



WEYMOUTH & PORTLAND BOROUGH COUNCIL MANAGEMENT COMMITTEE

Members of Weymouth & Portland Borough Council Management Committee are invited to attend this meeting at Commercial Road, Weymouth in the Council Chamber to consider the items listed on the following page.

Matt Prosser
Chief Executive

Date: Tuesday, 16 August 2016
Time: 9.30 am
Venue: Council Chamber

Members of Committee:

K Brookes (Vice-Chair), A Blackwood, J Cant, F Drake, J Farquharson, C James, R Nowak, J Osborne, C Huckle and G Taylor

USEFUL INFORMATION

For more information about this agenda please telephone Democratic Services on or Kate Critchel 01305 252234 email kcritchel@dorset.gov.uk

This agenda and reports are also available on the Council's website at www.dorsetforyou.com/committees/ Weymouth and Portland Borough Council.

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



Disabled access is available for all of the council's committee rooms. Hearing loop facilities are available. Please speak to a Democratic Services Officer for assistance in using this facility.

Recording, photographing and using social media at meetings

The council is committed to being open and transparent in the way it carries out its business whenever possible. Anyone can film, audio-record, take photographs, and use social media such as tweeting and blogging to report the meeting when it is open to the public, so long as they conform to the Council's protocol, a copy of which can be obtained from the Democratic Services Team.

A G E N D A

Page No.

1 APOLOGIES

To receive apologies for absence.

2 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 the 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.

3 MINUTES

To confirm the minutes of the meeting held on 12 July 2016, previously circulated to all members.

4 PUBLIC PARTICIPATION

30 minutes will be set aside to allow members of the public to ask questions relating to the work of the Council. 3 minutes will be allowed per speaker. The order of speakers is at the discretion of the Chair and is normally taken in the order of agenda items, questions must relate to a report which is on the agenda for consideration. Notice is not required if you wish to speak at the meeting but if you require an answer to a question it is advisable to submit this in advance by contacting a member of the Democratic Services team or alternatively, by emailing kcritchell@dorset.gov.uk.

5 QUESTIONS BY COUNCILLORS

To receive questions from Councillors in accordance with procedure rule 12.

6 MANAGEMENT COMMITTEE ACTION PLAN

To Follow

To consider and receive the Management Committee Action Plan.

7 BUSINESS REVIEW - QUARTER 1 2016/17

1 - 50

To receive the Business Review Quarter 1 Report.

8 PROPOSALS FOR A COMBINED AUTHORITY FOR DORSET

51 - 56

To consider entering the proposed Dorset Combined Authority.

9 NEW NATIONAL POLICY ON AFFORDABLE HOUSING

57 - 74

To consider a report of the Spatial Policy and Implementation Manager.

10 REVIEW OF CAR PARKING CHARGES

75 - 92

To agree the proposed car parking charges for 2017/18 and to seek agreement for funds to undertake car park improvement works.

11 COUNCIL SUPPORT FOR ARTS DEVELOPMENT IN WEYMOUTH & PORTLAND

93 - 100

To endorse the proposed scope for the arts development strategy.

12 OUTSIDE BODIES

101 - 120

To consider a report on an application for an Outside Body.

13 4 MONTHLY FORWARD PLAN

121 - 128

To consider the 4 monthly Forward Plan.

14 URGENT BUSINESS

To consider any items of business which the Chair has had prior notification and considers to be urgent pursuant to Section 100B (4) (b)

of the Local Government Act 1972. The reason for the urgency shall be specified in the minutes.

15 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 of schedule 12A to the Local Government Act 1972 (as amended).

There are no exempt items to report.

Management Committee 16th August 2016 Business Review – Quarter 1 2016/17

For Decision

Briefholder(s)

Cllr Jeff Cant – Finance & Assets

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 £101,607 adverse variance. This is a total variance of 1.2% against the 2016/17 budget requirement of £8,622,310.
- 5.2 The revenue predictions above do not include variances for the Harbour activities, as this now falls under the remit of the Harbour Board. The current predicted year-end position for the Harbour budget is on budget.
- 5.3 The predicted overall scheme variance showing on the Capital Budget Monitoring appendix 3 is £9,652 favourable against a total scheme budget of £4,342,226.
- 5.4 Appendix 1 shows the current predicted revenue budget variances for each of the Council's services in graph format.
- 5.5 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.
- 5.6 Appendix 3 shows the latest capital budget monitoring position.
- 5.7 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 adverse variance of £101,607 against the revenue budget would decrease 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

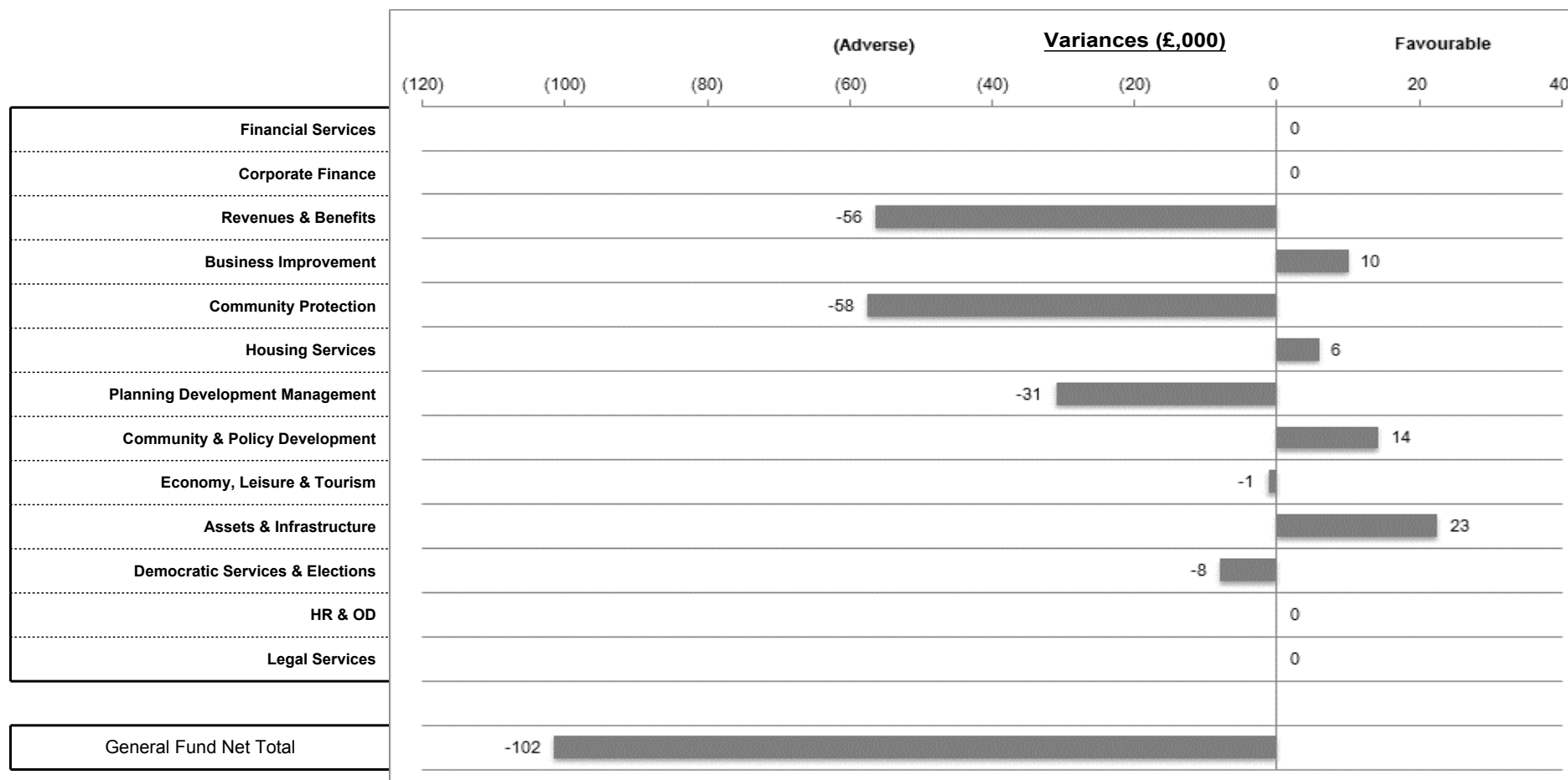
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WPBC Budget Monitoring - Quarter 1 2016/17

Appendix 1



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Business Review

Weymouth & Portland Borough 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	56,411 (A)	Stuart Dawson	5-7
Business Improvement	10,000 (F)	Penny Mell	8-11
Community Protection	57,540 (A)	Graham Duggan	12-15
Housing	5,900 (F)	Clive Milone	16-19
Planning Development Management & Building Control	31,024 (A)	Jean Marshall	20-25
Community & Policy Development	14,193 (F)	Hilary Jordan	26-28
Economy, Leisure & Tourism	1,248 (A)	Nick Thornley	29-32
Assets & Infrastructure	22,523 (F)	David Brown	33-35
Democratic Services & Elections	8,000 (A)	Jacqui Andrews	36
Human Resources & Organisational Development	0	Bobbie Bragg	37
Legal Services	0	Robert Firth	38

Overall predicted variance	101,607 (A)		
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(F) = Favourable variance prediction

(A) = Adverse variance prediction

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

Lead Brief holder – Cllr Jeff Cant

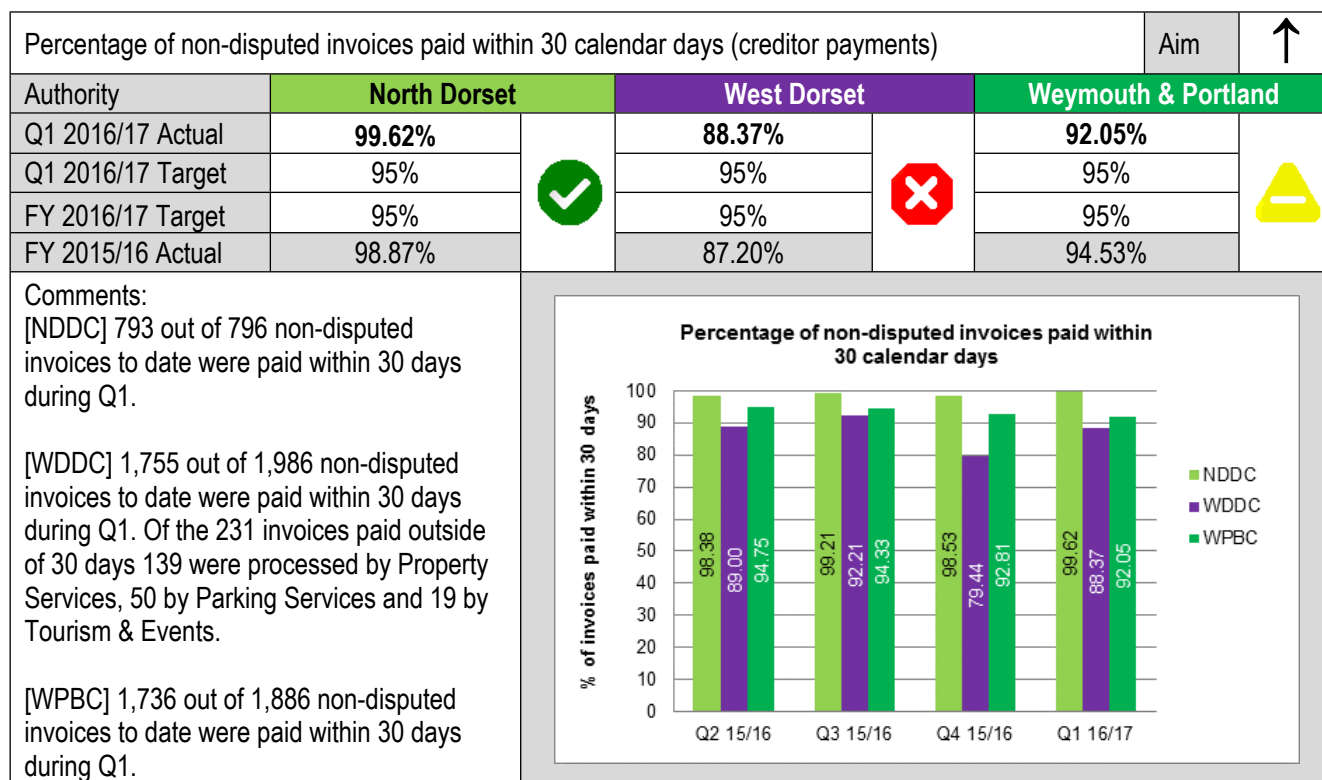
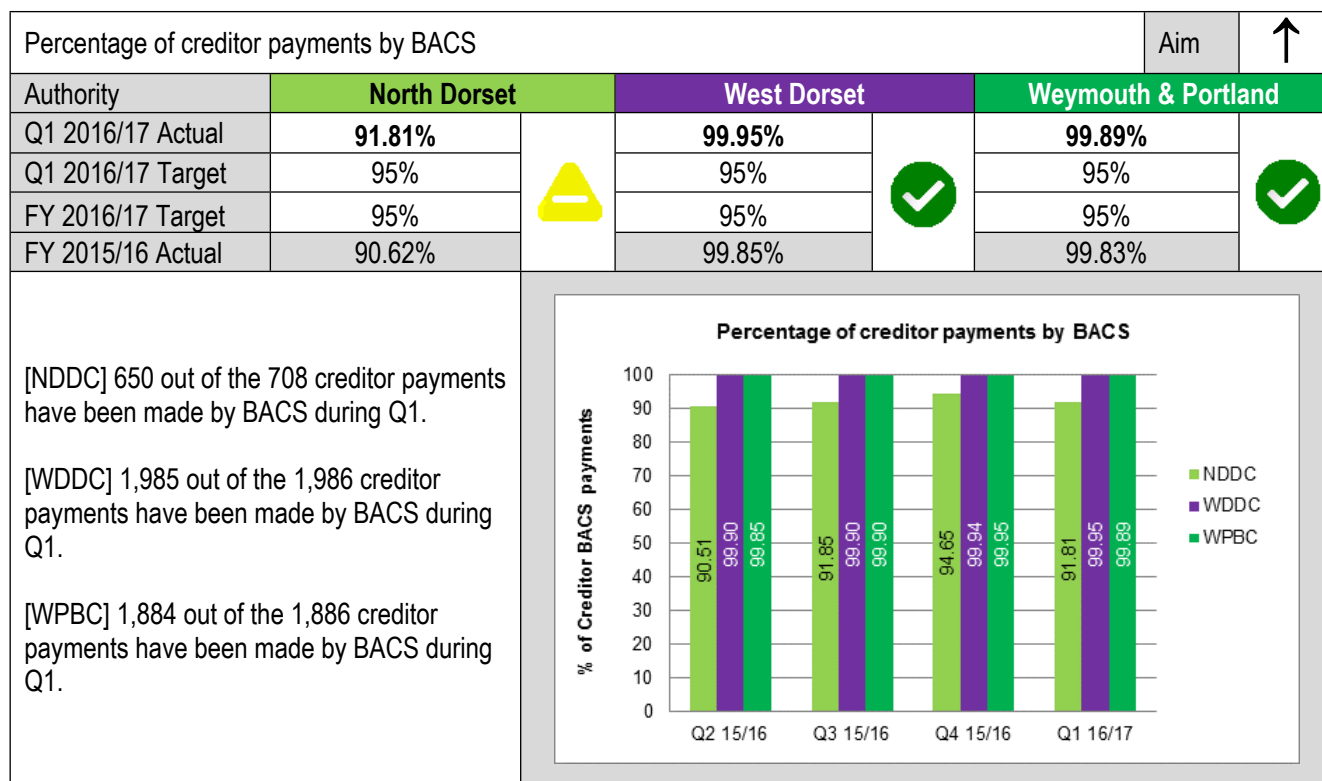
Revenue summary – Financial Services

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	432,470	This budget is currently predicted to be on target.
Transport	2,475	
Supplies & Services	172,595	
Income	(3,675)	
Net expenditure	603,865	
Q1 Predicted variance	0	

Revenue summary – Corporate Finance

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / action
Employees	1,276,016	This budget is currently predicted to be on target.
Premises	(365,223)	
Transport	7,067	
Supplies & Services	(160,387)	
Interest	(578,320)	
Income	(6,579,458)	
Grants	(3,683,807)	
Net expenditure	(10,084,112)	
Q1 Predicted variance	0	

Key performance data



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

Percentage of corporate debt over 12 months old

Quarter	NDDC	WDDC	WPBC
Q2 15/16	£256,579	£444,903	
Q3 15/16	£148,072	£259,033	£571,438
Q4 15/16	£164,125	£262,177	£488,389
Q1 16/17	£17,234	£236,842	£474,655

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

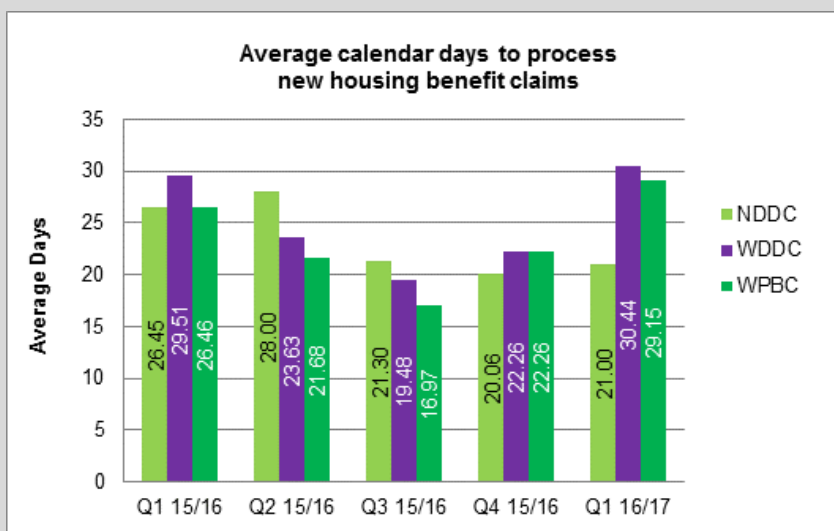
Lead Brief holder – Cllr Jeff Cant

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	862,271	The homeless rent rebate figures where the gap between the amount fully eligible for subsidy and the amount above which no subsidy is paid has increased. However homeless rent rebates are notoriously difficult to estimate as it is demand led.
Supplies & Services	429,507	
Payments to clients	30,620,000	
Income	(31,759,959)	
Net expenditure	151,919	
Q1 Predicted variance	56,411 (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

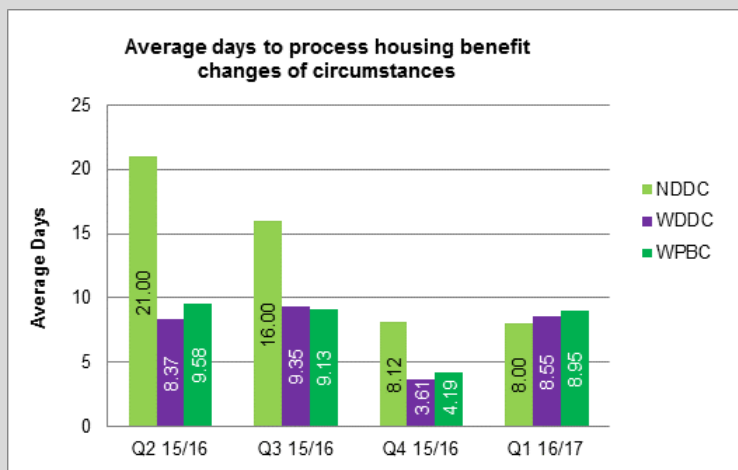
[WDDC/WPBC] The processing of HB claims has been affected by the issue of the Council Tax bills and annual uprating of benefit entitlement. This has resulted in an increase in workloads and consequently a backlog exists. The partnership has employed external resources (Capita), funded by the new burdens 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:

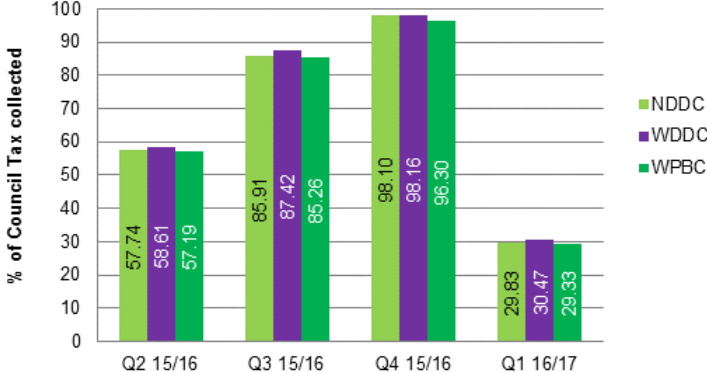
[NDDC] 29.83% = £13,687,584 collected out of £45,885,296 as at 30/06/16

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




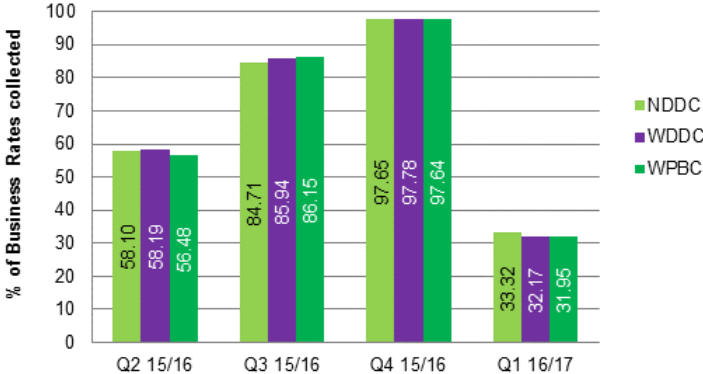
[WPBC] 29.33% = £11,339,085 collected out of £38,660,365 as at 30/06/16.

Please note this KPI is cumulative throughout the year.

Percentage of Council Tax collected (cumulative)



Authority	Q2 15/16	Q3 15/16	Q4 15/16	Q1 16/17
NDDC	57.74	85.91	98.10	29.83
WDDC	58.61	87.42	98.16	30.47
WPBC	57.19	85.26	96.30	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%																					
<p>Comments:</p> <p>[NDDC] 33.32% = £4,827,142 collected out of £14,487,220 as at 30/06/2016</p> <p>[WDDC] 32.17% = £10,258,186 collected out of £31,887,429 as at 30/06/16.</p> <p>[WPBC] 31.95% = £5,855,352 collected out of £18,326,610 as at 30/06/16.</p> <p>Please note this KPI is cumulative throughout the year.</p>																										
<p>Percentage of Business Rates collected (cumulative)</p>  <table><caption>Percentage of Business Rates collected (cumulative)</caption><thead><tr><th>Authority</th><th>Q2 15/16</th><th>Q3 15/16</th><th>Q4 15/16</th><th>Q1 16/17</th></tr></thead><tbody><tr><td>NDDC</td><td>58.10</td><td>84.71</td><td>97.65</td><td>33.32</td></tr><tr><td>WDDC</td><td>58.19</td><td>85.94</td><td>97.78</td><td>32.17</td></tr><tr><td>WPBC</td><td>56.48</td><td>86.15</td><td>97.64</td><td>31.95</td></tr></tbody></table>							Authority	Q2 15/16	Q3 15/16	Q4 15/16	Q1 16/17	NDDC	58.10	84.71	97.65	33.32	WDDC	58.19	85.94	97.78	32.17	WPBC	56.48	86.15	97.64	31.95
Authority	Q2 15/16	Q3 15/16	Q4 15/16	Q1 16/17																						
NDDC	58.10	84.71	97.65	33.32																						
WDDC	58.19	85.94	97.78	32.17																						
WPBC	56.48	86.15	97.64	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)

Lead Brief holders – Cllr Kevin Brookes, Cllr Christine James

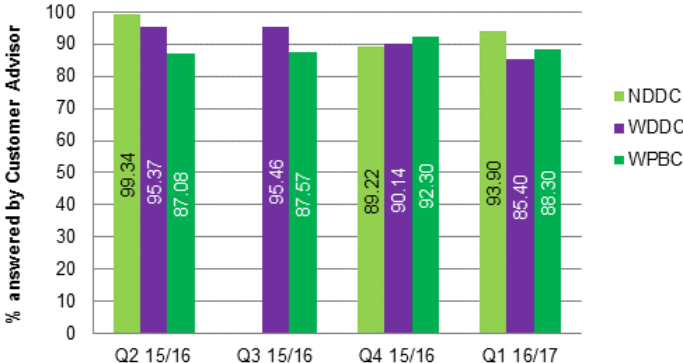
Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	748,270	A predicted saving of £10,000 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	7,272	
Transport	3,558	
Supplies & Services	820,637	
Income	(84,941)	
Net expenditure	1,494,796	
Q1 Predicted variance	10,000 (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	94%		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%	
<div>Comments:</div> <div>[NDDC] 4,789 out of the 5,100 calls made were answered by a Customer Advisor during Q1.</div> <div>[WDDC] 10,934 out of the 12,802 calls made were answered by a Customer Advisor during Q1.</div> <div>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.</div> <div>[WPBC] 10,248 out of the 11,607 calls made were answered by a Customer Advisor during Q1.</div>						

Percentage of telephone calls answered by a Customer Services Advisor



Authority	Q2 15/16	Q3 15/16	Q4 15/16	Q1 16/17
NDDC	99.34	95.46	89.22	93.90
WDDC	95.37	87.57	90.14	85.40
WPBC	87.08	87.57	92.30	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%	13%	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%	

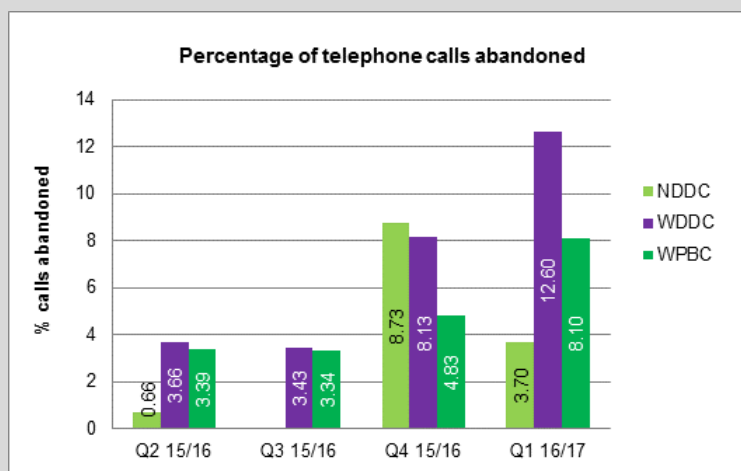
Comments:




[NDDC] 188 out of the 5,100 calls made were abandoned during Q1.

[WDDC] 1,610 out of the 12,802 calls made were abandoned during Q1.

[WPBC] 936 out of the 11,607 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%	

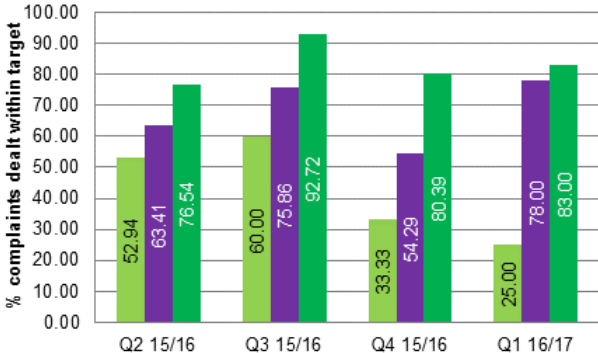
Comments:

[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.

[WDDC] 29 out of the 37 corporate complaints dealt with within Q1 were completed within corporate targets.

[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.

Percentage of Corporate complaints dealt with within corporate target



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	

ITCR7 - Loss of IT Network & Systems					
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE		
Impact	5	Implement local recovery centre. Test DR/BC 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	

ITCR10 - 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, Bereavement Services, Waste & Cleansing – Client role)

Lead Brief holders – Cllr Francis Drake, Cllr Ray Nowak, Cllr Andy Blackwood

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	1,565,516	Shortfalls may occur in CCTV, Business Licensing and Open Spaces income. There is higher than expected temporary staff spend in Open Spaces due to the strong growing season this year. Vacancy management, pending Service Review, will achieve a £11,200 saving.
Premises	257,533	
Transport	200,063	
Supplies & Services	3,253,687	
Payments to clients	32,249	
Income	(1,753,287)	
Net expenditure	3,555,761	
Q1 Predicted variance	57,540 (A)	

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%	

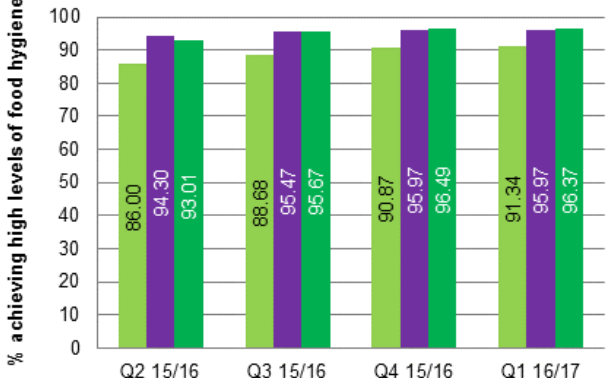
[NDDC] 401 out of 439 catering premises are rated 4 or 5 under the National Food Hygiene Rating Scheme i.e. 91.34%.

[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.

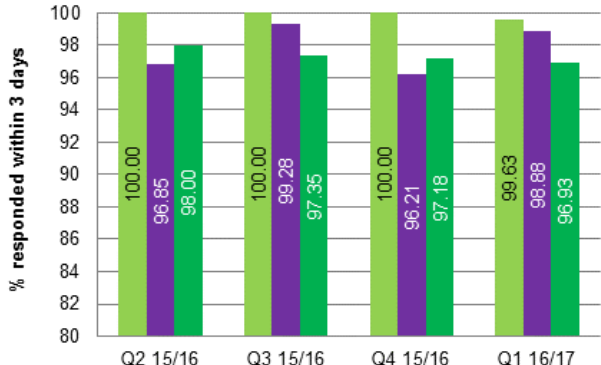
Percentage of catering premises achieving high levels of food hygiene






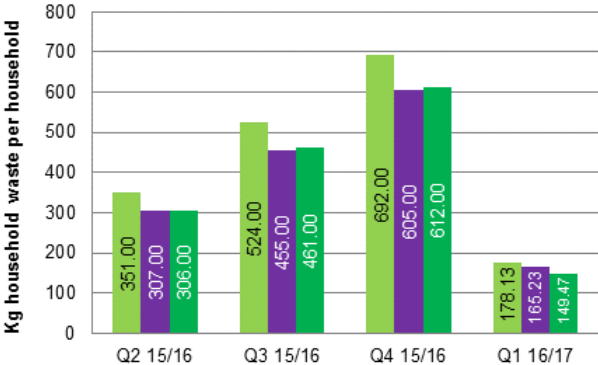
Quarter	NDDC	WDDC	WPBC
Q2 15/16	86.00	94.30	93.01
Q3 15/16	88.68	95.47	95.67
Q4 15/16	90.87	95.97	96.49
Q1 16/17	91.34	95.97	96.37




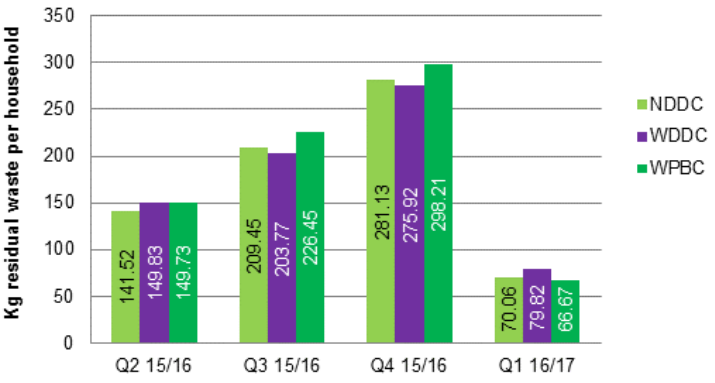
Percentage of Public Health service requests responded to within 3 working days					Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q1 2016/17 Actual	99.63%		98.88%		96.93%	
Q1 2016/17 Target	95%		95%		95%	
FY 2016/17 Target	95%		95%		95%	
FY 2015/16 Actual	100.00%		97.64%		97.28%	
<p>Comments:</p> <p>[NDDC] 271 of 272 within target response time.</p> <p>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.</p> <p>[WDDC] 619 out of 626 Public Health service requests were responded to within 3 working days during Q1.</p> <p>[WPBC] 473 out of 488 Public Health service requests were responded to within 3 working days during Q1.</p> <p>Good performance. There is a peak in demand during the summer and so the Q2 results may dip.</p>						




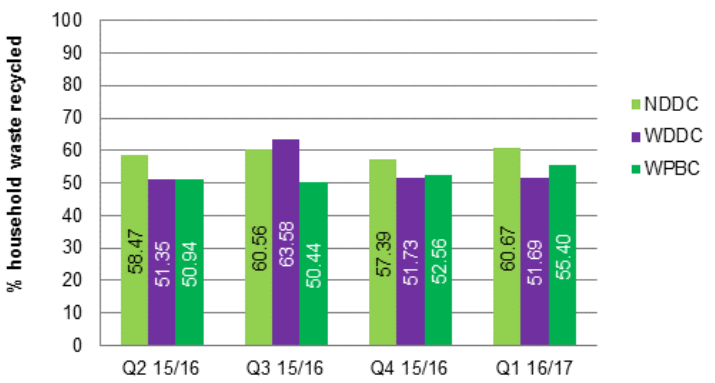
Percentage of Public Health service requests responded to within 3 working days



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	99.63	98.88	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	178Kg/hh		165Kg/hh		150Kg/hh																						
Q1 2016/17 Target	168Kg/hh*		150Kg/hh*		150Kg/hh*																						
FY 2016/17 Target	670Kg/hh*		600Kg/hh*		600Kg/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																						
<div><div><div>Comments: Please note this KPI is cumulative throughout the year.</div><div>*2016/17 Full Year and quarter 1 targets are provisional and awaiting approval from Head of Service.</div></div><div><div><div>Kilograms of household waste collected per head of household (cumulative)</div><table><thead><tr><th>Quarter</th><th>NDDC</th><th>WDDC</th><th>WPBC</th></tr></thead><tbody><tr><td>Q2 15/16</td><td>351.00</td><td>307.00</td><td>306.00</td></tr><tr><td>Q3 15/16</td><td>524.00</td><td>455.00</td><td>461.00</td></tr><tr><td>Q4 15/16</td><td>692.00</td><td>605.00</td><td>612.00</td></tr><tr><td>Q1 16/17</td><td>178.13</td><td>165.23</td><td>149.47</td></tr></tbody></table></div></div></div>								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	178.13	165.23	149.47
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	178.13	165.23	149.47																								

Kilograms of residual (landfill) household waste per household (cumulative)					Aim	↓
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q1 2016/17 Actual	70Kg/hh		80Kg/hh		67Kg/hh	
Q1 2016/17 Target	69Kg/hh*		69Kg/hh*		69Kg/hh*	
FY 2016/17 Target	275Kg/hh*		275Kg/hh*		275Kg/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	
<p>Comments: Please note this KPI is cumulative throughout the year.</p> <p>*2016/17 Full Year and quarter 1 targets are provisional and awaiting approval from Head of Service.</p> <p>Performance demonstrates the success of the 'Recycle for Dorset' collection service, reducing landfill disposal costs.</p>		<p>Kilograms of residual household waste per household (cumulative)</p> 				

Percentage of household waste sent to re-use, recycling and composting					Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q1 2016/17 Actual	61%		52%		55%	
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%	
<p>Comments:</p> <p>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).</p>		<p>Percentage of household waste sent to reuse, recycling and composting</p> 				

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

Future issues

Vacancies are not being recruited to whilst the implications of the Comprehensive Spending Review are fully understood. This may lead to a dip in performance.

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

Lead Brief holder – Cllr Gill Taylor

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	551,830	The overall saving is due to a current vacancy which has yet to be filled.
Premises	302,300	
Transport	7,069	
Supplies & Services	454,721	
Income	(490,794)	
Net expenditure	825,126	
Q1 Predicted variance	5,900 (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

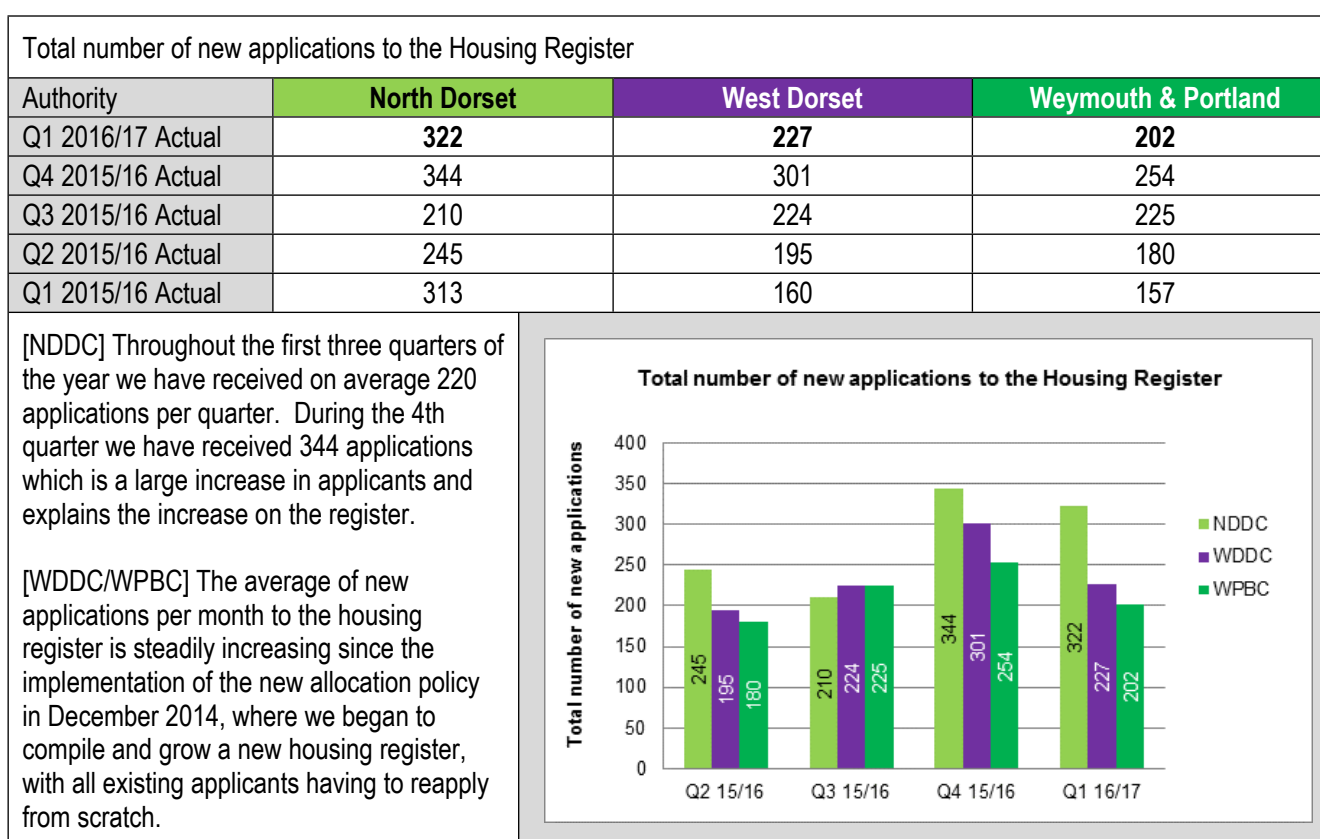
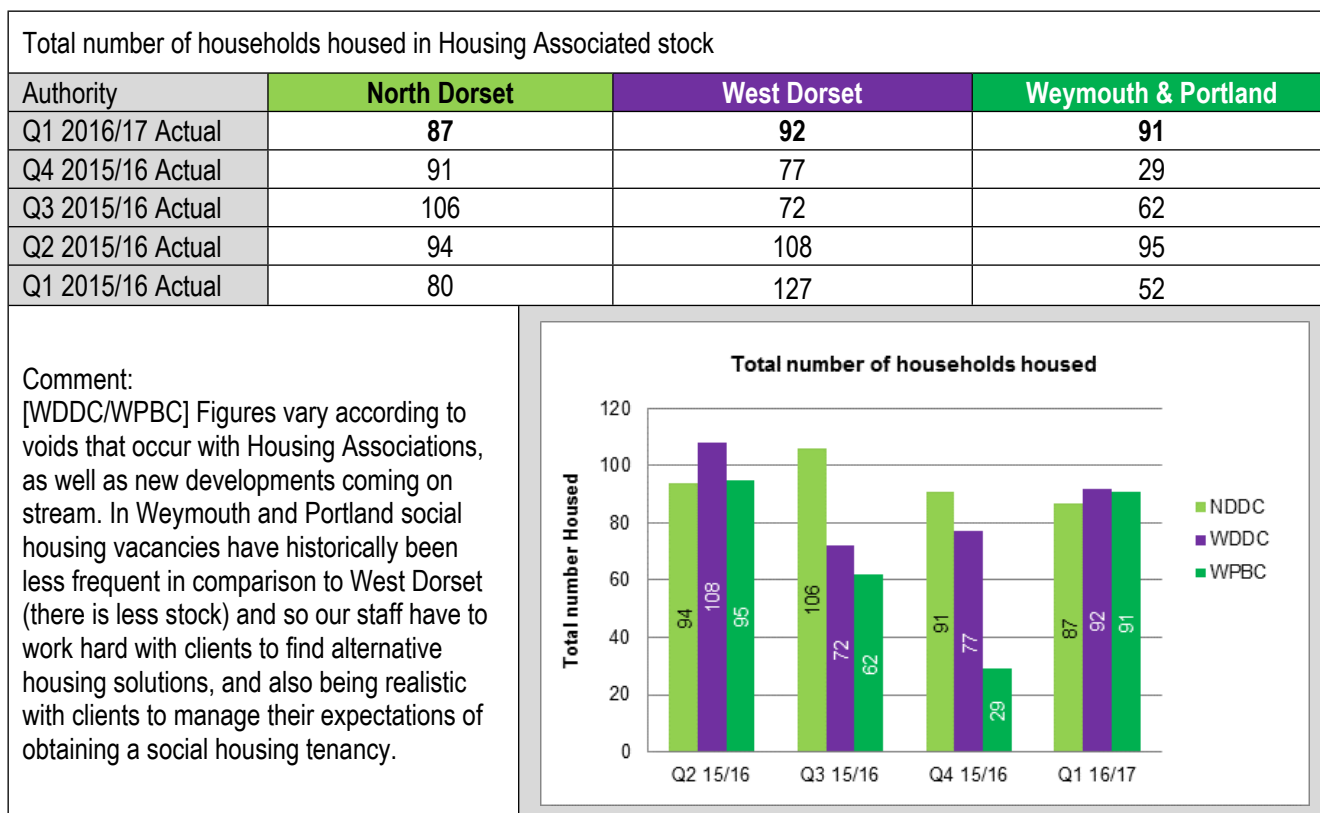
Comment:

[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 on the Housing Register

Quarter	NDDC	WDDC	WPBC
Q2 15/16	627	909	1,029
Q3 15/16	628	1,015	1,134
Q4 15/16	695	1,152	1,265
Q1 16/17	692	1,246	1,272



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

Number of Homelessness decisions made

Quarter	NDDC	WDDC	WPBC
Q2 15/16	19	14	44
Q3 15/16	20	11	36
Q4 15/16	22	16	25
Q1 16/17	18	19	26

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

HS02 - 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)

 Lead Brief holder – **Cllr Ray Nowak**
Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	588,923	Building Control is predicting an adverse variance due to increased competition from the private sector and reduced development within the Borough.
Transport	9,671	
Supplies & Services	37,195	
Income	(498,330)	
Net expenditure	137,459	
Q1 Predicted variance	23,744 (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
<p>Comments:</p> <p>[NDDC] Fee income holding steady in NDDC and applications stable. Slight change in how fees are split to reflect WDDC/WPBC reporting</p> <p>[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,</p> <p>[WDDC] Income generally stable with average levels of development within the District during the quarter.</p>			

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.

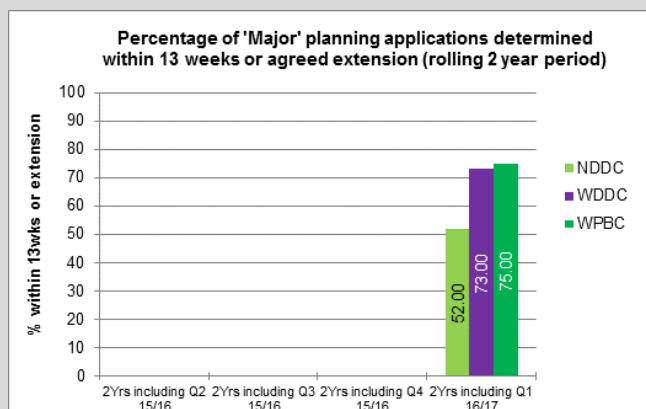
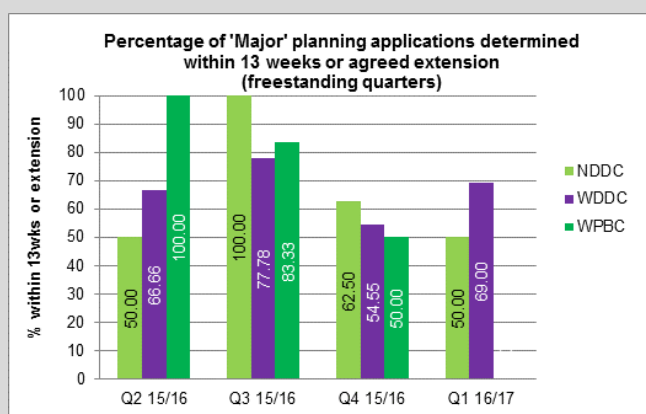
Comments:

[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.

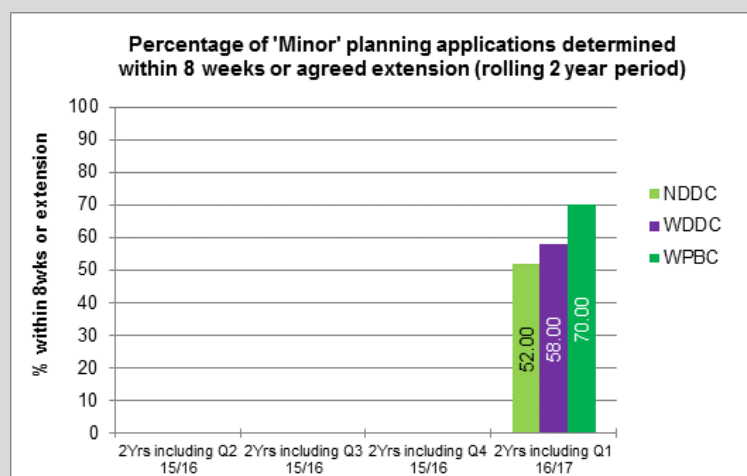
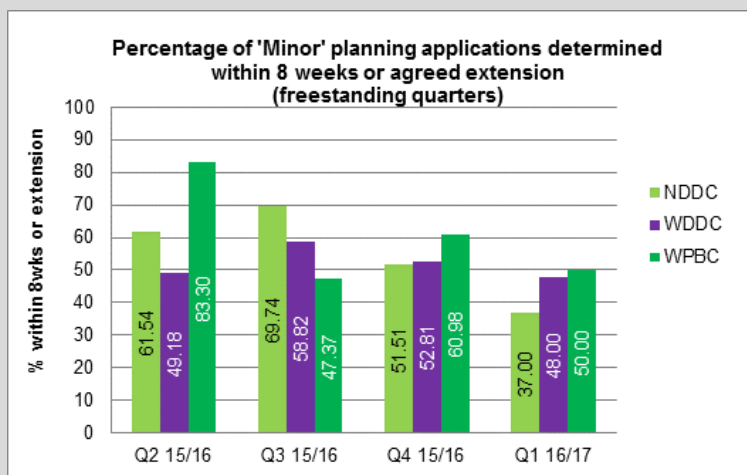
Comments:

[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.

Percentage of 'Other' planning applications determined within 8 weeks or agreed extension (freestanding quarters)

Quarter	NDDC	WDDC	WPBC
Q2 15/16	68.63	74.87	72.72
Q3 15/16	71.32	66.34	70.91
Q4 15/16	67.63	67.63	60.47
Q1 16/17	47.00	70.00	49.00

Percentage of 'Other' planning applications determined within 8 weeks or agreed extension (rolling 2 year period)

Period	NDDC	WDDC	WPBC
2Yrs including Q2 15/16			
2Yrs including Q3 15/16			
2Yrs including Q4 15/16			
2Yrs including Q1 16/17	59.00	72.00	74.00

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%	

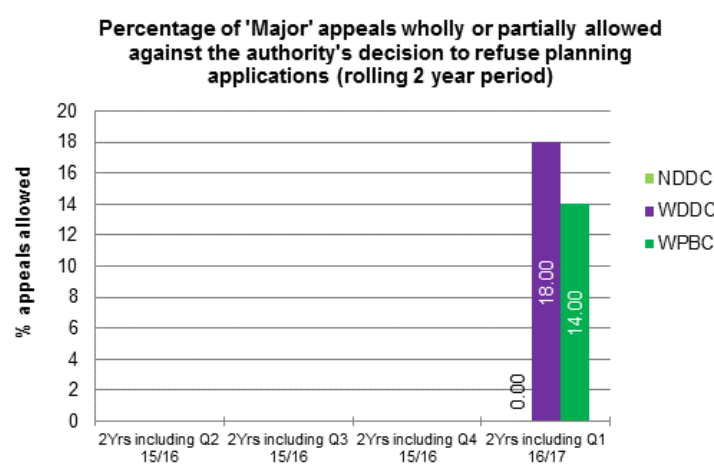
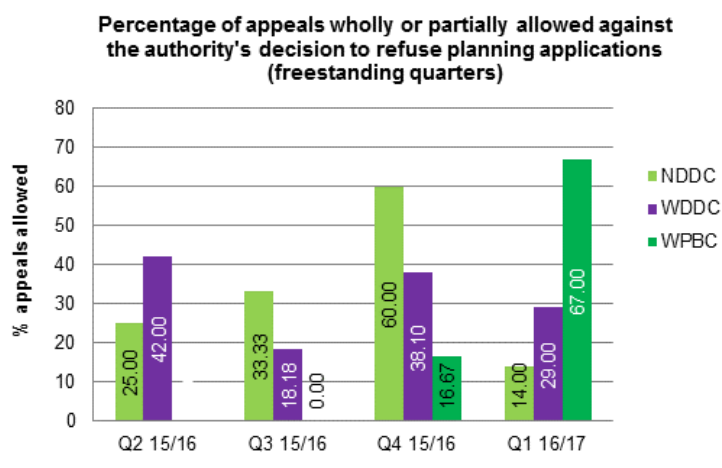
National requirement is that the average over the previous 2 year period (rolling) should not be greater than 20% of Major applications overturned at appeal (overturns of minors and other applications are not measured nationally)

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


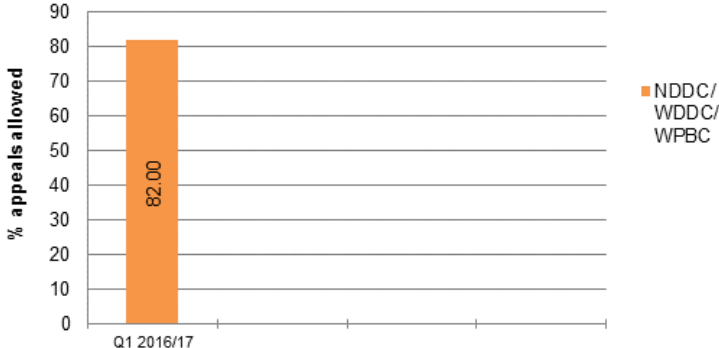
[WDDC] 2 out of 7 appeals have been wholly or partially allowed against refused planning applications during Q1 of which 0 allowed was a major application. Of those allowed 1 was an overturn of officer recommendation at committee

[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%		
<div><p>Percentage of customers that agreed they were treated fairly and with respect (annual survey in Quarter 1)</p><p>82.00</p><p>Q1 2016/17</p><p>■ NDDC/ WDDC/ WPBC</p></div>			
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 RTP1 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 Management & Building Control:-

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

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

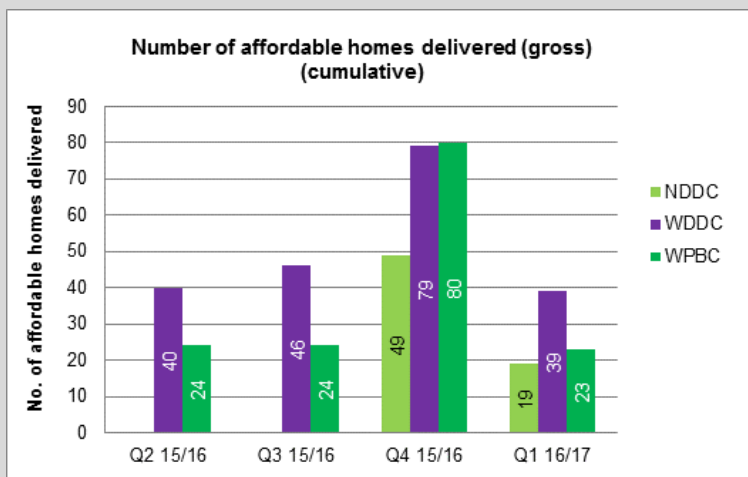
Lead Brief holders – Cllr Ray Nowak, Cllr Christine James

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	321,734	Savings have been achieved through vacancy management. There has also been a reduction in contributions & grants.
Premises	1,039	
Transport	1,601	
Supplies & Services	94,230	
Payments to Clients	4,000	
Net expenditure	422,604	
Q1 Predicted variance	14,193 (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, Events Management, Beach Management, Harbour Management)

Lead Brief holders – Cllr Jason Osborne, Cllr Andy Blackwood, Cllr James Farquharson




Revenue summary (Excluding Harbour budget & prediction)

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	441,659	Poor weather is affecting the potential income from Deckchair Operations. Beach & Esplanade income is likely to be higher than the budget.
Premises	229,037	
Transport	2,411	
Supplies & Services	302,059	
Payments to clients	199,646	
Income	(507,362)	
Net expenditure	667,450	
Q1 Predicted variance	1,248 (A)	

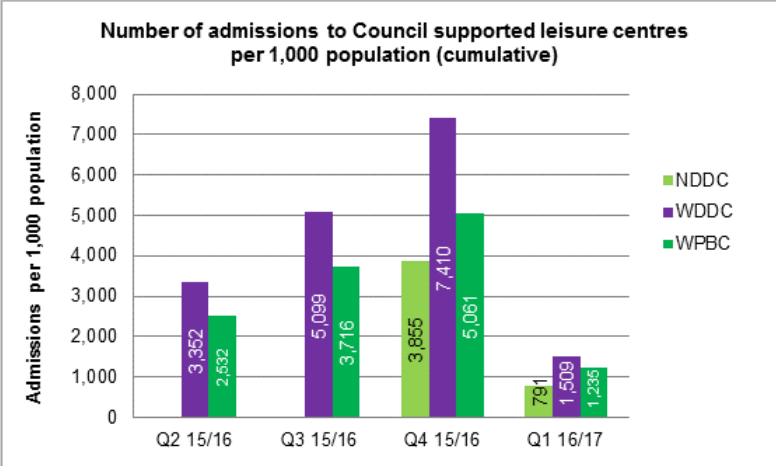
Revenue summary (Weymouth Harbour) – Reference only

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	384,620	This budget is currently predicted to be on target.
Premises	472,210	
Transport	644	
Supplies & Services	221,512	
Income	(1,066,440)	
Net expenditure	12,546	
Q1 Predicted variance	0	


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	
Comment:						
<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>						

Number of admissions to Council supported leisure centres per 1,000 population (cumulative)



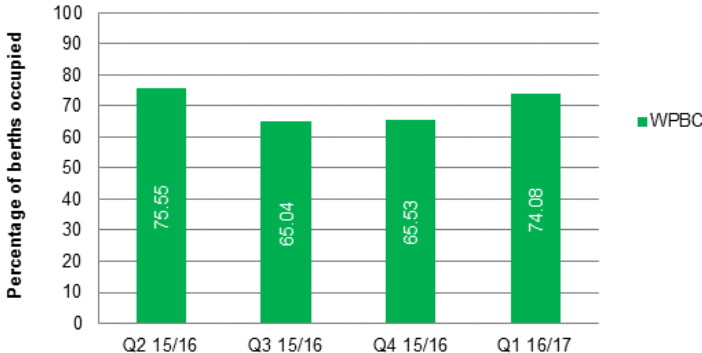
Quarter	NDDC	WDDC	WPBC
Q2 15/16	3,352	3,352	2,532
Q3 15/16	5,099	5,099	3,716
Q4 15/16	3,855	7,410	5,061
Q1 16/17	791	1,509	1,235

Percentage berth occupancy – Inner Harbour Marinas			Aim	↑
Authority	Weymouth & Portland			
Q1 2016/17 Actual	74.08%			
Q1 2016/17 Target	80%			
FY 2016/17 Target	80%			
FY 2015/16 Actual	65.53%			

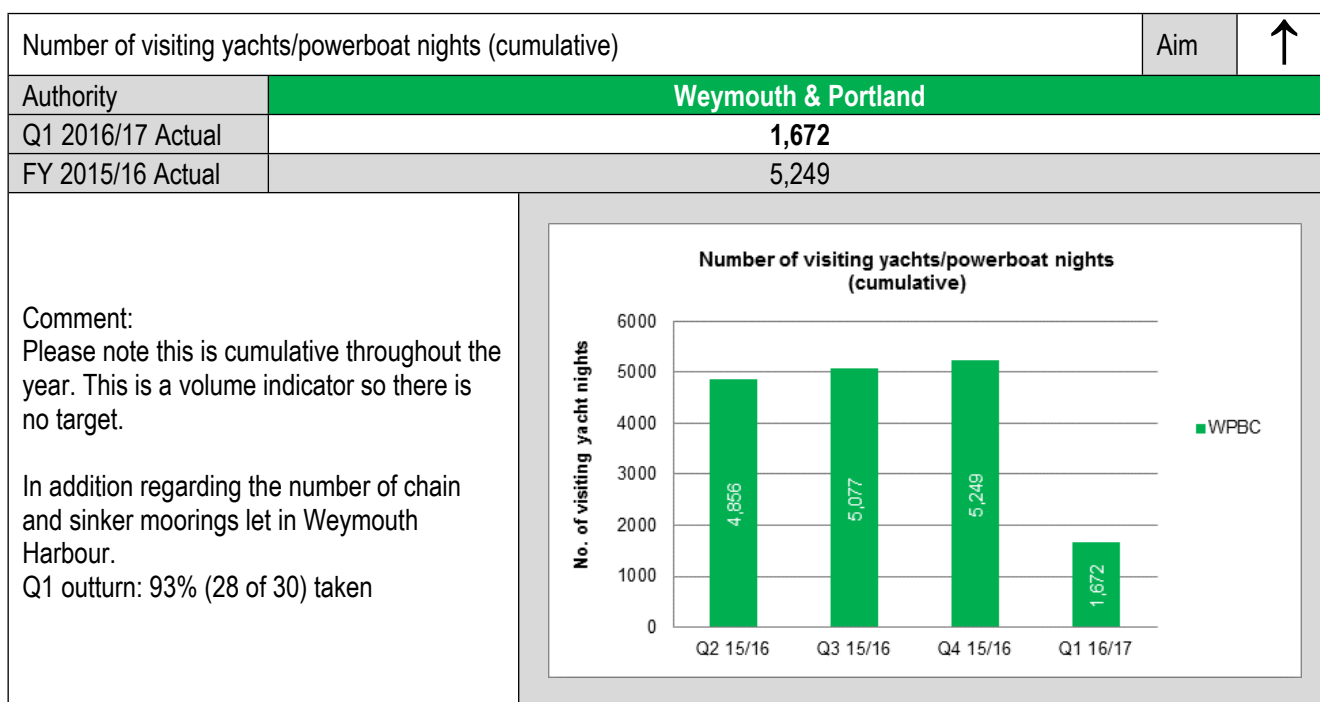
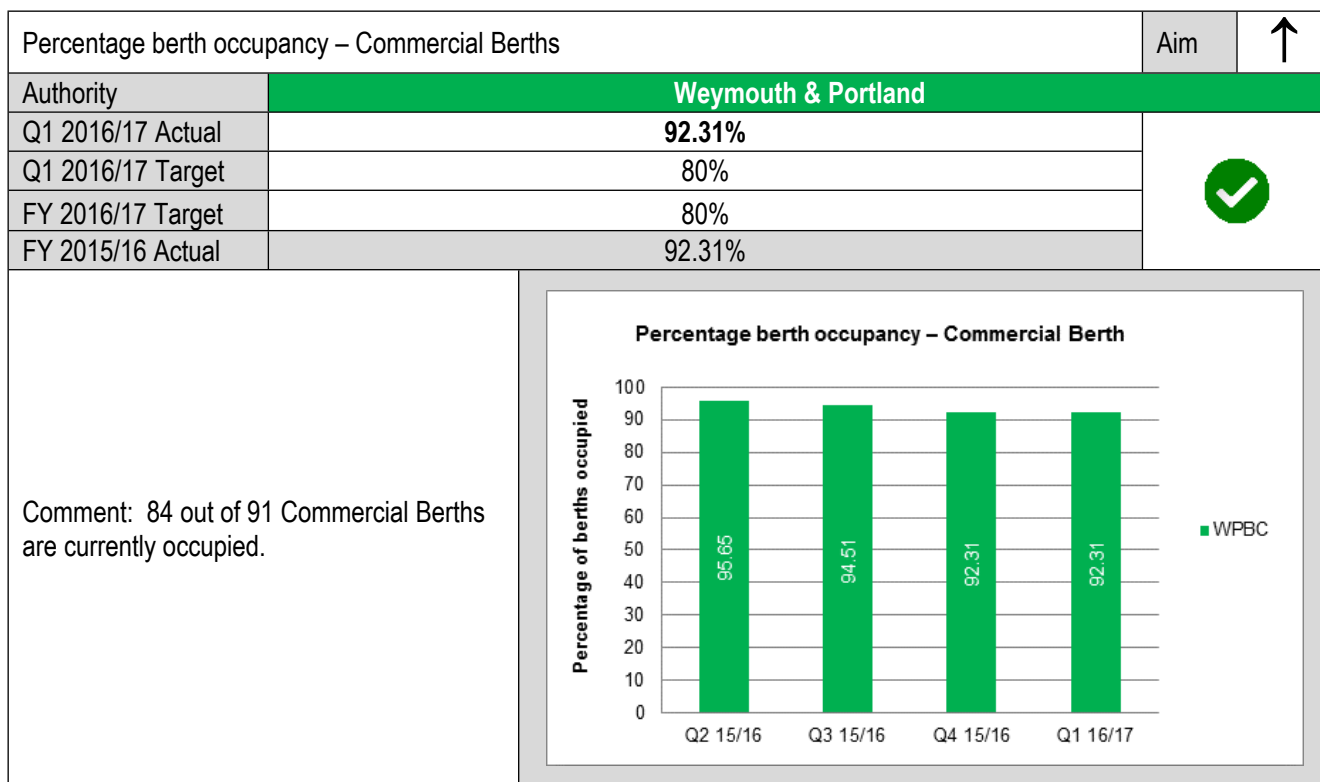
Comment: 303 out of 409 moorings in the Inner Harbour Marinas are currently occupied.


Recommendation 11 of the Harbour Business Plan 2014-19 is to conduct a review of the inner harbour berths including layout and charges to try to reach the target figures. This recommendation was prioritised alongside all of them and an updated target date of Sep 16 has been set. A proactive marketing campaign is in operation. The autumn dip in numbers is from customers removing their boats over the winter.

Percentage berth occupancy – Inner Harbour Marinas



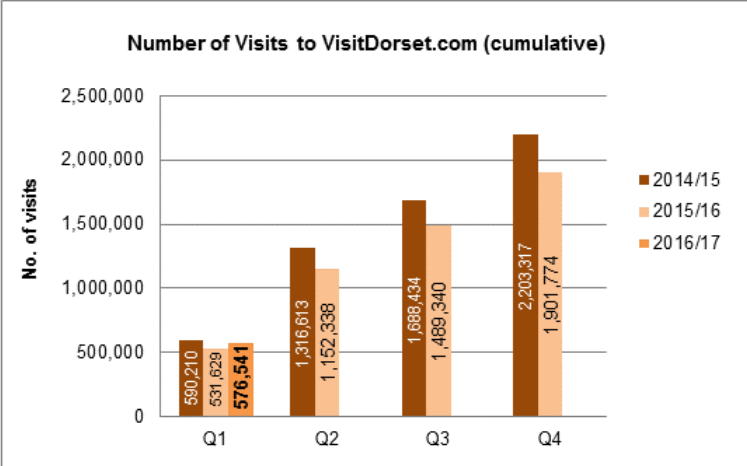
Quarter	WPBC
Q2 15/16	75.55
Q3 15/16	65.04
Q4 15/16	65.53
Q1 16/17	74.08



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		

Comment: The visit-dorset.com website is a partnership site and promotes all rural Dorset boroughs and districts excluding Bournemouth and Poole.

Number of Visits to VisitDorset.com (cumulative)



Quarter	2014/15	2015/16	2016/17
Q1	590,210	531,629	576,541
Q2	1,316,613	1,152,338	
Q3	1,688,434	1,489,340	
Q4	2,203,317	1,901,774	

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)

Lead Brief holders – Cllr Colin Huckle, Cllr Ray Nowak, Cllr Jeff Cant

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	784,727	There is increased income from Beach Chalets. There is currently a vacant Operations Assistant post in Assets & Infrastructure which will lead to a saving. A considerable amount of money will be invested on Hotels in 2016/17 with a number of major projects.
Premises	2,375,923	
Transport	22,091	
Supplies & Services	235,856	
Income	(3,964,323)	
Net expenditure	(545,726)	
Q1 Predicted variance	22,523 (F)	

Key performance data

Percentage of operational council property in terms of floor area that is empty					Aim	↓
Authority	North Dorset	n/a	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%	

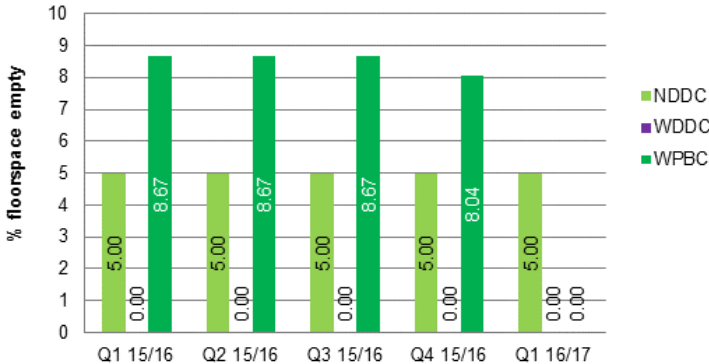
Comments:

[NDDC] Nordon Offices approx. only.



[WDDC] 0m² out of 10696m² of operational floor space is currently empty.

[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.

Percentage of operational council property in terms of floor area that is empty



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

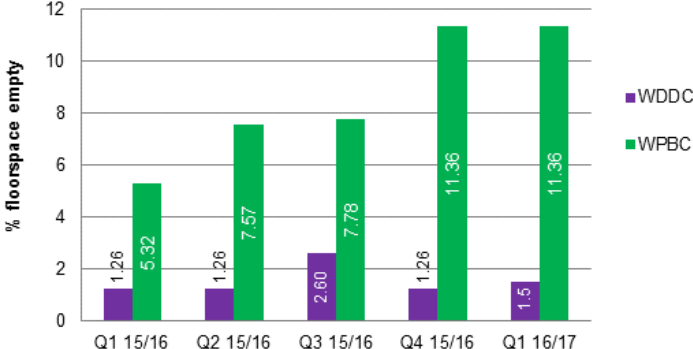
Percentage of non-operational council property in terms of floor area that is empty				Aim	↓
Authority	West Dorset			Weymouth & Portland	
Q1 2016/17 Actual	1.5%		11.36%		
Q1 2016/17 Target	5%		6%		
FY 2016/17 Target	5%		6%		
FY 2015/16 Actual	1.26%		11.36%		

Comment:

[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.

[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.

Percentage of non-operational council property in terms of floor area that is empty



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

Key risk areas

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

Very High Risks	0
High Risks	6
Medium Risks	12
Low Risks	1

AI01 - Failure to manage projects					
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE		
Impact	4		Impact	4	
Likelihood	4		Likelihood	2	
Risk Score	16		Risk Score	8	
Risk Rating	HIGH	<p>Staff who have left need to be replaced, and a restructure of the Teams is being planned for the longer term. Longer lead times will ensure budgets better match tender return, thus reducing project cost variances. In the interim outsourcing of specific projects or work elements is being undertaken where appropriate.</p>		Risk Rating	MEDIUM

AI03 - Over reliance on key staff, agency staff and interim staff					
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE		
Impact	4		Impact	2	
Likelihood	4		Likelihood	3	
Risk Score	16		Risk Score	6	
Risk Rating	HIGH	<p>A restructure of the Teams are being undertaken to try to ensure permanent numbers and calibre of staff can be utilised. Recruitment on current grades following Job Evaluations is hindering recruitment and staff retention.</p>		Risk Rating	LOW

AI09 - 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. Technology Forge upgrade to a web based linked system is planned but has not yet been approved, as well as employing temporary data input and checking staff.	Impact	1	
Likelihood	4		Likelihood	3	
Risk Score	16		Risk Score	3	
Risk Rating	HIGH		Risk Rating	LOW	

AI11 - Inability to access/source external funding for major projects					
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE		
Impact	4	The ability to have good early lead-in so that projects can be ready to be delivered will assist the securing of funding. However with staff shortages due to retention and recruitment problems this is proving challenging. Linking with other organisations and a clearer understanding of the funding organisations needs and criteria will better advise if the intended outcomes can be achieved. This process is being undertaken as part of the review process for new projects.	Impact	4	
Likelihood	4		Likelihood	3	
Risk Score	16		Risk Score	12	
Risk Rating	HIGH		Risk Rating	MEDIUM	

AI12 - 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) are being prepared. Policy reviews are being considered in a number of areas, and this process will continue 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	

AI14 - 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 will be 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)

Lead Brief holder – Cllr Kevin Brookes

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	208,046	The May Borough election poll costs are likely to be higher than expected due to increased costs of conducting the verification and count.
Transport	11,026	
Supplies & Services	433,905	
Income	(36,961)	
Net expenditure	616,016	
Q1 Predicted variance	8,000 (A)	

Key performance data

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

Key risk areas

7 service operational risks has 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)

Lead Brief holder – Cllr Kevin Brookes

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	215,796	This budget is currently expected to be on target.
Transport	1,707	
Supplies & Services	26,919	
Net expenditure	244,422	
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		

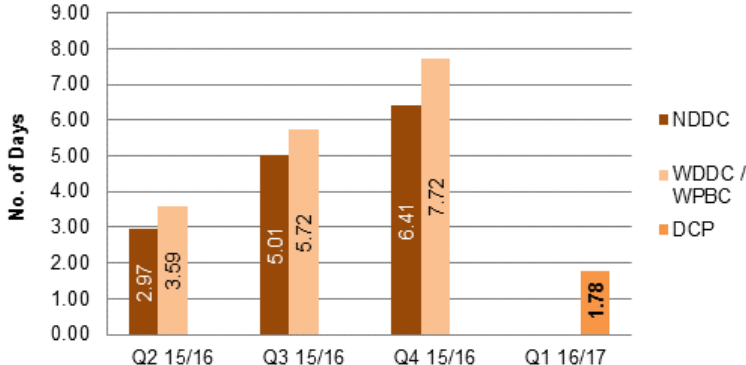
Comment:

Average FTE figure is based on a comparison of data supplied for the ONS Quarterly surveys as at March & June 2016.

[DCP] 956 days sick in total divided by 535.78 Full Time Equivalent (FTE) = 1.78 days per FTE

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.

Average number of working days lost to sickness per employee (cumulative)



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)

Lead Brief holder – Cllr Kevin Brookes

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	259,835	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	788	
Supplies & Services	50,071	
Income	(144,714)	
Net expenditure	165,980	
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	3	
Likelihood	5		Likelihood	2	
Risk Score	15		Risk Score	6	
Risk Rating	HIGH		Risk Rating	LOW	

Future issues

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.
Land Charges: Measures implemented to address emerging challenges relating to this Weymouth and Portland function appear to have had a beneficial effect and current data supports a view of a continuing positive improvement despite having to also tackle 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 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.

WPBC Capital Programme – Quarter 1 2016/17

The capital appendix contains details on all of the current WPBC 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	£2,290,241	Total Budget	£4,342,226
Actual expenditure to 30 June 2016	£111,561	Predicted actual programme expenditure	£4,332,574
Predicted 2016/17 variance	£2,178,680	Estimated programme variance	£9,652

Briefholder: Environment and Sustainability - Cllr R Nowak

Capital Scheme 1	Weymouth Bay Coastal Processes Study		
Budget Holder	David Brown	Briefholder	Cllr Ray Nowak
Estimated scheme end date	Ongoing		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£5,411	Total scheme budget	£323,038
Actual expenditure to 30 June 2016	£5,411	Predicted scheme actual expenditure	£323,038
Predicted 2016/17 variance	£0	Estimated scheme variance	£0
Comment: Joint project with EA. All costs, excluding WPBC staff costs, have been recovered in EA/Defra grant. Project reported in October 2015 but are unhappy with consultants work, measures being taken to improve. Have received additional grant from EA to carry out modelling work			

Capital Scheme 2	Weymouth Harbour Walls Remediation Project		
Budget Holder	David Brown	Briefholder	Cllr Ray Nowak
Estimated scheme end date	Autumn 2017		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£1,947,704	Total scheme budget	£1,955,000
Actual expenditure to 30 June 2016	£0	Predicted scheme actual expenditure	£1,955,000
Predicted 2016/17 variance	£1,947,704	Estimated scheme variance	£0
Comment: No EA funding available to contribute towards flood defences. Additional funding sought and granted at Jan 2016 Management committee. Design of Wall C and D being progressed and costs will be reported to members once tenders for works received			

Capital Scheme 3	Chesil Sea Wall		
Budget Holder	David Brown	Briefholder	Cllr Ray Nowak
Estimated scheme end date	Early 2016		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£14,675	Total scheme budget	£300,000
Actual expenditure to 30 June 2016	£0	Predicted scheme actual expenditure	£300,000
Predicted 2016/17 variance	£14,675	Estimated scheme variance	£0
Comment: Main works complete. Minor works to be completed shortly.			

Capital Scheme 4	Portland Harbour North Shore		
Budget Holder	David Brown	Briefholder	Cllr Ray Nowak
Estimated scheme end date	Apr-17		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£6,300	Total scheme budget	£6,300
Actual expenditure to 30 June 2016	£0	Predicted scheme actual expenditure	£6,300
Predicted 2016/17 variance	£6,300	Estimated scheme variance	£0
Comment: Request this is carried forward to carry out monitoring of the shore during 2016/17, including walk over surveys.			

Briefholder: Corporate Affairs & Continuous Improvement - Cllr K Brookes
Finance and Assets - Cllr J Cant

Capital Scheme 5	North Quay Redevelopment/Relocation		
Budget Holder	David Brown	Briefholder	Cllr K Brookes / Cllr J Cant
Estimated scheme end date	Early 2016		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£155,417	Total scheme budget	£1,072,868
Actual expenditure to 30 June 2016	£52,092	Predicted scheme actual expenditure	£1,063,216
Predicted 2016/17 variance	£103,325	Estimated scheme variance	£9,652
Comment: This project is to renovate premises and relocate staff from NQ. Staff have moved out of NQ and the Commercial Road and Crookhill offices are now operational. The budget has been increased by £325,977 to £1,072,868 agreed at September Management Committee. Currently projections show there is likely to be a small underspend - approximately 1.0% of the budget. This allows for monies set aside to assist DCC with the relocation of Surestart which they have not claimed yet.			

Briefholder: **Housing - Cllr G Taylor**

Capital Scheme 6	Disabled Facilities Grant		
Budget Holder	Clive Milone	Briefholder	Cllr Gill Taylor
Estimated scheme end date	Complete		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£54,058	Total scheme budget	£459,629
Actual expenditure to 30 June 2016	£54,058	Predicted scheme actual expenditure	£459,629
Predicted 2016/17 variance	£0	Estimated scheme variance	£0
<p>Comment: The council's Home Improvement Agency ceased to operate from 31/3/2015. All remaining DFG funds have now transferred to Dorset County Council, which administers the new Dorset Accessible Homes Scheme (DAHS). The councils each continue to fund DAHS to the tune of c£30,000 a year.</p>			

Capital Scheme 7	Private Sector Housing Grants		
Budget Holder	Clive Milone	Briefholder	Cllr Gill Taylor
Estimated scheme end date	Ongoing		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£9,676	Total scheme budget	£78,391
Actual expenditure to 30 June 2016	£0	Predicted scheme actual expenditure	£78,391
Predicted 2016/17 variance	£9,676	Estimated scheme variance	£0
<p>Comment: This funding was originally provided to fund an equity loans scheme for private sector householders. Loans are now being repaid. The council now has a loan pot with Wessex CIC which any unspent capital from this fund (£9,676) could be added to.</p>			

Capital Scheme 8	Private Sector Renewal Fund Loan Scheme		
Budget Holder	Clive Milone	Briefholder	Cllr Gill Taylor
Estimated scheme end date	Ongoing		
Current Year 2016/17		Overall Scheme	
Total Budget 2016/17	£97,000	Total scheme budget	£147,000
Actual expenditure to 30 June 2016	£0	Predicted scheme actual expenditure	£147,000
Predicted 2016/17 variance	£97,000	Estimated scheme variance	£0
<p>Comment: The outstanding balance of £97,000 has been allocated to the Private Sector Renewal Fund Loan Scheme (Agreed by Management Committee 2012).</p>			

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31 st Mar 2016	Average Rate (%)	Current Portfolio	30 th June 2016	Average Rate (%)
£ 27,000,000	4.58	Debt LOBO's (Lenders Option Borrowers Option)	£ 27,000,000	4.58
27,000,000	4.58	Total Debt	27,000,000	4.58
		<u>Current Investments</u>		
		Property Funds		
5,000,000	5.88	CCLA LAMIT Property Fund	5,000,000	5.05
		Unit Funds		
1,000,000	3.39	Elite Charteris Premium Income Fund	1,000,000	3.39
3,000,000	0.77	Payden Sterling Reserve Fund	3,000,000	0.83
2,500,000	3.77	UBS Multi Asset Income Fund	2,500,000	3.04
1,000,000	1.25	City Financial Diversified Fixed Interest Fd*	1,000,000	1.33
2,000,000	7.51	Schroders Unit Trust Ltd	2,000,000	8.26
2,500,000	3.04	M&G Global Dividend Fund	2,500,000	4.31
		Corporate Bonds		
1,000,000	1.12	GE Capital UK Funding FRN (9/5/16)	-	-
		Covered Bonds		
2,226,844	2.12	Leeds Build. Society 4.25% (17/12/18)	2,226,844	2.12
2,211,666	2.13	Yorkshire BS 4.75% (12/04/18)	2,211,666	2.13
2,003,000	0.98	Leeds Build. Society FRN (01/10/19)	2,003,000	0.96
		Deposits		
1,000,000	0.35	HSBC instant access account	1,000,000	0.35
1,500,000	0.43	Svenska Handelsbanken liquidity account	1,500,000	0.43
-	-	Barclays Bank (17/08/16)	1,500,000	0.48
-	-	Lloyds Bank (09/02/17)	1,500,000	0.88
		Money Market Funds		
1,222,000	0.46	Standard Life MMF (formerly Ignis)	1,968,000	0.47
1,032,000	0.43	Deutsche Bank MMF	1,993,000	0.42
1,031,000	0.41	Blackrock MMF	1,693,000	0.41
1,031,000	0.43	Aberdeen MMF (formerly Scottish Widows)	1,693,000	0.43
1,185,000	0.52	Federated Investors MMF	2,158,000	0.52
32,442,510		Total Investments	38,446,510	
5,442,510		Net (Debt)/Investments	11,446,510	

*Transferred from City Financial Defensive Global Bond Fund.

Italics = estimate.

There has been no movement in the Council's debt position this year. Investments have been made in accordance with the Treasury Strategy Statement and there is no major variance from the original budget 2016/17 to the projected actual expenditure 2016/17.

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Management Committee 16 August 2016

Proposals for a Combined Authority for Dorset

For Recommendation To Council

Briefholder

Cllr J Cant, Finance & Assets

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													

- 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 Weymouth & Portland Borough Council the contribution according to the formula recommended by Dorset Finance Officers Group is £12,960. 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.

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Management Committee 16 August 2016 New National Policy on Affordable Housing

For Decision

Portfolio Holder

Environment and Sustainability – Cllr R Nowak

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

T Warrick – Spatial Policy and Implementation Manager

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 or Less 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 borough where it could apply.
- 44 Only small parts of the borough (around Upwey, Preston and Sutton Poyntz) are located within the Dorset AONB and these are the only areas where the council has the option of applying the 5-unit threshold. For any relevant scheme, officers would normally apply or recommend the application of, the 5-unit threshold in the parts of the borough within the Dorset AONB (i.e. around Upwey, Preston and Sutton Poyntz). Elsewhere 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 borough 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 borough.

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 01 March 2016 Management 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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Management Committee

16 August 2016

Review of Car Park Charges

For Decision

Portfolio Holder(s)/ Briefholder
Councillor Colin Huckle

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 parking 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 car park occupancy both during the day and evenings.

2. Officer Recommendations

- 1.3 Approve a once off maintenance budget from the General Reserve of £100,000 to enable immediate repairs and upgrades that are essential to be carried out within the car parks during this current financial year.
- 1.4 Approve a once off £200,000 from the General Reserves for implementing during this financial year planned specified works that are necessary to improve the condition and safety of the car parks.
- 1.5 Approve the car parking charges in respect to
 - a. Changing parking charges as per appendix 3
 - b. Reintroduce evening parking charges as per appendix 3
- 1.6 Agree to the introduction of parking charges to those car parks that are currently free in order that the income generated covers current mandatory outgoings, e.g. business rates and health & safety.

- 1.7 Approve, until further discussions have taken place with Dorset County Council, the free use for residents of on street parking permits of Pavilion, Swannery and the Nothe car parks during events that necessitate the closure of residential roads within the Town Centre and harbour areas.

3. Reason for Decision

- 1.8 In order to avoid the car parks falling into an unacceptable condition it is essential that recommendation 2.1 is approved and that funds of £100,000 is made available to carry out repairs and upgrades to the Borough's car parks during this financial year, as indicated in Appendix 1.
- 1.9 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 £200,000 from reserves can be made available in order to deliver these projects during this financial year, as indicated in Appendix 2
- 1.10 Weymouth town centre residents are adversely affected by various temporary road closures that are introduced to accommodate special events. Whilst Dorset County Council control the sale and administration of the on street residential parking schemes within Weymouth, they appear at this time to be reluctant to offer the residents any assistance with regard to the loss of the on street car parking. Recommendation 2.3 should be approved so that this Council can offer local residents assistance while discussions with Dorset County Council continue.
- 1.11 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 alter parking charges as well as introducing a night time charge as shown in Appendix 3.
- 1.12 It is no longer considered financially viable to provide free car parking and that charges need to be introduced as in Appendix 3 to offset the costs incurred by this Council.
- 1.13 There is concern that some of the car parks, where charges are currently made to park, do not actually cover their costs. It is considered necessary therefore to review the financial viability of all the Council's car parks and the findings will be subject a further report.

4. Background and Reason Decision Needed

1.14 The Current Position

- 1.15 The current stock of Weymouth and Portland Borough Council car parks is shown in Appendix 4. There are currently 21 car parks that are chargeable and 11 that are currently "free".
- 1.16 In the financial year 2015/16 this Council spent a total of £100,000 on the introduction of the first phase to renew its aging stock of pay and display machines, along with an additional expenditure of £60,000 associated with general maintenance works.

1.17 Investment in our car parks is vital for the commercial viability of Weymouth and Portland as a major tourist destination, because the first impression of a town / destination for any motorist is the car park and more importantly it is also their last impression.

1.18 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. To continue the programme for the replacement of the Council's aging pay & display machines that will provide higher reliability as well as vital management information about use of the car parks.
- c. The new machines are more robust in preventing loss of income through theft of the cash boxes.
- d. 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.
- e. Once a car is parked the motorist becomes a pedestrian and therefore requires a different set of directional signage. Parking Services are liaising with other bodies to devise a Weymouth wide pedestrian directional scheme.
- f. 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.

1.19 Free car parks

1.20 It should be recognised that there are no "free" car parks. This Council still has to pay Business Rates, in addition to the on-going maintenance and costs for regular patrols and car park inspections associated with these car parks.

1.21 Therefore the costs of operating these "free" car parks is being subsidised from the income being generated from those car parks where charges exist and if the motorist is not required to make a payment to park, then the local Council Tax payer will have to. This is not acceptable because the limited funds that the Council has should be going towards the delivery of other vital services that benefit the local community and not subsidising "free" car parking.

1.22 Car park Condition

- 1.23 Many car parks historically were constructed based upon nominal ground preparation with little thought to surface water runoff resulting in undulating car parks, 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.
- 1.24 It is considered necessary to carry out a full survey of the car parks in order to identify
- a. The conditions of its surface and construction,
 - b. What drainage exists and its condition and
 - c. What lighting exists
- 1.25 One advantage of the seasonal use of the Weymouth & Portland car parks is that works can be carried out without too many implications for the operation of the car parks, but it is vital 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.

1.26 Maintenance

- 1.27 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 currently insufficient to provide any improvements / repairs and only barely covers essential maintenance on a reactive basis.
- 1.28 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.
- 1.29 There is a need to increase some 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.
- 1.30 This Council currently has 8 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.
- 1.31 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.
- 1.32 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.

- 1.33 A preliminary action plan for the coming year's maintenance / investment programme has been devised and is to be found as Appendix 2.
- 1.34 It is anticipated that the action plan will deliver a number of benefits that includes providing an enhanced customer experience through more reliable pay & display machines, 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.
- 1.35 There are 32 car parks and when taking into account the following it will be necessary to carry out maintenance tasks along the following lines:

Task	Frequency	No of car parks per Year
Refresh car park bay & road markings	Every 4 years	8
Surfacing	Every 10 years	3
Renew signage	Every 6 years	5
Maintain boundary fencing	Every 10 years	3
Pay & Display machines	Every 10 years	3
Lighting	Every 5 years	6
Drainage	Every 3 years	10
Vegetation	Every year	32

- 1.36 **The need to charge for car parking**
- 1.37 The last change to the parking charges was introduced in May 2015 and this saw car park charges returning to the levels that were in place in 2013, before they were reduced in 2014.
- 1.38 The objective for the 2014 reduction in the parking charges was a trial to understand what potential benefits this would have on the local retail economy. Analysis of the car parking events that took place during 2014 saw a significant fall compared with ticket sales in 2013 and while it is not possible to state exactly why this was, the Council could not afford to subsidise car parking to the level it was without seeing any tangible benefits.
- 1.39 The current car park charges have had no impact on the on car parking occupancy levels in the Borough's car parks. It is considered that this justified the decision in 2015 to return the parking charges to the 2013 levels, for the summer season with cheaper charges applying during the winter period.
- 1.40 The BID approached the Council requesting a relaxation in the parking charges in December in order to attract additional visitors to the town centre. The Council were receptive to this approach and provided a substantial amount of free car parking throughout the whole of December. This proved to be quite successful in so far as the Council income wasn't greatly affected during the lead up to Christmas and the BID were extremely pleased with the level of footfall they experienced.

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

- Almost £500,000 in Business Rates is required to be paid annually. It should be noted that a number of the car parks currently generates less income than the level of business rates we have to pay.
- In excess of £200,000 is paid out in respect of rent for car parks located on private land.
- £100,000 was spent on replacement pay & display machines in 2015/16.
- Expenditure of some £60,000 was incurred as a result of maintaining the car parks during 2015/16.
- Staff salaries to manage the service and there are staff required patrol the car parks, together with collecting cash and maintaining the car parks.
- Then there are 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.
- Town centre car parks are located on prime redevelopment sites and therefore are of great value should the Council decide to sell them.

1.42 Parking Charges Review

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

- 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 Weymouth and Portland and other nearby seaside resorts.
- Income received against the level of expenditure required to provide high quality car parks.
- Investment required to carry out improvements to the car parks.
- The seasonal demand for car parking across the Borough.
- Short stay parking –v– long stay car parking
- Whether the car park income covers the expenditure associated with the car park
- Retail Price Index

1.44 Parking Charge Comparisons

1.45 Weymouth Town Centre

1.46 There is a large amount of privately operated free public car parking within Weymouth however these car parks are associated with the Asda supermarket and the Jubilee Retail Park, both of which allow 2 hours limited waiting with the understanding that the motorist will be visiting the store.

1.47 Weymouth town centre has five chargeable public car parking that is not provided by this Council, for example the Railway station car parks, Britannia Car Parking operates the multi-storey car park off Commercial Road, Parking Eye operates two car parks off Newberry Gardens and Newton's Road and then there is the Bowling Alley car park.

1.48 Dorset County Council operates the on street pay & display public car parking.

1.49 The current charges for Weymouth and Portland Council owned car parks are as follows:

	April to October		November to March	
	Long Stay	Short Stay	Long Stay	Short Stay
30 mins	N/A	£1.00	N/A	70p
1 hour	£1.00	£2.00	50p	£1.50
2 hours	£2.00	£3.00	£1.50	£2.50
3 hours	£3.50	£4.00	£3.00	£3.50
4 hours	£4.50	N/A	£4.00	N/A
5 hours	N/A	N/A	N/A	N/A
6 hours	N/A	N/A	£5.00	N/A
All day	£8.00	N/A	£6.00	N/A

1.50 The table below shows the current car parking charges for the public car parking that is not operated by this Council

	On Street (max stay 4 hours)	Britannia	Parking Eye	*Railway Station	Bowling Alley (max stay 3 hours)
30 mins	80p	N/A	N/A	N/A	N/A
1 hour	£1.50	£1.20	£1.20	N/A	£1.00
2 hours	£3.00	£2.40	£2.40	N/A	£2.00
3 hours	£4.50	£3.50	£3.60	N/A	£3.00
4 hours	£6.00	£4.50	£4.80	N/A	N/A
5 hours	N/A	£6.50	£6.00	N/A	N/A
6 hours	N/A	£8.50		N/A	N/A
All day	N/A		£8.00	£6.50	N/A
Each additional hour	N/A	£3.00	N/A	N/A	N/A

* Weekend rate is £3.00 all day

1.51 Neighbouring Seaside Resorts

1.52 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

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

1.54 The above does indicate that compared with the Weymouth town centre privately operated public car parks the Council car parks are usually the cheapest. The two exceptions are the train station who are trying to attract motorists to use the train and the bowling alley who do not want to dissuade potential customers, but need to charge to maintain a level of available spaces for their customers.

1.55 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.

1.56 Comparing the hourly charge again Weymouth is relatively cheap, with only Bognor Regis charging slightly less.

1.57 Dorchester parking charges

1.58 Whenever the subject of parking charges is discussed, there is always the question, why is Weymouth so expensive compared with Dorchester?

1.59 It is correct that the two pricing strategies are different and this is due in no small way to the differences the two towns have. Dorchester doesn't have much in the way of attractions that would need motorists to park for long periods / all day. Weymouth, however is based more upon the holiday trade and has attractions, including the beach which does tend to require motorists to park long periods.

- 1.60 Dorchester may have cheaper short term however it is more expensive to park for more than four hours in the majority of Dorchester's car parks than in Weymouth. This is because after four hours each subsequent hour is charged at £4.00 per hour, e.g. £8.00 for 5 hours and £12.00 for 6 hours and so on.
- 1.61 Dorchester's car park occupancy rates remain fairly constant throughout the year whereas in Weymouth there are huge fluctuations between the summer and winter.
- 1.62 Weymouth town centre car parks are generally well used throughout the year, however the occupancy levels of Lodmoor, Swannery and Pavilion during the winter drops by around 80% and these are the towns three biggest car parks, providing some 2,000 parking spaces.
- 1.63 Economies of scale also come into the equation in that West Dorset operates twice the number of chargeable car parks than Weymouth & Portland do.
- 1.64 It should also be noted that the Weymouth on costs are substantially more than West Dorset's. In West Dorset for example there are no related payments of rent for car parks being operated on private land unlike this Council. It is considered there is a need to challenge the charges for Business Rates, because a similar size car park in Dorchester compared with Melcombe Regis is costing almost £25,000 less per annum.
- 1.65 Proposed Car Parking Charges**
- 1.66 Appendix 3 lists the charges that are proposed to be introduced as from the 1 April 2017.
- 1.67 The reintroduction of evening charges is necessary to keep the day time charges lower and to offset the financial burden this Council is facing due to the number of loss making car parks.
- 1.68 It should be noted that due to clauses in the Crown Lease agreements, Chesil Beach and Portland Bill already operate 24 hour charges.
- 1.69 There are some car parks that are costing the Council to operate due to very low occupancy rates and therefore in an effort to attract more custom it is planned to lower some parking charges.
- 1.70 Weymouth Town Centre Residents on Street Car Parking**
- 1.71 Town centre residents are on occasions currently being adversely affected by the act of accommodating special events through temporarily closing roads that result in a loss of on street parking provision.
- 1.72 Because the residents have to pay Dorset County Council for an on street parking permit they feel that they should be provided with alternative car parking, but it would appear that at this time Dorset County Council are reluctant to assist the residents.

- 1.73 While this Council would lose income by allowing those affected residents to use selected car parks it would be a positive action that will assist the Borough's residents. Discussions will be required however to agree a way forward for the longer term.

Implications

1.74 Corporate Plan

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

1.75 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.

1.76 Equalities

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

1.77 Environmental

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

1.78 Economic Development

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

1.79 Risk Management (including Health & Safety)

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

1.80 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

- 1.81 Appendix 1 2016 / 17 Action Plan
- 1.82 Appendix 2 2016 / 17 Capital Programme Plan
- 1.83 Appendix 3 Proposed car Park Charges 2017/18
- 1.84 Appendix 4 List of Weymouth & Portland Car Parks

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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2016/17 Maintenance Action Plan

Car Park	Task	Estimated Cost
All	Introduction of the new £1 coin	£22,000
	Signage	£6,000
Lodmoor	Refreshing the bays and road markings	£5,000
	Various repairs to the surface	£8,000
	New gate	£2,500
Harbourside	Repairs to the to the surface	£5,000
	Refreshing the bays and road markings	£2,000
Pavilion	Refreshing the bays and road markings	£4,000
	Various repairs to the surface	£6,000
Portland Bill	Refreshing the bays and road markings	£5,000
	Various repairs to the surface	£7,000
Beach	Improve the surfacing	£7,000
Nothe	Refreshing the bays and road markings	£4,500
Melcombe Regis	Refreshing the bays and road markings	£2,500
	Bollards	£2,000
Swannery	Refreshing the bays and road markings	£8,000
	Bollards	£3,500
	TOTAL	

2016/17 Capital Works Programme

Car Park	Task	Estimated Cost
Various	Replacement pay & display machines	£130,000
Chesil Beach	Surface improvement	£70,000

There is a real necessity to renew the aging stock of pay & display machines across the Borough. The benefits that this will bring include

- Provision of management information about the use of the Council's car parks
- More reliable machines so less down time resulting in loss of potential income
- More resilience against criminal acts of breaking into the machines to steal the cash boxes.
- The new machines will be more able to accommodate new ways of operating going forward

Chesil Beach car park is in a really poor state and is in need of major works to improve the overall safety and prevent injury / damage claims being made against this Council.

Proposed Car Park Charges

Short Stay Car Parks: Governors Lane and Harbourside

Hours	30 mins	1 hour	1 ½ hours	2 hours	2 ½ hours	3 hours max stay
Current Summer Charge	£1.00	£2.00	£2.50	£3.00	£3.50	£4.00
Current Winter Charge	70p	£1.50	£2.00	£2.50	£3.00	£3.50
Proposed Summer Charge	£1.00	£2.10	£2.70	£3.20	£3.70	£4.20
Proposed Winter Charge	70p	£1.60	£2.10	£2.60	£3.10	£3.60

Governors and Harbourside are the towns two short stay car parks with a maximum stay period of 3 hours and the prices are intended to encourage a higher turnover in order to benefit the town's retailers.

Town Centre Car Parks: Cosens Quay, Council Offices, Melcombe Regis, Park Street and Royal Yard

Hours	30 mins	1 hour	2 hours	3 hours	4 hours	5 hours	Per hour thereafter
Current Summer Charge	70p	£1.50	£2.50	£4.00	£5.00	£6.00	£2.00
Current Winter Charge	50p	£1.00	£2.00	£3.00	£4.00	£5.00	£1.00
Proposed Summer Charge	70p	£1.70	£2.70	£4.20	£5.20	£6.30	£2.00
Proposed Winter Charge	50p	£1.10	£2.10	£3.10	£4.10	£5.10	£1.00

Weymouth has a number of car parks that are close to the town centre and while the charges are slightly cheaper there are no ½ hour tariff rates. It should be noted that the Council offices car park is to be closed as a public car park in the very near future.

Long Stay Car Parks: Beach, Lodmoor, Magistrates Court, Nothe, Overcombe, Pavilion and Swannery

Hours	1 hour	2 hours	3 hours	4 hours	6 hours	All Day
Current Summer Charge	£1.00	£2.00	£3.50	£4.50	£6.00	£8.00
Current Winter Charge	50p	£1.50	£3.00	£4.00	£5.00	£5.00

The long stay car park grouping, as above, no longer appears to be appropriate and therefore it is being proposed to separate these car parks.

The Pavilion and Swannery should have a higher premium than the other long stay car parks due to their proximity to the beach and the town centre.

Pavilion, Swannery

Hours	1 hour	2 hours	3 hours	4 hours	6 hours	All Day
Current Summer Charge	£1.00	£2.00	£3.50	£4.50	£6.00	£8.00
Current Winter Charge	50p	£1.50	£3.00	£4.00	£5.00	£5.00
Proposed Summer Charge	£1.20	£2.20	£3.70	£4.80	£6.40	£8.00
Proposed Winter Charge	50p	£1.60	£3.10	£4.10	£5.20	£5.20

Lodmoor and the Nothe car parks are on the extremities of the town and therefore should have a lower tariff than the Pavilion and Swannery. While this is a long stay car park data suggests that 48% of the tickets purchased during a weekday are for a period of up to 3 hrs and only 9% purchase an all day ticket.

Lodmoor, Nothe, Magistrates Court (weekend only)

Hours	1 hour	2 hours	3 hours	4 hours	6 hours	All Day
Current Summer Charge	£1.00	£2.00	£3.50	£4.50	£6.00	£8.00
Current Winter Charge	50p	£1.50	£3.00	£4.00	£5.00	£5.00
Proposed Summer Charge	£1.10	£2.10	£3.60	£4.60	£6.20	£7.00
Proposed Winter Charge	50p	£1.50	£3.00	£4.00	£5.00	£5.00

There is a serious need to increase income because the income generated wasn't sufficient to cover the business rates associated with Overcombe car park. This car park is remote from most attractions and the beach and doesn't generate a lot of income and therefore it is proposed to reduce the charges in an attempt to attract greater number of visitors.

Overcombe

Hours	1 hour	2 hours	3 hours	4 hours	6 hours	All Day
Current Summer Charge	£1.00	£2.00	£3.50	£4.50	£6.00	£8.00
Current Winter Charge	50p	£1.50	£3.00	£4.00	£5.00	£5.00
Proposed Summer Charge	80p	£1.50	£2.70	£4.00	£5.00	£6.00
Proposed Winter Charge	50p	£1.00	£2.00	£3.00	£4.00	£4.00

As with Overcombe car park, these three Portland car parks do not generate sufficient income to cover the business rates and rents. It is proposed therefore to drop the current summer charge and to keep the current winter charge for the whole year in an attempt to attract more custom.

Portland Band 1 Car Parks: Castletown, Grangecroft and Masonic

Hours	1 hour	2 hours	3 hours	4 hours	6 hours	All Day
Proposed Summer Charge	£1.00	£2.00	£3.00	£3.50	£4.50	£6.50
Proposed Winter Charge	50p	£1.50	£2.50	£3.00	£4.00	£5.00
Proposed Charge	50p	£1.50	£2.50	£3.00	£4.00	£5.00

Portland Bill and Chesil Beach car parks are located at popular tourist attractions and do experience substantial drop in occupancy during the winter period.

Portland band 2 Car Parks: Chesil Beach and Portland Bill

Hours	1 hour	2 hours	3 hours	4 hours	6 hours	24 hours
Current Summer Charge	£1.00	£2.00	£3.50	£4.50	£6.00	£8.00
Current Winter Charge	50p	£1.50	£3.00	£4.00	£5.00	£6.00
Proposed Summer Charge	£1.30	£2.30	£3.80	£5.00	£6.50	£8.00
Proposed Winter Charge	£50p	£1.60	£3.20	£4.20	£5.20	£6.00

The following car parks currently have no parking charge, however due to the level of Business Rates that is payable, there is little option other than to introduce charges.

Portland – Church Ope, Easton, Fortuneswell, Hambro, Lord Clyde, New Ground

Hours	1 hour	2 hours	3 hours	4 hours	6 hours	All Day
Proposed Charge	50p	£1.50	£2.50	£3.00	£4.00	£5.00

Weymouth – Radipole Park Drive (southern), Radipole Park Drive (northern), Southill, Swimming Pool

Hours	1 hour	2 hours	3 hours	4 hours	6 hours	All Day
Proposed Charge	50p	£1.50	£2.50	£3.00	£4.00	£5.00

Evening Charges

Evening charges will operate a flat rate between the hours of 6pm to 8am the following morning.

£1.00

Beach, Overcombe, Nothe, Castletown, Grangecroft, Masonic, Church Ope, Easton, Fortuneswell, Hambro, Lord Clyde, New Ground, Radipole Park Drive (southern), Radipole Park Drive (northern), Southill, Swimming Pool

£1.50

Melcombe Regis, Royal Yard, Council Offices

£2.00

Swannery, Pavilion, Harbourside, Governors Lane, Park Street,

£1.00

Lodmoor car park is closed between 12 midnight and 6am

Magistrates Court is open to the public at weekends only, i.e. Saturday and Sundays evenings only

Chesil Beach and Portland Bill car parks already operate a 24 hour charge.

Coaches and Commercial Vehicles

	Coaches		HGVs	
Hours	2 hours	24	2 hours	24
Current Charge	£3.00	£12.00	£3.50	£15.00
Proposed Charge	£3.50	£13.00	£4.00	£16.00

Coaches are able to use Lodmoor, Chesil, Masonic and Portland Bill car parks and the pay & display ticket allows movement between these car parks.

HGVs are allowed to park in Lodmoor and Masonic car parks

Season Tickets

Season tickets provide regular users of the Council car parks with substantial financial discounts. The proposed £340 season ticket B currently allows parking in nine different car parks and if used for 5 days a week over 48 weeks a year the daily parking charge equates to £1.41 and this equates to a discount of 82.5%.

Season Ticket A		
Current Charge	£546	Beach, Chesil, Lodmoor, Masonic, Nothe, Overcombe, Portland Bill, Swannery and Pavilion
Proposed Charge	£570	Magistrates Court on Saturday, Sunday and Bank Holidays North Quay Council Offices until further Notice
Season Ticket B		
Current Charge	£325	Beach, Chesil, Lodmoor, Masonic, Nothe, Overcombe and Portland Bill
Proposed Charge	£340	Magistrates Court on Saturday, Sunday and Bank Holidays North Quay Council Offices until further Notice

APPENDIX 4

Weymouth & Portland Car Parks

Car Park	Type	Bays	Comments
Beach Car Park	Chargeable	281	
Castletown	Chargeable	45	Rent payable
Chesil Beach	Chargeable	616	Rent payable
Church Ope	Free	22	
Coneygar	Free	4	4 Disabled Bays only
Cosens Quay	Chargeable	40	Permits only between midnight and 9am
Council Offices	Chargeable	134	Soon to close
Easton	Free	26	
Fortuneswell	Free	24	
Governors Lane	Chargeable	40	Maximum stay 3 hours
Grangecroft	Chargeable	17	
Hambro	Free	59	
Harbourside	Chargeable	86	Rent Payable
Hope Square	Permits only	27	Zone L on street residents permits only
Lodmoor	Chargeable	685	Closed between midnight and 6am
Lord Clyde	Free	27	
Magistrates Court	Chargeable	77	Weekends only
Masonic	Chargeable	136	
Melcombe Regis	Chargeable	261	
Westham Bridge	Chargeable	30	
New Ground	Free	121	
Nothe	Chargeable	184	
Overcombe	Chargeable	180	
Park Street	Chargeable	152	
Pavilion	Chargeable	389	
Pavilion Forecourt	Chargeable	15	
Portland Bill	Chargeable	347	
Radipole park Drive (Southern)	Free	21	
Radipole park Drive (Northern)	Free	12	
Royal Yard	Chargeable	31	
Southill	Free	85	
Swannery	Chargeable	894	
Swimming Pool	Free	90	May be included in new operational lease related to the swimming pool centre

Management Committee 16 August 2016 Council support for arts development in Weymouth & Portland

For Decision

Portfolio Holder:

Cllr Jason Osborne – Tourism, Culture & Harbour

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 options for the future role of the council in the development of arts activities as part of a cultural tourism offer for the borough.

Officer Recommendations

2. It is recommended that Management Committee:
 - a) endorses the principles and themes set out in paragraphs 19, 21 and 22 of this report and instruct officers to allocate available resources accordingly and in consultation with the briefholder;
 - b) considers the allocation of more significant resources to the development of an ambitious programme of arts activities in the borough and instructs officers to come forward with costed proposals before the end of 2016;
 - c) approves the use by officers of part of the council’s current arts budget to assist with the drafting of a costed programme of arts activities referred to in recommendation (b).

Reason for Decision

3. To guide the development of the council’s approach to the arts in the borough.

Background and Reason Decision Needed

4. Programmes of arts activities and artistic improvements to the public realm can have a significant impact on the reputation of an area and bring economic benefits as a result of national investment (e.g. Arts Council England) and by attracting higher spending visitors. This report consider how the borough can benefit from investment in the arts and proposes that either the council acts as an enabler, with other organisations taking the lead and within the constraints of currently available resources, or decides to develop a costed but ambitious approach which will require the allocation of more substantial finances from the council's reserves.

(a) Current arts organisations and facilities in the borough

5. When considering the potential role of the council in the development and promotion of the arts in the borough, it is important to take account of the wide range of activities undertaken by others, ranging from small, community based-activities to significant, nationally-funded arts festivals.
6. At present, there are currently a broad range of arts activities taking place in the borough, mostly without direct support from the borough council. Although there are many local artists (e.g. Artwey CIC), the key arts organisations (many publicly funded) that operate in the borough include:
 - a) B-Side is a not-for-profit organisation supported by the Arts Council and which organises a biennial contemporary arts festival on Portland. The festival will take place again in September 2016 and next year B-side will also be organising an outdoor arts festival in Weymouth with funding from the Creative Local Growth Fund.
 - b) Activate is a Dorset-based performing arts agency with a track record in staging major outdoor events, most significantly it organises the Inside Out festival that takes place every two years and was featured prominently during the Cultural Olympiad. As part of the 2016 Inside Out Dorset festival, Activate is bringing the *Chorus* art installation to the Pavilion forecourt on 17th and 18th September in partnership with B-side. In 2017, Activate is organising major events in Dorset as part of the *Coasters* national programme for arts in seaside locations. One of these may take place next year in Weymouth subject to securing match funding and Activate are keen to work on this project with B-side and the Weymouth BID. A key aim of the *Coasters* event is to attract visitors from outside of Dorset.
 - c) Artsreach is a not-for-profit organisation supported by the Arts Council and arranges events on Portland as part of its countywide programme of live performances in rural locations.
 - d) Arts Development Company – the ADC is a new community interest company established by Dorset County Council and which is managing a fund of £964,000 (Creative Local Growth Fund) provided by the Arts Council and the European Regional Development Fund. The aim of the fund is to support creative businesses in Dorset and promote cultural tourism. As part of this three year programme, three new high-quality

outdoor arts events will be held across Bournemouth, Dorset and Poole, and one of these may be the event to be undertaken by B-side in 2017 in Weymouth (see above).

- e) Dorset Arts Weeks – biennial open studio event across the county with many participating artists in the borough.
 - f) Weymouth Pavilion Community Interest Company has a 10-year lease on the Pavilion (until 2023) and operates a varied programme of events, functions and performances. The organisation receives an annual grant of £30k for the duration of the lease in recognition of the additional car parks income generated for the council by Pavilion customers.
 - g) Portland Sculpture & Quarry Trust (PSQT) – based at the Old Drill Hall this not-for-profit organisation runs a series of sculpture activities and projects.
 - h) Festival organisers – e.g. *Weymouth Leviathan* (maritime literary festival first held in 2016), Weymouth Folk Festival, and the *Inside Out* festival organised by Activate (partly taking place in Weymouth in September 2016).
 - i) Mass Extinction Monitoring Observatory (MEMO) – a company limited by guarantee established to promote and inspire an understanding of the environment and to create a large stone structure which will embody the images of all species to have gone extinct in modern times, carved by sculptors all over the world.
7. The borough also benefits from a range of venues, both indoor and outdoor, which are well equipped to host arts activities and performances – these include:
- Weymouth Pavilion.
 - Bay Theatre, Weymouth College.
 - Royal Manor Theatre.
 - New facilities at IPACA's Maritime House campus.
 - Drill Hall, Portland.
 - Private galleries.
 - Community halls.
 - Weymouth Library.
 - Open air sites (e.g. Weymouth Beach, High Angle Battery, Nothe Fort, Tout Quarry Sculpture Park & Nature Reserve, Lodmoor)
8. It can be seen, therefore, that the borough has a broad range of arts organisations and venues which provide the community with opportunities to experience both traditional and contemporary art. In particular, through the current and planned activities of B-side and Activate the borough will host major outdoor arts festivals and events over the coming years – all without the council itself incurring significant expenditure.

(b) Current role of the council in arts development

9. The following is a review of the council's role in arts development undertaken by various services and mostly in an 'enabling' capacity and involving minimal expenditure.
10. **Officer time.** Following the deletion of the Arts Officer post over ten years ago, the council has mainly supported the arts through the contribution of other services and budgets, although during the 2012 Games there was significant investment in arts events and programming. At present the officer time that can be attributed to arts development is as follows:
 - a small proportion of the Leisure Commissioning Manager's 1.5 days per week allocated to the borough council;
 - community craft activities facilitated by the Community Development Officer;
 - activities undertaken in conjunction with the Events team (advice, promotion and securing permission for use of land).
11. **Budget.** The council currently has a cultural budget of £2,200 per year. This is also used to assist with museum development issues in Weymouth and Portland.
12. **Arts development initiative** (two year project). In 2015, the council allocated £6,000 in both 2015-16 and in 2016-17 to be used to assist local artists and groups to develop funding applications to the Arts Council and other grant schemes. In 2015-16, this budget was used to commission specialist support (arts and fundraising) to local groups and artists. In addition, £1,200 of this budget was used to commission the international acclaimed artist Luke Jerram to develop a series of proposals for public arts installations and activities for the borough. The 2016-17 budget (£6,000) has not yet been allocated and it is proposed that this, along with an underspend of £3,895 from last year, is used to test out some of the proposals set out in this report.
13. **Tourism promotion.** Through its contribution to the Visit Dorset website the council helps to promote cultural activities to residents and visitors (<http://www.visit-dorset.com/whats-on/arts-events>). Local organisations can publicise their activities via the website's events calendar.
14. **Public art audit** – this was undertaken by the Leisure Commissioning Manager in 2015 and the information was used to provide content for the *Visit Dorset* website and council's tourism leaflet.
15. **Studies** commissioned in 2016 for the Western Dorset Growth Corridor with funding from the Dorset LEP – the studies focused on public realm, sites for events and festivals, and museum and heritage. These studies will help to inform the implementation of the Town Centre Masterplan for Weymouth.
16. **Planning process** - the Local Plan includes policies relating to the aesthetic enhancement of the public realm and these are elaborated upon

in the Weymouth Town Centre Masterplan. In addition, the planning process can secure the provision of public facilities as part of a development (e.g. public access to arts facilities at IPACA Southwell campus).

17. **Property** – the council allows its property to be used for a range of arts activities and events – including Weymouth Pavilion and outdoor sites. The council has also enhanced the public realm under its ownership – e.g. laser light scheme ‘Light Veils’ by artists Vong Phaophanit and Claire Oboussier on the Esplanade.

(c) Opportunities for the future role of the council in arts development

18. Careful consideration needs to be given as to what more the council could do to promote the development of the arts in the borough in the coming years, taking into account the need for the council to reduce its overall revenue budget, local government reorganisation and the activities of other arts organisations (e.g. B-side and Activate). Members can consider a modest approach using currently allocated resources (£9,895) or pursuing a more ambitious agenda, with the council taking the lead and developing a programme which will require significant resources.
19. **Key principles.** Whichever approach members decide to take, it is proposed that the key principles behind the council’s involvement in arts in the borough should be:
 - a) Partnership: the majority of funding required must come from external sources (e.g. Arts Council England), with the council contribution being in the form of ‘in kind’ support, i.e. officer time and, perhaps, the use of council property (although the latter is usually charged for).
 - b) Economic development: activities and events should support economic development in the borough and attracting higher-spending visitors across the year, particularly outside of the peak season.
20. These two principles can be used to develop two pronged approach to arts development with the potential for both ‘quick wins’ and longer-term plans for infrastructure improvements. Based on the above review of current activities and facilities, and taking into account recent specialist studies for the Western Dorset Growth Corridor funded by the Dorset Local Enterprise Partnership, it is proposed that the council’s key interest in arts development should focus on cultural tourism and public realm. These two themes are considered in more detail below.
21. **Theme One: Cultural Tourism** – the use of high quality, contemporary arts activities attract more, higher-spending visitors to the borough. The study on outdoor festival and events undertaken by B-side identifies the potential for such activities to redefine visitors’ perception of a town. It is proposed, therefore that the council seeks to pursue the following actions within current budget limitations:
 - a) Support the major arts events planned by B-side and Activate in 2017, as described in section 5 above, through some match funding (from the council’s arts development budget) and officer expertise. These

events should be treated as a way of testing the impact of such events on visitor numbers and their economic impact, and also to inform the council's approach to the arts in future.

- b) Working with partners (such as B-side and Activate) to take forward small-scale activities (music, performance etc) in order to animate public spaces within town centre and also build upon the ideas commissioned from the Bristol-based artist Luke Jerram.
- c) Co-operate with the Arts Development Company to promote the Creative Local Growth Fund and the support it can provide to the tourism industry to better understand the opportunities arising for arts.
- d) As part of the forthcoming review of the Events & Festival Policy the council should place an emphasis on encouraging more arts festivals and outdoor events in those public areas controlled by the council.

22. **Theme Two: Public Realm** – the enhancement of the built environment with public art and good design (e.g. lighting, street furniture and materials):

- a) Take forward public art and high quality urban design as part of any structural enhancements of the harbourside area and wider implementation of the Weymouth Town Centre Masterplan – this will be subject to external funding and building upon the studies funded by the Dorset Local Enterprise Partnership.

(d) Next steps

23. **The council as enabler.** Given that the role of all local authorities in Dorset may change before the end of the decade, the council may wish to see its support for arts events and festivals over the next 12 to 18 months as a way of informing the role of the council in future. Due to the presence of significant, highly-regarded arts organisations operating in the borough, the council may not need to take a lead role but rather act as enabler, helping these organisations to focus their work in Weymouth and Portland for the benefit of residents, local businesses and visitors.

24. Management Committee is asked to endorse the principles and themes set out in section 19 and 21 above and instruct officers to allocate available resources accordingly and in consultation with the relevant briefholder. In particular, it is proposed that the council allocates a portion its remaining arts budget (£9,895) to support the 'Coasters' event planned by Activate in 2017 (and thereby helping to secure significant Arts Council investment in the borough). The exact amount to be allocated to this event will be subject to discussions with Activate and agreed with the Briefholder.

25. **Developing an ambitious arts programme.** Building on the role of enabler, as outlined above, the council may wish to take a more significant role in leading on both cultural tourism and in enhancing the public realm. Such a lead role, with the council commissioning new works and activities, would require significant financial resources, beyond the capacity of the current budget. The recommendations of this report provide members with the option of instructing officers to develop an ambitious arts programme,

in partnership with local professional arts organisations and using a portion of the current arts budget, and for this to be presented to Management Committee before the end of 2016.

26. To assist officers with the development of an ambitious arts programme, it is suggested that member briefings are arranged with input from leading local arts organisations, such as Activate and B-side, to consider the impact of events and festival undertaken in the area over recent years and options for the future.

Implications

27. **Corporate Plan.** *Empowering Thriving and Inclusive Communities.* The need to develop an arts strategy is also identified in the Management Committee's Action Plan.
28. **Financial.** Decisions on the future level of support for arts development in the borough will have implications for the council's budget setting process 2017-18. Any decisions need to be considered in the context of council's need to make significant reductions across all services (totalling £4.1 million) in its annual revenue expenditure by the end of the decade in order to achieve an annual balanced budget.
29. In 2016-17 the council has an arts development budget of £9,895 and this can be deployed to implement the proposals in this report – although in all cases match funding will be required. This funding could be used to provide match funding for outdoor arts events planned by B-side and Activate in 2017.
30. **Equalities.** Consideration will need to be given to ensuring that any arts projects that the council supports are accessible to all sections of the community and are affordable to those on lower incomes.
31. **Economic Development.** Arts events and installations can make a significant impact on a local economy with evidence for elsewhere in the UK of culture programmes contributing to economic growth.
32. **Risk Management (including Health & Safety).** The primary risk is the council's ability to make a commitment of future financial support for arts development in the borough given that this is a discretionary service and the council's need to reduce its annual revenue expenditure by £4.1 million before the end of the decade.

Consultation and Engagement

33. In drafting this report, officers have consulted with the Briefholder (Cllr Osborne) and key local arts organisations including B-Side, Activate and the Arts Development Company.

Appendices

34. None.

Background Papers

35. Proposals for public art in Weymouth – Luke Jerram 2015.

Footnote

36. 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: Tony Hurley (Leisure Commissioning Manager).

Telephone: 01305 252317

Email: thurley@dorset.gov.uk

Management Committee 16 August 2016 Outside Bodies

(For Decision

Briefholder

Councillor Kevin Brookes

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Author: Lisa Bowden, Democratic Services Officer

Statutory Authority Local Government Act 1972

Purpose of Report

- 1 To approve the addition of the Dorset and East Devon Fisheries Local Action Group to the approved outside bodies list.
- 2 To consider the appointment of a councillor and named substitute to the Dorset and East Devon Fisheries Local Action Group, which is not currently included on the council's approved list of outside bodies.

Officer Recommendations

- 3 That the council consider the request to approve the inclusion of the Dorset and East Devon Fisheries Local Action Group to the approved outside bodies list.
- 4 That the council consider the appointment of a councillor and named substitute to the Dorset and East Devon Fisheries Local Action Group.

Reason for Decision

- 5 To respond to the request from the Dorset and East Devon Fisheries Local Action Group to be included on the approved outside bodies list.
- 6 To nominate a councillor and named substitute to the organisation.

Background and Reason Decision Needed

- 7 In accordance with the outside body protocol, the Management Committee is asked to approve the inclusion of a new organisation on to the approved outside bodies list.
- 8 The Dorset and East Devon Fisheries Local Action Group is seeking the nomination of a councillor and a named substitute to the organisation. The Dorset and East Devon Fisheries Local Action Group is the partnership responsible for the Local Development Strategy (LDS) under the authority of the Accountable Body. It has responsibility for the leadership, implementation, monitoring and review of the Local Development Strategy, and is responsible for taking all major decisions affecting its successful delivery, including decisions on the allocation of funding to projects to achieve the LDS objectives. Members are volunteers and operate under a set of Terms of Reference which are attached at appendix 2.
- 9 In accordance with the council's agreed protocol for making nominations to organisations, details of the position have been circulated to all councillors, with councillors being invited to submit an application form to notify of their interest in the position. The committee may wish to consider that the Chair and Vice Chair of the Harbour Board would be the most suitable representatives on this group; completed application forms have been received from Councillors I Bruce, J Farquharson, K Wheller, G Taylor and C Huckle attached at appendix 1.
- 10 The council is asked to assess the applications received as to whether the applicants can demonstrate that they meet one or more of the following criteria:
 - A specific skill or expertise that is suited to the appointment
 - Interest and motivation in the subject
 - Demonstrable commitment to the relevant Council corporate priority/ies
 - Time availability to accommodate the level of representation
- 11 If more than one application meets one or more of the above criteria and are subsequently proposed and seconded, a ballot will be held in order to decide the appointment. Council Procedure Rule 17.90 will apply.
- 12 Where a nomination is provided by the council to an organisation and the member's role is primarily to serve that organisation, that member will continue to hold the position until such time as they resign or a new nomination is sought from the organisation.
- 13 Part C of the Council's Constitution states that Management Committee is delegated by council to make all decisions not otherwise reserved to Full Council.

Appendices

- 14 Appendix 1 – Completed application forms received from councillors and the completed pro-forma received from the Dorset and East Devon Fisheries Local Action Group.
- 15 Appendix 2 – Dorset and East Devon Fisheries Local Action Group Terms of Reference July 2016.

Background Papers

- 16 Weymouth and Portland Borough Council's Outside Body Protocol.

Financial Implications

- 17 Representatives on Outside Bodies may claim travelling and subsistence expenses to attend meetings in accordance with the scheme of member's allowances.

Footnote

- 18 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: Lisa Bowden, Democratic Services Officer

Telephone: 01305 838225

Email: lbowden@dorset.gov.uk

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WEYMOUTH AND PORTLAND BOROUGH COUNCIL
Outside Body Pro-forma

Name of Organisation:	Dorset and East Devon Fisheries Local Action Group (FLAG)
Contact Name:	Dorset Coast Forum
Contact Address:	Dorset Coast Forum Environment Services County Hall Colliton Park Dorchester DT1 1XJ
Telephone:	+44 (0) 1305 224833
E-mail Address:	dorset.coast@dorsetcc.gov.uk
Website Address:	www.dorsetcoast.com
Status of Borough Council representative (please tick from the list given):	Trustee <input type="checkbox"/> Director <input type="checkbox"/> Member of the Management Committee <input type="checkbox"/> Observer <input type="checkbox"/> Voting rights X Other (please specify) : FLAG Board Member
Does your organisation provide professional indemnity cover for a Borough Council representative?	Yes / No
Allowances Paid, i.e travel allowance:	None known
Number of meetings held each year & approx duration:	No. of meetings: At least 3 per year Duration of meetings:
Location of Meetings:	First meeting at Newberry Meeting Room, Colliton Club, Dorchester, DT1 1XJ

Do you produce an annual report?	To be decided
Why is it important to your organisation to have a Borough Councillor representative?	<p>Dorset Coast Forum after consideration have concluded that the best option for Local Authority representatives on the Board should be Elected Council Members supported by Officers. It is envisaged that Members will have voting rights on the Board and Officers will not, but Officers may attend to support and advise Council Members on projects submitted for funding.</p> <p>Previously Harbour Masters had been asked to be FLAG Board Members but to ensure consistency across the group Harbour Masters would now hold an advisory officer role.</p>
Do you require the councillor to be a representative of a particular ward or area?	The Councillor will need to represent the 3 Council harbours (Weymouth, West Bay and Lyme Regis) but will be supported by the Harbour Masters of each as necessary.
Are there regulations in place that require you to have a Councillor as a representative on your organisation? Please state.	The Terms of Reference for the FLAG Board are being evolved under national guidance as it is a new organisation for this area.
Are there any Partnership arrangements in place between your organisation and the Council?	None known.
Do you receive any direct or indirect financial assistance from the Council?	The work of the FLAG may involve some match funding from the Council and other organisations for specific projects.

Please return this form to: Democratic Services, Weymouth & Portland Borough Council, Council Offices, North Quay, Weymouth, Dorset, DT4 8TA

REPRESENTATIVES ON OUTSIDE BODIES - APPLICATION FORM

1. Name: Ian Bruce
2. Outside Body: FLAG
3. Do you have a specific skill or area of expertise relevant to the organisation?
Please state:

Member of Harbour Board with special responsibility to explore expanding our customer base.
Many years of being briefed by the fishing industry from 1987 to 2001.
Good general knowledge of EU and UK fishing policy (although not very up to date)

4. Do you have an interest and motivation for the subject? Please state:

Keen to ensure we have a thriving fishing industry working out of Dorset.
Particularly interested in safety at sea.

5. Can you demonstrate your commitment to the aims of the organisation and how these connect to the priorities of the council? Please state:

Yes. A successful fishing industry is essential for both the viability of our harbours, employment and the economy.

6. Please indicate that you have considered whether you have the time to accommodate the level of representation required.

☒ Y

7. Please indicate your commitment to submitting an annual report on the activities of the organisation.

☒ Y

Signature Ian C Bruce

Date 28/7/16

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REPRESENTATIVES ON OUTSIDE BODIES - APPLICATION FORM

1. Name: James Farquharson
2. Outside Body: Dorset and East Devon Fisheries Local Action Group
3. Do you have a specific skill or area of expertise relevant to the organisation?
Please state:

This role is complementary to my position as Economic Development Briefholder. Becoming one of W&PBC's representatives on this body might be especially timely in light of likely changes to the UK's relationship with the EU and the Common Fisheries Policy, as well as the potential for expansion of related commercial opportunities in the Borough.

4. Do you have an interest and motivation for the subject? Please state:

As a life-long user of the area's waters and harbours in relation to watersports activities, and as the founder of Weymouth Leviathan maritime literary festival, I've an interest in the prosperity of fellow water users, both leisure and commercial.

5. Can you demonstrate your commitment to the aims of the organisation and how these connect to the priorities of the council? Please state:

As above.

6. Please indicate that you have considered whether you have the time to accommodate the level of representation required.

Y

7. Please indicate your commitment to submitting an annual report on the activities of the organisation.

Y

Signature

A handwritten signature in black ink, appearing to be 'John', written on a light grey rectangular background.

Date 28/07/2016



WEYMOUTH & PORTLAND
Borough Council

REPRESENTATIVES ON OUTSIDE BODIES - APPLICATION FORM

1. Name: Councillor Colin Huchle
2. Outside Body: Dorset and East Devon Fisheries
Local Action Group "FLAG"
3. Do you have a specific skill or area of expertise relevant to the organisation? Please state:

The position is to be a Board Member of an organisation which has the power to develop and distribute finance to certain projects throughout Dorset and East Devon

4. Do you have an interest and motivation for the subject?
Please state:

As a Member of the Harbour Board it is my interest to help promote the wellbeing of the Commercial Harbour users.
I have been a Board Member of an N.H.S. Trust and am capable of making decisions and assessing priorities

5. Can you demonstrate your commitment to the aims of the organisation and how these connect to the priorities of the council? Please state:

In delivery of projects which will improve the local economy to the benefit of local industrial. A. Corporate Plan priorities.

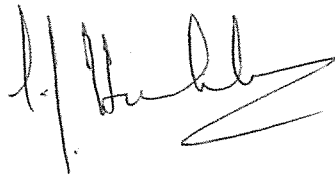
6. Please indicate that you have considered whether you have the time to accommodate the level of representation required.

Yes

7. Please indicate your commitment to submitting an annual report on the activities of the organisation.

Yes

Signature



Date

21/8/2016

REPRESENTATIVES ON OUTSIDE BODIES - APPLICATION FORM

1. Name: Kate Wheller
2. Outside Body: FLAG
3. Do you have a specific skill or area of expertise relevant to the organisation?
Please state:

Former Chairman on Harbour Board, member for many years. Attend the meetings.
Member of Harbour task and finish group for 8 years. Member of Harbour Consultative Committee for many years, attend the meetings.

4. Do you have an interest and motivation for the subject? Please state:

As I am know by the harbour users both commercial and leisure they approach me.

5. Can you demonstrate your commitment to the aims of the organisation and how these connect to the priorities of the council? Please state:

I hope the committee know this.

6. Please indicate that you have considered whether you have the time to accommodate the level of representation required.

☐

yes

7. Please indicate your commitment to submitting an annual report on the activities of the organisation.

☐

yes

Signature Kate Wheller

Date 28th July 2016

REPRESENTATIVES ON OUTSIDE BODIES - APPLICATION FORM

1. Name: Gill Taylor
2. Outside Body: Dorset and East Devon FLAG
3. Do you have a specific skill or area of expertise relevant to the organisation?
Please state:

I worked for Cefas (Centre for Environment Fisheries and Aquaculture Science) for 12 years and although my expertise is in fish and shellfish farming that invariably impacts on the ecology of the surrounding areas and the need for sustainability of both farming practices as well as the natural environment.

4. Do you have an interest and motivation for the subject? Please state:

Since being an elected member (2008) on W&PBC I have been a member of the Harbour Consultative Group. I have also for most of that time been a member of Port Health Authority both of which link to my interest / knowledge.

5. Can you demonstrate your commitment to the aims of the organisation and how these connect to the priorities of the council? Please state:

My experience through employment and through the committees I have served on since being on W&PBC demonstrate my interest and commitment.

This fits into the emerging corporate plan for the Dorset Councils through the priority:

Protect and enhance the character and unique qualities of the coastline, countryside, the built heritage and areas of outstanding natural beauty

It also feeds into other priorities such as to support our tourism industry and also promoting the well-being of our residents

6. Please indicate that you have considered whether you have the time to accommodate the level of representation required.



7. Please indicate your commitment to submitting an annual report on the activities of the organisation.



Signature: Cllr Gill Taylor

Date: 26 July 2016

The **Dorset and East Devon Local Action Group** is the partnership responsible for the Local Development Strategy under the authority of the Accountable Body. It has responsibility for the leadership, implementation, monitoring and review of the Local Development Strategy, and is responsible for taking all major decisions affecting its successful delivery, including decisions on the allocation of funding to projects to achieve the LDS objectives. Members are volunteers and operate under a set Terms of Reference.

The Fisheries Local Action Group will:

- Develop and agree the Local Development Strategy (LDS)
- Conduct its business in a compliant manner, acting on the advice of the Accountable Body on legal and technical issues as necessary
- Promote bidding opportunities, with clear selection criteria, to all potential applicants in the FLAG area
- Select and prioritise projects according to their contribution to the LDS objectives
- Monitor the implementation of the LDS, and review as necessary
- Make effective links with other key organisations within and outside the FLAG area
- Approve projects with funding levels, outputs, timescales and any conditions
- Approve the Annual Delivery Plans

1. Main Role of a FLAG Member

- Participate in partnership decision making on the Local Development Strategy
- Assist with the development and implementation of the Local Development Strategy
- Act in the best interests of both the sector and the organisation/ group that you are representing on the FLAG when making decisions regarding the investment of funding and/or general operational matters.
- Work closely to assist with the development of initiatives and projects at a local level that are innovative, sustainable, environmentally sensitive and most importantly community led.
- Participate in networking opportunities with other FLAG groups and associated regulatory agencies
- Promote the work of the Dorset and East Devon FLAG, and offer support and guidance to interested parties as appropriate.

2. Key Role and Responsibilities

- Attend FLAG meetings, training sessions, special events and working-groups as appropriate.
- Choose the projects to recommend to be financed according to the LDS and that they reflect the needs of the area
- Receive and consider information on the progress of the programme generally, the performance of activities, delivery of outputs and actual/ forecast expenditure.
- Act as a key link between the FLAG and the organisation/ group that you represent, providing regular feedback regarding the programme at every opportunity.
- Work closely with local communities to offer advice, guidance and support concerning the programme and the availability of funding where appropriate.
- Contribute positively to the successful development and implementation of co-operation projects with FLAG members and officers from other FLAG groups in the UK and Europe – including participation in exchange visits etc.
- Ensure that the principles and objectives of the programme's Equal Opportunities Policy are complied with at all times.
- If you become aware of any conduct by another Member that you reasonably believe will have a damaging effect on the programme, the FLAG and/or projects supported by the EMFF

programme, you must make a written allegation to that effect to the Lead partner as soon as possible.

3. FLAG Board Membership

3.1 The FLAG board will comprise members of the public, private and community sectors, ensuring that it represents a broad range of interests across the area. Membership should reflect both the area's geographical extent and its sectoral composition.

3.2 Members do not have to live in the area of benefit, but must have knowledge of the area or of the sectors that we support.

3.3 There must be at least 49% representation from fishing and fishing related sectors on the FLAG and on any decision-making group. No more than 49% of the members on any group awarding funding may be from the public sector or from any single interest group E.g. aquaculture, fishing, restaurants.

3.4 Members must represent an organisation on the FLAG board.

3.5 Members must choose a substitute representative to attend meetings if needed.

3.6 Members engaged in activity related to their position on the FLAG must comport themselves appropriately and respectfully in relation to other FLAG members, programme staff, applicants and members of the public. Inappropriate behaviour may result in exclusion from the FLAG at the discretion of the Chair. All members will be required to sign the Code of Conduct at the beginning of their membership.

3.7 Relevant training and background information related to responsibilities associated with FLAG membership will be made available to any members requiring this.

4. FLAG Meetings

4.1 We will hold at least three FLAG meetings a year but, occasionally, during peak activity times meeting could be up to six weeks apart. A calendar of meetings will be agreed each year for the next twelve months.

4.2 Regular attendance at meetings is required. Non-attendance for more than 3 consecutive meetings may result in loss of a place on the board, at the discretion of the Chair.

4.3 An additional officer of the Accountable Body may attend meetings in an advisory capacity.

4.4 The Chair will be neutral and independent so will be from the Dorset Coast Forum.

5. Process for deciding outline applications

5.1 Outline Applications will be approved or rejected by the FLAG board following an eligibility check of the application by the programme team and an appraisal by the Programme Manager

5.2 An appraiser undertaking an appraisal is expected to register any conflict of interest as soon as they are aware of it. If this occurs the Programme Manager will immediately assign another team member to undertake the appraisal.

6. Process for dealing with project calls

6.1 Where competitive calls for projects are issued outline applications will be submitted to a call deadline. All applications will be appraised after the deadline, sifted by the Programme Manager and prioritised according to the selection criteria and call specification.

6.2 Recommendations will be submitted to the FLAG board who will invite the most relevant project(s) to submit a full application.

7. Conduct of Business

7.1 The administrative arrangements for all FLAG meetings will be undertaken by the programme staff team.

Dorset and East Devon FLAG Terms of Reference

July 2016

7.2 The agenda for meetings is drawn up by the programme staff. Any registered FLAG board member can request an item to be added to the agenda, at the discretion of the Chair. The programme staff will circulate the agenda and papers, electronically, five working days before each meeting.

7.3 The programme staff will record decisions and will publish draft minutes. Minutes will be approved by the Chair at the next FLAG meeting. Agendas and approved minutes will be available on the website. Restricted items will be sent directly to members by email.

7.4 FLAG members who are directly involved or have a direct interest in any application submitted will declare an interest and take no part in the consideration of the application unless invited by the Chair to respond to questions pertaining to the application. If members represent an organisation which has an involvement in an application, but that organisation will not receive any financial benefit, representatives should declare an interest but can participate fully in the consideration.

7.5 Decisions will be by a majority of those present. The Chair or Vice Chair has a casting vote.

7.6 The quorum for meetings will be one third of voting members as long as no single interest group or public sector members are more than 49% of those present.

8. Decision making

8.1 The programme staff team will attend FLAG meetings to provide information. Information for meetings should be sufficiently detailed to allow informed decisions to be made. Information should include:

- Details of projects to be approved
- Quarterly financial statement on overall spend on all projects and core cost spend
- Quarterly statement on achievement of outputs, outcomes, targets, milestones
- Notification of significant gaps in achievement of objectives, spend or outputs
- Notification of significant problems on funded projects

8.2 The FLAG's recommendation as to whether an Outline or Full Application should be approved or rejected can only be decided at a meeting of the FLAG board.

8.3 The FLAG programme staff will send the recommendation decision to the Marine Management Organisation for overall approval.

8.4 Views and decisions of the FLAG will be recorded by the staff team and signed by the Chair at the beginning of the following meeting.

8.5 Information on successful Grant Awards will be reported through the FLAG's website, local press and social media

9. Appeals Procedures

Any applicant who has a concern about the way in which their application has been handled should write in the first instance to the Chair of the Local Action Group who will notify the complainant of any action that they propose to take in relation to the appeal within 10 working days.

Applicants can ask the FLAG to review a decision if they think that:

- The decision was based on an error of fact;
- The decision was wrong in law; or
- The FLAG made a procedural error.

Applicants must make this request within 60 days of receiving any decision.

10. Declaration of Interests at meetings

10.1 You should declare any interests in relation to programme issues and projects put before the FLAG for discussion at the start of the meeting. In order to be able to do that, you should seek early advice from the Lead Body if you are in any doubt whatsoever. If for some reason it is not possible, however, for an interest to be declared by yourself at the outset of a meeting, or if it becomes clear

Dorset and East Devon FLAG Terms of Reference
July 2016

at a later stage during the meeting that you have an interest in an item under discussion, then you must declare that interest at the first opportunity.

10.2 When declaring an interest, you must specify the nature of the interest, and whether it is personal or prejudicial. The minutes of the meeting must record the fact that a declaration has been made and by whom.

10.3 If you declare a prejudicial interest, you must be silent during the meeting while the matter concerned is under discussion.

11. Voting at meetings

You should not vote on an issue if: -

- You have declared a prejudicial interest;
- You have not been present for the whole of the presentation of and discussion of the item concerned.

12. Variance to Terms of Reference

The Terms of Reference for the LAG will be reviewed annually by the Accountable Body and the LAG, and they may vary or add to these Terms of Reference by agreement with the RPA.

Signed Name

Date Position: Chair

On behalf of the Dorset and East Devon Local Action Group

Management Committee Four Month Forward plan 1 September 2016 To 31 December 2016

This Plan contains the decisions that the Council intends to make over the next 4 months, but will be subject to review at each committee meeting. The Plan does not allow for items that are unanticipated, which may be considered at short notice. It is available for public inspection along with all reports (unless any report is considered to be exempt or confidential). Copies of committee reports, appendices and background documents are available from the council's offices at Council Offices, Commercial Road, Weymouth, DT4 8NG 01305 251010 and will be published on the council's website Dorsetforyou.com 3 working days before the meeting.

Notice of Intention to hold a meeting in private - Reports to be considered in private are indicated on the Plan as Exempt. Each item in the plan marked exempt will refer to a paragraph of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and these are detailed at the end of this document.

Brief Holders

- Community Safety - Cllr F Drake
- Corporate Affairs and Continuous Improvement – Cllr K Brookes
- Economic Development – Cllr J Farquharson
- Environment and Sustainability - Cllr R Nowak
- Finance and Assets – Cllr J Cant
- Housing – Cllr G Taylor
- Community Facilities – Cllr A Blackwood
- Tourism, Harbours and Culture – Cllr J Osborne
- Social Inclusion – Cllr C James
- Transport and Infrastructure – C Huckle

Publication date:

KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
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There are no Key Decisions

Non- Key Decisions

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
<div style="display: flex;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; padding-right: 5px;">Page 12</div> <div> The Microchipping of Dogs (England) Regulations 2015 </div> </div>	The regulations have been heavily publicised since the introduction of the Antisocial Behaviour Crime and policing Act 2014, including extensive media coverage. The authority has agreed that the holding kennels will offer free microchipping to owners of unchipped stray dogs in order to promote compliance with legislation.			WPBC Briefholder for Economic Development Graham Duggan, Head of Community Protection	20 Sep 2016
Update to the Constitution	To update the constitution of the DCP partners.			WPBC Briefholder for Corporate Affairs and Continuous Improvement Rob Firth, Corporate Manager Legal Services	20 Sep 2016 Full Council 13 Oct 2016

NON KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
Process for establishing a Town Council	To give an indication of the requirements to establish a new Town Council.			WPBC Briefholder for Corporate Affairs and Continuous Improvement Jacqui Andrews, Head of Democratic Services and Elections	20 Sep 2016
Treasury Management Annual Report	To receive the annual Treasury Management Report.			WPBC Briefholder for Finance and Assets Julie Strange, Head of Financial Services	20 Sep 2016
Procedure for approving Neighbourhood Forums including agreement of Sutton Poyntz neighbourhood forum and area designation	To agree the procedure for approval of neighbourhood forums, revise the consultation period for neighbourhood area applications and agree Sutton Poyntz neighbourhood forum and area applications.			WPBC Briefholder for Environment and Sustainability Hilary Jordan, Corporate Manager (Sommunity & Policy Development)	20 Sep 2016
Budget & Financial Strategy 2017-18	To consider the Budget and Financial Strategy 2017-18.			WPBC Briefholder for Finance and Assets Jason Vaughan, Strategic Director	20 Sep 2016

NON KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
Anti Fraud and Corruption Strategy	To consider and approve the Anti Fraud and Corruption Strategy.			WPBC Briefholder for Corporate Affairs and Continuous Improvement, WPBC Briefholder for Finance and Assets Julie Strange, Head of Financial Services	20 Sep 2016
Whistle Blowing Policy	To approve the Whistle Blowing Policy.			WPBC Briefholder for Corporate Affairs and Continuous Improvement Julie Strange, Head of Financial Services	20 Sep 2016
Hotel and Guesthouse Review	To review and agree the policy for dealing with the Council's leased hotels.			WPBC Briefholder for Finance and Assets David Brown, Head of Assets & Infrastructure	8 Nov 2016
47 The Esplanade, Weymouth	To consider the current condition and use of the building and agree the closure of the public toilets and sell of the building.			WPBC Briefholder for Community Facilities David Brown, Head of Assets & Infrastructure	8 Nov 2016
Quarter 2 Business Review	To provide the strategic overview of performance, risk revenue and capital expenditure and income.			WPBC Briefholder for Finance and Assets Julie Strange, Head of Financial Services	8 Nov 2016

NON KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
Community Infrastructure Levy-revised Regulation 123 List	To agree the revised regulation 123 list.			WPBC Briefholder for Environment and Sustainability Hilary Jordan, Corporate Manager (Sommunity & Policy Development)	8 Nov 2016
Melcombe Regis	Update report on development of Strategic Board.			WPBC Briefholder for Housing Graham Duggan, Head of Community Protection	8 Nov 2016
Best Use of Council Owned Assets	To adopt a more commercial approach so as to make best financial use of Council owned assets.			WPBC Briefholder for Environment and Sustainability David Brown, Head of Assets & Infrastructure	8 Nov 2016
2017-2018 Budget	To consider an update on the 2017/18 budget.			WPBC Briefholder for Finance and Assets Jason Vaughan, Strategic Director	13 Dec 2016
Dorset Waste Partnership Budget	To consider the waste partnership's draft budget.			WPBC Briefholder for Environment and Sustainability Graham Duggan, Head of Community Protection	13 Dec 2016

NON KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
Harbour Budget Requirements 2017/18	To present the budget request for the harbour for 2017/18 including considering fees and charges.			WPBC Briefholder for Corporate Affairs and Continuous Improvement, WPBC Briefholder for Finance and Assets, WPBC Briefholder for Tourism, Culture and Harbour Nick Thornley, Head of Economy, Leisure & Tourism	13 Dec 2016

Private meetings

The following paragraphs define the reason why the public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed and the public interest in withholding the information outweighs the public interest in disclosing it to the public. Each item in the plan above marked Exempt will refer to one of the following paragraphs.

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

