term solution for their housing needs, *and*;
- The total cost incurred in the eligible relocation expenses and any estimated eligible adaptation costs at the 'new' property should not be greater than the cost of adapting the applicant's current home.

The 'new' property shall in the opinion of the Dorset Accessible Homes Service provide a long term, sustainable home for the person for whose benefit the works are required.

The eligible expenses under this paragraph may include the cost of:

- Any arrangement fee charged by a lender to cover the formation of a mortgage.
- Conveyancing fees.
- Land Registry Fee
- Local Authority Searches
- Stamp Duty
- Valuation, Homebuyers or Full Structural Survey
- Professional removal costs
- Estate Agent Commission

- Any capital difference in cost between the applicants existing and 'new' property

The maximum grant payable for eligible expenses under paragraph 'n' for an owner occupier is £45,000 inclusive of any grant eligible costs involved in making the 'new' property suitable.

The maximum grant payable for eligible expenses under paragraph 'n' for a tenant is £750.

Grant assistance under paragraph 'n' to an 'owner occupier' is only payable upon the successful completion of the purchase of the 'new' property and the disabled person then occupying that property as their only and main residence.

What conditions are attached to the grant?

- a) Any works or expenses incurred shall be carried out in accordance with the approved specification of eligible works/expenses provided by the Dorset Accessible Homes Service.
- b) Eligible works shall be carried out within 12 months of the date of grant approval
- c) The grant shall only be paid if in the opinion of the Dorset Accessible Homes Service the eligible works or expenses have been completed/incurred to their satisfaction
- d) If the completed eligible works include specialised equipment which may be removed and reused, if that equipment is no longer needed within 5 years of the date of completion of the eligible works the applicant will notify the Dorset Accessible Homes Service, who may decide to remove the equipment.
- e) Should an applicant dispose of a property subject to Dorset Accessible Homes Grant assistance within 5 years, they shall be liable to repay that amount of grant assistance over £30,000.

How do I make a completed application?

The following paperwork will be required in order to make a completed application:

- Application form
- Consent of the landlord (if applicable)
- At least 2 quotations for the cost of the eligible works based on a specification devised by the DAHS or costs determined by an approved Schedule of Rates or in exceptional circumstances one quote.
- Specification of eligible works

Once all the above paperwork is received or obtained by the Dorset Accessible Homes Service to their satisfaction, then the application will be considered complete.

Once an application is considered complete, the Dorset Accessible Homes Service will in eligible cases seek approval from the relevant district/ borough council in accordance with any agreed response time.

The grant will only be paid upon the successful completion of the eligible works to the satisfaction of the Dorset Accessible Homes Service and upon receipt of suitable invoice(s).

Grant monies will only normally be paid directly to the contractor who performed the eligible works, except in the case of expenses under paragraph 'n' above which can be reimbursed directly to the applicant on receipt of suitable invoices and receipts of payment.

Safe and Secure Grant

What help is available?

The Safe and Secure Grant is designed to enable low income home owners and tenants* to quickly access financial assistance to carry out a wide range of minor adaptations and small repairs to reduce risks and accidents around the home, promote independent living and assist with hospital discharge or prevent hospital admission.

This is a discretionary grant and therefore such assistance only remains available while funds permit. Funding may be withdrawn with immediate effect for grants yet to be approved.

Who can apply for an Safe and Secure Grant?

A person is eligible to apply for a Safe and Secure Grant if they:

- own their own home as a freeholder or leaseholder (with at least 5 years left to run),
- are a tenant* or life tenant,
- or have a license to occupy a park home on a licensed site and;

live in the local authority area of Dorset.

The applicant must be 50 years of age or over or be registered or able to be registered as disabled and on the date of a completed application be in receipt of one of the following benefits:

- Pension Credit (both Savings and Guarantee)
- Income Support
- Income based Job Seekers Allowance
- Income based Employment and Support Allowance
- Council Tax Support formerly known as Council Tax Benefit
- Housing Benefit
- Working Tax Credit with a maximum income of £15,050 per annum as assessed by HMRC for that award
- Child Tax Credit with a maximum income of £15,050 per annum as assessed by HMRC for that award
- Universal Credit

What works are eligible?

At the Dorset Accessible Home Service discretion, a grant will be considered for the reasonable cost of the work necessary to:

- carry out minor works to enable independent living
- works to prevent falls in and around the home
- reduce hazards or risks that are likely to cause serious harm or injury
- carry out a range of works to enable hospital discharge or prevent hospital admission
- examples of eligible works may include:
 - water supply, drainage and heating issues
 - electrical and gas safety
 - repairs or modifications to stairs, floors and steps
 - safety and security repairs
 - adaptations not eligible for statutory funding from other agencies
 - The installation of Assistive Technology to overcome a safety issue within the home.

****this grant assistance will not be provided for tenanted properties where the eligible works are the normal, legal responsibility of the landlord.***

Amount of Assistance

The minimum grant is £50.00, the maximum grant is £2000. The grant may include the cost of the eligible works plus any DAHS agency fee which is normally 10% of the net cost of the works.

Appendix 2.

The grant is limited to a total £6,000 in any 'rolling' 3 year period.

What conditions are attached to the grant?

The application must be made on the approved referral form or other format agreed by the Council

Prior to works being carried out, one quotation from a bona fide contractor or other appropriate service provider shall be submitted for the cost of the eligible approved works.

No works shall be carried out without formal grant approval.

How do I make a completed application?

The following paperwork will be required in order to make a completed application:

- Application form/referral form
- Consent of the landlord (if applicable)
- One quotation for the cost of the eligible works demonstrating 'best value'
- Where necessary and in complex cases a specification of eligible works

Once all the above paperwork is received or obtained by the Dorset Accessible Homes Service to their satisfaction, then the application will be considered complete.

Once an application is considered complete, the Dorset Accessible Homes Service will in eligible cases approve a grant in accordance with any agreed response time

The grant will only be paid upon the successful completion of the works to the satisfaction of the Dorset Accessible Homes Service and upon receipt of suitable invoice(s).

Grant monies will only normally be paid directly to the contractor who performed the eligible works.

General

These grants may also be administered by North Dorset District Council, East Dorset District Council, Christchurch Borough Council, Weymouth and Portland Borough Council, Purbeck District Council and West Dorset District Council.

This policy or any part of it can be withdrawn with immediate effect for individual applications yet to be approved. In such cases applicants will remain eligible for the existing national mandatory Disabled Facilities Grant.

Dorset Accessible Homes Service may accept applications for grant outside of the scope of this policy, which shall be considered in consultation with the relevant local housing authority and its decision making bodies.

Handy Van Services

A handyperson service provides a range of practical support services for older and disabled people with the aim of helping them maintain independent living. DAHS currently provides a chargeable Handy Van Service for a wide range of jobs which can include:

- Small building repairs
- Minor adaptations
- Odd jobs such as putting up curtains, shelves, replacing light bulbs.
- General home safety checks and remedial actions
- Falls and accident prevention checks and remedial actions such as repairing floor coverings
- Security checks – installing locks, chains and spyholes

This list is not exhaustive but generally work should be considered as 'small repairs' that can be completed quickly.

Who is eligible for Handy Van Services?

Home owners and tenants over the age of 50 or disabled.

How much does the service cost?

All eligible applicants need to pay for the cost of any materials used.

Those applicants in receipt of at least one of the following benefits will pay no labour costs for eligible works received.

- Pension Credit (both Savings and Guarantee)
- Income Support
- Income based Job Seekers Allowance
- Income based Employment and Support Allowance
- Council Tax Support formerly known as Council Tax Benefit
- Housing Benefit
- Working Tax Credit with a maximum income of £15,050 per annum as assessed by HMRC for that award
- Child Tax Credit with a maximum income of £15,050 per annum as assessed by HMRC for that award

Appendix 2.

- Universal Credit

Those applicants not in receipt of a means tested benefit will pay £20 per hour or part thereof. Most jobs are completed within 2 hours.

Loans

Description.

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 enabled Councils to provide assistance for housing renewal based on local circumstances and needs. It means the Councils are permitted to offer a range of measures including loans where funding permits.

In response to government guidance promoting the use of loans to encourage private sector renewal WDDC and WPBC have both contracted, along with other local authorities in the south-west, with Wessex Resolutions Community Investment Company (WRCIC) to provide a range of affordable loans.

Purpose

The Councils' loan scheme seeks to assist householders and landlords to:

- Improve their properties to meet the Decent Homes Standard,
- To remove a Category 1 hazard
- To address fuel poverty
- To bring an empty property back into use
- To address defects to Park Homes or,
- To assist applicants for DFGs where the maximum grant of £45,000 is insufficient to meet the cost of the works and no other form of public assistance is available.

The capital for these loans is provided by the Councils but administered by WRCIC.

A Decent Home is one that has;

- Reasonably modern kitchen and bathroom facilities,
- Is in a reasonable state of repair and
- Has adequate thermal insulation and heating facilities.

Eligibility.

The applicant must be over 18 years of age and have held a freehold / leasehold interest in the property concerned for a minimum period of one year prior to the application for loan assistance. Owners of park homes will need to provide proof of ownership of the unit and a responsibility to undertake the necessary works. The property must generally be in Council Tax bands A-D, but where the applicant can evidence serious hardship consideration will be given where properties in a higher C Tax band are involved.

Homeowners assisted by this scheme should normally be considered to be vulnerable by virtue of age, disability or financial circumstances. The ability of the householder to secure a commercial loan will be a factor in considering eligibility for a loan from the Council.

Landlords may also receive assistance in the form of a loan product if the requirements of the Council's adopted Empty Property policy are met, or if the works funded deliver a public benefit by the provision of an affordable home available to meet an identified housing need within the Council area. The ability of the landlord to secure a commercial loan will be a factor in considering eligibility for a loan from the Council.

Rules and Conditions

Loans are available solely at the discretion of the Council. The current maximum loan available is £15,000

Loans will only be available subject to the Council confirming eligibility and detailing the works.

All loans are registered at the Land Registry. Sale of the property during the loan term will require repayment of the loan to WRCIC.

The loan may include the reasonable cost of ancillary fees and charges, e.g., Building Regulation approval, within the maximum loan amount.

Should the property be in joint ownership, the financial standing of the joint owners and their ability to fund the necessary works either independently or with a commercial loan will be considered. If a Council-funded loan is considered appropriate, the written consent of any joint owners must be provided prior to any loan being approved.

It is not intended that the loans scheme available from the Councils should be used as a cheap alternative to a commercial loan, and evidence of non-availability of finance from a commercial provider may be required before a referral can be made to WRCIC.

Any works undertaken to the property not specified by the Councils will be the responsibility of the property owner and not eligible for loan assistance.

The availability of loans to landlords is subject to there being a public benefit which may be:

1. Bringing an empty property back into use which has been empty for at least 6 months and would otherwise remain empty and neglected.
2. Assisting the Councils to meet housing need by setting rental levels at or below Local Housing Allowance rates and / or providing nomination rights to the Councils for an agreed period likely to be 5 years.

In both cases it will be necessary to provide evidence that the property will assist in meeting a proven housing need. Loans provided to bring empty property back into use may be permitted for either renting or sale. Properties made available to rent must be let at a rental level at or below Local Housing Allowance levels, and remain available for letting for an agreed period likely to be equal to the period of the loan. The landlord must become a member of the

Council's Landlords' Partnership and will be encouraged to become accredited with any Council approved accreditation scheme operating within the Council area. Loans provided to enable renovation before sale will be repayable on sale or after two years whichever is the sooner.

Loan products are constantly being reviewed, but WRCIC have a variety of loan products to meet individual need. The core products include:

- Capital and interest repayment
- Interest only
- Interest roll-up Deferred repayment
- Interest only converting to capital repayment
- Fixed fee (only where client unable to afford any other options).

WRCIC's financial assessment will determine the most appropriate loan product to meet individual need., -In some circumstances, applicants may require a combination of loan products and a variation of interest rate to ensure responsible and affordable lending.

Consideration will be given to funding renewable energy systems for heating / hot water and providing insulation where loft and cavity wall insulation cannot be installed, targeted at the properties with the lowest energy efficiency and most vulnerable residents. Applications seeking to take householders out of 'fuel poverty' would be most welcome. However, it is not the Councils' intention to compete with the government's Green Deal scheme.

The process

The Council will respond to any enquiry for assistance by conducting a survey of the property to identify eligible works, and will discuss eligibility for a subsidised loan.

The Council will confirm the works eligible for assistance and forward a referral to WRCIC, who operate as the Council's loan administrator. Eligible works will be restricted to those necessary to meet the Decent Homes Standard only. The Councils have agreed with WRCIC that in order to simplify the process for applicants they may conduct financial assessments ahead of any survey by the Council should the initial enquiry be made to WRCIC. In such situations it will still be necessary for the Council to determine the eligible works and approve the application.

It is the function of WRCIC to determine which loan product, if any, is available to an applicant following a financial assessment. Their decision on an applicant's ability to service a loan is final. WRCIC will determine if a loan can be provided and agree the terms of any such loan with the applicant before requesting the Council's consent to the approval of the loan application. Referral can only be made by the Councils and any loan offered can only cover the cost of works deemed eligible by the Councils.

Applications for loans are made direct to WRCIC on forms provided by them. An application will need to be accompanied by two competitive estimates suitably

itemised, together with any evidence of income and outgoings demanded by WRCIC. Loans are subject to a limit of £15,000 and once approved, are registered by WRCIC at the Land Registry as a title restriction. Approval of loans in excess of £15,000 may be entertained as an exception to this policy but will be subject to support from the loan administrator and require the approval of the Head of Housing..

On confirmation from WRCIC that a loan application may be approved, the Council will review the loan offer, and the details of the application. The Council will make the final decision on the loan application and notify WRCIC accordingly.

The loan agreement is between the property owner and WRCIC. It is the responsibility of the applicant to undertake the works for which the loan is provided, make the agreed repayments to WRCIC and to confirm completion of the works to the Council.

The interest rate charged by the loan provider will be fixed for the duration of the loan and will be between 0% – 4%.

WRCIC have total discretion on assessing an applicant's ability to finance a loan. There is no right of appeal against their decision.

Notes - The Regulatory Reform (Housing Assistance)(England and Wales) Order 2002

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 gave local housing authorities a general power to give financial assistance for home repair, improvement and adaptation. This power is not restricted aside from the fact that authorities must have regard to the associated guidance.

Authorities are required to give assistance under these powers in accordance with a published policy.

Assistance can take the form of grants, loans, loan guarantees or indemnities, provision of materials or labour or by incurring expenditure in other ways, eg by paying the contractor to carry out the work. It could be provided directly by an authority or through another agency.

To ensure that the assistance given is targeted effectively, authorities have the power to carry out means testing and to charge for any labour or materials they provide, should they wish to do so. They have the power to set the conditions under which any financial assistance should be repaid and the period over which those conditions should apply. Where they chose to give a loan or to attach conditions to a grant or loan, authorities have the power to waive any requirement to repay it or to reduce the amount they require to be repaid.

These powers also enable authorities to help people to buy another property where the authority and owner agree that moving house makes more sense than improving or adapting someone's existing home, or where they wish to offer the applicant a choice.

Mandatory disabled facilities grants remain unaffected but via these powers authorities have a power to offer alternatives to disabled people. Local Housing Authorities across Dorset wish to take advantage of the opportunities provided by the Order, which enable a more flexible approach to be taken when delivering adaptation grants for disabled persons. This has culminated in the development of this Dorset Accessible Homes Grant in lieu of the mandatory Disabled Facilities Grant system.

It is recognised that eligible persons are still entitled to apply for a mandatory Disabled Facilities Grant and therefore the Dorset Accessible Homes Grant proposed under the order will not be more restrictive in its eligibility and conditions than that which already exists for the national mandatory Disabled Facilities Grants.

Executive Committee 9 August 2016 Property Asset Management Plan

For Decision

Portfolio Holder: Cllr J Russell

Senior Leadership Team Contact : Martin Hamilton, Strategic Director

1. Purpose of Report

- 1.1 To seek agreement to accept the draft Property Asset Management Plan (AMP) attached as Appendix 1, being for the period 2016-2020.

2. Officer Recommendations

- 2.1 To approve the draft Property Asset Management Plan covering the period 2016 -2020 as being a framework document for the management of the Councils Assets.
- 2.2 To agree to receive the more detailed work program timetable once this has been completed.

3. Reasons for Recommendation

- 3.1 To allow the framework Property Asset Management Plan document for our property portfolio to be agreed.
- 3.2 To enable the more detailed program of asset and asset group type reviews to be prepared once other studies and financial inputs relevant to these have been completed.

4. Background Information

- 4.1 Previous Asset Management Plans have been out of date now for some years, and as part of an audit requirement it was agreed that an Asset Management Plan should be produced.

5. Report

- 5.1 The Property Asset Management Plan (AMP) is a framework document to give methodology to the better understanding, need for, functionality of, and costs of our assets. It does not give instant answers to how we should be doing things, but is a tool to assist in the assessment process.
- 5.2 The intent is to ensure that all assets are used to best advantage and are fit for purpose. Where these are not serving a useful purpose to consider

alternative uses, or where surplus to requirements to dispose of those assets.

- 5.3 The timescale of the AMP is over a period of years, since that is the time that will be needed to look at the assets, and review and rationalise these. This work will be coupled to various other studies and demands and so the prioritisation of those asset reviews will be driven by the corporate needs.
- 5.4 At present this is likely to be financially lead to a large degree and that financial saving and income generation program will itself be a three year requirement. In addition the various initiatives will also lead into the asset review program. While therefore the program could be attached now to the AMP it will be better and more specific if this is left for a little while until the other criteria and demands are known.
- 5.5 The Council is currently undertaking a series of economic development and regeneration initiatives, including the Dorchester Town Centre review. There are studies being undertaken on this, to better inform the business case and financial issues, and the results of these will confirm some of the likely asset reviews, and the work program
- 5.6 We are intending to propose that as part of the AMP reviews that the Council considers forming a partnership with Public Sector Plc (PSP). This partnership has already been agreed by both the other Dorset Councils partners and a report will be coming to this council shortly for consideration my members. If that partnership with PSP is agreed their resouces will assist potentially in reviewing the varios asset groups , and the appropriate work program and timetable.
- 5.7 Finally with the current limited property services resources there are limits to what can currently be undertaken until that matter is resolved. Alternative service delivery options are currently being considered, and the resource availability of the collective partners and consultants will be taken into account when considering the program.
- 5.8 In the interim time is not being wasted. It will be seen from the AMP that the accurate capture of all the asset data and plan information has yet to be completed. The upgrading of the data holding and interrogation system is being progressed at this time and that will take some six months at least to be put into place. That will then allow a far better and more accurate assessment of the asset groups and types, and management reporting.

6. Financial Implications

- 6.1 The better use and financial management of our assets will allow improved returns from our assets, at a lower cost. This process is not quick but a gradual one.
- 6.2 In addition to the increasing in income that proper use of our assets will bring, reductions in cost will also result. The sale of assets which are declared surplus to requirements will allow capital receipts to be generated as part of a capital program that will be set up.

Other Considerations:

7. Legal/Statutory Power

- 7.1 Legal power to dispose of the land – s123 (2) and s 128(1) Local Government Act 1972 and Circular 06/03 Local Government Act 1972 General Disposal Consent (England) 2003.

8. Human Resources (including Health & Safety)

- 8.1 There will be officers time utilised in managing the data consolidation, as well as in undertaking the asset reviews, etc.

9. Risk Management

- 9.1 The better rationalisation and use of our assets will be a method to reduce the risks to the Council in relation to these.

10. Reputation, including Communications and Consultation (Including comments from unions on decisions affecting staffing arrangements)

- 10.1 An efficient and effective use of our assets can only enhance the reputation of the Council.

11. Equalities

- 11.1 N/A

12. Crime and Disorder

- 12.1 N/A

13. Environmental Considerations

- 13.1 Improved efficiencies and less waste ought to result from better use of our assets resulting from this AMP.

14. Economic Impact Assessment

- 14.1 Is the proposal likely to lead to an increase in the level of skills needed in the local workforce? No
- 14.2 Is the proposal likely to lead to growth in local employment? No
- 14.3 Is the proposal likely to lead to growth in the number of businesses? No
- 14.4 If the overall economic implications are seen as negative what mitigating factors have been considered? N/A

15. Corporate Plan (links to corporate aims & priorities)

15.1 Links to service delivery and appropriate assets fit for purpose are all part of the AMP outcomes.

16. Appendices

16.1 N/A

17. Background Documents (including relevant policy documents)

17.1 N/A

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WEST DORSET DISTRICT COUNCIL PROPERTY ASSET MANAGEMENT PLAN

2016 - 2020



FOREWORD

The effective use of assets is a key factor in delivering to the community of West Dorset District Council the objectives and priorities they have set for the Council. This plan sets the agenda for us to achieve that by ensuring that financial resources tied up in land and buildings is minimised, and that capital and revenue expenditure on the portfolio is directed efficiently and effectively to provide value for money.

The Council is fully committed to the principle of the most efficient use of assets and this document establishes the objectives, processes and actions that all Council Members and Officers will follow to achieve that aim.

The successful Dorset Councils Partnership has been created serving West Dorset District Council, Weymouth and Portland Borough Council, and North Dorset District Council. It covers more than half of Dorset and serves approximately 235,000 people.

This has already saved more than £3 million, with the single workforce now serving all three Councils. Each Council has its own councillors, who continue to make local decisions about their services. The three Councils set their own budgets and council tax and continue to be responsible for their separate identities and reputations.

'Dorset Council's Partnership' exists to help sustain and improve the quality of life for all people living in, working in and visiting West Dorset, Weymouth and Portland and North Dorset. The aim is to make a difference for the good of all local people and visitors, especially those in greatest need. Our property has a significant role to play in enabling us to achieve this aim, and in delivering the Corporate Objectives of each Council.

John Russell

West Dorset District Council Environmental Protection and Assets Portfolio Holder

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1.0 INTRODUCTION

1.1 What is an Asset?

An asset is defined as:

‘An item of property owned by a person or company, regarded as having value and available to meet debts, commitments or legacies’ (Oxford Dictionary)

Councils hold a variety of assets which include:

- Property – land and buildings
- Plant & Equipment – machinery
- IT - laptops, desktop PC’s, tablets, phones, servers etc.
- Fleet - vehicles

For the purpose of this Property Asset Management Plan the focus is on land and building assets.

1.2 How did the Council acquire assets?

Many of the assets held have been inherited, gifted, purchased, rented or obtained through a Compulsory Purchase Order leading to an asset portfolio which is large, diverse in nature and includes a large number of very low value assets.

1.3 Why does the Council hold property assets?

The Council hold property assets for various reasons including:

- Service delivery
- Income generation
- Meet the needs of the local community
- Deliver the Council’s aims and objectives
- Investment
- Supporting regeneration

1.4 What is Asset Management?

The Royal Institution of Chartered Surveyors (RICS) defines Asset Management as – ‘The activity that ensures that the land and buildings asset base of an organisation is optimally structured in the best corporate interest of the organisation concerned. It seeks to align the asset base with the organisation's corporate goals and objectives. It requires business skills as well as property skills and an overall knowledge of property matters and property input is imperative. Asset management does not seek to respond solely to the requirements of any particular operating part of the organisation, but rather, it seeks to take all requirements into account and to deliver the optimal solution in terms of the organisation's overall operational and financial goals and objectives. It is a corporate activity and may be led or coordinated by a property, construction or facilities professional, although this is not always the case’.

1.5 What is a Property Asset Management Plan?

The Royal Institution of Chartered Surveyors (RICS) define an Asset Management Plan as – ‘A plan covering the organisation’s asset strategy together with other related matters, for example, the organisational structure and governance, roles and responsibilities, data and performance management arrangements and performance measurement information’.

Asset management is described by The Institute of Asset Management as ‘the management of physical assets – their selection, maintenance, inspection and renewal – playing a key role in determining the operational performance and profitability of industries that operate assets as part of their core business’. The Institute goes on to say that ‘asset management is the art and science of making the right decisions and optimising these processes. A common objective is to minimise the whole life cost of assets but there may be other critical factors such as risk or business continuity to be considered objectively in this decision making’.

A Property Asset Management Plan ensures that land and property assets are efficiently managed and maintained in a consistent, strategic manner that meets the current and future needs of the Council supporting corporate priorities and service delivery and recognises legal obligations (associated with property ownership and occupation).

This plan will operate over a four year cycle but will be updated annually to provide a rolling plan. The plan will ensure assets are reviewed, held for appropriate reasons, acquired or disposed of and managed in accordance with the Council’s needs. The plan is restricted to property assets owned by the Council. The plan sets the context and a programme of action for the Council’s property portfolio over the short to medium term and explains the following in relation to relevant asset management issues:

- where we are now
- where we need to be
- the issues, risks and benefits
- the actions required to get there

In order to develop the asset management plan a thorough understanding of the Council’s assets must be obtained. This understanding must be supported by reliable information, clear and effective processes which are delivered by competent people.

1.6 How do we know when we have achieved what we need to achieve?

All local authorities are going through a significant period of change, due to funding cuts. The Council needs to look to the future, and ensure that its asset base is fit for purpose, is able to accommodate the evolving needs of the community and the changing nature of service delivery.

To this end the Council will set up a delivery programme and its progress and outcomes will be monitored by local property key performance indicators. The delivery programme runs over the course of this asset management plan and is a consolidation of actions from each of the specific sections.

Common outcomes may include:

- Determine policies for asset groups and types of property
- Clear on what we have got
- Increase in income generation

- Reduced costs through rationalisation, disposals and letting void property
- Planned maintenance strategy to reduce overall costs
- Generated capital receipts from the sale of surplus assets identified through asset reviews
- Use of capital receipts to fund capital programme
- Reviewed each of the asset classes and have a clear forward plan for each of these
- Develop a Community Asset Transfer Policy
- Ensuring that property is used and managed in compliance with legal obligations

The asset management processes are summarised on the following page - 'Strategic Property – Plan on a Page'.

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STRATEGIC PROPERTY – PLAN ON A PAGE

Our Strategic Property aim is:

TO ENSURE THAT THE COUNCIL LAND AND PROPERTY ASSETS ARE EFFICIENTLY MANAGED AND MAINTAINED IN A CONSISTENT, STRATEGIC MANNER THAT SUPPORTS CORPORATE PRIORITIES AND SERVICE DELIVERY

Our Strategic Property priorities are:

- Understanding our assets and how they perform
- Challenging whether we keep all of our assets
- Disposing of the assets we no longer need
- Acquiring new assets if we need them
- Maintaining and investing in the assets that we keep
- Making our assets **more efficient** to run
- Making the **most** of our assets

We deliver these priorities by:

- Retaining an **Asset Register** showing which assets we own
- Undertaking a rolling programme of **Asset Reviews**
- Implementing our **Acquisition and Disposal Protocol** (to be adopted)
- Implementing our **Maintenance Strategy** and **Health and Safety** legislation regulation
- Centralisation** of Property Asset Management
- Measuring and **monitoring** how our assets perform (cost, condition etc.)
- Investing in a **Planned Maintenance Programme**
- Implementing our **Capital Strategy**
- Debt Management**
- Performance Indicators**
- Ensuring **best consideration** in all our property transactions

2.0 STRATEGIC PRIORITIES

2.1 What are Strategic Priorities?

Strategic priorities are based on Councils aspirations from time to time and will change according to need. The following is a list of some of the known strategic priorities of local authorities:

- Become a more efficient Council
- Using reduced resources to deliver the Councils corporate objectives
- Generate long term revenue, reduce outgoings and use assets efficiently
- Integrated and joined up approach of service delivery to meet local needs
- Enhance quality of life in the Councils area
- To build the area's economy and promote tourism
- To protect and enhance the environment

The adoption of an asset management plan has long been recognised as an effective way in which to manage a diverse property portfolio with all the attendant demands, aspirations and responsibilities. Such an approach enables the most efficient and effective deployment of resources, whilst fulfilling legal obligations, stakeholder needs and safeguarding for the future.

2.2 How do Strategic Priorities relate to our assets?

Not all strategic priorities would relate to property assets but some will. To identify what our assets can deliver by way of Strategic Priorities we need to know what the assets are, and how they can support the delivery.

Strategic priorities may relate to asset groups, for example operational and non-operational properties. They could also relate to types of properties within the asset groups, for example car parks and hotels. Finally they could relate to efficiencies and effectiveness of either asset groups or types of property.

3.0 UNDERSTANDING THE PORTFOLIO & PORTFOLIO REVIEW

The key to effective asset management stems from comprehensive and accurate asset data. Maintaining asset data is essential to an effective system of asset management in order to ensure the performance of the portfolio can be evaluated. Ensuring asset data is accurate is time consuming but does prove to be invaluable. The following are important to ensure effective data management:

- Retaining an asset register showing which assets we own
- Ensure data is actively managed to remain accurate and up to date
- Measuring and monitoring how our assets perform (cost, condition, income etc.)
- Ability to be able to extract and use data for better Asset Management Plan purposes
- Clear legal ownership plotted via a Geographical Information System (GIS) to protect the long term holding of the assets
- Record of obligations associated with property including lease details, rents, repairing obligations and other liabilities
- Record of Health and Safety aspects related to properties including suitable inspections, recording and testing

Historically, assets have been grouped in accordance with the guidelines for capital accountancy processes set by the Chartered Institute of Public Finance and Accountancy (CIPFA).

ASSET GROUPS

A property portfolio consists of a variety of assets which can be broadly categorised into the following asset groups:

- 1) **Operational Properties**
Within this asset group the following property types are included; offices, stores and specialised assets occupied by the Council to deliver services or shared services.
- 2) **Non Operational Properties**
Within this asset group the following property types are included; assets held to deliver Council community objectives and which may generate small incomes but are held primarily for community use. Infrastructure and heritage assets are also included within this asset group.
- 3) **Income Generating Assets**
Within this asset group the following property types are included; assets held to fulfil Council community or other objectives as well as generating income. These include hotel and guest houses, various catering, car parks and leisure facilities.
- 4) **Surplus Assets**
Within this asset group the following property types are included; assets which are not being used to deliver services and are surplus to requirements. Assets will have moved to this asset group from one of the above asset groups following an asset review.
- 5) **Assets for Disposal**
Within this asset group the following property types are included; assets which the Council expect to dispose of within 12 months of being classified for disposal. These assets would have previously been declared as surplus assets.

A summary of the portfolio for this Council can be found in Appendix 1.

3.1 Portfolio Review

The Council will need to adjust its portfolio to fulfil its strategic priority issues and will achieve this through the following guiding principles:

- Reviewing what our assets are and how they perform
- Challenging whether we need to keep all of our assets, and those we do are of an appropriate quality
- Disposing of assets we no longer need and acquiring new assets where necessary
- Acquiring new assets if we need them that inspire and excite
- Maintaining and investing in the assets that we keep. Therefore enhancing the locality as a place to live, work and play
- Making the assets more efficient to run
- Making the most of our assets

Further details of these issues can be found later in the plan.

3.2 Challenging whether we need to keep all of our assets

Reviewing the Council's asset portfolio is crucial in addressing the property needs of services and also the corporate objectives of the wider organisation. There are often conflicts between what a service provider might want and what the corporate view and funding might allow.

To achieve this, Councils need a rolling programme of asset reviews to challenge and review the use of assets and to do this a series of criteria, checks and balances are required. These would be done at a high level initially and might include the following tests as an example:-

Test 1 - does each asset or group of assets deliver some benefit relative to the strategic priorities? Is it clear and stated what these are?

Test 2 – can it be sustained to do so effectively and efficiently and will it continue to do so for the required period? Could the need be more efficiently met in another way?

Test 3 - could it be used or managed in a different way or for a different use?

Test 4 - what is the most effective and cost efficient long term solution?

Test 5 - is the asset in the right location for the use?

Test 6 - what and where is the asset in the life cycle of the property? Do we need to consider other changes over time which affect this?

Conclusion - is the asset the correct facility for delivering what is needed for the long term future?

If an asset is suitable for the use to which it is intended and being used, then this is dealt with in Section 5 – Strategy for Maintaining and Investing

3.3 Asset acquisitions and disposals

Where an asset is deemed unsuitable for its current or projected use, a review will need to be implemented to identify an alternative use or disposal. The asset may no longer be needed but funds obtained or released from a disposal can then be utilised for alternative more appropriate assets to be acquired or brought into benefit from.

Where assets are needed to deliver strategic priorities and there are insufficient or unsuitable existing assets, then action is taken to address issues. This could involve acquiring an asset, leasing in an asset, borrowing an asset, sharing an asset or developing an asset. The determination of the best approach will be on a case by case basis.

3.4 Maintaining and investing in the assets that we keep

In order to continually maintain and invest in the assets that we keep we must adhere to the following principles:

- Investment in a Planned Maintenance Programme
- Implement a Maintenance Strategy
- Maintain accurate records of elements in need of repair
- Establish clear responsibilities for rectifying items of disrepair
- Establish clear responsibilities for addressing major replacement items
- Ensure appropriate technical resources are available to manage repair works
- Ensure major repair projects are procured to provide best value for money and in a manner that complies with Government regulations
- Ensure statutory obligations such as DDA, Asbestos and Water Hygiene are complied with

3.5 Making the assets more efficient to run

An efficient asset portfolio is dependent upon the following:

- Monitoring of running costs to target potential savings and implement cost alternative solutions
- The provision of effective facilities management to assets, including energy efficiency and carbon reduction programmes

3.6 Making the most of our assets

Ensuring the Council is making the most of its assets is vital in supporting corporate priorities. To achieve this, the Council must:

- Protect and maximise revenue income
- Centralise the management of all property assets
- Consider the optimum utilisation of all assets whether operational or non-operational
- Ensure debt management is dealt with effectively
- Minimise the number of void assets
- Ensure 'best consideration' in all our property transactions
- Monitor through performance indicators the performance of the asset portfolio

4.0 ASSET ASSESSMENT

4.1 Asset Records

Technology Forge (Data Management of Assets)

Approximately 10 years ago the Council invested in an estate management software system called Technology Forge (TF) to assist all property related staff in the identification of the Council's property assets. This software is now dated, is difficult to interrogate, and differs from other DCP asset systems.

Included within the TF system is the following property data:

- Property Management System – our definitive record of land and property assets owned or leased in by the Council as well as acquisition and disposal information. The system holds historic and future leases, assignments, licences, easements and access rights
- Valuations – asset valuations are reviewed each year on a five year rolling programme and then fed into the TF system
- Condition Survey Data & Identified Works – condition data is reviewed on a regular basis and then forms a programme of works
- Hazards Data – this currently includes asbestos data but has potential for wider application and could include other health and safety related data

Map Info (Geographical Information System for Assets-GIS)

The Council records its ownership on maps in the form of a Geographical Information System (GIS). This system records ownership, estates management data, the property terrier and is used to support the publication of the Transparency Code data. This is a Code issued by the Department for Communities and Local Government which specifies what open data local authorities must publish.

Current position

There are not only numerous other databases existing across the authority, but the majority of these do not link together. For example the Technology Forge and the Map Info do not directly link to each other, and the financial system and legal systems do not link to these either.

All this data needs to be linked to achieve and obtain an accessible, efficient, and effective understanding of the assets and their financial performance.

The data currently held on the Technology Forge is not fully accurate, and it is perceived that there are errors and omissions. These will potentially affect the diary management of the assets, as well as collection of rents, service charges, and reporting of asset valuations. The ability to identify costs and income at an individual asset level is almost impossible, and future budgeting and forecasting is similarly difficult.

Management reports are not easily available and this means looking at the wider efficiencies of the asset groups, or types is not really possible.

Recognising the foregoing problems agreement has been recently given by Senior Leadership Team to allow an upgrade to the current Technology Forge (TF) software. This change will deliver the following:-

- The functionality of TF has been improved in the new web based version. This will provide a complete property database, linked to the ordering and budget system (finance) system, allowing for remote working access, and giving the use of handheld devices
- We will then, with the new system in place need to fully and carefully reconcile and update the data to ensure this is accurate.
- Additional resources in the form of technical support staff, for assets and finance are both needed to get this system operational.
- The appropriate classification of the assets into their respective groups and types, as well as for the Town Centre or other development opportunities would be undertaken as part of the data and mapping “cleansing” process.

4.2 Asset Groupings and Traffic Lights

While asset groups and asset types within this are helpful assessment criteria in some cases additional groups need to be formed and reviewed independently to assist with the delivery of specific projects.

For example the reviews in certain locations such as Lyme Regis, West Bay, Dorchester and others ought to be considering assets from a wide range of asset groups and types, but that will be located in the specific areas. These assets will therefore be considered collectively as part of the geographic assets, and also as part of their own property type as well. For example an asset in Lyme Regis such as a car park would be considered as part of the collective WDDC car parks, but would be reviewed for the relevance and contribution to the wider opportunities of Lyme Regis.

One other area of relevance that will be undertaken as part of the Asset Assessments is a coding exercise to determine how ready assets might be for action or disposal. A simple traffic light arrangement will be displayed once asset groups and type reviews have been undertaken.

Thus a review of public conveniences as a group might then be split into three traffic light categories, where closed facilities could be indicated green. These would be those ready for disposal assuming that a decision was taken that the asset was to be declared surplus to requirements.

Other toilets might be amber, indicating issues associated with disposal, that other development or improvement options were being considered, that more information was needed or a decision was needed.

Red lights would contrary to the warning that red usually has be indicating that the asset current use was to be retained and the current asset is to be left as it was the time being. Red indicates no action or stop taking action.

The asset group review of say public conveniences will therefore generate a program of action items. However with a large number of assets this traffic light system will assist in prioritising assets where early action may be taken.

4.3 Asset Reviews

It is recognised that Asset Reviews are an important part of the asset management process. The asset reviews identify assets or groups of assets that should be retained or are surplus to requirements and can be sold or developed to generate future revenue for the Council.

The review process engages relevant stakeholders and partners through consultation processes. It will also allow for the “traffic light” asset coding to indicate the readiness of that particular asset for immediate disposal action.

While in normal course of asset management a rolling program of reviews would be undertaken the current financial imperatives warrant a much faster review.

Further the complexity of the various inter-linking reviews, such as the grouping of assets in a geographical location such is happening in Lyme Regis and elsewhere, and other asset groups makes this a task demanding the use of specialist skills, and studies.

Resources

At present the Property Services Team of the Dorset Councils Partnership does not have adequate resources or skills to deal with all of the foregoing.

In anticipation of the need for specialist reports a number have already been commissioned. Others specialist studies are planned and will be undertaken, such as transport and parking impact. All of these also sit within the recently approved Local Plan.

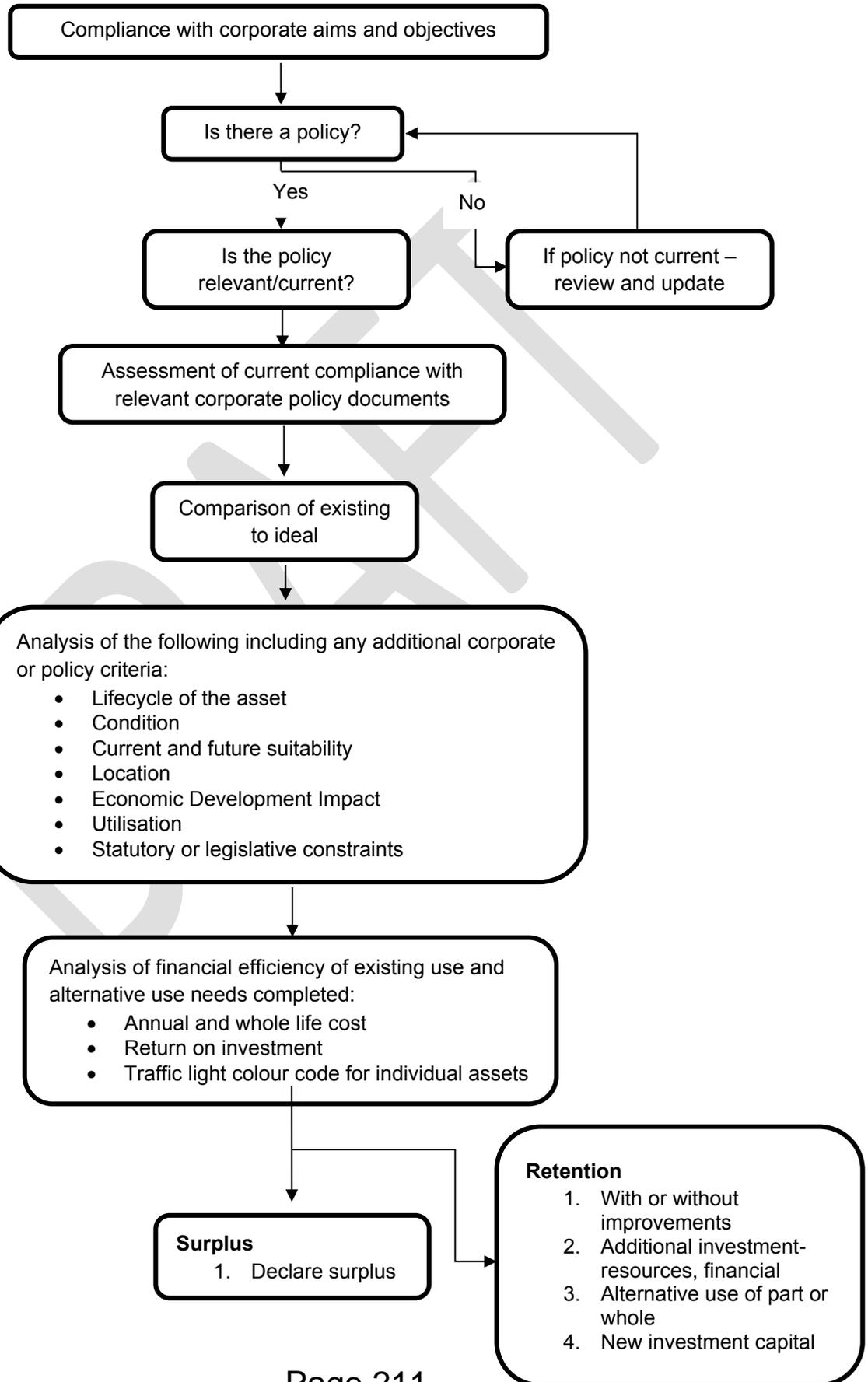
To complete the resource requirements agreement will consider alternatives to direct resourcing. For Weymouth & Portland Borough Council agreement has been reached to enter into a partnership with Public Sector Plc Partners (PSP) who have the skills and resources which are currently unavailable to the Council. This option will be raised to be considered by West Dorset District Council and a committee report on this will be submitted to the Executive Committee shortly.

Finally alternative delivery methods and procurement are being considered to provide the potential for the in-house Property Services Team to be properly resourced. However this work is in the early stages and will take 12 months potentially to complete. We are therefore currently still heavily reliant on external resources to deliver asset reviews.

Asset Review flowchart

Asset reviews follow the process summarised on the next pages:

**Asset Review Flowchart for Asset Groups,
Types of Property & Individual Assets**



Declared surplus



Investigations to deliver any disposal opportunities:

1. Legal constraints on sale – covenants, gifts, claw backs, Crichton Down Rules on re-sales on property acquired – open space, assets of community value, Existing occupiers, encumbrances, registered land title. Public rights, outstanding planning or road liabilities
2. Financial – maintenance liabilities, mortgage repayment, grant repayment, income opportunities, capital receipt value, VAT and taxation
3. Social – public perception, community use, political views
4. Resourcing to undertake any preferred options



Preferred Options for Disposal



Actions to prepare for disposal



Disposal

1. Disposal with capital receipt
2. Capital programme opportunities for investment
3. Investment into existing assets
4. Investment into new opportunities

4.4 Asset Review Program

The current financial position of the Council requires the organisation to be self-funding and self-sustaining by 2020. The program therefore has the difficult challenge to balance appropriate and focussed service delivery required by members with the financial ability to do so.

The choices that need to be made will be difficult. In some cases assets will need to be sold or passed over to third parties. Expenditure will need to be reduced and this may entail persuading others to take on additional responsibilities.

Reduced expenditure could also include reductions in asset holding which then do not need to be maintained, or reduced standards of delivery. The options will all be reviewed as part of the asset review process.

Increased income is essential and the maximisation of income earning potential of under-utilised or vacant assets must be an early opportunity and priority. Capital receipts are needed to provide and delivery investment opportunities, and to allow funds to be available for other corporate priorities.

Some 30-40% reduction in costs must be achieved by a mixture of savings and increased income. The program has to show the three year total savings and the likely areas and figures will need to be put to Council for decision before the end of 2016.

Accordingly at this time options needs to include savings total figures up to a 50% level to give additional options and income/cost saving possibilities. This will then allow service and asset choices to be made by members in achieving the required financial targets to allow us to be self-sustaining.

The asset review program must therefore focus at initially a high level to consider which assets produce the optimum areas for delivering the foregoing.

Early priorities appear to be the following groups as these give between them the likely 50% cost/expenditure savings and income generation opportunities that the council needs to achieve:-

- 1) Capital receipts program- looking initially at vacant and under-utilised land and buildings
- 2) Dorchester and other sites and opportunities
- 3) Car parks
- 4) Public conveniences
- 5) Rationalisation of asset holdings where there is a high management cost, relative to community benefit and net revenue receipt
- 6) Infrastructure Assets

The consideration of the foregoing will need to follow and run in parallel with the improvement of Asset data and financial management, since this will also bring savings and opportunities.

4.5 Asset Disposals and Acquisitions

On completion of the Asset Review processes some assets will be green traffic light coded, and declared surplus to requirements. These will then be reported to the relevant committees for ratification and then disposal, allowing members to have the final decision.

The capital receipts arising from the disposals will support a capital strategy derived from the Corporate Plan. This will allow delivery of a range of agreed capital priorities as well as allowing for asset acquisitions. These latter assets once bought will in turn generate income for the authority.

For investment acquisitions these will be totally separate from the service delivery capital program works, and will relate only to the investment return.

As such these assets may well be out of the District Council area and will balance return on investment against risk, plus management costs.

It is likely an external organisation will assist in those acquisition options, and may well include our potential partner PSP, or others, in assessing the relevant cost benefits of each acquisition option

5.0 MAINTAINING & INVESTING IN RETAINED ASSETS

Assets that are to be retained will be included within the arrangements for maintaining and investing in them for the areas indicated below.

5.1 Statutory and other Compliance Regimes – Asbestos, Water Hygiene, Other

The majority of Council's have many assets of an age, use and type of construction that result in the presence of asbestos within their construction.

Actions to date

- An initial Asbestos survey has been undertaken and high hazardous asbestos containing materials removed
- Some re-inspections have taken place, and are being arranged again now
- Asbestos reports are stored on the TF system, however the documentation is not fully compliant with regulations and part of the proposed upgrade to the system will then allow compliance and increased accessibility for contractors
- The Council needs to implement a formal Asbestos Policy outlining roles, responsibilities and action plans, which is in preparation

The following is a summary of some of the inspections that are completed and monitored on a regular basis. It is intended to review and renew service contracts to ensure they stay up to date, as well continuing the ongoing service contracts.

Contract Description
Air Conditioning Servicing & Maintenance
Alarm Monitoring & Intruder Alarm Service
Asbestos Surveys, Inspections and Register
Biomass Boilers
BMS Systems
Boiler Services and Controls
CCTV Service
Emergency Lights
Energy
Fire Alarm Testing
Fire Extinguishers plus fire strategy and fire alarm tests
Fire Risk Assessments
Fixed Wiring Tests - Buildings
Gas safety Boiler servicing
Grey Water Pump Station (Dual Servery kiosks)
Grounds Maintenance
Laser Installation

- Legionella
- Lift Servicing
- PAT Testing
- Traffic Signals
- Public Toilet Cleaning
- Ramp Compressor
- Roller Shutter Doors
- Roofs, Gutters and Lightning Conductors
- Security Access Cards
- Sewage Pump Maintenance
- Term Maintenance Contract - Electric
- Term Maintenance Contract - General Building
- Term Maintenance Contract - Plumbing
- Tree Inspections
- Wallgate Units
- Window Cleaning

The above actions will deliver:

- Improved data and understanding of assets
- Compliance with statutory requirements and duties of care
- Safe working environments for contractors carrying out works
- A direct benefit to the Community and Corporate Plan

5.2 Backlog of Maintenance

Historically annual premises inspections were undertaken where resources permitted and defects which they were a high priority identified, and addressed using a 12 months rolling delivery program.

This is effectively reactive maintenance that does not allow pro-active budgeting and prioritisation of works in an efficient fashion.

We will in future periodically inspect properties (subject to resources) to assess condition and categorise all repairs into one of the following condition and priority categories:

Condition Categories:
A: Good – Performing as intended and operating efficiently
B: Satisfactory – Performing as intended but showing minor deterioration
C: Poor – Showing major defects and/or not operating as intended
D: Bad – Life expired and/or serious risk of imminent failure
Priority Categories:
1: Urgent works that will prevent immediate closure of premises and/or address an immediate high risk to the health and safety of the occupants and/or remedy a serious breach of legislation
2: Essential work required within two years that will prevent serious deterioration of the fabric or services and/or address a medium risk to the health and safety of the occupants and/or a minor breach of the legislation
3: Desirable work required within 3 to 5 years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of the occupants and/or a minor breach of the legislation
4: Long-term work required beyond a period of 5 years that will prevent deterioration of the fabric or services

Use the above data we will produce an Annual Maintenance Plan. This will support asset reviews and option studies. Adherence by tenants with regard to their responsibilities will also reduce the Councils costs.

5.3 Management and Maintenance Responsibilities for Council premises

There needs to be a clear hierarchy of responsibility for the management and maintenance of Council property. While property assets fall under the remit of the relevant Assets and Infrastructure manager , in practice many remote sites and buildings on a day to day basis are managed by Service teams occupying them.

In some instances other services are unilaterally commissioning repairs and maintenance. Service consolidation would improve efficiency and reduce overheads

The Council is currently developing a responsibilities matrix to clarify the management responsibilities associated with occupancy. With limited current staff resources this is a work in progress but the intention is that this will be completed as part of the data validation exercise.

Part of the Health and Safety regime is also to ensure that all the necessary checks are being followed and site managers, are appropriately trained and aware of , and actively managing these issues.

With this hierarchy in place and the responsibilities matrix better, safer and more cost effective control and management of assets can be exercised.

5.4 Energy Management

Energy management has been dealt with historically on an ad hoc basis and with limited uniformity.

This omission has not been able to be progressed due to lack of resources and funding.

However utilising recently available subsidised external consultancy is now allowing consideration of the following areas:-

- (i) Energy consumption saving schemes
- (ii) Energy generation opportunities
- (iii) Energy saving potential

This work is only now commencing but will form part of the asset assessment and future cost and maintenance liability consideration on asset reviews.

It will also allow expenditure savings and the potential for another income stream generation.

6.0 ASSET PERFORMANCE MEASUREMENT

6.1 Performance Monitoring

Performance Indicators are key to monitoring the effectiveness of the overall asset management program. It is possible to monitor individual or group assets but this is less relevant given the scale and scope of the asset review requirements.

The Council currently uses an internal performance system called QPR (Quality, Processes, Results) to monitor progress. This system holds data relating to performance indicators, actions, policies and strategies, revenue budget variance and risks. QPR reports current position and highlights if targets are being met.

Moving forward it is not clear if this system will be used in the future or not, but the basic requirement is that whatever system is used, it can record appropriate progress against targets.

Where we need to be

Integrate the performance data onto the TF system so data is calculated and stored in a central source, that is user friendly and quick to produce. This is not the case at present.

Identify the specific Asset Review program and then detail the timescale for delivering this

We need to identify and monitor, in conjunction with finance team the following outcomes:-

- (i) Capital generation against target budgets
- (ii) Savings in expenditure for agreed asset groups or individual assets
- (iii) Income increases compared to projected
- (iv) Void properties reduction
- (v) Debt recovery percentages outstanding after agreed periods
- (vi) Achievement of council target savings/income against annual overall 30-40% target

Reports will be made on a quarterly or six monthly basis to the relevant monitoring officer and member groups.

Appendix 1 – A summary of the Councils portfolio

West Dorset District Council has a wide range of assets accreted over the years numbering 333 property entries in the asset register. These have a reported capital value of £87,290,000 (31st March 2015) and yield a revenue stream of £1,889,703 per annum gross from 192 leased/licensed assets. The assets are of various types and fall into the following asset groups: operational properties, non-operational properties and income generating assets. The Council will identify assets from time to time that are surplus to requirements and after this these may then be classified as assets held for sale.

Currently, the property portfolio consists of the following:

- Operational Properties (94 assets)

These include offices and stores occupied by the Council to deliver services or shared services such as South Walks House, Sherborne and Bridport satellite offices and specialised assets such as harbour properties in Lyme Regis and Bridport, G3 Marabout Industrial Estate (archive store) and Tourist Information Centres.

- Non Operational Properties (47 assets)

These are assets held to deliver Council community objectives and which may generate small incomes but are held primarily for community use. Infrastructure and heritage assets are also included within this asset group. These include Shire Hall in Dorchester, Bridport Museum, Community Offices in Beaminister and Dorchester, Coastal defence schemes at Lyme Regis, Charmouth, Seatown and Ringstead.

- Income Generating Assets (192 assets)

These assets may also fulfil Council community or other objectives as well as generating income. These include car parks, industrial estates in Dorchester, Sherborne and Bridport, various business units in Lyme Regis and Poundbury, various catering and leisure facilities in West Bay and Lyme Regis and the West Bay Campsite.

West Dorset District Council Asset Groups (categorised by the majority)

Types of Property	No.	Asset Groups
Beach & Esplanade	6	Non Operational
Car Park & Toilets Management	4	Operational
Car Parks	39	Income Generating
Catering & Retail	39	Income Generating
Clocks & Monuments	1	Non Operational
Coastal Defence Schemes	11	Non Operational
Commercial	26	Income Generating
Corporate	7	Operational
Crematorium & Cemeteries	6	Non Operational
Garages & Stores	17	Income Generating
Halls	1	Non Operational
Harbours	30	Operational
Industrial & Waste Disposal	53	Income Generating
Infrastructure	2	Non Operational
Lakes, Nature Reserves & River	2	Non Operational
Land Let/Licensed	4	Income Generating
Land Vacant	15	Non Operational
Leisure & Tourism	5	Operational
Markets	11	Income Generating
Museums	2	Non Operational
Play Areas & Open Space	21	Operational
Public Conveniences	27	Operational
Residential	3	Income Generating
Sports Facilities	1	Non Operational
TOTAL	333	

Executive Committee

9 August 2016

Proposal to Sell The Chantry, Bridport

For Decision

Briefholder

Councillor John Russell – Environmental Protection and Assets

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Author:

B. Wilberforce, Estates Surveyor

Statutory Authority

Legal power to dispose of the land – s123 (2) and s 128(1) Local Government Act 1972 and Circular 06/03 Local Government Act 1972 General Disposal Consent (England) 2003.

Purpose of Report

- 1 a) To seek authority to place the property on the market and to negotiate a sale
- b) To seek authority to purchase the furnishings and effects

Officer Recommendations

- 2 a) To obtain planning permission on the Chantry for use as a single dwelling
- b) To purchase the furnishings and effects currently in the Chantry
- c) To sell the Chantry by private treaty

Reason for Decision

- 3 To maximise the sale price and provide the Council with a capital receipt.

Background and Reason Decision Needed

- 4 The Chantry is a heritage building which the Council have owned since the 1974 Local Government Reorganisation. The whole building was let in 1985 to the Vivat Trust for a term of 99 years with the annual rent (most recently £4,240 pa) fixed at 50% of the open market rental value. The company specialised in holiday lettings. Vivat Trust went into liquidation in

2015 and the Council took possession after the liquidator disclaimed the lease.

- 5 A planning consent was granted in 1986 to, "Make alterations to convert dwelling to museum and dwelling". However, the property has been utilised as a holiday home for about 30 years and therefore has an established use as such. The former residential use is thus extinguished. Informal discussions have been held with the planning officer who felt that it would need a planning consent to be able to be used as a single dwelling and it is likely that such an application would be approved.

- 6 The property is the oldest building in Bridport, dating originally from 1253 and was a priest's house for a large part of its history. It is Listed Grade II*. The property comprises a detached three storey building with a front and rear garden. The property has three bedrooms and many character features including a sixteenth century stone fireplace, stone arches, flagstone floors, exposed beams etc.

- 7 The property is held freehold by WDDC and there appear to be no limiting factors affecting our ability to dispose of our interest here. The furnishings, curtains and appliances are not owned by the Council and the liquidators have claimed these. They are available to the Council to purchase.

- 8 The property has been inspected and valued for sale on the open market by estate agents and, owing to the specialist nature of this property coupled with its unusual location, their views with regard to guide prices ranged from £395,000 to £450,000. It is therefore suggested that offers be invited in excess of £400,000 with the level of interest determining how the negotiations and final price is concluded. The advice of the agents is to sell the property on the market by private treaty. It is not considered that auction or tender would result in the best price being achieved. Auctions are generally used for problem properties where a quick sale at a low price is anticipated and a tender is preferable where demand is high.

- 9 Other options for the building have been explored. There is potential for the property to remain in its existing use and be sold as a holiday home. The price which would be paid for the property if sold on this basis would be less than if the property could be sold as a single dwelling (with planning permission obtained). Alternatively the property could be retained and let out either:-
 - i) To a holiday home company similar to Vivat Trust. The rent would need to reflect the tenant incurring the liability for maintenance (see confidential appendix) the income would be unlikely to exceed £10,000 per annum.
 - ii) By conducting lettings through a holiday home agency. This would result in an increased income but retain the Council's liability for repairs and maintenance and imply a sizeable workload for officers to oversee the agent's management of weekly or overnight lettings.

The use as a holiday home possibly in conjunction with the local Museum, while not being so remunerative an option, would ensure greater public access to this heritage building.

- 10 There is no financial basis for retaining ownership of this property. Its sale would generate a significant capital receipt which could be used to generate a greater income from other more secure investments than could be obtained from letting this property.
- 11 The recommendation is to proceed to a disposal on the open market for residential use (in addition to its current use) and simultaneously apply for planning permission for a single dwelling.
- 12 The previous tenant fitted the property with carpets and curtains and furnished the building throughout in keeping with the building's character. The furnishings and effects accentuate the charm of this property and officers therefore recommend that they be purchased in order to fulfil all the options above to maximum advantage. Officers are advised that the price to purchase the furnishings and effects will be circa £3,000 plus VAT.

Implications

Corporate Plan

Financial

Estate agents have indicated a price range of £395,000 to £450,000.

The income from a lease to a holiday home company (similar to Vivat) would be less than £10,000 per annum.

The costs of purchasing the furnishings and effects will amount to circa £3,000 plus VAT.

The costs associated with its sale will amount to approx. £5,000 plus VAT.

Equalities

This property is not suitable for all persons.

Environmental

This is a very old property and will need considerable care and attention to preserve both its structure and character. It is therefore felt that obtaining planning permission for residential use will provide a more sustainable financial future for this property

Economic Development

The loss of this holiday home will have only a minor impact upon the job opportunities available

Risk Management (including Health & Safety)

The property has been secured and there are weekly inspections which comply with the insurers requirements.

Human Resources

The resources required to sell the property are few. There will be some officers' time required to submit a planning application

Consultation and Engagement

Planning officers have been consulted. Relevant Executive Portfolio Holders have been consulted.

Appendices

None

Background Papers

None

Footnote

Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

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