

MANAGEMENT COMMITTEE

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



Matt Prosser
Chief Executive

Date: Tuesday, 6 June 2017
Time: 9.30 am
Venue: Ocean Room, Weymouth Pavilion

Members of Committee:

J Cant (Chair), R Kosior (Vice-Chair), F Drake, J Farquharson, C Huckle, C James, R Nowak, A Reed, G Taylor and K Wheller

USEFUL INFORMATION

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



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A G E N D A

Page No.

1 APOLOGIES

To receive apologies for absence.

2 MINUTES

To confirm the minutes of the meeting held on

3 CODE OF CONDUCT

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

- Check if there is an item of business on this agenda in which the member or other relevant person has a disclosable pecuniary or the disclosable interest.
- Check that the interest has been notified to the Monitoring Officer (in writing) and entered in the Register (if not this must be done within 28 days).
- Disclose the interest at the meeting (in accordance with the Council's Code of Conduct) and in the absence of dispensation to speak and/or vote, withdraw from any consideration of the item where appropriate. If the interest is non-pecuniary you may be able to stay in the room, take part and vote.

4 PUBLIC PARTICIPATION

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

5 QUESTIONS BY COUNCILLORS

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

6 TO APPOINT BRIEF HOLDERS AND RESPONSIBILITIES 5 - 8

To appoint Brief holders and responsibilities for 2017/18.

7 MANAGEMENT COMMITTEE ACTION PLAN 9 - 22

To consider the Management Committee Action Plan

8 BUSINESS REVIEW OUTTURN REPORT 16/17 23 - 84

To consider a report of the Financial Performance Manager.

9 WEYMOUTH TOWN CENTRE MASTERPLAN UPDATE 85 - 88

To consider a report of the Strategic Director (Martin Hamilton).

10 IMPLEMENTATION OF THE HOUSING & PLANNING ACT 2016 89 - 96

To consider a report of the Housing Improvement Manager.

11 MELCOMBE REGIS BOARD PROGRESS REPORT 97 - 126

To consider a report of the Community Protection Manager.

12 IMPROVED PEDESTRAINISATION OF WEYMOUTH TOWN CENTRE 127 - 130

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

13 RE-LOCATION AND UPGRADE OF THE BOROUGH CCTV SERVICE 131 - 134

To consider a report of the Community Protection Manager.

14 RATES RELIEF 135 - 136

To consider a report of the Revenues and Benefits Manager.

15 APPOINTMENT OF INTERNAL WORKING GROUPS 2017-2018 137 - 146

To consider a report of the Democratic Services Officer.

16 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.

17 4 MONTH FORWARD PLAN 147 - 152

To consider the 4 monthly Forward Plan.

18 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

Management Committee 6 June 2017 Brief holder Appointments and Responsibilities

For Decision

Portfolio Holder(s)/ Briefholder

Corporate Affairs and Continuous Improvement

Senior Leadership Team Contact:

S Caundle, Assistant Chief Executive

Report Author:

Kate Critchel, Democratic Services Officer

Statutory Authority

The Scheme of Management and Article 7 of the Constitution

Purpose of Report

- 1 To agree the allocation of briefs to members at the first meeting of the committee in the 2017-18 municipal year.

Recommendations

- 2 (a) That the Briefholder responsibilities be confirmed as set out in the appendix attached to the report.

(b) That each member of the committee be appointed to the role of Briefholder with special responsibility for a specified area(s) of the council's work.

Background and Reason Decision Needed

- 3 It is a requirement of the constitution that specific responsibilities for briefholder will be determined by the Management Committee at the start of each municipal year.
- 4 The briefs were reviewed in 2007 in line with constitutional arrangements; and again in 2015 when the responsibility for the harbour was added to the Tourism Brief now known as "Tourism, Culture and Harbour".
- 5 In May 2016 as part of the work to streamline decision making for the borough, the council took the opportunity to carry out another review of the brief holder responsibilities; no further changes were made.

Implications

Corporate Plan

6 The briefs are linked to the Council's Corporate Plan priorities.

Financial

7 The allocation of briefs does not have any revenue or capital cost implications.

Appendices

8 The current list of Brief holder responsibilities is attached at appendix 1

Background Papers

9 There are no background papers.

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: Kate Critchel

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Email: kcritchel@dorset.gov.uk

Date: 12 May 2017

BRIEF HOLDER RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

Community Facilities

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

Community Safety

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

Corporate Affairs and Continuous Improvement

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

Economic Development

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

Environment and Sustainability

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

Finance and Assets

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

Housing

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

Social Inclusion

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

Tourism, Culture and Harbour

Arts, Attractions, Beach, Beach Cleaning, Culture, Esplanade, Events and Festivals, Museums, Pavilion, Tourism Publicity, Tourist Information Centre, Seafront Management

Transport and Infrastructure

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

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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 - KATE WHELLER

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	Andy Blackwood	Management Committee	May 2017	NA	Scoping of this work is underway.

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN MAY 2017

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.	Review licensing issues and ways of preventing drink-fuelled disorder Graham Duggan	Francis Drake	Management Committee Policy Committee	March 2017 June 2017	NA	Policy Committee to review effectiveness of current alcohol licensing controls. Report to Policy and Committee in June 2017.
6.	Tackling litter/dog fouling street trading activity and Graham Duggan	Francis Drake	Management Committee	July 2017	Self funding	Enforcement project starts Jan 2017. Review and possible new enforcement targets to include street trading in July 2017
7.	Town centre space controls to impose bans on drinking/general antisocial behaviour Graham Duggan	Francis Drake	Management Committee	July 2017	TBA	Consultation on new public space controls Spring 2017.

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN MAY 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 - ALISON REED

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

8.	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.	Update at each Management Committee	Agreed in budget 2017/18	Special full council agreed CGR terms of reference on 30/03/17. Awaiting DCLG minded too decision.
9.	Combined Authority Stephen Hill	Jeff Cant	Delegated to CEO/Leader	Update July 2017	NA	DCLG to consider Combined Authority proposals alongside LGR proposals
10.	Local Government Reorganisation Matt Prosser	Jeff Cant/ Kevin Brookes	Reports on next stages	Update at each Management Committee	NA	Decision by the SoS awaited.
11.	Scrutiny review of performance measurement and reporting Jason Vaughan/Chris Evans	Kevin Brookes	Scrutiny then to Management Committee in April	April 2017	NA	Chris Evans presented to the Joint Advisory Overview and Scrutiny Committee on 13 March 2017. The committee supported suggested changes. Chris Evans to seek Management Committee agreement.

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN MAY 2017

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

12.	Inward investment programme for Weymouth & Portland Martin Hamilton	James Farquharson / Jeff Cant	Management Committee	May 2017	TBC	W&P presence at event in London late 2017
13.	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.
14.	Relocation of Museum collection Martin Hamilton	James Farquharson	Management Committee	June 2017	TBA	Briefholder to feed back to MC at June meeting
15.	Liaison group with BID and WPCC to be set up Martin Hamilton	James Farquharson/ Jeff Cant	Management Committee	June 2017 Approval required	TBC	Quarterly meetings arranged. Agreement to work collaboratively on the Town Manager project ratified at April BID Board. Proposals for a Town Centre Manager finalised and job description prepared.

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN MAY 2017

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
16. Town Centre Manager Martin Hamilton	James Farquharson/ Jeff Cant	Management Committee	June 2017 Approval to budget required	Joint funding with BID finalised £20k contribution balance to be approved by MC	Paper to June MC costing Council contribution

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

17.	Early review of Local Plan Hilary Jordan	Ray Nowak	Full Council Jan 2017 Management Committee December 2017	First consultation February 2017 Mc Approval December 2017 Final adoption late 2019/2020	N/A	The consultation document for the Local Plan Review was agreed by the Committee in December 2016 and Full Council in January 2017. The eight week public consultation has taken place. The 'preferred options' will come back to Management Committee at the end of 2017 or early in 2018 to be agreed.
18.	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	Case to be submitted to the DCLG & DEFRA.	No funding from Growth Deal 3 Bids £11m. Reviewed the way forward at the March MC and

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN MAY 2017

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update	
			failed bid		agreed a case to be put directly to DCLG for economic funding and to DEFRA for flood defence support. Being arranged post June election	
19.	Listed Building and Conservation Area process and policy review Hilary Jordan	Ray Nowak	Refer to Scrutiny Committee	Awaiting Scrutiny Committee programme timetable	NA	The listed building requirements are perceived as seriously inhibiting town centre regeneration. Update report by Briefholder in March. A draft report to Scrutiny has been prepared.
20.	Gypsy and Traveller DPD Stephen Hill	Ray Nowak	Dorset County Council	April 2017 Update	NA	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.

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN MAY 2017

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

21.	Sale of North Quay David Brown	Jeff Cant	Management Committee	June 2017	Capital receipt of c£4.0m expected on completion	Contracts exchanged and awaiting final completion, expected by 30 th June 2017.
22.	Applying surplus revenue and capital balances to legacy projects and community support Jason Vaughan	Jeff Cant/Group Leaders/Briefholders	Management Committee	May 2017	Surplus revenue and capital balances	The Budget Working Group has considered the bids with Briefholders and will begin the process of bringing forward projects for approval by the Management Committee
23.	Town Centre Regeneration Martin Hamilton	Jeff Cant	Management Committee	Overall project by 2019/20 timetable March 2017 May 2017 June 2017	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 June Cttee for decision in principle. More detailed options to follow Zones 3 to 5: Timetable to June MC

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN MAY 2017

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
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WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN MAY 2017

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update	
24.	Active Property Asset Management Plan required to deliver capital receipts for reinvestment in the Borough David Brown	Jeff Cant	Management Committee	First asset disposal report approved by MC April 2017 Future timetable to June MC	N/A	Initial list of properties for disposal/development considered by Assets & Regeneration Group in April and approved at April Management Committee. Timetable for further reports to follow.
25.	Strategy for management of the hotel portfolio Martin Hamilton	Jeff Cant	Management Committee	June 2017	N/A	

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7. Housing - GILL TAYLOR Affordable Housing, Homelessness, Housing Advice, Housing Benefit, Private Sector Leasing Scheme, Housing Assistance and Improvements through Grants, Loans, Advice and Enforcement						
26.	Melcombe Regis Board Improving Melcombe Regis as a place to live and work Graham Duggan	Gill Taylor/ Francis Drake/ Jeff Cant	Report to Management Cttee	March 2017/April 2017/June 2017	Joint funding from the participating bodies	Board's Action Plan originally to be reported to MC in April 2017, now expected June 2017.
27.	Review the controls over HMO's Stephen Hill	Gill Taylor	Report to Management Cttee			

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN MAY 2017

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update	
28.	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	Joint funding from the three Councils	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 progressing the delivery of an Accelerating Home Building Action Plan
<p>8. Social Inclusion - CHRISTINE JAMES</p> <p>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</p>						
29.	Review Corporate Equality Policy Jane Nicklen	Christine James	All Members	October 2017	N/A	Action Plan to be developed and adopted by Dementia Action Alliance'
30.	Review of council resources allocated to local partnerships and community/voluntary organisations Jane Nicklen	Christine James	Management Committee	Funding approval to MC July2017 Launch September 2017	Council Reserves	Leaders' Group will prioritise funding targets. Plain English guide to accessing grant to be launched to Community leaders in September 2017.

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN MAY 2017

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update	
31.	Revised Policy required Jane Nicklen	Christine James	Management Committee	April 2017	Council Reserves	Report to April Management Committee for decision.
32.	Armed Forces Covenant project to be investigated	Christine James	Management Committee			

9. Tourism and Culture (including Harbour) - RICHARD KOSIER

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

33.	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 Strategy approved MC May 2017 Funding report following Finance group review of balances July 2017	Combination of Council and Arts body funding under review	December MC agreed to develop community art and public art proposals. Included in bid list agreed by Group Leaders in May 2017.
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WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN MAY 2017

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
34.					
35.	Business case for illuminations on the Esplanade Nick Thornley/David Brown	Jason Osborne	Report to Management December 2016	April 2017 Coastal Community Fund.	Has been reported to MC and included in bid list for use of balances by Finance Group.
36.	Harbour income generation Keith Howarth	Ian Bruce	Management Committee	April 2017 May 2017 June 2017	Budget agreed without a deficit 2016/2017 and beyond. Opportunities for new income being progressed with external support.

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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

37.	Install new car parking machines and	Colin Huckle	Approved by Management	July 2017	£300k was agreed by	Tender completed and awarded for 41 pay and
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WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN MAY 2017

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update	
	destination signage. Trial in Park Street and Harbourside car parks July. David Brown		Committee		Management Committee to be taken from Reserves	display machines providing multiple payment channels which are likely to be installed shortly after Easter. Tenders out for maintenance work.
38.	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
39.	Comprehensive review of all car parks to identify loss making sites and surplus assets David Brown	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
40.	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 April 2017 May 2017 June 2017		Includes review of DCC road closures for events. Early wins required such as pedestrianisation during peak hours. Proposal on this was expected in March. Phased proposal now promised for June MC

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Management Committee 6 June 2017 Business Review – Outturn 2016/17

For Decision

Briefholder

Cllr Jeff Cant – Finance & Assets

Senior Leadership Team Contact:

J Vaughan, Strategic Director

Report Author:

Christian Evans – Financial Performance Manager

Statutory Authority

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

1. Purpose of Report

- 1.1 To set out the Council's performance, revenue and capital spend for the year ending March 2017.

2. Recommendations

- 2.1 (a) Approve the Revenue carry forward requests set out in Appendix 3
(b) Approve the Capital carry forward requests set out in Appendix 4
(c) Approve the transfers to Earmarked Reserves set out in paragraph 5.6.

3. Reason for Decision

- 3.1 For Management Committee to consider carry forward requests and approve year end reserves. Reserve movements require Management Committee approval before the Accounts are signed off by the Chief Finance Officer.

4. Background and Reason Decision Needed

- 4.1 The outturn report sets out the final year end position for the 2016/17 financial year. The figures contained in the report are then incorporated into the Council's annual Statement of Accounts that the Council is required to produce using a prescribed format. The accounts give electors, members, employees and other interested parties, clear information about the Council's finances. Audit Committee has responsibility for reviewing

and approving the accounts with the Management Committee having a strategic overview responsibility for finance.

- 4.2 In June, the accounts have to be reviewed and signed by the Strategic Director in his role as Chief Financial Officer. They are then subject to review by KPMG, the Council's External Auditor. The External Auditor's report and the Statement of Accounts are considered by Audit Committee at the September 2017 meeting.

5. Revenue Outturn

- 5.1 When the Council set its budget for 2016/17 the total expenditure for the year was estimated to be £51,156,555. The Council has been working on a medium term approach of reducing costs and increasing income. This approach has resulted in savings being achieved ahead of time during the financial year and resulting in an under spend of £1,013,185 for the year. There are however a number of areas where projects have been delayed for various reasons and after taking these into consideration the actual net spend for the year resulted in an under spend of £788,413. This balance will be added to the General Reserve and is available to support once off expenditure.
- 5.2 Within the overall favourable outturn variance, the good news is that a number of savings have been achieved early in 2016/17. A number of these savings have already been built into the 2017/18 budgets. There are vacancies throughout the 12 services, Heads of Service / Corporate Managers have actively managed these vacancies pending restructures and service reviews. Services have still been delivered amongst this back drop of less staff and the increasing financial pressure.

Harbour Board

- 5.3 The Harbour Board has reported a £252,759 under spend on the revenue budget in 2016/17. This has arisen because of prudent management of supplies, repairs and contracts, employing Berthing Officer in-house rather than via agency, reduction in business rates and a significantly improved income from filming of 'Dunkirk', new electricity charging system and increase in visiting vessels. The under spend in 2016/17 will be transferred to the Harbour Reserve. The lack of an up to date business plan for the harbour is still a significant risk going forward, the Harbour Board now urgently need to address this and produce an up to date business plan setting out the harbour's financial position and financial priorities.

Revenue Carry Forward Requests

- 5.4 There are a number of revenue carry forward requests that have been put forward by the responsible budget holders. These total £224,772 and are detailed in appendix 3.

Revenue Reserves

- 5.5 After allowing for the carry forward requests the uncommitted balance on the General Reserves would be £860,678 compared to a minimum risk based assessment of reserves of £1,205,700 and a maximum level of £2,411,400.
- 5.6 In addition to General Reserves, the Council also holds a number of earmarked reserves. As part of the year end closedown process, Management Committee is asked to approve the following transfers to reserves:
- Transfer surplus on interest receivable of £386,739 to the Treasury Reserve.
 - Transfer £398,312 from the NNDR surplus to the Business Rates Retention Reserve. To be used to offset any future deficits.
 - Transfer £65,868 from the Business Rates Retention Reserve to the Borough Development Reserve.
 - Transfer £314,820 of specific grants to the Grants Reserve, these include the Self Build Project, Sutton Poyntz Neighbourhood Plan, Melcombe Regis Board etc.

Capital Outturn

- 5.7 The Capital Outturn Statement in appendix 4 shows that the Council spent £143,883 on capital projects in 2016/17 against a budget of £2,654,736. The main under spend is due to a delay on the works for the Harbour Walls Remediation works. The unspent balance £2,510,853 is requested to be carried forward in order to complete these schemes.

Corporate Performance

- 5.8 Appendix 2 shows full year performance of the key performance indicators (KPIs). Performance has been reported quarterly in the Business Review and to the Joint Overview & Scrutiny Committee and Joint Advisory Accounts & Audit Committee throughout the year.

6. Corporate Plan

- 6.1 Finance forms part of the Developing Successful Partnerships – Creating a leaner more focussed organisation to protect the delivery of local services.

7. Financial Implications

- 7.1 As set out in the report and associated appendices.

8. Risk Management (including Health & Safety)

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

9. Appendices

- 9.1 Appendix 1 – Graph showing the revenue outturn position of the 12 services.
- Appendix 2 – Service overviews of the revenue, risk and performance outturn.
- Appendix 3 – Revenue carry forward reports
- Appendix 4 – Capital outturn & carry forward requests
- Appendix 5 – Treasury Management outturn

10. Background Papers

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

11. Footnote

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

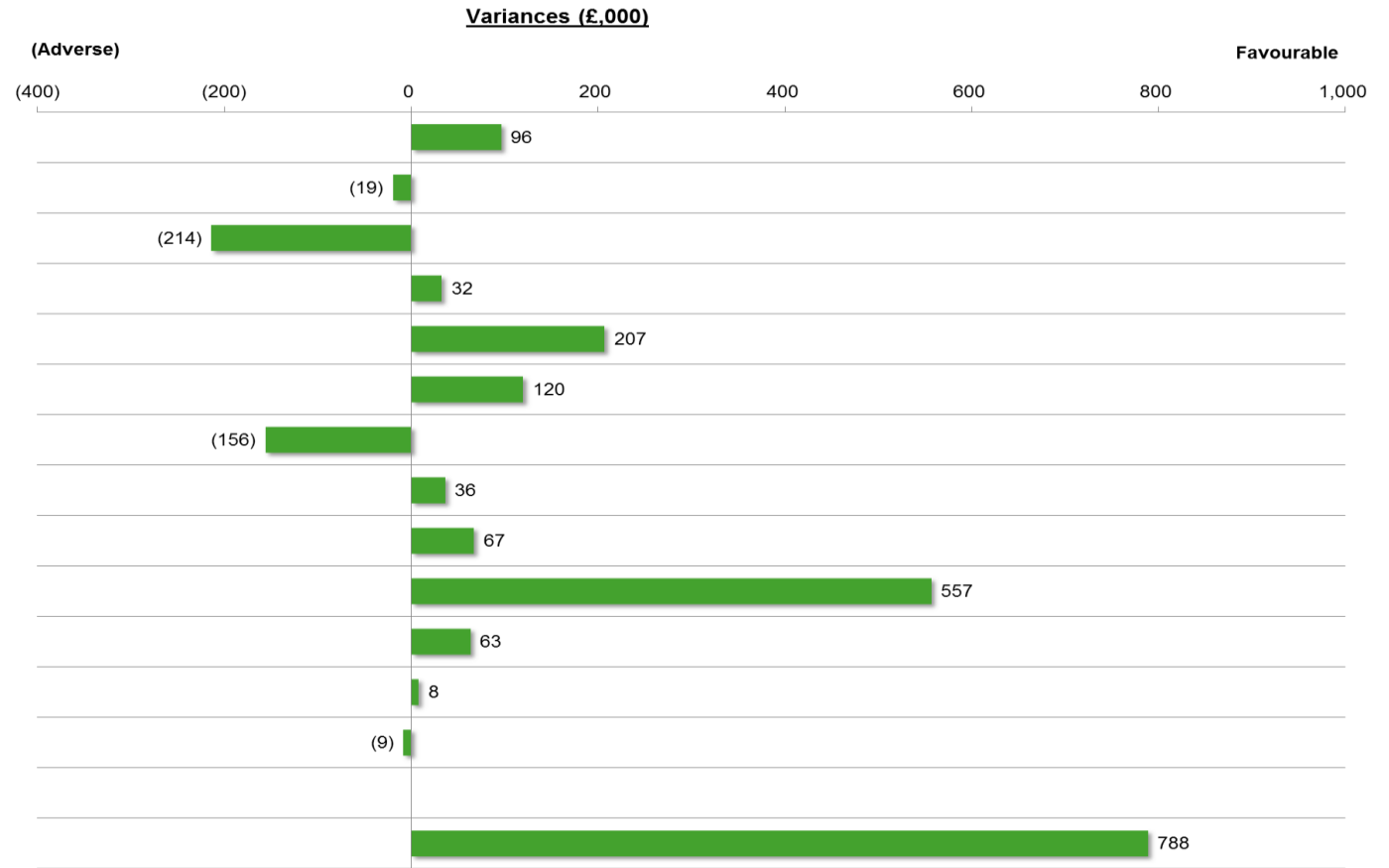
Report Author: Christian Evans – Financial Performance Manager

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WPBC Budget Monitoring - Outturn 2016/17

Appendix 1



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Business Review

Weymouth & Portland Borough Council

Period: **Outturn 2016/17**

Service	Actual Variance (£)	Head of Service/ Corporate Manager
Financial Services	96,432 (F)	Julie Strange
Corporate Finance	19,447 (A)	Julie Strange
Revenues & Benefits	214,002 (A)	Stuart Dawson
Business Improvement	32,407 (F)	Penny Mell
Community Protection	206,752 (F)	Graham Duggan
Housing	119,887 (F)	Clive Milone
Planning Development Management & Building Control	156,234 (A)	Jean Marshall
Community & Policy Development	36,389 (F)	Hilary Jordan
Economy, Leisure & Tourism	66,942 (F)	Nick Thornley
Assets & Infrastructure	556,562 (F)	David Brown
Democratic Services & Elections	63,424 (F)	Jacqui Andrews
Human Resources & Organisational Development	7,816 (F)	Bobbie Bragg
Legal Services	8,513 (A)	Robert Firth

Overall variance	788,413 (F)
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(F) = Favourable variance prediction

(A) = Adverse variance prediction

Financial Services

Head of Service – Julie Strange

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

Lead Brief holder – Finance & Assets

Revenue summary – Financial Services

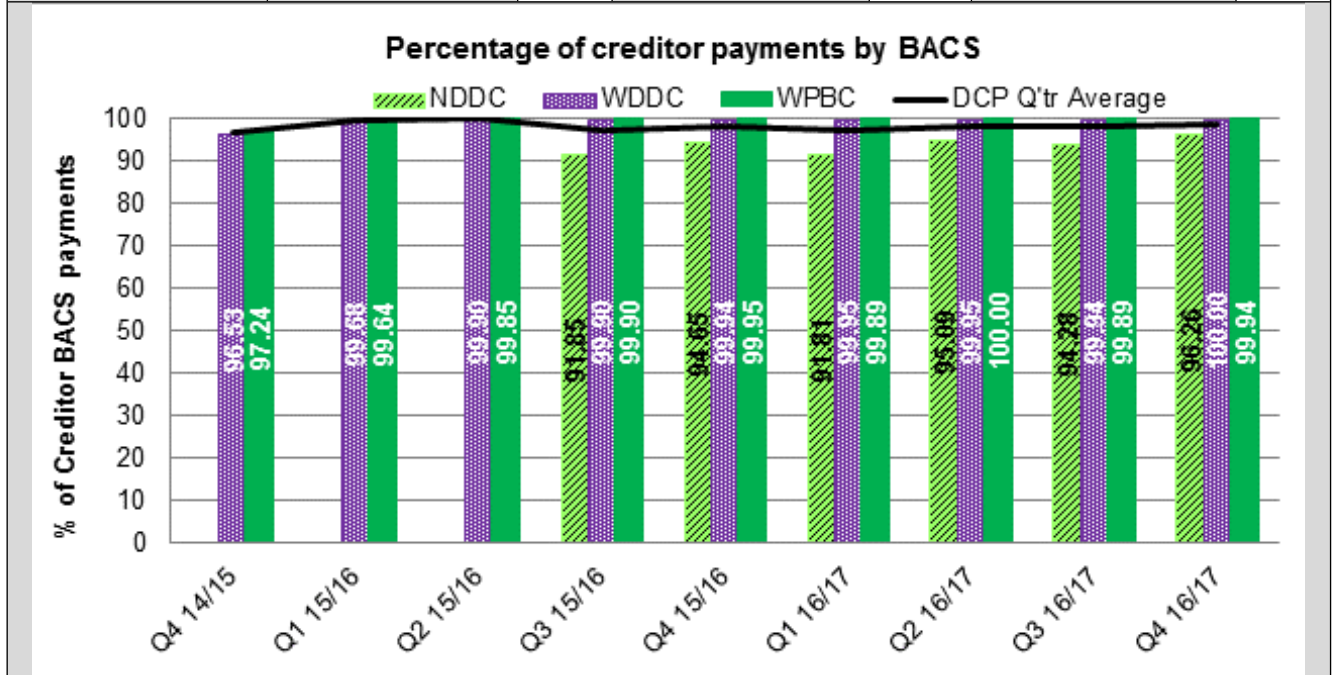
Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	433,183	Staff savings achieved early in respect of the restructure of Financial Services approved as part of the 2017/18 budget setting process. Savings also achieved from Internal Audit as a result of sharing the audit days across the Partnership. These have also been built into the 2017/18 budget.
Transport	2,475	
Supplies & Services	110,425	
Income	(3,675)	
Net expenditure	542,408	
Actual variance	96,432 (F)	
Q3 Predicted variance	38,000 (F)	
Q2 Predicted variance	0	
Q1 Predicted variance	0	

Revenue summary – Corporate Finance

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / action
Employees	1,294,312	Savings achieved earlier than planned and have been built into the 2017/18 budget, primarily restructures within Development Management and Housing Services totalling £33,000. In addition there have been savings in External Audit Fees and Bank Charges of £35,000 and savings in Treasury Management Administration costs of £20,000. A carry forward request of £116,000 has been requested for the Land Charges Data Preparation & Management Project, this takes the overall variance adverse.
Premises	18,062	
Transport	3,803	
Supplies & Services	(171,804)	
Interest	(905,382)	
Grants	(11,039,428)	
Net expenditure	(10,800,437)	
Actual variance	19,447 (A)	
Q3 Predicted variance	51,700 (F)	
Q2 Predicted variance	0	
Q1 Predicted variance	0	

Key performance data

Percentage of creditor payments by BACS					Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q4 2016/17 Actual	96.26%	✓	100%	✓	99.94%	✓
Q4 2016/17 Target	95%		95%			
FY 2016/17 Actual	94.26%		99.96%			
FY 2016/17 Target	95%		95%			
FY 2015/16 Actual	90.62%		99.85%			

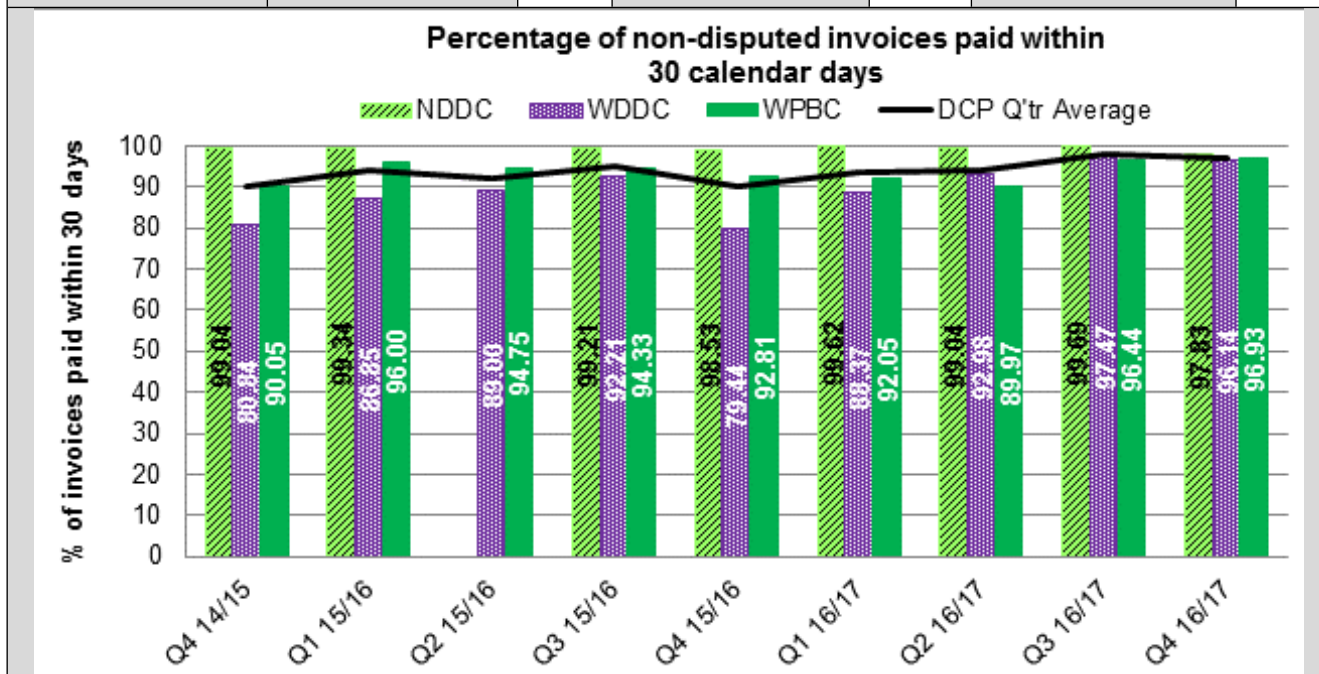


[NDDC] 643 out of the 668 creditor payments have been made by BACS during Q4.

[WDDC] 1,659 out of the 1,659 creditor payments have been made by BACS during Q4. 7,545 out of 7,548 during 2016/17.

[WPBC] 1,798 out of the 1,799 creditor payments have been made by BACS during Q4. 7,764 out of 7,769 during 2016/17.

Percentage of non-disputed invoices paid within 30 calendar days (creditor payments)			Aim	↑
Authority	North Dorset	West Dorset	Weymouth & Portland	
Q4 2016/17 Actual	97.83%	96.14%	96.93%	
Q4 2016/17 Target	95%	95%	95%	
FY 2016/17 Actual	99.04%	93.52%	93.62%	
FY 2016/17 Target	95%	95%	95%	
FY 2015/16 Actual	98.87%	87.20%	94.53%	



[NDDC] 720 out of 736 non-disputed invoices to date were paid within 30 days during Q4.

[WDDC] 1,595 out of 1,659 non-disputed invoices to date were paid within 30 days during Q4. 7,059 out of 7,548 during 2016/17.

[WPBC] 1,736 out of 1,791 non-disputed invoices to date were paid within 30 days during Q4. 7,267 out of 7,762 during 2016/17.

The Intelligent Scanning module has now been live in WDDC and WPBC since mid-February and thanks to the hard work of the Creditors team alongside council officers using the new system we are seeing continuing improvements in overall performance. Although the measure we use here is based on payments made within 30 days, there is an impressive increase in the number of payments now being made in 5 days or less. In WPBC during Jan 2017 just 19.7% of payments were made within 5 days and this rose to 45.9% in Mar 2017. In January 2017 for WDDC only 16.9% of payments were made within 5 days and this rose to 51.5% in March.

Overall General Fund predicted variances per Quarter (Favourable/Adverse)			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q4 2016/17 Actual	£446,700 (F)	£255,481 (F)	£788,413 (F)
Q3 2016/17 Actual	£234,703 (F)	£234,885 (F)	£230,565 (F)
Q2 2016/17 Actual	£373,136 (F)	£410,068 (F)	£20,442 (F)
Q1 2016/17 Actual	£121,779 (F)	£80,234 (F)	£101,607 (A)

Key risk areas

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

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

Revenues & BenefitsHead of Service – **Stuart Dawson**

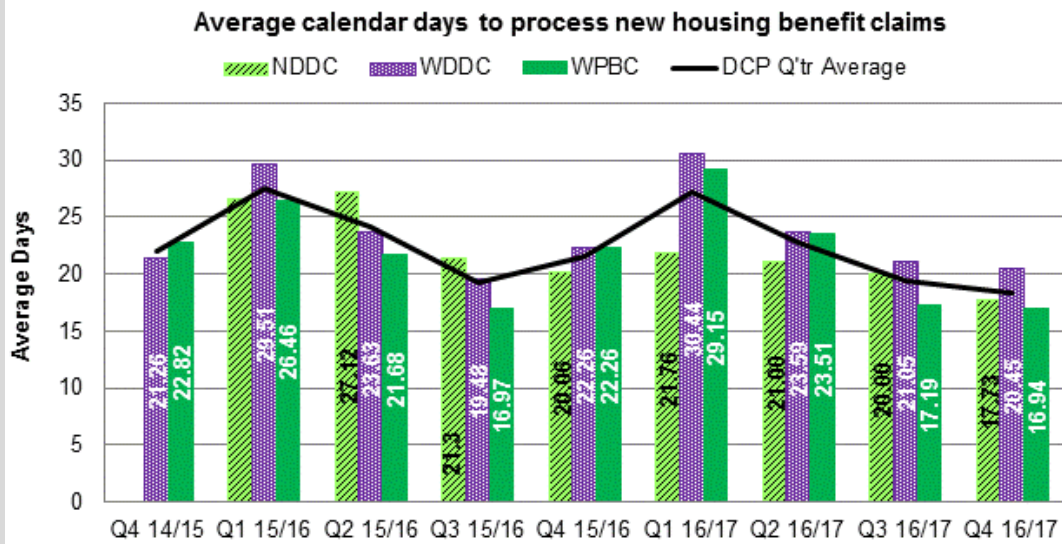
(Council Tax, Business Rates, Housing Benefit, Fraud)

Lead Brief holder – **Finance and Assets****Revenue summary**

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	862,189	The outturn has been affected by a significant improvement in benefit overpayment recovery in quarter 4, however an increase in the bad debt provision has led to the overall adverse variance.
Transport	100	
Supplies & Services	430,138	
Payments to clients	30,620,000	
Income	(31,759,959)	
Net expenditure	152,468	
Actual variance	214,002 (A)	
Q3 Predicted variance	54,592 (A)	
Q2 Predicted variance	45,000 (A)	
Q1 Predicted variance	56,411 (A)	

Key performance data

Average calendar days to process new housing benefit claims					Aim	↓
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q4 2016/17 Actual	17.73 days		20.45 days		16.94 days	
Q4 2016/17 Target	19 days		18 days		18 days	
FY 2016/17 Actual	19.76 days		23.70 days		21.62 days	
FY 2016/17 Target	19 days		18 days		18 days	
FY 2015/16 Actual	23.50 days		23.84 days		21.91 days	



[NDDC] 464 new claims were processed during this period. 1,785 new claims were processed in 35,272 days during 2016/17 equating to an average of 19.76 days per new claim. Benefits performance has continued to improve throughout the year building upon the improvement seen at the end of 15/16 when time taken to process new claims had improved to 21 for March of 15/16 across SVPP. Resource was allocated by board to support vacancies, absence and maternity cover in the form of Capita Off-site processing to maintain and improve service delivery.

[WDDC] 348 new Housing Benefit claims were processed during this period. 1,359 new claims were processed in 32,211 days during 2016/17 equating to an average of 23.70 days per new claim.

[WPBC] 429 new Housing Benefit claims were processed during this period. 1,537 new claims were processed in 33,228 days during 2016/17 equating to an average of 21.62 days per new claim.

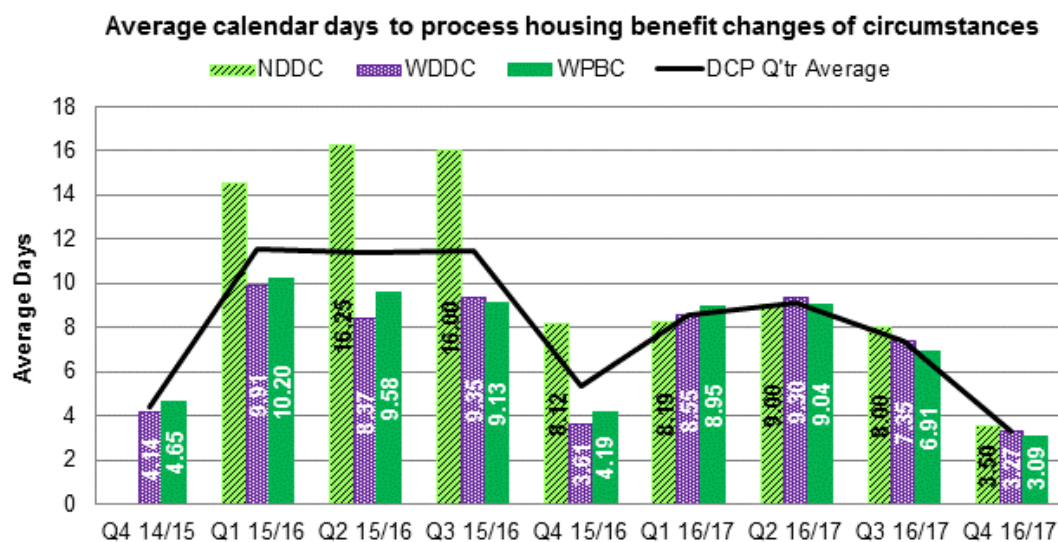
As a result of a number of factors, a backlog of work developed in Q1. A recovery plan was subsequently designed and implemented which has led to ongoing improvements in Q2-Q4.

Unlike many other Council services, the indicator for the processing of benefit claims and change events measures the time taken from the date the claim or change event is received, irrespective of whether it is complete. The benefit application form used by the partnership has been designed to Plain English Campaign standards and clearly states the information and evidence which is required. However, the majority of new claims received are incomplete at first point of contact as they do not have the required evidence included necessary to process them.

Notwithstanding the fact that the customer is promptly notified to provide any missing information it can, in some cases, still take the customer a number of months to provide the information.

Some Councils have decided to “defect” an application if the customer fails to provide all necessary information within one month of the claim. However, the partnership recognises that a number of its customers may not be able provide the information promptly. In order to help ensure that the customer is not penalised the partnership will look to give them every opportunity to provide the information. A number of new initiatives have been implemented which should help, in the future, increase the number of complete claims received and also reduce the time it takes for customers to provide additional information required.

Average calendar days to process housing benefit changes of circumstances				Aim	↓
Authority	North Dorset	West Dorset	Weymouth & Portland		
Q4 2016/17 Actual	3.50 days	3.27 days	3.09 days		
Q4 2016/17 Target	10 days	7 days	7 days		
FY 2016/17 Actual	7.06 days	6.24 days	6.29 days	✓	✓
FY 2016/17 Target	10 days	7 days	7 days		
FY 2015/16 Actual	13.06 days	6.82 days	7.38 days		



[NDDC] 6,014 change of circumstances were processed during this Q4. 17,502 changes were processed in 123,564 days during 2016/17 equating to an average of 7.06 calendar days per change of circumstance.

Similarly to new claims although the F/Y actual for NDDC was 13.06 performance had improved with changes being processed in 7.79 days in April '16, this trend has continued as the Partnership has stabilised for a F/Y actual of 7.06 days.

[WDDC] 8,203 Housing Benefit change of circumstances were processed during Q4. 18,857 changes were processed in 117,604 days during 2016/7 equating to an average of 6.24 calendar days per change of circumstance.

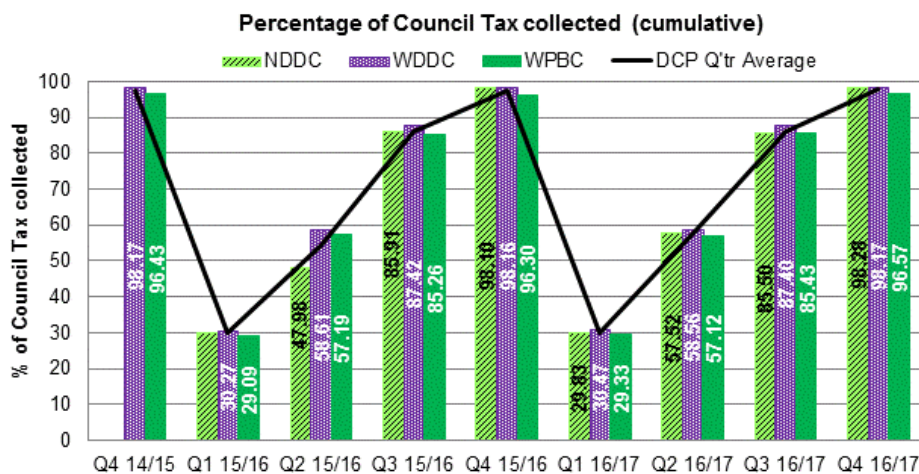
[WPBC] 8,516 Housing Benefit change of circumstances were processed during this Q4. 20,942 changes were processed in 131,746 days during 2016/7 equating to an average of 6.29 calendar days per change of circumstance.

As a result of a number of factors, a backlog of work developed in Q1. A recovery plan was subsequently designed and implemented which has led to ongoing improvements in Q2-Q4.

Unlike in the case of new benefit claims, most changes in circumstances are received fully complete at the first point of contact.

Number of Housing Benefit New Claims and Changes			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q4 2016/17 Actual	6,478	8,551	8,945
Q3 2016/17 Actual	3,606	2,834	3,396
Q2 2016/17 Actual	4,508	4,047	4,714
Q1 2016/17 Actual	2,494	4,770	5,420
Q4 2015/16 Actual	n/a	7,965	8,246
Q3 2015/16 Actual	n/a	3,083	3,432
Q2 2015/16 Actual	n/a	3,814	4,118

Percentage of Council Tax collected (cumulative)					Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland	
FY 2016/17 Actual	98.28%	✓	98.17%	✓	96.57%	
FY 2016/17 Target	98.10%		98.16%		96.30%	
FY 2015/16 Actual	98.10%		98.16%		96.30%	



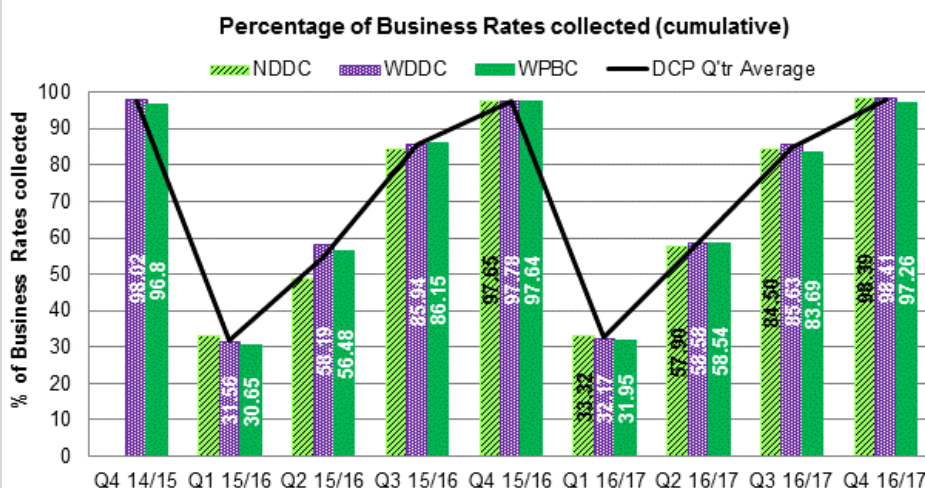
[NDDC] £45,257,978 collected out of £46,050,013 as at 31/03/17.

[WDDC] £71,905,037 collected out of £73,246,626 as at 31/03/17.

[WPBC] £37,483,240 collected out of £38,812,760 as at 31/03/17.

Collection has been affected by a number of factors including that customers are now able to spread instalments over 12, rather than 10 months. In a number of these cases, payment of the March instalment may not be received until after year end. Please note this KPI is cumulative throughout the year.

Percentage of Business Rates collected (cumulative)					Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland	
FY 2016/17 Actual	98.39%	✓	98.41%	✓	97.26%	
FY 2016/17 Target	97.65%		97.78%		97.64%	
FY 2015/16 Actual	97.65%		97.78%		97.64%	



[NDDC] £14,252,115 collected out of £14,484,828 as at 31/03/17.

[WDDC] £31,352,635 collected out of £31,858,852 as at 31/03/17.

[WPBC] £17,839,406 collected out of £18,342,029 as at 31/03/17.

Collection has been affected by a number of factors including that customers are now able to spread instalments over 12, rather than 10 months. In a number of these cases, payment of the March instalment may not be received until after year end. Please note this KPI is cumulative throughout the year.

Key risk areas

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

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

Business Improvement

Head of Service – Penny Mell

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

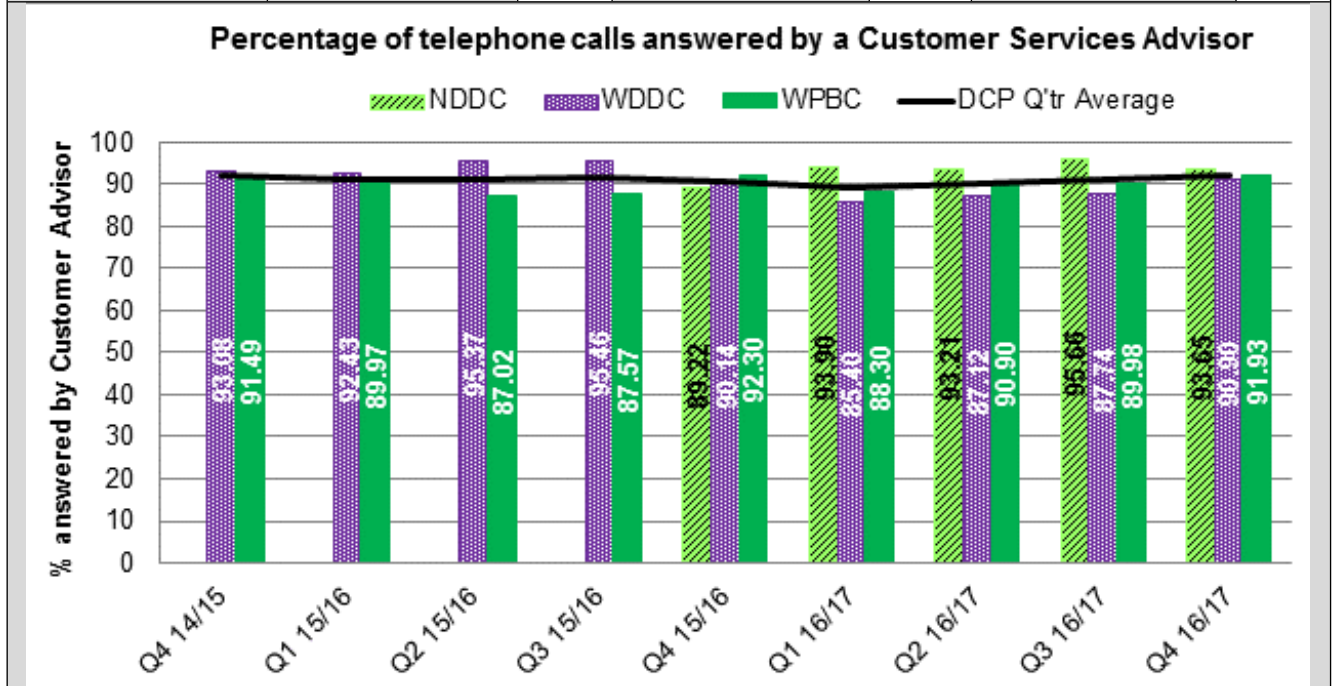
Lead Brief holders – **Corporate Affairs and Continuous Improvement, Social Inclusion**

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	760,223	The end of year underspend is attributable to a number of factors. These include: staff vacancies which have occurred throughout the year; work within the communications service to reduce costs as agreed through the service review process and continued work within IT to rationalise IT systems and contracts thus gradually reducing spend. This underspend within IT was considered as part of the 2017/18 budget setting round and a savings target has been agreed for 2017/18 which reflects this.
Premises	7,272	
Transport	3,558	
Supplies & Services	757,305	
Income	(84,941)	
Net expenditure	1,443,417	
Actual variance	32,407 (F)	
Q3 Predicted variance	64,535 (F)	
Q2 Predicted variance	10,000 (F)	
Q1 Predicted variance	10,000 (F)	

Key performance data

Percentage of telephone calls answered by a Customer Services Advisor					Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q4 2016/17 Actual	94%	✓	91%	⚠	92%	✓
Q4 2016/17 Target	92%		92%			
FY 2016/17 Actual	94%		88%			
FY 2016/17 Target	92%		92%			
FY 2015/16 Actual	n/a		93.32%		89.05%	



[NDDC] 3,879 out of the 4,142 calls made were answered by a Customer Advisor during Q4. 16,206 out of 17,237 during 2016/17.

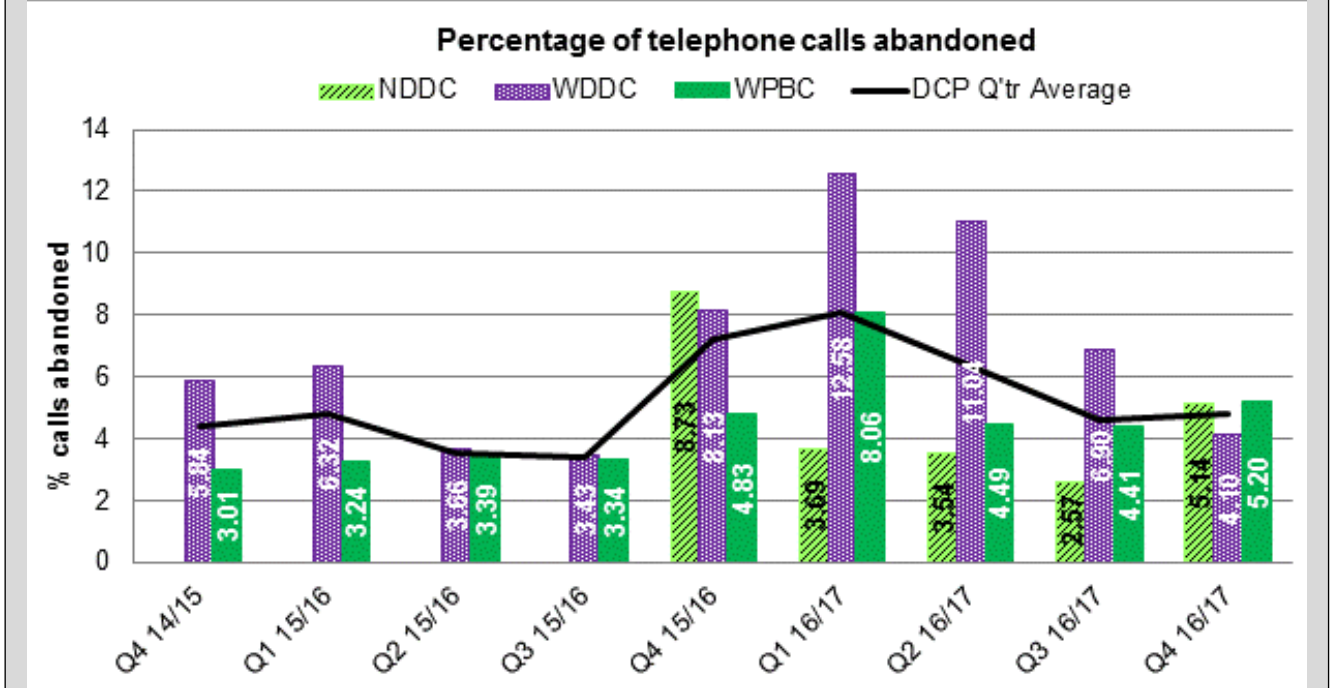
[WDDC] 7,466 out of the 8,213 calls made were answered by a Customer Advisor during Q4. 34,593 out of 39,546 during 2016/17.

[WPBC] 7,943 out of the 8,640 calls made were answered by a Customer Advisor during Q4. 34,238 out of 37,982 during 2016/17.

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

[NDDC] The average speed at which calls are answered remains good at 21 seconds for North Dorset.

Percentage of telephone calls abandoned			Aim	↓
Authority	North Dorset	West Dorset	Weymouth & Portland	
Q4 2016/17 Actual	5%	4%	5%	✓
Q4 2016/17 Target	6%	6%	6%	
FY 2016/17 Actual	4%	9%	6%	
FY 2016/17 Target	6%	6%	6%	
FY 2015/16 Actual	n/a	5.43%	3.57%	



[NDDC] 213 out of the 4,142 calls made were abandoned during Q4. 650 out of 17,237 during 2016/17.

[WDDC] 337 out of the 8,213 calls made were abandoned during Q4. 3,666 out of 39,546 during 2016/17.

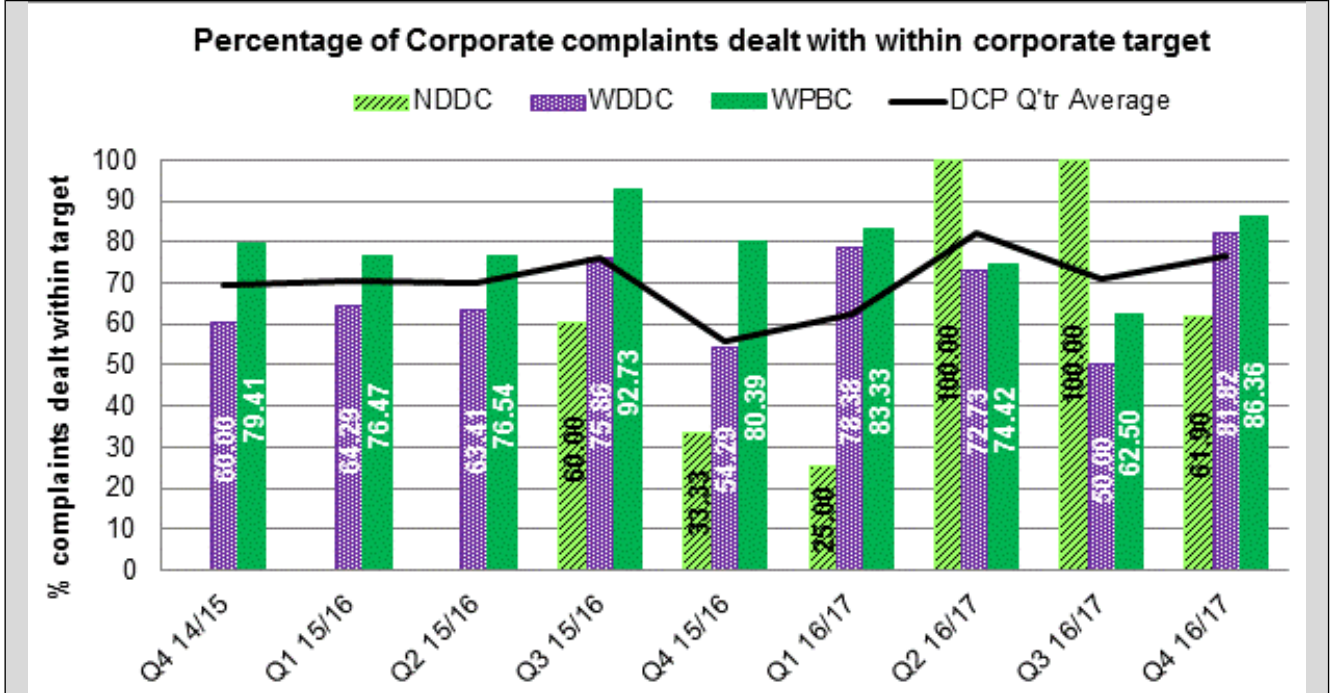
[WPBC] 449 out of the 8,640 calls made were abandoned during Q4. 2,175 out of 37,982 during 2016/17.

[WPBC/WDDC] We have seen an improvement in our abandoned call rate, as we have recently changed the CRM shortcut from 0 to 100. When staff forgot to press 9 for an outside line, this was previously adding to West Dorset's abandoned rate.

Over the last 3 month reporting period, the average time at which a customer abandons their call is now 2 minutes and 3 seconds.

Number of phone calls received by Customer Services			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q4 2016/17 Actual	4,142	8,213	8,640
Q3 2016/17 Actual	3,501	7,887	8,076
Q2 2016/17 Actual	4,494	10,644	9,659
Q1 2016/17 Actual	5,100	12,802	11,607
Q4 2015/16 Actual	5,501	10,164	8,752
Q3 2015/16 Actual	n/a	9,580	10,545
Q2 2015/16 Actual	10,057	11,404	14,612

Percentage of Corporate complaints dealt with within Corporate target (Stage 1: 10 working days, Stage 2 and 3: 15 working days)				Aim	↑
Authority	North Dorset	West Dorset	Weymouth & Portland		
Q4 2016/17 Actual	62%	82%	86%		
Q4 2016/17 Target	80%	80%	80%		
FY 2016/17 Actual	63%	70%	77%	✗	✓
FY 2016/17 Target	80%	80%	80%		
FY 2015/16 Actual	n/a	66.22%	81.86%		



[NDDC] 62% out of the 21 corporate complaints (excl DCC complaints) dealt with within Q4 were completed within corporate targets. (This relates to 5 Stage 1 complaints and 3 Stage 2 complaints from four service areas, which were not dealt with within the corporate target). 24 out of 38 were within target time during 2016/17.

[WDDC] 82% out of the 22 corporate complaints dealt with within Q4 were completed within corporate targets. 95 out of 135 were within target time during 2016/17.

[WPBC] 86% out of the 22 corporate complaints dealt with within Q4 were completed within corporate targets. 116 out of 151 were within target time during 2016/17.

We have recently introduced a new corporate complaints procedure for Dorset Councils Partnership, under the guidance of the Local Government Ombudsman. The new procedure is designed to improve customer satisfaction by ensuring that most complaints are resolved at first point of contact, efficiently and effectively. Then, only the most serious complaints are subject to further review. This will allow the Councils to deal with complaints quickly. The new Corporate Complaints procedure was implemented on Monday 28th November. The first set of data relating to this new procedure will be included in the Q4 report.

Key risk areas

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

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

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

Loss of IT Network & Systems / Cyber Attack				
CURRENT SCORE		Planned risk reduction initiatives Implement local recovery centre. Test Disaster Recovery/Business Continuity plan at least annually. Ensure restoration priorities are established and understood by the organisation. Services to have local fail over arrangements. There has recently been a significant international cyber-attack which has been targeting various organisations. Whilst DCP were not impacted by the cyber-attack we remain vigilant in our mitigation techniques, specifically: Deploying Microsoft Security Bulletin MS17-010 Security Update for Microsoft Windows SMB Server (4013389), Only running supportable operating systems, User awareness training on Phishing, Social engineering etc., Keeping systems patched and updated, Effective anti-virus, Cloud based spam and web filtering, End-point security, Perimeter security (firewalls), Vulnerability scanning, Backups	TARGET SCORE	
Impact	5		Impact	2
Likelihood	2		Likelihood	2
Risk Score	10		Risk Score	4
Risk Rating	HIGH		Risk Rating	LOW

Loss, disruption or interception of electronic data				
CURRENT SCORE		Planned risk reduction initiatives A range of technical solutions are in place within the IT infrastructure to help secure the Partnership's data and prevent data loss. As a PSN organisation, the Partnership is also subject to annual PSN compliance regime including PEN testing. As well as these technical measures, work is underway to improve the Partnership's Information Governance arrangements under the leadership of the Partnership's Information Governance Officer. As the Partnership progresses, particularly with SMART working, IT users and their role within maintaining data security is critical and within Business Improvement work is currently underway to review these arrangements. This work is being supported by the Cyber Security Audit which has just completed.	TARGET SCORE	
Impact	5		Impact	3
Likelihood	3		Likelihood	1
Risk Score	15		Risk Score	3
Risk Rating	HIGH		Risk Rating	LOW

Community Protection

Head of Service – Graham Duggan

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

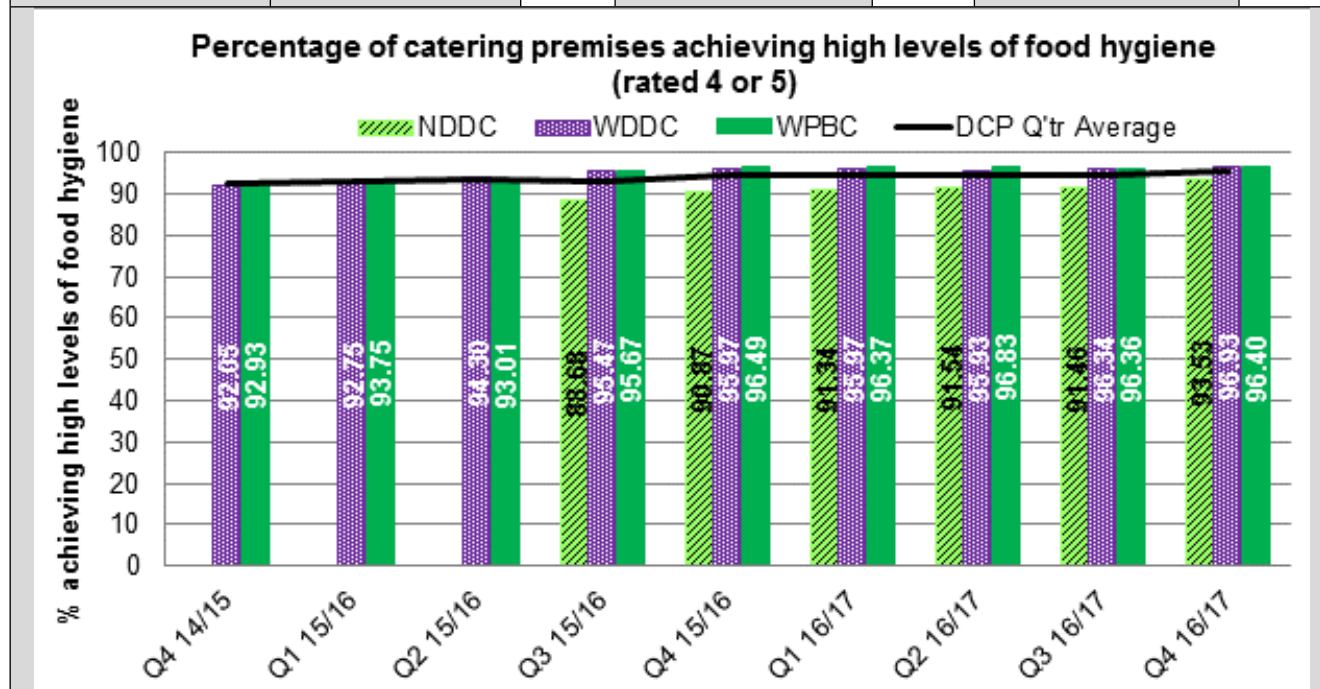
Lead Brief holders – **Community Safety, Environment and Sustainability, Community Facilities**

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	1,561,957	Favourable position principally due to underspends in areas of Parks & Open Spaces and an increase in rent income; additional income from Bereavement Services and salary savings from vacant posts in Environmental Health (ahead of service re-structure in 2017-18).
Premises	201,432	
Transport	200,063	
Supplies & Services	3,021,795	
Payments to clients	32,249	
Income	(1,824,289)	
Net expenditure	3,193,207	
Actual variance	206,752 (F)	
Q3 Predicted variance	76,237 (F)	
Q2 Predicted variance	16,540 (A)	
Q1 Predicted variance	57,540 (A)	

Key performance data

Percentage of catering premises achieving high levels of food hygiene (rated 4 or 5)					Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q4 2016/17 Actual	93.53%	✓	96.93%	✓	96.40%	
Q4 2016/17 Target	90%		90%		90%	
FY 2016/17 Actual	93.53%		96.93%		96.40%	
FY 2016/17 Target	90%		90%		90%	
FY 2015/16 Actual	90.87%		95.97%		96.49%	



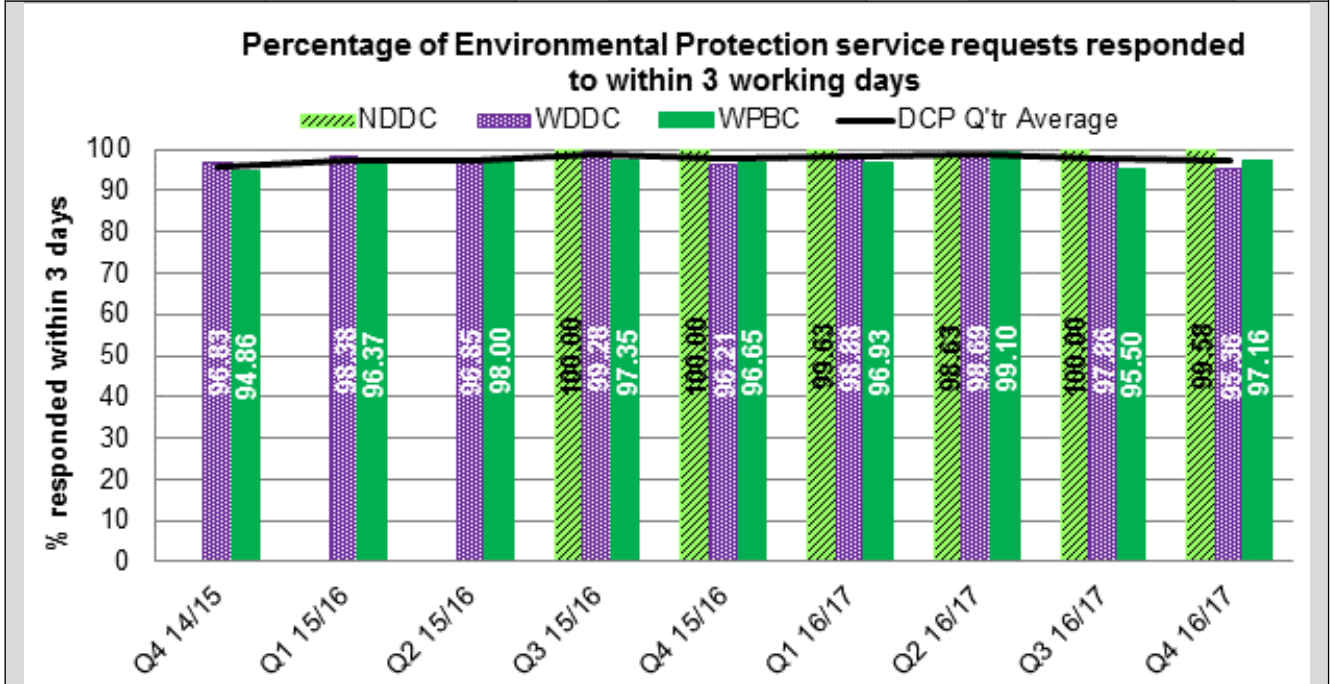
[NDDC] 434 out of 464 catering premises are rated 4 or 5 under the National Food Hygiene Rating Scheme.

[WDDC] 1,010 out of 1,042 catering premises are rated 4 or 5.

[WPBC] 428 out of 444 catering premises are rated 4 or 5.

Food hygiene standards are good in the DCP area, comparing favourably to the rest of Dorset and the UK.

Percentage of Environmental Protection service requests responded to within 3 working days				Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland
Q4 2016/17 Actual	99.6%	✔	95.4%	✔	97.2%
Q4 2016/17 Target	95%		95%		95%
FY 2016/17 Actual	99.6%		95.4%		97.2%
FY 2016/17 Target	95%		95%		95%
FY 2015/16 Actual	100%		97.64%		97.28%



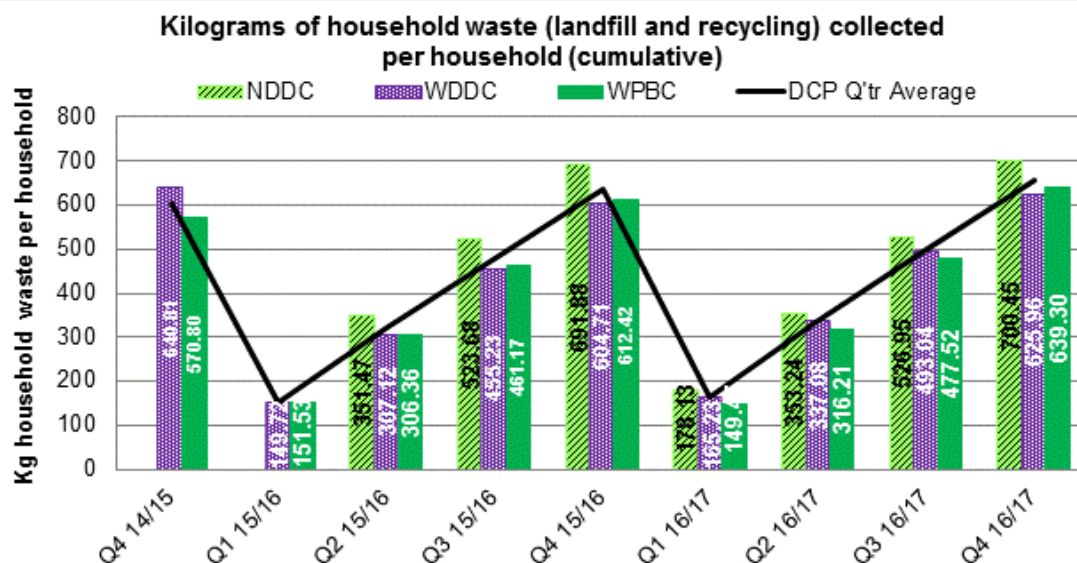
[NDDC] 230 out of 240 Environmental Protection service requests were responded to within 3 working days during Q4.

[WDDC] 493 out of 517 Environmental Protection service requests were responded to within 3 working days.

[WPBC] 308 out of 317 Environmental Protection service requests were responded to within 3 working days.

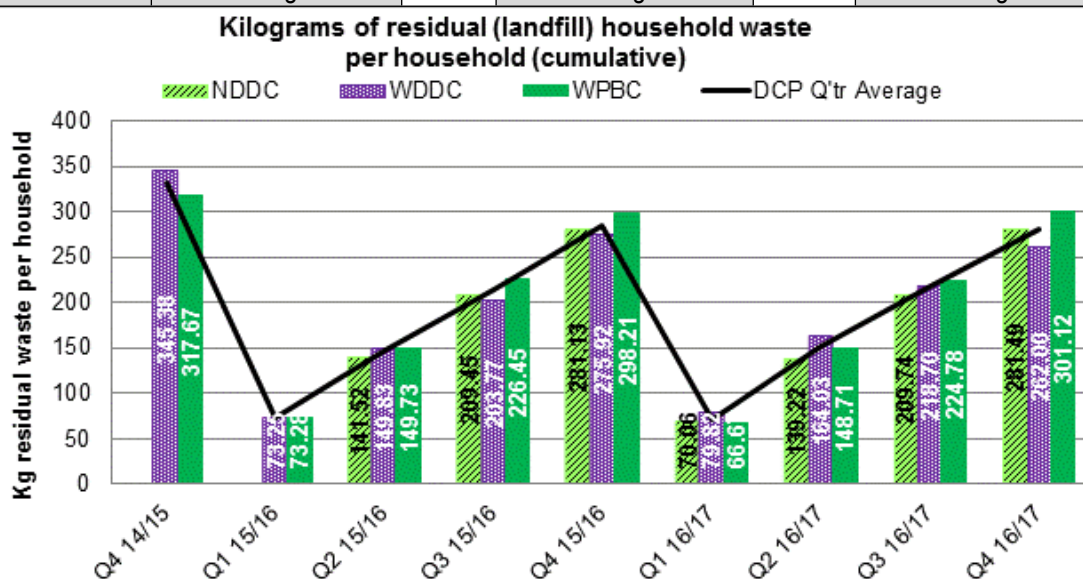
Urgent pollution incident notifications are responded to immediately.

Kilograms of household waste (landfill and recycling) collected per household (cumulative)					Aim	↓
Authority	North Dorset		West Dorset		Weymouth & Portland	
FY 2016/17 Actual*	701 Kg/hh*	⊗	626 Kg/hh*	⊙	639 Kg/hh*	
FY 2016/17 Target	640 Kg/hh		640 Kg/hh		640 Kg/hh	
FY 2015/16 Actual	692 Kg/hh		605 Kg/hh		612 Kg/hh	



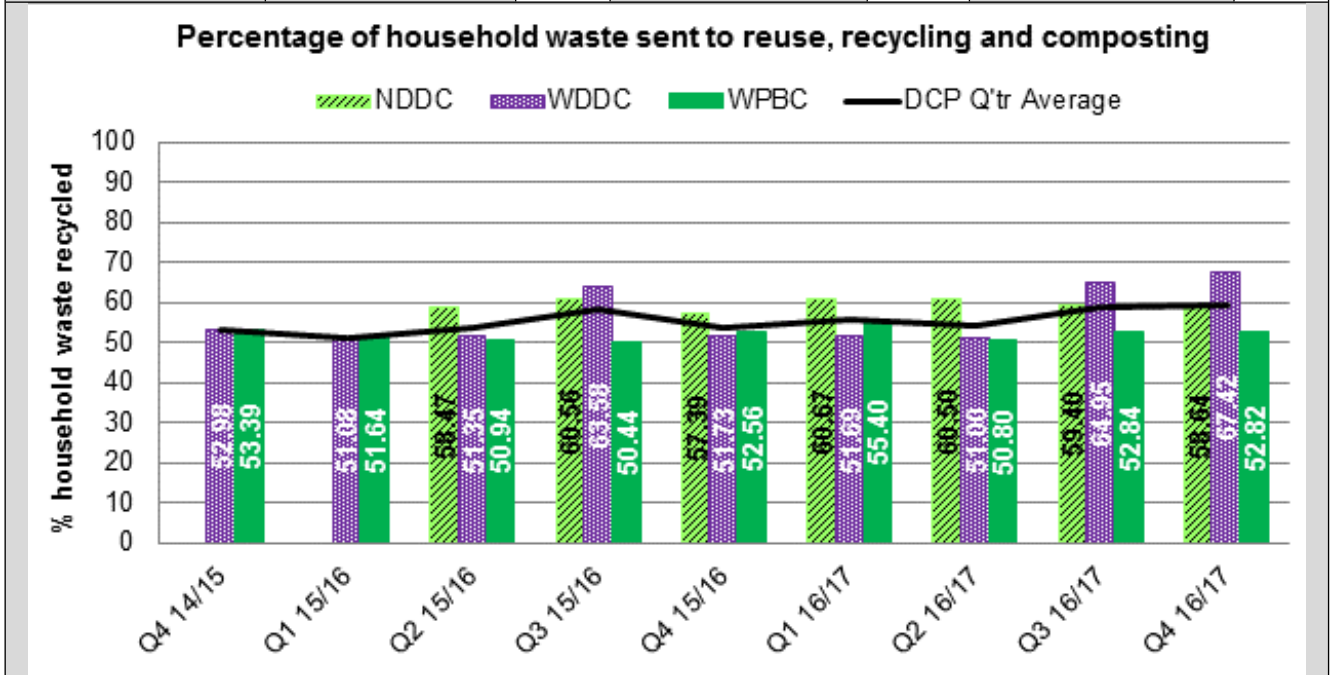
***Financial Year 2016/17 figure is provisional and awaiting validation from Dorset Waste Partnership.** North Dorset has always had higher waste arising's. Waste arisings in all areas have increased, the 640kg target is for the whole of the DWP area and DWP are on track to meet that. Household waste arising's can vary with the economic situation and DWP has limited influence. Please note this KPI is cumulative throughout the year.

Kilograms of residual (landfill) household waste per household (cumulative)					Aim	↓
Authority	North Dorset		West Dorset		Weymouth & Portland	
FY 2016/17 Actual*	282 Kg/hh*	⚠	262 Kg/hh*	⊙	301 Kg/hh*	
FY 2016/17 Target	280 Kg/hh		340 Kg/hh		310 Kg/hh	
FY 2015/16 Actual	281 Kg/hh		276 Kg/hh		298 Kg/hh	



***Financial Year 2016/17 figure is provisional and awaiting validation from Dorset Waste Partnership.** Whilst recycling rates are generally excellent, this indicator can show where follow-up education and awareness campaigns are best focused. Please note this KPI is cumulative throughout the year.

Percentage of household waste sent to re-use, recycling and composting					Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q4 2016/17 Actual	59%	⚠	67%	✔	53%	✔
Q4 2016/17 Target	60%		50%		50%	
FY 2016/17 Actual*	60%		58%		53%	
FY 2016/17 Target	60%		50%		50%	
FY 2015/16 Actual	59%		54%		51%	



*Financial Year 2016/17 figure is provisional and awaiting validation from Dorset Waste Partnership.

Recycling rates are amongst the best in the UK. DWP is refreshing its recycling campaign in areas where performance has reduced.

Number of missed household waste collections (per 100,00 collections)			Aim	↓
Authority	North Dorset	West Dorset	Weymouth & Portland	
Q4 2016/17 Actual	1,090	873	963	
Q3 2016/17 Actual	911	789	1,120	
Q2 2016/17 Actual	916	1,058	1,406	
Q1 2016/17 Actual	750	1,076	1,216	
Q4 2015/16 Actual	642	1,208	1,485	
Q3 2015/16 Actual	579	1,660	1,517	
Q2 2015/16 Actual	595	992	3,240	
Q1 2015/16 Actual	674	1,072	3,410	

Performance in the DCP area is comparable to other partner councils. In 2017-18 data will also be shown as a % of total number of collections. Performance good in comparison to other waste partnerships.

Possible causes of the increase in North Dorset missed bins can be linked to vehicle breakdowns that were experienced during February & March compounded by staff shortages (vacant posts, annual leave, and high sickness absence). The Shaftesbury Depot ran additional crews to collect certain materials, due to breakdowns of the tri-stream vehicles, and it appears some of these crews lacked local knowledge of the round they were covering. Unfortunately this did result in glass not being collected on a number of rounds during this period and residents had to hold onto this material for another fortnight to be collected.

In addition new garden waste rounds went live on 6th March and did suffer some initial teething problems – crews from Poundbury and Ferndown now service bins in the North Dorset area – areas they were unfamiliar with resulted in a small number of missed collections, and some assisted collections were missing from round sheets. However it seems these issues were less significant than the vehicle breakdowns.

Staff vacancies at Shaftesbury are in the process of being filled, and we are also looking at vehicle procurement and timing of the tri-stream replacements, given the level of breakdown.

Regarding North Dorset; when comparing Shaftesbury's figures for the last three quarters with the previous year, the number of missed collections have increased:

2015/16 Figures: Q2 = 595, Q3 = 579, Q4 = 642

Key risk areas

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

Very High Risks	0
High Risks	0
Medium Risks	3
Low Risks	5

Housing

Head of Service – Clive Milone

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

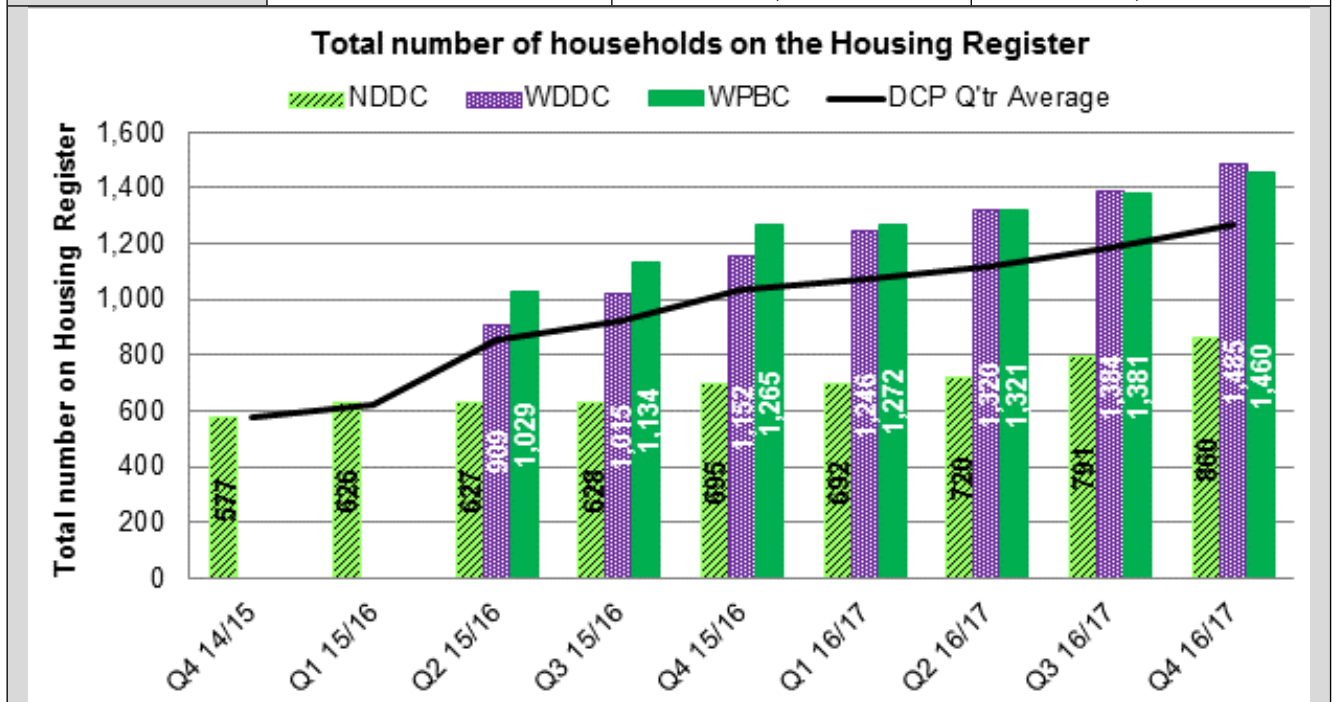
Lead Brief holder – Housing

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	534,878	Savings have accrued due in the main to staffing efficiencies and through less expenditure than expected on homelessness prevention.
Premises	312,300	
Transport	7,069	
Supplies & Services	421,252	
Income	(500,794)	
Net expenditure	774,705	
Actual variance	119,887 (F)	
Q3 Predicted variance	18,700 (F)	
Q2 Predicted variance	34,000 (F)	
Q1 Predicted variance	5,900 (F)	

Key performance data

Total number of households on the Housing Register			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q4 2016/17 Actual	860	1,485	1,460
Q3 2016/17 Actual	791	1,384	1,381
Q2 2016/17 Actual	720	1,320	1,321
Q1 2016/17 Actual	692	1,246	1,272
Q4 2015/16 Actual	695	1,152	1,265
Q3 2015/16 Actual	628	1,015	1,134



All three registers continue to grow slowly. This is expected with no overriding cause for concern, as demand for social housing exceeds supply.

It is becoming harder for people to get private rent due to landlords wanting guarantors and anything up to 6 months in advance. We are also opening up the register in both West Dorset and North Dorset to applicants that are adequately housed this will definitely increase numbers.

Hopefully numbers will go down a little as new housing schemes come in although it is not anticipated that this is going to be enough to decrease figures by very much.

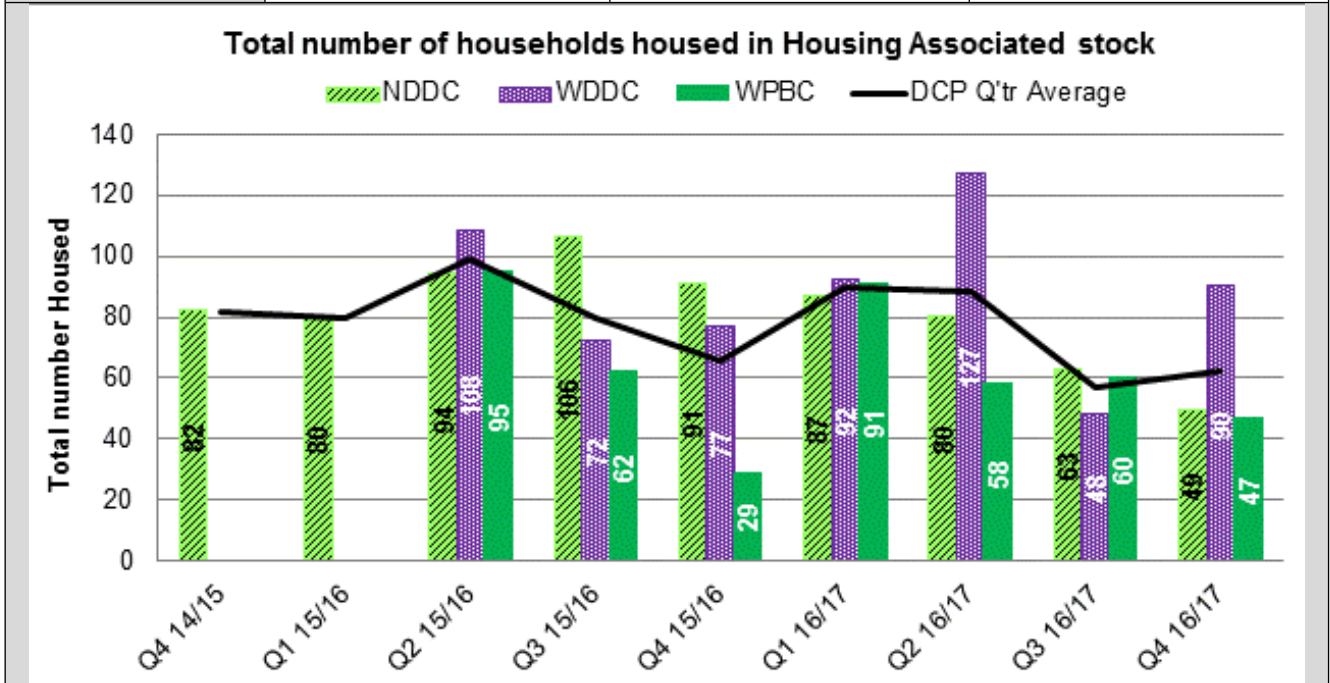
We have the 2 year local connection in place but this has not decreased the amount applying to the register in fact numbers have stayed consistent.

We review the register and remove applicants that are not bidding in NDDC area but due to staffing resources this has not been happening.

Applicants impacted by welfare reform are choosing to apply to the register to become new tenants or to downsize their current social housing.

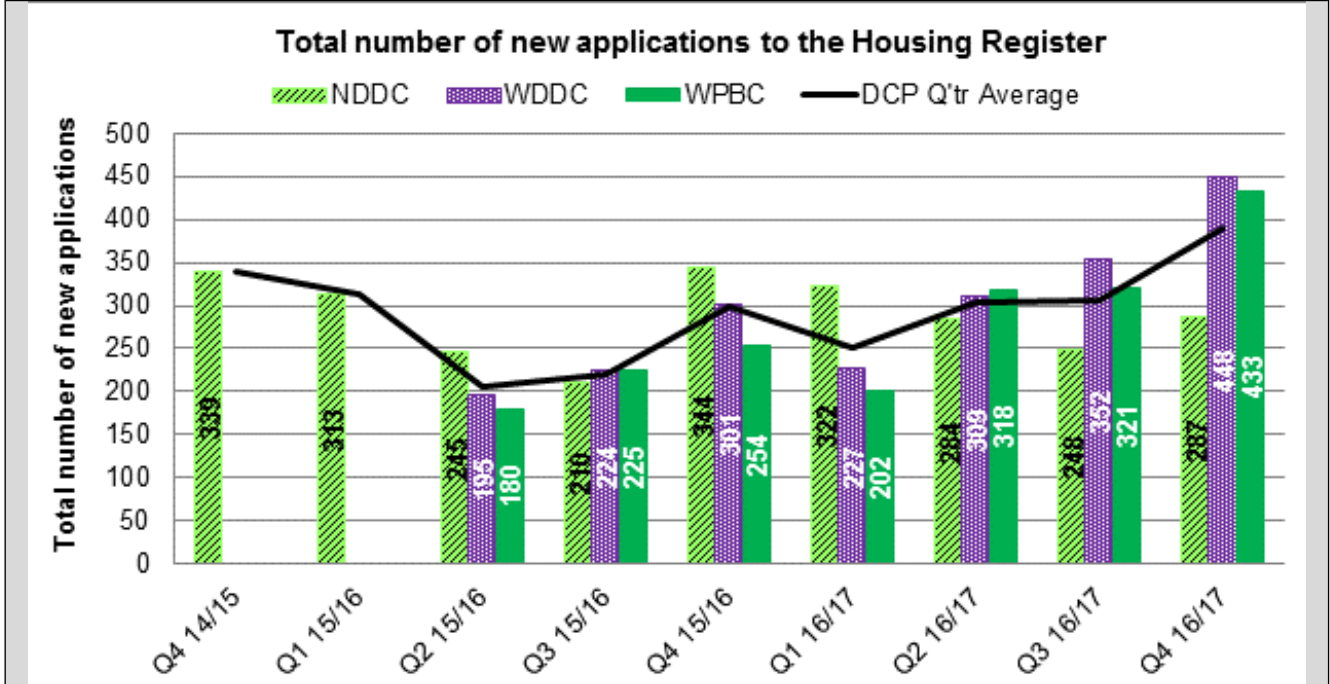
Twice in the past we have asked applicants to re-register due to substantial changes to the Home Choice Common Allocation Policy, this was last done in December 2014. When we do this inevitably the numbers reduce greatly this is due to applicants not re-applying, or because they no longer wish to remain on the register or because they have moved away and not informed us. But because the new applications to the housing register remain constant across the partnership the register gradually increases again.

Total number of households housed in Housing Associated stock			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q4 2016/17 Actual	49	90	47
Q3 2016/17 Actual	63	48	60
Q2 2016/17 Actual	80	127	58
Q1 2016/17 Actual	87	92	91
Q4 2015/16 Actual	91	77	29
Q3 2015/16 Actual	106	72	62



There has been an increase in WDDC and a small decrease in NDDC/WPBC in the number of members housed. We do not have any control over the number of properties available as this lies with the Registered Providers.

Total number of new applications to the Housing Register			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q4 2016/17 Actual	287	448	433
Q3 2016/17 Actual	248	352	321
Q2 2016/17 Actual	284	309	318
Q1 2016/17 Actual	322	227	202
Q4 2015/16 Actual	344	301	254
Q3 2015/16 Actual	210	224	225

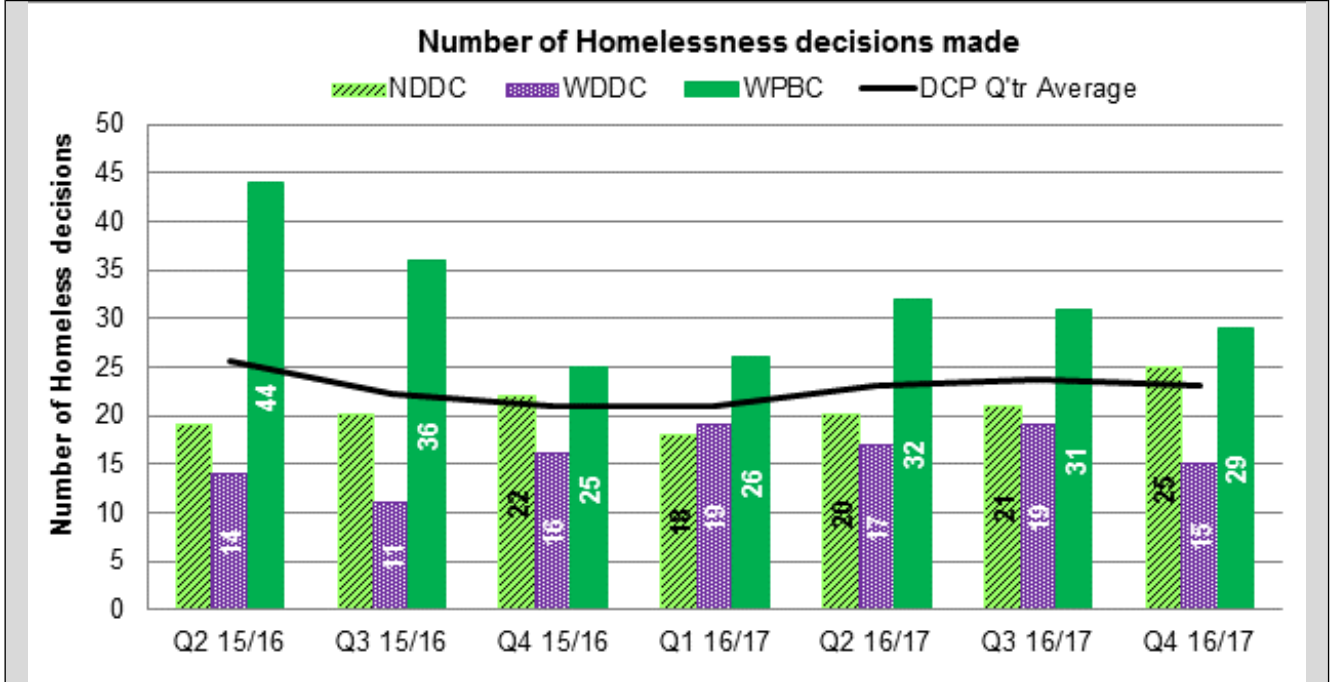


The average of new applications to the housing register is rapidly increasing, which is reflected in the number of households on the housing register. This will also increase due to the changes within the new Policy which allows Adequatley Housed in NDDC/WDDC, also we may see an increase in those applying for Community Land Trust.

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

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

Number of homelessness decisions made			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q4 2016/17 Actual	25	15	29
Q3 2016/17 Actual	21	19	31
Q2 2016/17 Actual	20	17	32
Q1 2016/17 Actual	18	19	26
Q4 2015/16 Actual	22	16	25
Q3 2015/16 Actual	20	11	36



[NDDC] There has been no marked increase in the number of homelessness cases for NDDC.

[WDDC/WPBC] The number of decisions issued in WPBC remains consistent. In WDDC there has been a decrease in both the total number of decisions and acceptances. There is no apparent explanation for the decrease and may just be temporary.

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

The homeless cases accepted during the 4th quarter of 2016/17 were:

Period	NDDC	WDDC	WPBC
Q4 16/17	15	7	12
Q3 16/17	13	10	12
Q2 16/17	20	12	32
Q1 16/17	14	6	10

Key risk areas

14 Service operational risks have been identified for Housing:-

Very High Risks	0
High Risks	0
Medium Risks	6
Low Risks	7

Planning Development Management & Building Control

Head of Service – Jean Marshall

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

Lead Brief holder – **Environment and Sustainability****Revenue summary**

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	573,642	<p>Application numbers and resultant fee income has remained relatively consistent in the area throughout the year but with relatively low new development rates within the Borough over the whole year. This has affected both DM planning fee income and B Control income given the low development rates with income being in excess of £100k down on predictions. Like NDDC and WDDC the main income has been derived from mainly minor and householder schemes with little major development occurring and repeat applications following refusals do not attract a second fee. Although therefore application numbers have remained stable and seen to be increasing, these are not drawing in the higher incomes.</p> <p>Building Control costs have remained on target with the service performing well against competition but with a downturn of work available to bid for generally.</p> <p>It should be noted that the costs of environmental admin team (WDWP) have included admin staff in Assets and Infrastructure team which have continued to sit within the Planning budget throughout the year and where there have been staff shortages and use of agency to fill gaps. These staff will be transferred into their own service area in 2017/18.</p> <p>Costs also include full repayment of the DSIP funds agreed in December 2015.</p> <p>In September 2016 a service restructure took place with a resultant change in budgets at mid year.</p>
Transport	9,671	
Supplies & Services	42,979	
Income	(498,330)	
Net expenditure	127,962	
Actual variance	156,234 (A)	
Q3 Predicted variance	174,970 (A)	
Q2 Predicted variance	25,413 (A)	
Q1 Predicted variance	31,024 (A)	

Key performance data

Number of valid applications received – by application type – North Dorset					
Month	Major	Minor	Other	Misc*	TOTAL
March	3	31	30	133	197
February	6	23	59	142	230
January	1	25	40	109	175
December	0	16	39	61	116
November	1	18	47	123	189
October	0	35	48	108	191
September	2	26	32	129	189
August	1	25	52	112	190
July	2	25	39	116	182
June	5	32	70	104	211
May	4	29	54	74	161
April	1	27	72	112	212

*Misc includes Pre-apps and PDs

Levels of applications have risen back to reflect a rising application trend, with a significant “spike” in February for no specific reason. Figures for NDDC are generally staying stable. The number of misc, in particular, will be important to keep in check as these can add considerable pressure as there is a requirement to refund fees if certain applications within this field are not dealt with in the correct time periods. This is an additional pressure alongside DCLG performance targets.

Number of valid applications received – by application type – West Dorset					
Month	Major	Minor	Other	Misc*	TOTAL
March	3	42	110	104	259
February	2	45	86	97	230
January	2	52	131	108	293
December	2	12	35	62	111
November	6	40	86	102	234
October	5	36	98	102	241
September	6	23	67	60	162
August	6	43	84	70	203
July	5	41	91	69	206
June	2	39	82	65	188
May	3	43	93	84	223
April	6	34	109	68	217

*Misc includes Pre-apps and PDs

Levels of applications have risen back to reflect a rising application trend, with January being particularly high following a lower than expected December figure. The number of misc, in particular will be important to keep in check as these can add considerable pressure as there is a requirement to refund fees if certain applications within this field are not dealt with in the correct time periods. This is an additional pressure alongside DCLG performance targets.

Number of valid applications received – by application type – Weymouth & Portland					
Month	Major	Minor	Other	Misc*	TOTAL
March	2	18	41	43	104
February	0	8	28	25	61
January	1	12	29	27	69
December	0	6	19	18	43
November	2	9	38	29	78
October	1	9	27	29	66
September	0	6	12	22	40
August	2	13	25	16	56
July	0	16	23	23	62
June	2	11	38	34	85
May	3	14	35	18	70
April	1	17	23	23	64

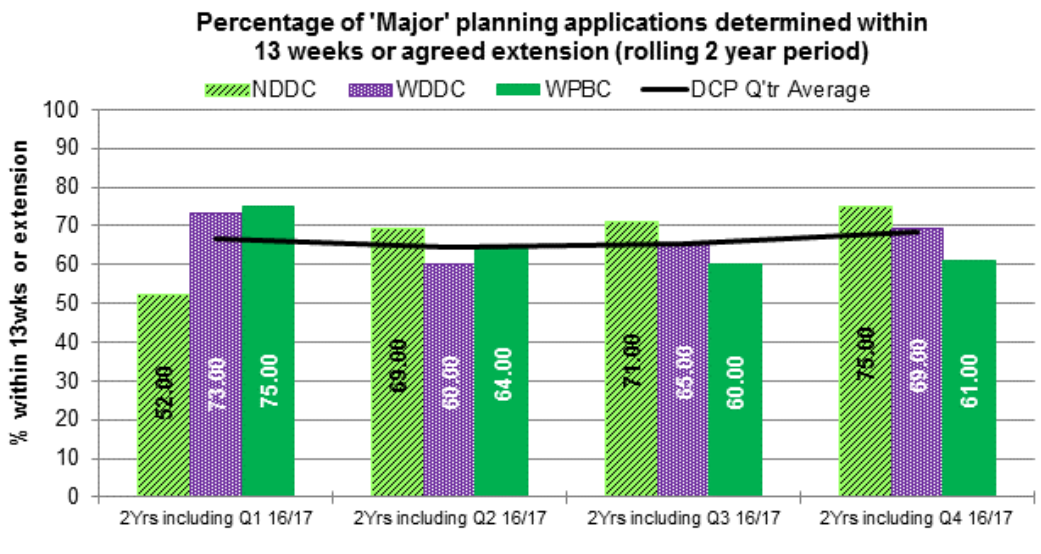
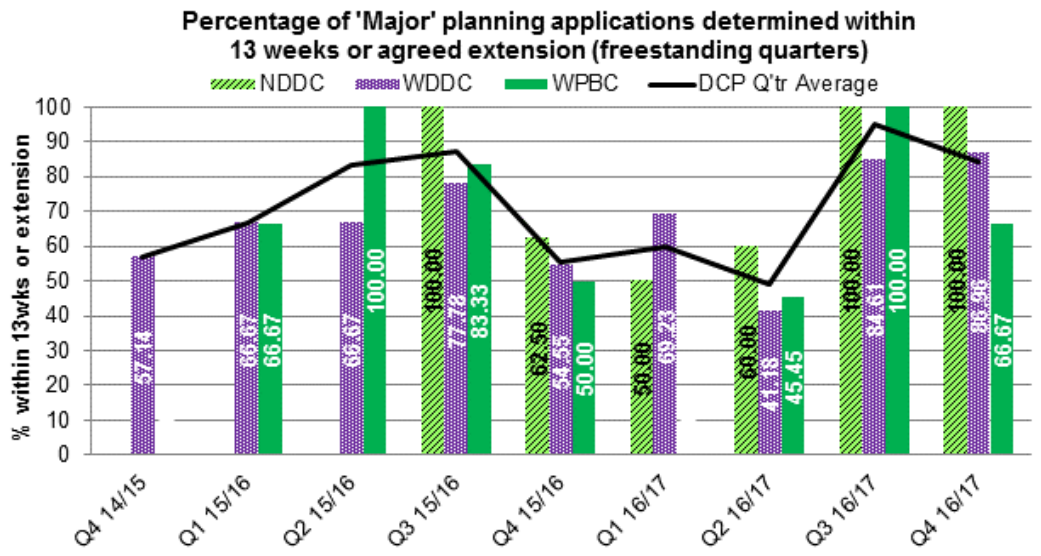
*Misc includes Pre-apps and PDs
 WPBC applications have started to increase in number again in Q4 with March being a particularly high month compared to previous. The number of misc, in particular will be important to keep in check as these can add considerable pressure as there is a requirement to refund fees if certain applications within this field are not dealt with in the correct time periods. This is an additional pressure alongside DCLG performance targets.

Fee Income Q4			
Type of Fee	North Dorset	West Dorset	Weymouth & Portland
Condition Fee	£4,522.00	£5,417.50	£2,121
Non Material Amendment	£2,633.00	£3,051.50	£866
Permitted Development Case Fee	£0	£2,473	£949.80
Planning applications	£79,974.50	£188,081	£62,239.50
Pre-App	£8,968.36	£8,604	£2,940
Enforcement Case Appeals / Fees	£0	£0	£0
TOTAL	£96,097.86	£207,627	£69,116.30

The above figures are significantly higher than Q3 and show a return to mid 2016 levels for all authorities overall although there is considerable variation in fees for different application types. It should be noted that applications resubmitted after a refusal do not pay a fee providing the proposal is of the same character and description.

Fees for some discretionary services are yet to be aligned across the DCP which will occur in 2017/18 which should assist in improving the pre-app fees in WPBC in particular where some pre-apps remain free at present. There will also be some fee income from non planning application work which will be introduced during 2017/18.

Percentage of 'Major' planning applications determined within 13 weeks or agreed extension of time				Aim	↑
Authority	North Dorset	West Dorset	Weymouth & Portland		
Q4 2016/17 Actual	100%	87%	67%		⚠
Q4 2016/17 Target	70%	70%	70%		⚠
2FY (rolling) Actual	75%	69%	61%		✅
2FY (rolling) Target	50%	50%	50%		✅
FY 2015/16 Actual	56.52%	65.71%	75.00%		



[NDDC] 5 out of 5 major planning applications have been processed within 13 weeks or agreed time extension during Q4.
 [WDDC] 20 out of 23 major planning applications have been processed within 13 weeks or agreed time extension during Q4.

[WPBC] 2 out of 3 major planning applications have been processed within 13 weeks or agreed time extension during Q4.

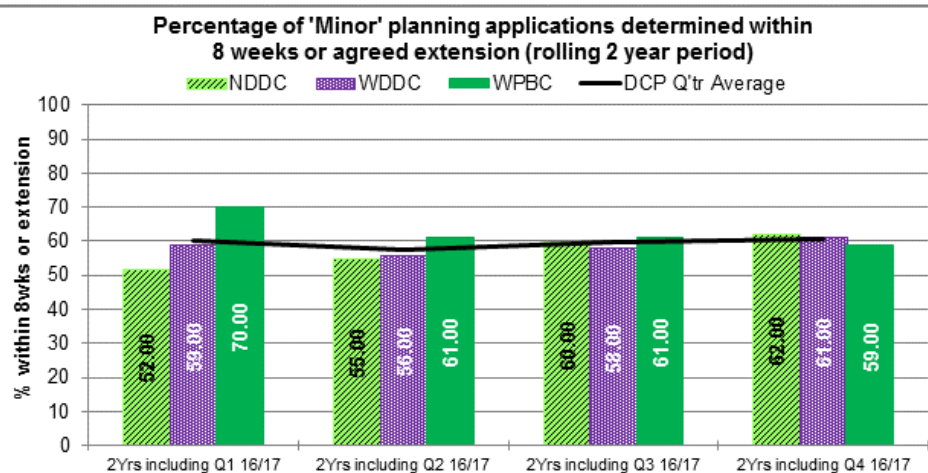
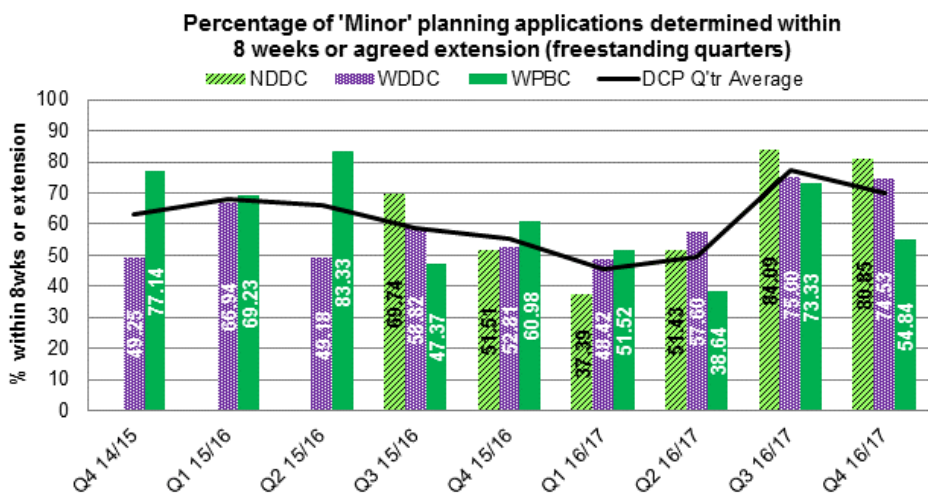
WPBC performance has reduced compared to the previous quarter due to the small numbers of applications within this category being 3 total within the quarter therefore making percentage changes large.

Targets now reflect DSIP (Development Services Improvement Plan) agreed targets. (NB the national target is lower at 50% but will rise again in 2018 to 60 based on the average over the previous 2 year period (measure we believe as at 30 August)

All targets for 2017 will be adjusted to reflect the Government targets not DSIP.

The two year national target now applies to Major and "non major" applications which do not reflect the current reporting of Majors, minors and others. This will be adjusted for Q1 2017 but for consistency for this year the existing categories of application type have been retained.

Percentage of 'Minor' planning applications determined within 8 weeks or agreed extension				Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland
Q4 2016/17 Actual	81%	✓	75%	✓	55%
Q4 2016/17 Target	60%	✓	60%	✓	60%
2FY (rolling) Actual	62%	⚠	61%	✗	59%
2FY (rolling) Target	65%	⚠	65%	✗	65%
FY 2015/16 Actual	60.06%		57.07%		63.87%



[NDDC] 38 out of 47 minor planning applications have been processed within 8 weeks or agreed time extension during Q4.

[WDDC] 79 out of 106 minor planning applications have been processed within 8 weeks or agreed time extension during Q4.

[WPBC] 17 out of 31 minor planning applications have been processed within 8 weeks or agreed time extension during Q4.

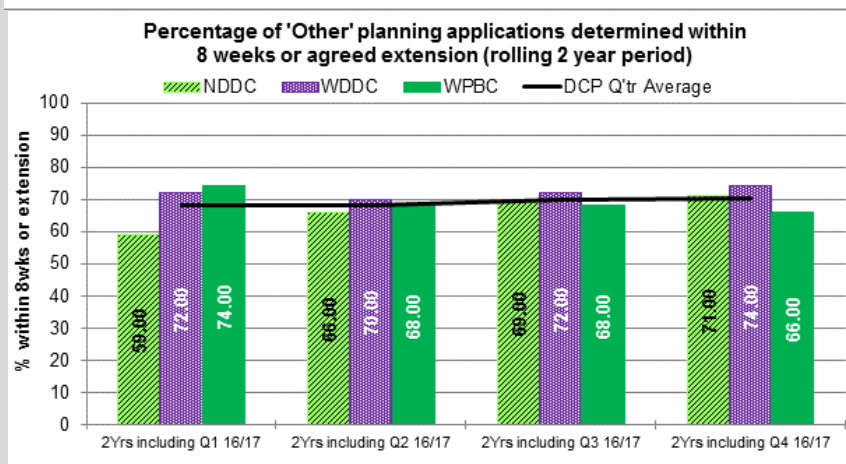
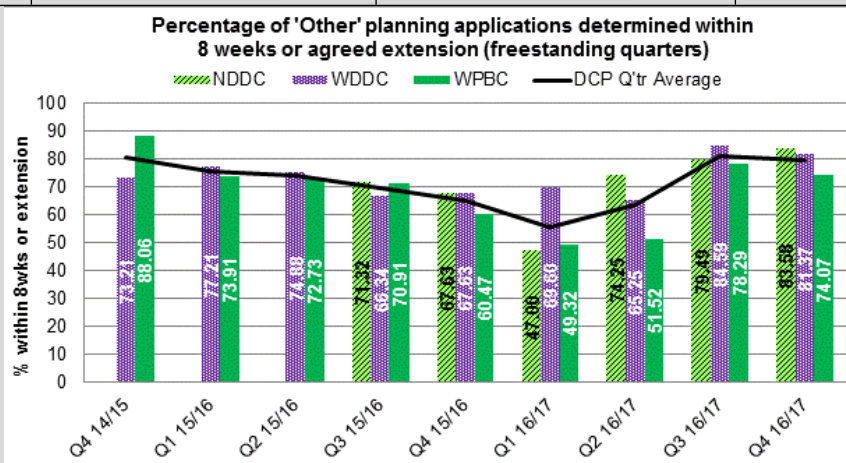
WPBC has experienced some difficulties in obtaining Extensions of Time and performance is generally improving although Q3 was exceptionally good, but upward performance trend generally. This needs to be carefully monitored.

DCLG will no longer be considering targets against a "minors" category but are combining minors and a part of the "others" category into a single statistic of "non-majors". From Q1 2017 we will therefore be reporting against this new criteria. Furthermore the required target against which LPAs will be considered for designation purposes is also changing and will be reflected in Q1 figures which for the new non-majors category will be 65%. Current figures have been kept as FY 2016-17 for comparison purposes.

NB the new criteria does not reflect the combination of all minors or others so will not be capable of direct comparison to these targets.

The rolling figure is also not being considered on a quarterly rolling figure but is based on a 2 year target backdated as at 30 August. The rolling target will therefore be adjusted to reflect this.

Percentage of 'Other' planning applications determined within 8 weeks or agreed extension				Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland
Q4 2016/17 Actual	84%	✓	81%	✓	74%
Q4 2016/17 Target	80%	✓	80%	✓	80%
2FY (rolling) Actual	71%	✗	74%	✗	66%
2FY (rolling) Target	80%	✗	80%	✗	80%
FY 2015/16 Actual	68.26%		71.41%		69.23%



[NDDC] 112 out of 134 other planning applications have been processed within 8 weeks or agreed time extension during Q4.

[WDDC] 214 out of 263 other planning applications have been processed within 8 weeks or agreed time extension during Q4.

[WPBC] 60 out of 81 other planning applications have been processed within 8 weeks or agreed time extension during Q4.

Performance against an "others" target will change from Q1 2017 as this will no longer be measured. Performance in these fields has been affected by large numbers of "miscellaneous" applications which are not planning applications (includes notifications and discharge of conditions) hence the governments desire to change the criteria as there are different national targets for such applications which our KPIs do not currently reflect.

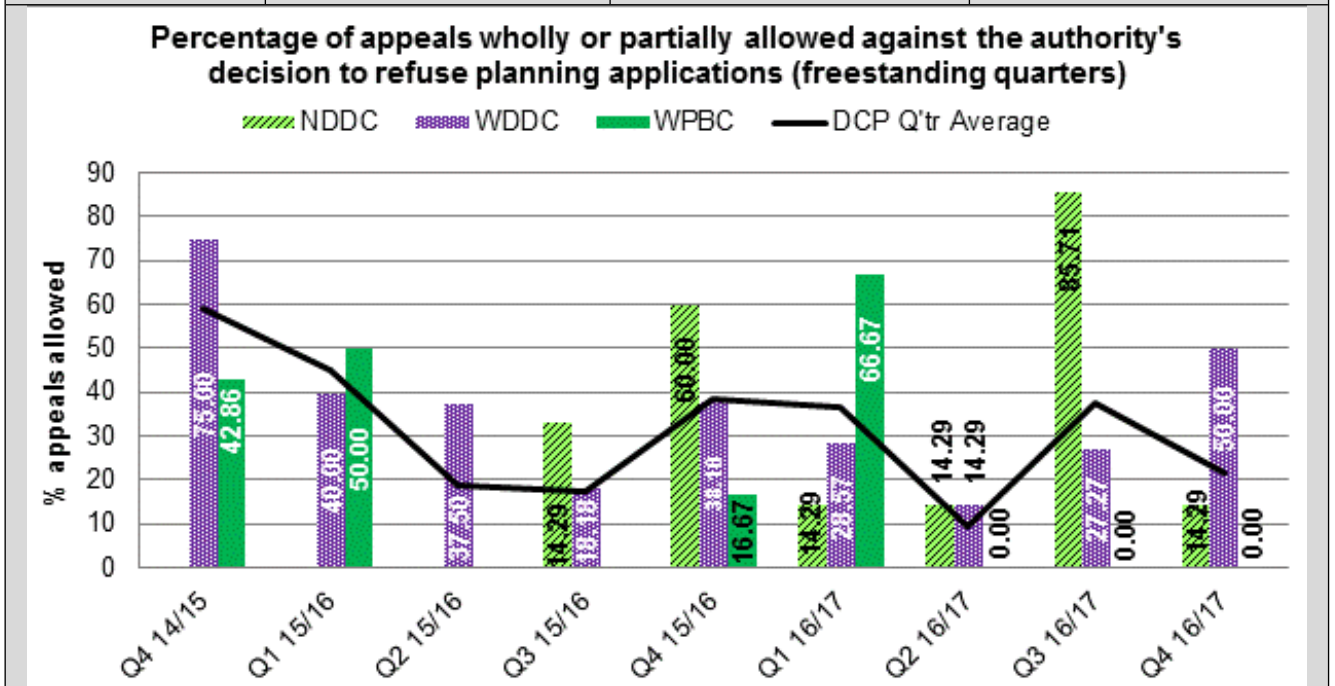
DCLG will no longer be considering targets against a "minors" category but are combining minors and a part of the "others" category into a single statistic of "non-majors". From Q1 2017 we will therefore be reporting against this new criteria. Furthermore the required target against which LPAs will be considered for designation purposes is also changing and will be reflected in Q1 figures which for the new non-majors category will be 65%. Current figures have been kept as FY 2016-17 for comparison purposes.

NB the new criteria does not reflect the combination of all minors or others so will not be capable of direct comparison to these targets

The rolling figure is also not being considered on a quarterly rolling figure but is based on a 2 year period backdated believed to be as at 30 August. The rolling target will therefore be adjusted to reflect this.

Total number of appeals submitted			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q4 2016/17 Actual	7	1	1
Q3 2016/17 Actual	16	9	3
Q2 2016/17 Actual	7	7	2
Q1 2016/17 Actual	7	7	3
Q4 2015/16 Actual	5	21	6
Q3 2015/16 Actual	3	11	5
Q2 2015/16 Actual	4	7	2

Percentage of all appeals allowed against the authority's decision to refuse planning applications					Aim	↓
Authority	North Dorset	West Dorset	Weymouth & Portland			
Q4 2016/17 All Apps. Actual	14%	50%	0%	✓	✗	✓
Q4 2016/17 All Apps. Target	20%	20%	20%	✓	✗	✓
FY 2016/17 Actual	32%	33%	15%	✗	✗	✓
FY 2016/17 Target	20%	20%	20%	✗	✗	✓
FY 2015/16 Actual	35.71%	35.29%	13.33%			



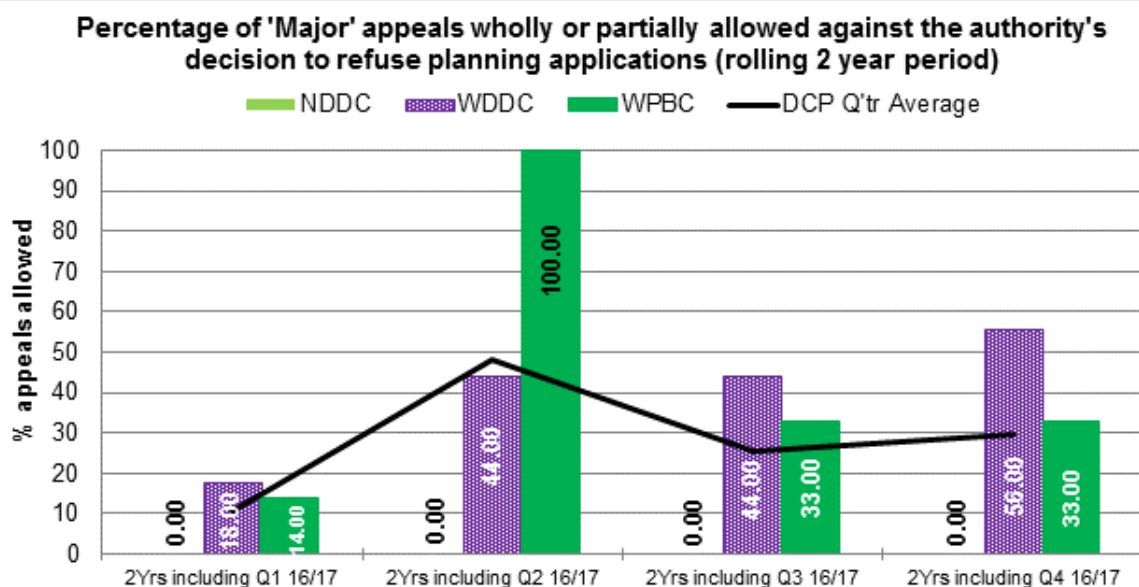
[NDDC] 1 out of 7 appeals have been wholly or partially allowed against refused planning applications during Q4, of which 0 allowed was a major application. Of those allowed 0 was an overturn of officer recommendation at committee.
 [WDDC] 4 out of 8 appeals have been wholly or partially allowed against refused planning applications during Q4, of which 1 allowed was a major application. Of those allowed 1 was an overturn of officer recommendation at committee.
 [WPBC] 0 out of 4 appeals have been wholly or partially allowed against refused planning applications during Q4.

The Government has now introduced a 10% target but measured against all decisions made (not solely those through the appeal process) and to measure performance in the future for appeals against all application types but for consistency for this years' performance majors only have been reported and targets will be changed for Q1 2017.

Against the new 10% target of all decisions made, all 3 Council's are well within target.

The rolling figure is also not being considered on a quarterly rolling figure but is based on 2 years backdated, it is understood as at 30 August each year. The rolling target will therefore be adjusted to reflect this.

Percentage of appeals allowed against the authority's decision to refuse Major planning applications (2 Year Rolling period)					Aim	↓
Authority	North Dorset		West Dorset		Weymouth & Portland	
2FY (rolling) Majors Actual	0%	✓	56%	✗	33%	✗
2FY (rolling) Majors Target	20%		20%		20%	



[NDDC] the 0% statistic within 2 years represents 0 of 1 majors appealed.

[WDDC] the 56% statistic within 2 years represents 5 of 9 majors appealed.

[WPBC] the 33% statistic within 2 years represents 1 of 3 majors appealed.

The Government has now introduced a 10% target but measured against all decisions made (not solely those through the appeal process) and to measure performance in the future for appeals against all application types but for consistency for this years' performance majors only have been reported and targets will be changed for Q1 2017.

Against the new 10% target of all decisions made, all 3 Council's are performing well within the target.

Enforcement – Number of cases received			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q4 2016/17 Actual	42	74	47
Q3 2016/17 Actual	68	69	34
Q2 2016/17 Actual	71	83	55
Q1 2016/17 Actual	42	85	62
Q4 2015/16 Actual	33	75	47
Q3 2015/16 Actual	43	77	62
Q2 2015/16 Actual	46	98	32
Q1 2015/16 Actual	59	99	63

[NDDC] 63 cases were signed off or completed within the Q4 period.

[WDDC] 49 cases were signed off or completed within the Q4 period.

[WPBC] 64 cases were signed off or completed within the Q4 period.

Please note most cases are not signed off within the quarter in which they were received. The number of cases closed has exceeded those opened this quarter with exception of WDDC where more cases were opened than closed. A new system of recording data, to give a greater understanding of the types of cases being opened and closed has been set up during Q4 so for the next KPIs more accurate reporting on the types of enforcement & subsequently reporting more accurately on the types of enforcement case types & the priorities placed in investigating these will be able to be reported.

Key risk areas

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

Very High Risks	1
High Risks	2
Medium Risks	4
Low Risks	3

Failure of new public facing ICT system					
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE		
Impact	5		An importance for sufficient dedicated resource to be given and time allocated to allow for full testing prior to go live. Ensure adequate testing is undertaken and end users are well trained. Insufficient resources currently in place but recruitment proposed April/May 2017 for secondment team and budget bid for permanent resources to be made.	Impact	4
Likelihood	5			Likelihood	3
Risk Score	20			Risk Score	12
Risk Rating	VERY HIGH		Risk Rating	MEDIUM	

Technical Systems failure used for processing information					
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE		
Impact	4		As the Development Services Improvement Plan (DSIP) ICT project is progressed a project team of "Super Users" will be created (proposed 5 staff) which will give greater resilience with the new system but loss of existing knowledge remains high. Permanent posts have been sought but are awaiting budget approval. These would solve the more immediate issues. The risk still remains high as staff cannot mitigate the risk of ICT or the website link for public access failing, and with the design of the new website within the next 12-18 months there is a very high possibility this could happen.	Impact	4
Likelihood	4			Likelihood	4
Risk Score	16			Risk Score	16
Risk Rating	HIGH		Risk Rating	HIGH	

'Special Measures' imposed by Government in deciding Major applications					
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE		
Impact	4		A need to monitor Government thresholds which are rising in respect of speed in determining planning applications. Performance issues in validation are being addressed through additional staff and training but past poor performance could lead to being designated 'special measures' by Government as consideration is backdated.	Impact	3
Likelihood	4			Likelihood	3
Risk Score	16			Risk Score	9
Risk Rating	HIGH		Risk Rating	MEDIUM	

Community & Policy Development

Corporate Manager – Hilary Jordan

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

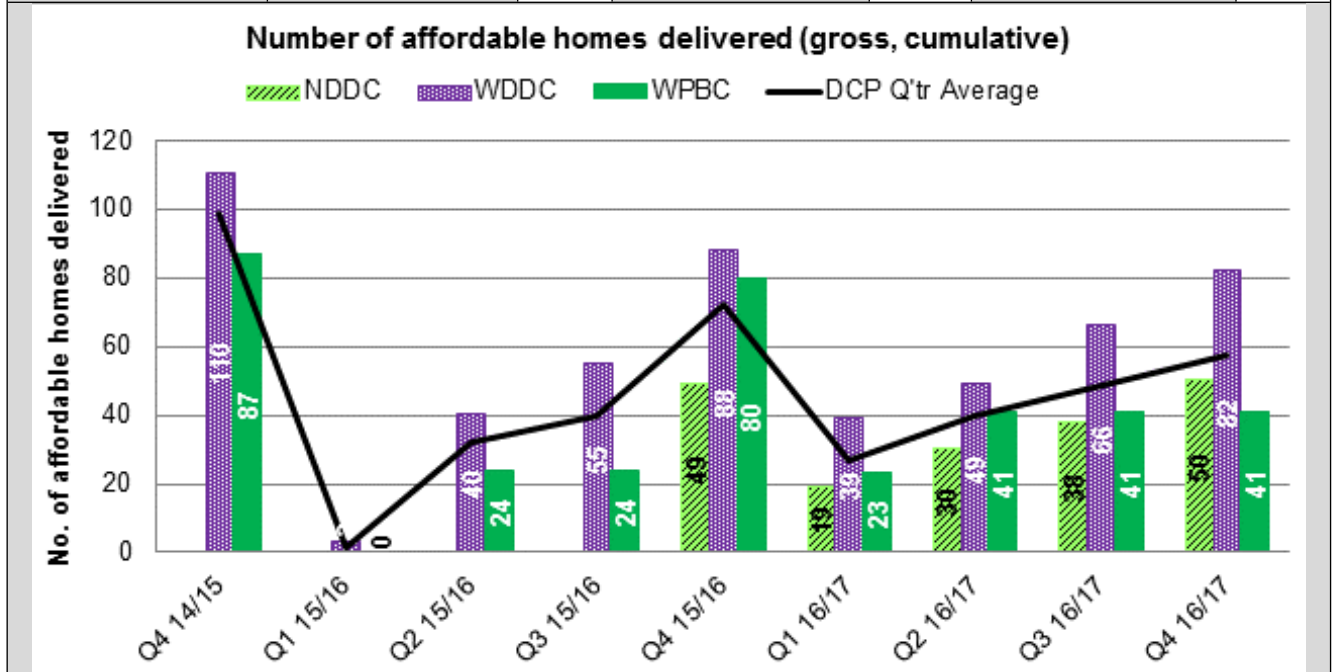
Lead Brief holders – **Environment and Sustainability, Social Inclusion**

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	304,516	The underspend was primarily due to staff vacancies, most now filled. There were also savings in management budgets.
Premises	1,039	
Transport	1,601	
Supplies & Services	104,171	
Payments to Clients	4,000	
Income	(40,850)	
Net expenditure	374,477	
Actual variance	36,389 (F)	
Q3 Predicted variance	24,489 (F)	
Q2 Predicted variance	49,049 (F)	
Q1 Predicted variance	14,193 (F)	

Key performance data

Number of affordable homes (gross) delivered (cumulative)					Aim	↑
Authority	North Dorset		West Dorset		Weymouth & Portland	
FY 2016/17 Actual	50	✘	82	✘	41	✘
FY 2016/17 Target	68		100		65	
FY 2015/16 Actual	49		88		80	



The affordable housing completion targets are not related to the targets for housing delivery set in the local plan to ensure a five year land supply.

Affordable housing completions are measured against SMART targets that are set for the Housing Enabling Team. These are reviewed as part of the performance management process.

[NDDC] In 2016/17 50 affordable homes were completed. This compares to 49 in 15/16, 68 in 14/15 and 120 in 13/14. Q4 Figures: Rented: 6, Intermediate: 6, Total: 12. The 12 new affordable homes were completed by Sovereign Housing in Okeford Fitzpaine.

Schemes that are due to complete next year include the Sovereign owned garage sites in Gillingham, which will deliver 17 homes. Other schemes that will deliver smaller numbers of affordable homes are on site in Stourpaine, Winterbourne Kingston and Marnhull.

[WDDC] Q4 Figures: Rented: 8, Shared Ownership: 8, Total: 16. The 16 affordable homes were completed in Tolpuddle and Poundbury. The end of year total is 82 completions. The pipeline for next year is promising, including 30 homes currently under development in Lyme Regis and the Poundbury Extra Care scheme to complete around Christmas 2017.

[WPBC] Q4 Figures: Zero affordable homes during Q4.

A total of 41 new affordable homes were completed this year. These came at Finn Square and Pemberley. Next year the development at Curtis Field will begin to deliver affordable homes and there are a number of smaller schemes that will compliment these numbers.

Five Year Supply of Housing

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

West Dorset and Weymouth & Portland have a joint one, as they have a joint local plan.

The formula for calculating it includes factoring in any shortfalls from previous years, so the target is adjusted each time the supply is assessed.

The base date is 1 April each year, when a full survey is undertaken, however there is a time lag due to the processing involved to calculate the target and outturn, so the latest figures are not available until a few months later.

April 2016-based figures for all areas are:

	Target	Actual
North Dorset	1,791	2,251 (6.3 years – target met)
West Dorset and Weymouth & Portland Combined	6,240 (shared with Weymouth & Portland)	5,778 (4.6 years – target not met)

The West Dorset, Weymouth & Portland figure has been adjusted in line with the recommendations of the inspector who held the appeal on the site at Ryme Road in Yetminster.

The data indicates that West Dorset, Weymouth & Portland do not have a five year land supply (4.6 years) and that North Dorset does (6.3 years).

Key risk areas

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

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

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

Economy, Leisure & Tourism

Head of Service – Nick Thornley

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

Lead Brief holders – Tourism and Culture and Harbour, Community Facilities, Economic Development

Revenue summary (Excluding Harbour budget & prediction)

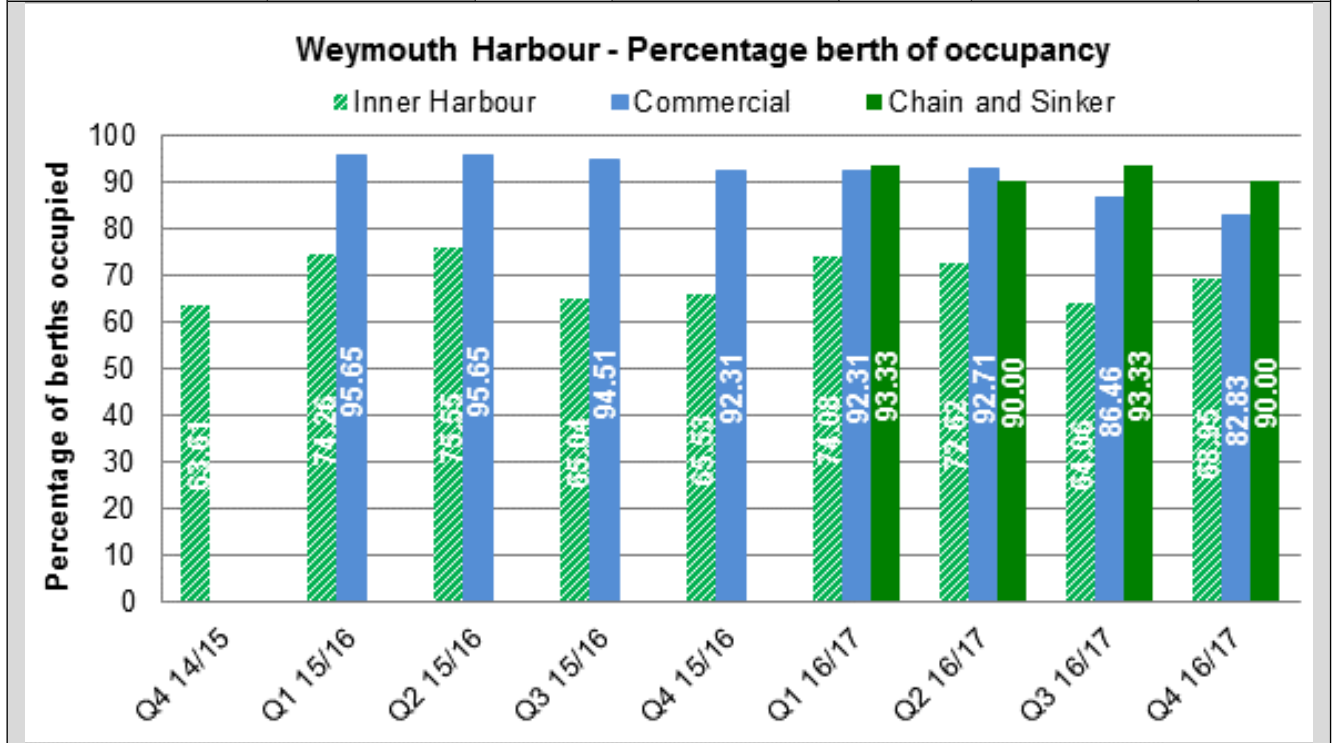
Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	422,126	Lower than anticipated expenditure on utilities at Weymouth Swimming Pool, some additional expenditure preparing for new lease with SLM from 1st April 2017. Advertising income from sea front Drums down on budget. New additional cost to buy in legal advice on new arrangement at Weymouth Museum. Saving in staff cost due to new flexible working in Economic Regeneration team.
Premises	214,037	
Transport	2,411	
Supplies & Services	933,776	
Payments to clients	199,646	
Income	(1,045,945)	
Net expenditure	726,051	
Actual variance	66,942 (F)	
Q3 Predicted variance	14,661 (A)	
Q2 Predicted variance	20,006 (F)	
Q1 Predicted variance	1,248 (A)	

Revenue summary (Weymouth Harbour) – Reference only

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	384,620	Reduced expenditure from prudent management of supplies, repairs and contracts, employing Berthing Officer in-house rather than via agency and reduction in business rates.
Premises	507,327	
Transport	644	Significantly improved income from filming of 'Dunkirk', new electricity charging system and increase in visiting vessels.
Supplies & Services	221,512	
Income	(1,066,440)	
Net expenditure	47,663	The underspend for 2016/17 will be transferred to the Harbour Reserve.
Actual variance	252,759 (F)	
Q3 Predicted variance	139,440 (F)	
Q2 Predicted variance	130,371 (F)	
Q1 Predicted variance	0	

Key performance data

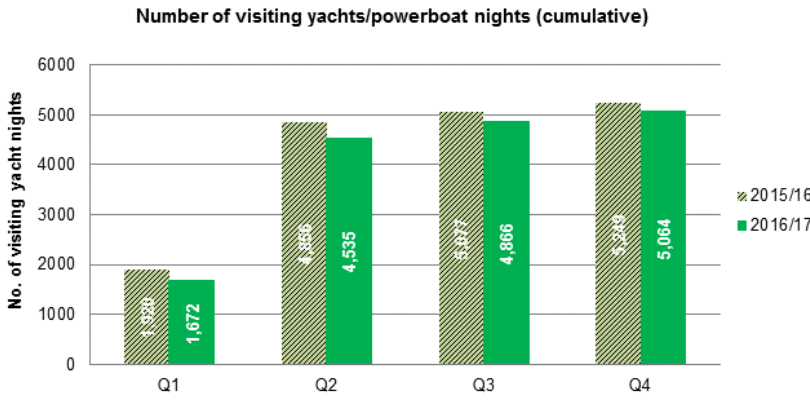
Weymouth Harbour - Percentage of berth occupancy					Aim	↑
Authority	Weymouth & Portland					
Type of Berth	Inner Harbour Marinas		Commercial Berths		Chain and Sinker Moorings	
FY 2016/17 Actual	68.95%	✘	82.83%	✔	90.00%	✔
FY 2016/17 Target	80%		80%		80%	
FY 2015/16 Actual	65.53%		92.31%		n/a	

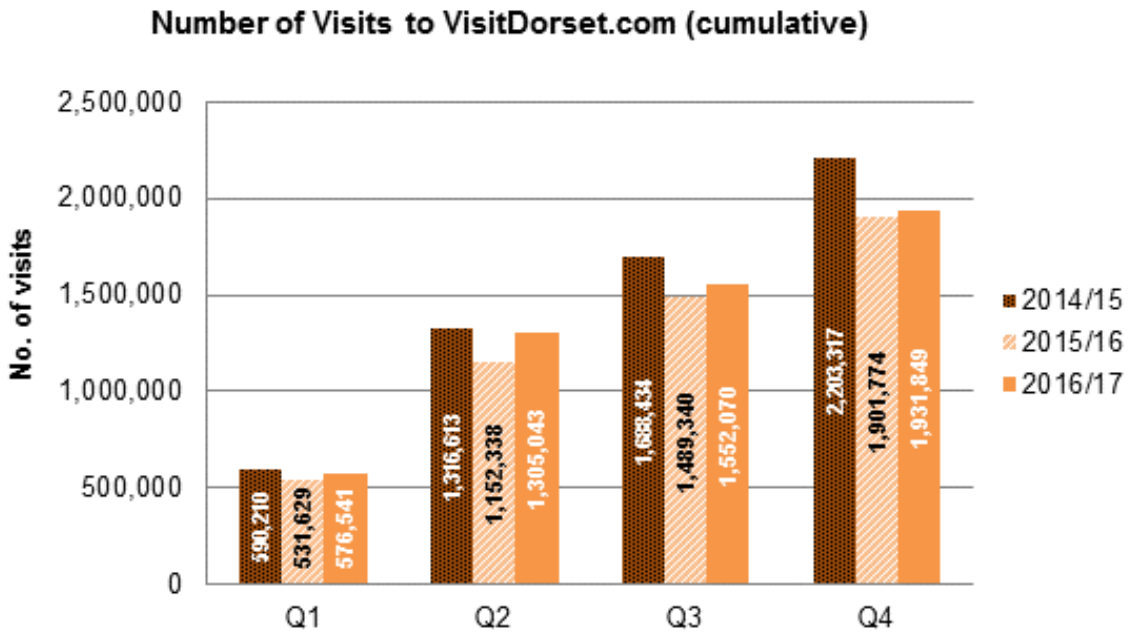


[Inner Harbour] 282 out of 409 moorings in the Inner Harbour Marinas are currently occupied. The start of the season sees an influx on new berth-holders and that is reflected in the increase in numbers. It is hoped that there will be further newcomers still.

[Commercial Berths] 82 out of 99 Commercial Berths are currently occupied. 4 new commercial berths have been created at the end of Mar 17 but also 1 permanent arrangement with Pelican of London terminated, a net increase of 3 berths. More commercial berth-holders are expected.

[Chain and Sinker] 27 out of 30 Chain and Sinker moorings are currently occupied. There are some fluctuations at the start of the season as people leave/arrive. Vacancies will be filled quickly.

Number of visiting yachts/powerboat nights (cumulative)		Aim	↑															
Authority	Weymouth & Portland																	
FY 2016/17 Actual	5,064																	
FY 2015/16 Actual	5,249																	
 <table border="1"> <caption>Number of visiting yachts/powerboat nights (cumulative)</caption> <thead> <tr> <th>Quarter</th> <th>2015/16</th> <th>2016/17</th> </tr> </thead> <tbody> <tr> <td>Q1</td> <td>1,928</td> <td>1,672</td> </tr> <tr> <td>Q2</td> <td>4,856</td> <td>4,535</td> </tr> <tr> <td>Q3</td> <td>5,077</td> <td>4,866</td> </tr> <tr> <td>Q4</td> <td>5,249</td> <td>5,064</td> </tr> </tbody> </table>				Quarter	2015/16	2016/17	Q1	1,928	1,672	Q2	4,856	4,535	Q3	5,077	4,866	Q4	5,249	5,064
Quarter	2015/16	2016/17																
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Q2	4,856	4,535																
Q3	5,077	4,866																
Q4	5,249	5,064																
<p>The annual figures for 2016/17 were 3.5% down on 2015/16. There are no specific known reasons for this but could be weather, financial climate or other. Please note this is cumulative throughout the year. This is a volume indicator so there is no target.</p>																		

Number of visits to VisitDorset.com (cumulative)		Aim	↑																				
Authority	Dorset Council's Partnership (DCP)																						
FY 2016/17 Actual	1,931,849																						
FY 2016/17 Target	1,900,000																						
FY 2015/16 Actual	1,901,774																						
 <table border="1"> <caption>Number of Visits to VisitDorset.com (cumulative)</caption> <thead> <tr> <th>Quarter</th> <th>2014/15</th> <th>2015/16</th> <th>2016/17</th> </tr> </thead> <tbody> <tr> <td>Q1</td> <td>590,210</td> <td>531,629</td> <td>576,541</td> </tr> <tr> <td>Q2</td> <td>1,316,613</td> <td>1,152,338</td> <td>1,305,043</td> </tr> <tr> <td>Q3</td> <td>1,688,434</td> <td>1,489,340</td> <td>1,552,070</td> </tr> <tr> <td>Q4</td> <td>2,203,317</td> <td>1,901,774</td> <td>1,931,849</td> </tr> </tbody> </table>				Quarter	2014/15	2015/16	2016/17	Q1	590,210	531,629	576,541	Q2	1,316,613	1,152,338	1,305,043	Q3	1,688,434	1,489,340	1,552,070	Q4	2,203,317	1,901,774	1,931,849
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Q4	2,203,317	1,901,774	1,931,849																				
<p>The visit-dorset.com website is a partnership project of all Dorset councils excluding Bournemouth and Poole. Councils within the Visit Dorset Tourism Partnership are Christchurch, East Dorset, North Dorset, Purbeck, West Dorset and Weymouth & Portland. As such the figures shown relate to all councils within the Visit Dorset partnership.</p>																							

Key risk areas

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

Very High Risks	0
High Risks	0
Medium Risks	3
Low Risks	11

Assets & Infrastructure

Head of Service – David Brown

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

Lead Brief holders – **Transport and Infrastructure, Environment and Sustainability, Finance and Assets**

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	780,510	The income from assets was higher than expected, and new cleaning contract that were put in place have lead to additional savings over and above those that were budgeted for. Additional efficiencies were also achieved over the year.
Premises	2,171,751	
Transport	22,091	
Supplies & Services	2,027,728	
Income	(4,230,497)	
Net expenditure	771,583	There were vacancies for senior staff in the service area that have now been filled.
Actual variance	556,562 (F)	Programmed project work was delayed so expenditure on a couple of major projects has had to be carried forward into the next financial year.
Q3 Predicted variance	178,772 (F)	
Q2 Predicted variance	5,753 (F)	
Q1 Predicted variance	22,523 (F)	

Key performance data


Percentage of operational council property in terms of floor area that is empty				Aim	↓
Authority	North Dorset	West Dorset	Weymouth & Portland		
FY 2016/17 Actual	0%	0%	0%		
FY 2016/17 Target	No target	0.25%	1.75%	✓	✓
FY 2015/16 Actual	5%	0.00%	8.04%		

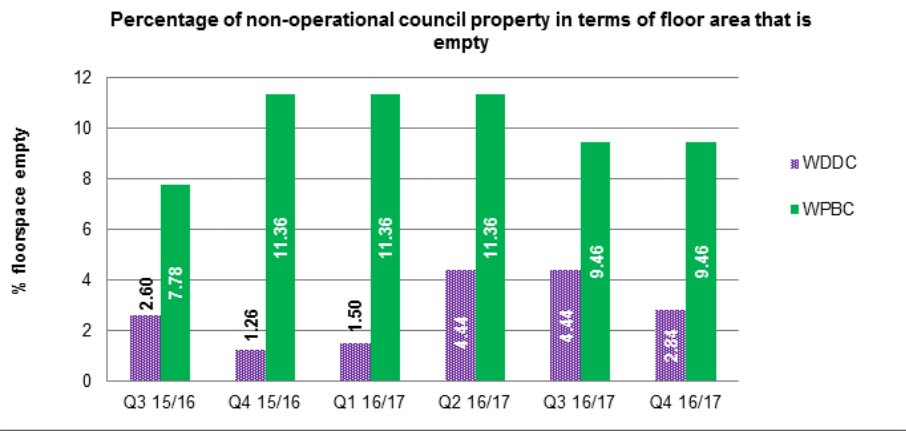
Percentage of operational council property in terms of floor area that is empty						
% floorspace empty	Q3 15/16	5.00	0.00	8.67		
	Q4 15/16	5.00	0.00	8.04		
	Q1 16/17	5.00	0.00	0.00		
	Q2 16/17	5.00	0.00	0.00		
	Q3 16/17	5.00	0.00	0.00		
	Q4 16/17	0.00	0.00	0.00		

[NDDC] 2016/17 outturn for Nordon offices is an approximate percentage. Nordon office is now classed as an Asset for Disposal and will be removed from this performance indicator for 2017/18.

[WDDC] 0m² out of 6,776m² of operational floor space is currently empty.

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

Percentage of non-operational council property in terms of floor area that is empty		Aim	↓
Authority	West Dorset	Weymouth & Portland	
FY 2016/17 Actual	2.84%		9.46%
FY 2016/17 Target	5%		6%
FY 2015/16 Actual	1.26%		11.36%



[WDDC] 505m² out of 17,774m² of non-operational floor space is currently empty. Empty properties are at Marabout Industrial Estate and Burraton Yard.

[WPBC] 3,105m² out of 32,830m² of non-operational floor space is currently empty. The Harbour Provedore Store and part of the Ferry Terminal Offices has now been let. The remaining vacant space is mainly Ferry Port buildings that are vacant following the departure of Condor. Marketing on these buildings is ongoing for a two year let.

Key risk areas

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

Very High Risks	0
High Risks	0
Medium Risks	8
Low Risks	6

Democratic Services & Elections

Corporate Manager – Jacqui Andrews

(Democratic Support, Electoral Registration & Elections)

Lead Brief holder – **Corporate Affairs and Continuous Improvement**

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	207,340	Favourable balances are shown on salaries resulting from vacant posts in both the Democratic and Electoral Services Teams that have not been filled, or, in the case of Electoral Services, replaced with a different graded post. The posts will be deleted from the establishment for 2017/18 creating ongoing savings.
Transport	11,026	
Supplies & Services	398,501	
Income	(36,961)	
Net expenditure	579,906	
Actual variance	63,424 (F)	A favourable budget has been achieved on the printing budget as democratic services are now using the Danwood contract for printing agendas following the closure of the internal print service. Savings were made in the member training budget as a result of joint events within the DCP. Democratic Services were also able to use the Council Chamber for additional meetings achieving a saving in the hire of buildings budget. The Members' Allowance budget, that includes travel, has a high favourable budget of approximately £9,000. This will be reviewed following the review of Allowances by the Independent Remuneration Panel. There is a £5,500 adverse budget as a result of the Freedom of the Borough as costs were moved from the Events Team to Democratic Services where there was no budget.
Q3 Predicted variance	42,355 (F)	
Q2 Predicted variance	2,862 (F)	
Q1 Predicted variance	8,000 (A)	

Key performance data

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

Key risk areas

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

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


Human Resources & Organisational DevelopmentCorporate Manager – **Bobbie Bragg**

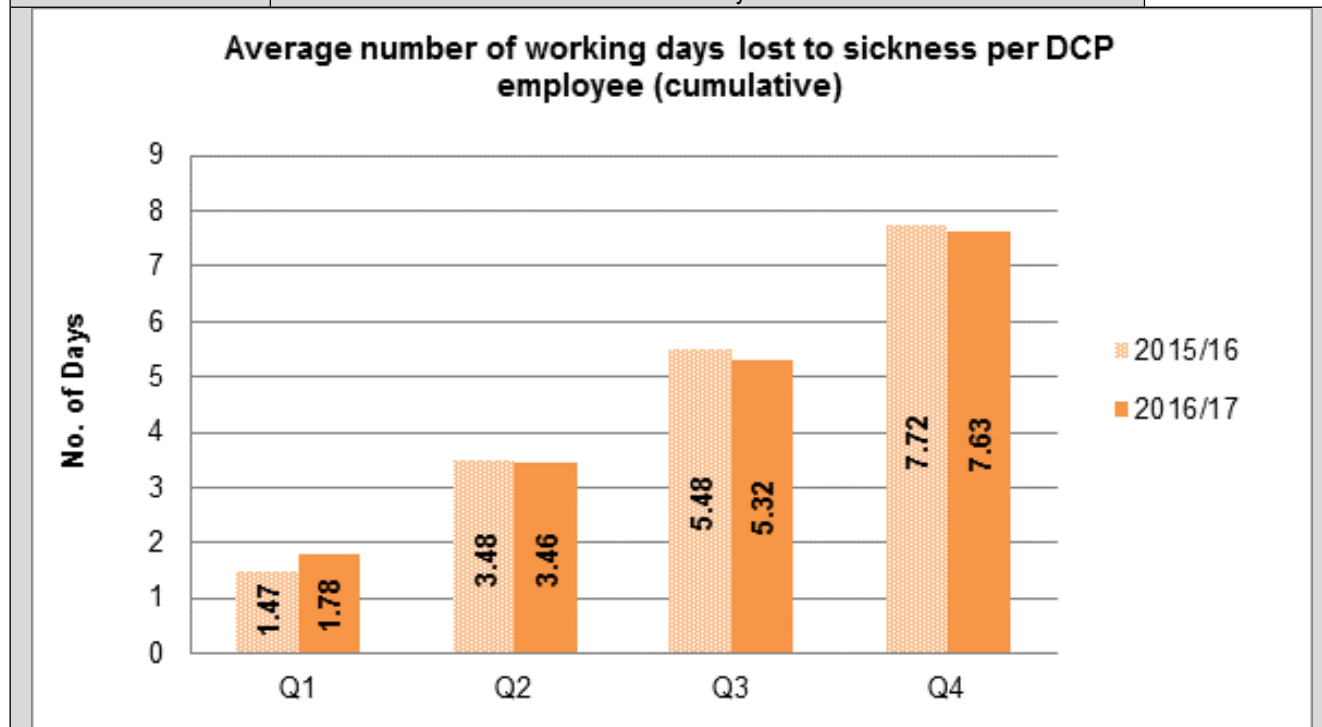
(HR Policy, Recruitment, Workforce Planning, Staff Performance, Health & Safety)

Lead Brief holder – **Corporate Affairs and Continuous Improvement****Revenue summary**

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	223,060	Overall there is a favourable variance. The budget has held up well against the increased pressure to deliver the HR & OD Service. We have kept any additional legal expenses to a minimum which has contributed to the overall favourable variance.
Transport	1,707	
Supplies & Services	26,919	
Net expenditure	251,686	
Actual variance	7,816 (F)	
Q3 Predicted variance	0	
Q2 Predicted variance	4,725 (F)	
Q1 Predicted variance	0	

Key performance data

Average number of working days lost to sickness per DCP employee (cumulative)		Aim	↓
Authority	Dorset Council's Partnership (DCP)		
FY 2016/17 Actual	7.63 days		
FY 2016/17 Target	7 days		
FY 2015/16 Actual	7.72 days		



Average Full Time Equivalent (FTE) employees figure is based on a comparison of data supplied for the ONS Quarterly surveys as at March and December 2016.

[DCP] The end of year figure is 7.63 days per FTE employee. This is calculated by dividing the 4,071 days sick for the year by the 553.90 FTE employees.

This compares with a corresponding figure of 7.72 days the previous year.

The proportion of days lost for long term absence in Q4 was 39% and short term absence was 61%.

Please note this KPI is cumulative throughout the year.

Key risk areas

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

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

Legal Services

Corporate Manager – Robert Firth

(Legal, Deputy Monitoring Officer, Land Charges)

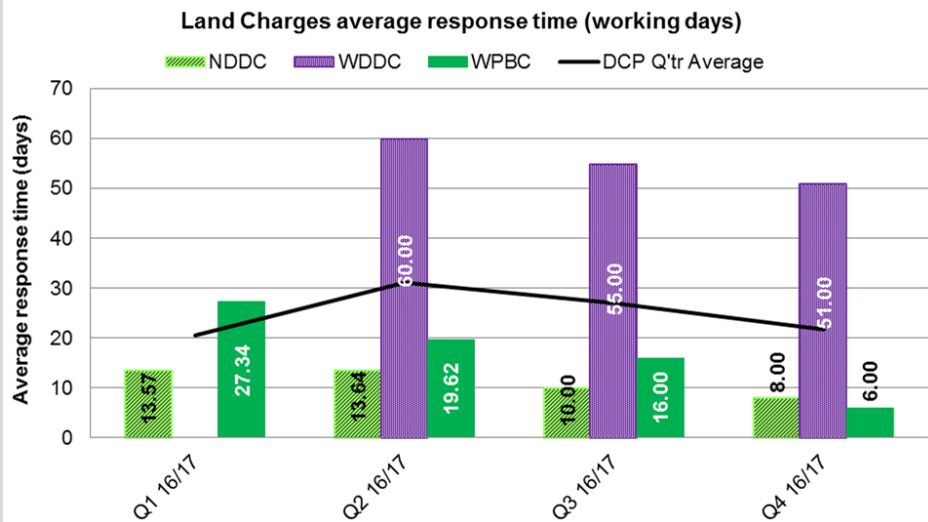
Lead Brief holder – **Corporate Affairs and Continuous Improvement**

Revenue summary

Subjective analysis	Full Year Current Budget 2016/17 (£)	Comments / actions
Employees	258,821	Land Charges – As with North Dorset, a good proportion of this adverse variance can be attributable to variations in charges and income. To the extent that it is possible, this has been accounted for in charges for the current year and is assessed as part of the annual fee setting process. Other variations reflect necessary in-year adjustments.
Transport	788	
Supplies & Services	33,048	
Income	(144,714)	
Net expenditure	147,943	
Actual variance	8,513 (A)	Legal Services – Along with North and West Dorset there has been an overspend this year where, due to instances of long-term staff absence, there has been an unavoidable need to employ cover using agency staff to provide ongoing legal support to the three councils. There has been a significant amount of legal costs being recovered this year by WPBC which has aided in offsetting the agency staff related overspends.
Q3 Predicted variance	20,000 (A)	
Q2 Predicted variance	19,000 (A)	
Q1 Predicted variance	0	

Key performance data

Average days to process Land Charge searches (working days)					Aim	↓
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q4 2016/17 Actual	8 working days		51 working days		6 working days	
Q4 2016/17 Target	15 working days		15 working days		15 working days	
FY 2016/17 Actual	8 working days		51 working days		6 working days	
FY 2016/17 Target	15 working days		15 working days		15 working days	
FY 2015/16 Actual	n/a (new KPI)		n/a (new KPI)		n/a (new KPI)	



In addition to impacts of project work all three land charges teams are likely to face challenges in the next quarter associated with accommodation moves and impacts of moving towards VAT charging which has increased the financial workloads of land charges staff. For WDDC the former will potentially be more challenging due to current dependence on referring to microfiche. All efforts will be made to reduce adverse impact from this.

A facility is available on the Land Charges System whereby if there is an urgent issue with a Land Charge submission, a customer can contact the council with details.

[NDDC] 355 Land Charges searches were processed during Q4. NDDC staff continue to provide assistance to the other land charges teams, although targets remain well within acceptable levels. Over the next quarter NDDC land charges staff are likely to face the additional challenge of gradual migration to SWH and consequential changes to IT. It is very likely that this will have an impact on search turnarounds.

[WDDC] 743 Land Charges searches were processed during Q4. Over this time progress in reducing the backlog has continued albeit at a reduced rate and appreciable progress in relation to the Data Preparation project has taken place since the appointment of interim project /managerial support. In order to help manage workflows in relation to WDDC land charges age profiling is being trialled which so far seems to be a useful tool. Information relating to that is set out below... Age profiling information is in working days. During this quarter the WDDC team held a very successful open morning to meet some of its customers and provide better understanding of the challenges faced.

Age Profile of WDDC Searches as at 28th March 2017

Age of land Charge Search	Number
0 to 10 working days	86
10 to 20 working days	155
20 to 30 working days	82
30 to 40 working days	128
40 days and over	25

[WPBC] 429 Land Charges searches were processed during Q4. Significantly the target time for doing searches is clearly now being met. Support for the WPBC team remains in place at present but potentially may be able to be phased down during this quarter.

Key risk areas

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

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

Issues arising from lack of resilience / staffing issues / process issues - both historic issues and on-going				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	3	Continuing implementation of action plan and on-going review of outcomes. Interim management support has managed to deliver useful new policies.	Impact	3
Likelihood	5		Likelihood	2
Risk Score	15		Risk Score	6
Risk Rating	HIGH		Risk Rating	LOW

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Weymouth & Portland Borough Council

Revenue Budget Carry Forward requests 2016/17

Appendix 3

Service	Section	Requested by	Budget Holder	Purpose / Project	Description	Amount
Assets & Infrastructure	Engineering Infrastructure	Grant Armfield	David Brown	Western Groyne	To enable repairs to Western Groyne in Weymouth Harbour	£40,000
E, L & T	Tourism & Events	Simon King / Trevor Hedger	Nick Thornley	Contract Beach & Esplanade (Beach Levelling and replenishment)	<p>The beach levelling and replenishment programme takes place on an annual basis to maintain the integrity of Weymouth beach as the Borough's largest attraction. This in turn provides a form of flood defence for the seafront and town; and protects the Council's image, reputation and significant financial incomes derived from licenced operations.</p> <p>The annual beach programme took place during March this year to suit tidal conditions. However this is early in the season and beach levels protecting the integrity of the beach can be impacted during environmental conditions experienced during the early part of the year. The annual budget is only just sufficient to carry out a normal years works requirements (Inclusive of additional cleans / Works) and with the 2018 season levelling and replenishment scheduled within the same financial year, a carry forward of last years balance of budget is requested to avoid an overspend.</p>	£7,111
E, L & T	Economic Regeneration	Simon King / Trevor Hedger	Nick Thornley	Development Promotion	<p>The DCP has agreed a matched funding contribution for a Dorset Enterprise Coordinator post (DCP area) which commenced in January 2017 for a 2 year programme.</p> <p>The Enterprise Coordinator is the pivotal role in The Careers & Enterprise Company's national programme and critical to achieving its aim of motivating, inspiring and supporting young people in making informed choices about their future and help them to achieve against those choices. The Enterprise Coordinator sits at the heart of a local cluster system intended to: work with local businesses creating independent careers advisors; help schools and colleges to improve their careers and enterprise activities and to engage with the world of work; make it easier for employers and the self-employed to engage with schools and colleges and; focus everyone's efforts on programmes and activities that are most effective in motivating young people, supporting independent choice and supporting positive outcomes for young people.</p> <p>The funding of this post is a priority action from the Western Dorset Economic Group Strategy adopted by the DCP and DCC in December 2016.</p>	£6,000
Community Protection	Parks & Open Spaces	Kerry Pitt-Kerby	Graham Duggan	Building improvements	<p>Three improvement projects at Weymouth Crematorium:</p> <ul style="list-style-type: none"> - Scoping project, investigate and report options for chapel floor repairs - Redecoration of chapel following water staining - Erect partition in office to provide security/public access point 	£50,000
Business Improvement	Customer Contact / Communications	Fiona Napier	Penny Mell	Procuring support from DCC	This post has been vacant since mid December. We would like to carry forward the salary underspend to 2017/18, to cover the costs for interim consultation support and SNAP online survey training.	£1,961
Business Improvement	Customer Contact / Communications	Fiona Napier	Penny Mell	Staff Survey	Additional funding required for staff survey	£3,700
Land Charges	Land Charges	Rob Firth	Corporate Finance	Data Preparation & Development Management	Project to cleanse, prepare and digitise data to enable the transformation of Land Charges.	£116,000
Total						£224,772

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Weymouth & Portland Borough Council

Overall scheme budget					Current year budget			Commentary
Scheme	Budget Holder	Total Scheme Budget	Predicted Total Expenditure	Estimated Scheme Variance	2016/17 Budget	Outturn Position 2016/17	Requested 2016/17 Carry Forward	
		£	£	£	£	£	£	
Environment and Sustainability								
Weymouth Bay Coastal Processes Study	D Brown	323,038	323,038	0	9,906	9,906	0	The Weymouth Bay Coastal Processes Study is programmed to be delivered in Summer 2017 and low-level spending is anticipated in year 17/18. There have been a number of technical queries with the modelling stage and these were referred back to the Consultants for further review. The queries have now been rectified but took longer than anticipated. On completion the report will help guide the direction that flood defences are going to take in the future (i.e. flood wall defence heights and whether we need a Tidal Barrier in future) and what funding will be required.
Weymouth Harbour Walls Remediation Project	D Brown	1,955,000	1,955,000	0	1,947,704	26,124	1,921,580	The design and application for consents and preparation of tender invitation documents for replacement of Wall D is delayed due to problems in implementing the recommended options. We hope to begin construction in Spring 2018. Wall C will be a separate contract but preparation work has started.
Chesil Sea Wall	D Brown	300,000	300,000	0	14,675	0	14,675	All 'post storm' works completed and this remaining balance will be used to fund a monitoring scheme which is being put in place for establishing future works.
Chesil Sea Wall Study	D Brown	110,000	110,000	0	110,000	10,229	99,771	Match funding for larger EA joint funded scheme, the intention is to spend £49,000 in 17/18 and then £7,000 per annum for next three financial years.
Portland Harbour North Shore	D Brown	6,300	6,300	0	6,300	0	6,300	The monitoring equipment is now installed and it is intended to spend £2,000 per annum for the next three years on surveys and monitoring to determine if there is any ground movement.

Overall scheme budget					Current year budget			Appendix 4 Commentary
Scheme	Budget Holder	Total Scheme Budget	Predicted Total Expenditure	Estimated Scheme Variance	2016/17 Budget	Outturn Position 2016/17	Requested 2016/17 Carry Forward	
		£	£	£	£	£	£	
Corporate Affairs & Continuous Improvement / Finance & Assets								
North Quay Redevelopment / Relocation	D Brown	1,072,868	1,063,216	9,652	155,417	43,566	111,851	This project is to renovate premises and relocate staff from NQ. Staff have moved out of NQ and the Commercial Road and Crookhill offices are now operational. Currently projections show there is likely to be a small underspend - approximately 1% of the budget. This allows for monies set aside to assist DCC with the relocation of Surestart which they have not claimed yet.
11 High St, Portland	D Brown	250,000	250,000	0	250,000	0	250,000	This is a compulsory purchase order scheme, the land will eventually used to support housing in the area. Compensation has not been settled for this site and no application has been formally received yet.
Disabled Facilities Grant	C Milone	459,629	459,629	0	54,058	54,058	0	The council's Home Improvement Agency ceased to operate from 31/3/2015. All remaining DFG funds have now transferred to Dorset County Council, which administers the new Dorset Accessible Homes Scheme (DAHS). The councils each continue to fund DAHS to the tune of c£30,000 of revenue costs a year.
Private Sector Renewal Fund Loan Scheme	C Milone	225,391	225,391	0	106,676	0	106,676	This funding was originally provided to fund an equity loans scheme for private sector householders. This full amount will be transferred to the loan pot managed by Wessex CIC in early spring 2017
WPBC Totals		4,702,226	4,692,574	9,652	2,654,736	143,883	2,510,853	

31 st Mar 2016	Average Rate (%)	Current Portfolio	31 st Mar 2017	Average Rate (%)
£ 27,000,000	4.58	Debt LOBO (2) (Lenders Option Borrowers Option)	£ 17,000,000	4.46
-	-	Fixed Rate Loan (converted LOBO)	10,000,000	4.79
27,000,000	4.58	Total Debt	27,000,000	4.58
		<u>Current Investments</u>		
		Property Funds		
5,000,000	5.88	CCLA Property Fund	5,000,000	5.56
		Unit Funds		
1,000,000	3.39	Elite Charteris Premium Income Fund	1,000,000	3.92
3,000,000	0.77	Payden Sterling Reserve Fund	3,000,000	0.75
2,500,000	3.77	UBS Multi Asset Income Fund	2,500,000	3.83
1,000,000	1.25	City Financial Diversified Fixed Interest Fd*	1,000,000	4.78
2,000,000	7.51	Schroders Income Maximiser Fund	2,000,000	6.55
2,500,000	3.04	M&G Global Dividend Fund	2,500,000	3.78
		Corporate Bonds		
1,000,000	1.12	GE Capital UK Funding FRN (9/5/16)	-	-
		Covered Bonds		
2,226,844	2.12	Leeds Build. Society 4.25% (17/12/18)	2,226,844	2.12
2,211,666	2.13	Yorkshire BS 4.75% (12/04/18)	2,211,666	2.13
2,003,000	0.98	Leeds Build. Society FRN (01/10/19)	2,003,000	0.92
		Deposits		
1,000,000	0.35	HSBC instant access account	1,000,000	0.25
1,500,000	0.43	Handelsbanken liquidity account	1,500,000	0.32
-	-	Debt Management Office (DMO)	3,000,000	0.15
		Money Market Funds		
1,222,000	0.46	Standard Life MMF (formerly Ignis)	1,958,000	0.23
1,032,000	0.43	Deutsche Bank MMF	1,958,000	0.23
1,031,000	0.41	Blackrock MMF	1,957,000	0.20
1,031,000	0.43	Aberdeen MMF (formerly Scottish Widows)	1,957,000	0.17
1,185,000	0.52	Federated Investors MMF	2,006,000	0.27
32,442,510		Total Investments	38,777,510	
5,442,510		Net (Debt)/Investments	11,777,510	

*Transferred from City Financial Defensive Global Bond Fund.

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

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Management Committee

6th June 2017

Weymouth Town Centre Masterplan Update

For Decision

Briefholder

Cllr Jeff Cant

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Author:

M Hamilton, Strategic Director

Purpose of Report

- 1 This report updates members on progress with the redevelopment of the Weymouth Peninsula site, and seeks agreement to use some of the allocated budget to facilitate an evaluation of how best to maximise for the town's benefit the integration of the harbour within the overall scheme.
- 2 The report also addresses the development of new town centre management arrangements to assist in improving the overall town centre offer in parallel with the redevelopment of the peninsula.

Recommendations

- 3 Management Committee is recommended:
 - (a) To note progress with the redevelopment of the peninsula and the associated timeline;
 - (b) To agree to allocate up to £53,000 from the project budget for an evaluation of opportunities to be derived from integration of the harbour into the overall scheme;
 - (c) To approve the allocation of up to £120,000 from general reserves to fund a two year contract for a Town Centre Manager for Weymouth and associated project costs, to be augmented by funding from the BID

Reason for Decision

- 4 To ensure that members are aware of the progress with the peninsula development, and that the development maximises the opportunities associated with the town's harbour.
- 5 To enable the Council to improve the overall offer of Weymouth town centre alongside the redevelopment of the peninsula.

Background and Reason Decision Needed

- 6 Over the past year Management Committee has received a series of reports dealing with the development of key sites identified in the Town Centre Masterplan. As an outcome of this process work is ongoing to establish a clear and viable delivery model for a leisure led redevelopment of the Peninsula site. Work on proposals for the site is progressing to complete the financial model for the development, which includes shaping the final mix of facilities to be developed on the site. A report detailing the financial model will be brought to Management Committee over the summer months. This report addresses 3 linked pieces of work – the peninsula development, harbour integration and town centre management.

Peninsula Development

- 7 At this stage it is anticipated that the scheme might best be delivered in 2 phases:
 - Phase 1 – to include hotel, pub with rooms/boutique hotel, café and possibly the Harbour Quarter, all toward the town end of the peninsula;
 - Phase 2 – to include the development of the active leisure offer, towards the seaward end of the peninsula.
- 8 Key next steps in delivery of the project include marketing the hotel and pub with rooms opportunities, and submitting an outline planning consent for the site. The timeline that officers are working to for delivery of this part of the site are as follows:

• Informal market testing with draft Heads of Terms	June 2017
• Review Phase 2 occupier mix to inform finance model	June 2017
• Confirm Harbour Strategy	July/ August 2017
• Management Committee approval of Delivery Strategy/ Finance Model and Marketing Strategy for Phase 1, reflecting Harbour strategy, market testing, etc.	July/ August 2017
• Marketing of Hotel, Pub with Rooms and Café	Sept 2017

- Outline Planning for whole site October 2017
 - Decision on Hotel, Pub with rooms and Café Dec 17
 - Detailed Planning for Phase 1 infrastructure/public realm April 2018
- 9 Management Committee will continue to receive both updates and decision reports as this scheme progresses, which will include extending the timeline based on knowledge of plans by selected occupiers for phase one.
- 10 Further work on Phase 2 will flow from the detailed financial and delivery plan to be considered by Management Committee in the summer.

Harbour Integration

- 11 Notwithstanding the redevelopment of the Peninsula, there is an immediate need to develop Weymouth Harbour and improve its financial viability. However, with the Peninsula being redeveloped, there is an additional pressure to ensure that the harbour and the new leisure offer are able to progress in ways which are mutually beneficial. Officers have identified a suitably experienced expert in harbour redevelopment and improvement, and defined a piece of work which would encompass:
- An assessment of the marine business opportunities and how synergies between the harbour and the town can be better developed and exploited;
 - An assessment of the physical needs of the harbour and how this interfaces with the peninsula redevelopment;
 - A high level business plan for the harbour pulling together the above, plus a value for money study of the harbour operation and an assessment of the harbour's socio-economic impact on the town.
- 12 This package of work will enable us to progress the development of the harbour alongside the redevelopment of the peninsula. Management Committee has allocated £200k to enable the feasibility studies for the peninsula redevelopment to progress, and given the intrinsic linkages between the harbour and the peninsula, it is proposed to allocate up to £53k from this to fund this piece of work.

Town Centre Management

- 13 The redevelopment of the peninsula and other sites adjacent to the town centre in Weymouth will significantly improve the local economy, and should attract additional visitors to the town including overnight visitors. Members have previously discussed the importance of ensuring that the offer of the existing town centre is strengthened alongside the redevelopment of the peninsula to ensure that the new developments uplift the entire town economy rather than serve to displace it. To this end the Management Committee Action Plan has included an item relating to Town Centre Management.

- 14 Members will be aware that in recent months the issue of the condition of the overall “fabric” of the town has been raised by both members and the public in Management Committee meetings. The proposal for Town Centre Management involves the appointment of an officer to take overall “ownership” of the town centre, identifying problems and liaising with the various responsible agencies, the BID, and businesses, to secure early remedy of problems and develop longer term initiatives to improve the town centre. The post holder would be employed within the Economic Development team, but would engage widely across the Council.
- 15 It is proposed to create a post initially on a 2 year basis, together with a budget to enable rapid remedy of problems where a core service is unable to respond. The BID have signalled their support for this initiative and to augment the project budget.
- 16 A budget of £120,000 is sought to cover this post for a two year period with funding from general reserves.

Implications

Economic Development

This report deals directly with the economic impact of the Peninsula development.

Appendices

None

Background Papers

None

Footnote

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

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Management Committee
Tuesday 6 June 2017
Implementation of the Housing and Planning
Act 2016

For Recommendation To Council

Portfolio Holder(s)/ Brief holder

Housing

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

Housing Improvement Manager / Monitoring Officer

Statutory Authority

Housing Act 2004

Housing and Planning Act 2016

Local Government Act 1972; Local Government Act 2000

Purpose of Report

1.To inform members of provisions within the Housing and Planning Act 2016 extending the council's powers and duties to regulate the Private Rented Housing Sector, to provide relevant powers to deal with such matters together with associated legal proceedings and seek to secure a consistent approach across the DCP area.

Recommendations

Members recommend to Full Council that:

- (a) the Officer Scheme of Delegations as set out in Constitution be amended in relation to the powers of the Head of Housing and the Corporate Manager – Legal as set out in Appendix 1 to this report, with power delegated to the Monitoring Officer to make such changes and any consequential changes to the Constitution he considers appropriate to facilitate the incorporation of these provisions; and
- (b) authorise the Head of Housing in consultation with the Corporate Manager – Legal to develop, and publish, any relevant procedures for the purposes of implementing the delegations above, including if considered appropriate, revising the Enforcement Policy and its 'Statement of Principles' incorporating civil penalties, applications for Rent Repayment Orders and banning orders for prescribed offences.

Reason for Decision

3 The council's intervention in the Private Rented Housing Sector is dictated by legislation that bestows both duties and powers upon the local authority. Implementation of those duties and powers requires adoption and publication of policies and principles to which the council commits and the appropriate delegation of powers. The council's Enforcement Policy and its supporting 'Statement of Principles' relating to the imposition of financial penalties, must take account of new provisions within the Housing and Planning Act 2016 relating to regulation of the sector.

Background and Reason Decision Needed

4. The Housing and Planning Act 2016 introduced new provisions to support local authorities in their regulation of the Private Rented Housing Sector, including:

- a) Introducing Financial Penalties (FP) for a range of Housing Act offences
- b) Extending the circumstances permitting Rent Repayment Orders (RRO) to be sought.
- c) Introducing Banning orders for the most prolific offenders
- d) Introducing a Database of rogue landlords / property agents
- e) Enabling Tenancy Deposit data sharing.

The principal legislation covering a local authority's regulation of the Private Rented Housing Sector is the Housing Act 2004. The act details conditions which, if present, require a local authority to take action and prescribes the options for intervention.

5. The Housing and Planning Act 2016 introduces additional provisions to improve regulation of the sector. The provisions follow recently introduced legislation to address retaliatory evictions by landlords and consultation on the extension of criteria for mandatory licensing of Houses in Multiple Occupation which is likely to be introduced later in 2017.

5. Financial Penalties

With effect from 6th April 2017 local authorities are able to impose FPs as an alternative to prosecution for the following offences;

- a) Section 30 - Failure to comply with Housing Act Improvement Notices
- b) Section 72 - Licensing of HMOs
- c) Section 95 - Discretionary licensing of houses under Part 3 of the Housing Act 2004.
- d) Section 139 (5) - Housing Act 2004 Overcrowding provisions
- e) Section 234 - Failure to comply with HMO Management Regs

6. FPs are introduced as an alternative to prosecution by the local authority, and can be imposed upon either a landlord or letting agent. The maximum FP that can be charged is £30,000 and **Income received from FPs can be retained by the LA to finance the Council's enforcement work.**

7. The government has produced a guidance note covering issues such as the burden of proof that a council should meet before setting a FP, the method of determining the appropriate amount, and the charging procedure. Any landlord / letting agent in receipt of a FP has a right of appeal to the First Tier Tribunal.

8. Should two or more FPs be imposed upon any person the council may choose to publish details of that person on the database of rogue landlords.

9. Rent Repayment Orders

With effect from 6th April 2017 the range of offences which lead to a local authority being able to consider applying to the First Tier Tribunal for a RRO against a landlord has been extended to include::

- a) Criminal Law Act 1977 – violence for securing entry;
- b) Housing Act 2004 – failure to comply with improvement notice;
- c) Housing Act 2004 – failure to comply with prohibition order etc.;
- d) Housing Act 2004 – control or management of unlicensed HMO;
- e) Housing Act 2004 – control or management of unlicensed house;
- f) Protection from Eviction Act 1977 – eviction or harassment of occupiers.

With the introduction of banning orders (see below) the intention seems to currently be to extend this power to cover breaches of such orders as well

10. RROs enable a local authority or a tenant to secure the repayment of rent paid during the period of a prescribed offence (for a maximum period of 12 months). In the case of the local authority the amount to be reclaimed would relate to Housing Benefit payments made while in the case of a tenant the amount reclaimed would be the rent paid personally by that tenant.

11. RROs are issued upon application to the First Tier Tribunal and while prosecution for the offence is not a prerequisite for a RRO application, should there have been a successful prosecution the Tribunal will not revisit the facts of the case, but merely consider the appropriate amount for repayment. Interestingly, the act requires a local authority to consider an application for a RRO should it have secured a prosecution for a prescribed offence.

12. Applications submitted without a prosecution for a prescribed offence having been secured will require the local authority to meet the same burden of proof as would be expected by the courts and to convince the Tribunal that payment meets the 'public interest' test.

13. The government has produced a guidance note for local authorities detailing the intention behind RROs and procedures for implementation. **Income received from RROs can also be retained by the LA to finance the Council's enforcement work.**

4. Banning Orders and Database of Rogue landlords

The act also introduces a provision enabling local authorities to apply to the First-Tier Tribunal to serve a banning order preventing a landlord or property agent from letting properties. Such an application would be permitted as a consequence of conviction for prescribed housing related offences.

15. The range of banning order offences that have been proposed include; illegally evicting or harassing tenants, failure to comply with Housing Act improvement notices, gas safety offences, and letting to someone who is disqualified from renting because of their immigration status. Banning orders are set to be introduced from October 2017 in relation to residential lettings and will be recorded on a national database of rogue landlords which local authorities will be obliged to update.

16 Enabling tenancy deposit data sharing.

With effect from 6th April 2017, Tenancy Deposit Protection schemes are required to provide specific information they hold on tenancies to local authorities requesting upon request. The information can only be sought in connection with functions under enforcement provisions within the Housing Act 2004. The information available includes:

- a) Addresses of properties privately rented
- b) Addresses of landlords letting the properties
- c) Addresses of letting agents managing the properties
- d) Number of deposits registered at the rented property.

Landlord names will not be shared.

17. Local authorities already have powers under the Local Government Finance Act 1992 to collect information on tenure for council tax purposes. The Housing Act 2004 allows that information to be used for housing functions under Parts 1-4 of the act (enforcement work). Access to the tenancy deposit protection scheme information will compliment information already available to the council and assist in the effective regulation of the private rented housing sector.

18. Enforcement

Responding to service requests relating to poor housing conditions within the private rented sector is a key function of the DCP's Housing Improvement Team. While many issues are resolved with the co-operation of the landlord, more formal procedures do need to be adopted should that co-operation not be forthcoming. The three councils each have a corporate Enforcement Policy detailing the high level principles that are to be applied. The WDWP also have a service specific policy providing more detail of the procedures that a landlord and tenant can expect the council to follow upon receipt of a service request. Consistent application of both the Housing Act and the new Housing and Planning Act provisions, with service procedures and standards publicly available, is a key objective of the Housing Department. The procurement of a new software system for Environmental Health and Housing services is providing another incentive to develop common working practices across the three councils.

19. Member support for implementing the new provisions and developing consistent working practices and procedures across the DCP area is sought.

Implications

20. Corporate Plan

Financial Receipts secured through the imposition of Civil Penalties and Rent Repayment Orders may be retained by the local authority to finance the council's enforcement work.

Equalities Any enforcement policy adopted should be subject to an EqIA.

Human Resources Income secured through the imposition of Civil Penalties and Rent Repayment Orders may be retained by the local authority to finance the council's enforcement work.

Consultation and Engagement The council must publish its enforcement policy and any Statement of Principles adopted.

Appendices

Appendix 1. Changes to Officer Scheme of Delegations

Background Papers

- DCLG Guidance for local housing authorities, 'Rent Repayment Orders under the Housing and Planning act 2016'
- DCLG Guidance for local housing authorities, ' Civil penalties under the Housing and Planning Act 2016'.
- Corporate Enforcement Policy NDDC
- Corporate Enforcement Policy WDWP
- WDWP Private Sector Housing Policy.
- Statement of Principles

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

Changes to Officer Scheme of Delegations

1. Add the following delegated powers to the Head of Housing:

- (A) Power to undertake all action in relation to the imposition of a financial penalty where such an option is available pursuant to any relevant housing offence (as currently defined in the Housing Act 2004) including in particular but without prejudice to the generality of the foregoing:
- (a) determining whether or not the circumstances are such as to justify the imposition of a financial penalty;
 - (b) determining the appropriate amount of any such financial penalty;
 - (c) considering and determining the consequences of any written representations made in relation to any proposed or actual financial penalty;
 - (d) determining whether at any time to withdraw or vary a financial penalty;
 - (e) determining whether to seek recovery of any financial penalty; and
 - (f) issuing and serving any notices or other documentation in relation to the above,
- provided that no decision may be taken to impose a financial penalty or seek the recovery of any financial penalty without the prior approval of the Corporate Manager – Legal.
- (B) Power to undertake all action in relation to the obtaining and enforcement of a rent repayment order pursuant to the Housing Act 2004 provided that such power does not extend to determining whether to make such an application and / or enforce such an order without the prior approval of the Corporate Manager – Legal.
- (C) Power to undertake all action regarding securing and/or providing tenancy deposit information to the extent that such information can be secured whether pursuant to the Housing Act 2004 or otherwise.
- (D) Power to undertake all action in connection with a banning order and maintaining a database associated with any such order pursuant to the Housing Act 2004 including in particular but without prejudice to the generality of the foregoing:
- (a) determining whether to make, vary and/or remove any entry on a database;
 - (b) considering and determining the consequences of any written representations made in relation to any proposed or actual banning order or database; and
 - (c) the requiring of any information in relation to any of the above;
- provided that the above does not extend to the actual determination as to whether to apply for a banning order.

2. Substitute and amend the existing delegated power of the Corporate Manager (Part A – delegation 2) to read as follows and delete the power of the Legal & Commissioned Services Manager as set out in Part B, Section 24, paragraph ii.

[N.B. the wording below does not all specifically relate to the content of the current report but rather seeks to integrate two powers that already exist whilst also making changes to clarify the powers and their application to the provisions covered in this report]

To undertake all action in connection with authorising, instituting, prosecuting, defending, appearing in and settling any legal proceedings (including any appeal against action taken by or on behalf of the Council and proceedings in any tribunal, hearing, inquiry or any other forum involved in the consideration of legal proceedings) on behalf of the Council together with the undertaking of such preliminary or further work in relation to the same as the Corporate Manager - Legal deems appropriate, including in particular, but without prejudice to the generality of the foregoing:

- (a) the making of any determination in relation to the same including whether to commence and / or withdraw any such proceedings;
- (b) authorising the undertaking of any action in respect of any caravan, tent or other structure (whether of a permanent or temporary nature) that in the opinion of the Corporate Manager – Legal is unlawfully placed on any land;
- (c) the enforcement of any order or byelaw made, confirmed or obtained by or on behalf of the Council;
- (d) any determination associated with seeking and/or securing any orders in connection with:
 - (i) any orders in connection with any anti-social behaviour; and/or
 - (ii) rent repayment and/or banning orders;
- (e) the obtaining of any warrant;
- (f) the determination of whether to issue a caution (or other warning) subject in the case of the issue of any formal caution to prior consultation with such Head of Service as the Corporate Manager – Legal at his/her discretion considers appropriate,
- (g) any determination associated with the securing and enforcement of any injunction (including in connection with anti-social behaviour); and
- (h) the giving of any undertakings s/he considers appropriate in relation to the same;

but provided that in the case of a final determination as to whether to commence formal litigation action to seek to recover outstanding monies in excess of £10,000 secured pursuant to a planning obligation (under s106 Town and Country Planning Act 1990 (as amended)), such determination is subject to such consultation with a relevant portfolio / brief holder as the Corporate Manager - Legal at her/his discretion considers appropriate.

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Management Committee 6 June 2017 Melcombe Regis Board Strategic Plan

For Decision

Briefholder

Housing

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

G Duggan, Head of Community Protection

Statutory Authority

The Council has responsibility for a range of statutory and discretionary activities undertaken in the Melcombe Regis ward.

Purpose of Report

- 1 To inform your committee about the work of the Melcombe Regis Board and to endorse the strategic plan.

Recommendations

- 2 (1). To note progress of the Melcombe Regis Board and endorse the strategic plan.

(ii). To agree that the Briefholders for Housing and Assets & Infrastructure in conjunction with the Chief Executive, are authorised to approve funding allocations from the Melcombe Regis reserve.

Reason for Decision

- 3 To enable the council to work with partners to improve the lives of people in Melcombe Regis.

Background and Reason Decision Needed

- 4 At your meeting on 1 March 2016, your committee approved the recommendation to take the lead in establishing a Melcombe Regis Strategic Board. This was in recognition of underlying structural issues affecting communities and the environment in Melcombe Regis. These issues affect people's health and lives more detrimentally than anywhere else in the Borough.

- 5 The Board first met on 25 April 2016, chaired by the Chief Executive and meets bi-monthly at the Council's Commercial Road offices. It consists of senior representatives from the following agencies;

Aster Housing
Dorset Clinical Commissioning Group
Dorset County Council
Dorset Councils Partnership
Dorset Police
Dorset Police & Crime Commissioner
Dorset & Wiltshire Fire & Rescue
Public Health Dorset
Team Around Melcombe Regis
Weymouth College

Councillor Gill Taylor as the Housing Briefholder is Management Committee's representative on the Board.

- 6 Through analysis by the preceding task team, the structural issues have been identified, mapped and their inter-relationships are now better understood. The Board has taken these and centred its work upon priority themes - *Housing; Community; Environment; Health; Employment and Crime*. The challenge for the Board is for its members to work together to exploit the inter-relationships between these themes and start to achieve lasting change. In this respect, the Board's vision is that **Melcombe Regis is a safe, healthy and great place to live and work.**
- 7 The Board has produced its strategic plan and this is given in Appendix 1. The plan maps out longer term goals and actions which will be reviewed and re-freshed annually. The main purpose of the Board is to facilitate change and to achieve that it needs to work in partnership with all those agencies and groups involved in delivering services and supporting people in the area. The Team Around Melcombe Regis, a group of local service providers and residents, is represented on the Board and a community engagement event took place on 17 May 2017. Financial support has been given by the Board to strengthen community development and support The Lantern project for vulnerable local people. A precis of actions taken by the Board and its members, in addition to the day to day delivery of services, is given in Appendix 2.
- 8 Improving the quality of housing is a strong focus for the Board. Housing conditions are a direct determinant of health and poor, cheap housing stock creates pockets of deprivation and social issues. Whilst there is good housing in Melcombe Regis, there is a disproportionate amount of private rented and poor stock. A report will be made to your committee in September 2017 about the options that are available to the council and other stakeholders with recommendations from the Board,
- 9 Last year, your committee agreed to allocate up to £100,000 to assist the work of the Board. To date, only a small amount of this funding has been used to help develop the local housing strategy. But now that the strategic plan is developed, further requests for allocations are expected. It is suggested that the Briefholder for Housing and Assets & Infrastructure, in

conjunction with the Chief Executive, are authorised to decide on allocations within the value of the reserve. This will allow the council to respond in a timely way to assist local projects and improvements. A summary of the allocations will be made to your committee with an evaluation.

Implications

Corporate Plan

- 10 Given the nature of the Board's work there are strong links with the corporate plan priorities of Building a Stronger Local Economy; Empowering Thriving & Inclusive Communities; Improving Quality of Life and Developing Successful Partnerships.

Financial

- 11 As outlined in the report.

Economic Development

- 12 As outlined in the report

Risk Management (including Health & Safety)

- 13 There is reputational risk to the council and its other partners if inequality in health outcomes and opportunities for communities are not challenged effectively.

Human Resources

- 14 Nil

Consultation and Engagement

- 15 The plan has been produced by Board members and consultation has taken place within and across agencies. Engagement opportunities such as mentioned in the report will allow feedback and shaping of the plan over its term.

Appendices

Appendix 1 – Melcombe Regis Strategic Plan
Appendix 2 – Precis of local action

Background Papers

Please contact the report author.

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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Date: 6 June 2017

MELCOMBE REGIS BOARD

‘Helping make Melcombe Regis a safe, healthy and great place to live and work’



Strategic Plan 2017-21

APPENDIX 1

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APPENDIX 1

Melcombe Regis

Melcombe Regis is at the vibrant heart of Weymouth. Situated on the north shore of the harbour and extending to Lodmoor Hill, it includes Weymouth seafront, town centre and the residential areas of Greenhill and the Park District. Yet, despite its attributes it is the Borough ward with most evidence of multiple deprivation and is within the 10% most deprived neighbourhoods in the country (Public Health England Local Health Profiles 2015). It scores high levels of deprivation in living environment; education; skills and training; health; employment; income and crime. The area has seen few improvements since the previous index was published in 2010.

Melcombe Regis has many great features that are enjoyed by locals and thousands of visitors every year. But it is a ward with many constituent parts. The blend of private and rented housing, homes of multiple occupancy; hotels; guesthouses and retail; commercial and leisure activities make up a very diverse area. Despite performing relatively well, Melcombe Regis has suffered from the structural decline of seaside resort towns, low paid seasonal jobs and cheap, poorer quality housing has created a high transient population many with complex needs. Health and wellbeing is affected by a variety of factors, some of which are amenable to change, either by personal choice such as diet or by external influences, for instance changes to the local environment.

The Board

The Board has been established in recognition of the serious issues facing Melcombe Regis and that no individual agency or group can achieve the impact needed, especially in the current harsh financial climate. The Board recognises the great work being done already by the Team Around Melcombe Regis, community and voluntary groups; health providers; police and local councils. A key role of the board is to bring agencies together, often at senior level; to understand the complex relationships between the factors affecting Health and Wellbeing; help give direction; remove obstacles and enable change. This is no 'quick-fix' and the Board commits itself to its vision. It is a social injustice that average life expectancy in the ward is up to 10 years less than other areas of the Borough, this must change.

Agencies that are represented at the Board are listed on the last page of this plan.

APPENDIX 1

Our Vision

Melcombe Regis is a safe, healthy and great place to live and work

To achieve this we will;

- Identify priorities for action and work with partners who share our vision
- Ensure that local people are at the heart of what we do
- Seek and pool funding opportunities, working closely with the business community
- Challenge ourselves to be measurably successful

Priority Themes & Plan

The Board has looked at work done prior to its establishment and from this agreed six priorities around which the plan is structured;

- Housing – residents live in good quality housing which is affordable
- Community - a strong, integrated community with ready access to opportunities and services
- Environment – a restored sense of pride
- Health - everyone can lead healthier lives and support is provided for those in greatest need
- Employment - more jobs for local people and barriers to education, training & employment challenged and removed
- Crime - crime and anti-social behaviour is reduced and people feel safe

The 5-year rolling plan recognises that meaningful change will take time to achieve. The plan contains some work already started or due to commence under the ownership of a Board agency or others and new work, but is by no means a comprehensive picture. The plan will evolve as work progresses and its success will be dependent upon Board agencies planning and working together; being inclusive with local communities and valuing the many that are already working locally to improve Melcombe Regis.

Housing

Residents live in good quality housing which is affordable

Why it is important

The linkage between housing and health is well proven - people should be able to have the expectation of decent affordable homes.

In Melcombe Regis there are a significant number of flats above retail and commercial premises and a higher concentration of houses in multiple occupation within the main housing area, the Park District. Here, the housing is predominantly older, back of pavement stock with in variable condition. Some of the HMO's fall within the limited mandatory licensing regime but others do not and again, the condition of the stock is variable.

Because of the relative low cost of housing (usually the more cramped, lacking facilities, in disrepair), there are a higher proportion of people living locally who in poverty, without employment, have complex physical and mental health issues including substance abuse and addiction. A number of agencies supply 'supported' housing in the area and when not managed well, can lead to problems for clients and the community.

As the town centre ward, homelessness and rough sleeping is visible and rising, as it is nationally. Despite this, there is some good work underway co-ordinating interventions.

Key features, such as over half the housing tenure is in the private rental sector; higher proportion of disrepair, poor facilities and overcrowding and, people living with complex needs have to be addressed.

Priorities

- **Provision of a mixed range of affordable housing**
- **Achieve a higher standard of housing conditions**
- **Making sure vulnerable residents are safe in their homes**

1. Provide a mixed range of affordable housing through;

- Delivering new family housing
- Providing access to low cost home ownership initiatives
- Reducing the concentration of supported housing

Action in 2017-18

- Carry out a detailed analysis of licensing options for private rented sector (PRS) homes
- Report and recommendations to WPBC councillors about licensing options
- Work with Registered Providers to explore housing investment options, including PRS homes

2. Achieve a higher standard of housing conditions through;

- Innovating to secure improvements in the private rented sector
- Securing an external refurbishment programme for homes and street-scene
- Developing and adopting a new Housing Enforcement Policy for the area

APPENDIX 1

Action in 2017-18

- Pilot housing advice sessions in GP surgeries and the community centre

3. Make sure vulnerable residents are safe through;

- Getting behind front doors to identify and tackle housing problems faced by vulnerable households
- Ensuring supported housing providers do a good job
- Getting homeless rough sleepers off the streets

Action in 2017-18

- Task and finish group to review and improve response to rough sleeping

Community

A strong, integrated community with good access to resources and opportunities

Why it is Important

Building resilience within communities and improving access to resources (information; skills; technologies; funding) helps reduce inequalities particularly the impacts of unemployment, lower incomes and poor health outcomes.

A strong community is one that is diverse and inclusive and has the ability and opportunity to make things happen. It is in the unique position to help identify what makes their community work and how it can be improved. With the right support, it can take on many grass roots activities and act as a design and delivery point for resident's needs.

Melcombe Regis is varied with its commercial; leisure; retail and residential features and here, we are focusing on people who live in the area and their community. And, that community is very diverse with a core of older people who have lived in the area for a long time and a relatively high proportion of transitory people moving through short-term rented accommodation. Community cohesion is low and resources under-utilised.

There is a lot of great local work going on through initiatives such as 'Working With You' and 'Our Place' and the role of the Melcombe Regis Board is to support and help grow such work. Also, to identify new opportunities.

A key challenge for the Board is how it engages and works with the community that it is there to work alongside and help.

Priorities

- **Supporting a community that welcomes all and works together for the common good**
- **Supporting and enabling residents to celebrate and improve their own living and working environment**
- **Improved information on and access to opportunities and services that deliver quality of life improvements for local people**

1. Supporting a community that welcomes all and works together for the common good through;

- Identifying the range of different cultures, faiths, backgrounds and religions represented by the communities of Melcombe Regis
- Identifying the common and varying needs of these diverse communities
- Encouraging collaborative community events and projects to discuss and address community issues and celebrate achievements.

Action in 2017-18

- Audit of resident community and identification of community leaders
- Establishment of a fully representative community forum
- Hold a community information event to introduce collaborative work in Melcombe Regis and encourage community input

2. Supporting and enabling residents to celebrate and improve their own living and working environment through;

- Encouraging use of the Park Community Centre by a range of voluntary and community groups
- Facilitating communication between local community and voluntary groups and supporting collaborative community projects
- Working with partner groups such as the Team Around Melcombe Regis to help deliver their priorities

APPENDIX 1

Action in 2017-18

- Audit of voluntary & community groups established in the area & assess needs and desires
- Produce Working with You project update
- Increased footfall at the Park Community Centre

3. Improved information on and access to opportunities and services that deliver quality of life improvements for local people by;

- Getting useful information to all who would benefit by a range of information streams
- Ensuring the sustainability of The Park Community Centre as a mainstream community hub and The Lantern Centre as a crisis service hub
- Informing the development of the Living & Learning Hub

Action in 2017-18

- Production of a community directory for new residents and on-line resource guide to key contacts and services
- Production of an easy-reference resident's advice card
- Production of a development plan for The Park Community Centre
- Enable the improvement and better use of the community website

Environment

A restored sense of pride

Why it is important

The infrastructure of a neighbourhood and the provision of opportunities to enjoy outdoor space has a profound effect on physical, social and mental health. Melcombe Regis is fortunate to be surrounded by a great harbour and beach but some of the inner areas are less attractive and less well maintained. The health impacts of people who live and work there are affected by issues such as air quality and noise; availability of accessible out-door spaces that suit their needs; the look and feel of the streets; accessible travel arrangements and whether people feel connected with other communities. Neighbourhoods need to be safe, vibrant and viable.

Highlighted issues include the flooding that occurs at certain times of the year; a feel that some streets are unattractive and unsafe and small pockets of green and open space could be made more attractive to users. Regular maintenance of street infrastructure, pedestrian safety and targeted lighting is also important as is the general problem of rubbish and unwanted seagull activity.

As well as these immediate problems, the Melcombe Regis Board will work so that partner agencies, community and business groups consider environmental impacts in all future policy making and for the people who live and work here help shape what their environment looks and feels like.

Priorities

- **Public space is clean, safe and accessible**
- **Twenty-first century facilities, building on great coastal and seafront attributes**
- **Economically active and well maintained retail and commercial property**

1. Public space is clean, safe and accessible through;

- Keeping pedestrian areas attractive, clean and well maintained
- Providing targeted lighting options to priority areas.
- Ensuring good air quality
- Greening the urban environment

Action in 2017-18

- Run and evaluate the environmental enforcement project
- Win funding from Coastal Communities Fund to design and install new lighting
- Include Melcombe Regis in the Dorset Air Quality project

2. Twenty-first century facilities, building on great coastal and seafront attributes through;

- Implementing the Town Centre Master Plan to regenerate key sites
- Securing funding to improve flood protection measures
- Ridding the area of problem pockets of public land
- Making public space attractive, accessible and healthy places to be
- Improve play and recreation in the area

APPENDIX 1

Action in 2017-18

- Ensuring that our priorities are reflected in the Peninsula development plans
- Audit problem public land and improve at least 3 sites
- Work with the community to submit £1M+ Heritage Lottery Fund bid for Radipole Park Gardens

3. Economically active and well maintained retail and commercial property through;

- Helping empty retail and commercial property back into use
- Requiring property owners and tenants to keep property maintained

Action in 2017-18

- Audit, and get to know where the problem properties are, plan and improve
- Raise awareness and use of business support and regulatory powers by relevant agencies

Health

Everyone can lead healthier lives and support is provided for those in greatest need

Why it is important

Public Health England's Local Health Profile for Weymouth and Portland highlights stark health inequalities between residents of Melcombe Regis, other wards in the Borough and the rest of Dorset. For example, average life expectancy for men in the ward is 10 years less than a neighbouring area. The reasons for this are complex but are shaped by a higher transient population; low income; poorer lifestyle and housing and a higher proportion of people with complex mental health problems.

Many of the key determinants of health are being explored elsewhere in this plan and so here there is a more specific focus around prevention of ill health through lifestyle changes and where ill-health or disease is present, living as well as possible with it. Key to prevention are diet and nutrition; physical exercise and smoking cessation programmes. Health screening programmes are important for early diagnosis and currently have low take-up in the area. Drug and alcohol and mental health interventions also need to be reviewed and strengthened.

It is about building upon lots of good work already taking place which includes the day to day delivery of GP and pharmacy services in a much stressed environment; the mental health outreach nurses project to our most vulnerable people; an exercise referral scheme and bids to Sport England to get funding to improve local provision.

Priorities

- Living well
- Improving heart health
- Improving mental health and wellbeing

1. Living well;

- Empowering residents of Melcombe Regis to take care of their health. For example, encouraging more take-up of the LiveWell Dorset referral and self-help schemes to support positive behaviour change in:
 - Physical activity
 - Weight management
 - Smoking cessation
 - Reducing alcohol consumption
- Delivery of a programme of initiatives to increase the amount of physical activity undertaken by local people
- Building health improvement into local planning policy and decisions to help reduce health inequality

Action in 2017-18

- Engagement with GP practices to encourage LiveWell Dorset use and the Living and Learning hub project to promote health.

2 Improving heart health, in particular cardiovascular disease and diabetes, through

- Using more targeted NHS health checks programme to improve early identification of disease
- Encouraging GPs to participate in the Right Care programme for a better and more consistent approach to diabetes care

APPENDIX 1

Action in 2017-18

- Working with Public Health Dorset to explore how the NHS health checks programme can be better targeted in the area

3. Improving mental health and wellbeing though;

- Commissioning of a new service provision for people with alcohol and drug related issues
- Supporting and implementing the recommendations of the Mental Health service review and provision of mental health first aid by appropriate staff
- Recognising the importance that physical environment plays upon mental health

Action in 2017-18

- Implement actions arising from the Alcohol Concern workshop
- Facilitate a local mental health stakeholders event
- Ensure local planning prioritise elements to improve physical environment for local community wellbeing

Employment

More jobs for local people and barriers to education, training & employment challenged and removed

Why it is important

Economic development resulting in good-quality, stable employment, is crucial to health and wellbeing for those able to work. This is especially important for young people as they are less likely to find work later in life and, more likely to experience poor long-term ill health, if they are out of the workforce as young people. More generally, unemployment increases the risk of fatal or non-fatal cardiovascular disease and all-cause mortality, by up to 2.5 times. Mental health and depression are significance risks of unemployment with studies showing one in seven develop clinical depression within six months of losing their job.

Health behaviours such as drinking, smoking and lack of exercise are far greater among the long-term unemployed than among people in employment; these effects can last for several years even after a person has found employment. Getting back into employment increases the likelihood of improved health by almost threefold, and significantly improves quality of life.

Weymouth and Portland is characterised by an ageing population, relatively stagnant population growth and a falling cohort of working age and younger people. The profile for Melcombe Regis has the highest proportion of residents classified as transient singles poorly supported by family and neighbours' (46.7%), followed by 'residents with strong local roots' (18.5%) and 'lower income workers in urban terraces' (18.5%). Just over 1000 residents between the ages 16-64 (total population in this group is 3962) are not registered for work, suggesting that a high percentage of this number are in the transient population. A quarter of the employed sector are in low skilled employment, with only a third in a high skill occupation. In part this is due to the seasonal nature of work in the area. We need to make it easier for people to find the right support to increase their skill levels, become employment ready or start up their own businesses.

Priorities

- **Providing a shared services centre as a one-stop local resource**
- **Supporting apprenticeship pathways**
- **Planning for growth and encouraging business start-ups**

1. Providing a shared services centre providing greater access to skills, training and employment opportunities through;

- Re-locating the current service to a new location in-line with the living and learning hub project
- Enhancing the work of the service with a targeted approach to providing better focused skills training and career packages

Action in 2017-18

- Progressing the service re-location into a shared facility and develop the offer to Melcombe Regis residents
- Deliver a local road-show promoting learning; skills; apprenticeships and employment opportunities

2. Supporting apprenticeship pathways through;

- Utilising the Dorset Public Sector Apprenticeship Framework to promote apprenticeship opportunities
- Promote Weymouth College Apprenticeship programme in conjunction with the Government's Small, Medium sized Enterprise Apprenticeship Levy and work with businesses to encourage take-up of the scheme

Action in 2017-18

- Number of apprenticeship taken up
- Promotion of apprenticeships to local people

3. Planning for growth and encouraging business start-ups through;

- Maximising the employment, training and work experience opportunities for local people that can be gained from major regeneration and redevelopment projects
- Providing more cohesive and comprehensive support for enterprise and start-ups including a comprehensive business support package
- Developing pop-up shop opportunities and support for artisan markets
- Establishing a business start-up and entrepreneur support service

Action in 2017-18

- Identify employment and community development opportunities from the 5 regeneration sites in the town centre and other major redevelopments, promoting these opportunities to local people
- Establish a dedicated communications plan that is focused on promoting employment, training and apprenticeship opportunities to local people
- In conjunction with Weymouth College, hold a Dorset Growth Hub workshop in Weymouth promoting business start-up and entrepreneurship career pathways
- Identify a facility or facilities that could be utilised for a Pop-Up Shop and establish a programme to encourage entrepreneurship
- Produce a business start-up and entrepreneurship digital brochure that identifies pathways, local advice and support

Crime and Community Safety

Crime has been reduced along with anti-social behaviour. People feel safe

Why it is Important

Crime and the fear of crime are important determinants in health and wellbeing. Following sustained falling crime rates, Weymouth has recently seen significant rises in some crime categories, following national trends. Although some acquisitive crime continues to fall (burglaries and vehicle crime) there have been rises linked to the town centre including robbery, public order, violent crime, assault and serious sexual offences.

Anti-Social Behaviour (ASB) has increased within nuisance and environmental categories mainly associated with the night-time economy (NTE). There is also a continuing problem related to street drinking/begging impacting upon public perception of the town centre.

Melcombe Regis has seen an increase in Dangerous Drug Networks (DDN) activity and significant resources from Dorset Police have been deployed, often under the radar, to tackle this criminality and the risk that it presents to vulnerable people.

There is a lot of good, collaborative work taking place. Some of this has been recognised nationally with schemes including Best Bar None; RU2 Drunk; voluntary earlier closing for licensed premises and the Street Pastors. The town has just been accepted into the Home Office Local Alcohol Action Area programme. And, a record number of Criminal Behaviour Orders have been gained to control offensive behaviour in the town.

Keeping local people informed about the facts and on-going work is key to lessening the fear of crime.

Priorities

- Preventing public place violent crime linked to the night-time economy
- Reducing the number of people seriously harmed including those linked to the supply of controlled drugs
- Reducing the number of victims of crime and antisocial behaviour

1. Preventing public place violent crime linked to the night-time economy through;

- Improving our knowledge and intelligence of the NTE through better information sharing between agencies
- Generating economic growth by creating a vibrant and diverse NTE and working with businesses to maximise opportunities to improve look and feel at night
- Designing-out crime and creating safe pedestrian routes

Action in 2017-18

- Develop an NTE strategy for delivery by partners of the NTE Group and/or submit an application for Purple Flag accreditation
- Ensure that the learning and best practice identified by the Local Alcohol Action Area Programme is embedded within a refreshed NTE action plan

APPENDIX 1

2. Reducing the number of people seriously harmed including those linked to the supply of controlled drugs through;

- Developing a more co-ordinated and effective partnership approach to identifying and managing those individuals most at risk of harm from drug suppliers
- Ensuring those at highest risk of harm are provided with appropriate support by relevant agencies
- Implementing a multi-agency strategy to guide tactical actions to reduce vulnerability of those at risk of harm from drug suppliers

Action in 2017-18

- Through case studies, understand and improve multi-agency practice to reduce harm
- Improve our understanding of the community intervention services available and referral processes
- Continue development of the information sharing and case management meetings between Police, Housing, Community Safety, Community Mental Health and the Clinical Commissioning Group to reduce the vulnerability of people at risk

APPENDIX 1

3. Reducing the number of victims of crime and anti-social behaviour through;

- Maintaining a focus on reducing street-drinking; rough sleeping & begging in the town centre

Action in 2017-18

- Develop a consensus on tackling street drinking and the multi-agency response to it – ensuring learning and best practice from the Alcohol Concern Workshop is incorporated within the approach
- Improve our understanding of the community intervention services available and referral processes
- Continue development of information sharing and case management meetings between agencies to reduce the vulnerability of persistent street drinkers
- Review commissioned services to ensure they work effectively in reducing street drinking
- Explore the viability of a Community Safety Accreditation Scheme for Weymouth supported by the Dorset Police & Crime Commissioner
- Apply for Home Office Police Transformation Funding to develop a placed based approach to reduce the vulnerability of persistent street drinkers, rough sleepers and those begging

APPENDIX 1

Measuring how we do

It's important to know how well we are doing. Each of the priorities in this plan has a performance measure and these will be tracked to ensure good progress and inform the work ahead. The Board will monitor progress and recommend that partner agencies report progress to their leadership teams. Over time, and by working better together, we are committed to improving people's lives in Melcombe Regis.

Board Members

Dorset Councils Partnership
Dorset Police
Dorset & Wiltshire Fire & Rescue
Weymouth College
Public Health Dorset

Dorset County Council
Dorset Police & Crime Commissioner
Dorset Clinical Commissioning Group
Team Around Melcombe Regis
Aster Housing

APPENDIX 2

Examples of actions by the Board and its partners;

- 1 Survey of properties to identify licensable Houses in Multiple Occupation and offer loan assistance where conditions are poor. Phase 1 covering the Park District is now complete, phase 2 which covers the town centre is underway.
- 2 Crescent Street Surgery refers concerns regarding poor housing conditions directly to the council. This will be extended to other surgeries in the area.
- 3 Community Capacity officer has been funded by the Board to help build a strong and resilient local community.
- 4 Team Around Melcombe Regis delivering the 'Our Place' local improvements plan.
- 5 Appointment of two Mental Health Practitioners who support rough sleepers and homeless with mental health illness in the area. Also provide advice and support to other organisations involved with homeless.
- 6 Funding of an enterprise co-ordinator to implement the programme of work around new employment and skills plan.
- 7 Partnership with litter and ASB enforcement company working predominantly in the town centre and Park District.
- 8 Replacing/ refurbishing worn out litter bins and putting them back into the Park District (as long as not misused and fly-tipped around).
- 9 Award of Local Alcohol Action Area status by the Home Office which recognises good practice by agencies and looks to extend best practice amongst the group of participants. Goal to further prevent alcohol-related crime and disorder and generate economic growth.
- 10 Operation Energy by Dorset Police, a proactive police investigation targeting drug dealers has already led to convictions and deterred drug dealing.
- 11 Overt police visits to those deemed to be at the greatest risk of 'cuckooing' and continuing multiagency approach to protect high risk vulnerable people.
- 12 Highest number of Criminal Behaviour Orders in one area Dorset granted by the Courts for persistent ASB offenders in the town centre. Many now excluded but work continues.
- 13 Cumulative Impact Policy now in place for the town centre to give the Council, Dorset Police and Public Health Dorset more power to object to new applications for licenses to sell alcohol.

- 14 Coastal Communities funding of £200K has been awarded for a lighting project to create a safer environment coupled with a signage scheme to encourage safer movement of people.
- 15 Heritage Lottery Fund bid for £1M to be made this summer for improvements to Radipole Park Gardens making it more useful to local communities.
- 16 Secured additional funding for The Lantern Trust to enable it's valued with the homeless and vulnerable to continue in 2017/18.
- 17 A Public Space Protection Order will be in place later this year to further control ASB.

Management Committee

6th June 2017

Improved pedestrianisation of Weymouth town centre

For Decision

Portfolio Holder(s)/ Briefholder

Transport and Infrastructure

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Author: Nick Thornley

Statutory Authority Road Traffic Regulation Act 1984.

Purpose of Report

1. To seek support to implement improved pedestrianisation measures for St Thomas and St Mary Streets as the first stage of improving traffic management in Weymouth town centre.

Recommendations

2.
 - a) That Dorset County Council be asked to implement a close monitoring system to assess the detail of any breaches to the existing Traffic Regulation Order in St Thomas and St Mary Streets.
 - b) That local businesses, with support from the Weymouth BID and Weymouth Chamber of Commerce, be reminded of the current Traffic Regulation Order and that policing be improved by the Borough and County Councils.
 - c) That £15,000 capital and up to £5000 per annum revenue funding be set aside to implement a new posts/barriers scheme if required, detail to be agreed by the Strategic Director in liaison with the Leader and Briefholder.
 - d) That the traffic management plans agreed by the County Council as the Highways Authority, and implemented by event organisers working with the Safety Advisory Group and the Borough Council in relation to major events during 2017, be used to test new traffic arrangements in the town centre including the seafront and harbour areas.

Reason for Decision

3. To improve the look, feel and safety of Weymouth town centre and to encourage increased custom to town centre businesses.

Background and Reason Decision Needed

4. A significant number of retail and food and drink businesses are located in St Thomas and St Mary streets in Weymouth Town Centre. Concerns have been expressed by some businesses in recent years about the mix of vehicles and pedestrians in these streets.
5. There is an existing Traffic Regulation Order (TRO) in place for St Mary and St Thomas Streets – no vehicles between 1030 and 1730, 7 days a week, with signs rather than bollards or barriers in place. The County Council is able to give a temporary exemption to some vehicles by issuing a permit to businesses wishing to carry out repairs for example. There used to be barriers restricting access to these streets, but these were removed in order to improve the street scene as part of the preparations for hosting the Olympic Games in 2012.
6. Initial discussions with the County Council recently have concluded that the workings of the current scheme should be closely evaluated before expenditure is incurred (approximately £15,000 to install new barriers or posts and up to £5000 per annum to open and close twice a day plus access arrangements for emergency vehicles).
7. The main issues at present seem to relate to occasional shop fitters or van deliveries and occasional taxis.
8. The County Council is able to introduce a monitoring system for a defined period to record times, vehicle numbers, frequency, purpose, etc. The County Council, working with support from the Borough Council, can also improve the policing of these streets using their Civil Enforcement Officers (eg shop maintenance vehicles in the area without a permit) and the licensing of Taxis. The Weymouth BID and the Chamber of Commerce can also help to improve the success of the current TRO by working with local businesses to reinforce the current access restrictions.
9. It is therefore proposed that monitoring and improved policing of these streets takes place as soon as possible and that the Borough Council agrees to put back the barriers or posts if this is considered to be the only way to improve pedestrianisation. It should be possible to find a person or business to assist with the opening and closing at no cost but if this cannot be arranged it is estimated that it would cost approximately £5000 per annum to pay someone to do this. A key system will need to be re-introduced in partnership with the emergency services.
10. The Dorset LEP- funded Transport and Movement Study for Weymouth town centre completed last year includes a number of other suggestions to improve the town centre. There are some key events in Weymouth through

2017 and, following some difficulties last year with traffic management for some large events (eg Waterfest and Ironman), the County Council has introduced improved control measures to manage traffic for this year. It is proposed that these serve as a test for any further potential new traffic arrangements in Weymouth. Discussions with the County Council suggest that the one hour free car parking on an area of the harbour side (Custom House Quay) is the cause of some of the traffic generated in Weymouth Town Centre. Members may wish this arrangement to be reviewed and are invited to comment on this suggestion before any changes are implemented in partnership with the County Council.

Implications

Corporate Plan

Building a stronger economy
Improving quality of life

Financial

The costs of intensively monitoring the current TRO for a defined period can be covered by the County Council but the Borough Council would be required to cover the set up and running costs of any revised scheme if required. If required, the running costs would need to be covered by another council budget.

Equalities

The management plan for any new scheme will be required to meet the needs of people with a disability.

Environmental

No specific implications from this report. The Town Centre is defined as a Conservation Area.

Economic Development

An improved scheme for managing pedestrians and vehicles in the town centre is predicted to have a positive impact on town centre businesses.

Risk Management (including Health & Safety)

A full risk assessment will be drawn up with the management plan for any new scheme.

Human Resources

No implications from this report.

Consultation and Engagement

Scheme prepared in partnership with Dorset County Council.
Consultation with town centre businesses will take place prior to any changes being implemented

Appendices

None

Background Papers

None

Footnote

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

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Date: 25.5.17

Management Committee 6 June 2017 Relocation and Upgrade of the Borough CCTV Service

For Decision

Briefholder

Community Safety

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

G Duggan, Head of Community Protection

Statutory Authority

None specific for the provision of the service

Purpose of Report

- 1 To inform your committee about the necessity to re-locate and upgrade the Borough CCTV monitoring service and gain your approval for officers to commence the procurement process.

Recommendations

- 2 To agree to the re-location and upgrade of the Borough's CCTV control centre and operation subject to receipt of a robust business case and suitable tender response.

Reason for Decision

- 3 To help release the Harbour Peninsular site for redevelopment. To reduce costs, improve the CCTV service and provide additional capacity for new partners.

Background and Reason Decision Needed

- 4 The Borough's CCTV control centre operates and monitors cameras in Weymouth and Portland, Bridport; Dorchester and Dorset County Hospital. Its present site at Weymouth Harbour Terminal is earmarked for redevelopment and Dorset County Council (DCC) has offered accommodation at Colliton Annexe, County Hall, Dorchester.
- 5 A scrutiny review of the CCTV service in 2011 examined cost saving options for the service including closure and service reduction. The 2012 Olympics provided some external funding for equipment upgrades and a

24-hour service was maintained until a further review in 2013, when a budget reduction of £100,000 was met by reducing to 12-hour staffed monitoring (4pm to 4am). With income from third parties of £90,000, the current net cost of the service is £150,000.

- 6 It is recognised that public space CCTV is an effective means of improving community safety especially in town centres, although the actual benefits are often difficult to quantify. The Borough Council's position has been to press for financial contribution to the continuance of the service from Dorset Police who are regarded as a principle beneficiary. The service is also recognised as contributing to the council's corporate priorities through supporting the business environment; helping to create safe public space for residents and visitors and protecting vulnerable people.
- 7 In his Police and Crime Plan 2017-21, the Dorset Police & Crime Commissioner sees it as an essential part of his role to "bring together local partners together to tackle shared priorities, issues and concerns" and will "continue to work with Dorset Police and other agencies locally, regionally and nationally to keep our communities safe". He recognises the value of CCTV to the Police, and has offered to financially contribute to making the service more resilient and co-ordinated across Dorset.
- 8 It is the councils aim to redevelop the Peninsula site and the relocation of the current CCTV control centre is required as part of this. Also, much of the technical infrastructure of the service is reaching the end of its life and investment is required. Your officers have been working with the Office of the Police & Crime Commissioner (OPCC); Dorset County Council (DCC) and Dorset Police to find a solution that meets partner's needs.
- 9 DCC has offered a location to base the service on its Colliton Park site in Dorchester. This will provide the opportunity to bring together their CCTV traffic management facility with public space CCTV as well as providing a better linkage for emergency planning purposes. The accommodation costs would be met by DCC and a contribution would be made to the capital project. The OPCC has offered to fund the majority of the capital cost (subject to receipt of a suitable tender) as part of the Commissioners ambition to have a resilient, Dorset CCTV service. Dorset Police has offered a contribution to revenue funding of the re-located and upgraded service.
- 10 The project is being managed by a project board consisting of the relevant partners and a business case is developed and awaiting detailed financial information. Your officers will ensure that the Borough Council's financial position is protected and that there will be no increase to the current level of revenue funding. Phase 2 of the project will look to bring more partners and income to the service and reduce the Borough Council's share of the costs. It is recommended that the Briefholder for Community Safety be authorised by your committee to approve the completed business case in conjunction with the Heads of Community Protection and Financial Services.

Implications

Corporate Plan

- 11 Corporate Plan 2016-2019, corporate aim “to ensure people feel safe in their neighbourhoods by working with the Police and other partners to maintain low levels of crime and anti-social behaviour”.

Financial

- 12 Detailed financial information will be provided in the business case.

Economic Development

- 13 The economy of Weymouth town centre derives significant benefit from public space CCTV as the safety of residents and visitors is increased by its presence. Dorset Police are able to prevent and resolve crime and ASB quicker and more effectively.

Risk Management (including Health & Safety)

- 14 Public space CCTV protects the council’s assets and infrastructure. It contributes to reducing reputational risk for the Borough and council.

Human Resources

- 15 The proposals have been discussed with the 5 staff who work at the CCTV control centre and union representatives. They have no objections in principle to the relocation.

Consultation and Engagement

- 16 Staff have been engaged throughout the development of the proposal. Partners are engaged through representation at the project board.

Appendices

None

Background Papers

None

Footnote

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

Report Author: Graham Duggan, Head of Community Protection

Telephone: 01305 252285

Email: gduggan@dorset.gov.uk

Date: 6 June 2017

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Management Committee 6 June 2017 Rates Relief

For Decision

Portfolio Holder(s)

Finance & Assets

Senior Leadership Team Contact:

J Vaughan, Strategic Director

Report Author:

S Dawson, Head of Revenues & Benefits

Statutory Authority

Local Government Finance Act 1988

Purpose of Report

- 1 For Committee to agree the awarding of rate relief where government has confirmed that it will fully meet all costs.

Recommendations

- 2 That Committee agrees that where, in future, government has confirmed that it will fully fund (via section 31 grant) rate relief awarded under Section 47 of the Local Government Finance Act 1988, the Council will automatically award relief based upon the criteria of that scheme.
- 3 That Officers should look to develop a county-wide scheme and that this be reported back to Committee for approval.

Reason for Decision

- 3 To ensure proper administration arrangements for the awarding of Rates Relief.

Background and Reason Decision Needed

- 4 Government is concerned that some businesses may be faced with large increases in their rates bills as a result of the 2017 revaluation. To help provide such businesses with a level of support, the Chancellor announced the following rate relief schemes in his spring budget.
 - I. Additional support for small businesses who are faced with large increases as a result of them losing some or all of their rural rate

- relief or small business rate relief. Qualifying businesses would see their annual increase limited to £600 or the matching cap on increases for small properties in the transitional relief scheme (whichever is the greater)
- II. A discount of £1,000 on the 2017/18 bills for those pubs that have a rateable value of less than £100,000
 - III. The establishment of a national £300m discretionary fund to support the most hard-pressed businesses.
- 5 Government decided that it did not want to change legislation to allow for these schemes but asked that Councils use their discretionary powers under section 47 of the Local Government Finance Act 1988 to make awards to qualifying ratepayers.
 - 6 In the case of the schemes mentioned in i) and ii) above, Councils would be reimbursed via a section 31 grant. In the case of the scheme mentioned in iii) above, Councils will be expected to use their share of the £300m funding to support businesses over four years from 2017-18. The Council's share of this funding is £179,000 in 2017/18; £87,000 in 2018/19; £36,000 in 2019/20 and £5,000 in 2020/21.
 - 7 Government indicated that it would provide additional guidance in relation to the schemes. However, following the decision to hold a general election on 8 June 2017, it is likely that in the case of schemes i) and ii) above the guidance will be delayed until a new government is formed. It is anticipated that following the release of such guidance, government will expect Councils to deliver the schemes promptly. With this in mind, it is proposed that Committee agrees that where, in future, government has confirmed that it will fully fund (via section 31 grant) rate relief awarded under Section 47 of the Local Government Finance Act 1988, the Council will automatically award relief based upon the criteria of that scheme.
 - 8 Notwithstanding any decision in relation to the guidance for schemes i) and ii) above, government has announced that it intends to proceed with the discretionary fund. As that scheme is required to be developed in collaboration with other authorities operating within the area, it makes sense for Officers to investigate the possibilities of a county-wide scheme. It is proposed that a further report be brought to Committee for approval once the proposed scheme has been developed.

Implications

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: Stuart Dawson
Telephone: 01305 211925
Email: s.c.dawson@westwey.gov.uk
Date: 11 May 2017

Management Committee

6 June 2017

Councillor Membership of Internal Working Groups and appointments to Outside Bodies

For Decision

Portfolio Holder(s)/ Briefholder

Corporate Affairs and Continuous Improvement

Senior Leadership Team Contact:

S Caundle, Assistant Chief Executive

Report Author:

Kate Critchel, Senior Democratic Services Officer

Statutory Authority

Local Government Act 1972

To carry out all the Council's functions in accordance with the Weymouth and Portland Borough Councils constitution.

Purpose of Report

- 1 To consider the membership of internal working groups, any changes to outside bodies; and to make appointments as necessary for the new municipal year.

Recommendations

- 2
 - (a) To confirm the appointments to the internal working groups in accordance with the terms of reference of those groups as set out in appendix 1 to this report.
 - (b) To confirm any changes to Outside Bodies as set out in appendix 2 to this report.
 - (c) To approve the appointment of Cllr G Rockingham to the Westham Benevolent Fund as the Westham East Member and to note the Brief holder and Chair appointments as set out at appendix 3 to this report.

Background and Reason Decision Needed

- 3 As part of the new municipal year and any changes in the makeup of the council and its committees, the membership of working groups and outside bodies need to be reviewed and new appointments made where

necessary. There are currently no new outside bodies for the committee to consider.

- 4 In accordance with the Council's Constitution, the Steering Group of Democratic Improvement and Member/workforce Liaison Group are politically proportionally balanced. Other vacancies are filled automatically as a result of the appointment of group leaders such as the Asset and Regeneration Group.
- 5 As part of the review a number of positions are also automatically appointed to Brief holders or Committee Chairs. These appointments are attached at appendix 3 for information.

Implications

Financial

- 6 There are no financial implications arising from the process of making appointments to internal working groups.

Consultation and Engagement

- 7 Consultation with Group Leaders.

Appendices

- 8 Appendix 1 – List of Internal Working Groups and Membership
Appendix 2 – List of Outside Body appointments
Appendix 3 – List of Brief holders and Chairman Appointments (circulated for information)

Background Papers

- 9 There are no background papers.

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: Kate Critchel
Telephone: 01305 252234
Email: kcritchel@dorset.gov.uk
Date: 11 May 2017

Name of group	Status of membership under terms of reference	Current membership for 2016/17	Proposed membership 2017/18	Remit/Membership
Regeneration & Asset Management Group	Group Leader	J Cant	J Cant	To monitor the asset management plan; To consider matters relating to commercial opportunities for existing assets. Membership: Group Leaders
	Group Leader	C Huckle	C Huckle	
	Group Leader	G Taylor	G Taylor	
	Group Leader	M Leicester	M Leicester	
Budget Working Group	Conservative Group Leader	J Cant	J Cant	To develop budget proposals for the Management Committee. to consider matter relating to new commercial investment opportunities Membership: Group leaders
	Liberal Democrats Group Leader	G Taylor	G Taylor	
	Labour Group Leader	C Huckle	C Huckle	
	Independent Group Leader	M Leicester	M Leicester	

Name of group	Status of membership under terms of reference	Current membership for 2016/17	Proposed membership 2017/18	Remit/Membership
Steering Group for Democratic Improvement Politically Balanced	Conservatives (3)	J Cant K Brookes A Reed	J Cant R Kosior A Reed (3)	To keep the Scheme of Management and Constitution under review and make recommendations for changes to Management Committee. To consider matters relating to the exercise of the Council's democratic processes including operation of committees, scrutiny function and brief holder and officer delegations To monitor and progress of the project for democratic improvement To receive regular reports from the Chair of the Councillor development group on the work carried out in relation to the member development Charter. June 2010
	Liberal democrats (2)	G Taylor C James	G Taylor (1)	
	Labour (2)	R Nowak K Wheller	R Nowak (3) K Wheller A Blackwood	
	Independent (1)	M Leicester	M Leicester (1)	
Member/workforce Liaison Group Politically Balanced	Conservative (2)	K Brookes J Cant	J Cant R Kosior (2)	To establish regular methods of contact between the councils and its officers in order to secure the largest possible measure of harmonious action for the benefit of the community served and the officers. To take such action as it may deem necessary or desirable to prevent differences and misunderstandings between the councils and staff. To consider any relevant matter referred to it by a committee, either council or by any of the staff represented. To make recommendations to the appropriate committee as to the application of the terms and conditions of service and the education and training
	Labour (1)	P Kimber	P Kimber (2) C Huckle	
	Independent (1)	M Leicester		
	Liberal Democrats (1)	G Taylor	M Leicester (1) To either LD or Indp	

Member/workforce Liaison Group				<p>of local government officers employed by the partnership.</p> <p>To discharge such other functions specifically assigned to the joint committee.</p> <p>The joint committee may refer any questions coming before them for consideration by and the advice of the appropriate Provincial Council and shall inform the Provincial Council of any recommendation of the joint committee which appears to the joint committee to be of more than local interest, always provided that such a recommendation shall be approved by the councils prior to its submission to the Provincial Council.</p>
Good Citizens Awards Panel	Mayor and 2 other councillors	R Kosior P Nixon C Moore	K Brookes P Nixon C Moore	To adjudicate on the nominations received for the Good Citizens Award. Membership consists of the current Mayor and 2 other councillors until they no longer wish to serve or stand down as a councillor.

Appendix 2

The following is a list of WPBC's outside body appointments for the Management Committee's information. Where appointments are based on positions of responsibility held within the council (e.g. briefholder or Mayoral roles) the outside bodies appointments will be updated automatically each municipal year following appointments to these positions.

There is currently no new outside body appointments to be considered by the Management Committee.

Name of Outside Body	Post Appointment	Member 1 appointed	Member 2 appointed
Board of Weymouth Bid Ltd	Briefholder for Economic Development and Briefholder for Tourism, Culture and Harbour		
Citizens Advice Bureau	Briefholder for Social Inclusion		
Community Safety Partnership	Briefholder for Community Safety		
The District Councils' Network	Leader of Largest Group	Jeff Cant	
Dorset Area of Outstanding Natural Beauty Partnership	Briefholder for Environment & Sustainability		
Dorset Health Scrutiny Committee		Alison Reed	
Dorset Health and Well-Being Board for (DCC)		Alison Reed	
Dorset Police and Crime Panel	Briefholder for Community Safety		
LGA - Annual Assembly	Chairman of Management Committee	Jeff Cant	
Dorset and East Devon Fisheries Local Action Group (FLAG)		Colin Huckle	CIr Gill Taylor (Substitute)
Parking and Traffic Regulations London Adjudication Joint Committee	Briefholder for Transport & Infrastructure		
Police and Crime Commission Forum	One for Weymouth and one for Portland	Christine James	Ray Nowak

Name of Outside Body	Post Appointment	Member 1 appointed	Member 2 appointed
Portland Harbour Consultative Committee		David Hawkins	
Portland Quarries Liaison Group	Members for Tophill East and Tophill West	Margaret Leicester	Ray Nowak
Second Chance Furniture Advisory Committee			
South West Councils	Leader of Largest Group	Jeff Cant	
South West Councils Employers Panel	Leader of Largest Group	Jeff Cant	
Standing Conference on Problems Associated with the Coastline (SCOPAC)	Briefholder for Environment & Sustainability		
W & P Partnership Board	Chairman of Management Committee (plus a sub from Management Committee)	Jeff Cant	Christine James (sub)
W & P Partnership Board (Sub group of WPP - Business Leaders Economy Theme Group)		Vacancy	
Weymouth /Louviere Twinning Society	1 member plus the Mayor is President	Paul Kimber	Kevin Brookes (President)
Weymouth/Holzwickede Twinning Society	1 member plus the Mayor is President	Paul Kimber	Kevin Brookes (President)
Weymouth Museum Trust		James Farquharson	Christine James
World Heritage Site Steering Group (aka Jurassic Coast Advisory Committee)		Ray Nowak	

NAME OF ORGANISATION	WPBC REPRESENTATIVES
These appointments are amended annually following the appointment of Chairs and Brief holders	
Revenue and Benefits Partnership Board 2 members BH for Finance and Assets Chair of Audit Committee	Lucy Hamilton
South West Audit Partnership 1 member (Chair of Audit) 1 reserve (Vice-Chair of Audit)	Lucy Hamilton Ann Weaving
Melcombe Regis Strategic Board 1 member BH for Housing	
Supporting people Programme in Dorset-Commissioning Body BH for Housing	
Limited Liability Partnership (LLP) with Public Sector PLC (PSP) BH for Finance and Assets BH for Economic Development	
West Dorset, Weymouth & Portland Joint Housing Forum BH for Housing	
These appointments are Brief holders or a named representative which has been appointed by Management Committee	
Dorset Waste Partnership Scrutiny Group 1 member 1 reserve (best practice is not to have members of MC)	Gill Taylor Vacancy
South West Strategic Planning Forum 2 members 1 x BH for Environment and sustainability 1 x named member	Kevin Brookes
Westham Benevolent Fund 1 x member from the Westham East Ward	Gareth Rockingham
Weymouth & Portland Neighbourhood Justice Panel Steering Group BH for Community Safety 1 named substitute	Christine James
Joint Safety Panel Two Councillors from each authority nominated by Audit Committees	Appointed by Audit Committee

These appointments are made by Full Council

Dorset Waste Partnership Joint Committee 2 Members 1 x BH for Environment and Sustainability 1x named member 2 named substitutes	Ray Nowak Kevin Brookes Ian Roebuck John Ellis
Weymouth Port Health Authority	Members appointed as part of appointment to committees at annual council

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Management Committee Four Month Forward plan 1 June 2017 To 30 September 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
Local Government Review	To agree governance arrangements relating to Local Government Review.			WPBC Leader of Council, WPBC Briefholder for Corporate Affairs and Continuous Improvement Stuart Caundle, Assistant Chief Executive	11 Jul 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	15 Aug 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
Festivals and Events Policy and updated procedures	To consider the adoption of the Festivals and Events Policy and updated procedures.			WPBC Briefholder for Tourism, Culture and Harbour Nick Thornley, Head of Economy, Leisure & Tourism	31 Oct 2017

NON KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
Management of the Verne Common Nature Reserve and High Angle Battery, Portland	<p>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.</p> <p>To consider potential options for future land management and approve recommendations.</p>			<p>WPBC Briefholder for Finance and Assets, WPBC Briefholder for Community Facilities Greg Northcote, Estates Manager</p>	19 Sep 2017
Weymouth Town Centre Masterplan Sites Peninsula; Full Viability of site proposals	<p>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.</p>		3	<p>WPBC Leader of Council David Brown, Head of Assets & Infrastructure</p>	11 Jul 2017
Review of Constitution - Joint appeals Committee	<p>To consider the future arrangements for the function of disciplinary appeals.</p>			<p>WPBC Briefholder for Corporate Affairs and Continuous Improvement Bobbie Bragg, Corporate Manager HR & OD</p>	11 Jul 2017
Hotel and Guesthouse Review	<p>To review and agree the policy for dealing with the Council's leased hotels.</p>			<p>WPBC Briefholder for Finance and Assets David Brown, Head of Assets & Infrastructure</p>	11 Jul 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 Lindsey Watson, Senior Democratic Services Officer, Councillor Claudia Moore	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, Councillor Ryan Hope	19 Sept 2017
Community Led Housing Fund spending plans and priorities	To approve the spending plans and priorities for the Community Led Housing Fund			WPBC Briefholder for Housing Paul Derrien, Housing Enabling Team Leader	11 Jul 2017
Quarter 1 Business Review Report	To receive the Quarter 1 Report			WPBC Briefholder for Finance and Assets Chris Evans, Financial Performance Manager	15 Aug 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.

