

MANAGEMENT COMMITTEE

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



Matt Prosser
Chief Executive

Date: Tuesday, 8 November 2016
Time: 9.30 am
Venue: Council Chamber

Members of Committee:

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

USEFUL INFORMATION

For more information about this agenda please telephone 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 MINUTES

To confirm the minutes of the meeting held on

3 CODE OF CONDUCT

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

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

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 5 - 16

To consider the Management Committee Action Plan.

7 QUARTER 2 BUSINESS REVIEW - 2016/17 17 - 70

To consider the Quarter 2 Business Review Report.

8 WEYMOUTH TOWN CENTRE MASTER PLAN SITES UPDATE - COMMERCIAL ROAD 71 - 78

To consider a report of the Strategic Director.

9 MELCOMBE REGIS 79 - 82

To consider a report of the Housing Improvement Manager.

10 COMMUNITY INFRASTRUCTURE LEVY-REVISED REGULATION 123 LIST 83 - 94

To consider a report of Andrew Galpin, Implementation Team Leader.

11 APPLICATIONS FOR COUNCIL TAX DISCOUNTS & DISCRETIONARY RATE RELIEF 95 - 104

To consider a report of Head of Revenue and Benefits.

12 WEYMOUTH TOWN CENTRE CHRISTMAS PARKING 105 - 108

To consider a report of the Parking and Transport Manager.

13 APPOINTMENT TO OUTSIDE BODIES 109 - 114

To consider a report on appointment to Outside Bodies.

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 4 MONTH FORWARD PLAN

115 - 122

To note the 4 monthly Forward Plan.

16 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

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
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1. Community Facilities - ANDY BLACKWOOD

Allotments, Cemeteries and Crematorium, Clubs, Community Centres, Parks and Open Spaces, Leisure Centres, Sports Grounds, Swimming Pool, Chalets, Play Areas, Local Plans and Infrastructure, Public Conveniences

Greenhill Chalets future management and renovation David Brown	Andy Blackwood	Management Committee	Feb 2017	NA	Options are being explored and proposals will be brought to Management Committee
Weymouth Swimming Pool Nick Thornley	Andy Blackwood	Management Committee agreed option D in the Business Plan ..	March 2017	NA	Agreement in principle reached with a reduction in the present Council subsidy expected
Review of Public Toilets David Brown	Andy Blackwood	Management Committee	March 2017		Report in progress.
Marsh Master Plan review Nick Thornley / Tony Hurley	Andy Blackwood				Young inspectors reported to Members in October

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN

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2. Community Safety - FRANCIS DRAKE

CCTV, Community Safety, Crime and Disorder, Emergency Planning, Environmental Health, Licensing, Police and Crime Commissioner, Police and Crime Panel

Pan-Dorset CCTV proposals Graham Duggan	Francis Drake	Report to Management Committee with business case	Feb 2017	DCC	
Melcombe Regis Board Matt Prosser	Gill Taylor/ Francis Drake	Management Committee	Action Plan expected November 2016	Joint funding from the participating bodies	
Outsourcing of some dog warden duties, littering and other enforcement Graham Duggan	Francis Drake/ Christine James	Management Committee with 6 month review in April 2017	Pilot scheme in October 2016	Self Funding from fines with an expected saving of £50,000	Done
Licensing issues – enforcement of street trading activity (stop) and anti-social behaviour	Francis Drake				

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN

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3. Corporate Affairs and Continuous Improvement - KEVIN BROOKES

Democracy, Elections, Policy, Member Services, Risk Management Services, Legal Services, Public Relations and Publicity, Audit, Performance and Improvement, Personnel, Shared Services Project, Local Strategic Partnership, Weymouth & Portland Partnership, Relationships External to the Borough, Twinning, Relationship with Portland Town Council

Steps required to establish Town Council Stuart Caundle	Kevin Brookes	Report explaining the procedure to September Management Committee.	February/ March 2017	NA	Depends on the outcome of the Unitary Authority decision
Aligning Constitutions across DCP Rob Firth	Kevin Brookes	Management Committee then Full Council		NA	
Combined Authority Stephen Hill	Jeff Cant	Council January 2017	Spring 2017	NA	Case submitted to DCLG expected decision in the Autumn 2016
Local Government Reorganisation Matt Prosser	Jeff Cant/ Kevin Brookes	Out for public consultation then Management Committee and Full Council	Jan 2017	NA	
Scrutiny review of performance measurement and reporting Jason Vaughan	Kevin Brookes	Refer to Scrutiny			
Protocol for members to communicate with the press on behalf of the Council Matt Prosser	Kevin Brookes	<i>Refer to Policy</i>			

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
4. Economic Development - JAMES FARQUHARSON					
Economic Regeneration, Employment Sites, Inward Investment, Market, Business Development and Promotion, Local Shopping Centres, Town Centre.					
Support development of Brewers Quay complex and reach agreement for relocation of Weymouth Museum within it Stephen Hill	James Farquharson	Planning Committee / Management Committee	Sept 2016		Meeting has taken place with owners of property to discuss progress and a clear way forward has been established
Western Dorset Growth Strategy, development plan for economic growth, first draft presentation Martin Hamilton	James Farquharson	Councillor briefing and feedback	21 st September 2016	DCC, WDDC, WPBC, LEP	
Forum to consider Economic Development event at Weymouth & Portland	James Farquharson/Jeff Cant	Management Committee to agree after opening discussions with BID and WPCC	Dec 2017	TBA	Meeting with BID and WPCC being arranged

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5. Environment and Sustainability - RAY NOWAK

Building Control, Cleansing, Coast Protection and Policy, Conservation, Development Control, Environmental Education and Initiatives, Forward Planning, Flooding, Local Development Plan, Recycling and Refuse Collection, Sea Defences, Sustainable Development, World Heritage

Early review of Local Plans; Hilary Jordan	Ray Nowak	Management Committee to make recommendation to Council	Adoption 2019		
Development Services Improvement Plan Jean Marshall	Ray Nowak	Update on the situation required	Regular monthly updates to Members		
First Phase Flood Defences Martin Hamilton	Jeff Cant / Ray Nowak	Mgt Committee subject to LEP bid	Autumn 2016	Subject to an £11m LEP bid	Awaiting outcome of Autumn Statement
Listed Building process and Policy review Hilary Jordan	Ray Nowak	Refer to Scrutiny Committee	Scoping meeting in New Year		
Gypsy and Traveller DPD Hilary Jordan	Ray Nowak				
Publication of case for 5 year land supply to DCLG Hilary Jordan	Andy Blackwood	Publication of report			Done

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN

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6. Finance and Assets - JEFF CANT

Budget Control, Corporate Property, Council Offices, Finance Consultation, Fees and Charges, Treasury Management, Procurement, Depot, Long Term Asset Management, Property Services, Collection of Local Taxes, Leasing, Regeneration

Better income generation from Treasury Funds J Vaughan/M Hamilton	Jeff Cant	Management Committee	Proposals to December Mgt Cttee	Treasury Funds	This is being linked with a number of projects inc the regeneration programme
Sale of North Quay David Brown	Jeff Cant	Management Cttee decision to dispose of the site with a report back at a later date for information	August 2016	Capital receipt expected on completion	Contracts exchanged and awaiting the date for final completion
Town Centre Regeneration Martin Hamilton	Jeff Cant	Management Committee	Overall project by 2019 but phased First proposal September 2016	Consortium with possible Council participation	5 Zones identified. Proposals for Zone 1 all year leisure development approved by Mgt Cttee £200,000 agreed for detailed proposal in Dec. Zone 2 Commercial Rd To the December Cttee for decision in principle.
Property Asset Management Plan David Brown	Jeff Cant	Detailed work programme to Management Cttee	February 2017		1 st phase of disposals
Weymouth Harbour Walls David Brown	Jeff Cant	Future report to Management Cttee on costs of work to wall D and options to external funding	Autumn 2017	WPBC	Work in progress 2017/18

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7. Housing - GILL TAYLOR

Affordable Housing, Homelessness, Housing Advice, Housing Benefit, Private Sector Leasing Scheme, Housing Assistance and Improvements through Grants, Loans, Advice and Enforcement

Melcombe Regis Board (i) Improving Melcombe Regis as a place to live and work (ii) Survey of houses in multiple occupation Geoff Joy	Gill Taylor	Paper to MC re funding from housing reserve	Autumn 2016	W&PBC £150,000 as per MC decision April 2016	Board meetings ongoing. Ongoing feedback to relevant Briefholders and ward members
		Adopted by Management C'ttee with a report on detail to come to a future Management Committee	Nov 2016		
Dorset Homelessness Strategy Clive Milone	Gill Taylor	Report to Management Committee	Feb 2017		Dorset Homelessness Strategy Annual Consultation and update Feedback to be provided

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN

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8. Social Inclusion - CHRISTINE JAMES
 Social Inclusion, Customer Contact Centre, Localism Project, Community Regeneration and Development, People with Special Needs and Exclusions, People element of Bereavement Service etc., Safeguarding/vulnerable adults, Health service, Public health, Health & Wellbeing Board, Voluntary Bodies and Groups

Supporting local community and youth development engagement Jane Nicklen	Christine James		Management Committee Feb 2017		Commission an officer report to encourage community groups
Military Covenant	Christine James				

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN

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9. Tourism and Culture (including Harbour) - JASON OSBORNE

Arts, Attractions, Beach, Beach Cleaning, Culture, Esplanade, Events and Festivals, Museums, Pavilion, Tourism Publicity, Tourism Development (moved from 4), Tourist Information Centre, Seafront Management

Development of arts strategy for the council Tony Hurley	Jeff Cant	Report to Mgt Comm December 2016	September 2016 start	Combination of Council and Arts body funding under review	Report now work in progress. Workshop held in October. December report to Management Committee.
Review signage within the Borough Nick Thornley; Graham Duggan; Trevor Hedger	Jason Osborne/ Tia Roos	This is a BID lead project	Date not known due to application for funding	Coastal Community Fund	BID have made an application to the Coastal Community Fund for visitor signage for 200k
Business case for illuminations on the Esplanade Nick Thornley	Jason Osborne	Report to Management February 2017	The date is not known due to the application for funding	Coastal Community Fund	An application is proceeding for grant
Harbour recovery plan Keith Howard	Jason Osborne/ Ian Bruce	Harbour Committee review July 2016 then to Management Committee July 2016	For the financial year 2016/2017 and beyond	Recovery plan to include impact on wider Council budget	Budget agreed for 2017/18
Seagull management in Harbour Keith Howarth	Jason Osborne	Report to Management Committee	March 2017		<i>Report to Mgt Committee required</i>

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
10. Transport and Infrastructure - COLIN HUCKLE					
Highways and Traffic Management, Parking Policy and Enforcement incl. fees and charges, Public Transport, Taxis and Private Hire incl. fees and charges, Cycle Network, Footpaths and Rights of Way, Liaison with Utility Companies					
New Car Parking Policy Jack Creeber	Colin Huckle	New Car Parking Policy considered at Policy C'ttee in August. Consulted with The Bid, DCC and Chamber of Commerce. Final Report to be approved by Management C'ttee	August 2016 13 Dec 2016		Awaiting Consultants Traffic Management recommendations.
Achieve 6 more Car Park Marks in addition to 8 already achieved. Jack Creeber	Colin Huckle	Report to Management Committee	March 2017		
Install new car parking machines and destination signage. Trial in Park Street and Harbour Side car parks July. Jack Creeber	Colin Huckle	Approved by Management Committee	July 2017	£300k was agreed by Management Committee to be taken from Reserves	Two Machines are currently being trialled Tenders out for maintenance work.
Destination signage in consultation with The Bid & DCC. Establish small working group. David Brown/Nick Thornley	Colin Huckle		March 2017		

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
Review charges for 2017/18 following guidance from Finance Team. Jack Creeber/Julie Strange	Colin Huckle		Feb 2017		Deferred by Management Cttee for further information. Management Cttee in Dec. Report to include proposals for concessions for Zone residents and Town Centre traders
Traffic Management changes by DCC - Portland Road - limited waiting - Chapel Hay Street - waiting restrictions at turning head Jack Creeber	Colin Huckle		March 2017		Being progressed by Briefholder
Review ownership / management of park & ride service in the Borough Martin Hamilton	Colin Huckle	Report to Management Committee	March 2017		Part of review of car parks and ownership with DCC
Short-term traffic management measures Martin Hamilton	Colin Huckle		Feb 2017		

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Management Committee 8th November 2016 Business Review – Quarter 2 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 September 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 £20,442 favourable variance. This is a total variance of 0.2% 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 sets out the latest reserves position.
- 5.8 Appendix 5 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 Developing Successful Partnerships aim as being a well managed Council.

7. Financial Implications

- 7.1 The projected favourable variance of £20,442 against the revenue budget would increase the level of the General Reserve.

8. Risk Management (including Health & Safety)

- 8.1 High and very high risks are reported in detail in Appendix 2. Service risk registers can be found in the Councils performance system (QPR).

8.2 There is a risk the Council will overspend its budget for the year.

9. Appendices

- 9.1 Appendix 1 – Graph showing the predicted outturn position of the twelve services
- Appendix 2 – Overall service reviews of the revenue, performance & risk
- Appendix 3 – Capital budget monitoring
- Appendix 4 - Reserves position
- Appendix 5 – 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

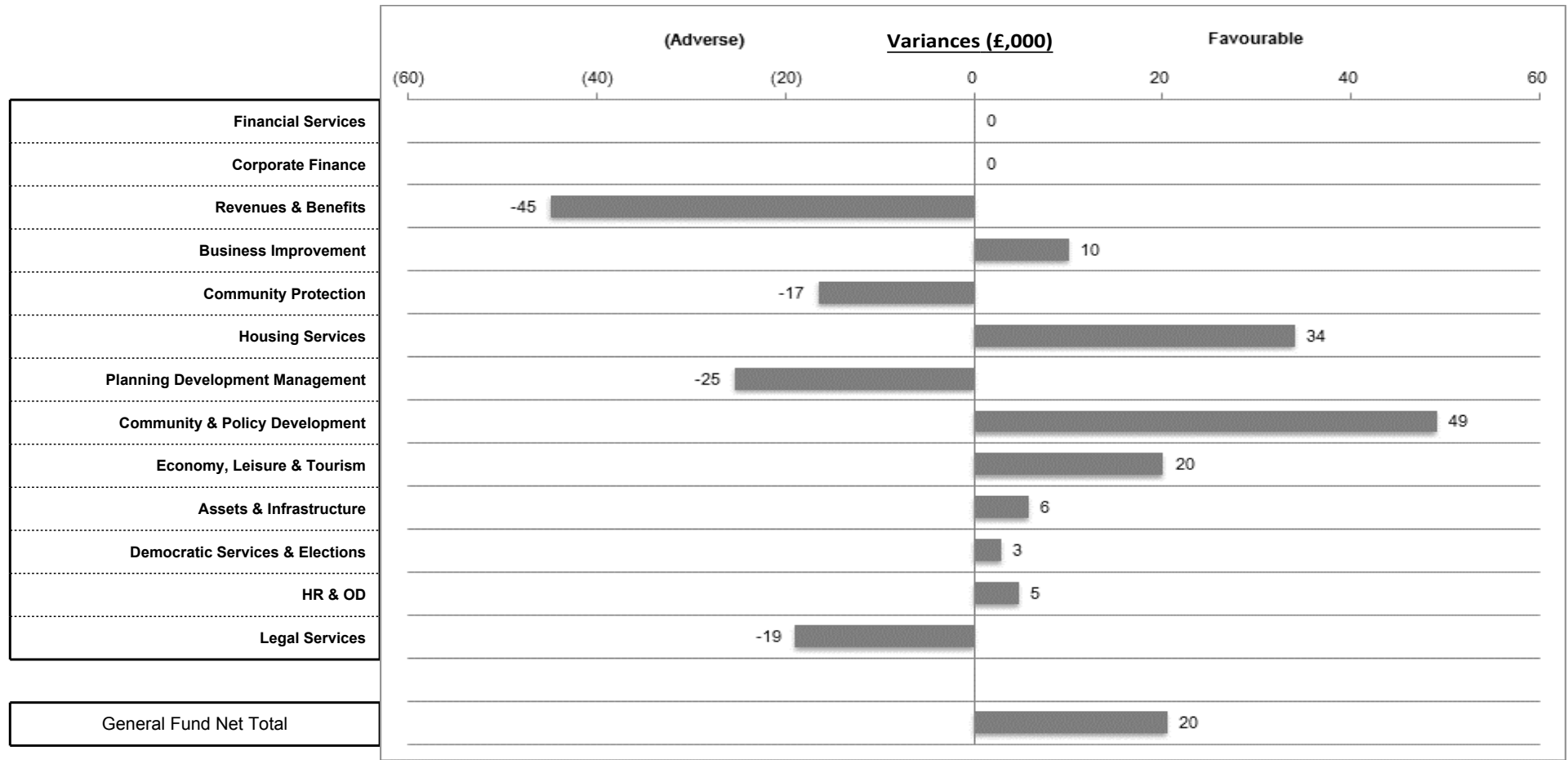
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WPBC Budget Monitoring - Quarter 2 2016/17

Appendix 1



Business Review

Weymouth & Portland Borough Council

Period: Quarter 2 (July to September 2016)

Service	Prediction (£)	Head of Service/ Corporate Manager
Financial Services	0	Julie Strange
Revenues & Benefits	45,000 (A)	Stuart Dawson
Business Improvement	10,000 (F)	Penny Mell
Community Protection	16,540 (A)	Graham Duggan
Housing	34,000 (F)	Clive Milone
Planning Development Management & Building Control	25,413 (A)	Jean Marshall
Community & Policy Development	49,049 (F)	Hilary Jordan
Economy, Leisure & Tourism	20,006 (F)	Nick Thornley
Assets & Infrastructure	5,753 (F)	David Brown
Democratic Services & Elections	2,862 (F)	Jacqui Andrews
Human Resources & Organisational Development	4,725 (F)	Bobbie Bragg
Legal Services	19,000 (A)	Robert Firth

Overall predicted variance	20,442 (F)
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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	433,183	This budget is currently predicted to be on target.
Transport	2,475	
Supplies & Services	135,975	
Income	(3,675)	
Net expenditure	567,958	
Q2 Predicted variance	0	
Q1 Predicted variance	0	

Revenue summary – Corporate Finance

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / action
Employees	1,286,962	This budget is currently predicted to be on target.
Premises	(273,489)	
Transport	7,067	
Supplies & Services	(307,337)	
Interest	(578,320)	
Income	(6,555,733)	
Grants	(3,683,807)	
Net expenditure	(10,104,657)	
Q2 Predicted variance	0	
Q1 Predicted variance	0	

Key performance data

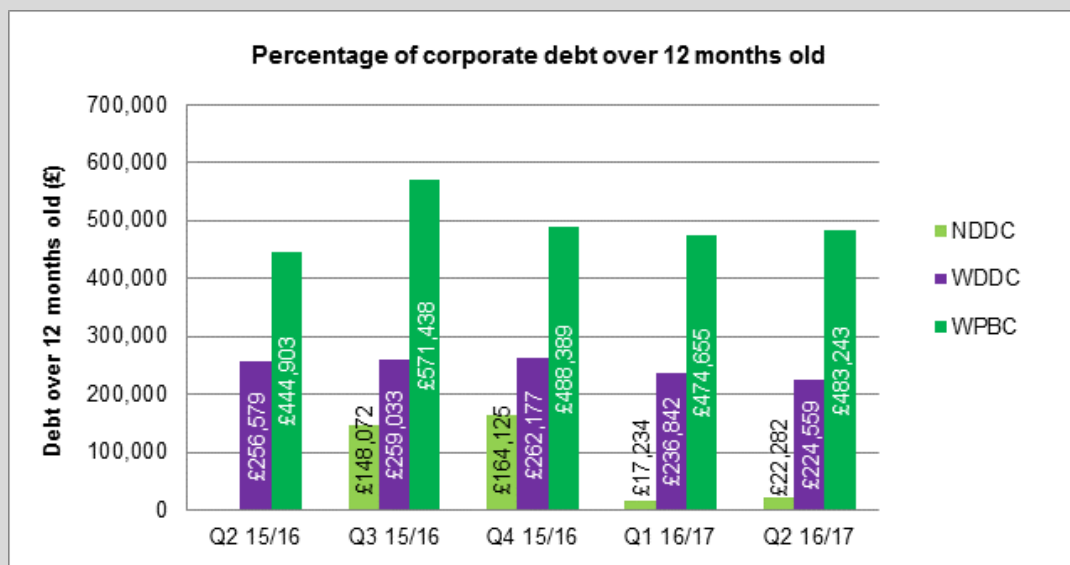
Percentage of creditor payments by BACS					Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q2 2016/17 Actual	95%	✓	99.95%	✓	100%	✓
Q2 2016/17 Target	95%		95%			
FY 2016/17 Target	95%		95%			
FY 2015/16 Actual	90.62%		99.85%		99.83%	

Percentage of creditor payments by BACS																									
<p>[NDDC] 620 out of the 652 creditor payments have been made by BACS during Q2. There is still a number of cheques being processed but as the teams merge there will be a joint process. This will reduce the amount of cheques issued.</p> <p>[WDDC] 2,121 out of the 2,122 creditor payments have been made by BACS during Q2.</p> <p>[WPBC] 2,233 out of the 2,233 creditor payments have been made by BACS during Q2.</p>	<table border="1"> <caption>Percentage of creditor payments by BACS</caption> <thead> <tr> <th>Quarter</th> <th>NDDC</th> <th>WDDC</th> <th>WPBC</th> </tr> </thead> <tbody> <tr> <td>Q2 15/16</td> <td>90.51</td> <td>99.90</td> <td>99.85</td> </tr> <tr> <td>Q3 15/16</td> <td>91.85</td> <td>99.90</td> <td>99.90</td> </tr> <tr> <td>Q4 15/16</td> <td>94.65</td> <td>99.94</td> <td>99.95</td> </tr> <tr> <td>Q1 16/17</td> <td>91.81</td> <td>99.95</td> <td>99.89</td> </tr> <tr> <td>Q2 16/17</td> <td>95.09</td> <td>99.95</td> <td>100.00</td> </tr> </tbody> </table>	Quarter	NDDC	WDDC	WPBC	Q2 15/16	90.51	99.90	99.85	Q3 15/16	91.85	99.90	99.90	Q4 15/16	94.65	99.94	99.95	Q1 16/17	91.81	99.95	99.89	Q2 16/17	95.09	99.95	100.00
Quarter	NDDC	WDDC	WPBC																						
Q2 15/16	90.51	99.90	99.85																						
Q3 15/16	91.85	99.90	99.90																						
Q4 15/16	94.65	99.94	99.95																						
Q1 16/17	91.81	99.95	99.89																						
Q2 16/17	95.09	99.95	100.00																						

Percentage of non-disputed invoices paid within 30 calendar days (creditor payments)					Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q2 2016/17 Actual	99%	✓	93%	⚠	90%	✗
Q2 2016/17 Target	95%		95%			
FY 2016/17 Target	95%		95%			
FY 2015/16 Actual	98.87%		87.20%		94.53%	

Percentage of non-disputed invoices paid within 30 calendar days																									
<p>[NDDC] 720 out of 727 non-disputed invoices to date were paid within 30 days during Q2.</p> <p>[WDDC] 1,973 out of 2,122 non-disputed invoices to date were paid within 30 days during Q2.</p> <p>[WPBC] 2,009 out of 2,233 non-disputed invoices to date were paid within 30 days during Q2. Of the 222 invoices paid in over 30 days 119 (54%) were processed by Property Services and 73 (33%) processed by Parking Services.</p> <p>The introduction of intelligent scanning from December should deliver improvements to this indicator.</p>	<table border="1"> <caption>Percentage of non-disputed invoices paid within 30 calendar days</caption> <thead> <tr> <th>Quarter</th> <th>NDDC</th> <th>WDDC</th> <th>WPBC</th> </tr> </thead> <tbody> <tr> <td>Q2 15/16</td> <td>98.38</td> <td>89.00</td> <td>94.75</td> </tr> <tr> <td>Q3 15/16</td> <td>99.21</td> <td>92.21</td> <td>94.33</td> </tr> <tr> <td>Q4 15/16</td> <td>98.53</td> <td>79.44</td> <td>92.81</td> </tr> <tr> <td>Q1 16/17</td> <td>99.62</td> <td>88.37</td> <td>92.05</td> </tr> <tr> <td>Q2 16/17</td> <td>99.04</td> <td>92.98</td> <td>89.97</td> </tr> </tbody> </table>	Quarter	NDDC	WDDC	WPBC	Q2 15/16	98.38	89.00	94.75	Q3 15/16	99.21	92.21	94.33	Q4 15/16	98.53	79.44	92.81	Q1 16/17	99.62	88.37	92.05	Q2 16/17	99.04	92.98	89.97
Quarter	NDDC	WDDC	WPBC																						
Q2 15/16	98.38	89.00	94.75																						
Q3 15/16	99.21	92.21	94.33																						
Q4 15/16	98.53	79.44	92.81																						
Q1 16/17	99.62	88.37	92.05																						
Q2 16/17	99.04	92.98	89.97																						

Corporate debt over 12 months old			Aim	↓
Authority	North Dorset	West Dorset	Weymouth & Portland	
Q2 2016/17 Actual	£22,282	£224,559	£483,243	
Q1 2016/17 Actual	£17,234	£236,842	£474,655	



<p>Corporate Service Debt over 12 mths</p> <p>[NDDC] Housing (85%), Other Services (15%).</p> <p>[WDDC] Property Services (55%), Housing Services (31%), All other Services (14%).</p> <p>[WPBC] Housing Services (81%), Property Services (11%), All other Services (8%).</p>	<p>[NDDC] £22,282 of debt owed is over 12 months old, out of a total of £96,073 (23%).</p> <p>[WDDC] £224,559 of debt owed is over 12 months old, out of a total of £1,021,178 (22%).</p> <p>[WPBC] £483,243 of debt owed is over 12 months old, out of a total of £3,285,790 (15%).</p> <p>A project to review the process for debt recovery has been established. This has resulted in setting up a Property Debt group involving Finance, Property and Legal to monitor property debts more closely. Other actions including the outsourcing of some debts is also being considered/piloted to determine the best approach for the future. We are due to report the findings at the end of January 2017.</p>
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Overall General Fund predicted variances per Quarter (Favourable/Adverse)			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q2 2016/17 Actual	£373,136 (F)	£410,068 (F)	£20,442 (F)
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	862,189	Excessive Housing Benefit allowances are being paid in relation to emergency Bed & Breakfast accommodation, a significant amount of this is above the threshold for which the Council can claim full subsidy, and as such is an extra cost to the Council. It is worth noting that Housing Benefit figures are extremely volatile and can alter significantly depending on a variety of factors such as levels of overpayments, recovery of overpayments and the demand for bed & breakfast accommodation due to homelessness.
Transport	100	
Supplies & Services	430,138	
Payments to clients	30,620,000	
Income	(31,759,959)	
Net expenditure	152,468	
Q2 Predicted variance	45,000 (A)	
Q1 Predicted variance	56,411 (A)	

Key performance data

Percentage of Council Tax collected (cumulative)					Aim	↑
Authority	North Dorset	West Dorset	Weymouth & Portland			
Q2 2016/17 Actual	57.52%	58.56%	57.12%			
Q2 2016/17 Target	TBC	58.61%	57.19%	✓		✓
FY 2016/17 Target	98.10%	98.16%	96.30%			
FY 2015/16 Actual	98.10%	98.16%	96.30%			

[NDDC] £26,480,798 collected out of £46,037,549 as at 30/09/16.

[WDDC] £42,833,939 collected out of £73,146,879 as at 30/09/16.

[WPBC] £22,175,673 collected out of £38,826,191 as at 30/09/16.

Please note this KPI is cumulative throughout the year.

Quarter	NDDC	WDDC	WPBC
Q2 15/16	57.74	58.61	57.19
Q3 15/16	85.91	87.42	85.26
Q4 15/16	98.10	98.16	96.30
Q1 16/17	29.83	30.47	29.33
Q2 16/17	57.52	58.56	57.12

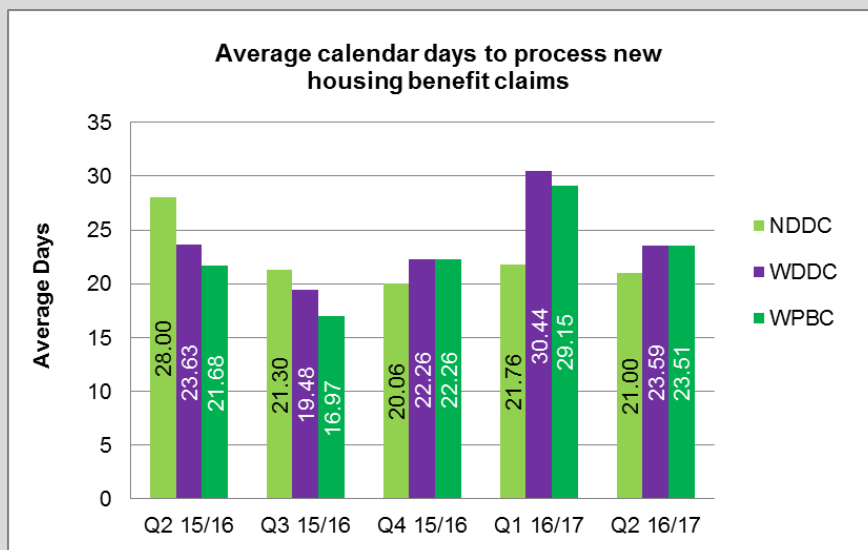
Percentage of Business Rates collected (cumulative)				Aim	↑
Authority	North Dorset	West Dorset	Weymouth & Portland		
Q2 2016/17 Actual	57.90%	58.58%	58.54%		
Q2 2016/17 Target	TBC	58.19%	56.48%	✓	✓
FY 2016/17 Target	97.65%	97.78%	97.64%		
FY 2015/16 Actual	97.65%	97.78%	97.64%		

Percentage of Business Rates collected (cumulative)	
[NDDC] £8,397,736 collected out of £14,503,862 as at 30/09/16.	
[WDDC] £18,659,810 collected out of £31,851,166 as at 30/09/16.	
[WPBC] £10,722,444 collected out of £18,316,116 as at 30/09/16.	
Please note this KPI is cumulative throughout the year.	

Quarter	NDDC	WDDC	WPBC
Q2 15/16	58.10	58.19	56.48
Q3 15/16	84.71	85.94	86.15
Q4 15/16	97.65	97.78	97.64
Q1 16/17	33.32	32.17	31.95
Q2 16/17	57.90	58.58	58.54

Number of Housing Benefit New Claims and Changes			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q2 2016/17 Actual	Awaiting data	4,047	4,714
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

Average calendar days to process new housing benefit claims				Aim	↓
Authority	North Dorset		West Dorset		Weymouth & Portland
Q2 2016/17 Actual	21 days	✘	23.5 days	✘	23.5 days
Q2 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



[NDDC] Actual number of new Housing Benefit claims processed is unavailable at this time.
[WDDC] 375 new Housing Benefit claims were processed during this period.
[WPBC] 391 new Housing Benefit claims were processed during this period.

A backlog of work developed in Q1 through a variety of issues including:

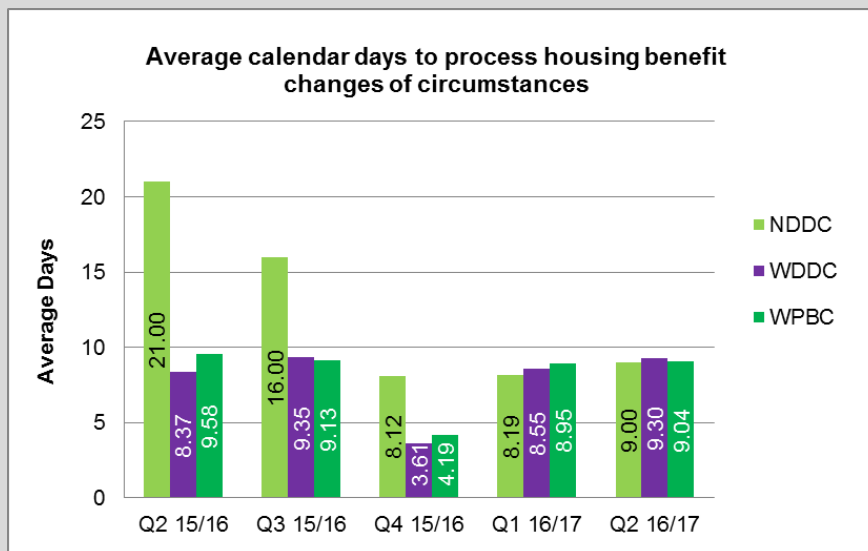
- A significant increase in workload following the issue of Council Tax bills and benefit “uprating” letters in March 2016.
- Increased complexity of workload due to legislative changes introduced as part of the Welfare Reform agenda.
- Incorrect notifications of rent increases by some RSL’s. This resulted in housing benefit awards in such cases having to be corrected manually.
- Reduction in capacity through vacancies.
- System issues affecting the input of data.

A recovery plan was designed and introduced in Q1 which has led to improvements in performance in Q2. This included:

- Backlog management.
- Employing additional temporary resources through the Capita Resilience Service.
- Investigating measures to help reduce the time it takes for claimants to provide evidence in support of their claim. Around 2/3rds of new claims received are not complete at time of submission. Claimants are notified of the evidence to be provided but any delays in this area affect performance data. (Performance is measured from the time that the claim is submitted not from when it is complete). The average time taken to process claims that are complete is 10 days.

Performance in the early months of Q2 was affected by the residue of backlog from Q1. However, as at 1 October 2016, workloads are up to date. Targets will be reviewed by the partnership board later in the year (next meeting October 16)

Average calendar days to process housing benefit changes of circumstances				Aim	↓
Authority	North Dorset		West Dorset		Weymouth & Portland
Q2 2016/17 Actual	9 days	✔	9 days	✘	9 days
Q2 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



[NDDC] Actual number of Housing Benefit change of circumstances processed is unavailable at this time.

[WDDC] 3,672 Housing Benefit change of circumstances were processed during this period.

[WPBC] 4,323 Housing Benefit change of circumstances were processed during this period.

A backlog of work developed in Q1 through a variety of issues including:

- A significant increase in workload following the issue of Council Tax bills and benefit “uprating” letters in March 2016.
- Increased complexity of workload due to legislative changes introduced as part of the Welfare Reform agenda.
- Incorrect notifications of rent increases by some RSL’s. This resulted in housing benefit awards in such cases having to be corrected manually.
- Reduction in capacity through vacancies.
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A recovery plan was designed and introduced in Q1 which has led to improvements in performance in Q2. This included:

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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	747,135	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. Due to rationalisation of IT infrastructure and applications, IT is progressing towards making further savings for 2016/17. IT is currently developing a mobility plan for DCP with the aim of being premise free in terms of infrastructure hardware. This will help enable Smart Working and overtime have the potential to deliver further savings.
Premises	7,272	
Transport	3,558	
Supplies & Services	822,984	
Income	(84,941)	
Net expenditure	1,496,008	
Q2 Predicted variance	10,000 (F)	
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		
Q2 2016/17 Actual	93%	87%	91%		⚠
Q2 2016/17 Target	92%	92%	92%		
FY 2016/17 Target	92%	92%	92%		
FY 2015/16 Actual	n/a	93.32%	89.05%		

[NDDC] 4,189 out of the 4,494 calls made were answered by a Customer Advisor during Q2.

[WDDC] 9,273 out of the 10,644 calls made were answered by a Customer Advisor during Q2.

[WPBC] 8,780 out of the 9,659 calls made were answered by a Customer Advisor during Q2.

[WPBC/WDDC] The average speed at which calls are answered remains good at 21.3 seconds for West Dorset and 24 seconds for Weymouth and Portland.

Period	NDDC	WDDC	WPBC
Q2 15/16	99.34	95.37	87.08
Q3 15/16	95.46	87.57	89.22
Q4 15/16	90.14	92.30	93.90
Q1 16/17	85.40	88.30	93.21
Q2 16/17	87.12	90.90	

Percentage of telephone calls abandoned				Aim	↓																								
Authority	North Dorset	West Dorset	Weymouth & Portland																										
Q2 2016/17 Actual	4%	11%	4%																										
Q2 2016/17 Target	6%	6%	6%	✓	✓																								
FY 2016/17 Target	6%	6%	6%	✗	✓																								
FY 2015/16 Actual	n/a	5.43%	3.57%																										
<p>[NDDC] 159 out of the 4,494 calls made were abandoned during Q2. [WDDC] 1,175 out of the 10,644 calls made were abandoned during Q2. [WPBC] 434 out of the 9,659 calls made were abandoned during Q2.</p> <p>[WPBC/WDDC] Over the last 3 month reporting period, the average time at which a West Dorset customer abandons their call is 32 seconds. Over the same reporting period, the average time at which a Weymouth and Portland customer abandons their call is 1 minute 22 seconds. To help reduce our abandoned call rate further, we will be shortening the initial automated message that customers hear when calling the general numbers. We are currently implementing the new message on the system, which will be complete within the next 2 weeks.</p>		<table border="1"> <caption>Percentage of telephone calls abandoned</caption> <thead> <tr> <th>Quarter</th> <th>NDDC</th> <th>WDDC</th> <th>WPBC</th> </tr> </thead> <tbody> <tr> <td>Q2 15/16</td> <td>0.66</td> <td>3.66</td> <td>3.39</td> </tr> <tr> <td>Q3 15/16</td> <td>3.43</td> <td>3.34</td> <td></td> </tr> <tr> <td>Q4 15/16</td> <td>8.73</td> <td>8.13</td> <td>4.83</td> </tr> <tr> <td>Q1 16/17</td> <td>3.70</td> <td>12.60</td> <td>8.10</td> </tr> <tr> <td>Q2 16/17</td> <td>3.54</td> <td>11.04</td> <td>4.49</td> </tr> </tbody> </table>				Quarter	NDDC	WDDC	WPBC	Q2 15/16	0.66	3.66	3.39	Q3 15/16	3.43	3.34		Q4 15/16	8.73	8.13	4.83	Q1 16/17	3.70	12.60	8.10	Q2 16/17	3.54	11.04	4.49
Quarter	NDDC	WDDC	WPBC																										
Q2 15/16	0.66	3.66	3.39																										
Q3 15/16	3.43	3.34																											
Q4 15/16	8.73	8.13	4.83																										
Q1 16/17	3.70	12.60	8.10																										
Q2 16/17	3.54	11.04	4.49																										

Number of phone calls received by Customer Services			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q2 2016/17 Actual	4,494	10,644	9,659
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

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		
Q2 2016/17 Actual	100%	73%	74%		
Q2 2016/17 Target	80%	80%	80%	✓	✗
FY 2016/17 Target	80%	80%	80%		
FY 2015/16 Actual	n/a	66.22%	81.86%		

[NDDC] 5 out of the 5 corporate complaints (excl DCC complaints) dealt with within Q2 were completed within corporate targets. 4 of the complaints were all dealt with at stage 1 within the target time. One has reached LGO stage and we have just received notification that the complainant is now also appealing the LGO decision.

[WDDC] 32 out of the 44 corporate complaints dealt with within Q2 were completed within corporate targets.

[WPBC] 32 out of the 43 corporate complaints dealt with within Q2 were completed within corporate targets.

We are in the process of revising our corporate complaints procedure under the guidance of the Local Government Ombudsman. The new procedure is designed to improve customer satisfaction by ensuring that most complaints are resolved at first point of contact, efficiently and effectively. Then, only the most serious complaints are subject to further review. This will allow the Councils to deal with complaints quickly. The new Corporate Complaints procedure will be implemented on Monday 28th November.

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
Q2 16/17	100.00	72.73	74.42

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

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 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 competancies, 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.	TARGET SCORE	
Impact	4		Impact	3
Likelihood	4		Likelihood	3
Risk Score	16		Risk Score	9
Risk Rating	HIGH		Risk Rating	MEDIUM

Loss of IT Network & Systems				
CURRENT SCORE		Planned risk reduction initiatives 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.	TARGET SCORE	
Impact	5		Impact	2
Likelihood	2		Likelihood	2
Risk Score	10		Risk Score	4
Risk Rating	HIGH		Risk Rating	LOW

Loss or disruption or interception of electronic data				
CURRENT SCORE		Planned risk reduction initiatives A range of technical solutions are in place within the IT infrastructure to help secure the Partnership's data and prevent data loss. As a PSN organisation, the Partnership is also subject to annual PSN compliance regime including PEN testing. As well as these technical measures, work is underway to improve the Partnership's Information Governance arrangements under the leadership of the Partnership's Information Governance Officer. As the Partnership progresses, particularly with SMART working, IT users and their role within maintaining data security is critical and within Business Improvement work is currently underway to review these arrangements. This work is being supported by the Cyber Security Audit which has just completed.	TARGET SCORE	
Impact	5		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	1,561,957	Vacancy management and additional income from Bereavement Services have been offset by reduced income in CCTV and Parks & Open Spaces.
Premises	201,432	
Transport	200,063	
Supplies & Services	3,251,552	
Payments to clients	32,249	
Income	(1,800,925)	
Net expenditure	3,446,328	
Q2 Predicted variance	16,540 (A)	
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		
Q2 2016/17 Actual	92%	96%	97%		
Q2 2016/17 Target	90%	90%	90%		✓
FY 2016/17 Target	90%	90%	90%		✓
FY 2015/16 Actual	90.87%	95.97%	96.49%		

[NDDC] 411 out of 449 catering premises are rated 4 or 5 under the National Food Hygiene Rating Scheme.

[WDDC] 990 out of 1,032 catering premises are rated 4 or 5.

[WPBC] 427 out of 441 catering premises are rated 4 or 5.

The service continues to focus on improving poor performers to raise standards even further in the DCP area.

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
Q2 16/17	91.54	95.93	96.83

Percentage of Environmental Protection service requests responded to within 3 working days				Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland
Q2 2016/17 Actual	99%	✓	99%	✓	99%
Q2 2016/17 Target	95%		95%		95%
FY 2016/17 Target	95%		95%		95%
FY 2015/16 Actual	100%		97.64%		97.28%

[NDDC] 287 out of 291 Environmental Protection service requests were responded to within 3 working days during Q2.

[WDDC] 680 out of 689 Environmental Protection service requests were responded to within 3 working days.

[WPBC] 553 out of 558 Environmental Protection service requests were 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
Q2 16/17	98.63	98.69	99.10

Kilograms of household waste (landfill and recycling) collected per household (cumulative)				Aim	↓
Authority	North Dorset		West Dorset		Weymouth & Portland
Q1 2016/17 Actual	178 Kg/hh	✗	165 Kg/hh	✗	149 Kg/hh
Q1 2016/17 Target	155 Kg/hh		155 Kg/hh		155 Kg/hh
FY 2016/17 Target	620 Kg/hh		620 Kg/hh		620 Kg/hh
FY 2015/16 Actual	692 Kg/hh		605 Kg/hh		612 Kg/hh

This is a revised KPI for 16-17 to make the set of KPI's more comparable and challenging target has been set. Household waste arising's can vary with the economic situation and DWP has limited influence.

Please note this KPI is cumulative throughout the year.

Q1 2016/17 is the latest data available from the Dorset Waste Partnership.

Quarter	NDDC	WDDC	WPBC
Q1 15/16	177.65	149.72	161.53
Q2 15/16	351.47	307.12	306.36
Q3 15/16	523.68	455.23	461.17
Q4 15/16	691.88	604.71	612.42
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	70 Kg/hh	✔	80 Kg/hh	✘	67 Kg/hh
Q1 2016/17 Target	70 Kg/hh		70 Kg/hh		70 Kg/hh
FY 2016/17 Target	280 Kg/hh		280 Kg/hh		280 Kg/hh
FY 2015/16 Actual	281 Kg/hh		276 Kg/hh		298 Kg/hh

This is a revised target and will help show where re-use and recycling initiatives need to be focused.

Please note this KPI is cumulative throughout the year.

Q1 2016/17 is the latest data available from the Dorset Waste Partnership.

Quarter	NDDC	WDDC	WPBC
Q1 15/16	69.34	73.25	73.28
Q2 15/16	141.52	149.83	149.73
Q3 15/16	209.45	203.77	226.45
Q4 15/16	281.13	275.92	298.21
Q1 16/17	70.06	79.82	66.67

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%		50%		50%
FY 2016/17 Target	60%		60%		60%
FY 2015/16 Actual	59%		54%		51%

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).

Q1 2016/17 is the latest data available from the Dorset Waste Partnership.

Quarter	NDDC	WDDC	WPBC
Q1 15/16	60.97	51.08	51.64
Q2 15/16	58.47	51.35	50.94
Q3 15/16	60.56	63.58	50.44
Q4 15/16	57.39	51.73	52.56
Q1 16/17	60.67	51.69	55.40

Number of missed household waste collections			Aim	↓
Authority	North Dorset	West Dorset	Weymouth & Portland	
Q2 2016/17 Actual	916	1,058	1,406	
Q1 2016/17 Actual	750	1,076	1,216	
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	

Significant improvement in Weymouth & Portland. All DCP councils comparable to other partners.

Key risk areas

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

Very High Risks	0
High Risks	0
Medium Risks	3
Low Risks	7

(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	549,101	Significant savings relating to staffing will be realised, specifically relating to vacancy management and a flexible retirement case. There will be an overspend of £7,000 due to unbudgeted Council contributions towards the Wessex Loans pot.
Premises	302,300	
Transport	7,069	
Supplies & Services	456,074	
Income	(490,794)	
Net expenditure	823,750	
Q2 Predicted variance	34,000 (F)	
Q1 Predicted variance	5,900 (F)	

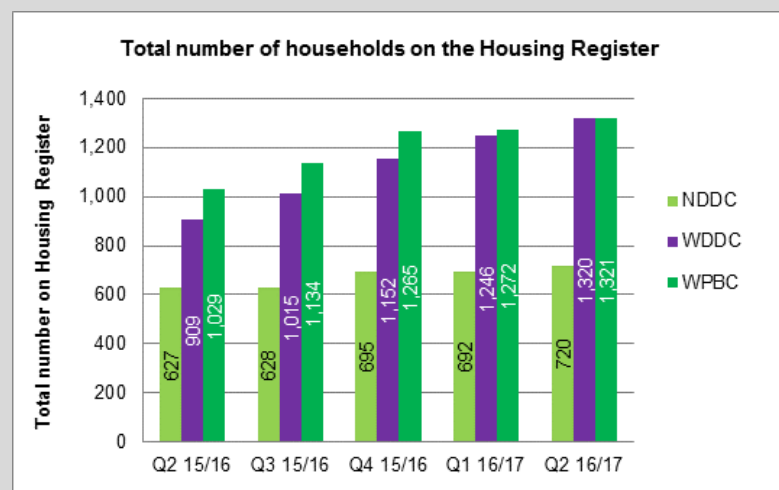
Key performance data

Total number of households on the Housing Register			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q2 2016/17 Actual	720	1,320	1,321
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

[NDDC] The housing register continues to grow slowly. This is as expected and there is no overriding cause for concern, as demand for social housing exceeds supply.

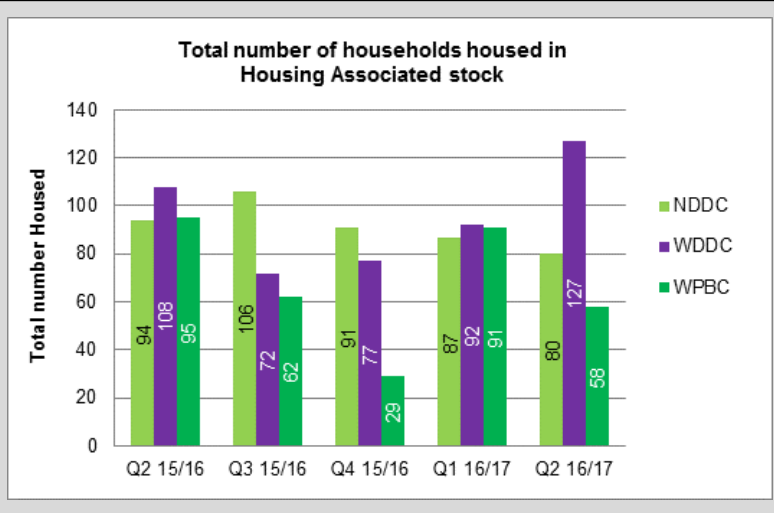
[WDDC/WPBC] both registers in WDWP have slowed in the last quarter with an increase of less than 100 on each. This is to be expected in the summer months.

All three register are highly likely to increase in coming months due to the impacts of welfare reform and in particular Universal Credit and the benefit cap.



Total number of households housed in Housing Associated stock			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q2 2016/17 Actual	80	127	58
Q1 2016/17 Actual	87	92	91
Q4 2015/16 Actual	91	77	29
Q3 2015/16 Actual	106	72	62
Q2 2015/16 Actual	94	108	95

[WDDC/WPBC/NDDC] The numbers of applicants housed in WDDC have increased sharply, and this is partly due to new build developments and knock-on vacancies from previous developments. The figures for WPBC have dropped this quarter but are still fairly typical. NDDC has remained consistent over the last 3 quarters. This is something the housing team have no control over and is simply down to the number of voids available through the registered providers.

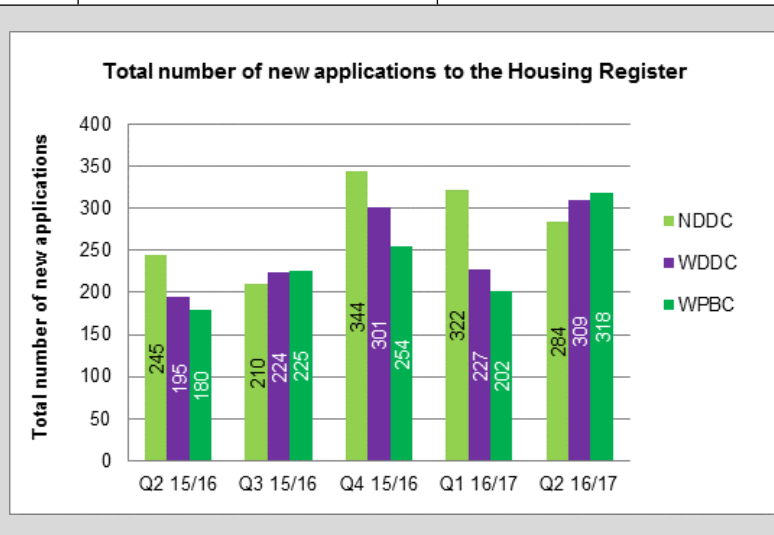


Total number of new applications to the Housing Register			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q2 2016/17 Actual	284	309	318
Q1 2016/17 Actual	322	227	202
Q4 2015/16 Actual	344	301	254
Q3 2015/16 Actual	210	224	225
Q2 2015/16 Actual	245	195	180

[WDDC/WPBC/ NDDC] The average of new applications to the housing register is steadily increasing, which is reflected in the number of households on the housing register.

The sharp increase in the housing applications for WDWP is a more accurate reflection of the work being done by the staff.

The figures across the partnership are now being collected in a consistent manner.

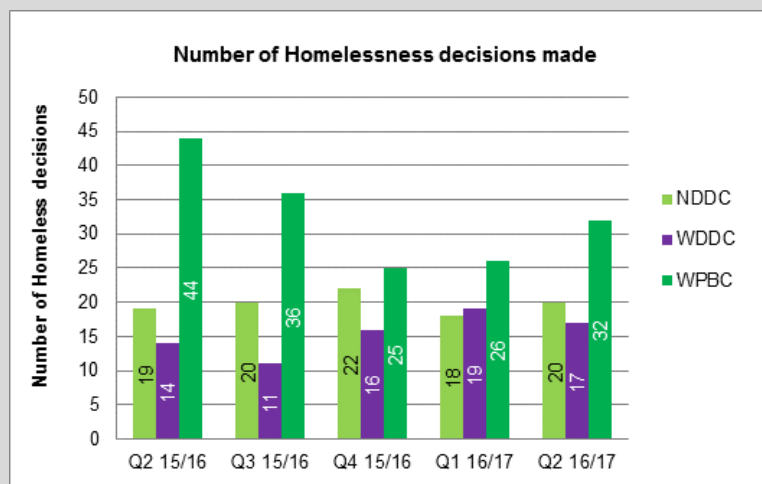


Number of homelessness decisions made			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q2 2016/17 Actual	20	17	32
Q1 2016/17 Actual	18	19	26
Q4 2015/16 Actual	22	16	25
Q3 2015/16 Actual	20	11	36
Q2 2015/16 Actual	19	14	44

[NDDC] There has been no marked increase in the number of homelessness cases for NDDC. The increase in acceptances for the quarter is down to the 33 working days an officer has to make a decision with some cases being worked over two quarters.

[WDDC/WPBC] The number of homeless cases taken over the year for WDWP remains fairly steady with acceptances still quite low.

It is expected with the continued impact of welfare reform that affordable housing is going to become harder to find and the rate of homeless applications and acceptances are likely to increase across the partnership.



The homeless cases accepted during the 2nd quarter of 2016/17 were:

Period	NDDC	WDDC	WPBC
Q2 16/17	20	12	32
Q1 16/17	14	6	10

Key risk areas

14 Service operational risks have been identified for Housing:-

Very High Risks	0
High Risks	1
Medium Risks	5
Low Risks	8

Loss of Homelessness Prevention Grant				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	4	Loss of Government grant to fund initiatives to prevent/limit homelessness. This is worth approximately £250,000 to the Partnership, with the loss of the grant applicable from April 2016. Replacement funding in WPBC must be sought from the General Reserve. Without this, certain prevention initiatives would have to cease.	Impact	4
Likelihood	4		Likelihood	3
Risk Score	16		Risk Score	12
Risk Rating	HIGH		Risk Rating	MEDIUM

(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	582,517	Planning fee income is low due to demand, causing an adverse variance of approx. £25,000. There are vacancy management savings in Planning and Environmental Admin, although this has been partially offset by Agency staff costs. The net saving is approx. £16,000. Building Control is forecasting a £16,000 adverse variance due to lower income as a result of increased competition from the private sector and reduced development within the Borough.
Transport	9,671	
Supplies & Services	42,979	
Income	(498,330)	
Net expenditure	136,837	
Q2 Predicted variance	25,413 (A)	
Q1 Predicted variance	31,024 (A)	

Key performance data

Number of valid applications received – by application type – North Dorset					
Month	Major	Minor	Other	Misc*	TOTAL
September	2	26	32	129	189
August	1	25	52	112	190
July	2	25	39	116	182
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
September	6	23	67	60	162
August	6	43	84	70	203
July	5	41	91	69	206
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
September	0	6	12	22	40
August	2	13	25	16	56
July	0	16	23	23	62
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 Q2			
Type of Fee	North Dorset	West Dorset	Weymouth & Portland
Condition Fee	£3,940	£3,349	£1,014
Non Material Amendment	£1,839	£3,539	£641
Permitted Development Case Fee	£0	£3,113	£856.80
Planning applications	£73,106	£252,168.50	£40,554
Pre-App	£10,487.61	£8,105	£1,478
Enforcement Case Appeals / Fees	£0	£350	£0
TOTAL	£89,372.61	£270,624.50	£44,543.80

Percentage of 'Major' planning applications determined within 13 weeks or agreed extension of time				Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland
Q2 2016/17 Actual	60%	✗	41%	✗	45%
Q2 2016/17 Target	70%		70%		70%
2FY (rolling) Actual	69%	✓	60%	✓	64%
2FY (rolling) Target	50%		50%		50%
FY 2015/16 Actual	56.52%		65.71%		75.00%

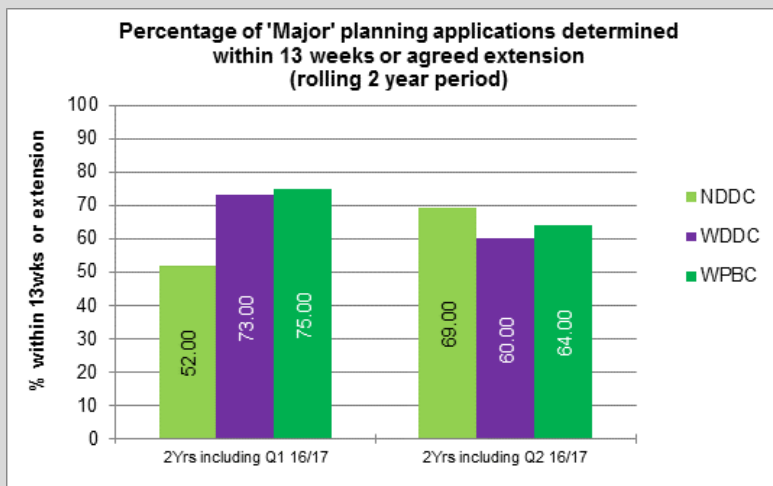
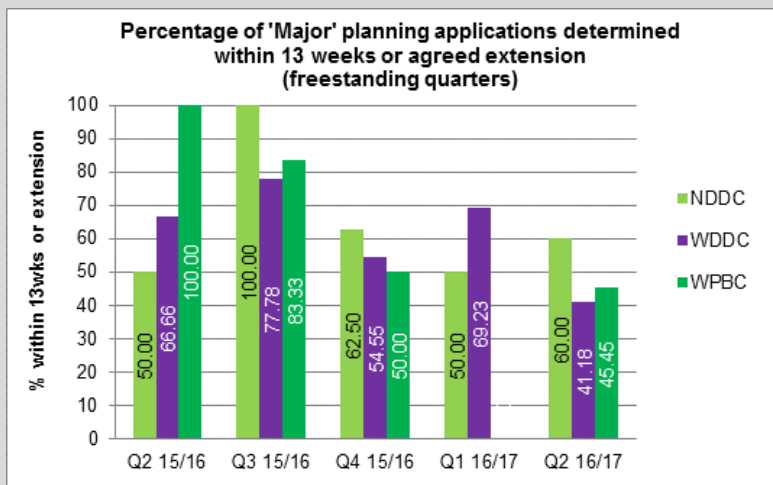
Targets now reflect DSIP (Development Services Improvement Plan) agreed targets. (NB the national target is lower at 60%). National requirement is also that the average over the previous 2 year period (rolling) should not fall below av 50%. Currently this rolling national target only applies to Major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

[NDDC] 3 out of 5 major planning applications have been processed within 13 weeks or agreed time extension during Q2.

[WDDC] 7 out of 17 major planning applications have been processed within 13 weeks or agreed time extension during Q2.

[WPBC] 5 out of 11 major planning applications have been processed within 13 weeks or agreed time extension during Q2.

A number of the above applications for WDWP include those which were determined prior to CIL where s106 had been outstanding and which needed to be determined prior to CIL charges and also include a number of backlog cases.



Authority	North Dorset	West Dorset	Weymouth & Portland
Q2 2016/17 Actual	51%	58%	39%
Q2 2016/17 Target	60%	60%	60%
2FY (rolling) Actual	55%	56%	61%
2FY (rolling) Target	65%	65%	65%
FY 2015/16 Actual	60.06%	57.07%	63.87%

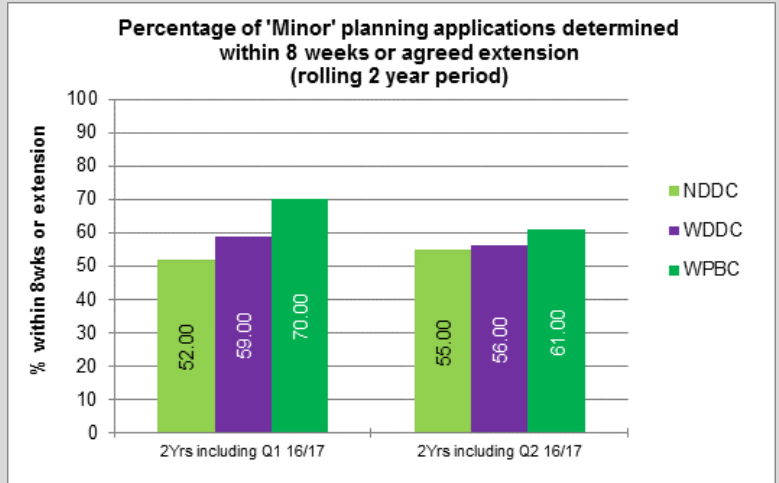
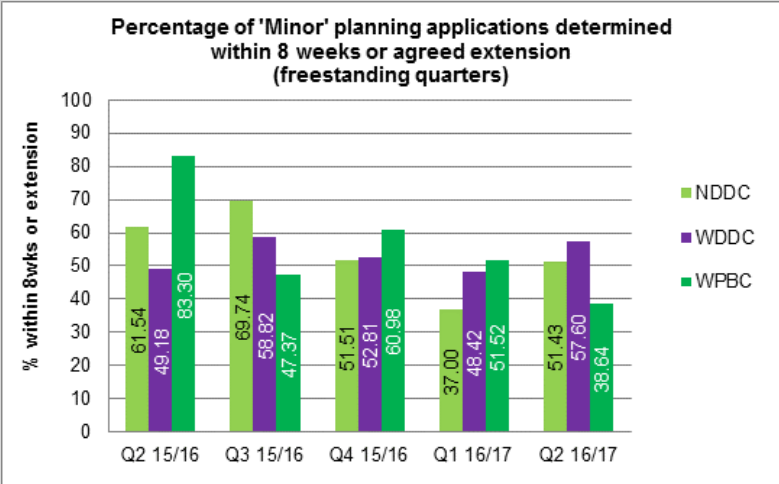
Targets now reflect DSIP agreed target. (NB National target is set at 65%). Government has indicated that a similar rolling indicator over a 2 year period may be introduced for Minor apps and therefore it is prudent to commence measuring at the same % as the national target as no other measure has yet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

[NDDC] 36 out of 70 minor planning applications have been processed within 8 weeks or agreed time extension during Q2.

[WDDC] 72 out of 125 minor planning applications have been processed within 8 weeks or agreed time extension during Q2.

[WPBC] 17 out of 44 minor planning applications have been processed within 8 weeks or agreed time extension during Q2.

Some of the above applications for WDWP include those which were determined prior to CIL where s106 had been outstanding and also include a number of backlog cases.



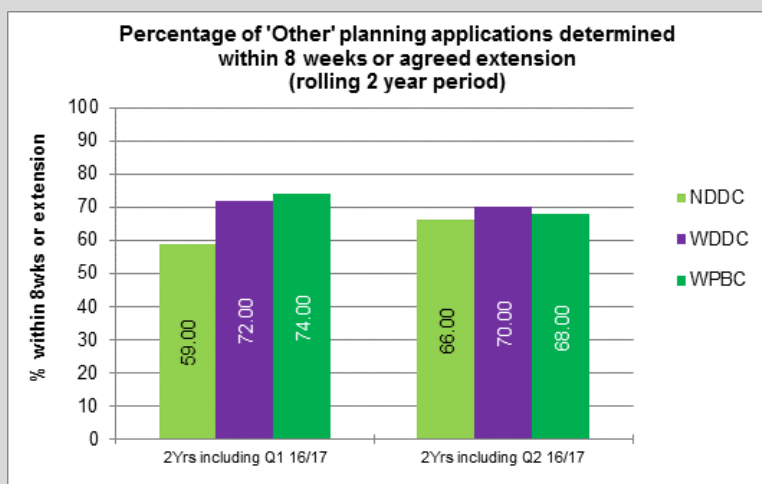
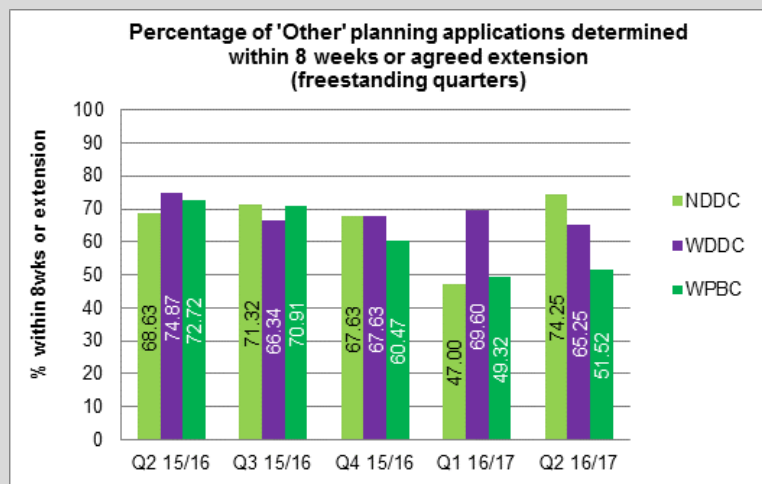
Percentage of 'Other' planning applications determined within 8 weeks or agreed extension				Aim	↑
Authority	North Dorset	West Dorset	Weymouth & Portland		
Q2 2016/17 Actual	74%	65%	52%		
Q2 2016/17 Target	80%	80%	80%		
2FY (rolling) Actual	66%	70%	68%		
2FY (rolling) Target	80%	80%	80%		
FY 2015/16 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.

[NDDC] 124 out of 167 other planning applications have been processed within 8 weeks or agreed time extension during Q2.

[WDDC] 169 out of 259 other planning applications have been processed within 8 weeks or agreed time extension during Q2.

[WPBC] 50 out of 98 other planning applications have been processed within 8 weeks or agreed time extension during Q2.



Total number of appeals submitted			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q2 2016/17 Actual	7	7	2
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

Percentage of appeals allowed against the authority's decision to refuse planning applications				Aim	↓
Authority	North Dorset	West Dorset	Weymouth & Portland		
Q2 2016/17 All Apps. Actual	14%	14%	0%	✓	✓
Q2 2016/17 All Apps. Target	20%	20%	20%	✓	✓
2FY (rolling) Majors Actual	0%	44%	100%	✓	✗
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).

[NDDC] 1 out of 7 appeals have been wholly or partially allowed against refused planning applications during Q2, of which 0 allowed was a major application. Of those allowed 0 was an overturn of officer recommendation at committee.

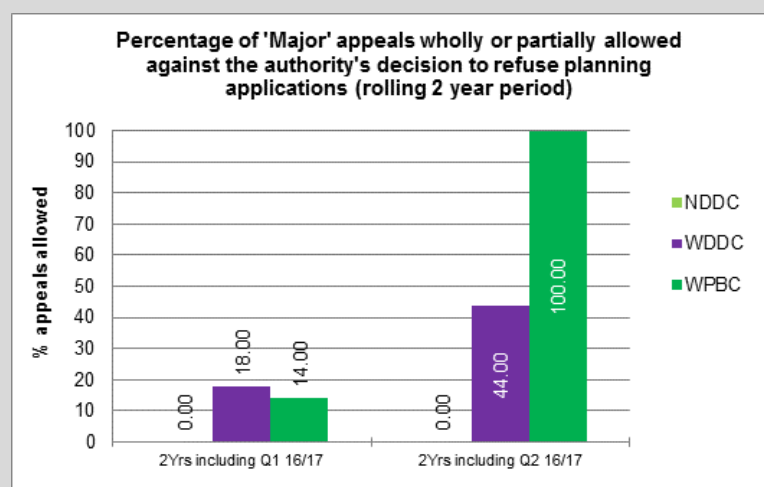
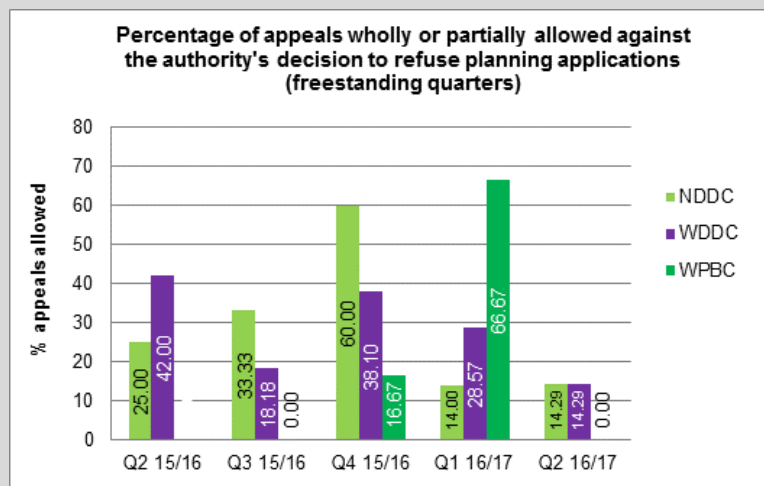
It should be noted that in NDDC the 0% statistic within 2 years represents 0 of 1 majors appealed.

[WDDC] 1 out of 7 appeals have been wholly or partially allowed against refused planning applications during Q2, of which 0 allowed was a major application. Of those allowed 0 was an overturn of officer recommendation at committee.

It should be noted that in WDDC the 44% statistic within 2 years represents 4 of 9 majors appealed.

[WPBC] 0 out of 2 appeals have been wholly or partially allowed against refused planning applications during Q2.

It should be noted that the 100% statistic for WPBC within 2 years is actually only 1 application overturned of 1 and therefore the statistic is skewed.



Enforcement – Number of cases received			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q2 2016/17 Actual	71	83	55
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

[NDDC] 70 cases were signed off or completed within the Q2 period.
[WDDC] 109 cases were signed off or completed within the Q2 period.
[WPBC] 70 cases were signed off or completed within the Q2 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.

At present the number of enforcement enquiries received appears to be rising. In order to look at the nature and type of cases being opened and investigated a new system of recording data, to give a greater understanding of the types of cases being opened and closed will be set up. This will require amendments to the current ICT databases and will therefore be implemented over the next quarter (Q3) with data being available for Q4.

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

Future issues

The Development Management Service has an agreed Draft Service Improvement Plan to look at improving the whole service through staff restructure, process changes including greater digitalisation and considering a single ICT system in acknowledgement of performance issues. Whilst the new staff structure and processes are being reviewed and new systems embedded together with clearing of a backlog there will inevitably be some impact on performance but will result in a more stable and consolidated service for the future. It is anticipated that there will be improvement in performance shown by Quarter 3.

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

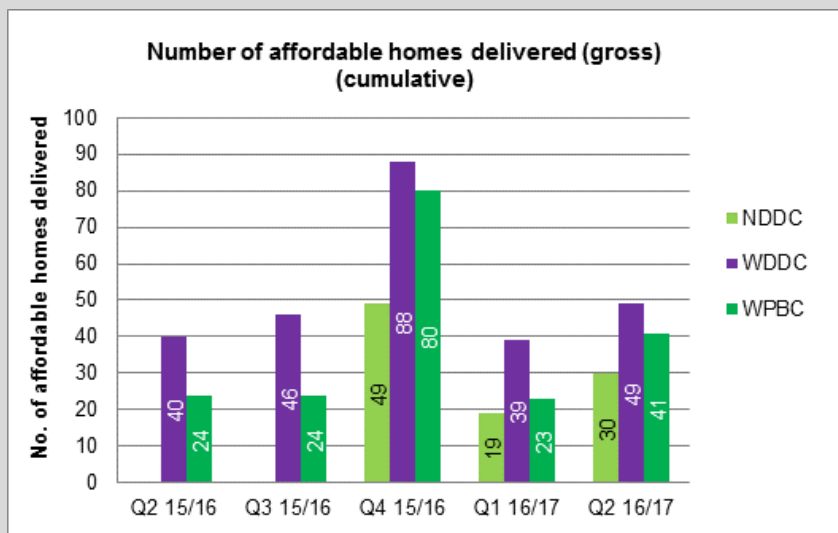
Lead Brief holders – Cllr Ray Nowak, Cllr Christine James

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	320,454	There are significant salary savings across the whole of Community and Policy Development. Additionally, there will be smaller savings on transport costs and surplus income of £7,000 in relation to Admin Fees.
Premises	1,039	
Transport	1,601	
Supplies & Services	97,059	
Payments to Clients	4,000	
Net expenditure	424,153	
Q2 Predicted variance	49,049 (F)	
Q1 Predicted variance	14,193 (F)	

Key performance data

Number of affordable homes (gross) delivered (cumulative)					Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q2 2016/17 Actual	30		49		41	
Projected Year End	50	✘	80	✘	48	✘
FY 2016/17 Target	68		100		65	
FY 2015/16 Actual	49		88		80	



[NDDC] Rented: 22, Intermediate: 8, Total: 30. In the 2nd quarter 11 affordable homes have been completed. Completions in this quarter have come at the Millbank development in Blandford. Further completions are due later this year in Okeford Fitzpaine, Stourpaine and Charlton Marshall. The predicted completions for the year will be around 50, which is below the target of 68.

[WDDC] Rented: 14, Intermediate: 35, Total: 49. This quarter rented homes were completed at Barton Farm, Sherborne and Poundbury, Dorchester. Further affordable homes this year are due to be completed at Poundbury, Tolpuddle, Chickerell and Charmouth. It is anticipated the total number of completions this year will be around 80, although this may vary depending on the speed of development at Barton Farm and Poundbury.

[WPBC] Rented: 18, Intermediate: 23, Total: 41. This quarter 18 affordable rented homes were completed on the Pemberley development at Littlemoor. There are a further 7 units due to complete at Pemberley later in the year. It is anticipated the total number of completions this year will be around 48, though this figure could change.

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
- 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 latest figures are not available until a few months later.

April 2016 figures have now been published for West Dorset, Weymouth & Portland. North Dorset's 2016 figures will be published at the end of the year and so 2015 figures are still referred to this quarter.

	Target	Actual
North Dorset	1,723	2,333
West Dorset and Weymouth & Portland Combined	6,240 (shared with Weymouth & Portland)	6,177 (shared with Weymouth & Portland)

This data indicates that West Dorset, Weymouth & Portland no longer have a five year land supply (4.9 years) but that North Dorset still meets the target.

Key risk areas

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

Very High Risks	1
High Risks	0
Medium Risks	5
Low Risks	4

Council has inadequate supply of development land and so risks losing planning applications on appeal				
CURRENT SCORE		Planned risk reduction initiatives Five year land supply is monitored annually, and falling below target is always a risk if development sites fail to come forward. If we are without a five year supply then decisions must be based on national policy and we will have less local control. This will potentially increase the supply. In the longer term the local plan reviews provide an opportunity to increase the supply.	TARGET SCORE	
Impact	4		Impact	3
Likelihood	5		Likelihood	2
Risk Score	20		Risk Score	6
Risk Rating	VERY HIGH	Risk Rating	LOW	

(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)

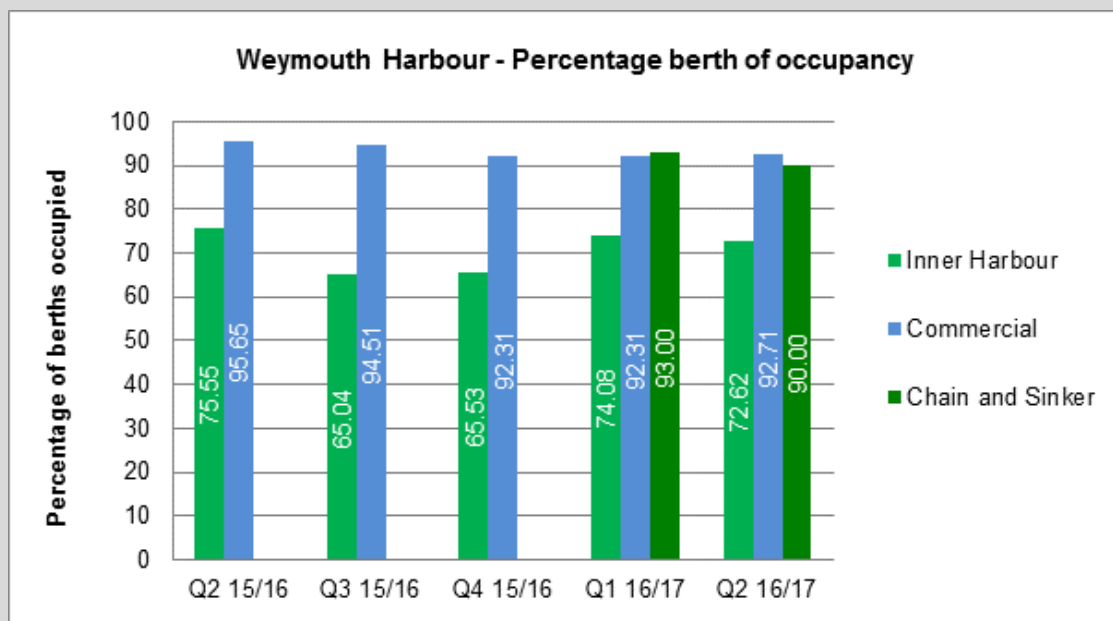
Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	443,172	There is likely to be a £20,000 underspend based on utilities consumption at Weymouth Swimming Pool. Expenditure on external solicitors with regards to Weymouth Museum will be overspent by £5,000 although this will be offset by a corresponding underspend in Arts Development. Beach income and expenditure is predicted to be on budget at this stage.
Premises	229,037	
Transport	2,411	
Supplies & Services	716,830	
Payments to clients	199,646	
Income	(821,835)	
Net expenditure	769,261	
Q2 Predicted variance	20,006 (F)	
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	A significant saving is forecast due to lower Agency staff costs and a Business Rates re-assessment of the harbour buildings. Increased income has been received in relation to filming in the Harbour over the summer, alongside good occupancy rates at the Marina and visiting commercial vessels.
Premises	472,210	
Transport	644	
Supplies & Services	221,512	
Income	(1,066,440)	
Net expenditure	12,546	
Q2 Predicted variance	130,371 (F)	
Q1 Predicted variance	0	

Key performance data

Weymouth Harbour - Percentage of berth occupancy				Aim	↑
Authority	Weymouth & Portland				
Type of Berth	Inner Harbour Marinas		Commercial Berths		Chain and Sinker Moorings
Q2 2016/17 Actual	73%	✘	93%	✔	90%
Q2 2016/17 Target	80%		80%		80%
FY 2016/17 Target	80%		80%		80%
FY 2015/16 Actual	65.53%		92.31%		n/a

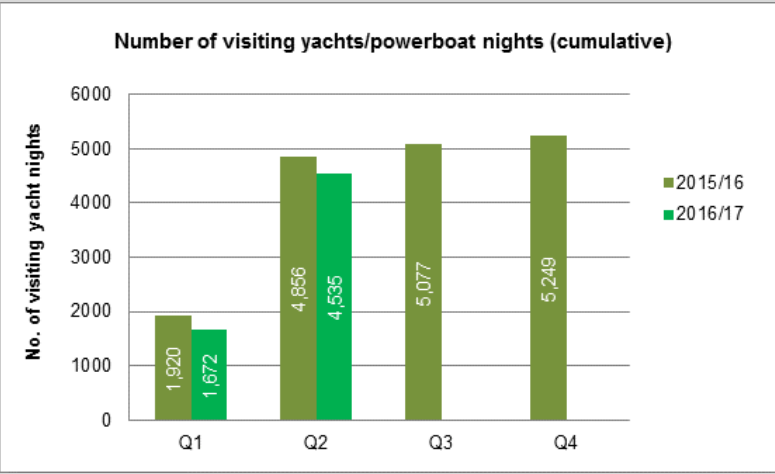


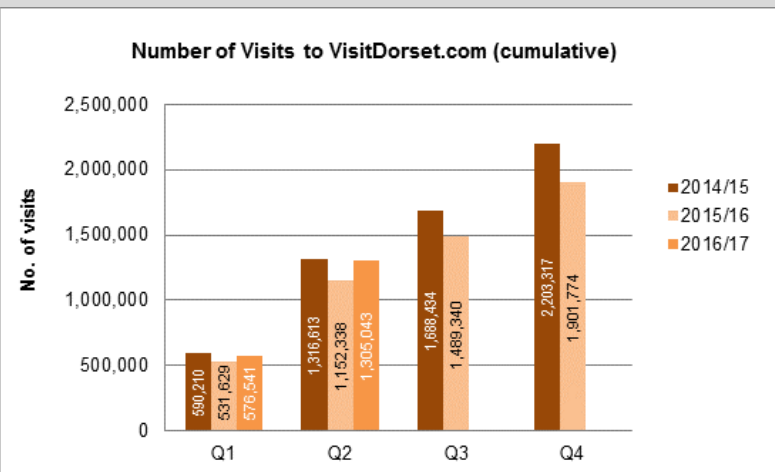
[Inner Harbour] 297 out of 409 moorings in the Inner Harbour Marinas are currently occupied.

Now that the season is closing the occupancy is likely to reduce as people take their boats out of the water for the winter. A proactive marketing campaign is in operation to try to fill berths focusing on 2017 already.

[Commercial Berths] 89 out of 96 Commercial Berths are currently occupied.

[Chain and Sinker] 27 out of 30 Chain and Sinker moorings are currently occupied. 'Chain and sinker' moorings are those that are granted for an area of the Harbour set aside for the laying of private moorings. The ground tackle is supplied by the berth holder. They are primarily along Westwey Road. There is a waiting list for chain and sinker moorings so the vacancies should quickly be filled.

Number of visiting yachts/powerboat nights (cumulative)		Aim	↑															
Authority	Weymouth & Portland																	
Q2 2016/17 Actual	4,535																	
FY 2015/16 Actual	5,249																	
<p>Visitors numbers have been consistently lower this year along the South Coast.</p> <p>Please note this is cumulative throughout the year. This is a volume indicator so there is no target.</p>		 <table border="1"> <caption>Number of visiting yachts/powerboat nights (cumulative)</caption> <thead> <tr> <th>Quarter</th> <th>2015/16</th> <th>2016/17</th> </tr> </thead> <tbody> <tr> <td>Q1</td> <td>1,920</td> <td>1,672</td> </tr> <tr> <td>Q2</td> <td>4,856</td> <td>4,535</td> </tr> <tr> <td>Q3</td> <td>5,077</td> <td>-</td> </tr> <tr> <td>Q4</td> <td>5,249</td> <td>-</td> </tr> </tbody> </table>		Quarter	2015/16	2016/17	Q1	1,920	1,672	Q2	4,856	4,535	Q3	5,077	-	Q4	5,249	-
Quarter	2015/16	2016/17																
Q1	1,920	1,672																
Q2	4,856	4,535																
Q3	5,077	-																
Q4	5,249	-																

Number of visits to VisitDorset.com (cumulative)		Aim	↑																				
Authority	Dorset Council's Partnership (DCP)																						
Q2 2016/17 Actual	1,305,043																						
Q2 2016/17 Target	1,135,000																						
FY 2016/17 Target	1,900,000																						
FY 2015/16 Actual	1,901,774																						
<p>The visit-dorset.com website is a partnership site and promotes all Dorset boroughs and districts excluding Bournemouth and Poole.</p>		 <table border="1"> <caption>Number of Visits to VisitDorset.com (cumulative)</caption> <thead> <tr> <th>Quarter</th> <th>2014/15</th> <th>2015/16</th> <th>2016/17</th> </tr> </thead> <tbody> <tr> <td>Q1</td> <td>590,210</td> <td>531,628</td> <td>576,541</td> </tr> <tr> <td>Q2</td> <td>1,316,613</td> <td>1,152,338</td> <td>1,305,043</td> </tr> <tr> <td>Q3</td> <td>1,688,434</td> <td>1,489,340</td> <td>-</td> </tr> <tr> <td>Q4</td> <td>2,203,317</td> <td>1,901,774</td> <td>-</td> </tr> </tbody> </table>		Quarter	2014/15	2015/16	2016/17	Q1	590,210	531,628	576,541	Q2	1,316,613	1,152,338	1,305,043	Q3	1,688,434	1,489,340	-	Q4	2,203,317	1,901,774	-
Quarter	2014/15	2015/16	2016/17																				
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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	780,510	£300,000 of reserves was allocated to fund various Car Parking projects, however the additional income already received will be used to fund these projects first before using reserves. There are salary savings due to a vacant Operations Assistant post and a career break of a Project Engineer, totalling approx. £45,000. There are likely to be various overspends in Property Services, including repair works to Hotels and Consultancy Fee spend. These will be partially offset by underspends on maintenance (both planned and response) relating to Commercial Road, Crookhill Depot and Commercial Assets.
Premises	2,365,302	
Transport	22,091	
Supplies & Services	313,448	
Income	(3,964,323)	
Net expenditure	(482,972)	
Q2 Predicted variance	5,753 (F)	
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	West Dorset	Weymouth & Portland		
Q2 2016/17 Actual	5%	0%	0%		
Q2 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%		

[NDDC] Nordon Offices approx. only.

[WDDC] 0m² out of 10,696m² of operational floor space is currently empty.

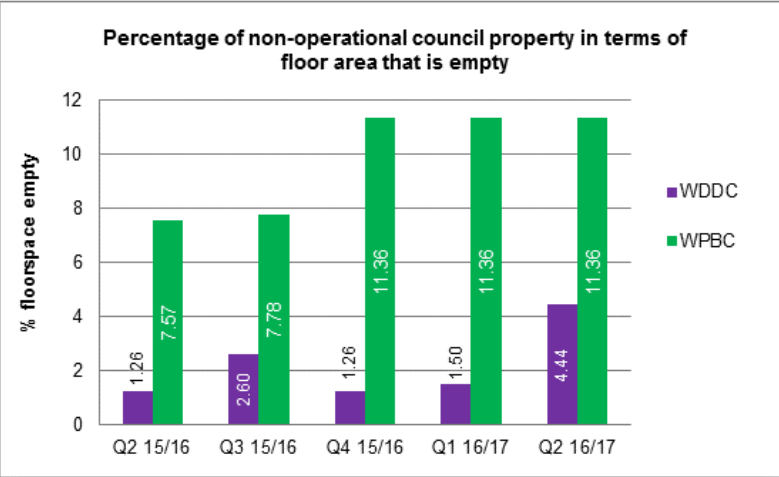
[WPBC] 0m² out of 3,432m² of operational floor space is currently empty. Both the North Quay property and the Portland Council Offices are now classed as Assets for Disposal and are removed from the calculation for this performance indicator.

Quarter	NDDC (%)	WDDC (%)	WPBC (%)
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
Q2 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	
Q2 2016/17 Actual	4%		11%	
Q2 2016/17 Target	5%		6%	
FY 2016/17 Target	5%		6%	
FY 2015/16 Actual	1.26%		11.36%	

[WDDC] 790m² out of 17,774m² of non-operational floor space is currently empty. Empty properties at Marabout Industrial Estate and Burraton Yard Units.

[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. Marketing on these buildings is ongoing for a two year let.



Period	WDDC (%)	WPBC (%)
Q2 15/16	1.26	7.57
Q3 15/16	2.60	7.78
Q4 15/16	1.26	11.36
Q1 16/17	1.50	11.36
Q2 16/17	4.44	11.36

Key risk areas

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

Very High Risks	0
High Risks	4
Medium Risks	3
Low Risks	10

Failure to manage projects				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	4	Additional staff have now returned to work following leave of absences so there are additional resources, but the number of high priority projects has also increased.	Impact	4
Likelihood	4		Likelihood	2
Risk Score	16		Risk Score	8
Risk Rating	HIGH		Risk Rating	MEDIUM

Over reliance on key staff, agency staff and interim staff				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	4	Staff are still largely interim and temporary due to the inability to recruit and so the risk remains unchanged.	Impact	2
Likelihood	4		Likelihood	3
Risk Score	16		Risk Score	6
Risk Rating	HIGH		Risk Rating	LOW

Information Management				
CURRENT SCORE		Planned risk reduction initiatives Staff training is being repeated in October 2016. Data reconciliation is being undertaken and new procedures will follow, with training to ensure better system control moving forward.	TARGET SCORE	
Impact	4		Impact	1
Likelihood	4		Likelihood	3
Risk Score	16		Risk Score	3
Risk Rating	HIGH		Risk Rating	LOW

Concessionary use and less than best value use				
CURRENT SCORE		Planned risk reduction initiatives Custom and practice has continued with previously agreed users and usage. This will require a considerable combined DCP review and will potentially be a challenge for Members. However this review is more to regularise these uses and for them to be formally agreed.	TARGET SCORE	
Impact	4		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	207,340	A vacancy in Committee support has led to a saving of £11,000, while there is a £18,000 saving on a maintenance charge and printing underspend. There will be a shortfall of income of £11,000 as a result of the administration of traffic Regulation orders transferring to DCC. The May Borough election poll costs are likely to be higher than expected due to increased costs of conducting the verification and count. Additionally, a By-Election in the Wey Valley Ward will cause an overspend. The excess combined costs for these is approx. £16,000.
Transport	11,026	
Supplies & Services	435,066	
Income	(36,961)	
Net expenditure	616,471	
Q2 Predicted variance	2,862 (F)	
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 have been identified for Democratic Services & Elections:-

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


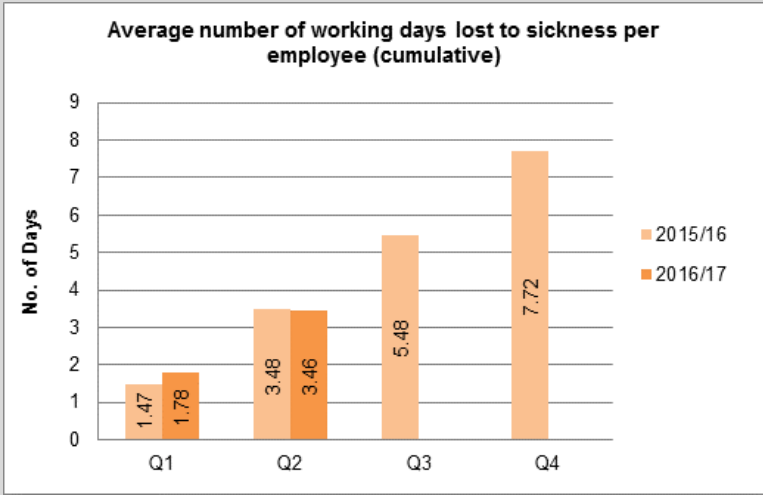
(HR Policy, Recruitment, Workforce Planning, Staff Performance, Health & Safety)

Lead Brief holder – **Cllr Kevin Brookes**

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	215,102	Minor favourable variances are forecast relating to savings on Training costs and the Occupational Health service fee.
Transport	1,707	
Supplies & Services	26,919	
Net expenditure	243,728	
Q2 Predicted variance	4,725 (F)	
Q1 Predicted variance	0	

Key performance data

Average number of working days lost to sickness per employee (cumulative)		Aim	↓															
Authority	Dorset Council's Partnership (DCP)																	
Q2 2016/17 Actual	3.46 days																	
Q2 2016/17 Target	3.50 days																	
FY 2016/17 Target	7.00 Days																	
FY 2015/16 Actual	7.72 Days																	
<p>Average FTE figure is based on a comparison of data supplied for the ONS Quarterly surveys as at March & Sept 2016.</p> <p>[DCP] 1,847 days sick in total divided by 534.40 Full Time Equivalent (FTE) = <u>3.46 days per FTE</u></p> <p>The Q2 figure of 3.46 days per FTE employee compares with a corresponding figure of 3.48 days for last year. The proportion of days lost for long term absence was 60%.</p> <p>Please note this KPI is cumulative throughout the year.</p>		 <table border="1"> <caption>Average number of working days lost to sickness per employee (cumulative)</caption> <thead> <tr> <th>Quarter</th> <th>2015/16</th> <th>2016/17</th> </tr> </thead> <tbody> <tr> <td>Q1</td> <td>1.47</td> <td>1.78</td> </tr> <tr> <td>Q2</td> <td>3.48</td> <td>3.46</td> </tr> <tr> <td>Q3</td> <td>5.48</td> <td>-</td> </tr> <tr> <td>Q4</td> <td>7.72</td> <td>-</td> </tr> </tbody> </table>		Quarter	2015/16	2016/17	Q1	1.47	1.78	Q2	3.48	3.46	Q3	5.48	-	Q4	7.72	-
Quarter	2015/16	2016/17																
Q1	1.47	1.78																
Q2	3.48	3.46																
Q3	5.48	-																
Q4	7.72	-																

Key risk areas

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

Very High Risks	0
High Risks	0
Medium Risks	2
Low Risks	4

(Legal, Deputy Monitoring Officer, Land Charges)

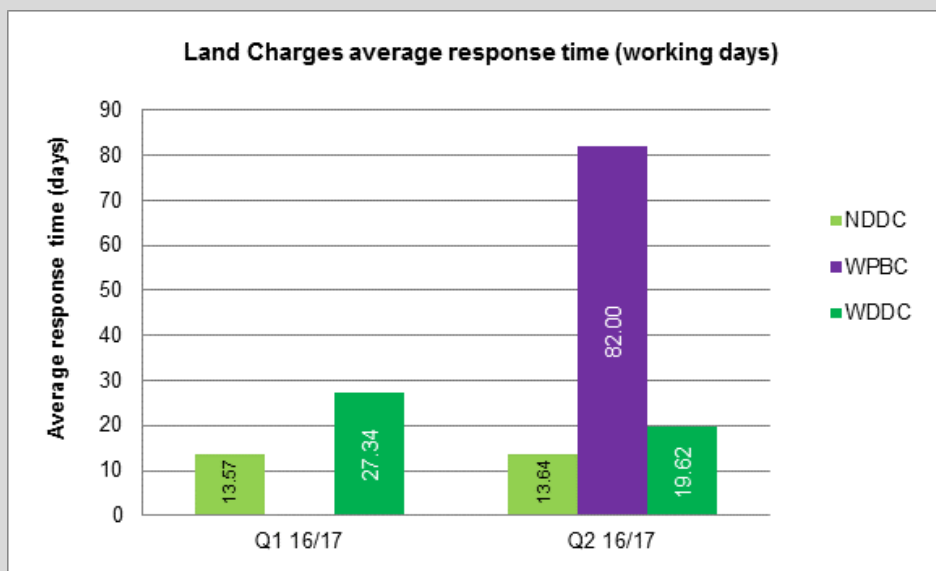
Lead Brief holder – Cllr Kevin Brookes

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	258,821	Legal services continue to manage 2 unforeseen staffing absences. The additional costs of Agency and Locum staff to cover these absences is projected to be £19,000. It is proposed that this be funded through the Invest to Save initiative. However, as circumstances remain unpredictable, the situation will remain subject to regular monitoring.
Transport	788	
Supplies & Services	51,332	
Income	(144,714)	
Net expenditure	166,227	
Q2 Predicted variance	19,000 (A)	
Q1 Predicted variance	0	

Key performance data

Average days to process Land Charge searches (working days)					Aim	↓
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q2 2016/17 Actual	14 Days		82 Days		20 Days	
Q2 2016/17 Target	15 Days		15 Days		15 Days	
FY 2016/17 Target	15 Days		15 Days		15 Days	
FY 2015/16 Actual	n/a		n/a		n/a	



[NDDC] 433 Land Charges searches were processed during Q2. NDDC staff continue to progress training to assist WDDC search backlogs. Despite this additional time pressure, Officers at North have shown noteworthy commitment in enabling turnaround times to both be within target and shows an on-going positive downward trend.

[WDDC] 754 Land Charges searches were processed during Q2. Due to the mix of manual and automated processing for West Dorset Land Charges, as opposed to the North Dorset and Weymouth and Portland services, the average time figure for West Dorset is a good estimate and may not be entirely accurate. Whilst the backlog remains significant (albeit a reducing number), the average time will continue to be a long way off the performance of the other two councils. At present the West Dorset resource is splitting its focus between dealing with urgent searches and tackling the oldest searches. Shifting that resource towards the more recent searches and away from the older ones would reduce the average time quite quickly, but would clearly not be the right thing to do for customers. I would suggest that, until the backlog is reduced significantly, the best measure of the Land Charges improvement plan's progress is to track the level of reduction in the number of searches outstanding. Once the backlog is significantly lower, resource can safely be focussed more towards the more recent searches and the average figure will begin to reduce more sharply.

[WPBC] 439 Land Charges searches were processed during Q2. Following identification of issues during Q1 regarding turnaround times for Weymouth searches, measures were introduced to address this. The improvement between Q1 and Q2 suggest that these temporary measures have already delivered some benefit and should continue to do so. Nevertheless, certain underlying challenges remain e.g. progressing training of newer land charges staff and the effect of staff taking leave on what is currently still a small team. These cannot be resolved overnight and whilst they remain they will continue to have the potential to impact on short term performance. The pending restructure of the land charges unit does have the potential to provide effective medium/long term solutions to a number of these issues.

Key risk areas

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

Very High Risks	0
High Risks	2
Medium Risks	1
Low Risks	3

Reputational risks to the Council as a result of historic and current search backlogs in Land Charges				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	3		Maintain focus on action plan. Consultants now in place and helping to progress process changes. Further temporary resource identified to increase medium term resilience. Delivery of critical improved managerial capacity currently to take place as part of service redesign of land charges with provisional target date (subject to adequate resource and IT accessibility) circa February 2017.	Impact
Likelihood	5	Likelihood		1
Risk Score	15	Risk Score		1
Risk Rating	HIGH	Risk Rating		LOW

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		Continuing implementation of action plan and on-going review of outcomes. Regular discussions with staff via Huddles and Team meetings.	Impact
Likelihood	5	Likelihood		2
Risk Score	15	Risk Score		6
Risk Rating	HIGH	Risk Rating		LOW

Future issues

<p>Legal: the need to maintain and secure a resilient service particularly in the provision of property related legal matters is already and is likely to remain a key challenge. To the extent that this cannot be achieved by way of recruitment which is exceptionally challenging due to current market conditions, then alternative but more expensive options (e.g. locums) are already being explored.</p> <p>Land Charges: 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.</p>

Weymouth & Portland Borough Council

Overall scheme budget					Current year budget			Commentary
Scheme	Budget Holder	Total Scheme Budget	Predicted Total Expenditure	Estimated Scheme Variance	2016/17 Budget	Current Year Expenditure to 30/09/2016	Predicted 2016/17 Variance	
		£	£	£	£	£	£	
Environment and Sustainability - Cllr R Nowak								
Weymouth Bay Coastal Processes Study	D Brown	323,038	323,038	0	9,564	9,564	0	The Weymouth Bay Coastal Processes Study is programmed to be delivered in Spring 2017. There have been a number of technical queries with the modelling stage and these have been referred back to the Consultants for further review. On completion the report will help guide the direction that flood defences are going to take in the future (i.e. flood wall defence heights and whether we need a Tidal Barrier in future) and what funding will be required.
Weymouth Harbour Walls Remediation Project	D Brown	1,955,000	1,955,000	0	1,947,704	0	1,947,704	The design and application for consents and preparation of tender invitation documents for replacement of Wall D is actively progressing and we hope to begin construction in Autumn 2017 but this may extend to Spring 2018 due to slow responses from the Consultants. Wall C will be a separate contract but various preparation works will be started soon eg historical report, ground and ground penetrating radar surveys.
Chesil Sea Wall	D Brown	300,000	300,000	0	14,675	0	14,675	All 'post storm' works completed but monitoring scheme is being put in place for establishing future works.
Portland Harbour North	D Brown	6,300	6,300	0	6,300	0	6,300	Request this is carried forward to carry out monitoring of the shore during 2017/18, including walk over surveys.
Corporate Affairs & Continuous Improvement - Cllr K Brookes / Finance & Assets - Cllr J Cant								
North Quay Redevelopment / Relocation	D Brown	1,072,868	1,063,216	9,652	155,417	99,489	55,928	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. Currently projections show there is likely to be a small underspend - approximately 1% of the budget. This allows for monies set aside to assist DCC with the relocation of Surestart which they have not claimed yet.

Overall scheme budget					Current year budget			Commentary
Scheme	Budget Holder	Total Scheme Budget	Predicted Total Expenditure	Estimated Scheme Variance	2016/17 Budget	Current Year Expenditure to 30/09/2016	Predicted 2016/17 Variance	
		£	£	£	£	£	£	
Housing - Cllr G Taylor								
Disabled Facilities Grant	C Milone	459,629	459,629	0	54,058	54,058	0	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.
Private Sector Renewal Fund Loan Scheme	C Milone	225,391	225,391	0	106,676	106,676	0	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 will be added to.
WPBC Totals		4,342,226	4,332,574	9,652	2,294,394	269,787	2,024,607	

Reserves Committed to Projects and Schemes

Opening balance 01 April 2016 £	Name	Reserves committed to projects & schemes	Balance at 30 September 2016 £	Uncommitted Balance £
3,111,579	General Reserve	Sums set aside for unforeseen circumstances	3,037,339	2,191,722
158,692	Housing Direct Leasing Scheme Reserve	To fund the repair liabilities on privately owned properties which are part of the Housing Leasing scheme. An exercise is being undertaken to establish the required amount to be maintained in this reserve with any balance proposed to be transferred to the 'invest to save' reserve for projects which meet the criteria.	158,692	0
725,011	Invest to Save Reserve	Funding set aside to provide upfront funding for projects which create ongoing savings or generate income. £100,000 is committed to project management costs for the Income Generation Project for 2 to 3 years.	816,745	716,745
157,812	Legal Costs Reserve	Funds set aside to cover unexpected legal costs as the base budget for this was removed in previous years due to the unpredictability of expenditure. Current commitments are in relation to the required refunds of personal searches for Land Charges.	157,812	124,803
998,664	Harbour Reserve	Managed by the Harbour Board to fund direct investment into the Harbour functions. The funds are committed to delivering the Harbour Business Plan. This is due to be updated.	582,117	0

Opening balance 01 April 2016 £	Name	Reserves committed to projects & schemes	Balance at 30 September 2016 £	Uncommitted Balance £
534,859	Harbour Walls Reserve	Funding specifically set aside to cover the costs of the repairs to the Harbour walls.	534,859	0
108,716	CCTV Reserve	Funding set aside to allow for the replacement of current equipment.	108,716	108,716
246,166	Repairs & Maintenance Reserve	Fund set aside to address the repairs and maintenance backlog. £46,163 is allocated to various bridges.	246,166	190,003
413,139	Partnership Reserve	Set up to cover the once off costs of the partnership. The reserve is committed on the following items: £33,267 Project & Programme Management, £100,000 on Service Review implementation and support costs, £50,000 for HR support costs, £229,872 remaining costs from Partnership Phase 1.	413,139	0
463,262	Treasury Management Reserve	Previous funds generated from Treasury Management surpluses that have been set aside to avoid budget savings resulting from the lower returns on investments, due to low interest rates	463,262	310,918

Opening balance 01 April 2016 £	Name	Reserves committed to projects & schemes	Balance at 30 September 2016 £	Uncommitted Balance £
466,876	Grants Reserve	Reserve that is required for accounting purposes to put grants that have been received during the year in where the grant conditions have been met but there has been no expenditure to date.	103,010	0
307,384	Housing Reserve	Housing grants that have been put into the Housing Reserve to fund housing related projects.	247,840	7,000
350,000	Restructuring Reserve	Funds set aside towards the costs of future restructuring processes. The balance in the reserve is £350,000	350,000	350,000
42,986	Development Service Improvement Plan Reserve	Set aside for the costs of the Development Services Improvement Plan.	42,986	0
1,158,194	Borough Development Reserve	Funds set aside towards Development Projects within the Borough.	958,194	708,194
152,576	Vehicle Replacement Reserve	To be used for the replacement of existing council vehicles	152,576	152,576
0	Local Plan Reserve	Funds set aside to fund the costs of the Local Plan review, which will include expenditure on external consultants.	175,000	175,000
0	Cemetery Reserve	Funds set aside from CAMEO payments to help with the provision of new cemetery.	24,391	24,391

Opening balance 01 April 2016 £	Name	Reserves committed to projects & schemes	Balance at 30 September 2016 £	Uncommitted Balance £
472,204	Business Rates Retention Accounting Reserve	Surplus Business Rates income set aside to fund any future deficits.	472,204	0
61,715	Inward Investment Reserve	Funding will be used for inward investment initiatives to increase the return from business rates.	8,242	0
526,418	IT Systems & Equipment	For the replacement of IT equipment and systems with £220,000 committed for Sharepoint, Cash Receipting and HR / Payroll systems.	526,418	233,418

31 st Mar 2016	Average Rate (%)	Current Portfolio	30 th Sept 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 Property Fund	5,000,000	5.83
		Unit Funds		
1,000,000	3.39	Elite Charteris Premium Income Fund	1,000,000	5.03
3,000,000	0.77	Payden Sterling Reserve Fund	3,000,000	0.82
2,500,000	3.77	UBS Multi Asset Income Fund	2,500,000	3.19
1,000,000	1.25	City Financial Diversified Fixed Interest Fd*	1,000,000	4.24
2,000,000	7.51	Schroders Income Maximiser Fund	2,000,000	7.37
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	Handelsbanken liquidity account	1,500,000	0.43
-	-	Barclays Bank (18/11/16)	1,500,000	0.28
-	-	Lloyds Bank (09/02/17)	1,500,000	0.88
		Money Market Funds		
1,222,000	0.46	Standard Life MMF (formerly Ignis)	2,101,000	0.33
1,032,000	0.43	Deutsche Bank MMF	2,037,000	0.28
1,031,000	0.41	Blackrock MMF	1,982,000	0.25
1,031,000	0.43	Aberdeen MMF (formerly Scottish Widows)	2,057,000	0.27
1,185,000	0.52	Federated Investors MMF	2,086,000	0.37
32,442,510		Total Investments	39,204,510	
5,442,510		Net (Debt)/Investments	12,204,510	

*Transferred from City Financial Defensive Global Bond Fund.

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 9 November 2016 Weymouth Town Centre Masterplan – Site Update – Commercial Road

For Decision

Briefholder
Cllr Jeff Cant

Senior Leadership Team Contact:
M Hamilton, Strategic Director

Report Author: Martin Hamilton

Statutory Authority

Purpose of Report

- 1 To enable Management Committee to determine the next steps required regarding the Weymouth Town Centre Masterplan in relation to the Commercial Road (South) sites. (Appendix 1).

Officer Recommendations

- 2
 - (i) To note and agree the preliminary findings of the Cushman and Wakefield site assessment contained in this report.
 - (ii) To agree that officers be instructed to progress discussions with parties with land interests in the Commercial Road (South) sites and the Harbour Management Board.
 - (iii) To agree that a report back should be made as soon as possible, and that the progress be tracked on the Management Committee Action Plan and be reviewed by committee monthly.

Reason for Decision

- 3 The decision enables the Council to progress the implementation of this very important key development site within the Weymouth Town Centre Masterplan. It complements the other development work recently approved on the jewel site of the Peninsula and allows the opportunity to deliver multiple sites in parallel working in partnership with the private sector.

Background and Reason Decision Needed

- 4 The Commercial Road site lies immediately to the west of the town centre and is bordered by Swannery car park and Swannery Court (a residential building) to the north, Commercial Road to the east, the inner harbour to the west and Cosens Quay slipway to the south. The site is predominantly surface car parking.
- 4.1 Utilising funding from Dorset Local Enterprise Partnership, the Council commissioned Cushman & Wakefield (C&W) to undertake a study to establish the feasibility of developing the site, taking into account financial models and intelligence gathered from soft market testing. The preliminary outcome of this study is presented in this report to inform members' consideration of next steps for this site.
- 4.2 For the purposes of the feasibility study, the site has been divided into two, divided by Westham Bridge. The area to the north of Westham Bridge is approximately 3 acres, and the area to the south of Westham Bridge is approximately 1.6 acres.
- 4.3 This report deals primarily with the southern site of 1.6 acres, and as such aligns to the area covered by the funding bid submitted to Dorset LEP for harbour wall replacement. In addition to the prospect of the flood alleviation works this section of Commercial Road also offers better development opportunities and integration with the existing operations, facilities and the town centre core. It is therefore an appropriate sequential redevelopment site to the Peninsula as part of the Weymouth Town Centre Master Plan.

Commercial Road Site – Policy Context

- 5 In terms of planning policy, the joint West Dorset, Weymouth & Portland Local Plan, adopted in October 2015, sets out the ambition to deliver at least 600 new homes and significant retail and business opportunities within Weymouth town centre over the plan period. Development proposals in the area will also be guided by the Weymouth Town Centre Masterplan. In relation to Commercial Road, the local plan states that “the land to the west of the primary shopping area will be developed with a mix of uses complementary to the primary shopping area”.
- 5.1 This is consistent with the wider strategic aims for Weymouth town centre:
 - To retain and enhance the area's rich and distinct local character and notable landmarks
 - To have an attractive public realm benefitting from the waterfront location;
 - To support a thriving town centre with a range of national and independent traders, a rich and varied cultural offer throughout

the year and an active night-time economy, and reduce the co-location of uses likely to cause anti-social behaviour;

- To fill the gap in activity between 5pm–9pm, primarily by introducing more family friendly activities in appropriate locations;
- To improve the first impressions of the area, primarily by making the main arrival points (the Swannery Car Park, Lodmoor Car Park, railway station, and ferry terminal), and the links from these to the main shopping and leisure areas, into a more pedestrian friendly, safe and attractive environment, with positive and active frontage development;
- To recognise the need to manage residual flood risk.

5.2 The Commercial Road development area falls within the Weymouth Town Centre Conservation Area.

5.3 The Weymouth Town Centre Masterplan adopted in October 2015 envisages the following for the Commercial Road area:

- Retaining and investing in Melcombe Regis Car Park and Park Street Car Park
- Redeveloping the Weymouth Marina Car Park and Harbourside Car Park for mixed use development including restaurant and café uses, with residential uses above ground floor level
- Redeveloping Cosens Quay car park for harbour user facilities
- Enhancing the public realm and quality of building design, in order to attract people in to the town centre.

Commercial Road Site - Flooding

6 The majority of the Commercial Road opportunity area falls within Flood Zone 3, indicating an annual probability of flooding greater than or equal to 1 in 100 year for river flooding or greater than or equal to 1 in 200 year for coastal flooding. Given the allocation of site within these flood zones, any proposals at ground floor level would need to be limited to uses described as 'less vulnerable' in terms of flood risk, i.e., buildings used for shops, offices and other businesses, assembly and leisure and car parking. Any residential development would need to be elevated to mitigate flood risk and provide appropriate flood resilience measures.

Commercial Road –Land Ownership, Existing Use & Current Values

7 The Commercial Road development area largely comprises of surface car parking, the numbers of which are detailed below.

Car Park	Number of Spaces
Weymouth Marina	80
Harbourside	111
Melcombe Regis	286
Park Street	144

- 7.1 The Commercial Road (South) site south of Westham Bridge is subject to a mix of freehold and leasehold interests. The Weymouth Marina and Harbourside car parks are included within this southern site area.
- 7.2 The site plan attached as Appendix 1 indicates there is a relatively small area of council ownership, and for even those sites that there are many leases in place which limit the ability of the council to independently take forward any scheme.
- 7.3 The Weymouth Town Centre Masterplan was prepared on the basis of initial feasibility and viability assessments, but more detailed work on development viability has subsequently been undertaken to guide the implementation stage.
- 7.4 The current use values of the existing occupations and sites are high, and any redevelopment scheme would only work financially if those current values can be increased for those parties currently controlling them. The Council has limited influence here but would be able to operate as a facilitator to assist in delivery.
- 7.5 This is a different approach to the Peninsula where the Council does own all of the site, and where there are only limited occupier interests that can be managed as part of a wider redevelopment scheme.
- 7.6 The current car parks included within any Commercial Road (South) scheme would most likely reduce in size or be displaced altogether. Part of the Council's role in facilitating that site redevelopment could be an investment into Park Street and Melcombe Regis Car Parks, both of which are owned freehold by the Council.
- 7.7 The Town Centre Master Plan envisages the retention and investment in these car parks, and it would be prudent to allow consideration of such investment alongside development of the Commercial Road site to release either their value in facilitating the development or augmenting it.

Indicative Development Option

- 8 Initially as per the Master Plan assumption a modelled scheme was considered including the whole of the Commercial Road (South) sites. However, this is not perceived as realistic given the range of private current interests, and has thus not been considered further at this time.

- 8.1 Any scheme now coming forward would most likely contain a mixture of restaurants, housing (both market and affordable), marina facilities, enhanced public realm and parking. In considering end user options C&W have undertaken some soft market testing and are satisfied that there would be good market interest in a mixed use development including these elements. C&W will also draw on the recommendations of the Weymouth Traffic and Movement Strategy and Public Realm Study, both of which are further commissions using LEP funding. The issue of mix of any private and affordable housing and the percentage of both is no doubt something that will need to be considered and will be a factor in viability terms as will any Environment Agency requirements if residential is to be included. An additional and new factor in viability terms will be the consideration of the Community Infrastructure Levy charging schedule which was implemented in July 2016. The levy currently imposes a financial charge on residential uses only.

Summary and Next Steps

- 9 In order to fully assess viability of the Commercial Road South site the council needs to secure the input of other parties having land ownerships and interest. As such it is considered appropriate that discussions take place with those owners and occupiers, and with the Harbour Management Board, to look at issues, options and proposals to take forward any redevelopment options.
- 9.1 The focus of these discussions will be to determine if there is any owner/occupier interest in looking at the current sites and uses and combining some or all of the South sites to include in a redevelopment proposal. As part of this to consider what might be required to achieve this, and how the Council could assist in delivering such a scheme.
- 9.2 The intention would be to revert with a fuller assessment of viability following these discussions.

Implications

Corporate Plan

Development of the sites within the Weymouth Town Centre Masterplan and the local plan are supported by way of employment gain and a mixed use scheme development.

Financial

At this time, to commence these discussions, there are no financial implications other than officer time.

Equalities

There are no equalities issues at this time.

Environmental

The consideration of any new scheme would include an assessment of the environmental protection issues resulting from the scheme. Further, any scheme would be subject to the usual planning, environmental and statutory requirements.

Economic Development

There is the potential from any successful scheme to provide additional employment, and to add to the economic prosperity of Weymouth.

Risk Management (including Health & Safety)

None at this time.

Human Resources

None directly arising.

Consultation and Engagement

Asset Management Group.
Town Centre Master Plan has been subject to consultation.

Appendices

Appendix 1 – Site Plan

Background Papers

Weymouth Town Centre Master Plan.

Footnote

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

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Appendix 1
Commercial Road, Weymouth (South Sites)



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Management Committee Tuesday 8th November 2016 Resourcing the Work of the Melcombe Regis Board

For Decision

Portfolio Holder(s)/ Briefholder

Cllr Gill Taylor

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

G Joy, Housing Improvement Manager

Statutory Authority

The council is the statutory Housing Authority.

Purpose of Report

- 1 To secure approval for expenditure necessary to commission detailed data analysis, options appraisal and feasibility study into the most appropriate intervention to address housing related inequalities in Melcombe Regis.

Officer Recommendations

- 2
 - a) The committee approve the release of funding from the Housing reserve to support the work of addressing housing issues in Melcombe Regis by the Melcombe Regis Strategic Board.
 - b) The committee specifically approve the release of up to £20k from the Housing reserve, to fund essential data analysis work, options appraisal and feasibility study into the most appropriate intervention to address housing related inequalities in the Melcombe Regis ward.

Reason for Decision

- 3 The Committee has provisionally earmarked £150k from the Housing Reserve to support the work of the Melcombe Regis Board. The Board have received an officer report outlining the range of interventions available to address the issues presented in the ward and now wish to undertake detailed data analysis, an options appraisal and feasibility study to determine the most appropriate intervention.

Background and Reason Decision Needed

- 4 At a meeting of the WPBC Management Committee on 1 March 2016 it was resolved to form a Strategic Board to oversee the deployment of influence and resources to tackle reported health and wellbeing inequalities for people living in Melcombe Regis. The core membership of the Board was agreed with funding of £150,000 from the Housing reserve identified to support its work, subject to a progress report.
5. The Board met for the first time in April 2016, under the chairmanship of the Chief Executive of Weymouth & Portland BC, and agreed the following priorities for action;
 - Deliver a good standard of housing
 - Create a thriving community
 - Improve the environment
 - Help people achieve better mental & physical health
 - Increase employment
 - Reduce crime
6. The Board is now working with stakeholders to develop a workplan for each of these priority issues. There have been some early actions, including the provision of development support to a community group to build resilience and widen its appeal to residents. The Clinical Commissioning Group has also secured funding for provision of outreach nursing services for mental and physical health for the homeless which will support the work that the council does in this area.
7. The Housing Improvement Manager presented an options report which was considered by the Board in July. (See Background papers) The report confirmed that Melcombe Regis is ranked as the most deprived area within the Borough of Weymouth and Portland and National Indices of Multiple Deprivation(2015) rank localities in the ward within the worst 3% for health and crime and the worst 10% for employment and environment. The report also advised of known housing conditions in the area, including findings from a recent HMO survey, and identified the range of available options for intervention for consideration.
- 8 The Board was advised that should the council wish to intervene there are a range of measures that could be considered including licensing; planning restrictions; grant / loan provision; and locally agreed housing standards. The different interventions will have different resource implications, risks, and procedural requirements and will likely deliver different outcomes. Officers are currently learning from the Boscombe Regeneration project and the introduction of licensing schemes in Bristol but in order to determine the most appropriate intervention it is considered necessary to commission additional resource to assemble all of the relevant data and to consider the feasibility and implications of the different options. The Board was advised that In order to implement any form of council led intervention it is essential to assemble a strong evidence base to support that intervention and then to consult widely on any proposals

9. Members should also be aware that the government is currently consulting on proposals to extend the criteria for mandatory licensing of HMOs. The implications of any legislative revisions will clearly need to be assessed as part of the options appraisal exercise.

Implications

10. **Corporate Plan**
Building a stronger local community
Empowering thriving and inclusive communities
Improving quality of life
11. **Financial**
£150k has been identified as potentially available for this project subject to approval by the committee.
12. **Equalities**
The Board seeks to address Health and Wellbeing inequalities reported in the ward.
13. **Environmental**
Environmental improvements are a stated priority for action.
14. **Economic Development**
A thriving community and increased employment are stated priorities for action.
15. **Human Resources**
Additional resources will be required to assemble an evidence base for intervention to conduct a feasibility study and to manage the consultation process.

Consultation and Engagement

Should the council resolve to undertake any form of housing related intervention in the ward it will be a requirement to consult widely with all interested parties.

Appendices

Background Papers

Management Committee. March 2016

Report to the Melcombe Regis Board July 2016

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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Management Committee 8 November 2016 Community Infrastructure Levy – Revised Regulation 123 List and CIL Apportionment

For Decision

Briefholder

Cllr R Nowak, Environment and Sustainability

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

Andrew Galpin, Implementation Team Leader

Statutory Authority

The Community Infrastructure Levy Regulations 2010 (as amended)

Purpose of Report

- 1 To set out revisions to the existing Community Infrastructure Levy Regulation 123 list for Weymouth & Portland.
- 2 To set out the proposed apportionment of CIL income for Weymouth & Portland.

Officer Recommendations

- 3a To approve the revised regulation 123 list as set out in appendix A.
- 3b To approve the proposed apportionment of CIL income as set out in appendix B.

Reason for Decision

- 4 The revised regulation 123 list is necessary to help clarify how funds collected from the levy will be used alongside funds collected from section 106 (S106) agreements for site-specific development proposals.
- 5 The proposed apportionment will help clarify how money collected through CIL will fund the infrastructure themes set out in the council's regulation 123 list.

Background and Reason Decision Needed

- 6 On the 18 July 2016, Weymouth & Portland Borough Council implemented the Community Infrastructure Levy (CIL) which means that liable

development proposals are now required to pay a financial charge related to the proposed level of development. In time, the levy will help deliver additional funding to carry out a wide range of infrastructure projects that support growth and benefit the local community.

- 7 This report is set out in two parts to cover the two recommendations, 3a and 3b. The recommendations were considered and agreed by Policy Development Committee on the 10th October.

PART 1 – Revisions to the Regulation 123 List (recommendation 3a)

Changes in Regulations

- 8 Once an authority introduces the levy, regulation 123 of the Community Infrastructure Regulations 2010 (as amended) limits the use of S106 (planning obligations) to cover those matters that are directly related to a specific site. However there may be some planning applications which are CIL liable and also have a S106 to secure site specific infrastructure, which is required to make the development acceptable in planning terms.
- 9 Regulations introduced nationally in April 2015 also restrict the use of ‘pooled’ contributions towards items that may be funded via the levy. At that point, no more obligations may be collected in respect of a specific project or type of infrastructure, if five or more obligations for that project or type of infrastructure have been entered into since April 2010 and it is a type of infrastructure capable of being funded by the levy.

Development Allocations

- 10 The council’s adopted Local Plan (2015) contains a number of development allocations which require site-specific infrastructure (on/off-site) to mitigate their impact. The infrastructure being sought on these sites is set out in table 1 below, and it is intended that these items be secured by way of S106 agreement. Paragraph 6.2.3 of the local plan already establishes that the infrastructure requirements for the sites at Chickerell, Littlemoor, Crossways, Bridport and Markham and Little Francis, Weymouth will be secured through planning obligations and will be excluded from a CIL charge. The allocation BEAM2 is for employment and so is not liable to a CIL charge. This approach ensures that the level of infrastructure provided is commensurate to the level of development proposed and ensures that the development is acceptable in planning terms.

Table 1: Site-specific infrastructure projects identified on strategic allocations in West Dorset and Weymouth & Portland

Site	Theme	S106 Requirement
Chickerell (CHIC2)	Recreation	Football Pitches (grass)
	Recreation	Skate Park
	Recreation	Pavilion and Youth Club Facility
	Recreation	Weymouth Swimming Pool enhancements
	Recreation	Budmouth Sports Facility enhancements
	Culture	Weymouth Museum
	Education	Chickerell Primary School (new)
Littlemoor (LITT1)	Community	Community Hall (new/or replacement)
	Community	Cemetery Provision

	Culture	Weymouth Museum
	Recreation	Weymouth Swimming Pool enhancements
	Recreation	Redlands Sports Hub enhancements
	Education	New Primary School and contributions to Bincombe Valley Primary School
Crossways (CRS1)	Highways	Footpath/cycleway improvements along B3390 to Moreton Station
	Highways	Improvements to Moreton Station
	Highways	Improvements to A35 Max Gate junction
	Education	Enhancements to Frome Valley Primary School
	Education	Enhancements to Thomas Hardye School
	Healthcare	Replacement GP surgery
	Community	Replacement Village Hall
Beaminster (BEAM2)	Highways	Tunnel Road Footway
Bridport (BRID1)	Highways	Cycle link to Bridport Town Centre
	Highways	Improvements to A35 Miles Cross junction
	Recreation	Bridport Leisure Centre enhancements
	Recreation	Symene Cricket Club enhancements
	Healthcare	Improvements to Bridport Medical Centre
	Education	New Primary School
Weymouth (Markham & Little Francis) (WEY10)	Education	Enhancements to St Augustine's School
	Highways	Public Transport Provision (through/near site)
	Highways	Signal improvements and stacking lane
	Recreation	Skate Park (The Marsh)
	Recreation	BMX Track (The Marsh)
	Recreation	Parkour Course (The Marsh)

- 11 As a result of the legislative changes and the requirement for S106s on strategic sites, it is important that there is clarity and transparency in the infrastructure that is being sought through the levy.

The regulation 123 list

- 12 The regulation 123 (r123) list is the tool which the council uses to set out the projects or types of infrastructure that it intends to fund, or may fund, through the levy. The Borough Council prepared a r123 list for the purposes of the Community Infrastructure Levy examination (2013-2015). The list was approved by the examiner and is published online at www.dorsetforyou.com.

- 13 The existing list contains a number of general infrastructure themes, including transport, education, healthcare, green infrastructure and recreation. The existing list also contains a discrete set of identified infrastructure projects that would be funded wholly or partly through the levy. The themes and projects were identified and published in the West Dorset, Weymouth & Portland Infrastructure Delivery Plan (October 2014).

Changing the levy

- 14 Statutory planning guidance allows the council to amend the r123 list as it sees fit. The reasons for amending the list are set out in paragraph 3. The guidance states that when charging authorities wish to revise their list, they

should ensure that the changes are clearly explained and subject to the appropriate local consultation.

- 15 This report proposes to amend the existing r123 list by separating the list into two columns.
- Column A – the infrastructure themes which will be funded in whole or partly by CIL.
 - Column B – specific infrastructure projects within each theme which will be delivered in whole or in part by S106/S278 agreements, i.e. the infrastructure listed in table 1.
- 16 This approach would avoid the potential for development to pay twice for the same item of infrastructure.
- 17 The report does not propose to change the infrastructure themes set out in the existing r123 list. It is important to maintain the breadth of infrastructure themes to ensure that development can support a variety of projects and initiatives. Were the themes to change, the effects might impact on the viability evidence that supported the examination of the charging schedule and prompt a review of the charging schedule.
- 18 The changes proposed to the r123 list will allow the council to move forward with greater confidence in both securing and spending contributions from the levy. Nevertheless, the spending of the levy will need to be carefully planned and managed.

PART 2 – CIL Apportionment (recommendation 3b)

- 19 The Borough Council as charging authority will be the recipient of all CIL money initially. However, all CIL receipts are subject to deductions. The neighbourhood proportion of receipts will be transferred on a regular basis. This proportion will be 15% for the town or parish where the development takes place, or 25% if that area has an adopted neighbourhood plan. The amount that can be transferred is limited to £100 per dwelling in the parish or town area in any financial year, unless there is an adopted neighbourhood plan in which case there is no limit. CIL money passed directly to town or parish councils must be used by them to support the development of the area. A proportion (up to 5%) will also be retained by the Borough Council for administration. The remaining money will accumulate over time and it will be the responsibility of the Borough Council to spend or transfer the money to an appropriate body. The CIL regime gives the council greater spending flexibility but requires new arrangements to be put in place to provide a framework for the allocation of these funds.
- 20 For the remaining CIL funds, i.e. funds not including neighbourhood portions or admin, it is proposed that this money is apportioned to the following capital infrastructure themes set out in the regulation 123 list:
- Green Infrastructure and recreation provision serving the needs of the wider area.

- Culture & Leisure Facilities – including provision for community and public buildings, youth centres and children’s facilities
- Waste Management Facilities
- Transport, including highway improvements, bus services, walking and cycle improvements.
- Education and Training Facilities – provision for which the Local Education Authority has a statutory responsibility including early years, primary and secondary.
- Healthcare facilities
- Emergency Service Facilities
- Flood Mitigation and Coast Protection schemes
- Utilities
- Public Realm including offsite provision / enhancements

- 21 It is proposed that each theme receives a fixed proportion of CIL money. The proportion is set using evidence of the infrastructure costs in the Infrastructure Delivery Plan (IDP) 2014.
- 22 The IDP was prepared in consultation with infrastructure stakeholders and includes details of projects that could benefit from CIL money by the end of the current Local Plan period (2031). For Weymouth and Portland, it is estimated that the greatest infrastructure cost lies in the provision of Education, (£18 million) which includes, for example, the expansion of primary and secondary schools in Weymouth. The second highest cost is in the provision of Flood Defences in Weymouth Town Centre (£17 million). It is expected that the costs for flood defence infrastructure will increase significantly as further projects are planned beyond the current Local Plan period of 2031.
- 23 The total cost of infrastructure that could be funded by CIL to 2031 is approximately £44 million. This means that the cost of education infrastructure equates to 40.7% of the total infrastructure cost. Flood Defence infrastructure equates to 38.1% of the total infrastructure cost. Because of their high associated infrastructure costs, it is proposed that these themes receive the greatest proportion of CIL money. Given the long-term strategy for Weymouth Town Centre Flood Defences, the proportion has been adjusted to 40%. To ensure there is sufficient residual funding for other infrastructure themes, the proportion for education has been set at 25%, even though the infrastructure costs would indicate a higher proportion.
- 24 The remaining eight themes would share the residual 35% of CIL income. A full breakdown of how this is apportioned is set out in appendix B. Appendix B also applies the proportions to set out the estimated annual CIL income against each infrastructure theme. The total estimated annual CIL income has been calculated based on past trends of housing delivery which take into account reductions for relief, exempt sites, admin and the neighbourhood proportion.
- 25 The proportions and the rationale behind them have been discussed and agreed in principle with the various infrastructure providers, most notably Dorset County Council (Education, Transport, Highways), and the Environment Agency (Flood Defence). Recommendation 3b seeks

agreement to the apportionment of the CIL funds to different infrastructure types. Once collected CIL monies for some infrastructure categories may need to be passed to other bodies (for example Dorset County Council or the Environment Agency) in order to deliver the necessary infrastructure. Such arrangements will be the subject of further negotiation, but they may be similar to those for Section 106 monies, which are transferred in tranches (e.g. every six months) to these providers where it will be spent on items in the Infrastructure Delivery Plan or more up to date infrastructure programmes.

- 26 A key principle for both CIL funds retained by the Borough Council and those passed on to other organisations will be to support and provide certainty about the funding of, those projects which are most critical to support growth or which are otherwise strategically/corporately important. This certainty will also enhance the value of CIL as a 'match funding' tool to leverage in money from other sources.
- 27 As CIL money builds over the course of the next 12 months, officers plan to engage with members to agree governance arrangements to identify the process for spending CIL money held by the council. The arrangements will be set out in a report and put before this committee for its future consideration.

Implications

- 28 **Corporate Plan** Building a Stronger Local Economy - *Secure the delivery of the infrastructure that is needed to support people and employers to work in the borough*
- 29 **Financial.** The contributions secured through the Community Infrastructure Levy will be held by the council. The council can spend up to 5% of the total levy receipts on administrative expenses.
- 30 **Equalities.** There are not considered to be any equalities issues as a result of this report and its recommendations.
- 31 **Environmental.** The provision and enhancement of community infrastructure can have environmental benefits, both in terms of the living environment for local people and the natural environment, where green infrastructure is provided.
- 32 **Economic Development.** The provision and enhancement of community infrastructure can have economic benefits, both in terms of employment and tourist attraction.
- 33 **Risk Management (including Health & Safety).** The proposed changes could mean that infrastructure which is being delivered wholly or partly by S106/S278, would not be able to receive funds from CIL. To avoid this, the list contains as much detail as possible about the site-specific project so that it doesn't preclude the use of CIL for related infrastructure. The approach also allows for additional s106 negotiation where there is a site specific prerequisite, even where s106 is associated with another

development site, subject to the pooling - if for any reason, further large/complex sites come forward.

- 34 Some of the S106 requirements set out in the regulation 123 list are subject to negotiation and may or may not be secured as a result of planning permission. Should infrastructure not come forward as expected, the regulation 123 list should be revised accordingly.
- 35 **Human Resources.** The Community Infrastructure Levy is administered by the Community Infrastructure Levy Officer, part of the Implementation Team. Officers from the Implementation Team will work with members on the governance arrangements.

Consultation and Engagement

- 36 The original r123 list formed part of the council's evidence base for the Community Infrastructure Levy Examination which was subject to public and stakeholder consultation. The changes proposed to the r123 list are considered minor and only necessary to aid its clarification and interpretation. Discussions are taking place with the landowners / developers of the sites listed in Table 1 to make them aware of the proposed changes to the r123 list and it is not proposed to undertake any further consultation on the revised list.

Appendices

- 37 Appendix A - Revised Weymouth & Portland Regulation 123 List
- 38 Appendix B – Proposed Weymouth & Portland CIL apportionment

Background Papers

- 39 Existing Weymouth & Portland Regulation 123 List
- 40 West Dorset, Weymouth & Portland Local Plan, 2015
- 41 West Dorset, Weymouth & Portland Infrastructure Delivery Plan 2014

Footnote

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

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APPENDIX A - WEYMOUTH & PORTLAND REVISED REGULATION 123 LIST

Column A lists the infrastructure themes which will be funded wholly or partly through CIL.

Column B lists the infrastructure projects which will be funded solely through S106/S278 in order to enable the grant of planning permission on strategic sites.

COLUMN A – CIL THEME	COLUMN B - S106 INFRASTRUCTURE
Green Infrastructure and recreation provision serving the needs of the wider area.	New cemetery provision, Littlemoor (LITT1)
Culture & Leisure Facilities – including provision for community and public buildings, youth centres and children’s facilities	Enhancements to Weymouth Museum (LITT1)
	Enhancements to Weymouth Swimming Pool (LITT1)
	Community Hall (new/or replacement), Littlemoor (LITT1)
	Enhancements to Redlands Sports Hub (replacement ATP, improved access and changing areas, increased parking facilities) (LITT1)
Waste Management Facilities	-
Transport, including highway improvements, bus services, walking and cycle improvements.	other than those required for facilitate direct development access such as those secured through a s278 agreement
Education and Training Facilities – provision for which the Local Education Authority has a statutory responsibility including early years, primary and secondary.	Bincombe Valley Primary School, Littlemoor (1FE expansion) (LITT1)
	New Primary School, Littlemoor (LITT1)
	St Augustine’s School (up to 1FE expansion) (WEY10)
Healthcare facilities	-
Emergency Service Facilities	-
Flood Mitigation and Coast Protection schemes	Replacement Harbour Walls, Weymouth (Quayside Structures) Replacement Harbour Walls (Ref: B) Replacement Harbour Walls (Ref: 7) Replacement Harbour Walls (Ref: 7i) Esplanade Wall
Utilities	-
Public Realm including offsite provision / enhancements	-

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APPENDIX B – PROPOSED CIL APPORTIONMENT

THEME	EXAMPLE PROJECTS	CIL PROPORTION	ANNUAL ESTIMATED CIL INCOME
FLOOD MITIGATION AND COAST PROTECTION	Capital improvements, e.g. Strategic Flood Defences in Weymouth Town Centre	40%	£240k
EDUCATION & TRAINING FACILITIES	Capital improvements including Primary and Secondary School Extensions	25%	£150k
CULTURE & LEISURE FACILITIES	Capital improvements including provision for community and public buildings, youth centres and children's facilities	10%	£60k
TRANSPORT	Capital improvements including highway improvements, bus services, walking and cycle improvements	5%	£30k
GREEN INFRASTRUCTURE & RECREATION	Capital improvements including provision for amenity space and cemeteries	5%	£30k
HEALTHCARE	Capital improvements including GP provision.	5%	£30k
UTILITIES	Capital improvements, e.g. Water, Electricity, Sewerage	2.5%	£15k
WASTE MANAGEMENT	Capital improvements	2.5%	£15k
EMERGENCY SERVICE	Capital improvements	2.5%	£15k
PUBLIC REALM	Capital improvements	2.5%	£15k

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**Management Committee
8 November 2016
Applications for Council Tax Discount &
Discretionary Rate Relief**

For Decision

Briefholder(s)

Cllr J Cant – Finance & Assets

Senior Leadership Team Contact

Jason Vaughan, Strategic Director

Purpose of Report

- 1 To consider the application received for Council Tax discretionary discount.
- 2 To consider the application received for Discretionary Rate Relief.

Officer Recommendations

- 3 That Committee consider the application for Council Tax discount listed at Appendix 1 and the application for Discretionary Rate Relief listed at Appendix 2.

Reasons for Recommendation

- 4 That the applications are considered having regard to their individual merits.

Background and Reason Decision Needed

Council Tax discount

- 5 Under Section 13A of the Local Government Finance Act 1992 Councils have the discretion to award Council Tax discounts of up to 100% of the amount due. Discounts can be awarded on an individual basis or in respect of a specific class of property or Council Taxpayer.
- 6 Any application for discretionary discount must be considered on its individual merits. The costs of any such discount awarded are met from the Council's General Fund.
- 7 Where a Council grants a discretionary discount it can be made for a specific period or can be for a period where the end date is not specified.

Discretionary Rate Relief

- 8 Under the Local Government Finance Act 1988, Councils have the discretion to award relief from Non Domestic Rates to registered charities and other non profit making organisations.
- 9 Registered charities are entitled to apply for Mandatory Rate Relief. The relief awarded is prescribed at 80% of the rates payable. Councils have the discretion to “top-up” any relief awarded to a registered charity up to 100% of the rates payable. Following arrangements introduced in 2012, Councils also have the discretion to award up to 100% rates relief to all ratepayers. Under these new arrangements, the Council is required to meet 40% of the cost of awards made with the balance being met by government (50%) and the County (10%).
- 10 Where a Council grants Discretionary Rate Relief, the award can be made for a specific period or can be a period where the end date is not specified.
- 11 Committee has previously agreed guidelines which are to be followed when considering applications for Discretionary Rate Relief. A copy of the guidelines is enclosed at Appendix 3.
- 12 An application for Council Tax discretionary discount has been received from the Council Taxpayer whose details are listed at Appendix 1.
- 13 An application for Discretionary Rate Relief has been received from the Ratepayer whose details are listed at Appendix 2.
- 14 Committee is asked to consider the applications having regard to the merits of each case.

Implications

- 15 **Financial implications**
As set out in the report appendices
- 16 **Risk Management (including Health & Safety)**
As the guidelines require that applications are considered on their individual merit, the risk of challenge should be reduced

Appendices

- 17 Appendix 1 – Application for Council Tax discount
Appendix 2 – Application for Discretionary Rate Relief
Appendix 3 – Discretionary Rate Relief guidelines.

Footnote

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

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Appendix 1

Application for Council Tax discount

An application for a Council Tax discount has been received from Mr Stenlake in respect of 13 Killicks Hill, Portland.

The property was previously let with the tenant being responsible for payment of Council Tax. The tenancy terminated on 21 May 2016 and, as the property was a furnished let, Mr Stenlake became liable to Council Tax from that date.

Prior to the tenancy coming to an end, Mr Stenlake decided to put the property up for sale and a buyer was found on 28 April 2016. Most of the contents of the property were offered for sale and the purchaser forwarded a list of the items she wished to purchase.

Exchange of contracts took place on 2 August 2016 with completion on 19 August 2016. Mr Stenlake was advised by the purchaser/solicitors that the sale was delayed due to a backlog in the Local Land Charges Team.

The Council Tax charge for the period 21/05/16 to 19/08/16 totals £351.30. Mr Stenlake has applied for 100% discount to be awarded in respect of that charge as he feels that:

1. It is unfair that he is being charged Council Tax for the period that the property was unoccupied, but furnished.
2. The sale of the property was delayed due to issues within the Local Land Charges Team.

The Council has the discretion to refuse the application or award a discount of up to 100%. There is currently no budget provision for such awards. Any discount awarded would have to be met fully by the Council's General Fund.

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Appendix 2

Application for Discretionary Rate Relief

An application for Discretionary Rate Relief has been received from Weymouth Museum Trust in respect of their properties at Brewers Quay, Weymouth.

The ratepayer is a registered charity and receives 80% Mandatory Rate Relief. The application is for 20% Discretionary Rate Relief to be awarded in addition to the Mandatory Rate Relief received.

In support of their application, the Trust has advised that:

1. Its properties are used as a Museum and a Museum shop.
2. It is not a membership organisation and the Museum is open to all.
3. Entry to the Museum costs £1 for adults and no charge for children.
4. The Trust has 8 Trustees and approximately 40 volunteers. All of the Trustees live within the Borough as do around 90% of the volunteers.
5. It provides facilities which directly relieve the Council from doing so (i.e. Museum and storage of the Borough collection).
6. Its accounts for the year ended 30/11/15 show an income of £3,702 against expenditure of £3,564. The income was mainly derived from entry fees, sales and grants.

The Balance Sheet shows reserves of £4,471.

The Council is required to meet 40% of the cost of any relief awarded. As the rates liability to 31 March 2017 totals £1,952.78, the cost of awarding 20% Discretionary Rate Relief would be £781.11.

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Appendix 3

Guidelines for determining applications for Discretionary Rate Relief

These guidelines are to be used when considering an application for Discretionary Rate Relief. It should be remembered that each application should be considered on its own individual merits and that these guidelines should only be used to help ensure consistency in decision making.

All applications for Discretionary Rate Relief must be submitted in writing and should include a copy of the Organisations Memorandum or Articles of Association together with accounts for the last two years. If the applicant is a national organisation, it should provide the local and national accounts (where possible).

In determining an application the following guidelines should be considered.

- If the organisation already receives 80% Mandatory Rate Relief, no top-up of Discretionary Rate Relief should be awarded unless Committee consider the applicant's circumstances are exceptional and warrant the additional relief. In such cases, up to 20% relief may be awarded.
- The organisation should be open to all sections of the community. Membership fees should be reasonable and not be at a level where it restricts membership.
- Preference will be given to applicants who provide recreational and/or sporting facilities for the benefit of those living within the Borough.
- Does the organisation actively encourage membership from particular groups (e.g. the young, elderly, disabled, the disadvantaged etc)?
- Does the organisation allow their facilities to be used by people other than members (e.g. schools, casual public sessions)?
- Discretionary Rate relief will normally be awarded up to 80% of the rates charged (unless Committee consider the applicant's circumstances to be exceptional).
- When determining an application, Committee will have regard to the funds held by the organisation. Any profit earned should be reinvested into the organisation.
- If the organisation provides a bar for its members, Committee will consider the main purpose of the organisation. In making its decision Committee will have regard to the balance between playing and non-playing members and whether the prices charged for drinks are significantly lower than those charged by commercial organisations.
- Does the organisation provide training or education for its members?
- Does the organisation provide facilities which indirectly relieve the Authority of the need to do so, or enhance and supplement those which it does provide?

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Management Committee 8 November 2016 Weymouth Town Centre Christmas Parking

Briefholder(s)

Councillor Colin Huckle

Senior Leadership Team Contact: Martin Hamilton- Strategic Director

Statutory Authority

There is no legislation preventing the Council amending its charging hours

Purpose of Report

- 1 To consider supporting the Weymouth BID and allowing free parking from 3pm-6pm from 3rd December- 31st December 2016.

Officer Recommendation

- 1 To offer free car parking between 3pm- 6pm each day from Saturday 3rd December – Saturday 31st December 2016 in the following car parks:- Swannery, Melcombe Regis, Cosens Quay, Royal Yard, Governors Lane, Park Street, Pavilion and Council Offices to assist in the launch and promotion of Weymouth's Christmas festivities.
 - 1.1 To offer a combined promotional Ice Rink and parking for Swannery car park (only), giving a 50% discount on the daily charge from 9am until 3pm of the day of the Ice Rink ticket. The BID would sell the package and reimburse the Council for the parking element.

Reasons for Recommendation

- 3 The BID is making an effort to attract additional visitors to Weymouth Town Centre in the lead up to and throughout the Christmas period, but it does need the support of this Council.
 - 1.2 This year's proposal as above simplifies the charging mechanism for car park users but will detriment the Council's car park income.
 - 1.3 While this is acknowledged in order to encourage shoppers the Council does recognise the wider economic impact this proposal could have on the Town Centre.

Background Information and Report

- 4 The Council last year supported the Christmas event at a cost in the region of £10,000 due to lost income. This year the Council will be providing a higher level of free car parking, along with the promotional event and the cost to the council will therefore be in excess of this sum.

- 1.4 Weymouth BID is seeking continued support from this Council in its efforts to make Weymouth town centre a vibrant area in period leading up to Christmas and the New Year. The request that the Council received is for free parking each day from 3pm to 6pm from the 3rd to the 31st December. These car parks are free from 6.00pm until 8.00am nightly and thus there is also free parking in the evening.
- 1.5 In previous years the Council provided free parking from 3pm- 6.00pm but only each Thursday throughout December and from noon on the 1st Friday in December for the 'Victorian Evening'.
- 1.6 Last year this was extended further and proved to be successful, but the buy one get one free car parking hour apparently caused confusion and the changes this year hope to address this and make the charging regime clear and simple.
- 1.7 The BID is currently in the 2016 Christmas planning stage and are looking to stage a number of events including:
 - A Real Ice Rink in New Bond Street from the 3rd December
 - Potential weekend street markets
 - Themed events each weekend around the ice rink

Implications

Corporate Plan

5 Assisting in ensuring the economic viability and sustainability of Weymouth.

Financial Implications

- 6 As at 30 September 2016 the financial position of the car parking budget appears slightly ahead of target to reach the budget projections for 2016/17.
- 6.1 Based upon the experience of last year it would appear more people visited the town centre car parks in December and less in January when compared to the previous year. The overall effect was as anticipated a fall in car park income but this was recovered due to increased operational efficiencies to give an overall budget income achievement.
- 6.2 Last year the Council supported the BID and subsidised parking at a cost in excess of £10,000 over the two months. With less chargeable hours and the promotional event support the cost of the subsidy and detriment to the Council's income is likely to be in the region of £15,000, although this figure is not know for certain.

Equalities

7 N/A

Environmental

8 N/A

Economic Development

9 It is anticipated that this will have a beneficial impact on the commercial viability of the town centre by attracting more visitors throughout the Christmas period.

Risk Management (including Health & Safety)

10 There is a risk associated with the potential loss of income on the annual budget not being met, but this is believed to be modest.

Human Resources

11 Patrols will continue to ensure that the terms and conditions for parking are being complied with as well as providing a valuable customer service.

Consultation and Engagement

12 The Council's reputation should be enhanced by this gesture of goodwill leading up to Christmas.

12.1 The changes to parking charges will be advertised clearly on machines and in conjunction with the BID so that members of the public are aware.

Appendices

13 N/A

Background Documents (including relevant policy documents)

14 N/A

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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Management Committee 8 November 2016 Outside Bodies

(For Decision

Briefholder

Cllr R Nowak, Environment and Sustainability

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Author:

L Bowden, Democratic Services Officer

Statutory Authority:

Local Government Act 1972

Purpose of Report

- 1 To consider the appointment of a named substitute to the Dorset Waste Partnership Joint Committee.
- 2 To consider the appointment of a named reserve to the Dorset Waste Partnership Scrutiny Group.

Officer Recommendations

- 3 That the council consider the appointment of a named substitute representative to the Dorset Waste Partnership Joint Committee.
4. That the council consider the appointment of a reserve representative to the Dorset Waste Partnership Scrutiny Group.

Reason for Decision

- 5 To nominate a named substitute to the organisation.
6. To nominate a reserve representative to the organisation.

Background and Reason Decision Needed

- 7 The Dorset Waste Partnership Joint Committee is seeking the nomination of a named substitute to the organisation. Councillor Ray Nowak is the Briefholder and Councillor Kevin Brookes is the named Councillor representative. The requirement for this outside body is for two substitute members; Councillor Ian Roebuck is currently a substitute member which

leaves a vacancy for a second substitute member. In addition the Dorset Waste Partnership Scrutiny Group has a reserve vacancy, this position was advertised to all members in August 2016, however, no applications were received at that time.

8. 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. A completed application form for the Dorset Waste Partnership vacancy has been received from Councillor John Ellis, as attached at appendix 1. No applications have been received for the Dorset Waste Partnership Scrutiny Group vacancy.
- 10 The council is asked to assess the application received as to whether the applicant 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 - Application form received.

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.

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REPRESENTATIVES ON OUTSIDE BODIES - APPLICATION FORM

1. Name: JOHN ELLIS
2. Outside Body: DORSET WASTE PARTNERSHIP JOINT COMMITTEE
3. Do you have a specific skill or area of expertise relevant to the organisation?
Please state:

I have no specific skills relevant to the area of expertise however, offer management and accounting experience to the table

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

As a borough councillor I have responsibility to word and borough residents to provide services per agreements and to accurately and honestly inform both parties of performance

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

With sixteen months as a WPBC councillor communication is priority and relevant accountability to both the Borough and Waste Partnership through the Scrutiny group, maintaining and raising standards.

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



Date

9.10.16



Management Committee Four Month Forward plan 1 November 2016 to 28 February 2017

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

KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
Economic Growth Strategy	To adopt economic growth strategy and 5 year action plan.			NDDC Portfolio Holder for Community and Regeneration, Councillor David Walsh WPBC Briefholder for Economic Development WDDC Portfolio Holder for Enabling Martin Hamilton, Strategic Director, Trevor Hedger, Senior Economic Regeneration Officer	NDDC 12 Dec 2016 WPBC 13 Dec 2016 WDDC 15 Dec 2016
Weymouth Peninsula - Update on potential for a leisure led development	To feedback on engagement with potential occupiers pre-application planning submission, engagement with the Environment Agency and update on financial analysis including production of cost plan following the decision in September.			WPBC Briefholder for Finance and Assets David Brown, Head of Assets & Infrastructure	13 Dec 2016
Proposals for an arts programme for the borough council	As requested by Management Committee at its meeting on 16 th August 2016, a costed programme of arts activities is presented for member consideration and endorsement.	Report of 16 August 2016		WPBC Briefholder for Tourism, Culture and Harbour Tony Hurley, Leisure Commissioning Manager	13 Dec 2016
Proposals for Local Government Reorganisation	To advise members of the outcome of the public consultation on local government reorganisation (LGR), to present the case for change and financial appraisal of options: and the invite members to make a decision on whether to recommend LGR to government and, if so, which is their preferred option.			WDDC Leader of Council WPBC Leader of Council NDDC Leader of Council Matt Prosser, Chief Executive	17 Jan 2017 Full Council 26 Jan 2017

NON KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
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	13 Dec 2016
West Dorset and Weymouth & Portland local Plan review: Consultation on Issues and Options	To seek member agreement to consult the public on the issues and options for the review of the West Dorset and Weymouth & Portland local plan.			WPBC Briefholder for Environment and Sustainability WDDC Portfolio Holder for Planning Trevor Warrick, Head of Spatial Policy	13 Dec 2016 Full Council 19 Jan 2017
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 Draft 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
Local Council Tax Support Scheme	To consider the proposed changes to the Local Council Tax Support scheme.			WPBC Briefholder for Finance and Assets Stuart C Dawson, Head of Revenues and Benefits	13 Dec 2016
Budget and Financial Strategy 2017-18				WPBC Briefholder for Finance and Assets Jason Vaughan, Strategic Director	7 Feb 2017
2017/18 Treasury Management Strategy Statement and Annual Investment Strategy	To consider the TMSS and Annual Investment Strategy for the coming year. To set prudential indicators and to review the policy on Minimum Revenue Provision (MRP).			WPBC Briefholder for Finance and Assets Julie Strange, Head of Financial Services	7 Feb 2017 Full Council 23 Feb 2017

NON KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
Quarter 3 Business Review	To receive the Quarter 3 report.			WPBC Briefholder for Finance and Assets Julie Strange, Head of Financial Services	7 Feb 2017

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.

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