

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, 18 April 2017
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

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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 7 March 2017

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 kcritchel@dorset.gov.uk.

5 QUESTIONS BY COUNCILLORS

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

6	MANAGEMENT COMMITTEE ACTION PLAN	7 - 20
	To consider the Management Committee Action Plan	
7	TIME OF MANAGEMENT COMMITTEE	
	The Steering Group for Democratic Improvement invite the Management Committee to consider whether to move to evening meetings to enable greater inclusivity.	
8	CONSIDERATION OF ONCE-OFF FUNDING TO SUPPORT PROJECTS AND SCHEMES	21 - 24
	To consider a report of the Strategic Director (Finance)	
9	PROPOSALS FOR A REVIEW OF THE ESPLANADE LIGHTING SCHEME IN WEYMOUTH	25 - 32
	To consider a report of the Leisure Commissioning Manager.	
10	PROGRESS REPORT ON WEYMOUTH MUSEUM	33 - 46
	To consider a report of the Leisure Commissioning Manager.	
11	PROPOSALS FOR A PROGRAMME OF ARTS ACTIVITIES IN WEYMOUTH AND PORTLAND	47 - 56
	To consider a report of the Leisure Commissioning Manager	
12	WESTERN DORSET ECONOMIC GROWTH STRATEGY ACTION PLAN	57 - 70
	To consider the action plan.	
13	ASSET MANAGEMENT PLAN - SITE DISPOSAL OPPORTUNITIES	71 - 78
	To consider a report of the Interim Senior Estates Surveyor	
14	LAND AND BUILDING AT GRANBY CLOSE, WESTHAVEN, WEYMOUTH	79 - 84
	To consider a report of the Interim Senior Estates Surveyor	

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| 15 | COUNCIL SUPPORT TO LOCAL PARTNERSHIPS AND VOLUNTEERING IN THE BOROUGH | 85 - 96 |
| | To consider a report of the Community Planning & Development Manager. | |
| 16 | REVIEW OF MEMBERS' ALLOWANCES - REPORT OF THE JOINT INDEPENDENT REMUNERATION PANEL | 97 - 118 |
| | To receive the report of the Joint Independent Remuneration Panel. | |
| 17 | COMMUNITY GOVERNANCE REVIEW FOR THE CREATION OF A TOWN COUNCIL | 119 - 132 |
| | To consider a report of the Corporate Manager (Democratic and Electoral Services). | |
| 18 | RESPONSE TO CONSULTATION OF HOUSING WHITE PAPER | 133 - 148 |
| | To consider a report of the Corporate Manager, Planning (Community & Policy Development). | |
| 19 | MINUTES OF DORSET WASTE PARTNERSHIP | 149 - 156 |
| | To receive the minutes of 16 January 2017. | |
| 20 | 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. | |
| 21 | 4 MONTH FORWARD PLAN | 157 - 164 |
| | To consider the 4 monthly Forward Plan. | |
| 22 | 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 | |

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

1.	Greenhill Chalets future management and renovation David Brown	Andy Blackwood	Management Committee	Oct 2016 March 2017	NA	Awaiting a Business Case from the community association. Alternative options under consideration. MC have indicated their commitment
2.	Production of a Master Plan for the Marsh and its facilities Nick Thornley / Tony Hurley	Andy Blackwood	Management Committee	February 2017 July 2017	NA	Production of a Master Plan for the Marsh & its facilities Report to Policy Development Committee in April 2017. Brief holder to clarify this statement.
3.	Review of WC Estate David Brown	Jeff Cant	Management Committee	May 2017	NA	Scoping of this work is underway.

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
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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

4.	Pan-Dorset CCTV proposals Graham Duggan	Francis Drake	Report to Management Committee with business case March 2017	April 2018	Office of Police & Crime Commissioner / Dorset Police / DCC / WPBC	Jan 2017 – Consultant appointed to produce procurement specification
5.	Licensing issues and the enforcement of street trading activity and preventing drink-fuelled disorder Graham Duggan	Francis Drake	Management Committee Scrutiny Committee	March 2017 June 2017	NA	Street enforcement project starts Jan 2017. Consultation on new public space controls Spring 2017. Scrutiny Committee to review effectiveness of current alcohol licensing controls. Graham Duggan will be presenting a report to Scrutiny and Performance Committee in June 2017 to set out the current position.

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN APRIL 2017

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
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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

6.	Steps required to establish Town Council Stuart Caundle	Kevin Brookes	Report adopting the terms of reference, followed by a report agreeing a proposal for consultation.	June 2017.	Agreed in budget 2017/18	Special full council agreed CGR terms of reference on 30/03/17. Awaiting DCLG minded too decision.
7.	Combined Authority Stephen Hill	Jeff Cant	Delegated to CEO/Leader	Update July 2017	NA	DCLG to consider Combined Authority proposals alongside LGR proposals
8.	Local Government Reorganisation Matt Prosser	Jeff Cant/ Kevin Brookes	Reports on next stages	SoS 'minded to' decision: imminent. Update report April/June 2017. Order December 2017	NA	A decision by the SoS expected by April/May 2017. An update report on next steps will follow in spring/early summer.
9.	Scrutiny review of performance measurement and reporting Jason Vaughan	Kevin Brookes	Scrutiny then to Management Committee in April	April 2017	NA	Chris Evans presented the Quarter 3 2016/17 Business Review report to the Joint Advisory Overview and Scrutiny Committee on 13 March 2017. The committee considered the format and content of the report and

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					supported suggested changes to the graphs included in order to show data for the previous two years and to include commentary within the cover report to highlight key issues within the report. I have asked Chris Evans to discuss with MC in April
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4. Economic Development - JAMES FARQUHARSON

Economic Regeneration, Employment Sites, Inward Investment, Market, Business Development and Promotion, Local Shopping Centres, Town Centre.

10.	Inward investment programme for Weymouth & Portland Martin Hamilton	James Farquharson / Jeff Cant	Management Committee	May 2017	TBC	Marketing event for Peninsula in May. W&P presence at event in London late 2017
11.	Western Dorset Growth Strategy detailed action plan for economic growth Martin Hamilton	James Farquharson	Management Committee Councillor briefing and feedback to DCC	May 2017 June 2017	DCC, WDDC, WPBC, LEP	Tactical plan for delivery of strategy being developed and will be presented to MC in May.

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN APRIL 2017

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update	
12.	Liaison group with BID and WPCC to be set up Martin Hamilton	James Farquharson/ Jeff Cant	Management Committee	April/May 2017 Funding proposal to the March MC	TBC Joint funding with BID to be finalised	Ongoing discussions with regular meetings - currently focussing on recruitment of a Town Centre Manager for Weymouth. Agreement in principle to work collaboratively to be ratified at April BID Board Proposals for a Town Centre Manager finalised and job description prepared.

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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					
13.	Early review of Local Plan Hilary Jordan	Ray Nowak	Full Council Jan 2017	First consultation February 2017: final adoption late 2019/2020	NA The Issues and Options consultation document for the Local Plan Review was agreed by the Committee in December 2016 and Full Council in January 2017. The 8-week public consultation is currently taking place, ending on 3 April.

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN APRIL 2017

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
14.					The next stage is to consider the responses and to develop a 'preferred options' document for further consultation. This will come back to Management Committee at the end of 2017 or early in 2018 to be agreed for consultation.
	First Phase Flood Defences Martin Hamilton	Jeff Cant / Ray Nowak	Management Committee subject to LEP bid	Review position at the March MC in the light of the failed bid	Case to be submitted to the DCLG & DEFRA.
	Listed Building and Conservation Area process and policy review Hilary Jordan	Ray Nowak	Refer to Scrutiny Committee	Awaiting Scrutiny Committee programme timetable	NA

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN APRIL 2017

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16.					scrutiny process is ongoing.
17.	Gypsy and Traveller DPD Stephen Hill	Ray Nowak	Dorset County Council	April 2017 Update	<p>NA</p> <p>Consultants are re-assessing the need in the light of changes to national policy. An updated needs assessment is expected in early 2017. All partner councils have agreed to take forward the DPD using in-house resources. Work will start on this once the updated needs assessment has been finalised.</p> <p>If the needs assessment has been done; what are the next steps?</p>

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN APRIL 2017

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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

18.	Sale of North Quay David Brown	Jeff Cant	Management Committee decision to dispose of the site with a report back at a later date for information	June 2017	Capital receipt of c£4.5m expected on completion	Contracts exchanged and awaiting final completion. Change of use notification rejected - appeal in progress.
19.	Applying surplus revenue and capital balances to legacy projects and community support Jason Vaughan	Jeff Cant/Group Leaders	Management Committee	May 2017	Surplus revenue and capital balances	The Budget Working Group has coordinated the bids and the report is scheduled for the April Management Committee.
20.	Town Centre Regeneration Martin Hamilton	Jeff Cant	Management Committee	Overall project by 2019/20 Overall project timetable to May 2017 Management Committee	Consortium with possible Council participation	Five Zones identified. Proposals for Zone 1 Peninsula all year leisure development approved. £200,000 agreed for detailed proposal work starts 2017. Zone 2: Commercial Rd to the December Cttee for decision in principle. More detailed options to the June MC Zones 3 to 5: Timetable for proposals to March MC

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN APRIL 2017

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21. Property Asset Management Plan David Brown	Jeff Cant	Detailed work programme to Management Committee	February 2017 To Asset Group March then MC April		Initial analysis produced phased reports on surplus property expected to be delivered from February 2017 MC onwards.

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

22.	Melcombe Regis Board Improving Melcombe Regis as a place to live and work Graham Duggan	Gill Taylor/ Francis Drake/ Jeff Cant		March 2017	Joint funding from the participating bodies	Board's Action Plan to be reported to MC in April 2017
23.	Accelerating Home Building strategy with the objective to increase number and pace of house building. Housing Strategy required bringing together Council and Housing Associations Stephen Hill	Gill Taylor / Jeff Cant / Ray Nowak	Report to Management Cttee	March 2017 Update May 2017 Strategy June 2017		Housing Finance Institute visiting W&P 18 th Jan 2017. A comprehensive strategy is being prepared which includes Housing Associations. A WPBC steering group has been formed, comprising Cllrs Cant, Nowak and Taylor. They are monitoring the delivery of an Accelerating Home Building Action Plan

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN APRIL 2017

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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

24.	Making W&P a Dementia Friendly Council Graham Duggan	Christine James	All Members	March 2017	NA	Member seminar to be arranged early in 2017 Finished, or amended timeline?
25.	Supporting local community and youth development engagement Jane Nicklen	Christine James	Management Committee	March 2017 April 2017	TBA	Leaders' Group will prioritise funding targets and a report to MC in April. Will describe how we access Community leaders and facilitate grant applications

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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

26.	Development of arts strategy for the council Tony Hurley	Jeff Cant	Report to MC December 2016	December 2016 March 2017 revised report to cover legacy art	Combination of Council and Arts body funding under review	December MC agreed to develop community art and public art proposals. Ongoing work for further consideration by MC.
27.	Business case for illuminations on the Esplanade Nick Thornley/David Brown	Jason Osborne	Report to Management December 2016	April 2017	Coastal Community Fund.	A report is in progress. Will be reported to next MC in April
28.	Harbour income generation Keith Howarth	Jason Osborne/ Ian Bruce	Management Committee	April 2017		Budget agreed without a deficit 2016/2017 and beyond. Opportunities for new income being progressed with external support.
29.	Seagull Management Graham Duggan	Jason Osborne	Management Committee	March 2017	TBA	Report to MC required.

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN APRIL 2017

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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

30.	Install new car parking machines and destination signage. Trial in Park Street and Harbourside car parks July. Jack Creeber	Colin Huckle	Approved by Management Committee	July 2017	£300k was agreed by Management Committee to be taken from Reserves	Tender completed and awarded for 41 pay and display machines providing multiple payment channels which are likely to be installed shortly after Easter. Tenders out for maintenance work.
31.	Review signage within the Borough in consultation with DCC. David Brown/Nick Thornley/Graham Duggan/Trevor Hedge	Colin Huckle	Management Committee	April 2017	Coastal Community Fund?	See Town Centre consultation group Officer report expected
32.	Comprehensive review of all car parks to identify loss making sites and surplus assets Jack Creeber	Colin Huckle/Jeff Cant	Referred back to officers by Management Committee from October report	March 2017		This will be part of the charges review report. Review to include the DCC Park and Ride

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN APRIL 2017

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
33. New Traffic management programme for the Town Centre to include pedestrianisation proposals and events' road closures. Review to include the DCC Park and Ride. Martin Hamilton	Colin Huckle/Jeff Cant	Management Committee	March 2017		Includes review of DCC road closures for events. Early wins required such as pedestrianisation during peak hours. Firm proposal on this expected in March.

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Management Committee

18 April 2017

Consideration of Once-off Funding to Support Projects and Schemes

For Decision

Brief Holder

Cllr Jeff Cant – Finance & Assets

Senior Leadership Team Contact:

J Vaughan, Strategic Director

Report Author: J Vaughan, Strategic Director

Statutory Authority

Local Government Acts 1972, 1988, 1992 and 2003

Purpose of Report

- 1 To set out the process for allocating once off funding to support the delivery of key corporate priorities.

Recommendations

- 2 That there is an informal workshop of the Management Committee in May to discuss the various projects and potential uses of the once off funding.
- 2 That the Committee agrees to release £1,380,000 from general reserves, the £512,000 Treasury Management Reserve and the £708,000 Borough Development to support key corporate priorities.
- 3 That the allocation of the funding is delegated to Strategic Director & Section 151 Officer in consultation with the Budget Working Group and reported back to the Management Committee.

Reason for Decision

- 4 To allocate once off funding that supports key corporate priorities.

Background and Reason Decision Needed

- 5 The Budget report in February 2017 set out the financial forecast for the next 3 financial years and against this background the Council's Financial Strategy focused upon three strategic options, those being:-
 - Plan A – Unitary Council
 - Plan B – Single 'super District' Council

- Plan C – Stay as a stand-alone Council
6. As part of developing the 2017/18 budget proposals a number of bids for once off funding were identified and it was agreed that they would be considered following a review of all once-off funding available that could be utilised to support them.
 7. The Budget Working Group has looked at both the funding available and the various bids for resources and propose that the Management Committee hold an informal workshop to discuss the relative merits of each of these.

Reserves

8. The Council holds reserves which are funding that have been set aside for a particular purpose. In effect they are the Council's equivalent of savings accounts but it should be remembered that they are once off sources of funding and when they have been spent they are gone.
9. General Reserves are funding that is set aside to cover unforeseen circumstances. There is a legal duty for the Chief Finance Officer (Section 151 Officer) to provide members with assurance that the level of reserves are adequate. In order to help provide this assurance, a risk based assessment of the minimum amount of general reserves is undertaken and has been set as £1,205,700.
10. The other types of reserves are called Earmarked Reserves which are funds that the Council has set aside for a particular purpose.
11. A review of the reserves has been carried and has identified that £2.6million of once of funding can be release to support corporate priorities. This is made of £1,380,000 of General Reserves, £512,000 from the Treasury Reserve and £708,000 from the Borough Development Reserve.

Implications

Corporate Plan

The budget allocates the financial resources of the councils and therefore directly impacts upon the delivery of the corporate plan.

Financial

As set out in the report.

Equalities

None directly from this report.

Environmental

None directly from this report.

Economic Development

None directly from this report.

Risk Management (including Health & Safety)

The council has general reserves to cover any unforeseen circumstances and the level of the reserves is assessed using a risk based methodology.

Human Resources

None directly from this report.

Consultation and Engagement

It is proposed that the Management Committee has a Workshop to assess the relative merits of the bids for once off funding.

Appendices

None

Background Papers

Budget Report February 2017

Footnote

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

Report Author: Jason Vaughan

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Management Committee

18 April 2017

Proposals for a review of the Esplanade lighting scheme in Weymouth

For Decision

Portfolio Holder:

Cllr Jason Osborne – Tourism, Culture & Harbour

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Author:

T. Hurley, Leisure Commissioning Manager

A. Galpin, Implementation Team Leader

Statutory Authority

Localism Act 2011 – ‘general power of competence’.

Purpose of Report

1. To present to the committee options for reviewing the lighting scheme on Weymouth Esplanade and taking forward a process for developing a new scheme with funding from the Dorset Coastal Connections project.

Officer Recommendations

2. That Management Committee allocates £50,000 from reserves to enable:
 - a) the commissioning of specialist reports to review the existing Esplanade lighting scheme and assess the impact on the Conservation Area and landscape of any proposed new scheme;
 - b) consultation with the community and key stakeholders on options for a new lighting scheme for the Esplanade;
 - c) the council to benefit from a £200,000 grant from Dorset County Council as part of the Dorset Coastal Connections project.
3. That a report setting out the results of the specialist conservation assessment reports and public consultation (as referred to in recommendation 2 (a)) be submitted to Management Committee later in 2017 accompanied by a request for further funding to enable the commissioning of costed designs for a new lighting scheme on the Esplanade from specialist artists and a contribution to the costs associated with the planning and installation.

4. That the council agrees to enter into a funding contract with Dorset County Council, as the accountable body for the Dorset Coast Forum's Dorset Coastal Connections project, in order to benefit from a grant of £200,000 towards the development of a new lighting scheme for Weymouth Esplanade and that the Strategic Director and Corporate Manager Legal Services are given delegated authority to agree the terms of the contract.
5. That the council collaborates with the Dorset Coast Forum as part of the Dorset Coastal Connections project on the development of a new lighting scheme for Weymouth Esplanade.

Reason for Decision

6. To enable Management Committee to make progress with the implementation of its Action Plan and to allocate appropriate resources.

Background and Reason Decision Needed

a) Background

7. Although the current lighting scheme on the Esplanade is the product of a comprehensive programme of environmental enhancements there is still considerable public interest in the reinstatement of catenary or 'fairy' lights along the frontage to enhance the experience of visitors. To reflect this public interest in such a lighting scheme, the Action Plan adopted by Management Committee sets out a project to develop a business case for illuminations on the Esplanade in Weymouth.
8. The Esplanade was illuminated with fairy lights until 2011 when they were removed as part of major seafront regeneration scheme – one which was to place greater emphasis on illuminating the historic buildings and structures along the front in order to emphasise the 'sweep' of the bay.
9. The previous fairy lights installation cost approximately £8,000 per annum in electricity costs to operate and £10,000 in repairs and were subject to regular break downs and vandalism. The lights were also considered to contribute to the cluttered appearance of the Esplanade during the daytime and were generally 'dated' as a concept. The lights were, therefore, taken down in 2011 as part of the seafront regeneration programme.
10. A petition to reinstate the fairy lights along the Esplanade - initially from the Pier bandstand to the Pavilion, was submitted to the council in March 2012. The petition claimed that the lights had been a 'source of joy' for residents and visitors since the 1950's. The petition attracted 1,691 signatures and was presented to Full Council in July 2012. At the meeting the council agreed to commission an investigation into the reinstatement of the catenary lights.
11. A report to Management Committee in October 2012 presented the results of this further investigation. As a result, it was decided not to pursue the reinstatement of fairy lights for the following reasons:

- they would conflict with recent lighting improvements including the illumination of key buildings and structure, and the ‘veil’ of laser lights;
- they would impact on the Conservation Area (partially due to the need for new posts);
- the lack of capital funding (between £155k and £211k was required) along with on-going revenue costs (c. £4,000 p.a.) – estimates based on similar schemes in Torbay and Paignton;
- the old lighting columns (Victorian Columns) had been removed as they were not sufficient to light the highway to the Highways standard required.

12. **Previous studies and works.** The current lighting scheme on the Esplanade is the result of a series of studies and substantial capital works – these can be summarised as follows:

- Seafront Regeneration Programme and Design Guide.
- Urban Landscape Appraisal & Masterplan (2005).
- Watkins Dally report setting out improvements to the setting of historic buildings.
- WPBC lighting strategy (2007) – this recommended the removal of festoon lighting but did propose the refurbishment and relocation of the Victorian lighting columns (repositioned between Pier Bandstand and Greenhill) with grant-aid from English Heritage.
- Dorset County Council replaced all the highway lighting along this length of the Esplanade. This was supplemented by the borough council providing further promenade lighting, together with the uplighters for the shelters and statues. This work has resulted in the promenade being much better lit at night.
- Installation of the *Veils of Light* (lasers) scheme led by Atopia and Parsons Brinckerhoff with funding from by Historic England and Arts Council England.
- The new ‘white’ highways lighting the similar pedestrian lighting for the Esplanade promenade, together with uplighters to the shelters and palm trees, meant that the Esplanade is now better illuminated for its whole length than it has been for at least 30-years.

13. **Existing laser installation.** The laser scheme (‘Veils of Light’) is highly innovative but has, perhaps, not made the visual impact that was first hoped. The scheme comprises lasers mounted on pylons along the Esplanade and was installed with funding from Arts Council England. The lasers chosen were not the most powerful available, but, at the time, members wanted a more subtle look. However, the lasers have a limited life-span due, in part, to coastal weather conditions.

14. It has been estimated that the existing modules will reach the end of their operating life within approximately the next 5 years. In terms of replacing the laser units, various options could be considered:

- to replace the existing laser units to a more powerful green light source (10 watt) it would cost £12,220 per unit or £85,540 in total for all 7 units;
- to replace the lasers for more powerful (10 watt), colour-changing units it would cost £10,550 per unit, or £73,850 in total for all 7 units;

- replacing the units would provide another 7-years of relatively maintenance free Esplanade lighting and, based on experience, the annual running costs may be less than for fairy lights.
15. It should be remembered that the laser modules are designed to operate in unison in order to create a coherent 'veil' across the bay. If individual modules fail and are not replaced, then the overall effect will diminish. At present, the council has no specific earmarked reserves to pay for the replacement of the laser modules. It is understood that laser technology has improved since the columns were installed and, if the modules were replaced, stronger beams of light could be achieved that would have an extended operational lifespan.
 16. It is important to remember that the Esplanade lies within a Conservation Area and in an important coastal landscape. Any changes to the appearance of the area as a result of new lighting infrastructure (posts and cables) and additional illumination, will have an impact on the environment and its setting and will require planning permission and consultation with statutory agencies.

b) Opportunity to develop a new lighting scheme

17. An opportunity has arisen to review the current lighting scheme and develop artist-led lighting proposals including a catenary design. This opportunity is as a result of a funding secured by the Dorset Coast Forum and Dorset Coastal Communities Team (hosted by the county council) from the government's Coastal Communities Fund and developed with the support of the local arts organisation Bounce Back Arts (community interest company). The grant of £200,000 will contribute to the design and installation of an innovative and attractive new lighting scheme on the Esplanade.
18. The opportunity to bid for this funding via the Dorset Coast Forum became apparent at short notice in late 2016 and officers took the decision to apply for funding in consultation with the briefholder. At that point, it was agreed to include in the bid a provisional commitment of £50,000 of match funding from the borough council in order to increase the chances of the overall bid succeeding. However, it was made clear that this match funding would be subject to Management Committee approval.
19. The funding that has been secured via the Dorset Coast Forum gives the council the opportunity to develop a modern lighting scheme. This could be in the form of catenary (fairy) lights along the Esplanade, or an alternative lighting option, e.g. the illumination of buildings and structures. Either way, a lighting scheme on the Esplanade would only be successful if it compliments the existing infrastructure, is not detrimental to the Conservation Area and is supported by the community. However, the funding should, if matched with additional resources from council reserves, enable an artist-led approach and the utilisation of the latest lighting technology in order to both reduce running costs and create visually exciting proposals.
20. It is proposed, therefore, that the council takes the opportunity afforded by the grant from the Coastal Communities Fund to commission specialist

landscape and heritage assessments to inform the artist-led design. These specialist studies can't be funded by the grant and will need, therefore, to be paid for from council reserves. In addition, it is not clear what the total cost of the scheme will be and the extent of the installation along the Esplanade.

21. If, as recommended, Management Committee allocates £50,000 from reserves then this will enable the following:
 - a) the commissioning of specialist reports to review the existing Esplanade lighting scheme and assess the impact on the Conservation Area and landscape/townscape of any proposed new scheme;
 - b) consultation with the community/residents and key stakeholders (e.g. local businesses/Historic England) on a new lighting scheme for the Esplanade;
 22. A subsequent report will then be submitted to Management Committee setting out the results of the specialist conservation assessment report and public and stakeholder consultation. The report will also set out a process for the commissioning of costed designs for a new lighting scheme from specialist artists if this is deemed to be the most appropriate way forward following consideration of the studies and consultation results. The report will, therefore, ask Management Committee to establish a budget, to be matched with the Coastal Communities Fund grant to cover the cost of design work and also the fabrication and installation of the new lighting infrastructure.
- c) Issues to consider in developing a new lighting scheme**
23. If Management Committee agrees to progress the development of a new lighting scheme, then there are several key areas that will require particular attention – these are outlined below.
 24. **Environmental issues.** Possible future changes to the environment of the Esplanade may include flood defence works, e.g. wave return wall, filling in the gaps between planters to provide flood defence and raising the height of promenade.
 25. **Technical issues.** Any new scheme would need to address significant technical issues:
 - removal of laser columns – the costs of removal would need to be investigated and whether any of the original grants for installation would need to be repaid;
 - any new catenary lighting scheme could not be attached to the new DCC street columns and would therefore not follow the previous route along the kerb edge;
 - the resultant mix of DCC lamp posts and new catenary lighting posts would be cluttered and aesthetically displeasing. Any design would need to avoid reversing the 'de-cluttering' programme that has been pursued over the last decade;
 - if catenary lighting was preferred, any new installation would require approximately 50 new eight metre support columns placed every thirty metres, with each column requiring new electricity supply. The

columns would need to be electrically linked so that the whole necklace of lights can be switched on and off simultaneously.

- the extent of any new scheme - the old catenary lights ran from the Ferry Terminal to Lodmoor and a like-for-like replacement would require permission from Historic England, which have contributed to the new lighting scheme at Greenhill and other work on the Seafront based on the package of measures that have been implemented. Likewise the Arts Council has helped to deliver the lasers and these were not designed to co-exist with catenary lights.

26. **Officer capacity.** The Coastal Communities Fund grant will enable the council to benefit the services of Bounce Back Arts (via a contract with DCC) to assist with community consultation and the selection/briefing of artists. However, it is inevitable that a project such as this will involve significant officer time in the commissioning of specialist studies, statutory consultations, securing statutory permissions and the letting of a substantial infrastructure contract. The committee will need to consider the impact on existing officer capacity particularly at a time when the council will be going through a period of major change.

Implications

27. **Corporate Plan.** *Improving Quality of Life: Safeguarding and providing opportunities to enjoy the natural and built environment now and in the future.* The need to develop proposals for a new Esplanade lighting strategy is also identified in the Management Committee's Action Plan.
28. **Financial.** If the committee decide to agree the recommendations of this report then it will need to allocate resources from reserves. In order to draw down the grant from the Coastal Communities Fund the council will need to enter into an agreement with Dorset County Council, the local accountable body for the Fund. As the project progresses, a further request for funding for design and installation works may be presented to Management Committee later in 2017.
29. If a new lighting scheme is installed on the Esplanade then the council will need to allow for operating and maintenance costs in future revenue budgets from 2018-19 onwards.
30. **Equalities.** Consideration will need to be given to ensuring that any revised lighting scheme on the Esplanade is compatible with the needs of users with visual impairments.
31. **Economic Development.** Enhancements to the Esplanade can make a significant contribution to tourism and economic growth.
32. **Risk Management (including Health & Safety).** The primary risk is the council's ability to make a commitment to future running costs of any new lighting scheme given that this is a discretionary service.

Consultation and Engagement

33. The proposals for developing a new lighting scheme for the Esplanade will involve significant community engagement and consultation with key stakeholders (including local businesses). This will be carried out in consultation with the Dorset Coast Forum and Bounce Back Arts as a condition of the Coastal Communities Fund grant. The proposals outlined in this report have been discussed with the briefholders for: Culture & Tourism, Finance & Assets, and Environment & Sustainability.

Appendices

34. None.

Background Papers

35. The various studies previously commissioned to inform enhancements to the Esplanade, as referred to in this report, can be provided on request. In addition, the bid to the Coastal Communities Fund, submitted via the Dorset Coast Forum with support from Bounce Back Arts, provides information on the process for community involvement in an artist-led lighting scheme.

Footnote

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

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Management Committee 18 April 2017 Progress report on Weymouth Museum

For Decision

Portfolio Holder:

Cllr Jason Osborne – Tourism, Culture & Harbour

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Author:

T. Hurley, Leisure Commissioning Manager

Statutory Authority

Localism Act 2011 – ‘general power of competence’.

Purpose of Report

1. To present to the committee an update progress with the establishment of permanent museum for Weymouth and to seek committee endorsement of Weymouth Museum Trust’s Collections Development Policy.

Officer Recommendations

2. That Management Committee;
 - a) notes progress being made towards the establishment of a permanent museum for Weymouth;
 - b) endorses Weymouth Museum Trust’s Collections Development (Acquisition & Disposal) Policy (Appendix A);
 - c) gives delegated authority to the Strategic Director to determine requests made by Weymouth Museum Trust for the disposal of any aspects of the borough collection as defined by the schedule attached to the Museum Development Agreement (dated 11 November 2016).

Reason for Decision

3. Council endorsement of the Trust’s Collection Development Policy is required to enable the Trust to apply for accredited museum status with Arts Council England and to enable the efficient management of the collection.

Background and Reason Decision Needed

a) Background

4. Following the conclusions of negotiations in 2016 between Weymouth Museum Trust, Brewers Quay Investments and the borough council, a Museum Development Agreement was signed. This provided both for the temporary housing of the museum collection (curated and managed by Weymouth Museum Trust) in Brewers Quay and also a permanent home for the museum within the redeveloped listed buildings. This Agreement was attached to the Section 106 agreement relating to the refurbishment and redevelopment of the Brewers Quay site for housing and retail. The location of the museum within the development contributed to the policy requirement in the Local Plan for the site to host a 'wet weather attraction'.
5. As part of this new arrangement, the borough council's collection is to be loaned to Weymouth Museum Trust whilst it is in temporary accommodation (awaiting the completion of redevelopment) and this will be gifted to the Trust for long-term safe-keeping once it has moved to its long-term location within Brewers Quay (in accordance with a draft lease contained in the Museum Development Agreement). The collection is defined by a schedule of artifacts attached to the loan agreement and to be attached to the gift agreement.
6. However, as part of the day-to-day operation of the museum, the Trust needs to keep the collection under constant review and dispose of items that are of no historic value to Weymouth and the surrounding district as defined in the map included in the attached Collections Development Policy in accordance with nationally recognised and defined practice (in which the priority is to offer the items to other accredited museums and galleries). The Policy makes it clear that items may not be disposed of for financial gain. Under the terms of the Loan Agreement the borough council needs to approve of any disposals from its collection.
7. To guide the management of its collections, Weymouth Museum Trust has adopted a Collections Development Policy and which informs acquisition, management and disposal of objects. This Policy was agreed with the borough council when presented to Management Committee in 2011. However, the Trust is currently applying to Arts Council England (the government agency that oversees museum issues) for 'accredited status'. By acquiring such status, Weymouth Museum Trust would gain official recognition as a well-managed museum and be eligible to apply for specific sources of project funding.
8. As part of the application process for accreditation, the Trust has submitted all its policies and procedures to the Arts Council for scrutiny and this has led to the need for minor revisions to the Collections Development (Acquisition & Disposal) Policy, in particular. There is a need, therefore, for the borough council to formally endorse the revised Policy (**Appendix A**) via a resolution of Management Committee. Evidence of council endorsement is also required by the Arts Council to complete the Trust's application for accredited status.

9. The agreement which relate to the transfer of the council's collection to the Trust require council approval before any items are disposed of (see section 5 of appendix A). However, as any such disposals are likely to be artifacts of limited value, it is likely to prove overly burdensome on both the Trust and the council if committee approval is required in each case. It is recommended, therefore, that the delegated authority is given to the Strategic Director to determine all requests by the Trust for disposal.
10. The proposals set out above, are intended to improve the effective operation of the museum and help Weymouth Museum Trust to develop further as well-run and highly competent charitable organisation.

Implications

11. **Corporate Plan.** *Empowering Thriving and Inclusive Communities.* The council's support will enable Weymouth Museum Trust to operate effectively for the benefit of the community.
12. **Financial.** There are no financial implications arising from the recommendations in this report. A budget of £88,000 is held in council reserves to assist with the establishment of a permanent museum at Brewers Quay.
13. **Equalities.** When permanently established, Weymouth Museum should be both accessible and affordable for all the community.
14. **Economic Development.** Cultural attractions can make a significant contribution to economic growth.
15. **Risk Management (including Health & Safety).** No implications.

Consultation and Engagement

16. Consultation on the recommendations in this report has been undertaken with the briefholder for Tourism & Culture and the council's nominated representative to the Trust (Cllr James Farquharson).

Appendices

17. Appendix A - Weymouth Museum Trust's Collections Development (Acquisition & Disposal) Policy.

Background Papers

18. Museum Development Agreement – Brewers Quay, Weymouth. Signed by Brewers Quay Investments LLP, Weymouth Museum Trust and Weymouth & Portland Borough Council. Dated 11th November 2016.

Footnote

19. 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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Weymouth Museum Trust (Registered Charity 1143692)

Collections Development (Acquisition & Disposal) Policy

Prepared by: Dr. D M Riches

V6 March 2017

Approved by the Trustees: 23rd March 2017

Approved by Weymouth & Portland BC:

Due for Review: July 2019

Note: This document was originally prepared using the MLA Template Acquisition & Disposal Policy (January 2010 revision). This version is a translation to the ACE Template CDP2014. Where optional paragraphs are shown in the template the most appropriate has been chosen.

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

The Collection is owned by Weymouth & Portland Borough Council and the policy must therefore be approved by both an ordinary meeting of the trustees of Weymouth Museum Trust and by Weymouth & Portland BC's delegated authority, who's name or position shall be notified in writing with evidence of Weymouth & Portland BC Management Committee authorisation to both the Trust and to ACE. The policy will be reviewed again prior to the planned gifting of the collection to Weymouth Museum Trust.

1. Relationship to other relevant policies/ plans of the organisation:

Weymouth Museum's Statement of Purpose is: To collect, preserve, enrich and give access to objects and other material relating to the history and cultural heritage of Weymouth and the surrounding area [defined as the former town of Weymouth and Melcombe Regis, Wyke Regis, Radipole, Preston, Upwey, Broadwey, Bincombe, Osmington, Chickerell, Fleet, Langton Herring, Portesham, Abbotsbury] for the inspiration, education and enjoyment of the local and wider community.

This is an expansion of the charitable objects more formally stated in the Trust's governing document.¹

¹ Articles of Association of Weymouth Museum Trust ("the charity"). This is the governing document for the charity as well as the associated company limited by guarantee.

The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.

Acquisitions outside the current stated policy will only be made in exceptional circumstances.

The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

The museum will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.

The museum will not undertake disposal motivated principally by financial reasons.

2. History of the collections

Until the early 1970s Weymouth did not have a museum, but in 1971 the redundant Melcombe Regis Boys School at Westham Bridge was used for a temporary local history exhibition and in 1972 the building was re-opened as Weymouth Museum. In 1974 it was amalgamated with Portland Museum to form Weymouth & Portland Museum Service. In January 1989 the Museum closed because of the impending redevelopment of the site.

A partnership was formed between the Borough Council and Devenish plc to re-house the Museum Collection in the redundant Devenish and J. Groves Brew House and in 1990 a large part of the collection was moved to the refurbished building, renamed Brewers Quay. The museum was initially integrated with the Timewalk attraction where some of the larger artefacts were housed, but in 1999 the museum was separated from the Timewalk and re-opened with free entry. It closed again, temporarily, in 2011 for the redevelopment of Brewers Quay.

3. An overview of the current collections

The existing collection is based on Weymouth and Melcombe Regis and the surrounding area known informally as Weyland. The area to which the collection shall relate is defined in a document held by the County Museums Adviser that defines the collecting area of each of the Dorset museums and includes a map showing the boundaries of these areas, attached hereto at Annex 1.

The existing collection also includes marine and marine archaeology items that relate to the area described above and, although not shown on the map, the collecting area is assumed to include the adjacent sea.

The main sections of the existing collection are:

- Art, including the Bussell collection
- Textiles
- Tools
- Local transport
- Local industry, trade and the harbour
- Local government
- Local history including written and printed material, photographs and other images, maps and ephemera relating to the local and family history of the defined collecting area
- Domestic items, from kitchenalia to toys
- Archaeology, including marine archaeology
- Geology
- Brewing; the museum is housed in the old Brewery
- Naval; ship models and torpedo development

The theme is strongly local history and the collection is a large and important one from that point of view. The time frame is prehistory to the present.

4. Themes and priorities for future collecting

The collecting area shall remain that defined above.

The Museum will acquire items which enhance or add another dimension to the existing collection, either as donations or, if funds permit and the item[s] are significant, by purchase. When, for a specific display or event, our collections are deficient, items will be sought on a temporary loan basis from other museums. The museum may also decide to acquire material, which will not be added to the permanent collection, but which can be used as education handling material or loan collection, on the understanding that such material is going to suffer wear and tear and is thus disposable.

The existing collection will be reviewed to establish its strengths and weaknesses and in particular how well it represents and portrays the history and culture of Weymouth.

5. Themes and priorities for rationalisation and disposal

The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

The museum recognises that storage space is limited. Because of the way the collections originated there is a degree of duplication and there are also items in the collection that would not satisfy the current museum development policy because they have no direct relevance to Weymouth and the surrounding area as defined in this policy. In order to conserve space it may be necessary to dispose of some of these items although some may be retained for exhibition purposes. There are also instances where items in the collection may pose a hazard to persons or other items in the collection in which case disposal will be considered.

All disposals require the approval of Weymouth & Portland Borough Council.

6. Legal and ethical framework for acquisition and disposal of items

The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal

7. Collecting policies of other museums

The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

Specific reference is made to the following museum(s):

- Portland Museum
- Bridport Museum
- The Dorset County Museum, Dorchester
- The Dorset History Centre

8. Archival holdings

As the museum holds archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002).

9. Acquisition

- a. The policy for agreeing acquisitions is:
 - Acquisitions by gift or donation, in accordance with the requirements of this policy, shall be authorised by the Museum Collection Manager.
 - Acquisitions by purchase shall be authorised by the trustees at an ordinary meeting.
 - Loans will normally only be accepted on a short term basis for specific displays or exhibitions, or for research purposes and shall be returned once that use has terminated.

- In certain circumstances loans on a longer, fixed term, basis may be authorised by the Collection Manager, provided that they are from a public or corporate body and not a private individual and the item(s) are for display. Such loans shall be reviewed annually.

b. The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

c. In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10. Human remains

10.1 As the museum holds or intends to acquire human remains under 100 years old, it will obtain the necessary licence under the Human Tissue Act 2004 and any subordinate legislation from time to time in force.

10.2 As the museum holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

11. Biological and geological material

So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12. Archaeological material

The museum will not acquire archaeological antiquities (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

13. Exceptions

Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

14. Spoliation

The museum will use the statement of principles ‘Spoliation of Works of Art during the Nazi, Holocaust and World War II period’, issued for non-national museums in 1999 by the Museums and Galleries Commission.

15. The Repatriation and Restitution of objects and human remains

The museum’s governing body, acting on the advice of the museum’s professional staff, if any, may take a decision to return human remains (unless covered by the “Guidance for the care of human remains in museums” issued by DCMS in 2005) , objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16 below will be followed but the remaining procedures are not appropriate.

The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the “Guidance for the care of human remains in museums”.

16. Disposal procedures

- a. All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- b. The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- c. When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

APPENDIX A

d. When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.

e. The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. External expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.

f. A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.

g. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.

h. If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).

i. The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

j. Any monies received by the museum governing body from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.

j. The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money

must be restricted to the long-term sustainability, use and development of the collection.

k. Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on de-accession and disposal.

17. Disposal by exchange

The museum will not dispose of items by exchange.

18. Disposal by destruction

If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.

It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.

Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.

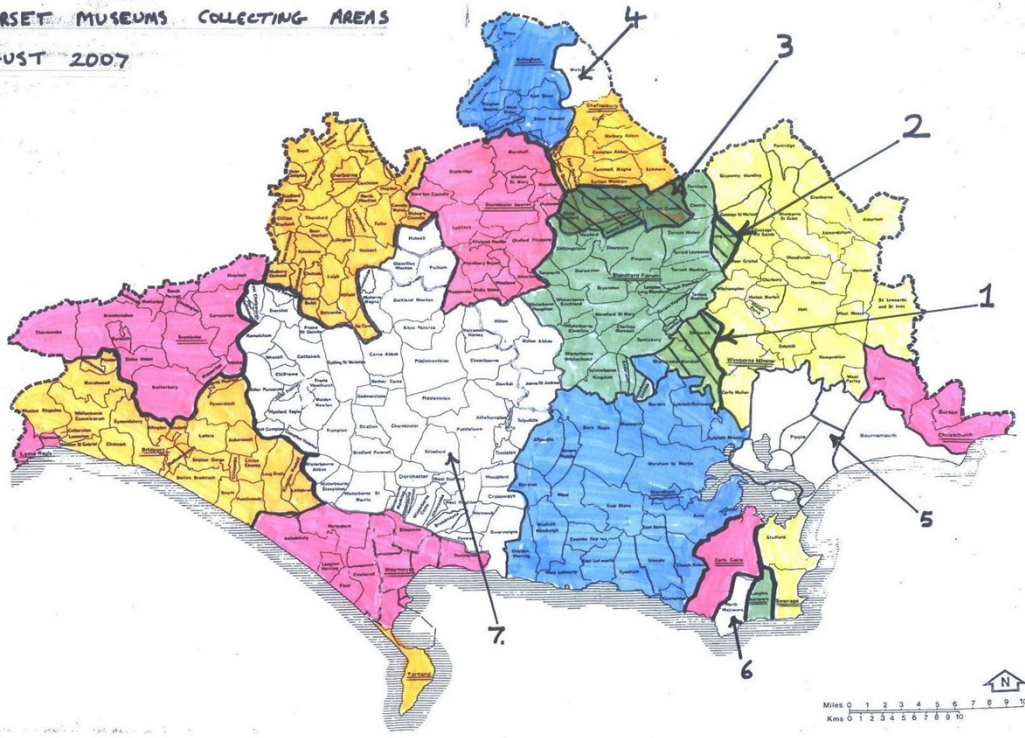
Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.

The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

Annex 1

APPENDIX A

DORSET MUSEUMS COLLECTING AREAS
AUGUST 2007



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Management Committee 18 April 2017 Proposals for an arts programme in Weymouth & Portland

For Decision

Portfolio Holder:

Cllr Jason Osborne – Tourism, Culture & Harbour

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Author:

T. Hurley, Leisure Commissioning Manager

Statutory Authority

Localism Act 2011 – ‘general power of competence’.

Purpose of Report

1. To present to the committee proposals for both the commissioning of public art and the funding of community-based arts initiatives, and thereby enable members to allocate appropriate resources.

Officer Recommendations

2. That Management Committee:
 - a) establishes a Member Arts Advisory Panel in accordance with the draft terms of reference set out in Appendix A;
 - b) pursues the commissioning of public art in Weymouth for installation before the end of 2018 by allocating £30,000 from reserves to enable officers, under the guidance of the Member Arts Advisory Panel, to commission the development of designs and costed proposals for submission to Management Committee for consideration and resourcing;
 - c) considers a bid for £200,000, when it meets to consider the use of council reserves for key projects, to enable the commissioning of the public art installations in Weymouth following consideration of recommendations to be presented to Management Committee by the Member Arts Advisory Panel;

- d) considers a bid for £20,000, when it meets to consider the use of council reserves for key projects, to be used to award individual grants of no more than £1,000 for community arts projects and to be allocated in accordance with criteria to be agreed with the Member Arts Advisory Panel;
- e) awards a one-off grant of £20,000 to the Portland Sculpture & Quarry Trust (registered charity no.1086659) for phase 2 of its Memory Stones project on condition that all match funding is secured from other sources including the Arts Council;
- f) gives delegated authority to the Strategic Director to agree the terms of the grant agreement with the Portland Stone & Quarry Trust with regard to the grant proposed in recommendation 2 (e).

Reason for Decision

- 3. To enable Management Committee to take forward the Action Plan objective and the recommendations agreed by the Committee at its meeting in December 2016.

Background and Reason Decision Needed

a) Background

- 4. At its meeting in December 2016, Management Committee considered a report which set out a range of options for arts activities and programmes in the borough. Members were presented with 6 choices accompanied by a basic indication of costings.
- 5. Following careful consideration of the options, the Committee agreed that its preference for future action would focus on the following:
 - Supporting local community projects
 - Design a programme of public art.

This report sets out, therefore, detailed proposals for taking forward the two preferred options.

- 6. A key driver for investment in arts projects, particularly public art and the creative improvement of public realm, is the ability of high quality installations and designs to help 'redefine' public perception of a community. By allocating resources to improving the public realm, the council can help to increase the attractiveness of an area and set the tone for the quality of new development.
- 6. **Supporting local community projects:** This would involve the allocation of modest one-off grants to local arts initiatives and activities would allow these projects to secure additional external funding (principally Arts Council England). The projects would need to be community-based and primarily not-for-profit, although it would be recognised that some arts activities are income generating.

7. It is proposed that a budget of £20,000 be established from this Community Arts Grant Scheme when Management Committee decides on the allocation of council reserves at its meeting in June 2017. This would be a one-off allocation with all grants to be drawn down by beneficiaries by March 2019. The operation and impact of this scheme should be monitored in order to inform future funding decisions by local government in Weymouth.
8. The criteria for this grant scheme could be agreed by the newly established Member Arts Advisory Panel (see paragraph 11 below) but should be based on the following key requirements:
 - a) Each grant should not exceed £1,000 and be at least matched equally with funding from other sources or in-kind contributions (e.g. staff time);
 - b) The minimum size of grant will be £250.
 - c) Projects benefitting from the grants should demonstrate a combination of artistic quality and community involvement.
 - d) Organisations benefitting from grants should be community groups or not-for-profit organisations.
 - e) Projects should demonstrate a beneficial economic impact by contributing to tourism or skills development.
9. **Public art project:** The development of a longer-term public art programme to design options for new works of a permanent street art in the town – these may be incorporated within new developments linked to the implementation of the town centre masterplan. This programme would be developed through extensive community consultation and the involvement of contributing artists at the earliest possible stage of development in order to produce a fully costed programme which can be commissioned if resources can be secured.
10. Given the scale and complexity of this public art project it is recommended that it is, in accordance with best practice, undertaken in two stages.

Stage One: Consultation, design selection and identifying what permissions are required (e.g. planning permission). Indicative costs for preparatory work is **£30,000** and this would include both design costs and also the retention of specialist project management expertise to oversee the process, thereby easing capacity issues within the existing workforce.

Stage Two: The costed designs and implementation requirements will be presented to Management Committee for consideration and approval. If the proposals are approved then the Committee will need to allocate from reserves an appropriate capital sum. However, every effort should be made to match any council contribution with external funding, particularly from Arts Council England. It is recommended that Management Committee considers the allocation of **£200,000** from reserves for the Stage Two when Management Committee decides on the allocation of council reserves at its meeting in June 2017.

11. **Member Panel.** To oversee the implementation of the Community Arts Grant Scheme and the Public Art project, it proposed that a Member Arts Advisory Panel is established. The Panel's functions will include advising officers on the execution of the projects, helping with the selection of artists, developing grant scheme criteria and scrutinising grant applications. The draft Terms of Reference for the Panel are presented in Appendix A for consideration by Management Committee. The council would seek to buy-in specialist project managers with a track record of delivering complex public art initiatives, and thereby ensure effective implementation.
12. **Public art project on Portland.** In addition to the public art project proposed above and which would take place in Weymouth, it is recommended that funding is made available to support a community-based project planned on Portland. A request for funding has been received from the Portland Sculpture & Quarry Trust for its 'Memory Stones' Project. This project will create a semi-circle of large, carved stones on a raised aggregate platform and will form an 'entry point' for visitors to the Tout Quarry Sculpture Park and other areas of the island. A summary of this project is set out in **Appendix B** and the Trust is requesting a grant from the council of £20,000 to help it secure £75,000 of match funding from Arts Council England and from the Heritage Lottery Fund. The award of this grant to the Memory Stones Project subject to the Trust entering into a standard grant agreement with the council.
13. The projects outlined above represent an ambitious arts programme for the borough and are designed to reflect the aspirations of Management Committee to support both high quality public art (for the benefit of both residents and visitors) and community-based creativity.

Implications

14. **Corporate Plan.** *Empowering Thriving and Inclusive Communities.* The need to develop an arts strategy is also identified in the Management Committee's Action Plan.
15. **Financial.** Decisions on the future level of support for arts development in will need to be considered in the context of council's need to make significant reductions across all services. If members decide to pursue the above options then it will need to allocate resources from reserves.
16. Of the arts development budget allocated for 2016-17, £8,000 is still available and will be carried forward to 2017-18. It is proposed to use this budget to provide match funding for outdoor arts events planned by B-side and Activate in 2017 as reported to Management Committee in December 2016. However, any residue of this budget will be put towards the Community Arts Grant Scheme if established by the Committee.
17. **Equalities.** Consideration will need to be given to ensuring that any supported arts projects are accessible to all sections of the community.
18. **Economic Development.** Arts events and installations can make a significant contribution to economic growth.

19. **Risk Management (including Health & Safety).** Any grants awarded by the council will need to be subject to formal grant agreements (based on established models) and no funding would be released until implementation of a project is confirmed.

Consultation and Engagement

20. To inform the development of the options set out in this report, a member workshop was held on 18th October and facilitated by staff from B-Side, Activate and the Arts Development Company. Eleven members attended this workshop in addition to a representative from Weymouth BID.

Appendices

21. Appendix A – Draft Terms of Reference for Member Arts Advisory Panel.
Appendix B – Funding Request from the Portland Stone & Quarry Trust

Background Papers

22. None.

Footnote

23. 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

Draft Terms of Reference for Member Arts Advisory Panel

1. Purpose

- 1.1 To oversee the commissioning of public art in Weymouth by inviting competing designs, selecting preferred designs and locations, and making recommendations to Management Committee on the preferred design.
- 1.2 To oversee the implementation of Management Committee's preferred design for public art in Weymouth.
- 1.3 To establish criteria for a Community Arts Grant Scheme in accordance with the parameters established by Management Committee and to oversee its implementation.
- 1.4 To contribute to the evaluation of applications to the Community Arts Grant Scheme and make recommendations to the Strategic Director on the award of grants.

2. Membership

- 2.1 The Panel will be chaired by the Briefholder for Tourism & Culture.
- 2.2 Membership will also include:
 - Other relevant briefholders: Social Inclusion and Economic Development
 - Such members nominated from each group in order to ensure a politically proportionate composition.

3. Frequency of meetings and duration

- 3.1 The Panel would meet as and when needed in accordance with a timetable agreed by the Chairman at its first meeting. However, the Panel would need to have sufficient meetings to enable a costed proposal for public art to be presented to Management Committee later in 2017 and for the proposal to be implemented before the end of 2018.

4. Support

- 4.1 The activities of the Panel will be supported by officers from the Economy Leisure & Tourism division.

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Portland Sculpture & Quarry Trust (PQST)

Funding Request: Memory Stones Project at Tout Quarry

Tout Quarry – Portland

Tout means 'lookout' and was once one of over 100 quarries on the island worked by hand. It is the best example of traditionally hand-worked quarry, saved from further mineral extraction through PSQT landscape and environmental sculpture project, with commissioned work by well known and emerging artists many of whom are now Royal Academicians. Their work creates vantage points where sculpture, geology, quarrying and ecology meet.

Portland Quarries Nature Park

During the last 18 months we have successfully attracted funding for a new landmark feature / arrival point overlooking Tout Quarry Sculpture Park and Nature Reserve on the West Cliff. This arrival point will provide visitors with key interpretation messages that signpost routes that diversify interest in the northern arc of Portland's Quarry Park.

Proposals for sites specific sculpture will create a cultural route through the Quarry Park leading to a planned amphitheatre /outdoor performance environment (OPE) overlooking, the East Cliff where the stone was quarried for St Paul's Cathedral and other Wren churches.

What is the Memory Stones project?

The project comprises the installation of a semi-circle of large monoliths (Memory Stones) on an aggregate platform at one of the highest point on Portland. This semi-circle of stone on a raised platform will create a unique arrival point from which visitors can explore Tout Quarry and the landscape of Portland. Each stone will be lettercut with references to the geology, ecology, working histories art /architecture

First Stage of Project (completed)

Funding from Dept for Communities & Local Government, Dorset Wildlife Trust, PSQT, DCC and the Portland Court Leet enabled the initial stage of surveys, landscape drawings, geotechnical reports and groundworks.

Second Stage Project Aims

We are asking support from WPBC to match fund the 2nd stage applications to Arts Council England (ACE) and Heritage Lottery Fund (HLF).

For this second stage, the Memory Stones will be core drilled to enable images/text to be projected into pools of sunlight within the stones shadows, and letter-cut, becoming a key to accessing additional layers of information via GPS activated App, video and website.

Shafts of sunlight projected year round into the centre of a circular platform of white aggregate will create a continuous changing space for artists collaborations, community sound/light performance and visitor engagement in the Quarry Park.

The applications to ACE and HLF will need £20,000 match funding and on a grant of £75,000 would represent 26%, making a total project cost possible of £95,000.

Opportunities will be created for knowledge and skills transfer between established and emerging artists with site specific work that establishes a cultural route for the Quarry Park, identified within South West Coast Path.

The Memory Stones project and the planned coastal amphitheatre project will jointly create the curatorial support and focus for mentoring of artists working with community - where the development of new skills can take place within an inspirational site.

Interpretation

The project Memory Stones will engage ten Royal Academy artists who have previously made work in Tout Quarry, and have connections with PSQT's art and environmental project.

The interpretation will draw connections between the areas of ecology / geology-quarrying / architecture-art / science to give visitor an overview of the landscape and cultural route connecting 4 related locations, Heights Hotel, Fancy's Farm, St George's Church and the Portland Museum.

The stones will be placed in an ellipse calibrated to the sun's path (projecting shadows 66' long in mid-winter) in proportion to the scale of the earth's orbit around the sun relating to climate change today.

The stones will show evidence of life at the molecular level and previous climate change that gives a local and global view of our environment today. The installation of the stones will show levels of the landscape and its quarry strata, to be used as a key / timeline that will take visitors from the present to the past, walking along a pathway where every footstep is equivalent to 250,000 years, reinstating 18 stages of the fossil record, leading to the level of the Jurassic sea floor of 150 m years ago.

Future phase of the project: Coastal Amphitheatre

The location of the Coastal Amphitheatre is alongside the start of a Nature Route on the SW coast-path, walking north to Durdle Pier and returning on the lower path along Penns Weare to Church Ope and Portland Museum. For the Coast Amphitheatre the funding routes are the next round of the Coastal Communities Fund in summer 2017.

MANAGEMENT COMMITTEE

18TH APRIL 2017

Western Dorset Economic Growth Strategy Action Plan

For Decision

Briefholder

Cllr Farquharson

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Author:

N Thornley – Head of Economy, Leisure and Tourism

Statutory Authority

Local Government Act 2000 – Promotion of economic and social wellbeing

Purpose of Report

- 1 To agree a high level dynamic action plan for the delivery of the recently adopted Western Dorset Economic Growth Strategy.

Officer Recommendations

- 2 (a) That the Western Dorset Economic Growth Strategy Action Plan is adopted as the first five year whole council dynamic action plan for delivery of the recently agreed strategy.

(b) That progress on the action plan is reported to Western Dorset Growth Strategy Member Board.

Reason for Decision

- 3 To agree a dynamic action plan that guides the work of the four councils and others engaged in Economic Regeneration in Western Dorset in order to deliver the recently adopted economic growth strategy.

Background and Reason Decision Needed

4. The Western Dorset Economic Growth Strategy was approved by each of the four Councils (Dorset County Council and the 3 councils in the Dorset Councils

Partnership) in December 2016 and is the first joint economic strategy embracing all four councils and all service areas.

5. This report proposes an extensive and dynamic 5 year action plan through to 2022 to address the local economic challenges and opportunities expressed in the objectives from the strategy.
6. The development of the strategy has been informed through economic analysis and forecasting of: employment growth; employment land and housing delivery; and sector strengths and sector change. This analysis has identified opportunities for growth or intervention.
7. In addition, the strategy and action plan have been informed by the Growth Deal 2 Dorset LEP funded studies (£600k) covering:
 - i. Transport and Movement – including roads, cycling walking, rail, public transport and parking – principally for the Western Dorset Growth Corridor but also for the major road and rail connections across the area. The rail element of this study area is approaching completion.
 - ii. Skills – looking at the skills and education requirements to meet the current and future growth needs across Western Dorset.
 - iii. Culture and Tourism – considering the work required to develop the tourism offer through attracting higher spend visitors to the area and the role of events and festivals, museums and heritage and the public realm in supporting and growing the tourism offer.
 - iv. The development potential for the 5 identified sites from the Weymouth Town Centre masterplan.
8. The LEP funded studies have enabled the councils to engage industry experts in an objective review of issues and challenges in Western Dorset. The studies have produced an extensive set of recommendations which have been incorporated into the action plan appended to this report.
9. In addition to the actions from the economic analysis, and the Dorset LEP funded studies, the plan has been informed by the economic aspirations of others from across the area, such as the coastal community teams (CCT), private sector and educational partners and as expressed in their published plans.
10. It is anticipated that the strategy and action plan together will both influence others in their decision making and underpin applications for funds whether made by the Councils or other delivery partners such as the CCTs.
11. The Government recently launched its green paper: Building our Industrial strategy. The green paper identifies 10 pillars on which the national strategy will be developed:
 - science, research and innovation;
 - skills; infrastructure;
 - business
 - growth and investment;
 - procurement;

- trade and investment;
- affordable energy;
- sectoral policies;
- driving growth across the whole country; and
- Creating the right institutions to bring together sectors and places.

The Western Dorset Economic Growth Strategy and the action plan have been developed around five themes: Infrastructure; Homes and Employment Sites; Employment and Skills; Businesses and Sectors; and Assets and Policy. These themes and identified actions can be directly related to the majority of the Governments 10 pillars of the national industrial strategy.

12. The action plan as presented is an ambitious and dynamic work programme, with several work streams that will require their own detailed delivery plans and both assessment and identification of resources required. It is not anticipated that the partnership will deliver on all actions, but will use its ability, informed by the strategy and action plan, to influence key partners (including Dorset LEP, Dorset Employment and Skills Board, HCA, Highways England, Dorset Growth Hub, Dept. International Trade, DCCI etc.) and the private sector to deliver projects and services, accessibly and appropriately, for economic growth in our area. Relationships with many delivery partners are well established, and there will be a need for members and officers to build new relationships with potential deliverers and deliver a consistent message from the strategy and action plan.
13. Regular progress reports adopting a RAG system will presented to the Western Dorset Growth Strategy Member Board at no less than six monthly intervals.

Implications

Corporate Plan

The Council has a corporate priority: Building a Stronger Local Economy

Financial

There are no financial implications directly associated with this report. Changes to current Government incentives such as new Homes bonus and the introduction of new incentives, such as business rates retention are likely to impact on the councils resources. Actions in this strategic action plan may increase positive and lessen negative impacts.

Equalities

There are no equalities impacts directly associated with this report.

Environmental

There are no environmental impacts directly associated with this report.

Economic Development

This report establishes the priority actions for the next 5 years to in order to deliver the recently agreed strategic objectives.

Risk Management (including Health & Safety)

There are no risks directly associated with this report

Human Resources

There are no human resource impacts directly associated with this report

Consultation and Engagement

The Councils enjoy good working relationships with a number of local businesses and groups such as the chambers of trade. There are regular meetings on key topics and a newsletter is distributed to over 1000 businesses on a regular basis. A high profile launch event is being planned for the new strategy and action plan to promote the area as being 'open for business' from a local authority perspective.

Appendices

Appendix A: Action Plan

Background Papers

Western Dorset Economic Growth Strategy

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 – Western Dorset Economic Growth Strategy Action Framework 2017 to 2022

STRATEGIC THEME	NO1: INFRASTRUCTURE
Theme Driver:	Need to improve electronic & physical connectivity for business, learning, & leisure use. Project themes: High-speed broadband, Transport & travel infrastructure, Public Realm.
Key theme aims:	<ul style="list-style-type: none"> • Digital Infrastructure upgrades – Ultrafast and broadband rollout and improved mobile (broadband, 3G,4G,5G) coverage • Integrated spatial and infrastructure planning • Targeted highway network improvements • Transport and travel projects – all modes.
Strategic Outcomes:	An infrastructure that supports economic growth through improved access for businesses to markets, and for residents to employment and learning. I Indicators: Numbers of schemes and projects completed; Improvement in Western Dorset attractiveness and relative competitiveness (indices 2016: 99* & 91.2**).

*Grant Thornton Business Location Index- Infrastructure; ** DCC Local Economic Assessment Report

Ref	Project description	Project benefits, direct outputs & success measures	Target Dates	Delivery Roles	Indicative cost	Main Funding Sources & status
T 1.1	Delivery of the Superfast & Ultrafast Dorset Broadband programme across DCP area.	<p>Connectivity upgraded in support of economic growth and productivity.</p> <ul style="list-style-type: none"> • Over 400 business premises connected • Potential for over 1,000 homes connected <p>MEASURE –average rural coverage</p>	<ul style="list-style-type: none"> • By 2020 	<p>LEAD: DCC DCP: funder & steering group</p>	>£6M	<ul style="list-style-type: none"> • Superfast and Ultrafast Dorset
T 1.2	Promotion of the Economic Case for improvement to the North-South links between M4 and South Coast ports.	<p>A case for potential Improvements to rail services and infrastructure to deliver better journey times between Dorset and external markets, to support improved productivity.</p> <ul style="list-style-type: none"> • Highways England agreement to include Dorset highway improvements in their Roads Investment Strategy. • Delivery of study and evidence of economic benefits of various options for rail network investment, and timetable improvements <p>MEASURE – Reduction in journey times; increased service frequency</p>	<ul style="list-style-type: none"> • External project milestones driven by Highways England & Network rail. 	<p>LEAD: DCC - Commissioner DCP: consultee</p>	Staff Time	<ul style="list-style-type: none"> • N.A.
T 1.3	Improvements to highways, traffic movement, and transport links to Employment Sites in Dorset's Growth Towns.	<p>Improved access to employment sites in support of their developments for economic growth.</p> <ul style="list-style-type: none"> • Investment in sustainable transport modes • Improved access to key development sites at Vearse Farm, Bridport; Barton Farm, Sherborne; and The Urban extension at Gillingham. • Associated Road Infrastructure development – incl Enmore Green Link Rd (nb:GD3 bid) <p>MEASURE – Reduced junction dwell times</p>	<ul style="list-style-type: none"> • By 2022 	<p>LEAD: DCC - (part -funder) DCP: Consultee</p>	Up to £7M	<ul style="list-style-type: none"> • LTP, developers
T 1.4	Integrated Parking & Transport Strategies linking On&Off-road parking and Park&Ride provision; for Weymouth and for Dorchester.	<p>More choice of a reliable supply of car parking for commuters & visitors.</p> <ul style="list-style-type: none"> • An Integrated strategy for Dorchester • An Integrated strategy for Weymouth • A suite of projects including <ul style="list-style-type: none"> - Improved Park&Ride options on the A354 corridor between Dorchester and Portland - improved facilities & Information for P&R users - Improved public realm at Swannery & Lodmoor <p>MEASURES – increase in P&R usage, increase in carpark performance: occupancy rate & income generation</p>	<ul style="list-style-type: none"> • Start 2017 • Complete 2021 	<p>LEAD: Joint DCC/DCP partnership DCP: Planning</p>	Staff time, Capital elements between £150k and £1.5M (tbc)	<ul style="list-style-type: none"> • LTP • DLEP • HE • DCP
T 1.5	A354 Corridor Highway improvements (access to Portland).	<p>To provide safer, more reliable and faster road connections from Portland to external markets and data to guide future developments.</p> <p>A interconnected suite of highways improvements at A354 pinch points:</p> <ul style="list-style-type: none"> • Stadium roundabout Dorchester • Manor roundabout Weymouth • Wyke mini- roundabout, Wyke • Foords corner roundabout, Wyke • Revised HGV routing along corridor <p>MEASURES -Improved journey-times</p>	<ul style="list-style-type: none"> • Start 2017 - for minor elements. 	<p>LEAD: DCC (with Highways England) DCP: Consultee WPBC: Consultee</p>	£30k initial elements. External funding needed for major works	<ul style="list-style-type: none"> • Dorset County Council

Appendix A – Western Dorset Economic Growth Strategy Action Framework 2017 to 2022

Ref	Project description	Project benefits, direct outputs & success measures	Target Dates	Delivery Roles	Indicative cost	Main Funding Sources & status
T 1.6	Flood Defence Scheme at Weymouth inner harbour & seafront,	Flood protection provided for around 1500 properties & 350 businesses in Weymouth Town Centre - securing the regenerated potential and the possibility of 200+ homes and 1200+ jobs within an attractive public realm. <ul style="list-style-type: none"> • Raised Inner harbour wall • Raised & developed esplanade seawall. • Improved public realm MEASURES: Homes & business within area protected	<ul style="list-style-type: none"> • Start 2018 • Phase1 complete 2020 	LEAD: DCP - Civil Eng Authority, Project & Finance Management WPBC: Owner	>£10M	<ul style="list-style-type: none"> • EA in-principle • DCLG pending
T 1.7	Weymouth: Securing improvements to infrastructure and user experience at bus interchanges around Weymouth Town centre.	Improved access to town centre for bus users; Safer and more attractive public realm along the Esplanade. <ul style="list-style-type: none"> • Improved bus interchange facilities for scheduled services • Rationalisation of bus stop locations on Esplanade MEASURES -Increased bus usage; Reduced town access times	<ul style="list-style-type: none"> • Start 2021 • Complete 2026 	LEAD: DCC DCP: Planning, consultee WPBC: Consultee	>£2M	<ul style="list-style-type: none"> • LTP • Developers • LEP
T 1.8	Town Centres: Making Western Dorset town centres safe and attractive for all users, with a particular focus on pedestrians, cyclists, but also including public transport users. Includes the GD3 project package for Dorchester.	Safer, practical and more attractive environment for cyclist & pedestrians, supporting sustainability alongside economic growth. Delivery of complementary projects including: <ul style="list-style-type: none"> • Through-route vehicle restrictions on key streets in central Dorchester • Weymouth core retail area pedestrianisation • Bus waiting area upgrade – Dorchester Trinity St • Bridport Dorchester Sherborne & Weymouth cycle network improvements • Dorchester & Weymouth Wayfinding Network • Cycle & pedestrian bridges at 2 Dorchester locations and at 3 Weymouth harbour locations. • Pedestrian route & public realm upgrades, Dorchester and Weymouth MEASURE – Reduction in town centre vehicle traffic	<ul style="list-style-type: none"> • Minor works start 2017 • Some elements complete 2021 	LEAD: DCC DCP: Planning, consultee DTC: Consultee BTC: Consultee	Projects from £10k to £5M	<ul style="list-style-type: none"> • Public sector
T 1.9	Programme of support to localised projects in Growth Towns & rural areas aimed at delivering improvements to: traffic, transport & movement, facilities, public realm & built environmental enhancements.	Achieving general enhancements to the infrastructure across wider Western Dorset area. Delivery of a wide range of projects addressing needs for: <ul style="list-style-type: none"> • Traffic & parking management measures • Bus infrastructure & service proposals • Town centre WiFi projects • 4G & 5G network in towns • Built & natural environment improvements • Public realm improvements in Town Centres • Improved facilities & amenities MEASURE – increase in local town-centre leisure usage	<ul style="list-style-type: none"> • Aligned to project timetables 	LEAD: Aligned to projects	Staff time. Various capital costs	<ul style="list-style-type: none"> • Public sector • Private sector • 3rd sector

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Appendix A – Western Dorset Economic Growth Strategy Action Framework 2017 to 2022

STRATEGIC THEME	NO2: HOMES AND EMPLOYMENT SITES
Theme Driver:	a)The need to increase supply of housing: -a major barrier to economic growth, and a key factor in retaining and/or attracting young people to the local labour market. b)The need to address historic failure to build out employment land allocations; and to deliver new employment premises
Key theme aims:	<ul style="list-style-type: none"> Promote the supply of land; and broker development incentives Support housing provision including key worker housing Deliver suitable employment land and workspaces Address infrastructure issues
Strategic Outcomes:	An established rolling supply of housing and employment land & premises - for the economically active population, and for businesses needing new employment premises. Indicators: Increase in the rate of housing completions (1060 homes p.a. in 2016) and of employment land development (5.6 ha p.a. at 2016)

Ref	Project description	Project benefits, direct outputs & success measures	Target Dates	Delivery Roles	Indicative cost	Main Funding Sources & status
T 2.1	Accelerated Housing Delivery: Realisation of Local Plan Key Site allocations for Housing & Employment development in principal settlements including: - Beaminster, Blandford, Bridport, Chickerell, Crossways, Dorchester, Gillingham, Littlemoor, Lyme Regis,Portland, Shaftesbury, Sherborne, Sturminster Newton Weymouth	Delivery of appropriate housing in sustainable locations to meet local housing needs (open market and affordable) Development of appropriate employment land in sustainable locations to support housing and economic growth <ul style="list-style-type: none"> Programme of close working with applicants and stakeholders to: <ul style="list-style-type: none"> Secure planning permission & development proposals identify delivery issues , overcome barriers to progress & expedite site delivery A rolling schedule of interventions with prioritised delivery where appropriate. MEASURE: Housing units - total approx. by 2022: 9750 (2,400 in W&P, 4,600 in WD, 2750 in ND). Employment land - Approx 5.5 ha p.a. across DCP area	<ul style="list-style-type: none"> Ongoing 	LEAD: DCP's Spatial Policy, DC and Ec Dev - Coordinate, deliver , monitor , promote	Staff time	<ul style="list-style-type: none"> DLEP DCP
T 2.2	North Dorset new employment site infrastructure enablement –highways & utilities	Unlocking of attractiveness and viability of 24.9 ha greenfield employment land <ul style="list-style-type: none"> Engagement of landowners at Blandford, Shaftesbury and Gillingham 3-No Site infrastructure plans develop and implemented MEASURE –Land brought forward early for development for employment uses.	<ul style="list-style-type: none"> Ongoing 	LEAD: DCP - Coordinate, deliver , monitor – Spatial Policy, DC and Ec Dev NDDC: Consultee	Staff time	<ul style="list-style-type: none"> DLEP DCP
T 2.3	Dorchester Town Centre Retail led Development	Strategic developments of additional and future-proofed retail space <ul style="list-style-type: none"> Charles Street – significant new retail development with ancillary mixed uses providing significant boost in available retail floorspace. 2.2ha West of Trinity Street – future retail expansion of the town's primary shopping area with stronger frontage on to Trinity Street 1.7ha Weymouth Ave Brewery Site – retail appropriate to a location outside the local centre. MEASURE – Hectares developed	<ul style="list-style-type: none"> Start 2017 	LEAD: WDDC, Owner & Planning DTC: Consultee DCC: Highways/traffic schemes	Staff Consulting costs	<ul style="list-style-type: none"> DCP
T 2.4	Weymouth Town Centre Regeneration – Engagement, facilitation, enablement and delivery programme	Unlocking of future delivery of new homes & significant business & employment opportunities. <ul style="list-style-type: none"> Stakeholder engagement secured through Masterplan SPD. Regeneration of five mixed-use strategic sites across Weymouth Town Centre <ul style="list-style-type: none"> Weymouth Station Gateway Harbourside West / North Quay Commercial Road Pavilion Peninsula Lodmoor leisure park MEASURE –Brownfield land regenerated (c 58ha), Homes built (c 600), new jobs enabled (c2700).	<ul style="list-style-type: none"> Start 2017 	LEAD: DCP- Spatial Policy, and Ec Dev WPBC: Part landowner DCC: Highways/traffic schemes	>£150k	<ul style="list-style-type: none"> DCP DLEP

Appendix A – Western Dorset Economic Growth Strategy Action Framework 2017 to 2022

Ref	Project description	Project benefits, direct outputs & success measures	Target Dates	Delivery Roles	Indicative cost	Main Funding Sources & status
T 2.5	Development of Council sites for housing & employment	<p>Local Authorities contributing to land & premises supply in support of economic growth with new Homes and Employment sites</p> <ul style="list-style-type: none"> • Land & premises portfolio compiled and prioritised • Priority business cases drawn up and approved • Funding and delivery partners secured <p>MEASURE – Hectares developed</p>	<ul style="list-style-type: none"> • Start 2017 	<p>LEAD: DCP & DCC joint working</p>	<p>Staff time Consultants costs</p>	<ul style="list-style-type: none"> •
T 2.6	Study & Development of potential flexible work hubs & incubation space across DCP area	<p>New workspace identified and brought forward for development to meet demand</p> <ul style="list-style-type: none"> • Need, demand & opportunity identified across Western Dorset • Best practice model developed • Pilot projects defined <p>MEASURE – Hectares developed</p>	<ul style="list-style-type: none"> • Start 2017 	<p>LEAD: DCP - Owner Ec Dev</p>	<p>£10k</p>	<ul style="list-style-type: none"> • DCP

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Appendix A – Western Dorset Economic Growth Strategy Action Framework 2017 to 2022

STRATEGIC THEME	NO3: EMPLOYMENT AND SKILLS
Theme Driver:	<ul style="list-style-type: none"> Need to raise skills levels & supply in the Western Dorset workforce, & raise skill levels in occupations: - major contributors to improving business productivity Inequitable access to quality education & training opportunities, recognising geographical gaps across Western Dorset (particularly in the North and West) Need to reverse decline in the working age proportion of the population through retaining and attracting higher skilled and younger workers Preparing school leavers better for work and retention in the local economy with improved Careers Advice
Key theme aims:	<ul style="list-style-type: none"> Improved careers Information, advice and guidance Increase in entrepreneurship skills with new starts Development of skills acquisition pathways (by geography or need) for individuals and for business workforces
Strategic Outcomes:	<ul style="list-style-type: none"> More people entering and staying in the local labour market – incl entrepreneurs Improved business productivity through skills upgrades Improved access to learning Sustained low levels of unemployment Increase in average wage levels offered, and individual earning potential.
Indicators: Quantity of local labour supply; Proportion of higher skilled workers in work; People in apprenticeships and learning	

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Ref	Project description	Project benefits, direct outputs & success measures	Target Dates	Delivery Roles	Indicative cost	Main Funding Sources & status
T 3.1	Enterprise Advisor Network to broker Careers Education Information Advice & Guidance and links between education & business	<p>Increase in the number of beneficiaries aged 15-24 engaged & receiving more comprehensive & better quality careers advice.</p> <ul style="list-style-type: none"> Enterprise Coordinator in post for DCC area 20 schools matched to high calibre employers and prepared coordinated careers and enterprise plans <p>MEASURE – numbers of beneficiaries</p>	Project runs Jan 2017 to Sept 2018	LEAD: DCC supported by Dorset LEP and Careers and Enterprise Company	<£100k (2017/2018)	50% through Careers and Enterprise Company and match from DCP, PDC, DCC and Dorset LEP
T 3.2	Workforce investment support for SME businesses	<p>Local business workforce skills levels raised to support their delivery of improved output & GVA</p> <ul style="list-style-type: none"> Enterprises encouraged and supported to develop worker investment Businesses assisted to develop workforce plans including recruitment and training. Workers received skills provision <p>MEASURE – Business assists</p>	• Programme start 2017	LEAD: Dorset Growth Hub Training providers: delivery DCC&DCP: EcDev support to promotion & delivery	<£100k	Dorset LEP, DCC, DCP and DECC (previously BIS)
T 3.3	Working for Growth: Promoting training and employment opportunities in public & private regeneration projects.	<p>Creation of local work & training opportunities for the local population.</p> <ul style="list-style-type: none"> Regeneration projects engaged Work & training placements created <p>MEASURE – Number of placements created and filled</p>	• Programme start 2017	LEAD: DCP/DCC – engage regeneration projects Private sector: enter into partner projects FE/HE and training providers	<£100k	Private sector, Dorset LEP, ERDF, DCC and local authorities
T 3.4	Marketing Western Dorset for its employment opportunities.	<p>Raised profile of Western Dorset with increase incoming workforce bringing a supply of higher levels of skills to meet local demand.</p> <ul style="list-style-type: none"> Marketing strategy adopted. Annual marketing programme implemented <p>MEASURE – No of website hits; No of marketing events</p>	• Commence 2017	LEAD: DCP DLEP:, DCCI and local FE: support to the marketing	>£100K related to scale of promotion	DCP/DCC, DLEP, Private sector and DECC (previously BIS)
T 3.5	Enterprise Education Initiative: Development of enterprise education, entrepreneur role models, & facilitate start-ups.	<p>Increased contribution of new & successful entrepreneurs to Western Dorset economy.</p> <ul style="list-style-type: none"> Entrepreneurship support service launched Role models recruited Potential entrepreneurs assisted <p>MEASURE – No of entrepreneur assists</p>	• Annual rolling programme, start to be determined	LEAD: Generally Private and Third Sector DCC EcDev supporting role DCP EcDev supporting role	>£100k to £400k related to scale of program.	Dorset LEP, Growth Hub, DCC, DCP, ERDF, Enterprise Fund, Coastal Community Fund

Appendix A – Western Dorset Economic Growth Strategy Action Framework 2017 to 2022

Ref	Project description	Project benefits, direct outputs & success measures	Target Dates	Delivery Roles	Indicative cost	Main Funding Sources & status
T 3.6	Vocational Pathways initiative: A coordinated approach to promoting&enabling vocational pathways incl apprenticeships	Increased proportion of school leavers taking the apprenticeship route to meet future local skills needs. <ul style="list-style-type: none"> % of school leavers progressing into apprenticeships apprenticeship starts achieved No. of employers providing apprenticeships MEASURE – Rate of apprenticeship uptake in schools	<ul style="list-style-type: none"> Annual rolling programme, start to be determined 	LEAD: Private & Third sectors with Local FE & Schools DCP&DCC: Apprenticeship places provision	>£100k to £400k depending on scale and quantity	SFA, Dorset LEP, ESIF, DCC, DCP, Employers
T 3.7	Delivery of functional & employability skills for residents with low skills, unemployed or inactive	Increased ability of less able sectors of the community to contribute to their own wealth and to the economy. <ul style="list-style-type: none"> Improved information, signposting & co-ordination. Learners gaining basic skills Learners gaining level 2 MEASURE – Learners completing basic & level 2 courses	<ul style="list-style-type: none"> Annual rolling programme, start to be determined 	LEAD: Dorset ESB Training Providers: delivery DCC & DCP: EcDev broker business work placements	<£100k	DLEP (ESB), SFA, ESF, DCC, local authorities
T 3.8	Construction Sector Skills supply. Addressing the shortage of skilled labour in the construction industry – particularly new Dorset Enterprise Zone	Stability in the supply of skills to support construction and wider economic growth <ul style="list-style-type: none"> Extended & improved learning & skills in construction New and improved facilities at Weymouth College EZ workforce placements MEASURE –Trainees completing construction units	<ul style="list-style-type: none"> 2017 onwards 	LEAD: Weymouth College Dorset Enterprise Zone: employment Dorset Local Authorities: procurement DLEP, Dorset ESB, Private Sector: program support	>£10m	DLEP
T 3.9	Enhanced FE provision in areas of low access across DCP area.	Increase in skills uptake in low access areas to supply both business skills needs & individual aspiration. <ul style="list-style-type: none"> Flexible learning & new training delivery piloted Increase in FE participation % of participants aged 15-24 MEASURE –Numbers of FE participants in target areas	<ul style="list-style-type: none"> Start 2018 	LEAD: Dorset LEP. FE Colleges & Training Providers: delivery. VCS Organisations, Dorset Rural Enterprise Group, Portland Economic Board: brokerage	<£100k	Dorset LEP, ESB, ESF, LGF, SFA
T 3.10	Redundancy Retraining: To equip local workforce with skills required to access new opportunities particularly in high growth sectors.	Accelerated return of redundant workforce to work <ul style="list-style-type: none"> Demand scale & nature determined Redundant workers participating Participants entering employment or job search on leaving MEASURE – No of redundancy traineeships completed	<ul style="list-style-type: none"> Start 2019 	LEAD: Dorset LEP (ESB) Providers: Delivery Employers, DWP, JCP, Dorset Skills & Learning: Brokerage	<£100k	ESF, DWP, DLEP

Appendix A – Western Dorset Economic Growth Strategy Action Framework 2017 to 2022

STRATEGIC THEME	NO4: BUSINESSES AND SECTORS
Theme Driver:	The need to reform and grow the area's economy through: supporting our best performing business and sectors; to assist poorly performing or reforming sectors to adapt; to address low industry productivity generally; to turn around low business start-ups & low survival rates; improve on slow rates of technology adoption; and support business in the local economy to be sustainable and contribute to economic growth.
Key theme aims:	<ul style="list-style-type: none"> • Support growth sectors:- Advanced Engineering & Manufacturing; Agricultural Technologies; Care Sector; Construction & Environmental; ICT services; • Support reforming sectors: Retail; Tourism & Leisure • Delivery of productivity improvements across all sectors and businesses • Delivery of support to both the established and new business community.
Strategic Outcomes:	Shift in sector emphasis in Dorset towards a sector composition delivering the greatest economic benefits with sustainable growth. Indicators: Growth in Western Dorset GVA; growth in overall business numbers; proportion of businesses and workforce in higher GVA activity

Ref	Project description	Project benefits, direct outputs & success measures	Target Dates	Delivery Roles	Indicative cost	Main Funding Sources & status
T 4.1	Inward Investment Strategic and local area development of Inward Investment offer.	<p>Strong support to FDI businesses in Western Dorset to give confidence when generating jobs & investment; More competitive offer to new incoming businesses</p> <ul style="list-style-type: none"> • Strategic Inward Investment Programme in partnership with DLEP & DiT supporting FDI businesses in Dorset • Local area development projects to improve the offer to attract SMEs <p>MEASURE – Position in England attractiveness rankings.</p>	<ul style="list-style-type: none"> • Ongoing 	<p>LEAD:DLEP DCC&DCP EcDev: Member of DLEP FDI Strategy & Operations groups, DGH support services</p>	Staff time	<ul style="list-style-type: none"> • DLEP • DCP
T 4.2	DCP Business Account Management programme	<p>Businesses and employees benefitting from supportive relationships with DCP, and from ED partners' services.</p> <ul style="list-style-type: none"> • Top 100 companies in active engagement. • Majority of significant Large & SME businesses supported • DCP delivering UKTi MoU on FDI Business engagement <p>MEASURE – Business account satisfaction rating</p>	<ul style="list-style-type: none"> • Ongoing 	<p>LEAD DCP: Management and delivery of programme</p>	<£10k	<ul style="list-style-type: none"> • DCP, DCC
T 4.3	Programme of business support events and services for Exporting Businesses	<p>Growth in number of exporting businesses & export volumes with benefits feeding into the local economy.</p> <ul style="list-style-type: none"> • Increase in delivery of No & reach of exporting events • Growth in business numbers engaging with export advisors and services <p>MEASURE – Businesses starting or increasing exports</p>	<ul style="list-style-type: none"> • Ongoing 	<p>LEAD: DCP with DiT & DCCi partners: Information and signposting, DGH support services</p>	<£1000	<ul style="list-style-type: none"> • DCP • DiT / DCCi
T 4.4	Dorset Engineering and Manufacturing Cluster	<p>Cluster deriving business benefits leading to growth in GVA, GDP and employment</p> <ul style="list-style-type: none"> • A established, business-led cluster to lead sector growth & development • Significant & inclusive sector penetration • Cluster-driven initiatives including STEM skills supply development; R&D and Innovation support. <p>MEASURE – Local businesses gaining tangible benefit</p>	<ul style="list-style-type: none"> • Ongoing 	<p>LEAD:DLEP DCP: Steering group member, DGH support services</p>	Staff time	<ul style="list-style-type: none"> • ESiF
T 4.5	Marine Sector development	<p>Critical mass to encourage & attract sector growth</p> <ul style="list-style-type: none"> • Collaboration established between Dorset and adjacent LEPs to develop sector & promote Inward Investment. <p>MEASURE – Formal co-operation initiatives delivered</p>	<ul style="list-style-type: none"> • Ongoing 	<p>LEAD:DLEP DCC&DCP EcDev: Working group member,</p>	Staff time	<ul style="list-style-type: none"> • DLEP
T 4.6	SME Business Support Programme	<p>Businesses provided with support to finding solutions to their growth & development needs.</p> <ul style="list-style-type: none"> • Customer-facing I.A.G. service delivery by DCC/DCP ED on matters of: Land&premises, Workforce&skills, Business&sector support. • Brokerage of existing & new business support services & initiatives. <p>MEASURE – SME interventions delivered</p>	<ul style="list-style-type: none"> • Ongoing 	<p>LEAD:DCP EcDev – Steering , funding and service delivery, DGH support services.</p>	Staff time	<ul style="list-style-type: none"> • DCP • ESiF

Appendix A – Western Dorset Economic Growth Strategy Action Framework 2017 to 2022

Ref	Project description	Project benefits, direct outputs & success measures	Target Dates	Delivery Roles	Indicative cost	Main Funding Sources & status
T 4.7	Support to town centre businesses across DCP area	<p>Groups enabled to develop their capacity, to form plans: and deliver business improvement projects & initiatives</p> <ul style="list-style-type: none"> Engagement and support to BIDs and other existing town business groups Support to new town/sector collaborations <p>MEASURE – BIDS successfully supported through process</p>	<ul style="list-style-type: none"> Ongoing 	<p>LEAD:DCP EcDev – Steering, support , seed funding, DGH support services.</p>	Staff time	<ul style="list-style-type: none"> Private sector DCP seed funds
T 4.8	Support to development of Tourism Sector businesses , associations and operators to grow performance improvement.	<p>A stronger sector, with stronger business representation, and with increased capacity to grow GVA and GDP.</p> <ul style="list-style-type: none"> Growth & development support to tourism businesses Support to the Dorset Tourism Association and other sector business groups. <p>MEASURE – Increased sector membership</p>	<ul style="list-style-type: none"> Start 2018 	<p>LEAD:DCP with key players across DCP area- Develop and coordinate partnership incl DTA & projects</p>	Staff time	<ul style="list-style-type: none"> Various public, private, and sector specialist bodies.
T 4.9	Support to development of the Tourism & Leisure offer.	<p>A more competitive and sustainable Tourism & Leisure offer, with improved potential for future development.</p> <ul style="list-style-type: none"> Support delivered to destination development in major towns and growth towns across Western Dorset Support delivered to development of specific themes, attractions, amenities, services and systems including: <ul style="list-style-type: none"> Dorchester: Maltings, Dorset County Museum, Shire Hall Weymouth Attractions – Lodmoor Park & key sites Portland attractions – Jurassic, MEMO & Quarry Pks Museums across all of Western Dorset Arts ,Cultural & Sport organisations & their initiatives Weymouth Town offer – Peninsula, hotels & retail Western Dorset Harbours Festival & Event evaluation system <p>MEASURE – Scheme, or stage of scheme , delivered</p>	<ul style="list-style-type: none"> Start 2018 	<p>LEAD:DCP with key players across DCP area- Develop and coordinate partnership incl DTA & projects Town Councils: Consultee</p>	Staff time	<ul style="list-style-type: none"> Various public, private, and sector specialist bodies.
T 4.10	Growth sector projects	<ul style="list-style-type: none"> Programme of initiatives to support target sectors identified in the strategy potentially including: <ul style="list-style-type: none"> Agri- & Aquaculture technology for productivity ICT Service sector – Skills development programme Care sector – Academy for workforce & skills <p>Assistance directed to target sectors to help them meet their various growth challenges.</p> <p>MEASURE – Sector strategies & action plans & initiatives</p>	<ul style="list-style-type: none"> 	<p>LEAD: Various</p>	Staff time	<ul style="list-style-type: none"> Various

DRAFT FRAMEWORK APRIL 2017

Appendix A – Western Dorset Economic Growth Strategy Action Framework 2017 to 2022

STRATEGIC THEME	N05: ASSETS AND POLICY
Theme Driver:	<ul style="list-style-type: none"> Government policy on economic growth driving Local Authorities' policy development to maximise their contribution to economic growth Imperative on Local Authority to grow income generation especially around use of their land & property assets for employment. Using LA assets and policies to support business development and their capacity to contribute to a sustainable local economy.
Key theme aims:	<ul style="list-style-type: none"> Revised Local Authorities Procurement policies – to open up local supply chain opportunities Revised LA policies and practices to make best use of, or repurpose assets to deliver economic growth
Strategic Outcomes:	<ul style="list-style-type: none"> Local Authorities develop an increased role in driving forward the local economy. Local Authorities derive new income streams from new ways of working, asset developments, and regeneration projects/schemes in support of service delivery <p>Indicators: Economic Impact shown to be delivered by Local Authority policies</p>

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Ref	Project description	Project benefits, direct outputs & success measures	Target Dates	Delivery Role	Indicative cost	Main Funding Sources & status
T 5.1	Apprenticeship Delivery Programme based on Levy.(Internal and External to DCC/DCP)	<p>Increased number of individuals benefitting from more apprenticeship training routes.</p> <ul style="list-style-type: none"> DCC & DCP launch of new apprenticeships Priorities identified for support to apprenticeships in target deprived wards in DCP area <p>MEASURE - No of Apprentices on LA sponsored programme</p>	<ul style="list-style-type: none"> Start April 2016 Annual rolling programme Annual Members Board 	LEAD: DCP & DCC –Develop & Implement new internal apprenticeship programme	>£200k	Apprenticeship Levy, DCP, DCC, Private Sector
T 5.2	Development of Local Growth Fund	<p>Local businesses to benefit from an ongoing local source of matched funding for growth.</p> <ul style="list-style-type: none"> DCP Policy agreed and implemented A Growth Fund to support businesses starts launched Growth support delivery commenced <p>MEASURE – Value of fund & investments</p>	<ul style="list-style-type: none"> Policy start 2017 Annual review with quarterly report 	LEAD: DCP & DCC - Development and implementation of policy	Based on business rates take.	LA
T 5.3	Development of Procurement Policy to support local business opportunity	<p>Local business turnover & sustainability improved by an increase in income from Dorset LA supply contracts.</p> <ul style="list-style-type: none"> Revised DCC & DCP Procurement Policies agreed Local supply chain businesses supported New apprenticeships and work placements started linked to major Western Dorset regeneration projects Social Enterprises supported <p>MEASURE – Composition of local supplier base to LA</p>	<ul style="list-style-type: none"> Complete 2018/19 	LEAD: DCP & DCC – Review and introduction of new policy	Officer time	DCP/DCC
T 5.4	External Funding Development – forward scanning and application programme matched to Western Dorset economic growth strategy	<p>Increased number of local projects gaining external funding through a larger number of appropriate, well developed and timely funding applications.</p> <ul style="list-style-type: none"> Coordinated programme implemented of forward-looking external funding development Full or matched funding opportunities for regeneration projects identified & achieved Development of local community capacity to gain project funding. <p>MEASURE – Number & value of successful funding bids</p>	<ul style="list-style-type: none"> Annual rolling programme Quarterly report 	LEAD: DCP joint DCC Identify funding sources & lead LA bids; Support partners in developing funding bids	As per individual funding bid	Funding bodies, DCP/DCP, Private and Third Sectors
T 5.5	Development of One Public Estate policy to deliver property focused programme across Western Dorset area.	<p>Opened up opportunities for the LA to release land to generate jobs & homes, and create more joined-up public services</p> <ul style="list-style-type: none"> Coordinated LA strategy and delivery plan agreed Government funding secured to develop Community Living & Learning initiative <p>MEASURE – Value of LA assets leveraged.</p>	<ul style="list-style-type: none"> From 2020 	LEAD: DCC DCP: Partner	Related to asset values.	Cabinet Office Property unit, Private Sector, DCP/DCC

Appendix A – Western Dorset Economic Growth Strategy Action Framework 2017 to 2022

Ref	Project description	Project benefits, direct outputs & success measures	Target Dates	Delivery Role	Indicative cost	Main Funding Sources & status
T 5.6	Weymouth Accommodation Investment Action Plan (WPBC – owned hotels & guesthouses)	<p>A greatly improved physical & financial asset portfolio; improved viability & profitability of occupying hotel operators; a forward-looking & more attractive tourism offer; increased income for WPBC.</p> <ul style="list-style-type: none"> WPBC-owned accommodation strategy & action plan A targeted hotel marketing programme launched Financial assistance programme to leaseholdes for premises improvement started Direct Council investment in new hotel schemes to generate WPBC revenue stream identified <p>MEASURE – Value of asset investment and ROI</p>	<ul style="list-style-type: none"> Annual rolling programme Annual Members Board 	LEAD: DCP: Development of strategy and its implementation	Related to asset values	Private sector, PPP, DCP
T 5.7	Key worker housing on LA land to attract and retain key social and health workers in Dorset.	<p>A LA provided, strategic housing resource to support the growth of a sector-specific workforce & skills supply to the health & social care sectors.</p> <ul style="list-style-type: none"> Key worker housing business case completed Housing provider identified & engaged New homes delivered <p>MEASURE- Key worker homes provided</p>	During 2018	LEAD: DCC DCP: Partner	Related to asset values	LA

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Abbreviation	Name	Abbreviation	Name
BID	Business Improvement District	HE	Higher Education
BTC	Bridport Town Council	I.A.G.	Information, advice & guidance
DCC	Dorset County Council	ICT	Information Communication Technology
DCCi	Dorset Chamber of Commerce and Industry	JCP	Job Centre plus
DCLG	Dept Communities and Local Govt	LA	Local Authority
DCP	Dorset Councils Partnership	LEP	Dorset Local Enterprise Partnership
DECC	Dept Energy and Climate Change	LGF	Local Growth Fund
DGH	Dorset Growth Hub	LTP	Local Transport Plan
DI	Dept for International Trade (formerly UKTI) Responsible for export and Inward Investment	MoU	Memorandum of Understanding
DLEP	Dorset Local Enterprise Partnership	ND	North Dorset
DTA	Dorset Tourism Association – tourism subgroup of the Dorset LEP	NDDC	North Dorset District Council
DTC	Dorchester Town Council	PDC	Purbeck District Council
DWP	Dept for Work and Pensions	PPP	Public Private Partnership
ED	Economic Development	R&D	Research and Development
ERDF	European Regional Development Fund	ROi	Return on Investment
ESB	Employment and Skills Board – skills subgroup of the Dorset LEP	SFA	Skills Funding Agency
ESF	European Social Fund	SME	Small and Medium Enterprise
ESIF	European Structural Investment Framework	SPD	Supplementary planning Document
FDi	Foreign Direct Investment	VCS	Voluntary and Community Sector
FE	Further Education	W&P	Weymouth and Portland
GD3	Growth Deal 3	WD	West Dorset
GDP	Gross Domestic Product – total value of goods and services produced	WDDC	West Dorset District Council
GVA	Gross value added – increase in value of goods and services	WPBC	Weymouth & Portland Borough Council
HCA	Homes and Communities Agency		

Management Committee 18th April 2017 Asset Management Plan Site Disposal Opportunities

For Decision

Briefholder Cllr Jeff Cant – Finance and Assets

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Author: Jon Morgan, Interim Senior Estates Surveyor

Statutory Authority

Legal Power to dispose of the land - s123 (2) and s 128 (1) Local Government Act 1972 and Circular 06/03 Local Government Act 1972 General Disposal Consent (England) 2003.

Purpose of Report

- 1.1 To agree the disposal of various sites that are surplus to requirements or with development potential.
- 1.2 To agree the sites for disposal will be considered in the first instance for the Accelerating Home Building programme where this is possible and relevant.

Recommendations

- 2 To agree this tranche of sites for disposal as listed in Section 4 in the report, following an Asset Management Plan asset review. Site locations are indicatively shown in Appendix A.
 - 2.1 To agree the sites for disposal will be considered in the first instance for the Accelerating Home Building programme where this is possible and relevant.
 - 2.3 To agree that the final agreement for the disposal of the sites will be delegated to Strategic Director (Martin Hamilton) in consultation with Finance and Asset Brief holder.

Reason for Decision

- 3.1 To assist in the accelerated delivery of residential homes in the Borough.
- 3.2 To reduce expenditure on sites that are surplus to requirements and to bring forward possible sites for development; at the same time providing the Council with a capital receipt

Background and Reason Decision Needed

- 4 The Asset Management Plan was produced and agreed by Management Committee in 2016 and as part of that Plan it was identified that there would be rolling reviews for different groups of assets.

These sites have been considered as part of an Asset Review of sites where these are underperforming or where there might be potential for development. A number have various constraints and so it is not possible, without further investigation, planning enquires, legal input and potentially market testing, to determine what development might be achieved, or what the sites might achieve financially.

Authority is requested to dispose of the following sites, the locations of which are shown indicatively in Appendix A. These sites are as follows:-

- i. Land at Park Road, Portland
- ii. Land at Reap Lane, Portland
- iii. Land at Croft Road, Portland
- iv. Land at 29 Artists Row, Portland
- v. Former public conveniences, Lord Clyde Car Park, Portland
- vi. Land at New Street, Portland
- vii. Land at Brandy Row, Portland
- viii. Land at Roman Road/Spa Road, Weymouth
- ix. Land at 52, 68, 70, & 74 Old Castle Road, Weymouth
- x. Land at 1A Chaffey's Avenue, Weymouth
- xi. Land at Knightsdale Road, Weymouth
- xii. Hetherley Road, Weymouth
- xiii. Land at Radipole Lane, Weymouth

These sites would be considered in the first instance for the Accelerating Home Building programme where this is possible and relevant. Otherwise the sites disposal will be by a method most appropriate for each either subject to planning consent or on an unconditional sale basis, seeking to then achieve best value reasonably obtainable.

The land at Radipole Lane, Weymouth was previously agreed for sale by Management Committee to a charity (for office and institutional development, or in default to then sell on the open market. However, the sale did not proceed to the charity, and due to changes in the supply of land for residential this site might now be considered for residential purposes. However, as such, it could also then be suitable for the Accelerating Home Building programme. This site is therefore included

now so that members agree to the first priority of consideration for that program, and then in default of that to consider for sale.

Due to the complexities of some of the sites it might be appropriate for the initial disposal of those to be part of an agreement with our partner PSP. This would be to allow then for funding or resources for more detailed works such as planning applications, site investigations or surveys which could be provided. Ultimately however the route for any of the site disposals would be dependant on the circumstances for each site, and delegated to the Strategic Director (Martin Hamilton) in conjunction with the Assets and Finance Brief holder.

Implications

Corporate Plan

- 5 The disposal of the properties is in accordance with the Councils adopted Assets Management Plan.

Financial

- 6 The disposal of these sites will allow for a capital receipt, and also a reduction in current maintenance costs as well as officer time in their management. Dependant on if appropriate for the Accelerating Home Building programme or not, and if disposed of subject to planning permission or not, the actual receipt will vary considerably. It is not therefore currently possible to give any reasonable indication of the likely total capital receipt assuming all were sold unfortunately.

Legal

- 7 Legal power to dispose of the land – s123 (2) and s 128(1) Local Government Act 1972 and Circular 06/03 Local Government Act 1972 General Disposal Consent (England) 2003

Equalities

- 8 N/A

Environmental

- 9 Any future development proposals would be subject to the full relevant planning requirement

Economic Development

- 10 Is the proposal likely to lead to an increase in the level of skills needed in the local workforce? No.

Is the proposal likely to lead to growth in local employment? Possibly for a temporary period were any sites to be redeveloped.

Is the proposal likely to lead to growth in the number of businesses? No
If the overall economic implications are seen as negative what mitigating factors have been considered? N/A

Risk Management (including Health & Safety)

- 11 The Borough Council will be relieved of all risks associated with the sites upon any sale completion.

Human Resources

- 12 N/A

Consultation and Engagement

- 13 N/A

Appendices

Appendix A: Site locations for land at Portland and Weymouth

Background Papers

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.

Report Author: Jon Morgan MRICS – Interim senior Estates Surveyor

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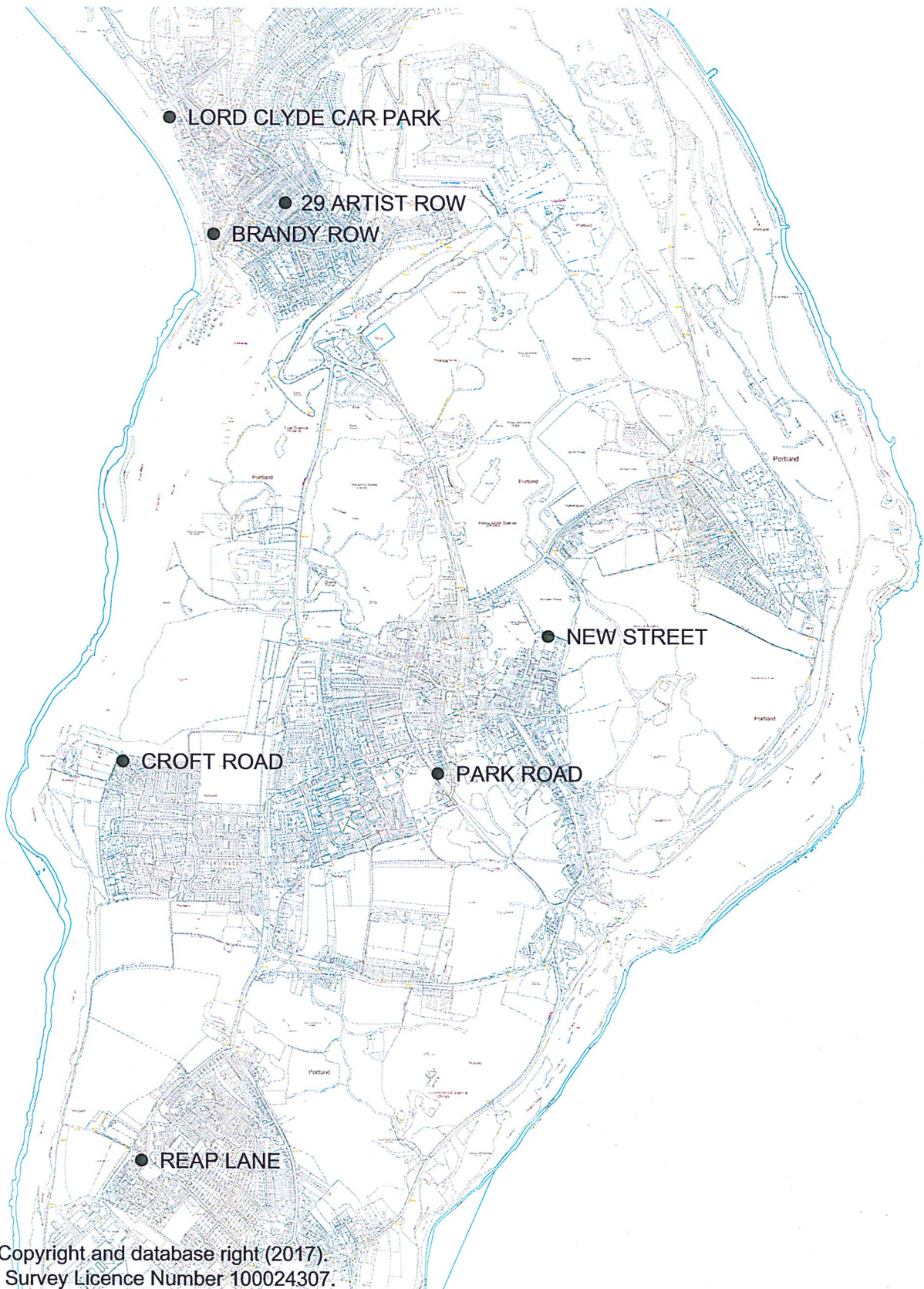
Email: jmorgan@dorset.gov.uk

Date: 30th March 2017

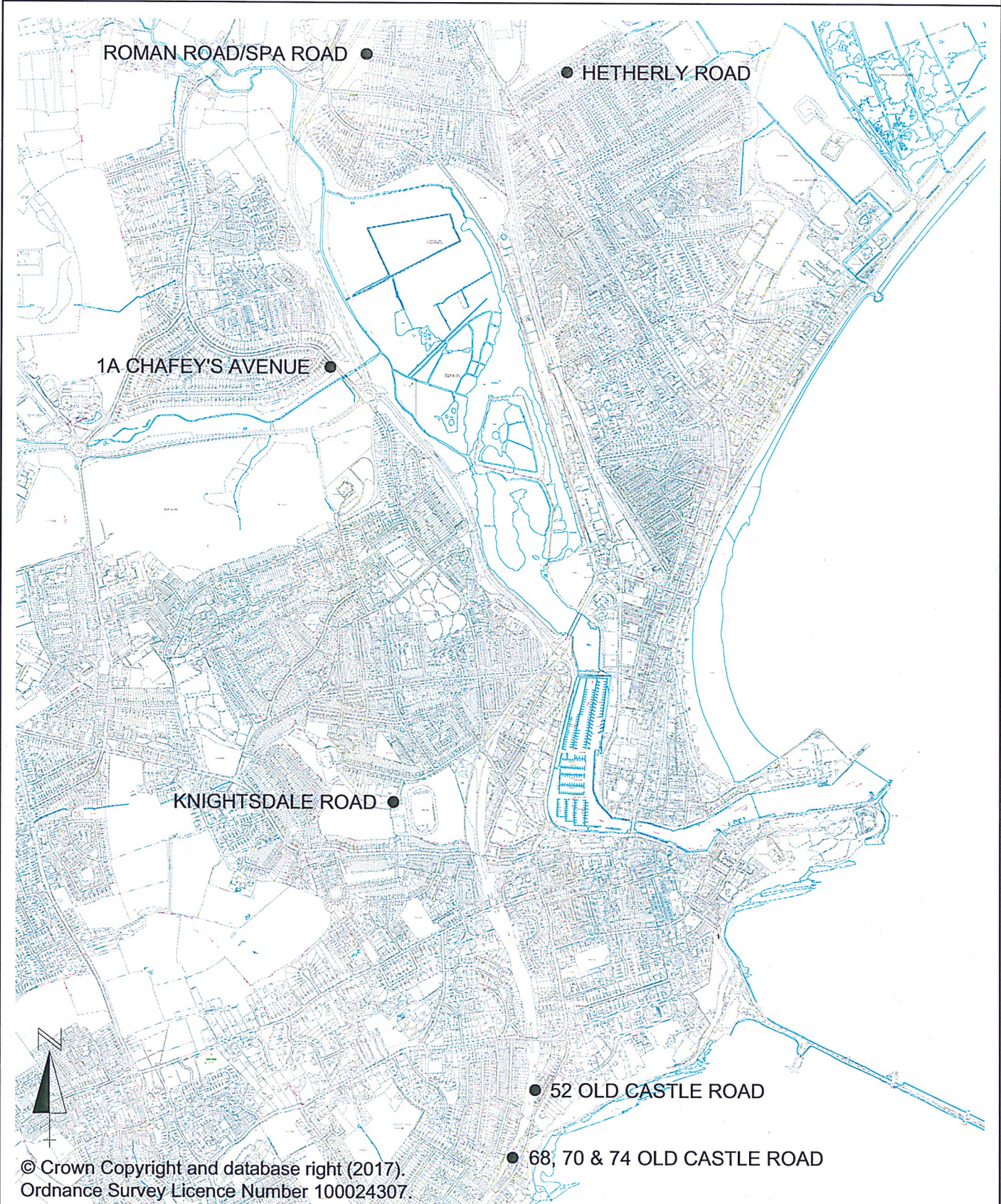
APPENDIX A

Indicative Location Plans for Various Plots of Land on Portland and Weymouth

Location Plan of Various Plots of Land on Portland (indicative only)



Location Plan of Various Plots of Land in Weymouth (indicative only)



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Management Committee

18th April 2017

Land and Building at Granby Close, Westhaven, Weymouth, Dorset

For Decision

Briefholders

Cllr Jeff Cant – Finance and Assets
Cllr Andy Blackwood – Community Facilities

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Author:

Jon Morgan, Interim Senior Estates Surveyor

Statutory Authority

Legal Power to dispose of the land - s123 (2) and s 128 (1) Local Government Act 1972 and Circular 06/03 Local Government Act 1972 General Disposal Consent (England) 2003.

1. Purpose of Report

- 1.1 To consider the grant of a new Lease for 50 years to the Scout Association Trust on behalf of the Weymouth West Scout Group.

2. Recommendations

- 2.1 To agree to the grant of a new 50 year lease for the site currently leased and licenced to the scouts and as shown on the attached site plan.
- 2.2 To agree that the final terms of the lease be delegated to the Strategic Director (Martin Hamilton) in conjunction with the Briefholder for Community Facilities and the Briefholder for Finance and Assets.

3. Reason for Decision

- 3.1 The scouts occupancy is due to terminate shortly due to lease nearing the end and they require a new longer lease for certainty and to ensure the continuity for their Community use.

4. Background and Reason Decision Needed

- 4.1 The Scout Association currently have a lease of the main site area for a period of 21 years from 20th May 1996 on a full repairing and insuring lease. There is a separate licence which can be terminated by the landlord. The rent currently passing in total is £100 per annum.
- 4.2 The site could be considered for an alternative use, but there is currently no planning consent to do so, and any consent would take time to obtain. To resist a new lease the council would have to have this in place and a clear intent to redevelop. Until then the scouts could legally seek a new shorter lease, but this would not give them any security for the future.
- 4.3 The site is considered potentially suitable for low value housing but there would be access issues to overcome. The Community use is established and the loss to the Community is believed to outweigh the likely return should planning permission be obtained and access issues resolved.
- 4.4 At present the low income against the costs of demanding this and managing the site have been considered as part of a review of underperforming Assets with development potential.
- 4.5 On balance given the time delays for any redevelopment, the difficulties in achieving planning consent and the current beneficial community use, it is recommended that the current use remains and that this is protected by the grant of a longer lease.
- 4.6 In order to avoid excessive management costs, the new 50 year lease, if agreed, would have a single, initial year, one off payment of £1,000 and annual rent of one peppercorn if demanded. There would be no rent reviews or break clauses.
- 4.7 To ensure the use remains, the site and building would only be allowed to be used for Scout Association use or other Community use (this is required to allow them to access Grants) but we will exclude industrial or residential uses. There would be no assignment or sub lettings of whole or part permitted.

5. Financial Implications

- 5.1 There would be Officer and other costs for pursuing an alternative use and the Capital receipts would not be significant.
- 5.2 The one off payment would equate to effectively 10 years' rent on current terms, but the single payment would minimise the costs of collection. Thereafter the scouts could then use their funds for maintenance and other activities.

6. Other Considerations:

7. Legal/Statutory Power

- 7.1 Legal power to dispose of the land – S123 (2) and S128(1) Local Government Act 1972 and Circular 06/03 Local Government Act 1972 General Disposal Consent (England) 2003.

8. Human Resources

- 8.1 There will be some officers' time utilised in concluding the new Lease agreement and for terminating the existing Licence.

9. Risk Management (including Health & Safety)

- 9.1 A continuation of the existing arrangements in place whereby the scouts are responsible for day to day use.

10. Reputation, including Communications and Consultation (Including comments from unions on decisions affecting staffing arrangements)

- 10.1 The council are positively supporting a youth based community facility for the longer term.

11. Equalities

N/A

12. Crime and Disorder

N/A

13. Economic Impact Assessment

- 13.1 Is the proposal likely to lead to an increase in the level of skills needed in the local workforce? No
- 13.2 Is the proposal likely to lead to growth in local employment? No
- 13.3 Is the proposal likely to lead to growth in the number of businesses? No
- 13.4 If the overall economic implications are seen as negative what mitigating factors have been considered? N/A

14. Corporate Plan (links to corporate aims & priorities)

- 14.1 B3. Facilitating sustainable leisure, culture and community activities

15. Environmental considerations

- 15.2 The occupation of the site will be a continuation of the existing occupation.

16. Economic Development

N/A

17. Consultation and Engagement

N/A

18. Appendices

N/A

19. Background Papers

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.

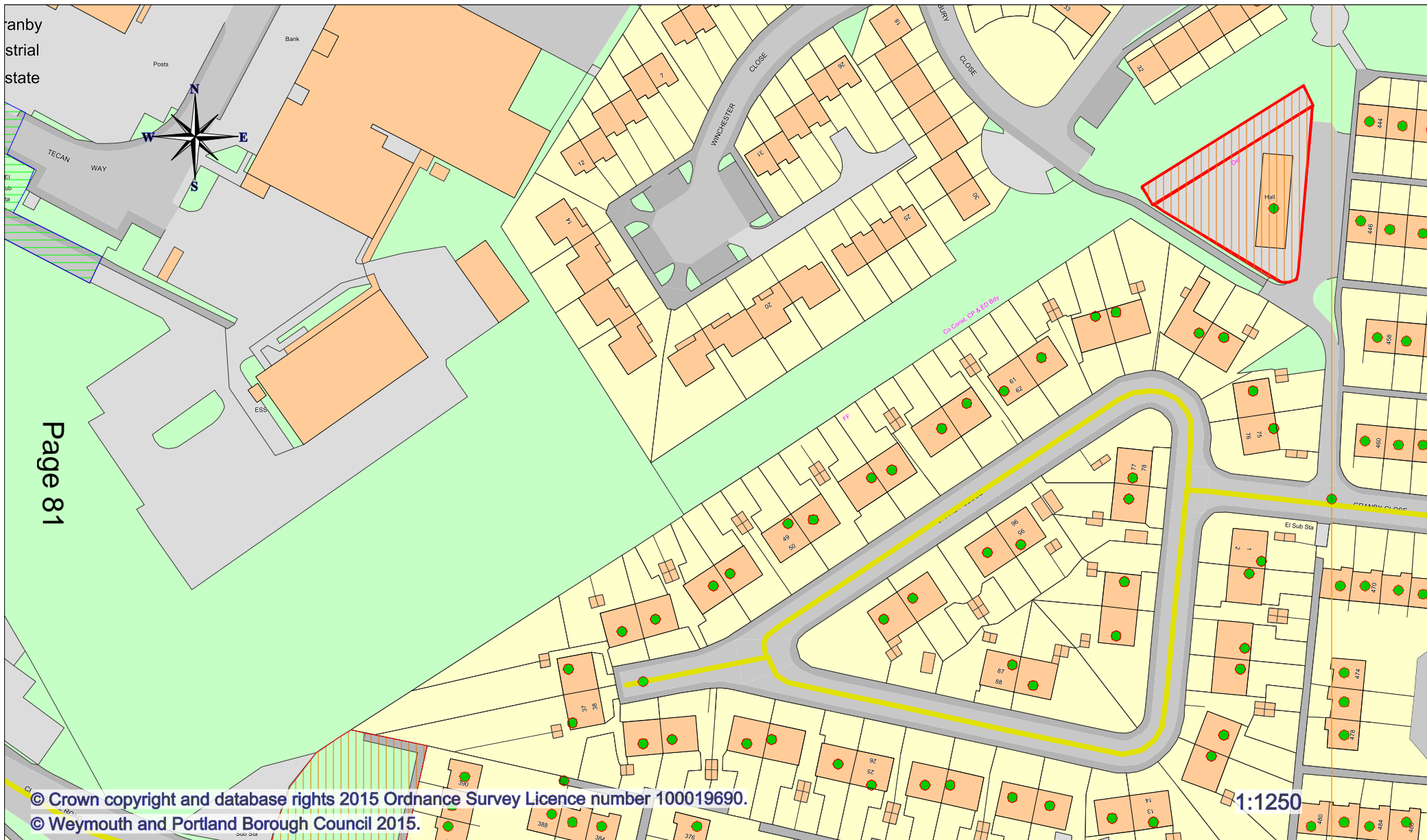
Report Author: Jon Morgan MRICS – Interim Senior Estates Surveyor

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Date: 28th March 2017

Scout Hut at Granby Close



Granby
Industrial
estate

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Management Committee

18 April 2017

Council support to Local Partnerships and Volunteering in the Borough

For Decision

Briefholder

Cllr Christine James

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

Jane Nicklen, Community Planning & Development Manager

Statutory Authority

The Localism Act, 2011, Section 137 of Local; Government Act, 1972 and any other relevant statutory powers as applicable to specific grant provision

Purpose of Report

- 1 To agree the level of member and officer support to local partnerships and a process for awarding small grants to support volunteering in the Borough for the financial year 2017-18

Recommendations

To agree:

2.
 - (a) The review of the council's Grants, Loans and Subsidies Policy and reporting through Policy Development Committee.
 - (b) The appropriate level of member and officer support for local partnerships listed in this report.
 - (c) The creation of a community and voluntary organisation grant fund for 2017-18 from Council reserves subject to the review of the use of balances by the S151 officer and the Finance Working Group.
 - (d) The grant process proposed in this report and the prioritisation of areas of funding as listed in paragraph 7 of this report.
 - (e) A launch event for the community and voluntary sector grant fund.

Reason for Decision

- 3 To enable the council to decide on the level of council financial resources committed to local partnerships, to recognise the value of volunteering in

the Borough and to promote this through a one year grant fund with awards based on agreed local priorities.

Background and Reason Decision Needed

This report covers three inter-related issues. This covers the need to review:

- (i) the council's existing Grants, Loans and Subsidies Policy
- (ii) the council's relationship with and support to partnership groups
- (iii) council support for Borough community and voluntary organisations.

4. Grants, Loans and Subsidies Policy

4.1 The council's existing Grants, Loans and Subsidies Policy was introduced in 2012 following extensive research undertaken by a Member Working Party.

The key aspects of the policy are as follows:

- Management Committee are responsible for reviewing all grants, loans on subsidies on an annual basis and a full report is required for Committee once a year for decision.
- Group leaders are asked to respond about each grant.
- All grants over £1,000 must be considered by Management Committee
- Where recurring grants or loans are covered by an SLA (up to four years), a report only needs to be taken to Management Committee once before the start of the agreement; not annually.
- All applications for a grant or loan totalling less than £1,000 will be at the Service Manager's discretion, but will be assessed retrospectively by Management Committee once a year.

The following point applies to subsidies which occur when the council supports an organisation by subsidising its use of council facilities such as a berth in the harbour or a reduction their rent:

- All applications for a subsidy will be assessed at the Service Manager's discretion, but will be reviewed retrospectively by the Management Committee once a year.

4.2 Working practice has indicated a need to review aspects of the policy to make it more efficient. It is proposed that officers work with briefholders and group leaders to develop a revised policy for consideration at June Policy Development Committee.

5. Local Partnerships Operating in Weymouth and Portland

5.1 The council currently provides officer input to a number of local partnership groups which have evolved through the community planning process. There is also briefholder involvement in some of these groups; the details of these are listed at Appendix 1.

- (a) **Weymouth and Portland Partnership** is the Local Strategic Partnership for the Borough and was set up in 2003 to develop a Community Strategy in line with the council's statutory duty under The Local Government Act,

2000. The legal duty was removed in 2015 but there is still a Government expectation of partnership and community-based working. The council no longer supports the partnership financially but provides officer input into 4 meetings a year.

The Partnership is an independent body and is currently being run by Weymouth Area Development Trust which is now registered as a community interest company – (see sub paragraph h over). It has a number of themed sub-groups which it services. These are listed from b – d below.)

- (b) **Business Leaders' Economy Group of Weymouth and Portland Partnership** A collaborative group of local businesses including Weymouth BID, Chamber of Commerce and Weymouth College. The group membership also formed **The Coastal Communities Team for Weymouth** which prepared the Weymouth Economic Plan in 2015 funded by the Department of Communities and Local Government. The Economic Development Briefholder sits on this group but it has not met recently. Managed by Weymouth Area Development Trust.
- (c) **Natural Weymouth and Portland Partnership** A self supporting group chaired by Dorset Wildlife Trust this group includes some key players in the environmental field including the Crown Estate, National Trust and Natural England. Initiatives have included the GP led Natural Choices programme of exercise in the natural environment. There is currently no regular officer or Member involvement on this group.
- (d) **Communities Theme Group of Weymouth and Portland Partnership** Chaired by the Social Inclusion Briefholder, this group has led the Working with You initiative targeting collaborative work to address the areas of multiple deprivation in the Borough. Its membership covers the community and voluntary sector and public sector partners. Its work is wholly supported by the council's Community Planning and Development team.
- (e) **Portland Community Partnership** was formed in 2001 to carry on the work of the Single Regeneration Budget (SRB). The SRB on Portland was successful because it was made up and delivered by a wide variety of partners including statutory and voluntary agencies, as well as members of the public. This ethos has been carried on by the PCP. The Partnership works with other organisations and charities to deliver Portland projects and ideas. It plays a key role in strategic planning and ensures that all issues and ideas are discussed at its open meetings. Membership is open to all Portland residents and WPBC member representation is on an ad hoc basis.
- (f) **The Portland Economic Vision Board**
The remit of this group is to support the business-led Portland Economic Vision Board (the Board) sub-group of the Portland Community Partnership Board with a remit to help formulate, advise and support the implementation of the Economic Vision and Plan for Portland.

The role of this group is to support business led activity aimed at sustaining and increase business activities on Portland, support

development of community economic development, report on barriers and issues faced by business back to the LA and support grant funding applications and business investment for priorities agreed in their economic plan. See:

<http://www.portlandcommunitypartnership.co.uk/future-portland-economic-vision>

- (g) **Weymouth Area Tourism Partnership** Newly revitalised, this group is chaired by FirstBus and supported by the Leisure and Tourism team and includes representation from the key tourism sectors - council, accommodation, attractions, transport, harbour, Pavilion, activities.

The Tourism Partnership is aware of the LEP- commissioned destination management plan and the role of the Dorset tourism association and the LEP funded study on tourism in Weymouth and Portland and will aim to work with these in mind

- (h) **Weymouth Area Development Trust (WADT)** Work on the creation of a trust started when the council withdrew its financial support for Weymouth and Portland Partnership. The reason for this was that the Partnership needed to be financially self-supporting and have the potential to attract funding into the Borough for local projects. Many current funding providers do not allow applications from public sector providers.

WADT was registered as a Community Interest Company in March 2017. This means it has the same legal status as Weymouth Pavilion and can employ staff and income generate. It will have the capacity to attract external funding into the Borough to deliver community projects and programmes. It is not directly supported by any council staff. Councillor Lucy Hamilton is one of its trustees.

- (i) **Team Around Melcombe Regis** The multi-agency team was created by Weymouth Area Development Trust to deliver the Our Place Plan for Melcombe Regis which was funded by the Department of Communities and Local Government prior to the establishment of the Melcombe Regis Board. It has themes similar to the Melcombe Regis Board and outcome-focused targets. Operational staff from a variety of agencies such the Police, NHS, Dorset County Council plus community representatives contribute to the work of this group. The council provides staff input from Housing, Community Protection and Community Development and it is attended on an ad hoc basis by Melcombe Regis Ward Members and the Economic Development Briefholder.

- (j) **Melcombe Regis Board** This board of strategic partners addresses the key issues facing Melcombe Regis. Members are the council, Dorset County Council, Dorset Police, Dorset & Wiltshire Fire and Rescue, the Police and Crime Commissioner, Public Health and Weymouth Locality Clinical Commissioning Group. Chaired by the Chief Executive, the membership also includes the Briefholder for Housing, Councillor James as the Chair of Weymouth and Portland Partnership, Communities Theme Group and staff from Housing, Community Protection and Planning (Community and Policy Development).

5.2 This section of the report covers the level to which the council wishes to engage with the partnerships listed in paragraph 5.1 above and raises the following questions:

- (i) The degree to which Briefholders wish to align partnership group activities with the current Management Committee Action Plan? and;
- (ii) whether Briefholders wish to review the level of WPBC Briefholder and officer support in future partnership group activities using Appendix 1 as a starting point?

5.3 It is proposed that a meeting is convened so Briefholders discuss these questions with officers so a considered view about the level and nature of council involvement in partnership groups can be brought back to a future committee meeting. Recommendation (b) refers.

6. The Community and Voluntary Sector in Weymouth and Portland

6.1 The community and voluntary sector in the Borough of Weymouth and Portland supports a wide range of differing groups and organisations that bring skills, energy and enthusiasm to local activities and projects. The sector covers numerous areas of interest including:

- Economy and tourism
- Health and wellbeing and social support
- Community safety
- Environmental work
- Sports
- Arts and culture
- "Friends of" groups
- Uniformed groups
- Church-run community groups and organisations such as food banks
- Veterans
- Child and Youth groups

6.2 Various council services work with the community and voluntary sector on a regular basis. This includes Community Protection, Leisure and Commissioning, Community Planning and Development, Open Spaces and Bereavement Services, Economic Regeneration and Democratic and Elections. An internal survey has revealed that staff are aware of a total of nearly 200 community and voluntary groups that are based in the Borough. This does not include organisations that have a wider geographical coverage and also operate in Weymouth and Portland.

6.3 The council's finances have not permitted an ongoing grants scheme for the community and voluntary sector in the Borough although certain organisations such as the Citizens Advice Bureau receive annual support and rent subsidies are provided to organisations such as MV Freedom, Portland Museum, The Islanders (Youth) Club, Weymouth Angling Club and Weymouth Pavilion. The latter also received a capital grant for roof repairs at March 2017 Management Committee.

- 6.4 The opportunity now exists to consider the creation of a new, short-term grants fund with awards made on the basis of a revised Grants, Loans and Subsidies Policy and within the framework of an agreed set of evidence-based local priorities.

7. The Proposed Grant Scheme and how it might operate

- 7.1 The council recognises the contribution these groups make for the good of the Borough and the potential they have to offer in the future. Officers have been asked to explore the creation of a one year small grants scheme funded from council reserves and put forward proposals for Member approval.
- 7.2 It is proposed that the scheme will be open to all Weymouth and Portland-based community and voluntary groups by formal application. The scheme could be advertised through the local press, by officers and through existing community networks such as the Dorset Community Action mailing list. It is suggested that applications be invited for themed categories that are linked to local priorities and will be assessed on the outcomes their funded activity or project delivers against these priorities.

Officers successfully used a similar scheme for two rounds of Working with You funding allocated from Narrowing the Gap reserves in 2013-14. This went to groups operating in the four priority areas of the Borough, Littlemoor, Melcombe Regis, Underhill and Westham.

- 7.3 Officers have used the following sources to develop a set of proposed priorities for Member decision:

- Census, 2011
- Weymouth and Portland Borough Council Corporate Plan
- Weymouth and Portland Community Strategy
- State of Dorset September 2015
- Index of Multiple Deprivation, England, September 2015
- Dorset and GeoWessex datasets and community profiles on Dorsetforyou
- Dorset County Council, Working Together for a Strong and Successful Dorset, Outcomes Framework
- Weymouth and Portland Health Profile, September 2016

These provide a sound evidence base for the allocation of funding based on clearly evidenced local priorities.

- 7.4 Evidence from the above sources tells us the following issues are core to our area and its communities:

- Economic wellbeing - specifically support for sections of the community suffering from low income.
- Reducing deprivation - specifically support for areas of the Borough that feature high in the domains of the Index of Multiple Deprivation, September 2015.
- Strong, safe and sustainable communities - specifically actions to address crime, community safety and community development.

- Skills and learning – specifically actions relating to pathways to learning, training, reskilling and work readiness.
- Improved health and wellbeing and reduced health inequalities – specifically actions and programmes to address physical activity, mental and physical health awareness.
- Safeguarding the natural environment – specifically addressing and protecting wildlife, landscape, the coastline and addressing environmental issues such as climate change.

It is suggested that applications are assessed on the basis of their contributions towards these priorities.

- 7.5 The proposal is that the council holds a launch event for the grant fund in the Council Chamber. This will present an opportunity to introduce the fund and the application process, allow groups to network and Briefholders and officers to discuss their funding needs. It will also, and most importantly, raise the profile and importance of volunteering locally.

Implications

8. Corporate Plan

This report has implications for all priorities in the Corporate Plan.

9. Financial

The allocation of a short-term seed fund has financial implications for the council and, if over a certain level, will need to be referred to Full Council for decision.

10. Equalities

The allocation of funding proposed provides the potential for positive impact in relation to local people with protected characteristics under The Equality Act, 2010.

11. Environmental

The allocation of funding proposed provides the potential for positive impact in relation to environmental projects in the Borough...

12. Economic Development

The allocation of funding proposed provides the potential for positive impact in relation to economic development.

13. Risk Management (including Health & Safety)

The management of the proposed grant fund requires all recipients to sign an agreement and agree to supply a monitoring report relating to their grant. This minimises risks to the council.

14. Human Resources

Work relating to this report will be undertaken within existing staff resources.

Consultation and Engagement

15. The proposals in this report, particularly in relation to the grants scheme will increase council engagement with, and understanding of the community and voluntary sector.

Appendices

16. Appendix 1 – List of community planning partnerships

Background Papers

- 17 WPBC Grants, Loans and Subsidies Policy
Information sources listed at paragraph 8 of this report

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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WPBC & LOCAL PARTNERSHIPS / COMMUNITY PLANNING INITIATIVES				Appendix 1
Weymouth & Portland Partnership	WPP Business Leaders' Economy Group	WPP Communities Theme Group	Weymouth Area Tourism Partnership	Natural Weymouth & Portland Partnership
Aim: (2013 ToR) To improve the quality of life of all who live and work in W & P. Purpose: uniting individuals and organisations from across the public, private and voluntary sectors who work together to meet the needs of the local community and shape the future of W&P.	Aim: a) Input business issues and needs into W&P Borough Council Core and Economic strategies. b) Identify and develop appropriately scaled local business projects. c) Monitor delivery of W&P Economic Strategies and action plans.	Aim: (2013 ToR) To engage all those involved in health and wellbeing, safety, environment, housing and community, ensuring inclusion of all community partners. Purpose: to encourage innovative thinking and practice to deliver action for local area improvements. To support project partnerships and funding bids. To oversee the 'Working with You' programme.	Aim: To effectively develop, manage and deliver a cohesive Tourism Strategy and shared vision for Weymouth & Portland within a Dorset (DMO) supported framework	Aim: to promote the high quality natural environment and its value as a resource for tourism, recreation, education and health and wellbeing to a wide and varied audience, both through project work and events
Governance/ToR: Revised March 2013. Includes aims, purpose and principles, board membership, theme groups (amended since) and chairing.	Governance/ToR: From WPP Community Plan. Think there are recent ToR	Governance/ToR: From WPP Community Plan. ToR formally agreed January 2013	Governance/ToR:	Governance/ToR: ToR from WPP Community Plan
Relationship to other groups: WADT now administering (WPBC was funding by £2,200 p.a but stopped in 2015)	Relationship to other groups: Theme group of WPP. WADT administering meetings. Theme Group acted as Coastal Communities Team for purpose of applying for DCLG funding and preparing Economic Plan as a result	Relationship to other groups: Theme group of WPP. WADT administering meetings	Relationship to other groups: Theme group of WPP. WADT administering meetings	Relationship to other groups: Now a Theme group of WPP. Originally developed as 'Wild about Weymouth & Portland' partnership between DWT, RSPB, DCC & WPBC
Chair: Alex Picot, DCA (interim only)	Chair: Simon Newport (First bus company)	Chair: Social Inclusion Briefholder	Chair: Simon Newport (First bus company)	Chair: Brian Bleese, DWT
WPBC member input: Jeff Cant.	WPBC member input: Economic Development Briefholder	WPBC member input: Social Inclusion Briefholder	WPBC member input:	WPBC member input: Think Env't Briefholder asked to meetings?
WPBC officer input: Jane Nicklen / Partnership Development Officer	WPBC officer input: Gareth Jones	WPBC officer input: Community Development team implementing WPBC-led Working With You programme in deprived areas	WPBC officer input: Trevor Hedger, Nick Thornley	WPBC officer input: Jan Farnan from policy team, Julie Hursthouse from community development. Not a major input.
Other members/partners: NHS, Police, Aster/Synergy, DCC, Weymouth College, Fire & Rescue, Portland TC, Portland Community Partnership, DCA, Dorset Youth Association, Dorset Age Partnership, Dorset Wildlife Trust, Churches Together, Dorset Loves Arts	Other members/partners: Weymouth Chamber of Commerce, Weymouth BID, FirstBus, Lloyds Bank, JDWotherspoon, DJProperty, WeyForward, Weymouth College	Other members/partners: Wide range including NHS, Portland TC, DCA, Island Community Action, Portland Community Partnership, Weymouth College, Police, Fire & Rescue, Synergy/Aster Group, Magna, Churches Together, Westham Community Group, Weymouth Waterside Community Forum	Other members/partners: tourism industry representatives, Weymouth BID	Other members/partners: DWT, RSPB, DCC
Action Plan developed?: Community Plan - last one was for 2013-16	Action Plan developed?: Weymouth Economic Plan prepared 2015, through DCLG Coastal Communities funding	Action Plan developed?: Working with You Project Updates about to be re-launched, April/May 2017	Action Plan developed?: Groups draws on a number of national, regional and local strategic frameworks and plans including the work of the Coastal Communities Teams for Portland and Weymouth respectively.	Action Plan developed?: Works to aims in WPP Community Plan 2013-16. A Natural Environment Plan for the borough was in preparation in 2014
Monitoring arrangements: Via annual review of community plan	Monitoring arrangements: Verbal update reports at WPP meetings	Monitoring arrangements: Verbal update reports at WPP meetings, project updates in Working with You programme	Monitoring arrangements: Verbal update reports at WPP meetings	Monitoring arrangements: Verbal update reports at WPP meetings. Report on achievements prepared for the WPP in 2014. Included participation in events, habitat restoration, volunteer capacity, visitor centre improvements.
Notes/officer comments: WPP suggests cutting down Board to 2 meetings a year for networking purposes only	Notes/officer comments: The group has not met recently but is likely to become more active with the next round of Coastal Communities funding in November 2017.	Notes/officer comments: WPP suggested Jan 2017 that group be run by WPBC community development team, focusing on Working With You programme	Notes/officer comments:	Notes/officer comments: Has admin from WADT but largely self-sustaining - supported by range of conservation organisations

Weymouth Area Development Trust - WADT	Coastal Communities Team	Melcombe Regis Board	Team Around Melcombe Regis	Our Place -is an operational plan not a partnership and is delivered by TAMR
<p>Aim: To identify, develop and manage social, environmental and economic projects for the benefit of residents, businesses and visitors to Weymouth and surrounding areas.</p> <ul style="list-style-type: none"> • Making WADT a high profile, sustainable, trusted and innovative membership organisation. • Being community based, owned and led. • Creating diverse and active opportunities for learning, employment, training and business for Weymouth's future. • Empowering people by developing skills and supporting projects that create local opportunities, employment and pride in our community. • Working in partnership with private, voluntary and public organisations to achieve our vision. 	<p>Aim:Developing a more diverse economy, Encouraging an entrepreneurial culture in which businesses thrive and expand, Raising skills and employability to provide the best employees for current and future jobs particularly higher-value jobs, Supporting the growth and development of Weymouth town centre as a vibrant and dynamic centre, Growing the visitor economy to increase its value and contribution to the local economy, Promoting excellent economic infrastructure to provide the basis for smart economic growth</p>	<p>Aim: Melcombe Regis is a safe, healthy and great place to live and work. Priorities: reduce crime; increase employment; improve the environment; help people to be healthier; deliver a good standard of housing; create a thriving community. Intended to provide strategic high level support and funding for work in area.</p>	<p>Aim: MR is a great place to live and work; MR residents are involved in how services are delivered; groups and services work together in a transparent and coordinated way; MR moves out of the top 4% of the Indices of Multiple Deprivation in England. Priorities: reduce deprivation & crime, improve health and wellbeing, education, skills and employment, housing7 social inclusion, develop community capacity.</p>	<p>Aim: Bringing together the 'Working with You' and 'Melcombe Regis Task Team' initiatives to provide a true community and organisational operational plan for future improvements to health and wellbeing; housing; community safety</p>
<p>Governance/ToR: Now registered as a Community Interest Company Chair and 3 trustees (Cllr Lucy Hamilton, Celia Canter (CCG) and Simon Newport (FirstBus)</p>	<p>Governance/ToR: As WPP Business Leaders Theme Group, which acts as the CCT for the purpose of the DCLG funding. Further ToR set up for role of CCT in the Economic Plan.</p>	<p>Governance/ToR: Initiated by WPBC Mgt Cttee March 2016, on recommendation of previous Melcombe Regis Task Team. ToR agreed at early meetings.</p>	<p>Governance/ToR: Set up by WPP/WPBC to develop and deliver 'Our Place' operational plan for MR.</p>	<p>Governance/ToR:</p>
<p>Relationship to other groups: Grew out of WPP exploring options for its future after WPBC ceased funding. WPP agreed that its remaining funding would be transferred to the Trust. WADT currently administering WPP, its theme groups, and the TAMR. This relationship is referred to in the Our Place operational plan.</p>	<p>Relationship to other groups: Not a separate group - same as WPP/Business Leaders Theme Group</p>	<p>Relationship to other groups: Relationship with TAMR needs to be defined and understood</p>	<p>Relationship to other groups: Potentially a delivery group for Melcombe Regis Board, but relationship needs to be agreed. Originally developed to deliver 'Our Place' operational plan, building on work of WPP, the Communities Theme Group, Working With You and the previous 'Melcombe Regis Task Group'.</p>	<p>Relationship to other groups: Funding bid put in by WPBC and WPP, supported by other partners including Waterside Community Forum, Dorset Police etc, previously part of Melcombe Regis Task Group. TAMR now acting as delivery body.</p>
<p>Interim Chair: Chris Wilson</p>	<p>Chair: as WPP/Business Leaders' Theme Group</p>	<p>Chair: Matt Prosser</p>	<p>Chair: Chris Wilson</p>	<p>Chair: N/A</p>
<p>WPBC member input: One of the trustees (Lucy Hamilton) is a Borough Council member</p>	<p>WPBC member input: Was Cllr Mike Byatt as Finance Briefholder</p>	<p>WPBC member input: Gill Taylor as Housing Briefholder, Christine James as Chair of WPP Communities Theme Group</p>	<p>WPBC member input: Cllrs Tia Roos, Francis Drake, Jason Osborne & James Farquharson</p>	<p>WPBC member input:</p>
<p>WPBC officer input: Minimal input through Community Planning & Development Team.</p>	<p>WPBC officer input: Bid for funding was put in by WPBC officers in EcDev and Community Planning</p>	<p>WPBC officer input: Matt Prosser (Chair), Graham Duggan, Clive Milone, Janet Moore, Jane Nicklen (Communities Lead)</p>	<p>WPBC officer input: Janet Moore/Jane Nicklen /Julie Hursthouse/Andrew Fricker. Bid for Our Place funding was put in by WPBC</p>	<p>WPBC officer input: Funding bid submitted and action plan developed by council officer</p>
<p>Other members/partners: Those of all Weymouth & Portland Partnership sub groups. Membership open to all who live and work in the Weymouth area.</p>	<p>Other members/partners: Weymouth & Portland Chamber of Commerce, FirstBus, Weymouth & Portland Tourism Partnership, Weymouth BID, WPBC Economic Development and Finance Briefholder</p>	<p>Other members/partners: DCC; Police, orset & Wiltshire Fire & Rescue, Police & Crime Commissioner; Public Health Dorset; Clinical Commissioning Group; Synergy/Aster; Chair of TAMR</p>	<p>Other members/partners: JobCentre Plus, Skills & Training Dorset, WPBC Housing, Community Protection & Community Development, Dorset Police, DCC, Weymouth College, The Lantern Centre, Weymouth Community Volunteers, Groundwork South, Weymouth Waterside Community Forum</p>	<p>Other members/partners: Funding bid partners: Waterside Community Forum; Dorset Police; WPP; Royal Crescent Surgery; DCC Public Health; Skills and Learning (Bournemouth, Dorset and Poole)</p>
<p>Action Plan developed?: Business Plan exists but not seen.</p>	<p>Action Plan developed?: Weymouth Economic Plan, developed using the CCT funding (2015)</p>	<p>Action Plan developed?: Currently in process of developing an integrated medium term programme for MR</p>	<p>Action Plan developed?: Yes - Our Place Operational Plan (spring 2016) and Action Updates with outcomes for each themed area of work.</p>	<p>Action Plan developed?: Yes - Our Place Operational Plan (spring 2016) and Action Updates with outcomes for each themed area of work.</p>
<p>Monitoring arrangements: Subject to Regulation at Companies House. Established by Memorandum and Articles of Association. All work to community benefit.</p>	<p>Monitoring arrangements: Subject to monitoring by Dept of Communities and Local Government.</p>	<p>Monitoring arrangements: Strategic Plan developed with targets for 2017-18 agreed at Board on 30 March 2017.</p>	<p>Monitoring arrangements: Improved Cross Sector Performance, Improving Housing Quality, Pride of Place, Increased community capacity and improved social inclusion, Reduction in unemployment rates, Crime reduction and Protecting Vulnerable People</p>	<p>Monitoring arrangements: Improved Cross Sector Performance, Improving Housing Quality, Pride of Place, Increased community capacity and improved social inclusion, Reduction in unemployment rates, Crime reduction and Protecting Vulnerable People</p>
<p>Notes/officer comments: Slow registration so not possible to assess performance at this stage.</p>	<p>Notes/officer comments: Doesn't appear to have been much action resulting from Economic Plan.</p>	<p>Notes/officer comments:</p>	<p>Notes/officer comments: Relationship with Melcombe Regis Board now agreed.</p>	<p>Notes/officer comments:</p>

Working With You	Portland Community Partnership	OTHER GROUPS/INITIATIVES
<p>Aim: collaborative working targeting the five priority (most deprived) areas of W&P, putting communities at the heart of working practice, ensuring priorities identified by partners and communities form the basis for developing projects to address them. The programme of work is managed through the Community Development Team of WPBC</p>	<p>Aim: The Portland Community Partnership was formed to carry on the good work of the Single Regeneration Budget which was successful because of partner & community input. This ethos has been carried on by the PCP. The Partnership works with other organisations and charities to deliver Portland projects and ideas. It plays a key role in strategic planning and ensures that all issues and ideas are discussed at its open meetings. Membership is open to all Portlanders.</p>	<p>Other active community groups: Island Community Action; Weymouth Waterside Community Forum, Westham Community Group, Big4 Littlemoor, WeyForward. Other partnerships/organisations: Night Time Economy Group; Lantern Trust; Landlords & Hoteliers Association, Chamber of Commerce. Community safety / Police initiatives: Weymouth Implementation Group, RU2Drunk; Best Bar None; Purple Flag (listed within Melcombe Regis WWY action plan)</p>
<p>Governance/ToR: WPBC/WPP approach to community development, working with community and partners, rather than a group as such.</p>	<p>Governance/ToR: Unincorporated Community Association with a formal constitution adopted in September 2015.</p>	
<p>Relationship to other groups: work reported to Communities Theme Group. Action plans for each area and a cross-cutting action plan records and updates on all the community and agency projects going on in the area so duplication is avoided, gaps can be identified and action taken to address this.</p>	<p>Relationship to other groups: Supports the Portland Economic Vision Board, Coastal Communities Team and community projects covering heritage, environment economy & tourism, affordable housing. Also organises Spirit of Portland Festival held in August of each year.</p>	
<p>Chair: N/A</p>	<p>Chair: Andy Matthews</p>	
<p>WPBC member input: As Communities Theme Group</p>	<p>WPBC member input: Attendance is open to all Portland residents and is frequently attended by Portland Members on WPBC</p>	
<p>WPBC officer input: WPBC Community Development Team</p>	<p>WPBC officer input: Officer attendance at AGM and ad hoc support.</p>	
<p>Other members/partners: 55 listed in combined action plan, more at a neighbourhood level. Project updates available on request.</p>	<p>Other members/partners: Numerous project-related partners</p>	
<p>Action Plan developed?: Action plans/project updates for each of the 4 most deprived wards prepared and updated regularly, most recently December 2016. Now need to include a Fortuneswell North and Weymouth West as a result of latest deprivation statistics.</p>	<p>Action Plan developed?: Numerous action plans relating to projects, Neighbourhood Plann currently under development.</p>	
<p>Monitoring arrangements: Regular updates of WWY Action Plans to record progress and completion of projects</p>	<p>Monitoring arrangements: Formal reporting to membership at AGM</p>	
<p>Notes/officer comments: Successful and popular project tackling multiple deprivation in the Borough through collaborative working using hard data and qualitative information from communities.</p>	<p>Notes/officer comments: Active partnership with strong community focus and input</p>	

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Management Committee 18 April 2017 Report of the Joint Independent Remuneration Panel

For Recommendation To Council

Briefholder

Corporate Affairs and Continuous Improvement

Senior Leadership Team Contact:

S Caundle, Assistant Chief Executive

Report Author:

Joint Independent Remuneration Panel

Statutory Authority

Local Government Act 2000, The Local Authorities (Members' Allowances) (England) Regulations 2003.

Purpose of Report

- 1 To receive the report of the Joint Independent Remuneration Panel.

Recommendations

- 2 That the attached report and recommendations of the Joint Independent Remuneration Panel in respect of the Council's Scheme of Members' Allowances be presented to Full Council for formal consideration.

Reason for Decision

- 3 To enable the Council to consider recommendations on the scheme of allowances following a fundamental review undertaken by the Joint Independent Remuneration Panel.

Background

- 4 Under the Local Government (Members' Allowances) (England) Regulations 2003, Weymouth and Portland Borough Council, like all local authorities, is required to establish an Independent Remuneration Panel to make recommendations to the Council in respect of its Scheme of Members' Allowances. When setting a scheme of allowances, the Council must have regard to the recommendations of the Independent Remuneration Panel.

This fundamental review has been undertaken by a Joint Independent Remuneration Panel who has also undertaken a review of members' allowances for North Dorset District Council and West Dorset District Council.

The Joint Independent Remuneration Panel has concluded their fundamental review of the Council's Scheme of Members' Allowances and their report and recommendations are presented at Appendix 1 for members' consideration.

Implications

Financial

The recommendations in the report of the Joint Independent Remuneration Panel, if agreed by Full Council, would result in an increase in the members' allowances budget by £14,023* a year.

* In accordance with the Scheme of Members' Allowances, allowances are adjusted annually in accordance with the % variation negotiated for local government officers and specifically in respect of the variation applied to spinal column point 34 on the officers' pay scales. With effect from 1 April 2017, the basic and special responsibility allowances will be increased by 1%. Due to the timing of the review, the figures shown in the report of the Joint Independent Remuneration Panel are the figures for 2016/17.

Equalities

The level of allowances paid to local councillors can have an effect on encouraging candidates for local elections from diverse backgrounds.

Environmental

Not applicable

Economic Development

Not applicable

Risk Management (including Health & Safety)

The council is required to have an Independent Remuneration Panel and to have regard to the recommendations of the panel in setting a scheme of members' allowances.

Human Resources

Not applicable

Consultation and Engagement

All members of Council were invited to submit written representations for consideration by the Joint Independent Remuneration Panel. All Group Leaders were invited to meet with the panel.

Chief Executive, Assistant Chief Executive, representatives of the Corporate Management Team.

Appendices

Appendix 1 – report of the Joint Independent Remuneration Panel

Background Papers

Weymouth and Portland Borough Council Scheme of Members' Allowances (Part F of the Council's Constitution)

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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Email: lwatson@dorset.gov.uk

Date: April 2017

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to Weymouth and Portland Borough Council

May, 2017

Executive Summary of Recommendations

The Independent Remuneration Panel has met to consider a fundamental review of the Council's Scheme of Members' Allowances. The full report follows this summary of the recommendations, where the justification for our proposals is to be found.

RECOMMENDATION 1 – That the Basic Allowance for 2017/18 be set at the present level of £5097 for each councillor and that the indexation of the Basic Allowance for future years continue to be linked to the % variation negotiated for local government officers and specifically in respect of the variation applied to spinal column point 34 on the officers' pay scales.

RECOMMENDATION 2 - That no change be made to the arrangements to supplement to the Basic Allowance by £100 per member per year to cover the costs of IT consumables.

RECOMMENDATION 3 - That for the purposes of calculating special responsibility allowances and the indexation of allowances, only the core Basic Allowance (currently £5097) i.e. without this supplement, continue to be used.

RECOMMENDATION 4 - That the Special Responsibility Allowance for the Chair of the Management Committee be increased to £8,920 (1.75 of Basic Allowance - 1 to reflect the Brief-holder role and 0.75 to reflect the leadership role within the Management Committee)

RECOMMENDATION 5 - That the Special Responsibility Allowance for the Brief Holders (members of the Management Committee) be increased to £5,097 (1 x Basic Allowance)

RECOMMENDATION 6 - That the Special Responsibility Allowance for the Chair of the Harbour Management Board continue to be set at £3,823 (0.75 of Basic Allowance)

RECOMMENDATION 7 - That the Special Responsibility Allowance for the Chair of the Scrutiny and Performance Committee and the Policy Development Committee continue to be set at £3,823 (0.75 of Basic Allowance)

RECOMMENDATION 8 - That the Special Responsibility Allowance for the Chair of the Planning Committee continue to be set at £3,823 (0.75 of Basic Allowance)

RECOMMENDATION 9 - That the Special Responsibility Allowance for the Chair of the Licensing and Audit Committees continue be set at £1,274 (0.25 of Basic Allowance)

RECOMMENDATION 10 - That the Special Responsibility Allowance for the Chair of the Council (the Borough Mayor) continue to be set at £1,274 (0.25 of Basic Allowance).

RECOMMENDATION 11 - That currently there was little evidence to justify any additional SRA for the Joint Advisory Committees and that in the view of the Panel the chair of the relevant sovereign committee should chair the Joint Committee and this responsibility should be considered to be part of their SRA.

RECOMMENDATION 12 - That the Special Responsibility Allowance for Independent Members of the Harbour Management Board continue to be set at £510 (0.1 of Basic Allowance)

RECOMMENDATION 13 – That the Scheme of Allowances continue to specify that only one special responsibility allowance is permitted to be claimed by a member to whom the Scheme applies.

RECOMMENDATION 14 – That travelling expenses for approved duties within this Scheme of Allowances (including walking and cycling) continue to be set at the maximum rates per mile published by HM Revenue and Customs before incurring a tax liability.

RECOMMENDATION 15 – That the Scheme of Allowances reflects the HMRC published rates of subsistence as the maximum before tax liability, as shown below, and that the Scheme be updated to reflect such rates in the future.

Breakfast	£5.00 (leaving home before 7am)
Lunch	£10.00
Evening Meal	£15.00 (arriving home after 8pm)
Evening meal (London)	£15.00
Bed and breakfast	£60.50
Bed and Breakfast (London)	£105.00

RECOMMENDATION16 - That the Scheme of Allowances be amended to include within the Approved Duties section, the entitlement of the Mayor to claim mileage for the use of his/her car for attendance at any civic event.

to Weymouth and Portland Borough Council

Context Statement and Recommendations

1. The Panel was asked to undertake a fundamental review of the Scheme of Members' Allowances and to report to the Council in June 2017.
2. The Panel was aware of the impending decision of the Secretary of State regarding Dorset's bid for unitary status and accordingly that the shelf life of any allowances scheme that it recommended, could be fairly short. Should the Secretary of State's decision be to not proceed with Dorset's bid then it might be appropriate for the Panel to reconsider the allowances.
3. In the short time available to the Panel and in view of Paragraph 2 above, there are a certain aspects that have been taken as read so that the Panel could concentrate on the key issues of the review.

Introduction

4. The Independent Remuneration Panel has been established under the Local Government (Members Allowances) (England) Regulations, 2003, to make recommendations on councillors' allowances.
5. A new Panel was appointed in March, 2017 to undertake a joint review of the allowances schemes of the three Councils within the Dorset Council's Partnership and comprises
 - John Quinton, Local Government Adviser – Previous Head of Democratic Services at Wiltshire Council
 - Keith Broughton, a resident of North Dorset and Council tax payer, and retired HR professional
 - Daniel Cadisch, Bureau Manager, Dorchester and District Citizens Advice Bureau
 - Revd Pip Salmon, a resident of Weymouth and representing the faith sector
6. Our report with recommendations is made on the basis of evidence received and our best judgement of the needs of the Council as reflected by that evidence.

Much of the evidence has come from meetings held with Group Leaders. Alongside this, various Officers of the Council have furnished us with information and advice. We are extremely grateful for all of this Member and Officer support.

7. As explained at Paragraph 2 and 3, although this is a fundamental review, which is required to be carried out at least every 4 years, the Panel has focussed on key aspects of the Scheme of Allowances. It has however had regard to all aspects of the Scheme of Members' Allowances including:

- the level and purpose of the Basic Allowance that all councillors receive and which must be awarded at the same level for each councillor;
- the leadership and other roles within the Council that currently attract a Special Responsibility Allowance (SRA) on top of the Basic Allowance – the differentials between such allowances and whether all such roles and levels of allowance remain relevant to the Council for the future;
- the broader allowances scheme and the general support available to councillors;

8. Finally, whilst it is not within the remit of the Panel to consider the overall financial constraints under which Weymouth and Portland Borough Council is operating, the Panel is aware of the need to balance issues relating to members' allowances with other demands on Council budgets.

Primary Purpose of Review

9. The primary purpose of our review of the Scheme of Members' Allowances is to ensure that the Scheme remains relevant. Our review complements the work of the previous Panels which has set a clear and robust framework for allowances to date. The review also encompasses the proposed new joint working arrangements with the three councils comprising the Dorset Councils Partnership.

Process and Methodology of the Review

10. In undertaking the Review the Panel met on 21 and 27 March for initial briefing sessions and on 28 March and 4 April for interviews and deliberations.

11. The Panel met with the following Group Leaders:-

Councillor Cant

Councillor Taylor

Councillor Huckle

12. In addition the following Councillors submitted representations to the Panel for consideration and these were discussed with the relevant Group Leader:-

Councillor Brookes

Councillor Bruce

Councillor Farquharson

Councillor Taylor

Councillor Wheller

13. The Panel were provided with additional information from officers including comparative data across Dorset District Councils, copies of the Allowances Schemes for all three councils within the Dorset Council's partnership, details of the Members Allowances Budget and the multipliers used to calculate the SRAs from the Basic Allowance.

Basic Allowance (BA)

14. The Basic Allowance is currently £5,097 per member which is the same as West Dorset District Council's and slightly more than North Dorset District Council's, the other members of the Dorset Council's Partnership.

15. The formula used originally to calculate the Basic Allowance in Weymouth and Portland is based on the Local Government Association (LGA) published daily rate x 32 days (33% voluntary discount on 48 days per year for Council business). The 48 days was calculated on the basis of evidence provided by councillors at the previous fundamental review (2009) as to their average time commitment. The voluntary element reduction reflects central government guidance that a number of hours committed by councillors on Council business should be unremunerated.

16. The consensus amongst Group Leaders was that the workload of ward councillors varied enormously and would depend on which ward and how many councillors served within it. Whilst the formula used to calculate the Basic Allowance was out of date in terms of the number of days used, the level at which it was set in numeric terms, was about right as it was comparable across the Partnership.

RECOMMENDATION 1 – That the Basic Allowance for 2017/18 be set at the present level of £5097 for each councillor and that the indexation of the Basic Allowance for future years continue to be linked to the % variation negotiated for local government officers and specifically in respect of the variation applied to spinal column point 34 on the officers’ pay scales.

Basic Allowance and IT Provision for Councillors

17. The Panel has given attention to the present practices of the Council with regard to the provision of IT equipment for councillors.

18. Officers have provided the Panel with a statement of current practice as follows:-

“The Partnership has committed to introducing paperless committee meetings as part of the overall digital by default programme and the introduction of a committee management system which provides an app for easy access to committee papers. Paperless meetings will help the Dorset Councils Partnership (DCP) to achieve significant savings from reducing our print budget, approx. £50,000 per year across the partnership and the DCP received Transitional Challenge Award funding to help us provide mobile devices for councillors.

Councillors have been offered the choice of a laptop or a tablet, both of which will be compatible with the Modern.gov app. The roll out of the laptops starts on 30th March. The roll out of the tablets was due to take place over the first 3 weeks of April, however this has had to be postponed as the tablets have been recalled by the manufacturer for a fault with the life of the battery. New timescales for the roll out of tablets have not been confirmed but I would hope that they would be back from the manufacturer and rebuilt by IT by the end of April, this would enable us to roll out the tablets in May and look to start paperless meetings June/July.”

19. The issues we have discussed with Group Leaders include:

- the Council’s policy on member IT communications generally and the gradual roll out of equipment;
- the Council’s wish to move to a paperless policy and once this principle had been established, how dependent councillors would then be on the IT equipment working effectively;

- the recognition that ultimately this was the way forward for the Council but emphasising the requirement for detailed training for Councillors;

20. Currently we understand that a supplement to the Basic Allowance of £100 per annum per member is funded from existing IT and member services budgets. The intention would be that the Council would continue to provide and maintain hardware for members' IT. The £100 supplement would be a contribution to broadband and consumables. The total cost of this would be £3,600 per annum.

RECOMMENDATION 2 - That no change be made to the arrangements to supplement to the Basic Allowance by £100 per member per year to cover the costs of IT consumables.

RECOMMENDATION 3 - That for the purposes of calculating special responsibility allowances and the indexation of allowances, only the core Basic Allowance (currently £5097) i.e. without this supplement, continue to be used.

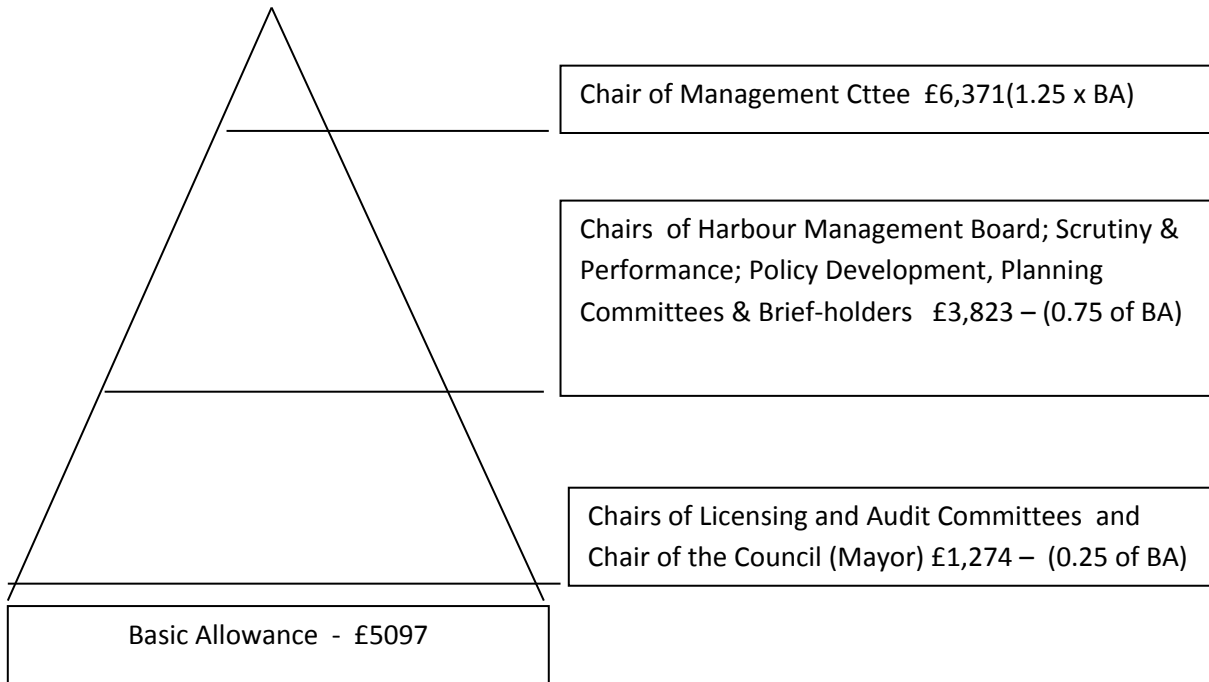
Banding of Special Responsibility Allowances

21. The Members Allowances Regulations state that “a special responsibility allowance (SRA) may be paid to those members of the council who have significant additional responsibilities over and above the generally accepted duties of a councillor”. The regulations list the categories of responsibilities which might call for an SRA. Guidance from Government released in association with the Regulations do not limit the number of SRAs payable nor do they prohibit the payment of more than one SRA. However, within the guidance the Government sets an expectation that the proportion of SRAs should not exceed 50% of the total number of councillors. The panel understands that currently the level within the Council is at approximately 47% (36 councillors, 17 of whom have SRAs).

22. The Panel has spoken to Group Leaders about the present structure of special responsibilities and whether the differentials between SRAs are about right. It is perhaps fair to point out that not all special responsibility work is immediately visible to others e.g. meetings with officers, reading up on key policies of the council and other bodies, planning presentations, dealing with the Press etc.

23. SRAs are currently calculated as a value of the core Basic Allowance (BA) – see our recommendation 3 above and we see no reason to move away from that practice as it is open and transparent and shows a clear linkage and distinction from the duties undertaken by all Councillors.

24. In the “pyramid of responsibility” shown below, we illustrate the existing banding of Special Responsibility Allowances (SRAs). This reflects elected member roles and not those carried out by non-councillors.



25. The Panel supports the principle as established by the previous Panel, that there should be a minimum number of bands differentiating SRAs and the specific member roles.

26. There was a clear feeling amongst Group Leaders and indeed from a submission from an individual councillor that the current SRAs were out of kilter with other councils in the Partnership. This was simply down to the multiple used to calculate the SRA from the BA. Currently within North Dorset and West Dorset they operate an executive model with the Leader of the respective councils receiving 2.25 and 3 x the BA. The nearest equivalent post within the Borough Council was the Chair of the Management Committee (who is referred to as the Leader of the Council) who currently receives 1.25 x the BA. This variance to one degree or another is reflected across all the SRAs.

27. Group Leaders felt that this disparity was wrong and that the allowances should be comparable. However, in the current financial climate and with LGR on the immediate horizon it was not appropriate to rectify this completely in the short term.

28. Panel Members however wished to highlight this disparity and would attempt to reflect some transitional move towards rectifying this within their recommendations.

29. We have noted the role descriptions set by the Council in the Constitution Those role descriptions contain similar knowledge and skill sets across the roles. The variants are in the frequency of meetings and the degree of engagement required outside of the meetings. However, when discussing this with Group Leaders it is also clear that some SRA holders have distinct accountabilities and responsibilities.

30. We have used these documents and discussions to guide our considerations of the following roles and their allowances:

Chair of and Brief Holders on the Management Committee

31. Currently the Chair of the Management Committee receives 1.25 x the BA. This reflects the current SRA for a Brief Holder (0.75 x BA) and 0.5 x BA for presiding over the Management Committee.

32. In our view the element for chairing the Management Committee is too low. Chairing a cross party committee which is responsible for the strategic direction of the Council is a very demanding task and to equate it to 0.5 of the BA, when some committee chairs receive 0.75 x BA, in the view of the Panel is wrong. The co-ordinating role, the spokesperson role and the total accountability of making the Management Committee work effectively is down to the Chair and the way he/she manages the portfolios and engages with Brief Holders.

33. The current Chair has clear plans to increase the effectiveness of the Management Committee by devising and agreeing action plans with Brief Holders and by holding them to account for outcomes.

34. There is a significant role within the Management Committee for Brief Holders. Whilst there is no individual decision making there is a collective rather than an individual accountability for those decisions. This collective working is very much emphasised in the role description of brief holders.

35. We have heard from Group Leaders that there are discrepancies in the portfolios of the different Brief Holders. In the Panel's view these are not sufficient to differentiate between Brief Holders and in view of the collective accountability for decision making and the personal responsibility and accountability for their portfolio this is sufficient reasoning for maintaining them all at the same level.

36. It is quite clear from our discussions with Group Leaders that the workloads and responsibilities of Brief Holders has increased to a greater extent than the workload of councillors overall. It was also made clear to us that the differential with the chairs of the main committees was too little. On that basis and considering our wish to move the SRAs closer to those of the other councils in the Partnership, we are of the view that the SRA for the Brief Holder should increase to 1 x the BA.

RECOMMENDATION 4 - That the Special Responsibility Allowance for the Chair of the Management Committee be increased to £8,920 (1.75 of Basic Allowance - 1 to reflect the Brief-holder role and 0.75 to reflect the leadership role within the Management Committee)

RECOMMENDATION 5 - That the Special Responsibility Allowance for the Brief Holders (members of the Management Committee) be increased to £5,097 (1 x Basic Allowance)

Chair of Harbour Management Committee

37. We accept the important role the harbour plays in the economy of the area and the need for effective management and accountability to the Council – a role clearly demonstrated in the role description now offered to the Panel. We also note that in terms of accountabilities and skill sets, there is a similarity with other chairing roles.

38. We have however not received any evidence to suggest that the SRA should be increased and we believe therefore that the value of this SRA should be retained at the current level and set at the same level as for other Chairs

RECOMMENDATION 6 - That the Special Responsibility Allowance for the Chair of the Harbour Management Board continue to be set at £3,823 (0.75 of Basic Allowance)

Chair of Scrutiny and Performance Committee and of the Policy Development Committee

39. We have considered the evidence submitted to previous Panels about the roles of these two Committees and their role in fulfilling the Council's statutory overview and scrutiny function.

40. The Panel believes that it is appropriate for the Scheme of Allowances to reflect that this "non-executive members" role is a robust part of the Council structure. We understand that it exists to challenge the Management Committee decisions where appropriate and to enable councillors to use their community leadership skills in developing new policies and reviewing services, often through detailed working groups.

41. We have however not received any evidence to suggest that the SRA should be increased and we believe therefore that the value of this SRA should be retained at the current level and set at the same level as for other Chairs. In the past the chairing role for these Committees has been recognised at the same level as a Brief Holder but in our view and based on the evidence provided by Group Leaders we now feel that the Brief Holder has increased responsibility and accountability.

42. Indeed in respect of the Scrutiny Committee it is possible that the joint arrangements referred to in paragraphs 51 below may reduce its workload. This will have to be kept under review.

RECOMMENDATION 7 - That the Special Responsibility Allowance for the Chair of the Scrutiny and Performance Committee and the Policy Development Committee continue to be set at £3,823 (0.75 of Basic Allowance)

Chair of Planning Committee

42. Previous Panels have recognised that the work of this Committee needs sensitive and effective risk management in a high profile service area. The high level of Officer support for the planning process in particular was also recognised. Nevertheless, in our view the Chair of this Committee needs to have good qualities of leadership in a function that is quasi-judicial and for which there is no other accountability within the Council.

43. We have however not received any evidence to suggest that the SRA should be increased and we believe therefore that the value of this SRA should be retained at the current level and set at the same level as for other Chairs

RECOMMENDATION 8 - That the Special Responsibility Allowance for the Chair of the Planning Committee continue to be set at £3,823 (0.75 of Basic Allowance)

Chairs of Licensing and Audit Committees

44. Previous Panels have accepted that in reality, the time and effort commitment involved in chairing these Committees is significantly less than for the committees in the higher banding of allowances. That is not to detract from the leadership qualities required of these Chairs in managing sensitive and important issues.

45. We have not received any evidence to suggest that the SRA should be increased and we believe therefore that the value of this SRA should be retained at the current level of 0.25. Indeed, in respect of the Audit Committee it is possible that the joint arrangements referred to in paragraphs 51 below may reduce its workload. This will have to be kept under review.

RECOMMENDATION 9 - That the Special Responsibility Allowance for the Chair of the Licensing and Audit Committees continue be set at £1,274 (0.25 of Basic Allowance)

Chair of the Council

46. The previous Panel established the principle of recognising within the Scheme of Allowances the role of the (Mayor) Chairman of the Council as a special responsibility. The civic and ceremonial aspects of the role are supported from other budgets and are therefore not part of this review.

47. It was recognised that the Chairman of the Council, presides over more meetings than the Licensing or Audit Committees. The Council is the primary policy making body and is the largest of all meetings in the authority. We believe that the Chairman of the Council meeting requires exactly the same skills set as the Council recognises for other chairing roles but arguably greater levels of responsibility for the effective management of the agenda and the business in such a large and high profile public forum. However from evidence received it does not appear that the

workload between meetings is significant and given the other aspects of support for this role, we have decided that the allowance should continue to be equivalent to that of the Licensing and Audit Chairs.

48. However one issue that was highlighted by a Councillor as an anomaly was that there was no provision within the approved duties section of the Allowances Scheme which provided for the Mayor to claim a mileage allowance when on civic/ceremonial duties and where he/she used their own car. The Panel agreed to rectify this when they considered that section of the Scheme.

RECOMMENDATION 10 - That the Special Responsibility Allowance for the Chair of the Council (the Borough Mayor) continue to be set at £1,274 (0.25 of Basic Allowance).

Joint Arrangements

49. In 2016 the Council agreed to Joint Arrangements including the appointment of a Joint Advisory Overview and Scrutiny Committee (JAOSC) and Joint Advisory Accounts and Audit Committee (JAAAC). The former was to act as an advisor on matters in relation to the discharge of functions of: (i) the Council; and/or (ii) any of the partner councils forming the Dorset Councils Partnership. The JAOSC will consist of fifteen members. Each Council making up the Dorset Councils Partnership shall appoint five Members to JAOSC. The JAAAC was (a) To act as an advisor on matters referred to in relation to: (i) internal and external audit issues, and/or (ii) financial risk management; and/or (iii) internal financial controls; and/or (iv) corporate governance; and /or (v) financial accounts, in all cases to the extent that such matters have relevance to all of the partner councils that make up the Dorset Councils Partnership. The JAAAC will consist of twenty-one Members. Each Council making up the Dorset Councils Partnership shall appoint seven members to JAAAC.

50. It was understood that the chair of each Committee would rotate between councils each year.

51. Evidence has been presented to the Panel that the joint arrangements may evolve in such a way as to reduce the workloads of the relevant sovereign committees of the individual councils. The thinking is that as services are being provided across all three councils as one service rather than three different services, any scrutiny or audit function would look at them collectively rather than individually. This in the view of the Panel is a distinct possibility with the increasing joint service provision across the three councils.

52. This was discussed with Group Leaders and there was no clear consensus. In one respect the differences between the councils were such that services may need to be looked at differently and there would anyway still be a need for each council to maintain a sovereign committee. Ideally officers needed to identify common areas

where joint work would be beneficial to all three councils and this could then be used as the basis for some action/work plans.

53. In addition, we have spoken to Group Leaders across the other two councils for their views on how these joint arrangements might work as well as the Chief Executive and a Service Manager engaged in the delivery of front line service across all three councils.

54. Across the other Councils the views of Group Leaders were mixed. In one respect the differences between the councils were such that services may need to be looked at differently and there would anyway still be a need for each council to maintain a sovereign committee. Also, the evolution of these joint committees was at an early stage and it was difficult to estimate their future workload.

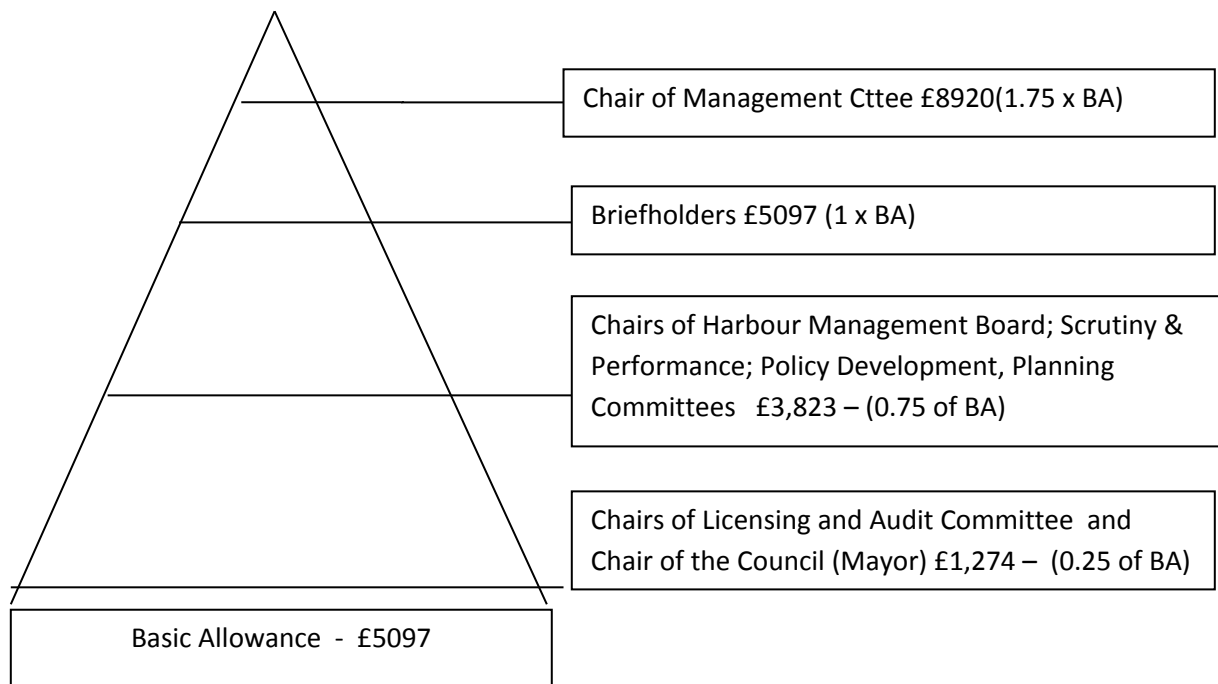
55. Having interviewed the Head of Housing it was clear what the benefits of the joint arrangements were from an officer's perspective. He was already holding joint briefings for all portfolio holders/brief holders across all three councils. This was a much more effective use of his time and provided for a dynamic, whereby comparable issues could be dealt with.

56. There is currently little evidence to justify any additional SRA for the Joint Advisory Committees. What evidence existed was purely anecdotal and across the three councils the views varied as to the likely workload and responsibilities of these committees. If as forecast, the workloads of the Joint Committees increased at the same time as the workloads of the sovereign committees decreased, then in the view of the Panel arrangements should be put in place to ensure that the chair of the relevant sovereign committee should chair the Joint Committee and this responsibility should be considered to be included as part of their SRA when it was the turn of that council to chair the joint committee. Over a period of three years (the interval between councils chairing the joint committees) the balance of workloads and responsibilities for the chairs of the sovereign committees would balance out.

57. The Panel recognised however that the workload of the Joint Committees may evolve over time, particularly with the potential for more local government reorganisation on the horizon, and in this case, this was an area to keep under review.

RECOMMENDATION 11 - That currently there was little evidence to justify any additional SRA for the Joint Advisory Committees and that in the view of the Panel the chair of the relevant sovereign committee should chair the Joint Committee and this responsibility should be considered to be part of their SRA.

58. Based on these recommendations the “pyramid of responsibility” shown below, illustrates the proposed banding of Special Responsibility Allowances (SRAs). This reflects elected member roles and not those carried out by non-councillors.



Independent Non Councillors

59. Previous Panels have noted and approved that a sum of £489 is payable to the independent members of the Harbour Management Board. We have received no evidence to suggest that this allowance should be discontinued and believe that there remains a justification for an allowance to be paid. This is to acknowledge the special expertise of these independent persons whose role is integral to the Board and remains wholly relevant to the effective running of the Board.

RECOMMENDATION 12 - That the Special Responsibility Allowance for Independent Members of the Harbour Management Board continue to be set at £510 (0.1 of Basic Allowance)

Number of Special Responsibility Allowances

60. The present Scheme of Allowances permits members to claim only one special responsibility payment, even if the member performs more than one role that attracts such an allowance.

61. We have considered whether there is merit in permitting a member who holds more than one position that attracts an SRA access to all or part of the second allowance. On balance we believe that the present arrangement remains appropriate.

RECOMMENDATION 13 – That the Scheme of Allowances continues to specify that only one special responsibility allowance is permitted to be claimed by a member to whom the Scheme applies.

Expenses for Councillors

62. The Panel has considered the present travel and subsistence allowances for councillors. We have received no evidence to suggest that there is a need to change any of these allowances as they are updated in accordance with HMRC rates.

RECOMMENDATION 14 – That travelling expenses for approved duties within this Scheme of Allowances (including walking and cycling) continue to be set at the maximum rates per mile published by HM Revenue and Customs before incurring a tax liability.

RECOMMENDATION 15 – That the Scheme of Allowances reflects the HMRC published rates of subsistence as the maximum before tax liability, as shown below, and that the Scheme be updated to reflect such rates in the future.

Breakfast	£5.00 (leaving home before 7am)
Lunch	£10.00
Evening Meal	£15.00 (arriving home after 8pm)
Evening meal (London)	£15.00
Bed and breakfast	£60.50
Bed and Breakfast (London)	£105.00

Approved Duties

63. The Scheme of Allowances provides detailed information about those councillor duties in respect of which expenses claims (i.e. travelling, subsistence and

dependent carer) are eligible and the panel have been given no evidence to suggest that they require amendment.

64. However one issue that was highlighted by a Councillor as an anomaly was that there was no provision within the approved duties section of the Allowances Scheme which provided for the Mayor to claim a mileage allowance when on civic/ceremonial duties and where he/she used their own car. The Panel agreed to rectify this when they considered that section of the Scheme.

RECOMMENDATION 16 - That the Scheme of Allowances be amended to include within the Approved Duties section to enable the Mayor to claim mileage for the use of his/her car for attendance at any civic event.

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Management Committee 18 April 2017 Community Governance Review for the creation of a Town Council

For Recommendation To Council

Briefholder

Cllr Kevin Brookes

Senior Leadership Team Contact:

S Caundle, Assistant Chief Executive

Report Author:

Jacqui Andrews, Corporate Manager, Democratic & Electoral Services

Statutory Authority

Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”)

Purpose of Report

1. To set out initial proposals for public consultation for the creation of a Parish Council for Weymouth.

Recommendations

2. To recommend to Full Council that the initial proposals for a new Parish Council for Weymouth are agreed for public consultation with a view to establishing a new Parish Council at the same time as any new Unitary Council for Dorset.

Reason for Decision

3. To ensure that a new Parish Council is established for Weymouth should the Secretary of State for the Department for Communities and Local Government decide to create 2 Unitary authorities across Dorset.

Background and Reason Decision Needed

4. At its meeting on 30 March 2017, Full Council agreed Terms of Reference for a Community Governance Review (CGR) considering the creation of new local governance arrangements for Weymouth.
5. From February 2008, principal councils have had responsibility for undertaking community governance reviews and have been able to decide whether to give effect to recommendations made in those reviews. In making such a decision, Councillors are required to take account of the views of local people ensuring that governance arrangements continue to

reflect local identities and facilitate effective and convenient local government.

6. The Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”) requires that principal councils have regard to the guidance issued by the Secretary of State and the Local Government Boundary Commission for England.

Community Governance Review Process

7. Section 93 of the 2007 Act allows principal councils to decide how to undertake a CGR, provided that they comply with certain duties in that Act including details set out relating to consultation, the need to ensure any proposals reflect the identities and interests of the community in that area and is effective and convenient, and the publication of recommendations. The manner in which the Council consults with its local residents is not prescribed.
8. The first stage of a CGR is the development and publication of Terms of Reference for the Review. The Terms of reference for a CGR must specify the area under review and set out clearly the matters on which a CGR is to focus, and these terms of reference must be published. The Terms of Reference were agreed by Full Council and published on 31 March 2017, and the Review will be concluded within 12 months of this date as required by legislation.

Initial Proposals for Consultation

9. The Steering Group for Democratic Improvement gave careful consideration to the proposals for new governance arrangements for the Weymouth area and concluded that residents would be best served by a single Parish for the whole of the Weymouth area. The Steering Group also considered options for the name, Council size (number of Councillors), warding arrangements and ward names. The proposals of the Steering Group are set out in the proposals document at Appendix A.

Process and Implementation

10. The initial proposals, when finalised and agreed by Full Council will be subject to public consultation for a period of approximately 8-12 weeks. The responses to this public consultation will then be considered by Full Council and further consultation will take place on any revisions set out in a draft recommendations document. Following this consultation period, the Council will publish its final recommendations.
11. If Full Council chooses to accept the final recommendations of the Review, concluded after public consultation, then it needs to draw up a Reorganisation Order and publish this together with the reasons for the changes, making maps available for public inspection. There are also various bodies that must be notified of the changes including the Local Government Boundary Committee for England. The Reorganisation Order

will also cover other issues including transfer of property, rights and liabilities and the budget requirement for the Parish Council for 2019/20.

Other considerations

12. As well as the Community Governance Review to consider the creation of a new parish, a Member/officer working group will work in tandem to look at the preliminary work needed to create a new Parish Council. This would include transfer of assets to both any new Parish Council and also to Portland Town Council.

Implications

Financial

13. A sum of £200,000 has been set aside for work associated with the creation of a new parish council(s).

Consultation and Engagement

14. There has been no external consultation in respect of the development of Terms of Reference for the CGR but the initial proposals set out in the document attached to this report will be subject to a full public engagement process, together with consultation with a number of statutory consultees.

Background Papers

Local Government and Public Involvement in Health Act 2007
The Local Government Boundary Commission for England – Guidance on community governance reviews.

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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Community Governance Review Consideration of a new Parish Council for Weymouth Initial draft proposals for consultation

Introduction

A Community Governance Review considers whether the electoral arrangements for particular areas are appropriate, and if there should be any changes in community governance to make sure communities are represented fairly and appropriately. The Review looks at the number of councillors and the parish boundaries and takes into account expected changes in the area, such as large scale developments resulting in a change in population.

In January 2017, the 9 Councils in Dorset considered a report for the reorganisation of local government in Dorset. The 6 Councils supporting the recommendation of the report have submitted a case for change to the Secretary of State for the Department for Communities and Local Government (DCLG) seeking the creation of 2 Unitary Councils in Dorset. A “minded to” decision is expected from the Secretary of State in the Spring of 2017. If the Secretary of State is minded to create 2 Unitary authorities in Dorset, this decision, if implemented, would result in the abolition of Weymouth & Portland Borough Council, and therefore the Borough Council is undertaking a Community Governance Review which is the mechanism to create a Parish Council for the Weymouth area. Portland is already represented by an established Town Council.

The Community Governance Review is being overseen by the Steering Group for Democratic Improvement, a working party of Weymouth & Portland Borough Councillors, and is being conducted in accordance with the Local Government & Public Involvement in Health Act 2007, and also taking into account the Local Government Boundary Commission Guidance on Community Governance Reviews.

The Council is now conducting a full public consultation on the draft proposals. Following this period of consultation, the Council will consider the views/evidence received and will publish its draft recommendations for the new parish governance arrangements for Weymouth. After further consultation on the draft recommendations, the final recommendations will be published in March 2018 setting out the name of any new Parish Council(s) for Weymouth, how many Councillors will serve on any new Parish Council(s), and will also set out which parish ward electors will vote in.

Key facts and challenges of the Area

At 16 square miles, Weymouth and Portland is a densely populated borough with a total population of around 65,170. The population of the Weymouth area is approximately 52,168. The population is becoming increasingly elderly as residents live longer and because many people who come to live in the area are close to retirement age. Over one in five residents consider that they have a long term health problem.

The Borough falls within the most deprived third of district/boroughs in England suffering from low levels of income, child poverty and health needs. Earnings are lower than average and unemployment rates have remained at around the national level. *Three of these areas are in the top 10% most deprived nationally – Underhill, Melcombe Regis and Littlemoor. (*using the 2015 Indices of Deprivation released September 2015).

There are just over 2200 businesses, and 46% of working people in the Weymouth and Portland area are working in knowledge-driven industries, and 82% of local firms employ fewer than 10 people. 14% of employees are working in the tourism industry.

With regard to the diversity of the Borough 94.9% are White British, 5.1% are black and minority ethnic and 2.1% do not have English as their main language. (2011 Census – Office for National Statistics).

Weymouth and Portland has just over 31,000 dwellings, and of these 67% are owned or part owned and 3.1% are second homes. The number of households that live in privately rented accommodation is higher than the Dorset average. More affordable homes are needed and this will help with the retention and recruitment of a skilled workforce.

The quality of the natural and built environment is a major asset and a key element of the identity and prosperity of the area. Over 800 hectares of land in the Borough are designated as Sites of Special Scientific Interest, and there are also over 800 listed buildings. The coastline is protected as part of the Dorset and Devon World Heritage Site.

With its beaches, gardens, RSPB reserves, castles, museums and leisure facilities, Weymouth & Portland offers a host of attractions and activities for all the family to enjoy.

The Borough has road links through Dorchester or Wareham to the Bournemouth-Poole conurbation, and rail links to London and Bristol.

Area covered by the Review

The Review considered the community governance needs of the whole of the area represented by Weymouth & Portland Borough Council with the exclusion of Portland (Borough Wards of Underhill, Tophill East and Tophill West). As a Town Council

already exists in Portland, the decision was taken to exclude this area from the Review.

In developing the initial proposals, the Council had particular regard for the need to ensure that community governance within the area under review;

- reflects the identities and interests of the communities in that area; and
- is effective and convenient

The Council has also taken into account other factors including;

- the impact of community governance arrangements on community cohesion, and
- the size, population and boundaries of a local community or parish.

It was recognised that there are a number of public organisations working within the Borough that do not split the Weymouth area in to small areas, and aligning any new Parish Council boundaries with these structures would enable effective and convenient partnership working to be established. Examples of these public sector organisations that treat the Weymouth area as a whole, in some cases including the area of Portland, are:

- Dorset Police with a Weymouth Team.
- Dorset Clinical Commissioning Group's Weymouth & Portland Locality Team including the Weymouth Integrated Assessment and Service Project, and the Weymouth & Portland Health Network working with patient participation and health groups.
- Wellbeing Weymouth & Portland that is part of Dorset Health Care working with people with mental health issues.

Reflecting the identities and interests of local communities

Parish Councils have an important role to play in the development of their local communities, working with residents to help people and local groups to create cohesive, attractive and economically vibrant local communities.

In considering the proposals for governance of the Weymouth area, Borough Councillors considered that a new Parish Council should be created, and that this should be warded replicating the existing Borough ward boundaries. It was recognised that the current warding pattern for the Borough Council worked very well in enabling communities to work positively together responding to challenges in terms of economic, social and cultural trends. The creation of a single Parish Council will also offer strong and accountable local government and community leadership, either taking the lead locally on specific issues, or representing the local community as an important partner with others. It will also enable the local representatives to be responsive to challenges and opportunities in the area in a co-ordinated way. A single Parish Council will also facilitate the effective delivery of services at Parish Council level eg parks, that might prove more difficult if more than one Parish Council was created for the Weymouth area.

There are a number of organisations working within the area that cover Weymouth & Portland without further division, and creating a single Parish Council for the

Weymouth area will enable local residents to be clear with regard to their local representatives whereas creating a number of Parish Councils could leave to confusion.

Examples of other organisations working in the area that cover either Weymouth alone or the Weymouth & Portland area include:

- Weymouth & Portland Chamber of Commerce
- Weymouth & Portland Access Group that looks at access for all including wheelchair users, those with prams/pushchairs etc
- Weymouth Community Volunteers

Council size

Parish councils vary enormously in size and in the type of activities and services they provide and can represent populations ranging from less than 100 to up to 70,000. Guidance suggests that they continue to have 2 main roles: community representation and local administration, and for both these roles it is suggested that it's desirable that a parish council "should reflect a distinctive and recognisable community of place with its own sense of identity" and that the "views of local communities and inhabitants are of central importance".

National research undertaken in 1992 found that typically councils representing a population of over 20,000 had between 13 and 31 Councillors, and there is no evidence to suggest that this had altered significantly since the research was conducted. Legislation requires that the number of any parish councillors shall not be less than five but there is no maximum number.

Examples of Council Size in some local Parish Councils in the area are set out below:

Area	Population	Council Size
Dorchester	19,143	20 Councillors
Blandford	10,541	16 Councillors
Gillingham	11,871	17 Councillors
Lyme Regis	3,637	14 Councillors
Salisbury City	40302	23 Councillors
Proposed Weymouth	52,168	29 Councillors

In undertaking the Review, Members considered the appropriate Council size in relation to the warding pattern that is proposed for the new Parish Council in Weymouth. In proposing the Council Size, Members had regard to the important democratic principle that each person's vote should be of equal weight so far as possible, and have worked to ensure that each Councillor represents approximately the same number of people. The Council has also taken into account future demographic trends and influences, such as new development, that may alter the

population significantly in the 5 years following the commencement of the Review. Whilst in reality the achievement of absolute electoral fairness is unlikely to be attainable, the warding pattern proposed keeps variances to a minimum. With no substantive evidence to contradict the rationale for a Council size of 29 Councillors, the Borough Council is content that the proposals being consulted upon are appropriate having taken these matters into consideration.

The Council is proposing that an appropriate Council size for a new Parish Council for Weymouth is **29 Councillors**.

Proposed Warding Pattern and Good Community Governance

Government Guidance indicates that characteristics of good community governance to be considered in assessing the options when undertaking such a review include:

- a sense of civic pride and civic values
- a strong, inclusive community and voluntary sector
- a sense of place - with a positive feeling for people and local distinctiveness
- effective engagement with the local community at neighbourhood level
- strong leadership
- the ability of local authorities to deliver quality services economically and efficiently
- an area that is of a size that is viable as an administrative unit of local government.

Parish warding includes the number and boundaries of any wards, the number of Councillors to be elected for any ward and the names of wards. The 2007 Act requires that consideration be given to whether:

- The number, or distribution of the local government electors for the parish would make a single election of councillors impracticable or inconvenient, and
- It is desirable that any area or areas of the parish should be separately represented.

Weymouth and Portland Borough Council is currently divided into 15 Wards; 12 Wards covering the Weymouth area and 3 Wards covering the Portland area. There is already an established Town Council for Portland and as stated above, for this reason, it was decided not to include this area as part of the Review.

The 12 Borough Wards covering the Weymouth area are served by 29 Borough Councillors and include Littlemoor, Melcombe Regis, Preston, Radipole, Upwey and Broadway, Westham East, Westham West, Westham North, Wey Valley, Weymouth East, Weymouth West and Wyke Regis. There are currently no Parish Councils serving the Weymouth area.

The boundaries for Weymouth & Portland Borough Council were last reviewed in 2002, and, whilst this was 15 years ago, officers are not aware of any significant migration of people or large scale developments in the Borough area since the review. The electoral numbers for each of these Wards would support this view.

The Council considered whether more than one Parish Council should be created to represent the residents of the Weymouth area, and believe that it would be beneficial to all residents in Weymouth to have one Parish Council representing the whole area to avoid any confusion with regard to the local representative body.

An important aspect to facilitating sustainable communities is enabling effective and inclusive participation, representation and leadership, and it was considered that by having one Parish Council for the Weymouth area, residents would be able to identify clearly with the Parish and it was also considered that this sense of identity and community lent strength and legitimacy to the parish structure, creates a common interest in parish affairs, encourages participation in elections to the Parish Council. It also leads to representative and accountable government, engenders effective leadership and generates a strong, inclusive community with a sense of civic values, responsibility and pride. In addition, one council representing the whole area will create a unified structure, better able to respond to the key challenges facing the area.

The Borough Council also believes that a single Parish Council would be able to effectively engage with the community at neighbourhood level including capacity building to develop the community's skills, knowledge and confidence. It will also offer the opportunity to continue with strong community engagement and participation that the Borough Council currently enjoys with people from different backgrounds. The Council is keen to receive responses from local residents with regard to community cohesion recognising that challenges are often very local in nature. The Borough Council will assess and consider any challenges made to the proposal for a single Parish Council that it is believed will promote community cohesion.

The Local Government Boundary Commission for England's Guidance recognises that "the identification of a community is not a precise or rigid matter and that the pattern of daily life in each of the existing communities, the local centres for education and child care, shopping, community activities, worship, leisure pursuits, transport facilities and means of communication will generally have an influence." However, the Guidance also points out that whilst historic loyalty may be to a town, the local community of interest and social focus may lie within a part of the town with its own separate identity. Community cohesion is the recognition of the way in which people perceive how their local community is composed and what it represents. The Council considered this point in some detail and believe that a single Parish Council for the whole of Weymouth would be appropriate taking all these factors into account.

The Borough Council believes that the warding pattern proposed reflects the distinctive and recognisable communities that already have a clear sense of identity and feeling of local community – the Borough Council is clear that the interests of local inhabitants are a primary consideration in this Review. It is felt that the residents will benefit from a single Parish Council for the Weymouth area, facilitating the empowerment of its residents to work with public bodies, including the Parish Council, to influence public decisions.

Effective and convenient local government

The Government believes that the effectiveness and convenience of local government is best understood in the context of a local authority's ability to deliver quality services economically and efficiently, and give users of services a democratic voice in the decisions that affect them. It is believed that, as stated above, the proposals will give

residents a sense of local identity and make an important contribution to cohesion facilitating a strong base from which to rise to challenges and new opportunities, and additionally will ensure that more efficient and effective provision of services such as beach and parks.

The proposals for one Parish Council will enable local communities to have access to good quality local services that will be in one place, making them easy to reach and accessible to local people.

Electoral Arrangements

The Local Government Act 1972 states that ordinary elections of parish councillors should take place in 1979 and every fourth year thereafter (ie next elections due in 2019), and recognised the importance of ensuring that this coincides with the cycle for other principal council elections so that costs can be shared.

An important part of the Review has been determining the Electoral Arrangements for any new Parish Council. The proposals are that:

- The first election to the proposed new Parish Council will be in 2019 and then every fourth year thereafter;
- The number of councillors to be elected to the proposed new parish council (Council size) will be 29;
- The proposed new parish will be divided into 12 wards for the purposes of electing councillors;
- The boundaries of the wards of the proposed new Council will be as indicated on the maps attached at Appendix A; NB – appendix A is not attached to this draft version but the proposed boundaries following the existing Borough Ward boundaries
- The name of the proposed Wards and the number of Councillors to be elected to the proposed wards is as indicated at Appendix B;

Council name

Weymouth and Melcombe Regis was a borough in England formed by a Charter of Elizabeth I, amalgamating the towns of Weymouth and Melcombe Register in 1571. The borough continued in existence until 1974 as a municipal borough (a type of local government district which existed between 1835 and 1974) when it was merged under the Local Government Act in 1972, into the district of Weymouth & Portland Borough Council.

With regard to the name of a new Parish Council, Section 245 of the Local Government

Act 1972 allows a parish council to have the status of a town. This also entitles the Chairman and Vice-Chairman to use the style of “Town Mayor” and “Deputy Town Mayor” respectively.

A number of options for the name of the proposed Parish Council are set out below and the Borough Council would welcome residents’ views on the options.

- a) Weymouth Town Council
- b) Weymouth and Melcombe Regis Town Council
- c) Weymouth Area Town Council
- d) Weymouth and Melcombe Regis Area Town Council

Procedural Matters

The effective date for the new parish council will be 1 April 2019.

If the decision is made to create 2 new Unitary Councils in Dorset, the existing Borough Council will be abolished on 31 March 2019, but the Councillors for the new Parish Council will not be elected until the first Thursday in May 2019. To ensure that Weymouth has democratically elected representation at parish level during this short period, the new parish will be represented by those persons who were Councillors for the relevant areas of Weymouth & Portland Borough Council on 31 March 2019.

What happens next?

There will now be a period of public engagement, during which the Council encourages comment on the initial proposals for local governance arrangements for Weymouth contained in the report. The Council will take into account all submissions received by XXXXXXXXXX (NB - this date will be determined once the Borough Council has agreed the initial proposals for public engagement but will be an 8-12 week period as indicated on the Terms of Reference). Any submissions received after this date may not be taken into account.

The Council would particularly welcome local views backed up by demonstrable evidence which will be considered before the final recommendations are prepared. It is important that you let the Council have your comments and views on the draft recommendations, regardless of whether you agree with the recommendations or not.

Your views should be submitted in writing at:

Democratic Services, Weymouth & Portland Borough Council, South Walks House,
South Walks Road, Dorchester, DT1 1UZ
democraticservices@dorset.gov.uk

An online response option will also be included.
This report is available to download at insert web page

APPENDIX B

Proposed Parish Wards for a new Parish Council for Weymouth

(based on electorate Figures for Weymouth & Portland Borough Council as at 19 January 2017)

Ward	No. of Councillors	Electorate	Electorate per Councillor	% difference from electoral average
Littlemoor	2	2,726	1,363	-1.52
Melcombe Regis	3	4,421	1,473	+6.43
Preston	3	4,353	1,451	+4.84
Radipole	2	2,980	1,490	+7.66
Upwey and Broadwey	2	2,830	1,415	+2.23
Westham East	2	2,798	1,399	+1.08
Westham North	3	4,101	1,367	-1.23
Westham West	2	2,898	1,449	+4.69
Wey Valley	2	2,835	1,417	+2.38
Weymouth East	2	2,662	1,331	-3.83
Weymouth West	3	3,917	1,305	-5.71
Wyke Regis	3	4,302	1,434	+3.61

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Management Committee

18 April 2017

Response to Consultation on Housing White Paper

For Decision

Briefholders

Cllr R Nowak, Environment & Sustainability

Cllr G Taylor, Housing

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

H Jordan, Corporate Manager, Planning (Community & Policy Development)

Statutory Authority

Town & Country Planning Act 1990 and subsequent amendments

Purpose of Report

- 1 To enable a formal response to the consultation on the Housing White Paper to be agreed.

Officer Recommendations

- 2 That the response set out in Appendix 2 be agreed as this council's response to the consultation on the Housing White Paper.

Reason for Decision

- 3 To ensure that this council's views on the proposals in the White Paper can be taken into account.

Background and Reason Decision Needed

- 4 The Housing White Paper, 'Fixing our Broken Housing Market', was published on 7 February and sets out a range of proposals aimed at addressing current problems with the housing market. Some of these proposals, relating to changes in planning policy, are subject to public consultation, with a closing date for comments of 2 May.
- 5 The paper is divided into four chapters, covering:
 - Planning for the right homes in the right places – a series of proposals for reforms to the planning system to create a positive planning framework to deliver housing

- Building homes faster – proposals which introduce funds and tools to enable houses to be built, as well as penalties for authorities which cause delays in housebuilding
 - Diversifying the market – proposals which support various sectors of the housebuilding industry, from small builders and self builders to housing associations and the public sector
 - Helping people now – proposals which support those wishing to buy and to rent property, and protecting those who already own or rent their property.
- 6 A general summary of the paper has been circulated to all members and is attached as [Appendix 1](#). This report concentrates on the changes that are subject to consultation – largely the changes proposed to the planning system. The paper recognises that the housing crisis is the result of a number of market variables, that there is no single solution, and that it is not all due to the planning system. There is however a shift in focus from delivering more planning consents towards the delivery of housing on the ground, with an expectation of more proactive approaches from councils, as indeed we are doing through our ‘Accelerating Home Building’ programme.
- 7 Some of the changes put forward for consultation include:
- Introducing a housing ‘delivery test’ for local planning authorities in addition to the requirement for the five-year land supply;
 - Introducing a standard methodology for assessing housing requirements, with the aim of reducing the time and complexity of discussions at local plan examinations;
 - An amendment to green belt policy to clarify the decision-making process for green belt reviews;
 - Changes to the National Planning Policy Framework, including: amendments to the ‘presumption in favour of sustainable development’; clarification of the key strategic policies that each local planning authority should maintain; the removal of the expectation that local planning authorities should produce a single local plan; and encouragement for the allocation and delivery of small sites.

Implications

- 8 The proposed response, set out under the themes of the consultation questions in the White Paper, is attached as [Appendix 2](#) and key points are summarised in the remainder of this report.
- 9 The introduction of the ‘delivery test’ means that local planning authorities will be tested on their delivery against housing targets in future, not only on their maintenance of a supply of deliverable land for housing. Failure to meet specified percentages of the targets would mean that an action plan would need to be put in place to improve delivery, that the 20% buffer requirement on the five year land supply would apply as it does currently, and that the ‘presumption in favour of sustainable development’ would apply in planning decisions even if there was a five year land supply.

- 10 The Partnership councils are very conscious of the wider role that councils can play in bringing housing delivery forward, and are taking a proactive approach including developing action plans for accelerating home building and working proactively with developers. Councils can clearly have an influence on delivery, but are not fully in control of it – much depends on developers and landowners and indeed the state of the national housing market. The introduction of the delivery test will increase the likelihood of councils being unable to give significant weight to their local plan policies and having to make decisions on the basis of the presumption in favour of sustainable development, undermining the plan-led system and reducing public confidence in the planning system.
- 11 The paper does recognise that councils are not solely responsible for delivery, and proposes a number of potential approaches to hold developers to account, including the requirement that they provide details of their intended build-out timing of development (so that their performance against these intentions can be assessed), the suggestion that developers' past record of delivery could be a factor to take into account when determining applications, and the potential reduction in the time that planning applications are valid, from three to two years. These proposals are welcome, insofar as they recognise developers' responsibility for delivery and will enable greater clarity and transparency over future delivery expectations. They will not necessarily improve supply, though they might lead to more realistic assessments of what is available.
- 12 The paper proposes the introduction of a standardised method of assessing housing requirements, though the detail of this is not yet set out: options are intended to be published for consultation later this year. The aim is to reduce the time and effort involved in determining housing requirements and debating them through local plan examinations. This has certainly been a problem for our councils: the West Dorset, Weymouth & Portland local plan examination was delayed by the exploratory meeting resulting in the need for a new assessment of housing requirements; and the North Dorset local plan was only found sound on the understanding that there would be an early review to take on the increased numbers coming out of the new Strategic Housing Market Assessment.
- 13 The new methodology would be used to assess five-year housing land supply figures and the delivery tests. Local planning authorities would be encouraged to use it to identify the objectively assessed housing needs for their areas unless there was a compelling case to do otherwise, and this was agreed with the Planning Inspectorate. A standardised methodology was one of the recommendations of the 'Local Plan Expert Group' that reported to Government two years ago, and could potentially be a valuable means of saving time and effort at examinations, though we will obviously need to see and comment on the options at the next stage of consultation.
- 14 None of our three councils include green belt land but the changes proposed to green belt policy could have an impact on land in our areas, particularly North Dorset which is currently identified as part of the Eastern Dorset Housing Market Area, along with Bournemouth, Poole, Christchurch, East Dorset and Purbeck. The changes are intended to clarify the circumstances under which green belt might be reviewed, and

include the detail that green belt should only be released for development if local authorities have fully examined all other reasonable options for meeting development requirements, including exploring whether other local authorities can help to meet some of the requirement. If developing in other local authority areas takes priority over releasing green belt land, this encourages a less sustainable pattern of development (meeting a town or conurbation's needs further away from where they arise, and encouraging longer commuting journeys). It also effectively gives green belt a much higher level of protection than other designated areas such as Areas of Outstanding Natural Beauty which are protected for their inherent qualities rather than their policy function.

- 15 The changes to the NPPF specifying the strategic policies that all local planning authorities should maintain (including strategic housing land allocations), and allowing local plans to be prepared as more than one document if necessary, reflect the recommendations of the Local Plan Expert Group. The NPPF currently says that authorities should normally prepare a single local plan, though there is some flexibility for additional documents. The changes allow for a high level strategic plan to be prepared, potentially jointly, and supplemented later by more detailed policies in separate Development Plan Documents or neighbourhood plans. The paper also suggests that combined authorities might prepare spatial development strategies that would provide the strategic policies for their areas. The flexibility allowed by this change, and the encouragement for joint working, is potentially positive, though if only the strategic policies would be a requirement, there is a risk of less comprehensive planning and place-shaping taking place in future. The proposed requirement that local plans must be reviewed every five years will also have resource implications. The Dorset Strategic Planning Forum (SPF) includes members from all local planning authorities and representatives from the Dorset Local Enterprise Partnership (LEP) and Dorset Local Nature Partnership (LNP). The purpose of the SPF is to fulfil the statutory obligations under the Duty to Co-operate and potentially provides an informal mechanism for considering the implications of the changes to the NPPF in relation to plan-making across the county.
- 16 Encouragement for more small sites to be developed is a strong theme of the paper. This is intended to improve delivery rates both by providing a wider choice of sites, and encouraging a wider variety of house builders in the market, including more small and medium sized enterprises, rather than the current domination by the major house builders. Proposals include the suggestion that at least 10% of sites allocated for residential development should be of half a hectare or less, encouragement of subdivision of larger development sites, and an emphasis on the role of neighbourhood plans and rural exceptions sites policies in bringing forward small sites. Encouraging a wider variety of sites to be included in an area's supply, and encouraging the inclusion of small sites suitable for smaller local builders, is recognised as a worthy aim, but many of these sites currently are within areas that plans simply identify as being generally suitable for housing development, rather than specifically allocated sites. Allocating more small sites will make plans longer and more complex, which is not compatible with the aims of their being reviewed every five years. It is also hard to see how this will be set out in areas where there

are two levels of plans (strategic and more local) as the strategic level plan will not be allocating small sites.

- 17 It is proposed to change the wording of the ‘presumption in favour of sustainable development’ in the NPPF to state that local planning authorities should plan to meet their housing requirements (and those of neighbouring authorities that cannot be met in their areas) “through a clear strategy to maximise the use of suitable land”. It is important that any such strategy is developed in this context. Local planning authorities should be able to restrict development, especially in less sustainable locations, if objectively assessed needs are being met and appropriate densities achieved in the most accessible locations. This is also important for taking forward the review of local plans, where the capacity of any options being considered can often be more than the minimum required to meet the identified needs (as is the case with the options for the review of the West Dorset, Weymouth & Portland Local Plan).
- 18 The changes to affordable housing policy are largely welcomed. The council submitted comments to the previous consultation about starter homes, which set out the proposal that 20% of all homes on larger development sites should be starter homes. This would have significantly reduced the opportunity for provision of other forms of affordable housing, and so the changes now put forward, that allow for a range of tenures still, and propose that 10% should be for affordable home ownership products of some sort, are welcomed. The more detailed definition of affordable housing, and the inclusion of ‘affordable private rented’ products, are also positive changes.

Corporate Plan

- 19 Relevant to the priorities of contributing to a stronger local economy, and increasing the number of homes built

Financial

- 20 No direct implications of the report, though the White Paper refers to a number of potential funding streams for supporting house building.

Equalities

- 21 The paper includes proposals for ensuring that local plans include policies to encourage provision of housing for those with particular needs, including people with disabilities.

Environmental

- 22 The introduction of the housing ‘delivery test’, in addition to the current requirement for the five year land supply, will increase the risk of housing having to be permitted on sites that are not included in local plans and that may have adverse environmental impacts. The paper proposes to clarify that development that would harm certain designations including Areas of Outstanding Natural Beauty and national and international nature conservation sites, would be contrary to the policies of the NPPF.

Economic Development

- 23 The proposals aim to increase the delivery of housing, which has positive economic benefits, as outlined in the councils' economic development strategy and 'Accelerating Home Building' programme.

Risk Management (including Health & Safety)

- 24 The 'delivery test' introduces a greater risk that development will have to be permitted in areas that have not been proposed in the local plan. The new methodology for housing requirements, if it results in higher figures for the area, will increase this risk. The risk can be reduced by planning to provide a robust supply of land to meet the requirements, planning a suitable variety of sites, and taking a proactive approach to bringing sites forward, as we are proposing. If the requirements are much higher than the market is able to provide, this will still be challenging however.

Human Resources

- 25 Delivery of housing involves primarily staff in the Planning (Community & Policy Development, and Development Management & Building Control) services. The Accelerating Home Building programme is led by a cross-divisional team and additional resources are being provided to support it.

Consultation and Engagement

- 26 The paper is subject to consultation, focusing on the planning issues.

Appendices

Appendix 1: Summary of Housing White Paper

Appendix 2: Draft Response to Consultation Questions

Background Papers

White Paper, Fixing our Broken Housing Market, DCLG, February 2017

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

Housing White Paper – summary of main issues

The Housing White Paper, 'Fixing our Broken Housing Market', was published on 7 February and is available at <https://www.gov.uk/government/publications/fixing-our-broken-housing-market>. Consultation is taking place on the planning policy proposals within it and responses are due by 2 May. This summary has been prepared for information in the meantime.

The main sections of the paper cover:

- **Planning for the right homes in the right places** – a series of proposals for reforms to the planning system to create a positive planning framework to deliver housing.
- **Building homes faster** – proposals which introduce funds and tools to enable houses to be built, as well as penalties for authorities which cause delays in housebuilding.
- **Diversifying the market** – proposals which support various sectors of the housebuilding industry from small builders, self-builders to housing associations and the public sector.
- **Helping people now** – proposals which support those wishing to buy and to rent property, and protecting those who already own or rent their property.

Planning for the right homes in the right places

The paper continues previous statements about the importance of up to date local plans, and introduces a requirement that local plans should be reviewed every five years.

The Duty to Co-operate is to be strengthened by the introduction of a requirement for 'Statements of Common Ground' setting out how councils will work together on cross-boundary issues and meeting housing requirements. There is also encouragement for joint plans, including strategic plans prepared by combined authorities.

A new standard methodology for calculating housing requirements is proposed to be introduced, and five-year housing land supply is to be assessed against the new figures from April 2018. Options for this methodology will be subject to further consultation this year. It is also suggested that local authorities would need to give Neighbourhood Plan groups a housing requirement for their area.

There is support for the role of small sites in delivering homes, including the suggestions that local plans include policies to support windfall development, that 10% of sites allocated for residential development should be sites of half a hectare or less, and that the subdivision of larger sites should be encouraged.

There is an emphasis on making efficient use of land by developing at higher densities and height in appropriate locations, and an emphasis on setting design principles in plans, though with the expectation that design should not be a reason for refusal of applications if they accord with those principles.

Building homes faster

This section of the paper is about enabling the industry to deliver. There will be a significant Housing Infrastructure Fund that will be grant rather than loan, and will be allocated to areas of highest housing need to support necessary infrastructure provision.

The paper considers shortening the period over which planning permissions are valid, from three to two years, and allowing larger applications to be refused on the grounds of the applicant's track record of delivery.

Councils would have the option of having their five-year land supply independently examined each year: the conclusion would then hold valid for the whole year and could not be challenged again in that period.

The Community Infrastructure Levy will be reformed to increase simplicity and transparency, with an announcement on this to be made in the Autumn Budget.

Local authorities will be able to increase national planning fees by 20% from July 2017 if they commit to investing the additional income in the planning department. There is also the potential for an additional 20% increase for those successfully delivering homes.

A 'housing delivery test' for local authorities is proposed. This would mean that if delivery was below a certain percentage of the overall target, the presumption of sustainable development would apply even if there was a five year supply.

Diversifying the market

This section is about diversifying the market by supporting new and different providers, encouraging innovation in methods of construction, and supporting new investors into residential development. Funding proposals include a new Accelerated Construction funding programme for public sector land, focusing on small and medium enterprises, custom building and innovative construction methods.

There are proposals for encouraging housing associations and local authorities to build more homes, and support for Build to Rent, including proposals for positive policies in local plans. 'Family-friendly' tenancies of three or more years are encouraged.

Helping people now

The paper proposes to tackle some of the current impacts of the housing shortage, by supporting people to buy their own homes through Help to Buy and Starter Homes.

There is no mandatory requirement for a percentage of starter homes on development sites, though there is a policy expectation that housing sites will deliver at least 10% of affordable home ownership units, and the definition of affordable housing is widened to include starter homes, discounted market sales housing and affordable private rent housing.

Support for those in rented housing includes proposals for longer tenancies, and greater controls over private rent, such as banning letting agent fees and banning orders for the worst landlords/agents.

Appendix 2

Proposed response to consultation questions

Proposals from Chapter 1

1-2 *Getting plans in place / Making plans easier to produce*

The changes to the NPPF specifying the strategic policies that all local planning authorities should maintain (including strategic housing land allocations), and allowing local plans to be prepared as more than one document if necessary, reflect the recommendations of the Local Plan Expert Group. The flexibility allowed by this change, and the encouragement for joint working, are potentially positive. We agree with the proposal that combined authorities may prepare spatial development strategies provided that these require unanimous agreement of the combined authority members.

If only the strategic policies are requirements and others are optional, however, there is a risk of less comprehensive planning and place-shaping taking place in future. It is also unclear how a two-tier plan would meet some of the requirements set out elsewhere in the paper such as ensuring that 10% of allocated sites are of half a hectare or less.

A more proportionate approach to consultation and examination procedures for plans would be helped by guidance on proportionate evidence base requirements for plans. A significant amount of plan preparation and examination time is taken up with the setting and assessment of housing numbers. The proposals for a standard methodology would significantly help to reduce the time and costs involved – though it is still likely to be necessary to undertake detailed studies to support affordable housing policies.

3 *Assessing housing requirements*

The expectation for local plans to include clear policies for meeting the housing requirements of groups with particular needs, such as older or disabled people, is supported but there are dangers in establishing policies that are too prescriptive, as experience has shown that assessing such needs is a 'snapshot' and actual needs change over time. There is a relationship here with the national space standards, proposed to be reviewed, and 'Lifetime Homes' standards: less prescriptive approaches might be the inclusion of policies encouraging care homes and sheltered housing in the most accessible locations.

The aim of reducing the time and effort involved in determining housing requirements and debating them through local plan examinations is strongly supported. This has been a significant problem for our councils: the West Dorset, Weymouth & Portland local plan examination was delayed by the exploratory meeting resulting in the need for a new assessment of housing requirements; and the North Dorset local plan was only found sound on the understanding that there would be an early review to take on the increased numbers coming out of the new Strategic Housing Market Assessment. The option of using a standard methodology, if this would achieve the aim of being able to avoid debate and discussion at examination, would save time and resources and could significantly speed up the examination process – as long as it was not possible for developers to challenge it on the grounds that requirements should be higher for particular areas.

We would hope to see swift progress on identifying and consulting on options for this, to avoid progress on current plans being held up.

It will be important to make clear whether the new requirement figures, which it is assumed will use the ONS projections as part of the calculation, will hold for the five years between local plan reviews, or whether the requirement will change each time new projections are published, which would potentially make local plans out of date very quickly if there were significant changes between projections.

At present the NPPF specifies that 'objectively assessed needs for housing' should be met across housing market areas (HMAs). There is no reference to housing market areas in the White Paper: instead there are references to 'housing requirements', presumably for districts, being set through the standard methodology – though the encouragement for joint plans implies support for planning over wider areas. It will be important to understand what role housing market areas will play in the proposed methodology. One of the Local Plan Expert Group recommendations was that housing market areas should be defined nationally so that this did not have to be debated through examinations, and this would be strongly supported as part of the standardised methodology.

At present, the good practice advice is that HMA boundaries, for practical purposes, should be adjusted so that they are made up of entire local authority areas. Where this is not being done in practice, there are some districts (eg New Forest) that are being regarded as being split between two or three HMAs, without necessarily the agreement of the surrounding districts. This is significantly delaying plan-making and cooperation in those areas, and a national-level prescription of HMAs (covering whole local authority areas) as part of the methodology would be helpful, as would advice on how authorities should be meeting their duty to cooperate responsibilities in relation to objectively assessed needs for housing.

4-5 *Making enough land available in the right places*

If the NPPF is to be changed to state that local planning authorities must have a clear strategy in place for maximising the use of suitable land in their areas, it must be clear that this is in the context of meeting their housing requirements (and those of neighbouring authorities that cannot be met in their areas) rather than developing every site identified in a SHLAA as potentially 'suitable.' If the objectively assessed needs are being met and appropriate densities achieved in the most accessible locations, it should still be appropriate to restrict development in less sustainable locations.

It is helpful to have the position regarding the approach to be taken in considering applications in the specified designated areas clarified, though it is hoped that the second part of the decision-taking test, referring to any adverse impacts outweighing the benefits, will still allow other considerations such as local landscape value to be taken into account. The reference to these policies providing a 'strong reason' for restricting development in b(i) is also potentially ambiguous – is it intended that harm to these listed interests would be regarded as a strong reason, or that it would have to be a strong degree of harm to justify the restriction on development? Linked to the comments on questions 10-11 on Green Belt, we also have some concern about Green Belt review only being considered if needs cannot be met in adjoining areas, as this will potentially push development to less sustainable locations further away from where the needs arise and where the jobs and services are located.

The changes allowing local planning authorities to dispose of land with the benefit of planning permissions that they have granted themselves are supported.

The proposal to amend the NPPF to encourage weight to be attached to the value of using suitable brownfield land within settlements is welcomed, but it is important that only brownfield land in the more sustainable locations is prioritised. A recent legal case (the Dartford case) has confirmed that the legal definition of brownfield land excludes gardens within built up areas, but does not exclude gardens outside built up areas: this is contrary to the principles of sustainable development and needs to be amended.

6 *Improving local authorities' role in land assembly and disposal*

These proposals, which would resolve the discrepancy between the powers available in unitary and two-tier areas, are supported.

7 *Regenerating housing estates*

These are not particularly relevant to our areas and we therefore have no comments.

8 *Supporting small and medium sized sites and thriving rural communities*

It is agreed that neighbourhood plans provide important opportunities for identifying and allocating small sites for housing, and that the ministerial statement proposing that where a neighbourhood plan allocates land for housing, the plan will be considered up to date with only a three year supply of housing, provides a useful incentive for land allocation. The reference should be strengthened by referring to the 'role' of neighbourhood plans in identifying and allocating sites, rather than simply 'opportunities'. Allocating small sites in neighbourhood plans can also help to streamline the local plan process if fewer small sites need to be allocated in the local plan - though the requirement for 10% of allocations to be on small sites would require some of the small sites to be in a local plan.

Having a variety of sites within an area's housing supply, including a good range of smaller sites, is valuable in terms of deliverability as well as providing opportunities for small and medium sized enterprises. The requirement that 10% of allocated sites are small sites (of less than half a hectare), however, would mean that many sites that are currently within settlement boundaries and so regarded as appropriate for development but not allocated, would now have to be subject to specific allocations. This could make plans longer and more complex and potentially slow down plan-making. It also means that more sites that fall below the threshold for affordable housing provision should be allocated.

The emphasis on rural exception sites and development that helps villages to thrive is generally supported, but there should be some qualification to refer to the sustainability of villages. It is important to be aware that it actually takes very large amounts of development to make a difference to the viability of local services – generally the amount that significantly changes the character of a settlement. Often neighbourhood plans, and community-led housing schemes, are the best means to bring forward development proposals in villages that are of the scale and type that the local community considers is right for their area. Allowing market housing on rural exception sites incurs the risk of higher land values and landowner expectations and may not always assist in bringing such sites forward. However, more innovative approaches, such as allowing an element of self-build for local people in housing need, may help to bring exception sites forward with the support of local communities.

The subdivision of large sites will require the co-operation of developers to help deliverability. Any greater flexibility by local authorities in this respect should not

reduce their ability to secure the best outcomes for the area in terms of infrastructure provision and coordination. It is likely that greater weight will need to be given to masterplans to co-ordinate development across sub-divided large sites, which would have resource implications. Greater use of local development orders and area-wide design codes would also have resource implications.

9 *A new generation of new communities*

The principle of supporting the development of new communities where appropriate to meet housing needs is supported.

10-11 *Green Belt land*

We are concerned at the proposed changes that would clarify the development options that should be considered as preferable to green belt release. In particular, if developing in other local authority areas takes priority over releasing green belt land, this encourages a less sustainable pattern of development (meeting a town or conurbation's needs further away from where they arise, and encouraging longer commuting journeys). It also effectively gives green belt a much higher level of protection than other designated areas such as Areas of Outstanding Natural Beauty which are protected for their inherent qualities rather than their policy function, and should have stronger protection. It is preferable for councils to be able to assess the relative sustainability merits of sites in and outside the Green Belt rather than prioritise all non-Green Belt options.

The suggested requirement for compensatory improvements to remaining green belt land as a condition of green belt release would have an impact on development viability. We agree that appropriate facilities for existing cemeteries should not be regarded as inappropriate development in the green belt, and that when carrying out green belt reviews, local planning authorities should prioritise land that is previously-developed or close to transport hubs (though as referred to under questions 4-5, we do not consider that residential gardens outside settlements should be prioritised). We would have some concerns about allowing the detail of reviewing green belt boundaries to be carried out through neighbourhood plans, as these are reliant on the referendum results and the delivery of housing would not be certain.

12 *Strengthening neighbourhood planning and design*

As stated above, neighbourhood plans are a valuable means of allocating small sites for housing, but the opportunity is not always taken. Having a methodology for working out a neighbourhood housing requirement would have some value in giving clarity to groups about what they should be aiming for, and encouraging neighbourhood plans to make a positive contribution to housing provision. Neighbourhood plans are however not mandatory and it would be important not to rely too heavily on them to deliver the housing that a district requires. We look forward to seeing the further consultation on this alongside the proposals for housing requirements methodology.

It is agreed that neighbourhood plans, detailed local plans and area action plans are an appropriate place to set out clear design expectations, to ensure that new development preserves the valued characteristics of an area. Not all areas of course will have neighbourhood plans or more detailed local policies, and the preparation of design codes is potentially resource-intensive for neighbourhood plan groups. The suggestion that design should not be a valid reason to object to development where it accords with the design expectations set out in a statutory plan has some merit, but may be difficult to operate in practice unless the design expectations were very prescriptive.

13-15 Using land more efficiently for development

It is agreed that it is important to make good use of previously developed and well situated sites in the most sustainable locations, but building at high density can have negative impacts on the character and function of areas, as well as on local infrastructure. Open space within developments is also important to local character, amenity and recreation and this needs to be recognised. Any change in national policy should therefore retain flexibility to reflect local circumstances, and any indicative minimum density standards should be set locally rather than nationally.

We would support the review of the nationally described space standards, as their use is potentially deterring small and medium sized building enterprises and discouraging innovation and flexibility in design.

Proposals from Chapter 2

16-17 Providing greater certainty

The option of agreeing and fixing a five year land supply over a one-year period could be valuable in areas that were facing very significant development pressure and had marginal five-year land supplies. As it is proposed that this would be prepared in consultation with developers and infrastructure providers, and subject to examination, it should be a robust assessment and there seems to be no reason why this should have a 10% buffer attached to it, rather than 5% if the authority has no record of underdelivery.

It is noted that the protection for neighbourhood plans set out in the written ministerial statement of 12 December 2016 (essentially indicating that areas with a neighbourhood plan that includes housing allocations will still be regarded as having an up to date plan if they have a three-year, rather than five-year, land supply) will be carried forward into the revised NPPF. If this is to be amended to allow the same protection for a plan that 'meets its share of local housing need' rather than including site allocations, it will depend on how the neighbourhood's share of local housing need is to be calculated. Overreliance on neighbourhood plans to deliver housing would have implications for the overall five year land supply, though it is certainly desirable to encourage neighbourhood plan groups to make sure that they are facilitating more housing development.

18 Deterring unnecessary appeals

We note that there will be additional consultation on the proposal to introduce fees for planning appeals, but would support this in principle and consider that lower fees for less complex cases may be sensible in order to avoid deterring small and medium sized enterprises from bringing forward legitimate appeals.

19-20 Ensuring infrastructure is provided in the right place and right time

Paragraph 156 of the NPPF already sets out that local plans should include strategic policies to deliver many different types of infrastructure. The Government's agreements around fibre broadband provision to new developments are welcomed, and we have no objection to the suggestion that the intentions for high quality digital infrastructure provision in an area are also set out in local plans.

21 *Greater transparency through planning and build out phases*

The proposed requirement that developers provide estimated start dates and build-out rates as part of planning applications, and provide progress updates to local authorities, is welcomed and would help to enhance local authorities' monitoring of housing supply and completions, supplementing existing monitoring activities and potentially leading to more realistic assessments of what is available. The progress updates would be important, as market conditions change over the lifetime of a planning permission, and it is unclear what sanctions would be in place if the information was not supplied. Having a clearer picture of when homes would be delivered would also be helpful in planning for infrastructure delivery.

22-25 *Sharpening local authority tools to speed up building of homes*

The proposals to take account of developers' track records and the likelihood of non-implementation when granting permission are welcome insofar as they recognise developers' responsibility for delivery and could enable greater clarity and transparency over future delivery expectations. Withholding or removing planning permission will not in itself do anything to bring development forward, however. It is agreed that it would be important to avoid this penalising smaller developers and new entrants to the market.

26-27 *Improving the completion notice process*

The proposals to speed up this process by removing the need for notices to be confirmed by the Secretary of State are supported, though as the effect of a notice is that the planning permission ceases to have effect after the specified period, it does not necessarily result in the development being completed and the process may not lead to improvements in housing delivery.

28-30 *The housing delivery test*

The three councils within the Dorset Councils Partnership are very conscious of the wider role that councils can play in bringing housing delivery forward, and are taking a proactive approach including developing action plans for accelerating home building and working proactively with developers. Councils can clearly have an influence on delivery, but are not fully in control of it – much depends on developers and landowners and indeed the state of the national housing market. We are concerned that the introduction of the delivery test will increase the likelihood of councils being unable to give significant weight to their local plan policies and having to make decisions on the basis of the presumption in favour of sustainable development, undermining the plan-led system and reducing public confidence in the planning system.

The proposed new housing delivery methodology should be the basis for assessing housing delivery. For local authorities whose requirements significantly increase as a result of the new methodology, the use of these figures by 2018/19 will give them insufficient time to respond to the new approach: it may be preferable to have a longer transitional period during which councils have the option to use either local plan figures or the new methodology. Where councils have already set very ambitious targets in local plans it is important that they are not penalised for doing so, and can have their delivery assessed under the standard methodology.

It is agreed that net annual housing additions should be used to measure housing delivery. It is important to recognise that full field surveys of housing site progress are critical in monitoring housing delivery: the monthly building control

data on starts and completions, published nationally, do not pick up all completions and for example very significantly underestimate the actual housing delivery in our three councils' areas. This data should not be used as the basis for assessing the councils' delivery records.

In terms of support to local planning authorities to increase housing delivery in their areas, it is considered that funding, support and guidance to assist in the provision of large scale infrastructure necessary to unlock sites is critical. The total cost of infrastructure necessary to deliver development is often beyond what the development scheme can fund. Being able to bring in infrastructure at an earlier stage of the development would also be valuable.

31-33 Affordable housing

The proposed revised definition of affordable housing is supported, particularly the greater level of detail, and the inclusion of affordable private rented housing which allows greater flexibility and increases the options for provision, for example on smaller sites that registered providers may not wish to take on. We have concerns about the inclusion of starter homes, as expressed in our response to the previous consultation on this (in December 2015), as they are not affordable in perpetuity unlike other forms. However the amendments following that consultation are welcomed and have gone some way to alleviating the earlier concerns.

We do not believe that a transitional period is necessary, as it is more valuable to have certainty about what is expected and what we are asking for.

We are content with the inclusion of 10% affordable home ownership units on larger sites (over 10 units). Presumably this is not suggesting that financial contributions towards affordable housing cannot continue to be taken from sites of 6-10 houses within designated rural areas, as is currently allowed. We also support the suggested list of types of residential developments that would be excluded from this policy.

34-38 Sustainable development, climate change, flood risk, noise and other impacts on new development, onshore wind energy

We support these changes, which largely incorporate previous written ministerial statements into national policy or add clarification.

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Dorset Waste Partnership Joint Committee

Minutes of the meeting held at on Monday, 16 January
2017.

Present:

Anthony Alford (West Dorset District Council) (Chairman)
Michael Roake (North Dorset District Council) (Vice-Chairman)

Members Attending

Peter Finney (Dorset County Council), Robert Gould (Dorset County Council), Colin Bungey (Christchurch Borough Council), Margaret Phipps (Christchurch Borough Council), Ray Bryan (East Dorset District Council), Barbara Manuel (East Dorset District Council), David Budd (Purbeck District Council), Peter Webb (Purbeck District Council), Alan Thacker (West Dorset District Council), Graham Carr-Jones (North Dorset District Council) and Kevin Brookes (Weymouth & Portland Borough Council).

Other Members in attendance

John Ellis and Timothy Yarker (Observers).

Dorset Waste Partnership Officers Attending:

Paul Ackrill (Finance and Commercial Manager), Louise Bryant (Service Development Manager), Gemma Clinton (Head of Service - Strategy), Grace Evans (Clerk), Michael Moon (Head of Service (Operations)), Lisa Mouny (Service Development Manager), James Potten (Communications and Marketing Officer), Karyn Punchard (Director), Andy Smith (Treasurer) and Denise Hunt (Senior Democratic Services Officer).

Other Officers in attendance

Steve Mackenzie (Purbeck District Council); Lindsay Cass (Christchurch and East Dorset Borough Councils), Graham Duggan (Dorset Councils Partnership) and Rebecca Kirk (Purbeck District Council), Rupert Bamberger (South west Audit Partnership).

- (Notes:(1) Publication In accordance with paragraph 8.4 of Schedule 1 of the Joint Committee's Constitution the decisions set out in these minutes will come into force and may then be implemented on the expiry of five working days after the publication date. Publication Date: **Monday, 23 January 2017**
- (2) These minutes have been prepared by officers as a record of the meeting and of any decisions reached. They are to be considered and confirmed at the next meeting of the Joint Committee to be held on **Thursday, 23 March 2017**.

Apologies for Absence

- 1 Apologies for absence were received from Ray Nowak and David Walsh.

Code of Conduct

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

Minutes

- 3 The minutes of the meeting held on 7 November 2016 were confirmed and signed.

Public Participation

4 Public Speaking

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

There were no public statements received at the meeting in accordance with Standing Order 21(2).

Petitions

There were no petitions received in accordance with the County Council's petition scheme at this meeting.

Dorset Waste Partnership Forward Plan 2017

- 5 The Joint Committee considered its forward plan and were advised of the items to be considered at the next meeting on 23 March 2017.

A member enquired whether consideration should be given to the implications of local government reorganisation on the future composition of the DWP. However, it was felt including an item on the forward plan would be premature at this stage as it concerned practical planning that might affect DWP in the longer term.

Noted

Finance and Performance Report January 2017

- 6 The Director introduced a new format of report that looked at progress on the 2016/17 budget and members were reminded that appendix 3 of the report was exempt from publication. The predicted underspend of £1.28m had slightly improved since the November meeting and represented 3.7% of the original budget. The reasons for the underspend were primarily around the renewal of the Household Recycling Centre contract, and more favourable recycle prices and trading account figures than had been anticipated in the budget.

Highlighting the favourable variance relating to extended bin life, a member asked whether the DWP was able to reclaim the purchase price for faulty bins and it was confirmed that a sub-standard batch of containers had been returned to the manufacturer and fully refunded.

Councillor Barbara Manuel highlighted the potential savings on route optimisation and described a situation that had arisen in East Dorset whereby residents had been advised of the collection day and a few days later received a further letter of correction. This had led to some anxiety regarding future savings and members wanted some assurance that the arrangements would run smoothly from now on.

The Director explained that following the route optimisation project, some routes had not worked and additional resources were allocated whilst the issues were investigated. The results of this work would be rolled out on 23 January 2017 and 4,000 households had been sent letters, 700 of which contained incorrect information. Although the collection day remained unchanged, there was a difference in the recycling and refuse weekly collections. A further letter was sent to all the affected households to correct this error and town and parish councils also advised accordingly. She explained data had significantly improved and that officers were working hard to address any errors in the internal checking processes before information was sent to residents.

Councillor Ray Bryan sought confirmation from the Director that any issues experienced during the rollout period would be dealt with quickly and that missed bins would be collected earlier than the 3 days indicated in the policy. He wished to record that he had received e-mails by fellow councillors criticising this error, however, the majority of members supported the work of the DWP and recognised the achievements and savings that had been made.

The Director advised that during the rollout the following week, both refuse and recycling crews would be available and that arrangements had been put in place so that the DWP could respond to issues in a timely manner. The additional resources would continue to be available until the new arrangements had been embedded.

Members suggested that a press article would be helpful in order to convey the way in which savings had been driven by the high recycling rate and it was confirmed that a recent press release had publicised the recycling rate and budget underspend. A link to the Dorset for You web page had also been sent to Members in order to view further information regarding waste streams.

Noted

Revenue Estimates 2017/18

- 7 The Joint Committee considered a report by the Treasurer to the Dorset Waste Partnership which contained revenue estimates for 2017-18 totalling a net cost of £33.1M.

The Treasurer confirmed that no comments had been received from the partner councils since the November meeting and therefore the figures contained in the report remained unchanged.

Resolved

- 1 That the revenue estimates for 2017/18, now re-presented be approved, to enable partner councils to include the relevant provision within their own revenue estimates for 2017/18;
- 2 That the savings proposals included within the revenue estimates for 2017/18 be noted;
- 3 That the cost shares for each partner council, calculated in accordance with the Inter Authority Agreement be noted.

Reason for Decisions

The Inter Authority Agreement required the Joint Committee to approve an estimate for the following year, following consultation with partner councils. This is to enable partners to reflect this in their own budgets.

Internal Audit Progress Report - January 2017

- 8 The Joint Committee considered an internal audit progress report which was introduced by the Assistant Director of the South West Audit Partnership (SWAP).

The Joint Committee was advised that the second recommendation was to be approved and not noted as indicated in the report.

Members asked whether the price of recyclate was worthy of further investigation and internal audit time in order to de-risk that element of significant volatility.

The Finance and Commercial Manager advised members that he would be meeting with insurance colleagues with regard to a hedge fund and could report back on these discussions.

Resolved

- 1 That the internal audit progress and update on reviews be noted;
- 2 That the planned internal audit activity for the 2017/18 financial year be approved.

Reason for Decisions

The Joint Committee along with Senior Management Team (SMT) have oversight of the Partnership's performance, budget and governance. As part of this, SMT and Joint Committee will want to ensure that there is a robust system of internal control within DWP. Internal Audit provides an independent and objective opinion on the control environment by evaluating its effectiveness.

Dorset Waste Partnership Business Plan 2017-2018

- 9 The Joint Committee considered a report setting out the Business Plan for the DWP for the financial year 2017-18. The Chairman referred to the supplementary agenda containing appendices A-D of the Business Plan and reminded members that appendix D was exempt from publication.

Members asked about a change in the number of working days lost to sickness from 9.74 to 12 and why the figures were no longer split between operational and office based staff.

The Joint Committee was advised that a target of 9.74 days was not realistic or achievable given the current sickness level of 15-16 days. An overall figure for the whole service was reported on same basis as other DCC services, using a general template. However, this figure was split down at a management level for monitoring purposes and these figures could also be made available if required.

The Chairman stated that the action plan did not specify how the reduction in sickness days would be achieved. The Director explained that tackling sickness was a daily task that formed part of the workload of all supervisors, using both the DCC sickness policy and procedure as well as an internal DWP procedure. A dedicated officer followed up all incidences of sickness.

Members asked whether any consideration had been given to benchmarking other organisations of a similar size and were advised that the internal auditors (SWAP) had been asked to undertake this exercise as it was easier for them to access comparative data, particularly from other local authorities. It was noted that comparative data was difficult due to the different way in which waste services were provided as well as differences in the public and private sector terms and conditions relating to sick pay.

Members asked about street cleansing and whether this service could be improved in the Christchurch area and were advised that although no changes to the service were anticipated in the 2017-18 budget, this was currently being investigated as a priority area arising from the Budget Challenge Workshop.

Resolved

- 1 That the Dorset Waste Partnership Business Plan 2017-18 be adopted;
- 2 That the new targets for the key Performance Indicators (PIs) for 2017/18, as set out in Section 12 of the Business Plan be approved.

Reason for Decisions

To achieve the vision and strategic aims of the DWP.

Charging for "Recycle for Dorset" Containers - Results of Public Consultation

- 10 The Joint Committee considered a report by the Head of Service (Strategy) which provided the results of the public consultation with regard to charging for certain "Recycle for Dorset" containers.

Following introduction of the report the Head of Service (Strategy) confirmed that the recommendations remained unchanged in light of the consultation and that there would be no charge for lost or damaged containers other than communal bins.

Members commented on the risk of charging for container swaps in discouraging people from recycling and asked whether end of life replacement bins would be on a like for like basis. They were advised that the aim was to move towards a standard set of containers, however, this would be determined by the Joint Committee with budget being a key factor.

The ways in which to mitigate risks had been set out in the equalities impact assessment. Charges related to bin swaps included residents who had initially requested a smaller bin during rollout of the Recycle for Dorset service and had subsequently realised that they required a larger bin.

It was confirmed that a charge would not be made for a smaller recycling bin that provided a clear operational benefit, such as eliminating the need for an assisted collection.

Further to a question regarding numbers of containers that were lost or damaged each year, it was confirmed that this information was now being captured on the e-form and would be available in future.

Resolved

- 1 That the proposals to commence charging for the provision of the following DWP containers as detailed in para 3.3 of the report be approved:
 - i) New developments
 - ii) Larger rubbish bins (for properties with five or more residents)
 - iii) Additional rubbish sacks (for families with a 140 Litre rubbish bin and one or more children in nappies)
 - iv) Replacement of lost or damaged communal bins
- 2 That the increase in charges for the following container swaps as detailed in section 3.3 of the report be approved:
 - i) Smaller recycling bins
 - ii) Larger recycling bins
- 3 That the 'Recycle for Dorset' policy wording relating to additional refuse sacks as identified in paragraph 3.3 (iii) of this report be amended;
- 4 That authority be delegated to the Director of DWP, following consultation with the chair of Joint Committee, to review the level of charges and make any further policy changes regarding charging for containers.

Reason for Decisions

- 1 Implementing the proposed policy and charges would allow the DWP to recover the costs of purchasing and delivering some of the household waste containers as permitted by the EPA 1990 (s 46), resulting in an avoided financial burden of up to approximately £124,000 per annum (minus an annual admin charge of £25,521 and a one off IT cost of £15,000). So the net saving to the DWP in year 2 would be £98,479.
- 2 Without the introduction of a charging policy for these specific waste containers, the DWP would continue to incur this cost.

Dorset Waste Partnership Corporate Risk Register

- 11 The Joint Committee considered a report by the Head of Service (Strategy) which included the current corporate risk register of the Dorset Waste Partnership. She highlighted an improvement in Risk 1 due to the budget underspend and that Risk 3 remained high as it related to the security of treatment and disposal facilities going forward.

Noted

Questions from Councillors

- 12 A question was submitted by County Councillor Clare Sutton (Rodwell) under Standing Order 20.

The question and the response was read aloud by the Chairman of the Joint

Committee and is attached to the minutes of this meeting.

Meeting Duration: 10.00 am - 11.00 am

DORSET WASTE PARTNERSHIP JOINT COMMITTEE 16 JANUARY 2017

12. QUESTIONS FROM COUNCILLORS

The following questions have been e-mailed by Councillor Clare Sutton, Dorset County Councillor for Rodwell, for submission to the DWP Joint Committee on Monday 16 January 2017:-

What quantitative estimate have Dorset Waste Partnership made on the effect on recycling rates of their proposals set out in the recent consultation on charging for rubbish containers, and how will their estimate affect their proposals?

What estimate have Dorset Waste Partnership made when a rubbish receptacle is lost or damaged of the proportion of occasions when that loss or damage is due to the householder concerned, Dorset Waste Partnership themselves, fair wear and tear or the actions of third parties?

What estimate have Dorset Waste Partnership made of the number of families in
a Dorset as a whole,
b Weymouth and Portland and
c the Rodwell Division
who will be affected by the plan to charge for extra sacks for disposable nappies, and why they think it is fair to single out this particular group for charging?

Response from Dorset Waste Partnership:-

Officers of the Dorset Waste Partnership have not made any estimates on the effect of these proposals on recycling rates, as we are not recommending to charge for lost or damaged containers. We believe this is the only form of charging that could potentially impact our recycling rates. Similarly we have not made estimates on the proportion of bins that are broken due to fair wear and tear as opposed to being lost or damaged by the householders as we are not proposing to charge for lost or damaged containers.

Officers estimate that approximately 2260 households in Dorset will be affected by the plan to charge for extra sacks for families with children in nappies. This figure is based on previous applications made to DWP for this service. This equates to 458 applications being made last year in Weymouth and Portland (1.5% of the total households) and 39 applications in Rodwell. An equalities impact assessment has been completed and appended to the committee report which details how staff would mitigate any impact on families.

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Management Committee Four Month Forward plan 1 April 2017 To 31 July 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
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Non- Key Decisions

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
Page 156 Melcombe Regis Board Progress report	To update on the progress of the Melcombe Regis Board and present the action plan.			WPBC Briefholder for Housing Graham Duggan, Head of Community Protection	6 Jun 2017
Weymouth Town Centre Masterplan Sites Update - Peninsula; Transport Assessment	To update members on the transport impact on Weymouth town centre of a leisure led development on the Peninsula and to enable members to make an informed decision on the viability of the proposals for this site.			WPBC Briefholder for Finance and Assets David Brown, Head of Assets & Infrastructure	6 Jun 2017
Future arrangements following the decision of Local Government Reorganisation	To inform members about the next stages of planning following the decision of 9 Dorset Councils on local government reorganisation			WPBC Leader of Council Matt Prosser, Chief Executive	6 Jun 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	6 Jun 2017
Commercial Road Weymouth Sites	To review and consider proposals received from site occupiers and owners for the redevelopment of Commercial Road, Weymouth.		3	WPBC Briefholder for Finance and Assets David Brown, Head of Assets & Infrastructure	6 Jun 2017
<p>Page 157</p> Management of the Ferne Common Nature Reserve and High Angle Battery, Portland	To inform members of progress made in respect of the work plan scheduled in the current Higher Level Stewardship Scheme for this land and related budgetary outcomes. To consider potential options for future land management and approve recommendations.			WPBC Briefholder for Finance and Assets, WPBC Briefholder for Community Facilities Greg Northcote, Estates Manager	6 Jun 2017
Weymouth Town Centre Masterplan Sites - Peninsula; Full Viability of site proposals	To enable members to make an informed decision on the viability of the proposals for this site and give authorisation to proceed with the development as detailed in the report.		3	WPBC Leader of Council David Brown, Head of Assets & Infrastructure	6 Jun 2017

NON KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
Business Review Outturn Report 16/17	To receive the outturn report for 2016/17.			WPBC Briefholder for Finance and Assets Julie Strange, Head of Financial Services	6 Jun 2017
To appoint Brief holders and responsibilities	To appoint Brief holders and responsibilities for the municipal year 2017-18.			WPBC Briefholder for Corporate Affairs and Continuous Improvement Kate Critchel, Democratic Services Officer	6 Jun 2017
Appointment of Internal Working Groups 2017- 2018	To appoint members to the Internal Working Groups for municipal year 2017- 18.			WPBC Briefholder for Corporate Affairs and Continuous Improvement Kate Critchel, Democratic Services Officer	6 Jun 2017
Re-location and upgrading of the Weymouth CCTV monitoring centre	To update members on the proposal, and to seek their support for the Business Plan which aims to improve partnership working, reduce costs and provide the Police and other users with a better service. To agree to proceed with the project			WPBC Briefholder for Community Safety Tegwyn Jones, Project Manager	6 Jun 2017

NON KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
Weymouth Town Centre Conservation Area - report of the Scrutiny and Performance Committee	To consider the findings and recommendations following the review of the Weymouth Town Centre Conservation Area by the Scrutiny and Performance Committee.			WPBC Briefholder for Economic Development, WPBC Briefholder for Environment and Sustainability Councillor Ryan Hope, Lindsey Watson, Senior Democratic Services Officer	11 Jul 2017
Weymouth BID - report of the Scrutiny and Performance Committee	To consider the findings and recommendations following review of the Weymouth BID by the Scrutiny and Performance Committee			WPBC Briefholder for Economic Development, WPBC Briefholder for Tourism, Culture and Harbour Lindsey Watson, Senior Democratic Services Officer	11 Jul 2017
Multiple Deprivation Areas in the Borough - The Working with You Initiative	To provide information on projects to address multiple deprivation in the Borough, explain changes in demand and propose further action in response to this.			WPBC Briefholder for Social Inclusion Jane Nicklen, Community Planning & Development Manager	11 Jul 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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