

MANAGEMENT COMMITTEE

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



Matt Prosser
Chief Executive

Date: Tuesday, 11 July 2017
Time: 9.30 am
Venue: Council Chamber

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

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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 6 June 2017

3 CODE OF CONDUCT

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

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

4 PUBLIC PARTICIPATION

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

5 QUESTIONS BY COUNCILLORS

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

6 MANAGEMENT COMMITTEE ACTION PLAN 5 - 16

To consider the Management Committee Action Plan

7 LOCAL GOVERNANCE ARRANGEMENTS IN RELATION TO LOCAL GOVERNMENT REFORM 17 - 32

To consider a report to form part of the governance arrangements that will support the progress of local government reform in Bournemouth, Dorset and Poole.

8 REVIEW OF MEMBERS' ALLOWANCES - REPORT OF THE JOINT INDEPENDENT REMUNERATION PANEL 33 - 54

To consider the Joint Independent Remuneration Panel report in respect of the Council's Scheme of Members' Allowances.

9 COMMUNITY LED HOUSING FUND SPENDING PLANS AND PRIORITIES 55 - 66

To consider a report of the Housing Enabling Team Leader.

10 ACCELERATING HOUSING DEVELOPMENT PROGRAMME 67 - 88

To consider a report on the Accelerating Home Building programme for Weymouth & Portland Borough Council.

11 GRANT REQUEST FROM WEYMOUTH AMATEUR BOXING CLUB 89 - 92

To consider a report of the Leisure Commissioning Manager.

12 PROPOSALS FOR A REVIEW OF THE ESPLANADE LIGHTING SCHEME IN WEYMOUTH 93 - 100

To consider a report of the Leisure Commissioning Manager.

13 MULTIPLE DEPRIVATION AREAS IN THE BOROUGH - THE WORKING WITH YOU INITIATIVE 101 - 110

To consider a report of the Community Planning and Development

Officer.

14 REVISION OF GRANTS, LOANS AND SUBSIDIES POLICY 111 - 118

To consider a report of the Community Planning and Development Manager.

15 ANNUAL REGISTER OF GRANTS, 2016-17 119 - 124

To consider a report of the Community Planning and Development Manager.

16 SHARED MEDIA PROTOCOL 125 - 130

To consider a report of the Communications Team Leader.

17 APPLICATION FOR HARDSHIP RELIEF 131 - 134

To consider an application for Hardship Rate Relief.

18 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.

19 4 MONTH FORWARD PLAN 135 - 142

To consider the 4 monthly Forward Plan.

20 EXEMPT BUSINESS

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

There are no exempt items

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
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1. Community Facilities - 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 Sarah Cairns	Kate Wheller	Management Committee	Oct 2016 March 2017 Sept 2017	NA	Lease and transfer arrangements being negotiated. Aim to complete transfer September 2017
2.	Production of a Master Plan for the Marsh and its facilities Nick Thornley / Tony Hurley	Kate Wheller	Management Committee	February 2017 July 2017	NA	Production of a Master Plan for the Marsh & its facilities. Report to Policy Development Committee in July 2017. Brief holder to clarify this statement.
3.	Review of WC Estate Sarah Cairns	Kate Wheller	Management Committee	May 2017 July 2017	NA	Review of seafront public conveniences completed and findings being considered. Review of wider portfolio to take place in July 2017.

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN JUNE 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	June 17 – progress report made to MC. Delay due to a technical aspect of project now resolved and specification for tender being completed
5.	Review licensing issues and ways of preventing drink-fuelled disorder Graham Duggan	Francis Drake	Management Committee Performance & Scrutiny Committee	March 2017 June 2017 July 2017	NA	June 17 – report made to Performance & Scrutiny Committee and review agreed for later in 2017
6.	Tackling litter/dog fouling street trading activity and waste storage Graham Duggan	Francis Drake	Management Committee	July 2017	Self funding	June 17 – progress report made to Performance & Scrutiny Committee. Evaluation report to MC in September 2017 with recommendations for extending to other offences
7.	Town centre space controls to impose bans on general antisocial behaviour Graham Duggan	Francis Drake	Management Committee (August 2017)	July 2017	TBA	June 17 – report made to Policy Development Committee to agree consultation which will take place from July- September 17

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN JUNE 2017

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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	Alison Reed	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/ Alison Reed	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	Alison Reed	Scrutiny then to Management Committee in April	April 2017 July 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 MC agreement.

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN JUNE 2017

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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 November 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.	Start up units for new businesses Nick Thornley	James Farquharson		July 2017		To be part of a more comprehensive list of actions taken from wider West Dorset Strategy and fed back to MC at July meeting
15.	Bid for additional funding support from Council for Jurrassica/Memo Nick Thornley	James Farquharson	Management Committee	July 2017	From WPBC balances	Needs to be considered by Finance working group in the context of the projects list

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5. Environment and Sustainability - RAY NOWAK

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

16.	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 MC at the end of 2017 or early in 2018 to be agreed.
	17.	First Phase Flood Defences Martin Hamilton	Jeff Cant / Ray Nowak	Management Committee subject to LEP bid	Review position at the March MC in the light of the failed bid	DEFRA/LEP No funding from Growth Deal 3 Bids £11m. Reviewed the way forward at the March MC and agreed a case to be put directly to DCLG for economic funding and to DEFRA for flood defence support. Being arranged post June election

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN JUNE 2017

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update	
18.	Listed Building and Conservation Area process and policy review Hilary Jordan	Ray Nowak	Scrutiny Committee report to be considered by Management Committee Management Committee	July 2017 August 2017	£200,000 bid requested from reserves to enhance enforcement	The listed building requirements are perceived as seriously inhibiting town centre regeneration. A report to Scrutiny did not engage the business community and will be referred back to them for this to be urgently remedied.
19.	Gypsy and Traveller DPD Stephen Hill	Ray Nowak	Dorset County Council	July 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.

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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

20.	Sale of North Quay Sarah Cairns	Jeff Cant	Management Committee	June 2017 July 2017	Capital receipt of c£4.3m expected on completion	Contracts exchanged and awaiting final completion, expected mid July.
21.						

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN JUNE 2017

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update	
	Applying surplus revenue and capital balances to legacy projects and community support Jason Vaughan	Jeff Cant/Group Leaders/Briefholders	Management Committee	Ongoing	Surplus revenue and capital balances	The Budget Working Group has considered the bids with Briefholders prioritised a list and has begun to bring forward projects for approval by the MC.
22.	Town Centre Regeneration Martin Hamilton	Jeff Cant	Management Committee	Overall project by 2019/20 timetable March 2017 May 2017 June 2017 July 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 July MC
23.	Active Property Asset Management Plan required to deliver capital receipts for reinvestment in the Borough Martin Hamilton/Sarah Cairns	Jeff Cant	Management Committee	Rolling programme of reports to come forward.	N/A	Initial list of properties for disposal/development considered by Assets & Regeneration Group in April and approved at April MC. Timetable for further reports to follow.
24.	Strategy for management of the hotel portfolio Martin Hamilton	Jeff Cant	Management Committee	June 2017 July 2017 Sept 2017	N/A	Update on next steps to be given to the July MC by Martin Hamilton

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN JUNE 2017

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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

25.	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 Monthly updates from CEO/ Briefholder	Joint funding from the participating bodies	Board's Action Plan now received and welcomed.
26.	Review the controls over HMO's Stephen Hill	Gill Taylor	Report to Management Cttee August 2017	September 2017		New legislation has been significantly delayed. It was originally anticipated to be implemented in October 2017 As soon we have more information on the timetable, a report will be prepared for members.
27.	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 August 2017 following review of funding by Finance Group.	March 2017 Update May 2017 July 2017	Joint funding from the three Councils; WPBC will be Recommended to contribute in July 2017	A comprehensive strategy is Cllrs Cant, Nowak and being prepared which includes Housing Associations. A WPBC steering group has been formed, comprising Taylor. They are progressing the delivery of an Accelerating Home Building Action Plan

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
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8. Social Inclusion - CHRISTINE JAMES

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

28.	Review Corporate Equality Policy Jane Nicklen	Christine James	All Members	October 2017	N/A	Revised policy to be considered by DCP Corporate Equality Group and Policy Development Committee for recommendation to MC. Date October 2017
29.	Review of council resources allocated to local partnerships and community/voluntary organisations Jane Nicklen	Christine James	Management Committee	Funding approval request to MC July 2017 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.
30.	Revised Policy for making grants required Jane Nicklen	Christine James	Management Committee	April 2017 July 2017 August 2017	Council Reserves	Report to July MC.
31.	Armed Forces Covenant project to be investigated	Christine James	Management Committee	July 2017	Council Reserves	Member Briefing on the Armed Forces Covenant provided on 12 June. Project with The Lantern Centre being investigated.

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN JUNE 2017

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

32.	Development of arts strategy for the council Tony Hurley	Richard Kosior/Jeff Cant	Report to MC July 2017 following Finance Group balances review	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. March 2017 revised report to cover legacy art Strategy approved MC May 2017 Funding report following Finance group review of balances July 2017
33.	Business case for illuminations on the Esplanade Nick Thornley/David Brown	Jason Osborne/Richard Kosior	Report to Management December 2016	April 2017 September 2017	Coastal Community Fund £200,000	The Coastal Community Fund has earmarked £200,000 for this.
34.	Developing the commercial potential of the Harbour Keith Howarth	Ian Bruce/Richard Kosior	Management Committee	April 2017 May 2017 June 2017 July 2017 verbal update		Budget agreed without a deficit 2016/2017 and beyond. Options for the future to be explored.

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN JUNE 2017

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

35.	Install new car parking machines and destination signage. Trial in Park Street and Harbourside car parks July. David Brown	Colin Huckle	Approved by Management Committee	July 2017	£300k was agreed by Management Committee to be taken from Reserves	Installation started and 41 machines programmed to be replaced will be complete by mid July
36.	Review signage within the Borough in consultation with DCC. Sarah Cairns/Nick Thornley/Graham Duggan/Trevor Hedge	Colin Huckle	Management Committee	April 2017 July 2017	Coastal Community Fund?	See Town Centre consultation group Officer report expected
37.	Comprehensive review of all car parks to identify loss making sites and surplus assets Sarah Cairns	Colin Huckle/Jeff Cant	Referred back to officers by Management Committee from October 2016 report	March 2017 August 2017		Review to include the DCC Park and Ride

WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN JUNE 2017

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
38. 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 August 2017	Funding approved June MC for first phase of pedestrianisation	Pedestrianisation of St Marys and St Thomas St to be delivered as a first phase during peak hours. Further proposals to be reported to MC August 2017

Management Committee

11th July 2017

Governance arrangements to support local government reform – Joint Committee Proposal

For Recommendation To Council

Portfolio Holder(s)

Cllr J Cant

Leader of the Council

Senior Leadership Team Contact: S Caundle, Assistant Chief Executive

1. Purpose of Report

- 1.1 This report asks members to consider proposals to be part of two joint committees, with other Dorset councils to develop future governance arrangements and service provision across the County. This is intended to support structured and informed progress towards Local Government Reorganisation.

2. Recommendations

- 2.1 That Members consider the proposal to establish two Joint Committees with other Councils across Dorset to support the development of the Future Dorset proposal for Local Government Reorganisation, aiming to deliver sustainable services across Dorset for the future.
- 2.2 That Members consider the proposed membership of the proposed Joint Committees.
- 2.3 That Members make recommendations to all three Full Councils, to inform their decisions to join the Joint Committees and make appointments as appropriate.

3. Reasons for Recommendation

- 3.1 To enable the three councils forming Dorset Councils Partnership to form part of the governance arrangements that will support the progress of local government reform in Bournemouth, Dorset and Poole as part of the Future Dorset Submission made to the Secretary of State for Communities and Local Government in February 2017.

4. Background Information

- 4.1 Members' recommendations will go to full council on 28th July 2017. Recommendations will also be going to West Dorset and North Dorset Councils.
- 4.2 Following decisions taken by Dorset County Council, West and North Dorset District Councils and Weymouth and Portland Borough Council, Bournemouth Borough Council and Borough of Poole in January this year; a submission proposing reorganisation for local government in Dorset "Future Dorset" was made to the Secretary of State for Communities and Local Government in February 2017.
- 4.3 It had been expected that there would be a decision, most likely to be a "Minded to" rather than "full" in late March. This was not received and no decision has since been possible, with the County Council and General Elections being held. The Future Dorset submission presents a plan to achieve structural change to Local Government by April 2019, to support the future of sustainable services across the County.
- 4.4 To achieve this timetable and maintain the ambition to secure sustainable services across the County, joint development needs to take place. To achieve this in a timely and considered way it is proposed that two new joint committees are established with membership from each of the Authorities who have supported The Future Dorset submission, with the opportunity for each of the Authorities who have not, to consider being part of the joint committee structure, should they wish to do so.

Joint Committees – The Rationale

- 4.5 The Case for Change considered by the Dorset Councils Partnership in January 2017 articulated significant opportunities to transform services for our communities through the creation of two new local authorities. The timetable to achieve this has been agreed for April 2019 and if this is to be achieved, there needs to be a method of working that will allow members from partner authorities to work together to plan for this transformation.
- 4.6 The mechanics for setting up the new authorities by March 2019, are significant and to make them achievable it is being proposed that two joint committees are established to carry out preparation and planning prior to the Implementation Executive. The work would include considering difficult questions relating to Council Tax harmonisation and beginning to establish a medium term financial plan for each new authority. It is proposed that it also include:
 - Agreement of a model and process for disaggregation of services and budgets.
 - Agreement of a model and process for Council Tax harmonisation.
 - Authority to agree an electoral scheme.

- Authority to respond to consultation on the content of orders to be made by the Secretary of State, including the new unitary authority name.
 - For the Dorset area to agree a double devolution offer to parish and town councils.
- 4.7 Whatever the future of local government structures in Dorset, this is an opportunity for all councils to work collaboratively and to consider future operating models and approaches to delivering valued public services against a background of declining resources. It will also provide a valuable forum for agreeing how to deal with current challenges and consider appropriate vehicles for community involvement in decision making processes, such as looking at area board type arrangements. The work would include close working with town and parish councils, as effective development of devolved working is essential across the Dorset area.
- 4.8 As set out in the Case for Change the geographies covered by the proposed joint committees closely reflect the way in which Dorset operates as an entity and the differing needs between the conurbation and the county area. A joint committee would provide the forum in which the potential opportunities to improve the area for our residents collectively can be explored, such as:
- Improved transport links
 - Consistent policies
 - Improving health and well-being
 - Developing a more attractive climate for businesses
 - Matching skills requirements to the local economy
 - Enhancing our natural environment
 - Working across Public Services
 - Delivery of the Sustainability and Transformation Plan
- 4.9 With representatives from across the councils the ambition is to develop a jointly owned, participative environment in which strengths, experience and expertise can be shared for the benefit of the whole of Dorset.
- 4.10 Working collaboratively to find solutions to current challenges will strengthen all council's abilities to deal with the on-going challenge of less finance and increased demand on services. It is thought that putting community decision making at the heart of this process, regardless of any decision by government on reorganisation, will improve the conversation and decisions we take collectively as councils in Dorset in the future.

Joint Committees - The Proposal

- 4.11 The details of the joint committees and the proposed membership is set out in full at Appendix 1 and aims to mirror what an Implementation

Executive is likely to be. Appendix 1 is in the form of a draft report for Councils and its contents is the same as that which will be included in reports to be considered by each of the other authorities considering the establishment of the joint committees. The joint committees would work to develop the arrangements for the new authorities, should they be agreed, but have no formal decision making powers for the establishment of new authorities until the creation of an Implementation Executive. This would only come into existence once the statutory order is made; which may now not be until late Spring/early Summer 2018.

- 4.12 In summary the proposal will be to establish two joint committees to reflect the two new authorities proposed in the Future Dorset submission:

For the Dorset area it is proposed that the initial membership of the joint committee should comprise 2 members from each of North Dorset District Council, West Dorset District Council and Weymouth and Portland Borough Council and 2 members from Dorset County Council in each of these areas giving a total of 6 members for DCC, reflecting the risk and service responsibility for each geographic area. There would be provision to increase this further should a decision be made by East Dorset District Council and/or Purbeck District Council to wish to be part of this joint committee, with 2 members from each of these authorities and the County Council. This would lead to a maximum membership of the joint committee of 20 members.

For Bournemouth, Christchurch and Poole it is proposed that the initial membership of the joint committee should comprise 8 members from Bournemouth Borough Council and 6 members from the Borough of Poole, with provision to add 2 members from Christchurch Borough Council should that Council choose to re-engage with the Future Dorset proposal and 2 members from Dorset County Council (to address the issue of disaggregation only).

In the case that Christchurch Borough Council takes a decision not to re-engage with the Future Dorset proposal, Dorset County Council will represent the Christchurch residents on the joint committee with a membership of 2, negating the need for 2 additional Dorset County Council members.

- 4.13 It is expected that the two joint committees are established to carry out preparation and planning prior to the Implementation Executive, and that its work will enable a smooth transition to those new arrangements, should local government reorganisation take place.

Nominations Process

- 4.14 Each sovereign council will need to approve a nominations process suitable for their council's political make-up and reflecting the need for politically proportional representation.

- 4.15 The County Council will nominate members for both joint committees. This would be up to 10 members, for the Dorset Joint Committee to match the 2 district councillors from each of the potential five district councils involved. At the time of writing the report the three councils forming the Dorset Councils Partnership are the only three district councils to support the Future Dorset submission and therefore the County Council would need to nominate 6 members. This Committee is asked to comment on how those nominations should come forward in addition to reflecting political proportionality.
- 4.16 This report has been considered by the Joint Advisory Overview and Scrutiny Committee whose comments are provided to accompany this report

Next steps

- 4.17 Should those councils who did not take part in the Future Dorset submission accept an invitation to take part in this joint committee, they too will consider this standard report and would each be asked to nominate 2 members to the relevant joint committee.

5. Financial Implications

- 5.1 None as a result of this report

Other Considerations:

6. Legal/Statutory Power

- 6.1 Local Government Act 1972

7. Human Resources (including Health & Safety)

- 7.1 None directly as a result of this report

8. Risk Management

- 8.1 There is no significant risk arising from a decision to enter into a joint committee

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

- 9.1 Work with our partners across Dorset to reform and shape the future of local government to ensure that it is sustainable

10. Appendices

- 10.1 Standard Report to all Councils (Appendix 1)

11. Background Documents (including relevant policy documents)

- 11.1 None

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Report to Full Council

July 2017

A report to consider governance arrangements for local government reorganisation in Bournemouth, Dorset and Poole

1. Purpose of the Report

The purpose of this report is to enable sovereign councils to consider proposed governance arrangements through which they can oversee work towards local government reorganisation in Bournemouth, Dorset and Poole whilst awaiting a minded to decision from the Secretary of State.

The report recognises that three of the nine councils have decided not to support the submission of a case for the creation of new councils. It provides them with an opportunity to take stock and consider whether they wish, through participation in a joint committee, to be able to influence the work being undertaken to prepare for any new unitary council.

2. Recommendation

That this Council agrees to the establishment of a Joint Committee with the functions set out in the terms of reference at Appendix A / B (delete as appropriate) to this report.

3. Background

During January this year all nine councils in Dorset considered a report which recommended that councils support the submission of a proposal to the Secretary of State for Communities and Local Government requesting that the existing nine county, district and unitary councils should be replaced by two new councils based upon the following local authority boundaries:

- A) Bournemouth, Christchurch and Poole, plus the services currently provided by Dorset County Council in this area
- B) East Dorset, North Dorset, Purbeck, West Dorset, Weymouth and Portland, plus the services currently provided by Dorset County Council in this area.

Six of the nine councils resolved to support this proposal and a "Future Dorset" submission was subsequently presented to the Secretary of State, with a "minded to" decision expected late March 2017. Christchurch Borough Council, East Dorset District Council and Purbeck District Council resolved not to support the proposal.

Alongside the submission to the Secretary of State the six Leaders whose councils support the proposal established the Future Dorset Board. Up until this point local government reorganisation had been discussed by all nine Leaders, with their deputies in attendance,

during Leaders and Chief Executives meetings. However, with three councils resolving not to support the proposal, the Future Dorset Board provided a new forum in which to progress associated work with the proposal.

On the 18th April 2017 it was announced unexpectedly that there would be a general election on June 8th. As a result officers were advised by DCLG that they should not expect any decision from the Secretary of State before the summer recess. This prompted the Future Dorset Board to consider what governance arrangements should be put in place locally to oversee work in anticipation of a “minded to” decision and ahead of a legal order to be made by the Secretary of State.

The Future Dorset Leaders have recognised that each of the other three councils have made their own sovereign decisions not to support Future Dorset. They have though also maintained communication with Christchurch, East Dorset and Purbeck councils to ensure that they are aware of ongoing work.

The preference of the Future Dorset Leaders is that all councils, irrespective of whether they oppose the formation of new councils, should have the opportunity to influence plans being made in anticipation of and in preparation for local government change.

A report previously considered by the Future Dorset Board exploring options was therefore presented to all nine Leaders at a meeting on the 25th May.

The report provided the Leaders of Christchurch, East Dorset and Purbeck councils with an opportunity to consider whether their councils should engage in work in readiness for local government change within a joint committee arrangement.

No individual Leaders could commit their councils to participate in a joint committee. There was though a general willingness to put the issue before sovereign councils to decide for themselves (notwithstanding the opposition of some to the principle of new councils) whether they should be part of a joint committee arrangement through which they would be able to exercise influence over work to prepare for any new council.

4. Governance

In light of the announcement of the general election and a subsequent delay of the minded to decision, Future Dorset Monitoring Officers met to consider possible next steps and how, within a shortened timeframe, new councils could be implemented in the most efficient and effective way.

Monitoring Officers have advised and Chief Executives agree that the establishment of two joint committees would provide a means through which councils could work together to

prepare themselves for a “minded to decision” and a legal order by the Secretary of State beginning the formal move towards new councils.

If full council meetings in July were to agree to establish joint committees then this would allow sufficient time for initial meetings, perhaps informal, to take place over the summer.

It is suggested that ahead of a ‘minded to’ decision an informal first meeting or workshop could concentrate upon establishing a clear vision, priorities and a work programme. This would provide officers with clear direction and enable some progress to be made.

5. Objectives and decision making

It is anticipated that a structural change order to be made by the Secretary of State will prescribe arrangements in the Dorset area and arrangements in the Bournemouth, Christchurch and Poole area to implement each new council. These arrangements will involve councillors representing each of the existing councils.

Based upon previous local government structural change orders Monitoring Officers have advised upon terms of reference and membership for joint committees which anticipate and support arrangements we expect to be prescribed by the Secretary of State in the later establishment of Shadow Authorities. This would provide continuity between any locally agreed arrangements and arrangements prescribed by the Secretary of State.

Suggested terms of reference and membership for each joint committee are appended to this report.

6. Commentary on the terms of reference and membership

The very first of the terms of reference states the role of the Joint Committees as being:

“To identify and promote collaborative and joint working between Councils”

This is important in that irrespective of local government reorganisation the Joint Committees provide a member forum for collaboration and joint working across councils.

When the Secretary of State makes any structural change order the central purpose will be described in terms of taking steps to prepare for the transfer of the functions, property, rights and liabilities of the existing councils to new councils. It is suggested that this purpose needs to be replicated in the joint committee arrangements.

Anticipating and replicating governance arrangements to be prescribed by the Secretary of State in a Structural Change order has been an important part of the work of the Monitoring Officers. By reviewing past Structural Change Orders the Monitoring Officers have been able to design proposed terms of reference and membership for the joint committees which mirror the arrangements to be prescribed by DCLG in any next phase of governance (i.e. the Implementation Executives/Shadow Authorities).

It is open to councils to agree to form joint committees with quite different membership arrangements from those which will be prescribed by DCLG but in doing so we would lose consistency between the joint committees and the Implementation Executives/Shadow Authorities which succeed them. The shortened timeline for implementation make the speed and efficiency of this transition more important than ever. Consistency between the phases of governance will be critical.

Like the arrangements to be prescribed by the Secretary of State the function of each joint committee is to undertake work in preparation for new councils taking the place of existing councils. The third suggested term of reference reflects the fact that councils will be working together in advance of prescribed arrangements and so the joint committees are each described as the forum in which councils will cooperate with each other to secure the early, economic, effective, efficient and timely transfer of functions etc.

At their meeting on 12 April 2017 the Leaders considered a report from Monitoring Officers on the process for the appointment of Chief Executives as an important and early decision in preparation for any new council. Monitoring Officers are progressing work to secure access for Leaders to independent external advice on the options open to them. Whilst the proposed terms of reference for each joint committee include agreeing a process for the appointment of a Chief Executive, it is important to note that the actual decision will not be made by either joint committee.

Other details in the terms of reference include:

- Agreement of a model and process for disaggregation of services and budgets.
- Agreement of a model and process for council tax harmonisation.
- Authority to request a boundary review.
- Authority to agree an electoral scheme.
- Authority to respond to consultation on the content of orders to be made by the Secretary of State, including the new authority name.
- For the Dorset area to agree a double devolution offer to parish and town councils.

For the Bournemouth, Christchurch and Poole area it is proposed that the initial membership of the joint committee should comprise 8 members from Bournemouth Borough Council, 6 members from the Borough of Poole, 2 members from Christchurch Borough Council and 2 members from Dorset County Council (to address the issue of disaggregation only).

In the event that Christchurch Borough Council does not agree to re-engage with the Future Dorset proposal, Dorset County Council will represent Christchurch residents on the Joint Committee with a membership of 2, who would also address the issue of disaggregation, negating the need for 2 additional Dorset County Council members.

For the Dorset area it is proposed that the initial membership of the joint committee should comprise 2 members from each of North Dorset District Council, West Dorset District Council and Weymouth and Portland Borough Council and 6 members from Dorset County Council. Again there would be provision to increase this further should a decision be made by East Dorset District Council and/or Purbeck District Council to re-engage with Future Dorset.

The representation on the Dorset area Joint Committee is intended to reflect the budget and service risk and recognises the representation anticipated to be required through any Structural Change Order to be made through DCLG.

If LGR does not go ahead, the joint committees will perform an equally important function in providing a forum for councils to discuss further partnership working. A clause is included to the Dorset area joint committee terms of reference to make provision for the committee to 'act as the forum within which the district councils and the county council consult and co-operate with each other in order to secure the economic, effective, efficient and timely transfer of functions, property, rights and liabilities'.

7. Member engagement and scrutiny

Even with a joint committee for the Dorset area of between 12 and 20 members and for the Bournemouth, Christchurch and Poole area of 15 or 17 members there will still be a very significant number of councillors outside of the formal joint committee arrangements.

Monitoring officers have considered options to ensure that all members have an opportunity to engage. The terms of reference for each joint committee therefore include an expectation that they will commission other councillors to carry out work on a task and finish basis. Not only will this build member engagement but it is also a reflection of the size of the task and that the joint committees alone cannot do all that is needed to prepare to establish two new councils.

Appendix A – Dorset Area Joint Committee

Purpose

1. To identify and promote collaborative and joint working between Councils
2. To take steps to prepare for the transfer of the functions, property, rights and liabilities of the district councils and the county council to a new Dorset Council including the preparation of an implementation plan
3. To act as the forum within which the district councils and the county council consult and co-operate with each other in order to secure the economic, effective, efficient and timely transfer of functions, property, rights and liabilities
4. To identify and establish early design principles that assist shape the development of the new Council and relevant staffing models
5. To ensure that councillors are kept fully briefed and engaged in establishing a new Dorset Council
6. To oversee the development and delivery of a comprehensive communications and engagement strategy that address the requirements of councillors, staff, local partners and wider stakeholders
7. To agree and monitor relevant finance associated to issues of transition and transformation
8. To monitor risks associated to the establishment of a new Dorset Council
9. To monitor the development of early enabling strategies including, but not limited to, organisational design process and principles, ICT, digital transformation, medium term finance, organisational development and assets
10. To identify and approve a policy framework and thereafter monitor the introduction of draft policy statements (including supporting procedures) relevant to the required statutory compliance of the new Council
11. To liaise with relevant internal and external auditors and ensure their focus supports the development of the new Dorset Council
12. To agree a process for the appointment of a Chief Executive and make a recommendation on the appointment of a new Chief Executive to the new authority
13. To agree a model and process for disaggregation in respect of the provision of Services provided by Dorset County Council to Christchurch communities
14. To examine options and agree a model and process for council tax harmonisation
15. To request a boundary review
16. To agree an electoral scheme
17. To respond to consultation on the content of Orders, for example the new authority name
18. To take a decision on any required consents

19. To carry out any other tasks where Member engagement is necessary
20. To promote joint work with town and parish councils to identify and plan for the most effective governance and delivery arrangement for local public services

Membership

- 6 Members from Dorset County Council
- 2 Members from Weymouth and Portland Borough Council
- 2 Members from North Dorset District Council
- 2 Members from West Dorset District Council
- The provision to increase this further (4 additional from Dorset County Council, 2 from East Dorset District Council and 2 from Purbeck District Council) should a decision be taken by these Councils to re-engage with the Future Dorset proposal
- Each member will nominate a named substitute who will have the same rights as the member whose place they are substituting. The named substitute should not affect political proportionality.

Note – if political proportionality was to be applied it is anticipated that on the current numbers a joint committee would comprise 4 Conservative representatives and 2 Labour/Liberal Democrat from the Districts (WPBC, NDDC, WDDC) and 4 Conservative and 2 Liberal Democrat representatives from the County. (With eight county councillors this would change to 6 Conservative and 2 Liberal Democrat, with 10 county councillors this would change to 7 Conservative and 2 Liberal Democrats and 1 Green.

Quorum

- The Joint Committee shall be quorate if 50% +1 of the members are present

Appendix B – Bournemouth, Christchurch and Poole Area Joint Committee

Purpose

1. To identify and promote collaborative and joint working between Councils
2. To take steps to prepare for the transfer of the functions, property, rights and liabilities of Bournemouth Borough Council, Christchurch Borough Council and the Borough of Poole councils and the relevant functions, property, rights and liabilities of Dorset County Council to a new council including the preparation of an implementation plan
3. To act as the forum within which existing councils consult and co-operate with each other in order to secure the economic, effective, efficient and timely transfer of functions, property, rights and liabilities
4. To identify and establish early design principles that assist shape the development of the new Council and relevant staffing models
5. To ensure that councillors are kept fully briefed and engaged in establishing a new Council
6. To oversee the development and delivery of a comprehensive communications and engagement strategy that address the requirements of councillors, staff, local partners and wider stakeholders
7. To agree and monitor relevant finance associated to issues of transition and transformation
8. To monitor risks associated to the establishment of a new Council
9. To monitor the development of early enabling strategies including, but not limited to, organisational design process and principles, ICT, digital transformation, medium term finance, organisational development and assets
10. To identify and approve a policy framework and thereafter monitor the introduction of draft policy statements (including supporting procedures) relevant to the required statutory compliance of the new Council
11. To liaise with relevant internal and external auditors and ensure their focus supports the development of the new Council
12. To agree a process for the appointment of a Chief Executive and make a recommendation on the appointment of a new Chief Executive to the new Council
13. To agree a model and process for disaggregation
14. To agree a model and process for council tax harmonisation
15. To request a boundary review
16. To agree an electoral scheme
17. To respond to consultation on the content of Orders, for example the new authority name
18. To take a decision on any required consents

19. To carry out any other tasks where Member engagement is necessary

Membership

- 8 Members from Bournemouth Borough Council
- 6 Members from Poole Borough Council
- 2 Members from Christchurch Borough Council (should a decision be taken by Christchurch Borough Council to re-engage with the Future Dorset proposal)
- 2 County Councillors (to address the question of disaggregation only)

In the event that Christchurch Borough Council does not re-engage with the Future Dorset proposal then Dorset County Council will represent Christchurch residents on the Joint Committee with a membership of 2, who would also address the issue of disaggregation, negating the need for 2 additional Dorset County Council members.

Each member will nominate a named substitute who will have the same rights as the member whose place they are substituting. The named substitute should not affect political proportionality.

For South East Dorset, democratic services would carry out a calculation to ensure that Membership was representative as will be expected within the Order.

Quorum

- The Joint Committee shall be quorate if 50% +1 of the members are present.

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Management Committee 11 July 2017 Report of the Joint Independent Remuneration Panel

For Recommendation To Council

Briefholder

Corporate Affairs and Continuous Improvement

Senior Leadership Team Contact:

S Caundle, Assistant Chief Executive

Report Author:

S Caundle, Assistant Chief Executive

Statutory Authority

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

Purpose of Report

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

Recommendations

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

Reason for Decision

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

Background

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

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

The report of the Joint Independent Remuneration Panel has previously been considered by Management Committee on 18 April 2017 and Full Council on 1 June 2017. At Full Council, members deferred taking a decision in respect of the recommendations and asked for the Independent Remuneration Panel to be reconvened to consider in particular, the level of special responsibility allowance (SRA) for the Leader of Council. Further to this, the Independent Remuneration Panel held a question and answer session on 29 June 2017, open to all councillors.

Following the session, the statement set out below has been received from the Joint Independent Remuneration Panel:

"In accordance with the decision of the Council, the Panel invited all Councillors to meet with it to discuss the recommended increase in the SRA payable to the Chair of the Management Committee.

The Panel met with five Councillors on 29 June. A number of issues were raised with the Panel including the proposed increase in the SRA payable to the Chair of the Management Committee. However no evidence was provided to the Panel to justify a change to the recommendation indeed the majority of councillors present appeared to support the recommendation.

On this basis the Panel has decided not to amend its recommendation relating to the increase in the SRA payable to the Chair of the Management Committee as it remains of the view that this is consistent with the content of its report and the evidence received."

The report and recommendations of the Independent Remuneration Panel are presented at appendix 1 for members' consideration.

Implications

5 Financial

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

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

- 6 **Equalities**
The level of allowances paid to local councillors can have an effect on encouraging candidates for local elections from diverse backgrounds.
- 7 **Environmental**
Not applicable
- 8 **Economic Development**
Not applicable
- 9 **Risk Management (including Health & Safety)**
The council is required to have an Independent Remuneration Panel and to have regard to the recommendations of the panel in setting a scheme of members' allowances.
- 10 **Human Resources**
Not applicable

Consultation and Engagement

- 11 All members of Council were invited to submit written representations for consideration by the Joint Independent Remuneration Panel. All Group Leaders were invited to meet with the panel.
Chief Executive, Assistant Chief Executive, and representatives of the Corporate Management Team met with the panel.
The report and recommendations have previously been considered by Management Committee on 18 April 2017 and Full Council on 1 June 2017.
Question and answer session open to all councillors, held by the Joint Independent Remuneration Panel on 29 June 2017.

Appendices

- 12 Appendix 1 – report of the Joint Independent Remuneration Panel

Background Papers

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

Footnote

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

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Date: 30 June 2017

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to Weymouth and Portland Borough Council

May, 2017

Executive Summary of Recommendations

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

to Weymouth and Portland Borough Council

Context Statement and Recommendations

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

Introduction

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

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

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

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

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

Primary Purpose of Review

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

Process and Methodology of the Review

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

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

Councillor Cant

Councillor Taylor

Councillor Huckle

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

Councillor Brookes

Councillor Bruce

Councillor Farquharson

Councillor Taylor

Councillor Wheller

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

Basic Allowance (BA)

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

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

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

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

Basic Allowance and IT Provision for Councillors

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

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

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

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

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

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

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

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

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

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

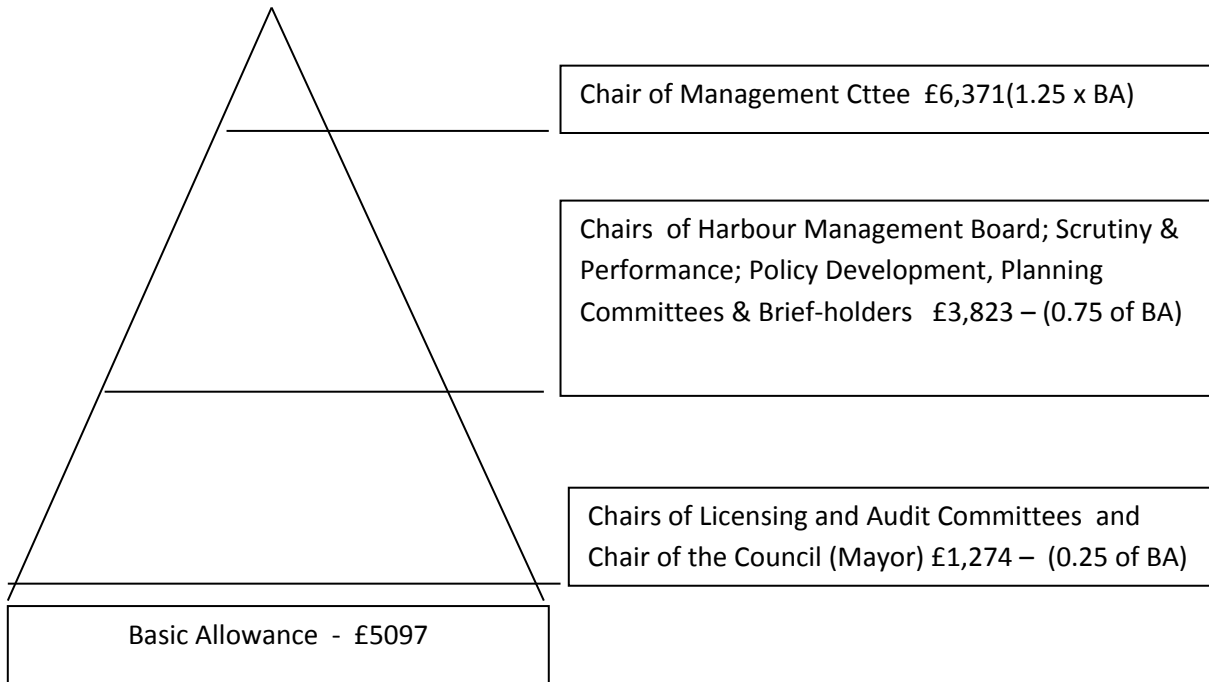
Banding of Special Responsibility Allowances

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

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

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

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



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

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

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

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

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

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

Chair of and Brief Holders on the Management Committee

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

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

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

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

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

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

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

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

Chair of Harbour Management Committee

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

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

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

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

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

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

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

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

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

Chair of Planning Committee

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

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

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

Chairs of Licensing and Audit Committees

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

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

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

Chair of the Council

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

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

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

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

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

Joint Arrangements

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

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

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

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

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

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

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

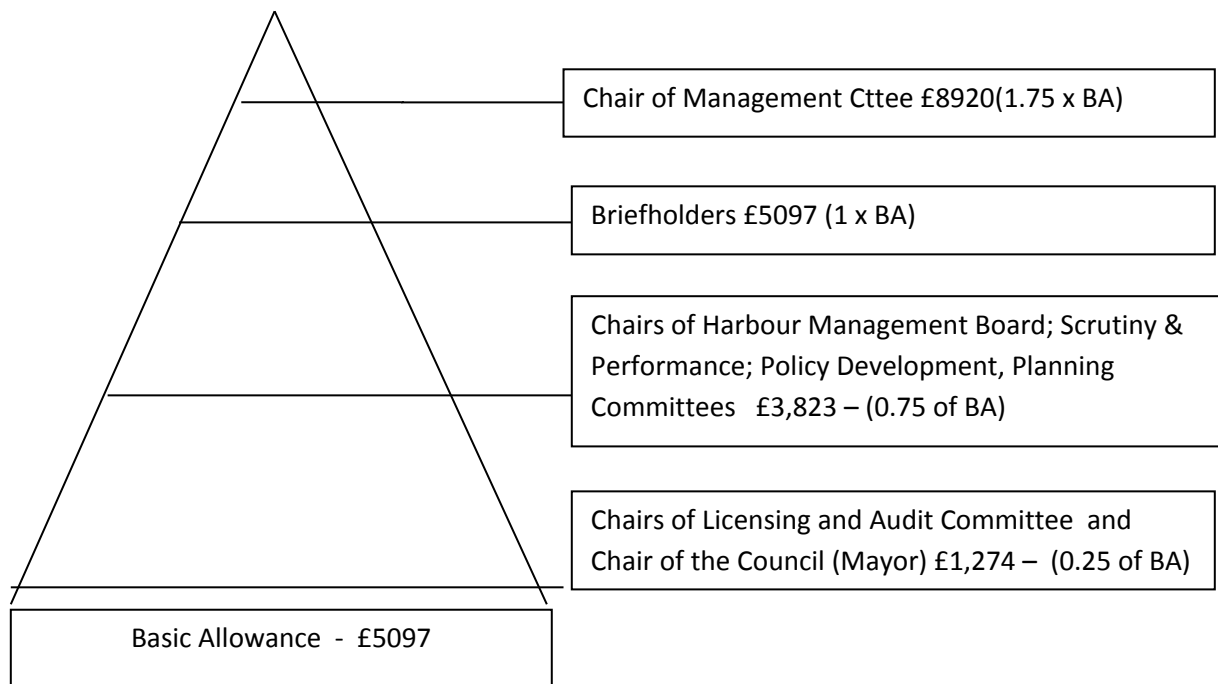
55. Having interviewed the Head of Housing it was clear what the benefits of the joint arrangements were from an officer's perspective. He was already holding joint briefings for all portfolio holders/brief holders across all three councils. This was a much more effective use of his time and provided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

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

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

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

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



Independent Non Councillors

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

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

Number of Special Responsibility Allowances

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

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

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

Expenses for Councillors

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

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

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

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

Approved Duties

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

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

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

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

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WPBC Management Committee 11th July 2017 Community-led Housing Fund

For Decision

Portfolio Holder(s)/ Briefholder

Cllr Taylor, Housing

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

Paul Derrien

Statutory Authority

Local Authority Acts 1972 and 2011

Purpose of Report

- 1 To agree the council's spending proposals and priorities for use of the Community-Led housing fund.

Recommendations

- 2 To allocate the community-led housing fund of £430,315 to community-led housing schemes as detailed in the report.

Reason for Decision

- 3 To ensure that the Community-Led Housing funds are spend on appropriate projects to increase the number of community led affordable homes developed.

Background and Reason Decision Needed

- 4 In April 2017 the local authorities in the Dorset Council Partnership received funds for community-led housing from the DCLG. The funds received were

NDDC	£238,057
WPBC	£430,315
WDDC	£1,365,432

The total national fund is for £350 million over a five year period. It is likely that there will be opportunities to bid for further funds in the future, although the process is not yet clear. However, it will be important to have

established a good track record in delivering community-led housing schemes to ensure bids have the greatest chance of success.

- 5 The funds are aimed to increase the delivery of community-led affordable homes of all tenures. The amount each Council received was based on the number of holiday homes in the area and the affordability of housing. The DCLG expect that some of these funds will be spent on building up capacity and expertise and helping form community groups. There are no time limits for when the funds need to be used.
- 6 Community-led housing is, as described by the DCLG, about local people playing a leading and lasting role in solving local housing problems, creating genuinely affordable homes and strong communities in ways that are difficult to achieve through mainstream housing. In Dorset most community-led schemes have involved a partnership between a CLT and a Housing Association with support from the Wessex Community Land Trust Project.
- 7 The Council were first made aware of this funding on 23rd December 2016. Half of the allocated funds were paid shortly after this time. In order to qualify for the rest of the grant a form had to be completed detailing the plans for using this fund. This form is attached at appendix 1, although it should be noted that our plans have evolved since this was submitted. This was completed in February and the remaining funds for the Councils were received in March 2017.
- 8 It is proposed that the grant for Weymouth and Portland is used to fund a partnership with the Wessex Community Land Trust Project (Wessex CLT), to increase staffing resources, to support emerging CLT and provide grant for capital projects and site acquisition.
- 9 A number of Local Authorities are in discussions with Wessex CLTs about setting up a regional resource. Wessex CLT are experts in the field of community-led housing and have supported a number of projects across Dorset, Devon and Somerset. This will cost £5,750 per year. The cost of this has been negotiated on the amount of DCLG funding. It is proposed that £23,000 is allocated to a four year agreement with Wessex CLT. We will be able to end this agreement if it is felt this is not delivering for WPBC.
- 10 An additional post to promote and support community-led housing would be required. This would work across the three Council areas and would be jointly funded. It is recommended that £40,000 is allocated to fund this role for a period of three years.
- 11 The bulk of the funding should be set aside to support community housing groups, the majority of which as expected to be community land trusts. These groups will, in addition to officer support, require funding to be an established group and to cover legal fees. It is also important for community groups to be able to instruct architects and other specialists to ensure that the community has control over a project. It is recommended that £150,000 of the funding is set aside for this. An application process will be set up for community groups to apply for funding and for this to be monitored.

12 The one area that is making progress in setting up a CLT is Portland. This emerging CLT is receiving support from Locata and Wessex CLT and has the potential to deliver affordable homes for local people. It is proposed to set aside £50,000 for Portland CLT costs including legal fees and professional help to assist in acquiring a site. These funds will be paid in stages when work is undertaken by the group.

13 It is proposed that the funding is allocated as

Funding	£430,315
Wessex CLT	£23,000
Staffing	£40,000
Portland CLT	£50,000
CLT set up costs	£100,000
Capital grant and site acquisition	£217,315

Implications

Corporate Plan

14 This project will assist in meeting the following objectives from the Corporate Plan:

Build strong, inclusive and sustainable communities that empower local people to influence and provide the services that matter most to them.

Secure initiatives that will increase the supply of housing and affordable homes that are built .

Financial

15 This will ensure that the funds from the DCLG will be spent in accordance with the plans sent to the DCLG in February 2017. By spending and committing funds for community-led housing projects then WPBC will be in a good position to bid for further funds in the future.

Equalities

16 All homes allocated as result of these funds being spend will be allocated in accordance wit the Dorset Home Choice Policy and any community groups set up will be open and transparent organisations with published rules. All homes provided will be designed to meet local housing needs, this will include an evaluation of accessibility needs of potential occupiers.

Environmental

17 These funds will allow communities to lead on housing developments in their areas. Community groups are likely to insist that homes are well designed, appropriate to the local area and to higher than normal levels of energy efficiency.

Economic Development

- 18 The funds will boost house building which will have a positive effect on the local economy. These funds are also likely to lead to homes being built in villages that will help rural sustainability.

Risk Management (including Health & Safety)

- 19 This will help ensure funds are spent on appropriate projects.

Human Resources

- 20 An additional post will be required to help the delivery of community led housing.

Consultation and Engagement

- 21 DCP employees have attended a number of events to promote community-led housing. This is likely to be a positive story for the Council and more promotion of this will help more communities to come forward.

Appendices

Appendix 1 - WPBC submission for community-led funding

Appendix 2 - DCLG community-led housing advice

Background Papers

DCLG Funding letter to WPBC

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: 22nd June 2017

Community-Led Housing Fund - Summary of Spending Plans

1. What is the name of your Local Authority?

Weymouth and Portland Borough Council

2. Intended use of the grant: Revenue support to groups

This could include any plans that your local authority has for providing grants to CLH groups for technical advice and seed-corn funding to establish themselves; further technical advice and professional fees to develop their plans; funding for existing organisations to provide advice and support to CLH groups in your local authority area.

We plan to set aside £50,000 per year from the Community-Led Housing Fund to support the establishment of CLTs and to provide technical and planning support to bring sites forward. Portland Community Partnership are in the early stages of setting up a CLT and we will support any community groups in Weymouth who are looking at community-led housing schemes.

3. Intended use of the grant: Capital

What plans do you have to make grants or loans available to community groups to deliver affordable units? Capital can be used to make mixed tenure schemes viable, and to increase the number of schemes within the delivery pipelines. If known, please indicate the number of additional homes that you expect the grants/loans will enable over the next 3-5 years.

We are working with Portland Neighbourhood Planning group who have identified some sites with the potential to deliver community-led affordable housing. We are in discussions with landowners on Portland about bringing sites forward.

It is anticipated that grant of around £35,000 per affordable unit will be required and we will work to either directly acquire sites or work in partnership with housing associations to bring sites forward

4. Joint plans across your local area

What discussions, if any, has your local authority had with neighbouring authorities to pool part of the funds? This could include supporting an existing – or establishing a new – local enabling service, or providing a shared resource to support delivery (such as a revolving land purchase fund).

We have had discussions with local authorities across Devon, Dorset and Somerset about agreeing a joint service proposal from Wessex Community Land Trust Project. This would ensure that there is support for emerging CLTs and would help the Council to continue to promote community-led housing. WPBC will sign up to this agreement.

Weymouth and Portland is also part of the Dorset Councils Partnership (with North Dorset and West Dorset) and will ensure that support for community-led housing projects is available across the area as well as looking for any opportunities that working across three councils may bring.

5. Advice obtained

In drawing up these plans, which CLH specialists or other stakeholders (e.g. housing partnerships, housing associations, other community associations) have your local authority engaged?

Weymouth and Portland has not delivered any community-led housing schemes. However, WPBC is part of a partnership with West Dorset District Council where there is considerable experience in delivering community land trust schemes. This experience will be utilised to bring forward projects in this area.

Discussions about the community-led housing fund have taken place with Portland Neighbourhood Plan group, WPBC Councillors and local housing associations.

We work closely with the Wessex Community Land Trust Project and Locality who will support any emerging CLTs.

We have also engaged with the National Rural Housing Enabling Group.

6. Existing local activity

Which CLH groups already exist in your local authority's area; which other community organisations might want to develop housing; and which other planned developments are you aware of that could become community-led?

Portland Community Partnerships are currently in the process of setting up a CLT and are receiving support from Locality for this. We are supporting this and a potential site has been identified for the first project. A grant £20,000 will be made to do site investigations and to bring forward a planning application.

7. Intended use of the Fund – developing your plans for the fund

What plans does your local authority have to use the grant to procure further advice or additional officer capacity?

We intend to use this fund to secure support from Wessex Community Land Trust Project. This will be part of the regional agreement to ensure support for community-led housing and will cost in the region of £6,000 per year. There is also the opportunity to secure support from Locality who are assisting Portland Community Partnership with setting up their CLT.

We have some existing internal experience of community-led housing but will closely monitor this to decide if additional resources are required.

8. Other plans

What other plans – not covered above – does your local authority have to deploy the grant funds in accordance with the aims of the programme? Plans could include use of your or others' financial or staff resources, or through your policies and asset management plans.

WPBC are currently reviewing their land holdings. It is possible that a community-led approach will assist in unlocking some of these sites and the delivery of new homes, an amount of these funds will be used to assist in bringing these sites forward. We are also in talks with the County Council about their land holdings.

WPBC are in the process of creating an Accelerated Home Building programme which is a community-centric initiative to with the aim to deliver the right homes in the right place. The Housing Finance Institute are assisting with this work and the community-led housing fund will be used to help unlock sites that without community involvement would not be deliverable in the short term.

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Community-led housing: What is it and what can it offer your local authority?

Guidance from the community-led housing sector

This guidance has been prepared by the community-led housing sector for officers and elected members. It:

- explains what community-led housing is;
- highlights the benefits how community-led housing can deliver on your strategic aspirations;
- highlights the availability of substantial government funding aimed at promoting the sector; and
- explains where further advice can be obtained on how to make the best use of this funding, secure the second tranche of funding, and realise the benefits of community-led housing in your area.

Community-led housing is about local people playing a leading and lasting role in solving local housing problems, creating genuinely affordable homes and strong communities in ways that are difficult to achieve through mainstream housing.

Benefits for local authorities

Community-led housing can bring significant benefits to local authorities. These include:

- mobilising public support for new homes and regeneration initiatives;
- reducing reliance on public services, for example addressing social care through building communities with mutual support for the elderly and vulnerable, and involving homeless people in the renovation of homes;
- providing a range of genuinely affordable housing in perpetuity, including rented homes that are not susceptible to the Right to Buy, and homes for those priced out of ownership;
- diversifying the local housebuilding market, and unlocking small sites and landowners that are not attractive or available to established housebuilders;
- supporting the implementation of duties such providing permissioned plots for individuals and groups on the Self and Custom Build Registers; and
- promoting community cohesion and resilience that can help tackle issues like antisocial behaviour.

Community-led housing approaches can also bring benefits to participants, including:

- skills, training and jobs, which can be targeted e.g. at care leavers and unemployed young people;
- a rewarding collective experience, improving their sense of community and connection;
- high quality and imaginatively designed homes and neighbourhoods;
- giving community organisations control over assets and revenue; and
- mutual support within communities, especially for older people and vulnerable young people.

Bringing resources into your area through community-led housing

The newly announced Community Housing Fund provides £60 million per year of revenue and capital funding for the sector. This will be a game-changing fund with significant opportunities for local authorities.

Community-led builders can access mainstream funding, such as the £3 billion Home Building Fund and money from the HCA's and GLA's affordable housing programmes.

Community-led groups have also brought in significant revenue and capital resources not accessible to other housing providers, including commercial lending, social finance, charitable funds, crowdfunding, community bond issues and labour. These cover seed-corn funding for new providers, and pre-development and development finance for schemes, as well as funds for associated aims such as skills training and community development. They can build up new resources and resilience in your communities.

Criteria for genuine community-led schemes

An alliance of community-led housing organisations has endorsed the following definition to ensure that schemes are truly community-led:

- a requirement that the community must be integrally involved throughout the process in key decisions (what, where, for who). They don't necessarily have to initiate and manage the development process, or build the homes themselves, though some may do;
- a presumption in favour of community groups that are taking a long term formal role in ownership, management or stewardship of the homes; and
- a requirement that the benefits to the local area and/or specified community must be clearly defined and legally protected in perpetuity.

Approaches to community-led housing

Community-led housing has a significant history accompanied by a range of distinctive terminology and practices. Over time a number of established approaches have developed which all have specific characteristics, yet overlap to the extent that the distinctions between them are becoming increasingly academic.

Communities can and do choose to combine approaches to meet their needs and aspirations, drawing on the principles of each approach as a component to achieve one of their aims.

The main aims that different approaches provide for are:

- **Stronger neighbourhoods, shared spaces, mutual support:** Cohousing principles can be used to achieve this. Households each have a self-contained home but residents come together to manage their community and share some facilities. Cohousing is increasingly becoming an attractive option for older people to create resilient mutual support, in both new developments and retrofit to sheltered housing, which can reduce their reliance on public services including social care.
- **Permanent affordability and local control of assets:** Community Land Trust principles offer a mechanism to provide genuinely affordable housing in perpetuity, both for rent and ownership. Rented homes are protected from the Voluntary Right to Buy, and low cost ownership homes can be designed to remain affordable even if the gap between local incomes and house prices widens.
- **Building neighbourhoods:** Group self-build and collective custom build are great ways of supporting groups of households to work together to build or directly commission their own homes. The emphasis is always on supporting one another through the process which not only creates strong communities, but also develops skills and delivers high quality housing.
- **Greater local accountability and control over housing management:** Co-operative and tenant management principles empower residents to democratically control and manage their homes, often leading to improved efficiencies and financial savings as well as increased skills and confidence within the community. Many housing cooperatives own their properties collectively which also offers opportunities to invest in wider socially beneficial activities.
- **Tackling empty properties:** Self-help housing offers people the chance to bring empty properties back into use, sometimes for their own use. It can be particularly effective in providing work experience and training to people from vulnerable backgrounds in a safe and supportive environment, and help to revitalise homes, streets and neighbourhoods. It can form part of a strategy to tackle homelessness.

Routes to delivery

For the most part, the routes to delivery for community-led housing schemes are the same as in any other industry-standard housing scheme. The difference is that the community takes central role. Communities may work in partnership with a local housing association or developer, or can work on standalone projects. They can provide affordable housing through a section 106 agreement and/or a Rural Exception Site.

There are three main ways in which community-led groups become involved in the process:

- **Group-led:** New community-led groups form in response to local housing need, or to deliver their own homes. They sometimes emerge from existing networks such as Neighbourhood Forums and parish councils. They access technical expertise to support the development and realisation of their ideas.
- **Extension of community based activity:** Existing community-based organisations with local roots decide to provide housing in addition to their current activities, accessing technical expertise to help them understand this new area of work.
- **Developer-led partnership:** A Local Authority, landowner, housing association or local developer wants to provide housing that incorporates a community-led element. They access technical expertise to recruit 'founder members' from within the community and support them to take over ownership and/or management of the homes. In this scenario it is essential that all of the community-led criteria (see below) are met to ensure genuine community benefit and involvement.

Support available for local authorities

The community-led housing sector can provide a range of technical support services for all approaches and all routes to delivery. These are best provided by local or sub-regional organisations with a strong understanding of the local housing market, and relationships and partnerships with local authorities, housing associations and developers. The Community Housing Fund can be used to create or grow this kind of enabling infrastructure in your area.

As a first step, the sector can provide you with advice and enabling services to help you make the best use of the Community Housing Fund and be in a strong position to secure the second tranche of funding. The package of specialist advice includes:

- an introductory session to understand community-led housing, how it might meet your authority's priorities, and how it can dovetail with other duties such as the Right to Build and Neighbourhood Planning;
- mapping existing community-led housing activities in your area and in neighbouring authorities, including groups, technical advisers and enabling organisations, and options for growing the sector locally and in partnership with neighbouring authorities;
- advice on internal policies, procedures and structures to best enable community-led housing and avoid unnecessary and expensive delays, such as asset disposals/leases, the planning system, local sales and lettings policies, and the use of self and custom build registers;
- nurturing a local enabling and support vehicle so that your use of the funding creates a legacy of delivery capacity within your authority and in the local community; and
- signposting further specialist support for each of these areas.

You will be signposted to appropriate online resources (existing or emerging) as part of the support on offer.

What happens next?

If you would like to arrange for an introductory session with a community-led housing adviser please send a brief email to communityledhousing@bshf.org and we will put you in contact with an appropriate specialist.

Further information about community-led housing support services, wider support organisations, and signposting to sample case studies can be found at:

<https://www.bshf.org/our-programmes/community-led-housing>

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Management Committee 11 July 2017

Weymouth & Portland: Accelerating Home Building Programme

For Decision

Briefholder

Cllr G Taylor, Housing

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

S Hill, Strategic Director

Statutory Authority

LGA 1974

Purpose of Report

- 1 To describe the Accelerating Home Building programme for Weymouth & Portland Borough Council and for Management Committee to consider the programme progress and allocating revenue reserve to enable the Action Plan to be implemented including aiming to achieve completion of housing development matching the annual Objectively Assessed Need.
- 2 Management Committee has previously (7 February 2017) established the Accelerating Home Building programme in Weymouth & Portland through to 31 March 2019 including an Action Plan (Appendix 1) and Site Schedules (Appendix 2) and has established the Member Working Group to lead the programme; in turn, the Working Group reports progress to the Western Dorset Growth Strategy Member board. Management Committee has referred the Accelerating Home Building programme to Scrutiny & Performance Committee including scrutinising the proposed Council actions arising from the Housing Finance Institute Business Ready Review.

Officer Recommendations

- 3 That Management Committee allocates £50k from the reserves allocated for once off projects to the Accelerating Home Building Programme to 31 March 2019.

Reason for Decision

- 4 Weymouth & Portland Borough Council has established the Accelerating Home Building Programme with a focus which is either directly or indirectly related to

almost all of the Council's Corporate Plan outcomes, including increasing the number of new homes built within the borough.

- 5 The Council has reassessed, including following planning Appeals, its 5-year land supply and concluded that the pace of housing development across the Local Plan area (West Dorset and Weymouth & Portland) is currently just below 5-years. The Council is currently re-assessing its 5 year land supply and revised figures should be published later this summer.
- 6 The existing Member Western Dorset Growth Strategy Board will provide overall Member governance of the Programme, demonstrating progress against its objective of providing an additional 20,000 new homes (including affordable) across the three council areas by 2033, which translates from the Local Plan Objectively Assessed Need (OAN) of 775 homes pa for West Dorset and Weymouth & Portland. Since 2007/08, housing completions have been less than the OAN.
- 7 In addition to accelerating housing delivery to support land supply and the community benefits that housing derives, the programme also includes development of affordable housing types and the tenure mix with an aim of reducing the housing affordability gap and providing homes for specific groups (young, local, working age, vulnerable and elderly) and those in work sectors where there is a need in Dorset (eg care workers) and to support Dorset's economy; and also where opportunities exist to improve income to councils. The average house price in Weymouth & Portland is £208k and average earnings £22k pa; owner occupied is 67%, private rented 19% and social rented 14%.
- 8 For a number of reasons, housing supply is seen as a national priority coinciding with for example the recent announcement of a £3bn HCA Home Building Fund (loan); Larger Site funding; Affordable Housing programme; Accelerated Construction; garden villages; garden towns; Community Led Housing support for community land trusts; Starter Homes; and a suggested £2.3bn Housing Infrastructure Fund. The Housing White Paper was also published in February 2017, "with further significant measures all helping us towards our ambition for a million new homes by 2020". The Accelerating House Building Programme has been adapted to ensure consistency between WPBC and Government objectives.

Background and Reason Decision Needed

- 9 Some other councils nationally are at various stages of implementing similar programmes and the Government highlights housing as a priority. To date, Members and officers have attended South West Housing Forum and visited Eastleigh BC (including presentations from Keith House⁹) and East Cambridgeshire DC. The Member Working Group has to date met twice to monitor progress in achieving the Action Plan which includes development Site Schedules, used to record site specific actions and progress.
- 10 The Accelerating Home Building programme has also been accepted by West Dorset District Council and North Dorset District Council (in December 2016 and February 2017). Indeed, much of work and governance is mutually beneficial across Dorset Councils Partnership (DCP).

- 11 The Housing Finance Institute (HFI) was commissioned to undertake a Housing Business Ready Review for the Council to support its ambitions to increase the volume and pace of housing delivery, to explore creative ways to employ the Council's position as housing and planning authority to show leadership in the housing market and a commercial approach. This commenced with a site visit from the HFI on 18 January 2017 and was completed Spring 2017. Similarly, HFI Reviews were commissioned for West Dorset District Council and North Dorset District Council. All three councils were Accredited as Housing Business Ready.
- 12 An Action Plan has been prepared and updated (Appendix 1), which is based on the feedback already received from the HFI. In addition, the Action Plan has been taken through Scrutiny.
- 13 There are several current projects across DCP on Allocated planning housing development land and included within this single Accelerating Home Building Programme: eg, Littlemoor, Markham & Little Francis (500), Weymouth town centre sites (600+), Ocean Views (Hardy Complex) (300), Brewery Square, Gillingham Strategic Site Allocation, Vearse Farm and St Michael's Trading Estate.
- 14 Schedules of sites (Appendix 2) have been prepared which include allocated land without application; sites with extant permission where construction has not started or is only part complete; and those applications in the development management system: (i) applications received at 1 April 2017 but not yet permitted; and (ii) applications with resolution to grant at 1 April, but awaiting 106 negotiation/sign-off. The Schedules identify housing numbers.
- 15 The Accelerating Home Building programme describes against each application/site, the activities that WPBC is already progressing and will update progress in bringing sites to housing development.
- 16 The programme will review and determine what further actions and interventions could be taken by councils, including for example working with the Homes and Communities Agency (HCA), Registered Providers (RPs) and developers/landowners. There are likely to be some sites that require different interventions than others and not ruling out the DCP councils investing time and money to promote development.
- 17 There are likely to be a range of interventions that the Councils and others could pursue for allocated and proposed development sites, eg working together differently with landowner/developer and agents; upfront funding of infrastructure; providing cash flow; land purchase; sourcing funding of housing for vulnerable groups; working with the HCA; partnerships and working together with RPs; joint venture with public or private sector partners (eg in partnership with recently established Private Sector Partnership); and jointly owned scaleable Council housing company.
- 18 In addition, councils can look beyond currently identified development allocations and planning permissions to other opportunities that support the economy and housing.
- 19 The West Dorset and Weymouth & Portland Local Plan early review has commenced and the Issues and Options consultation stage has been to Full

Councils and public consultation. Similarly, the early review of the North Dorset Local Plan has commenced.

- 20 The Programme is not predominately concerned with Council assets but can include use of Council assets but is instead focused on accelerating housing development on land that is not owned and will not be built-out by WPBC. Co-ordination with the Councils' Asset Management Groups will be needed with respect to residential development at WPBC land/assets, using the Asset Registers to accelerate construction on public land. In addition WPBC has entered formalised arrangements with PSP and this could provide opportunities for council land/assets but also other development allocations/sites.
- 21 Dorset Councils work to promote development via a range of officer and Member groups including the Dorset wide Member Strategic Planning Forum, officer Planning Policy Managers and Strategic Housing Group.
- 22 The Accelerating Home Building programme provides an opportunity to work together (for example, DCP councils, DCC and Registered Providers) on a strategic and important matter that requires multi-agency input. That co-ordination assists Dorset Councils to promote a range of housing development options in particular with a focus on the vulnerable, accommodation for those needing care packages and Health Prevention at Scale; housing that might otherwise not be provided by the private sector.
- 23 Coupled with an Accelerating Home Building programme, combined working with DCC or other Government agencies (such as the NHS, Dorset Clinical Commissioning Group, Highways England and Environment Agency) is designed to help identify the best options per site/application and together achieve the required infrastructure to enable development.
- 24 The Housing and Finance Initiative (HFI)⁸ has offered to work with WPBC. The WPBC Briefholder informally agreed to the appointment of the HFI from Housing budget. WDDC met with the HFI on 1 December 2016 and its interim report is now available and the NDDC Housing Portfolio holder has given informal approval. Several DCP Members recently (20 June 2017) met with the Chief Operating Officer of the HCA to understand how best HCA funding can be secured to enable affordable housing development.

Implications

Corporate Plan

- 25 The programme is governed by a Member Working Group. The existing Member Western Dorset Growth Strategy Board will provide overall Member governance of the Programme, demonstrating progress against its objective of providing an additional 20,000 new homes including affordable by 2033 or 775pa as the Objectively Assessed Need.
- 26 Officers are meeting monthly to implement the programme and make progress on promoting housing (and other) development that supports the economy,

environment and health in the DCP areas, which demonstrates our actions to bolster land supply, whilst deriving income for the councils.

- 27 Making timely and efficient and strategic decisions will be a challenge for Dorset councils and any individual council and perhaps the Strategic Planning Forum can demonstrate fulfilling the Duty to Co-operate.

Financial

- 28 Management Committee is recommended to allocate £50k from Revenue Reserve to implement the Accelerating Home Building Programme including establishing the skills and team required, implementing the Action Plan and Site Schedules of interventions and intervention options. This work would directly benefit WPBC and also be undertaken in tandem with other councils.
- 29 There is an appetite amongst Members to make progress including reviewing the proposed interventions strategically and per site; obtaining the right skills and resources to implement the interventions.
- 30 To bolster in-house resources and make more and better progress, skills are needed by councils, from project management, communications, consultants specialising in housing and commercial property development (Commercial Housing Enabler), legal, financial and delivery vehicles. It is likely that consultants will be needed rather than being direct employees (given for example difficulties in recruitment and salary) or a team of consultants, or multi-disciplinary consultancy team. WDDC has allocated £300k to support its AHB programme and appointed a Commercial Housing Enabler, Project Management (due to start July 2017) and is tendering for communications consultancy support. WPBC may get limited support from a Commercial Housing Enabler, project management and communications resources; allocating £50k would enable WPBC to benefit from these skills/resources.
- 31 Traditionally, funding to support development of affordable housing has come via the HCA and RPs. This has changed with less HCA grant for housing per unit and loans and less RP funding. For example, Government funding eg via Starter Homes, Home Builder Fund⁵ are announced from time to time, in some cases without detail or legislation following. There are other differently funded options like Rentplus and social capital investors eg Cheyne Capital.
- 32 Financial returns of any council investment will be evaluated on a case by case basis recognising that income from housing development may be little, long term and at risk but development is likely to deliver against other objectives and community benefits. Individual business cases will be prepared before council investment decisions are made.
- 33 In reviewing the interventions they may provide opportunities for income generation through financial investment and effective asset management.
- 34 Council financial investment in development opportunities will be evaluated and determined on a case by case, development opportunity basis, using the constitutional decision making arrangements, which includes decision making by

Management Committee or delegated. Each council will need to determine the level of financial investment, funding source on a site by site opportunity basis.

- 35 The recommended £50k funding for this project will need to be derived from the reserves already earmarked for one-off projects. If agreed, this will result in less resources being available for other schemes and projects.

Equalities

- 36 Accelerating Home Builder is planned to have positive implications providing community and economic benefits. Home building brings with it an element of affordable housing (in all its various forms and tenure types), housing for the vulnerable and in an attempt to minimise the housing affordability gap.
- 37 The programme will be co-ordinated with Adult social care for example to enable quality and type of housing to contribute to improving health outcomes.

Environmental

- 38 The programme will use the range of planning policy environmental constraints to safeguard the environment whilst balanced against the advantages of housing development.

Economic Development

- 39 There is proven link between housing development supporting economic growth: draft report Supporting Dorset's Economic Growth – Future Housing Provision (DLEP)³ and in particular the future options/recommendations.
- 40 The Dorset Local Enterprise Partnership (LEP) operates the Dorset LEP Housing Group and has recently decided to appoint a fixed term Partnership Housing Policy Manager to work across Dorset to promote housing development².
- 41 Dorset wide strategic planning and strategic housing should be implemented coherently with individual council's decisions being made in the context of Dorset's strategic housing need and planning. The advantages of housing development are focused on both economic and health outcome.

Risk Management (including Health & Safety)

- 42 Risks are managed as each Allocated development site is promoted.
- 43 The funding would support the programme through to May 2019 including programme management sharing skills/resources of Commercial Housing Enabling, Project Management and Communications.

Human Resources

- 44 There are some skills and resources within DCP staff structure to help interventions including within development services major projects team and also planning policy implementation team.

Consultation and Engagement

- 45 The Accelerating Home Building programme and actions from the Housing Business Ready have been referred to Scrutiny & Performance Committee.
- 46 Normal and statutory consultation will be expected should development proposals emerge including options appraisal public consultation and pre-planning application consultation, in addition to statutory consultation.

Appendices

Appendix 1: Draft Action Plan

Appendix 2: Site Schedules

Background Papers

1. Schedules of Development sites
2. <https://www1.bournemouth.ac.uk/dorset-local-enterprise-partnership-housing-policy-manager-fixed-term>
3. Supporting Dorset's Economic Growth – Future Housing Provision (DLEP) – draft Three Dragons with SQW and Parkwood Consultancy – September 2016
4. <http://www.eastbourne.gov.uk/news/2016/april/eastbourne-borough-council-partnership-win-uk-housing-award/>
5. <https://www.gov.uk/government/publications/home-building-fund>
6. Options for Asset Development and Alternative Service Delivery Models, WDDC and WPBC; May 2015; Grant Thornton
7. Western Dorset Economic Growth Strategy
8. The Housing and Finance Institute (HFI) has prepared the Housing Business Ready Programme: “Housing Business Ready Programmes are designed to help councils to better articulate their housing strategy, assess opportunities and delivery methods available to them and optimise the speed, value and fit of housing outcomes.” http://www.thehfi.com/housing_business_ready_programmes
9. The Elphicke / House report (from statutory provider to housing delivery enabler: review in to local authority role is housing supply) was introduced by Keith House (Eastleigh Borough Council).
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398829/150126_LA_Housing_Review_Report_FINAL.pdf

Footnote

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

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	Action	Date	Lead Member	Lead Officer	Comments
1	Establish a Home Ownership Register	May 2017	Gill Taylor	Clive Milone	Jan 17: To discuss with Locata June 17: A register has been devised and will be available via dorsetforyou by July 2017. Attend Town Councils to describe /publicise the Register
2	Promoting new methods of home construction	April 2017	Gill Taylor	Hilary Jordan/Jean Marshall – Andy Galpin/Andrew Martin	RPs are showing some interest. Question included in Local Plan consultation. Relative costs similar when inc new factories McCarthy & Stone development at old Fire Station is off-site construction.

	Action	Date	Lead Member	Lead Officer	Comments
3	Promoting new entrants to the market especially small & medium size developers and self-build (eg via Register)	May 2017	Gill Taylor	Hilary Jordan	<p>Met with developers; common strands to be prepared. Self – build and CLTs may be the part of solution. Self build Register is Live (as defined in NPPF and local parameters). Question inc in Local Plan review. Councils will consider self build for its own plots: A&I group need to be informed (HJ/PD). Advice and assistance to be provided – tbc eg funding, serviced plots, pp, design guide</p> <p>Brownfield Registers to be set up. Can we encourage some new entrants to SME development market (eg CHE to be tasked with bringing new entrants and demonstrate actions taken and no. of starts on site). Give feedback to WPBC Members on Customer feedback (2+ housing developments)</p>

	Action	Date	Lead Member	Lead Officer	Comments
4	Implement a programme of funding for community development trusts	February 2017	Gill Taylor	Hilary Jordan/Paul Derrien	Proposal for 2016/17 spend issued to DCLG 8/3/17. Report drafted for allocation of budget. Reports to be taken to Committees; funding set up for spend already WPBC: also needs to focus on Weymouth CLT eg establishing new CLTs for Weymouth and Portland.
5	EoI Accelerated Construction	28 February 2017	Jeff Cant	David Brown/Paul Derrien	Bid not submitted to DCLG. Working Together with DCC (Adult Social Care)
6	Regular DCP Member briefings	31 January 2017 and then quarterly	Gill Taylor	Stephen Hill/Clive Milone/Hilary Jordan	<i>June 17: Housing briefings scheduled for 31 January 2017; 23 May 2017; 3 October 2017; 23 January 2018; CLT DCP Member briefing provided.</i>

	Action	Date	Lead Member	Lead Officer	Comments
7	Develop relationship with HCA as it re-organises	Upon new HCA organisational arrangements being implemented	Gill Taylor	Stephen Hill/Hilary Jordan	Jan 17: Next meeting with HCA on 4 April 2017. Colin Molton (HCA) offered to arrange housing event. <i>June 17: Workshop with HCA held on 20 June 2017; further meeting with Bruce Voss on 4 July 2017</i> Bruce to remain as main contact with Versha also covering SW (could not attend last week's Workshop). SH to prepare notes of meetings and send to Members post DCP/HCA meetings
8	Enhance engagement arrangements with local Registered Providers	February 2017	Gill Taylor	Clive Milone	<i>June 17: Schedule of more operational meetings with RPs is in place. Meeting dates with RP CEx tba. Now extended to inc Stonewater and Yarlinton</i>
9	Enhance engagement arrangements with local developers and new entrants (eg small & medium size developers)	February 2017	Gill Taylor	Hilary Jordan	Schedule of initial meetings with local SME developers and Members completed to discuss matters generally not site specific.

	Action	Date	Lead Member	Lead Officer	Comments
10	Implement engagement arrangements with others eg estate agents and letting agents	May 2017	Gill Taylor	Clive Milone	<i>June 17: there is regular engagement with PRS in WDDC area. Regular (twice yearly) events with Private Landlords extended beyond WD and W&P to ND.</i>
11	Communications				
11a	Prepare communications strategy and plan	April 2017	Gill Taylor	Fiona Napier	Strategy and Plan prepared.
11b	Develop communications with community – initial campaign informing of the Objectives of Accelerating Home Building	May 2017	Gill Taylor	Fiona Napier	Brief for consultancy commission prepared and to be issued for tender w/c 26 June 2017. Also, initial promotion of sites eg Rural Housing Week
11c	Introduce communications with home owners – initially introducing Home Ownership Register	May 2017	Gill Taylor	Fiona Napier/Clive Milone	Brief for consultancy commission prepared and to be issued for tender w/c 26 June 2017.
11d	Prepare promotional material	March 2017	Gill Taylor	Fiona Napier	Brief for consultancy commission prepared and to be issued for tender w/c 26 June 2017.
11e	Initiate a Housing Fair – initially to describe the range of housing options	July 2017	Gill Taylor	Clive Milone	<i>June 17: Planning has commenced. Awaiting Registers</i>

	Action	Date	Lead Member	Lead Officer	Comments
11f	Continue to provide regular update briefings to MPs and involve MPs in particular sites	Quarterly meetings and as required	Gill Taylor	Stephen Hill	Jan 17: MPs briefed at quarterly meetings. ND MP attended Gillingham SSA Consortium meeting <i>June 17: further meeting of Gillingham SSA Consortium to include ND MP planned for 14 July 2017 tbc</i>
12	Consider a mortgage scheme	June 2017	Gill Taylor/Jeff Cant	Clive Milone/Julie Strange	<i>June 17: Can only be considered if LGR proceeds; Revenue Reserve. CHE will review mortgage scheme options eg assisting first time buyers</i>
13	Consider establishing a council led housing development company and/or housing development/regeneration trust	September 2017	Gill Taylor/Jeff Cant	Clive Milone/Julie Strange/Rob Firth	<i>June 17: Consideration of this will be undertaken once the CHE is in place, from 18 July 2017; PM John Findley 7 August.</i>
14	Describe the local housing need and home ownership and align to the policies on development allocations, home size and tenure mix	March 2017	Gill Taylor/Ray Nowak	Hilary Jordan/Clive Milone	Contextual information prepared for HFI; Housing Dashboard will be completed and communicated by Communications Consultant, to be appointed.

	Action	Date	Lead Member	Lead Officer	Comments
15	Monitor actions (as part of the Western Dorset Growth strategy) on promoting development at strategic allocated sites; sites with planning permission.	At meetings of the Member Western Dorset Growth strategy and also monthly Accelerating Home Building officer group	Gill Taylor/Jeff Cant	Hilary Jordan/Jean Marshall	Accelerated Home Building included in Action Planning report. Presentation/briefing given to WDGS group 16 May 2017.
16	Implement a programme of identifying land with the aim of adding land value	September 2017	Gill Taylor/Jeff Cant	Hilary Jordan/Julie Strange	<i>June 17: Consideration of this will be undertaken once the CHE is in place, from mid-July 2017 eg buying land/sites</i>
17	Prepare a Dashboard of Housing/Planning related information	February 2017	Gill Taylor/Ray Nowak	Hilary Jordan/Clive Milone	Contextual information prepared for HFI; Housing Dashboard will be completed and communicated by Communications Consultant, to be appointed.
18	Recruit a Commercial Housing Enabler	June 2017	Gill Taylor	Clive Milone	Jan 17: Recruitment agencies approached. JD prepared. <i>June 17: Clyde Lambert starts 18 July 2017.</i>
19	Appoint a project manager	End February 2017	Gill Taylor	Hilary Jordan/Clive Milone	Jan 17: Recruitment agencies approached. JD prepared. <i>June 17: Interviews took place on 21 June 2017. John Findley starts 7 August 2017.</i>

	Action	Date	Lead Member	Lead Officer	Comments
20	Establish Member Working Group	End January 2017	Gill Taylor	Stephen Hill	Member representatives agreed for three Member Working Groups. Next meetings: NDDC 29 June; WPBC 27 June; WDDC 26 June 2017.
21	Listed Building and Conservation Officers' work to support the economy	End September 2017	Cllr Ray Nowak	Jean Marshall	WPBC Scrutiny report to Management Committee July 2017.

DRAFT

PLANNING PERMISSIONS FOR 10 OR MORE DWELLINGS, NOT YET COMPLETED - WEYMOUTH & PORTLAND *LAST UPDATED June 2017*

Site Name	Parish	Landowner/ Developer	Main application reference	Decision date	Site status	Under construction at 1st April 2017 (gross)	Still to be completed at 1st April 2017 (net) - includes those under construction	
173-181 Brandy Row	Portland	Canford Estates Ltd	WP/15/00368/FUL	06/05/2016	not started	0	10	
Adj. 88 Avalanche Road	Portland	Portland Stone Firms Ltd	WP/15/00183/OUT	09/07/2015	not started	0	10	
Redundant Buildings at Bumpers Lane	Portland	Portland Stone Firms Ltd	WP/14/00330/OUT	24/06/2015	not started	0	64	
Former Navy Facilities & Control Tower, Liberty Rd (Castle Court)	Portland	HCA	WP/15/00920/RES	06/03/2017	not started	0	70	
Perryfield Works	Portland	Mr E Fitzsimmons	08/00513/FULMAJ	03/12/2008	under construction	9	9	
Disused quarry works, Bottomcoombe	Portland	Portland Stone Firms Ltd	WP/14/00591/OUT	15/07/2016	not started	0	62	
The Windmills, Bottomcoombe	Portland	Betterment Properties (Weymouth) Ltd	11/00686/FULMAJ	15/02/2012	under construction	6	6	
Hardy Complex	Portland	Fulca Ltd	02/00703/FUL	16/08/2004	under construction	0	316	
Portland Lodge Hotel, Easton Lane DT5 1BW	Portland	Hussein	WP/15/00064/FUL	02/05/2017	not started	0	18	
Colwell Centre, School Street	Weymouth	10Ant Group Ltd	WP/15/00137/OUT	12/02/2016	not started	0	23	
Ferrybridge Inn Portland Road DT4 9BE	Weymouth	Ferrybridge Developments LLP	WP/14/00921/OUT	09/10/2015	not started	0	30	
The Old Rectory, Lorton Lane DT3 5DJ	Weymouth	Koori Ltd	WP/14/00653/FUL	12/02/2016	not started	0	39	
Markham & Little Francis/Curtis Fields (phase 1A)	Weymouth	Betterment Properties (Weymouth) Ltd	WP/12/00907/OUT	20/01/2014	not started	0	83	
Markham & Little Francis/Curtis Fields (phase 1B)	Weymouth	Betterment Properties (Weymouth) Ltd	WP/15/00058/RES	09/10/2015	under construction	21	91	
Land South of Louviers Road	Weymouth	Mr E Whettam	12/00050/OUTMAJ	22/05/2013	not started	0	100	
Destiny Fields, Louviers Road	Weymouth	F H Cummings Unlimited	WP/11/00748/FULM	15/11/2011	under construction	58	95	
MARKHAM & LITTLE FRANCIS / CURTIS FIELDS (LAND S. OF CHICKERELL ROAD) - PHASES 2-4	Weymouth	Betterment Properties (Weymouth) Ltd	WP/14/00777/OUT	24/08/2016	not started	0	500	
Brewers Quay, Hope Square DT4 8TR	Weymouth	Brewers Quay Investments Ltd	WP/14/01064/FUL	15/11/2016	not started	0	35	
Newtons Road Car Park	Weymouth	Brewers Quay Investments Ltd	WP/14/01062/OUT	15/11/2016	not started	0	18	
Council Offices, North Quay, DT4 8TA	Weymouth	Weymouth & Portland BC	WP/15/00031/OUT	13/07/2016	not started	0	72	
103 Knightsdale Road DT4 0HU	Weymouth	Harlequin Homes	WP/16/00734/RES	02/05/2017	not started	0	10	
Qinteti Bincleaves	Weymouth	New Care Horizons	WP/15/00833/FUL	01/08/2016	not started	0	195	
New Inn PH, 498 Littlemoor Road	Weymouth	Laroka Ask Ltd	WP/15/00854/FUL	17/03/2016	not started	0	15	
Field South of Nottingham Lane	Weymouth	Betterment Properties (Weymouth) Ltd	WP/15/00725/FUL	13/07/2016	not started	0	10	
Fields south of Nottingham Lane	Weymouth	CG Fry & Son Ltd	WP/17/00271/OUT	Resolution to grant pp	not started	0	340	
						Under construction	Still to complete	
						Portland	15	547
						Weymouth	79	1316
						Total	94	1881

N.B. Totals do not include schemes <10 dwellings.

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OUTSTANDING APPLICATIONS (i.e. at some stage in the planning process) - WEYMOUTH & PORTLAND *LAST UPDATED June

Site Name	Parish	Landowner/ Developer	Application Reference	App. type	Start Date	Case Officer	Dec. type	Number of homes	
Portland Lodge Hotel, Easton Lane DT5 1BW	Portland	HUSSEIN	17/270	OUT	21/04/2017	HML		24	
Land south of Augusta Road DT5 1DE	Portland	Kier Living Ltd	15/767	FUL	19/11/2015	CJM		22	
The Windmills Housing Site, Park Road	Portland	Betterment Properties (wey) LTD	16/142	FUL	03/05/2016	JR		12	
Redundant buildings at Broadcroft Quarry, Bumpers Lane	Portland	Betterment Properties (wey) LTD	17/000017	RES	17/03/2017	CJM		71	
Underhill Community Junior School	Portland	MH Architects Ltd	17/323	FUL	25/04/2017	DH		21	
Land to the south of Louviers Road	Weymouth	F H CUMMINGS UNLIMITED	15/341	OUT	01/07/2015	DJR		58	
8-10 Dorchester Road	Weymouth	Purnell	15/704	FUL	13/11/2015	JR		16	
262 Portland Road, Former Ferrybridge Public House	Weymouth	Fruitful Marketplace Lt	17/367	FUL	27/04/2017	-		22	
Thornlow Prep School, Connaught Road	Weymouth	Fowke	17/287	FUL	20/04/2017	DH		10	
								Portland	150
								Weymouth	106
								Total	256
N.B. Totals do not include schemes <10 dwellings.									

ALLOCATED SITES WITH PLANNING APPLICATION UNDER CONSIDERATION

Land at Littlemoor LITT1 (part in West Dorset, part in Weymouth & Portland)	Bincombe (part); Weymouth (part)	Neejam 165 Ltd and Budworth Development Ltd	16/253	500 (150 in W&P)	19/07/2016	AM		150	
								Portland	0
								Weymouth	150
								Total	150
N.B. Totals do not include schemes <10 dwellings.									

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LOCAL PLAN ALLOCATIONS FOR 10 OR MORE DWELLINGS, WITH NO APPLICATIONS SUBMITTED - WEY

Site Name	Parish	Landowner/ Developer	Site status	Local plan estimate of dwelling numbers
Weymouth Town Centre (WEY1-9)	Weymouth	WPBC and others	See below	600+
Weymouth Town Centre sites				
Westwey Road South (WEY7)	Weymouth	Landmark	Pre-application	90
Pavilion and Ferry Terminal (WEY6)	Weymouth	WPBC working with Cushman & Wakefield	Pre-application	150?
Land at Commercial Road (car park) (next to Bowling Green) (WEY2)	Weymouth	WPBC	Feasibility study	28
The Loop Car Park, Commercial Road (WEY2)	Weymouth	WPBC	Feasibility study	24
Weymouth Bowling Club, Commercial Road (WEY2)	Weymouth	Weymouth Bowling Club	Feasibility study	32
Harbourside Car Park, Commercial Road (WEY2)	Weymouth	WPBC	Feasibility study	25
Land at Park Street (WEY2)	Weymouth	WPBC	Feasibility study	50
Weymouth Railway Station Forecourt, King Street (WEY3)	Weymouth	Network Rail, SWT		18
The Swannery Car Park (WEY3)	Weymouth	WPBC		67
Jubilee Sidings (WEY3)	Weymouth	Network Rail, SWT		80
Bus Depot, King Street (WEY3)	Weymouth	First Bus		60

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Management Committee

11 July 2017

Grant request from Weymouth Amateur Boxing Club

For Decision

Portfolio Holder:

Cllr Kate Wheller – Community Facilities

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Author:

T. Hurley, Leisure Commissioning Manager

Statutory Authority

Localism Act 2011 – ‘general power of competence’.

Purpose of Report

1. To present to the committee a grant request from Weymouth Amateur Boxing Club to assist with its project to construct a new clubhouse at The Marsh.

Officer Recommendations

2. That Management Committee;
 - a) considers the request from Weymouth Amateur Boxing Club for a one-off grant of £30,000 to assist with the project to construct a new clubhouse (planning application WP/15/00296) at The Marsh, Knightsdale Road, Weymouth to be funded from the reserves already earmarked for one-off projects;
 - b) gives delegated authority to the Strategic Director to agree the terms of a grant agreement with the Weymouth Amateur Boxing Club if the grant requested in recommendation 2 (a) is agreed.

Reason for Decision

3. To enable the council to respond to a grant request from Weymouth Amateur Boxing Club and, if agreed, to ensure that the grant is subject to an appropriate legal agreement.

Background and Reason Decision Needed

4. Weymouth Amateur Boxing Club currently operates from its own premises on Hardwick Street in Weymouth. Over the last three years the club has developed a project to build a new clubhouse at The Marsh in Weymouth. This new development would move the club to a better location (but still accessible to its current members) where there was the potential to develop synergy with other sports organisations.
5. In August 2015, Management Committee considered a report from the Estates Manager which set out the club's proposals at The Marsh and sought agreement to offer the club a long lease on the site adjacent to the Moonfleet Indoor Bowls Club. The council owns the freehold of the site. In addition to awarding a lease, it was also agreed to award a grant of £20,000 to the project to be derived from insurance money received by the council following fire damage to the old 'Red Cross Hut' at The Marsh, which was used by both the Cougars Youth Football Club and the athletics club. As the boxing club was intending to allow both these clubs use its new premises, it seemed an appropriate use of the insurance money.
6. However, despite securing a significant amount of money for the project, including a major grant from Sport England, the boxing club has seen the cost of construction due to delays and technical complexities which have arisen. Delays to the project in 2016 and 2017 arose from the need for the club to obtain building regulations and agree shared accommodation arrangements with the Moonfleet Indoor Bowls Club and the Cougars Youth Football Club. The club is, therefore, now faced with the very real possibility that it will have to abandon the project unless significant additional funding can be found.
7. Changes to the project's costs can be summarised as follows based on information supplied by the club:
 - In February 2017 the project cost approximately £284,000.
 - Since then the costs have increased due to the cost of providing utilities to the site (adding £18k) and materials costs have increased by 10%.
 - The club has incurred additional legal fees in part due to the new building being attached to the adjacent bowls club.

The whole project is now estimated to cost £340,000 whereas the club only has £286,000 secured. Having exhausted all other avenues for fundraising, the club has submitted a request to the borough council for £30,000 and the remaining £24,000 required to address the shortfall will be provided by a club director in the form of a loan.

8. This request for a grant of £30,000 is, therefore, presented to Management Committee for consideration. The club appreciates that the borough council is facing significant financial pressures and does not have an established grants budget that can readily support such schemes. The

club is also grateful for the £20,000 already awarded to the project by the council from the insurance money.

9. It should be noted that, to date, the council has committed considerable time and resource to supporting the club's efforts including finalisation of the key legal documents to facilitate the project and the leasing. In addition, officer time and the balance of the insurance monies have been used to ensure the removal the fire damaged Red Cross Hut and create additional on-site parking.
10. If the committee were to agree to support the boxing club's project further, then any grant would be subject to a legal agreement (using the council's standard grant agreement template) and any funding would not be released without both evidence of expenditure and confirmation that all other grants/loans had been secured. No grant funding would be released in advance of the project's commencement.
11. The creation of a bespoke new clubhouse for Weymouth Amateur Boxing Club will enable this popular local club to further develop the services that it offers to the local community, particularly to young people, and to become part of the growing 'hub' of sports facilities at The Marsh as recognised by the council's *Sports Facilities Strategy* and the emerging masterplan for the site.

Implications

12. **Corporate Plan.** *Empowering Thriving and Inclusive Communities.* The council's support will enable the Weymouth Amateur Boxing Club to operate effectively for the benefit of the community.
13. **Financial.** The council does not have a budget for grants to support community sports projects. Any additional financial support for the club will need to be derived from the reserves already earmarked for one-off projects. If agreed, this will result in less resources being available for other schemes and projects.
14. **Equalities.** The new boxing club building will be far more accessible to those with disabilities than the club's existing premises. The Club also offers very affordable rates of admission and membership in order to ensure that cost is not a barrier to participation.
15. **Economic Development.** Sports facilities can contribute to economic growth by helping to reduce anti-social behaviour and by contributing to the development of health and wellbeing.
16. **Risk Management (including Health & Safety).** In order to manage any financial risk, a legal agreement will need to accompany any grant that the council offer's the club and this will require evidence of expenditure before any funding is released. If the council were not to offer the club a grant, as requested, that the project is unlikely to proceed and this may present a reputational risk for the council. However, given that the club embarked on the project without the expectation of a council grant then this risk can be minimised through effective communication.

Consultation and Engagement

17. Consultation on the recommendations in this report has been undertaken with the briefholder for Community Facilities, Cllr Kate Wheller.

Appendices

18. None.

Background Papers

19. Report to Management Committee, 4th August 2015: *Lease of land and Grant to Weymouth Amateur Boxing Club.*

Footnote

20. 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

11 July 2017

Proposals for a review of the Esplanade lighting scheme in Weymouth

For Decision

Portfolio Holder:

Cllr Richard Kosior – Tourism, Culture & Harbour

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Author:

T. Hurley, Leisure Commissioning Manager

A. Galpin, Implementation Team Leader

Statutory Authority

Localism Act 2011 – ‘general power of competence’.

Purpose of Report

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

Officer Recommendations

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

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

Reason for Decision

6. To enable Management Committee to make progress with the implementation of its Action Plan and to provide the Strategic Director with the authority to enter into a partnership agreement with Dorset County Council for the £200,000 grant towards the project.

Background and Reason Decision Needed

a) Background

7. Although the current lighting scheme on the Esplanade is the product of a comprehensive programme of environmental enhancements there is still considerable public interest in the reinstatement of catenary or 'fairy' lights along the frontage to enhance the experience of visitors. To reflect this public interest in such a lighting scheme, the Action Plan adopted by Management Committee sets out a project to develop a business case for illuminations on the Esplanade in Weymouth.
8. The Esplanade was illuminated with fairy lights until 2011 when they were removed as part of major seafront regeneration scheme – one which was to place greater emphasis on illuminating the historic buildings and structures along the front in order to emphasise the 'sweep' of the bay.
9. The previous fairy lights installation cost approximately £8,000 per annum in electricity costs to operate and £10,000 in repairs and were subject to regular break downs and vandalism. The lights were also considered to contribute to the cluttered appearance of the Esplanade during the daytime and were generally 'dated' as a concept. The lights were, therefore, taken down in 2011 as part of the seafront regeneration programme.
10. A petition to reinstate the fairy lights along the Esplanade - initially from the Pier bandstand to the Pavilion, was submitted to the council in March 2012. The petition claimed that the lights had been a 'source of joy' for residents and visitors since the 1950's. The petition attracted 1,691 signatures and was presented to Full Council in July 2012. At the meeting the council agreed to commission an investigation into the reinstatement of the catenary lights.

11. A report to Management Committee in October 2012 presented the results of this further investigation. As a result, it was decided not to pursue the reinstatement of fairy lights for the following reasons:
 - they would conflict with recent lighting improvements including the illumination of key buildings and structure, and the 'veil' of laser lights;
 - they would impact on the Conservation Area (partially due to the need for new posts);
 - the lack of capital funding (between £155k and £211k was required) along with on-going revenue costs (c. £4,000 p.a.) – estimates based on similar schemes in Torbay and Paignton;
 - the old lighting columns (Victorian Columns) had been removed as they were not sufficient to light the highway to the Highways standard required.

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

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

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

- to replace the existing laser units to a more powerful green light source (10 watt) it would cost £12,220 per unit or £85,540 in total for all 7 units;
 - to replace the lasers for more powerful (10 watt), colour-changing units it would cost £10,550 per unit, or £73,850 in total for all 7 units;
 - replacing the units would provide another 7-years of relatively maintenance free Esplanade lighting and, based on experience, the annual running costs may be less than for fairy lights.
15. It should be remembered that the laser modules are designed to operate in unison in order to create a coherent 'veil' across the bay. If individual modules fail and are not replaced, then the overall effect will diminish. At present, the council has no specific earmarked reserves to pay for the replacement of the laser modules. It is understood that laser technology has improved since the columns were installed and, if the modules were replaced, stronger beams of light could be achieved that would have an extended operational lifespan.
16. It is important to remember that the Esplanade lies within a Conservation Area and in an important coastal landscape. Any changes to the appearance of the area as a result of new lighting infrastructure (posts and cables) and additional illumination, will have an impact on the environment and its setting and will require planning permission and consultation with statutory agencies.

b) Opportunity to develop a new lighting scheme

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

technology in order to both reduce running costs and create visually exciting proposals.

20. It is proposed, therefore, that the council takes the opportunity afforded by the grant from the Coastal Communities Fund to commission specialist landscape and heritage assessments to inform the artist-led design. These specialist studies can't be funded by the grant and will need, therefore, to be paid for from council reserves. In addition, it is not clear what the total cost of the scheme will be and the extent of the installation along the Esplanade.
21. If, as recommended, Management Committee allocates £50,000 from reserves then this will enable the following:
 - a) the commissioning of specialist reports to review the existing Esplanade lighting scheme and assess the impact on the Conservation Area and landscape/townscape of any proposed new scheme;
 - b) consultation with the community/residents and key stakeholders (e.g. local businesses/Historic England) on a new lighting scheme for the Esplanade;
 - c) contribute towards the cost of implementing the new scheme.
22. A subsequent report will then be submitted to Management Committee setting out the results of the specialist conservation assessment report and public and stakeholder consultation. The report will also set out a process for the commissioning of costed designs for a new lighting scheme from specialist artists if this is deemed to be the most appropriate way forward following consideration of the studies and consultation results. The report will, therefore, ask Management Committee to establish a budget, to be matched with the Coastal Communities Fund grant to cover the cost of design work and also the fabrication and installation of the new lighting infrastructure.

c) Issues to consider in developing a new lighting scheme

23. If Management Committee agrees to progress the development of a new lighting scheme, then there are several key areas that will require particular attention – these are outlined below.
24. **Environmental issues.** Possible future changes to the environment of the Esplanade may include flood defence works, e.g. wave return wall, filling in the gaps between planters to provide flood defence and raising the height of promenade.
25. **Technical issues.** Any new scheme would need to address significant technical issues:
 - removal of laser columns – the costs of removal would need to be investigated and whether any of the original grants for installation would need to be repaid;
 - any new catenary lighting scheme could not be attached to the new DCC street columns and would therefore not follow the previous route along the kerb edge;

- the resultant mix of DCC lamp posts and new catenary lighting posts would be cluttered and aesthetically displeasing. Any design would need to avoid reversing the 'de-cluttering' programme that has been pursued over the last decade;
 - if catenary lighting was preferred, any new installation would require approximately 50 new eight metre support columns placed every thirty metres, with each column requiring a new electricity supply. The columns would need to be electrically linked so that the whole necklace of lights can be switched on and off simultaneously.
 - the extent of any new scheme - the old catenary lights ran from the Ferry Terminal to Lodmoor and a like-for-like replacement would require permission from Historic England, which have contributed to the new lighting scheme at Greenhill and other work on the Seafront based on the package of measures that have been implemented. Likewise the Arts Council has helped to deliver the lasers and these were not designed to co-exist with catenary lights.
26. **Officer capacity.** The Coastal Communities Fund grant will enable the council to benefit the services of Bounce Back Arts (via a contract with DCC) to assist with community consultation and the selection/briefing of artists. However, it is inevitable that a project such as this will involve significant officer time in the commissioning of specialist studies, statutory consultations, securing statutory permissions and the letting of a substantial infrastructure contract. The committee will need to consider the impact on existing officer capacity particularly at a time when the council will be going through a period of major change.
27. It should be noted that this matter was first reported to Management Committee in April 2017 but that a decision on the project (in terms of both accepting the grant and providing match funding) was deferred until after the member workshop in May at which the allocation of council reserves to one-off project was considered. However, given that the council now needs to decide whether or not to enter into a partnership agreement with Dorset County Council for the £200,000 grant (and give the Strategic Director authority to sign the agreement), there is now a requirement for Management Committee to reconsider the project.

Implications

28. **Corporate Plan.** *Improving Quality of Life: Safeguarding and providing opportunities to enjoy the natural and built environment now and in the future.* The need to develop proposals for a new Esplanade lighting strategy is also identified in the Management Committee's Action Plan.
29. **Financial.** Any financial support for this project will need to be derived from the reserves already earmarked for one-off projects. If agreed, this will result in less resources being available for other schemes and projects. In order to draw down the grant from the Coastal Communities Fund the council will need to enter into an agreement with Dorset County Council, the local accountable body for the Fund.

30. If a new lighting scheme is installed on the Esplanade then the council will need to allow for operating and maintenance costs in future revenue budgets from 2018-19 onwards.
31. **Equalities.** Consideration will need to be given to ensuring that any revised lighting scheme on the Esplanade is compatible with the needs of users with visual impairments.
32. **Economic Development.** Enhancements to the Esplanade can make a significant contribution to tourism and economic growth.
33. **Risk Management (including Health & Safety).** The primary risk is the council's ability to make a commitment to future running costs of any new lighting scheme given that this is a discretionary service.

Consultation and Engagement

34. The proposals for developing a new lighting scheme for the Esplanade will involve significant community engagement and consultation with key stakeholders (including local businesses). This will be carried out in consultation with the Dorset Coast Forum and Bounce Back Arts as a condition of the Coastal Communities Fund grant. The proposals outlined in this report have been discussed with the briefholders for: Culture & Tourism, Finance & Assets, and Environment & Sustainability.
35. In addition, at its meeting in April 2017, Management Committee approved the establishment of a Member Arts Advisory Panel and tasked it to oversee the implementation of the Esplanade Lighting project.

Appendices

36. None.

Background Papers

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

Footnote

38. 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

11 July 2017

Multiple Deprivation Areas in the Borough - The Working with You Initiative

For Decision

Portfolio Holder(s)/ Briefholder

Councillor Christine James, Social Inclusion

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

Jane Nicklen, Community Planning & Development Manager

Statutory Authority

The Localism Act, 2011 1972 and any other relevant statutory powers as applicable to specific projects relating to addressing deprivation factors.

Purpose of Report

1. To update the committee on the areas of multiple deprivation in the Borough and the Working with You initiative and to agree the extension of targeted activity to the Weymouth East ward.

Recommendations

2. Members are recommended to:
 - a. Approve officer support for the continuation of the Working with You initiative project in the priority areas of Littlemoor, Melcombe Regis, Underhill and Westham and to approve the publication of project updates for these areas.
 - b. Approve the extension of activity to include the Weymouth East ward, Local Super Output area of Rodwell and Chapelhay.

Reason for Decision

3. To ensure awareness of multiple deprivation in the Borough, to explain trends and to outline the community and multi-agency action that addresses the issues.

Background and Reason Decision Needed

4. The Borough of Weymouth and Portland has featured in the English Index of Multiple Deprivation (IMD) since it was first published by the Government in 1997. The IMD provides a reliable national comparison that is well respected in funding bids and that is also useful to target resources and funds locally.

The IMD covers 7 domains of deprivation against which each area is assessed. These are:

- Income
- Employment
- Health Deprivation and Disability
- Education, skills and training
- Barriers to housing and services
- Crime
- Living Environment

The 2007 IMD included 8 Local Super Output Areas (LSOAs) in the Borough. These are areas smaller than a ward with an average population of about 3,000 residents. For example, the Melcombe Regis ward has 4 LSOAs – the Town Centre, Park District, Carlton Road and Lodmoor Hill.

5. The Index of Multiple Deprivation was refreshed in 2010 and also in 2015. In the five period between these publications there has been very little change in geographical areas of concern in the Borough with Littlemoor, Melcombe Regis, Underhill and Westham consistently featuring in the top 20% most deprived nationally. Appendix 1 shows where these wards feature in the national Index of Multiple Deprivation for 2015 when 9 Borough LSOAs (marked in red) feature in the top 20% most deprived nationally.
6. Appendix 2 shows the changes that have occurred in Weymouth and Portland between the Indices of Multiple Deprivation 2010 and 2015. The index is arranged so that the lower the figure, the more deprived an area is i.e. 1 is the most deprived, 1,000+ less deprived and so on.

Whilst some changes are subtle it is worth noting that:

- Littlemoor ward ranking has declined in the overall IMD – from 3044th to 2187th nationally.
- In Melcombe Regis the Local Super Output areas of the Park District has improved from 3548th to 4378th nationally. However the Town Centre and Carlton Road have declined:
 - Town Centre from 1721st to 1673rd nationally.
 - Carlton Road from 2128th to 2005 nationally
- Underhill ward ranking has markedly declined. The deprivation ranking has changed from 2386th to 1564th nationally. The key changes are to the deprivation indicators in the Local Super Output Area of Fortuneswell North.

- Westham East ward has improved its ranking slightly from 5117th to 5740th nationally.
 - Westham North ward ranking has declined from 3813rd to 3434th nationally.
 - Weymouth East ward has declined in its deprivation ranking from 4206th to 3694th nationally. The key changes are to the deprivation indicators in the Local Super Output Area of Rodwell and Chapelhay.
7. The Borough has experienced and continues to experience significant deprivation especially in comparison with the rest of Dorset. There are 12 areas in the county within the top 20% most deprived nationally for multiple deprivation and, of these, 9 are in the Borough.

Income & Employment

Weymouth and Portland residence-based weekly earnings are £488 per week compared to £541 for Great Britain. 9 of the 12 neighbourhoods in Dorset in the most deprived 20% nationally for employment are in Weymouth and Portland.

Child Poverty

Child poverty is assessed through income, disadvantage, life chances, hardship and lack of opportunity. A total of 2360 children in Weymouth and Portland, almost 1 in 4 live in poverty accounting for 25% of the Dorset total. The Borough has the third highest level s of child poverty in the south west. Almost half of children in Underhill ward live in poverty.

Health Deprivation & Disability

The health of people in Weymouth and Portland is varied compared with the England average.

- 9% of Weymouth and Portland residents claim Disability Living Allowance compared to the 7% Dorset average.
- Life expectancy is 9.4 years lower for men and 5.9 years lower for women in the most deprived areas of the Borough compared to the least deprived areas.
- An estimated 23.9% of adults in the Borough smoke and 25.9% are obese.
- In Year 6, 17.2% of children are classified as obese just slightly lower than the England average.
- The rates of sexually transmitted infections, hospital stays for self-harm and drug misuse is greater than the England average.
- Key issues of concern are anxiety, depression, dementia care, smoking, type 2 diabetes, circulatory conditions and harm from road traffic conditions.

Crime

1 in 8 (13% of Dorset total) of all anti-social behaviour incidents in Dorset occurs in Melcombe Regis. Weymouth and Portland has the highest crime total in the county. Violence against the person is twice the rate in Weymouth and Portland than for Dorset. Substance abuse and rough sleeping are also issues of concern in the Borough.

Education, Skills and training

29% of Dorset's Job Seekers Allowance claimants are aged between 16 and 64 and the number of young claimants is increasing with short term claimants from Weymouth and Portland contributing most to this increase because of seasonal employment. The working population is aging and those aged 50+ are more likely to lack qualifications. Reskilling is important for those staying in work longer with an increased demand on numeric and IT skills. Young people need the skills to match job opportunities and quality apprenticeships are required locally.

Living Environment

The living environment domain of the IMD assesses the immediate surroundings within and outside the home. The priority areas in the wards with most environmental issues are in Melcombe Regis LSOAs of the Town Centre, Carlton Road, Park District, Underhill ward LSOA Fortuneswell South and Westham East ward, LSOA of Knightsdale Road.

8. The council has a key role in promoting and facilitating the wellbeing of its residents bringing partners and residents to the table to work together. The Working with You community-centred initiative was launched in 2013 to promote this way of working and was originally managed by Weymouth and Portland Partnership. The communities work of the Partnership has now been taken over by the Community Planning and Development Team of the council.

“Working with You” is a way of collaborative working in the priority areas of the Borough. It puts communities at the heart of partnership working practice by working closely with them to ensure that their priorities and those identified through partners and statistical data are brought together, drilled down and jointly agreed before projects are developed to address them.

“Working with You” aims to deliver positive area improvements, build trust and respect between communities and service delivery organisations, build community capacity and address the financial “pinch” experienced by organisations through combining resources and building strong and sustainable communities.

The Working with You principles are:

- To improve the quality of life in all communities concentrating initially on areas facing multiple challenges.
- To deliver positive action.
- To place communities at the heart of partnership working practice.
- To encourage collaborative working at all levels and to achieve more through co-ordinated action.

9. Since inception, Working with You has run community events to identify and update community priorities, themed professional networking events and produced, circulated and updated project action plans for the four priority areas of the Borough. The project updates identify actions being undertaken or planned by partners to tackle deprivation indicators in the Borough. This helps to reduce duplication, promotes co-ordinated working and also identifies where gaps in activity exist so these can be addressed.

10. The council's community development team has produced project updates for the wards of Littlemoor, Melcombe Regis, Underhill and Westham and these are available in the Member's Room, will be placed on Dorsetfor you and are available on request. There is also a project update covering projects that are taking place in all four areas. It should be noted that the content of these updates is reliant upon information provided by partners which is not always forthcoming.
11. Issues surrounding mental health support in the area have been highlighted by many partner agencies and the team are working with various agencies to help identify gaps in service through a multi-agency workshop that is being planned with partners from public health and the locality Clinical Commissioning Group. Co-ordinating work on deprivation is an important aspect of the council's social responsibility role.
12. Officers are seeking approval to extend this way of working to Weymouth East ward concentrating primarily on the Rodwell and Chapelhay LSOA. This is because this neighbourhood features in the most recent national Index of Multiple Deprivation and has shown a decline between 2010 and 2015. More concentrated efforts are also required to address the problems on the LSOA of Fortuneswell North in Underhill ward on Portland. Appendix 2 acts as a reference source for this request.

Implications

8. Corporate Plan

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

9. Financial

Allocation of council resources in relation to projects listed in this report is not quantified

10. Equalities

Action to address the Indices of Multiple Deprivation will have a positive impact in relation to local people with protected characteristics under The Equality Act, 2010.

11. Environmental

Action to address positive improvements to the living environments in areas of multiple deprivation will deliver positive improvements to the health and wellbeing of local residents.

13. Economic Development

Action to address economic wellbeing including the provision of a year round economy and improved education, skills and training will deliver positive benefits for Borough residents.

14. Human Resources

Work relating to this report is undertaken within existing staff resources.

15. Consultation and Engagement

Consultation that has informed this report is as follows:

- Community consultations for residents in the priority areas in 2013

- Community lunches for volunteers from local community and voluntary groups and organisations, (139 people), held in each priority area in 2014 and more recently on:
 - July 2016 at Weymouth Community Safety Centre in Westham – 57 attendees
 - February 2017 at St Aldem’s Church Hall – 43 attendees
 - May 2017 at St Aldem’s Church Hall – 36 attendees
- Professional networking events on themes effecting the priority areas:
 - January 2015 (Introduction to programme) – 53 attendees)
 - November 2015 (environmental and community work) projects – 57 attendees
 - February 2016 (young people’s mental health, legal highs prevention and awareness) – 54 attendees
 - March 2016 (self harming and mental health in young people/Prevent) – 40 attendees
 - May 2016 (health and wellbeing) – 57 attendees
 - September 2016 (Evaluation event)– 37 attendees
 - February 2017 (community life) – 37 attendees

These activities have informed working practice and provide evidence of the key themes of importance and work focus in the Borough.

16. Appendices

Appendix 1 – Map of Multiple Deprivation in Weymouth and Portland, Index of Multiple Deprivation, 2015

Appendix 2 – Weymouth wards and Local Super Output area in the top 20% most deprived nationally over all and by domain

14 Background Papers

- Working with You project updates, 2017
- Dorset statistics on Dorsetforyou at: <https://apps.geowessex.com/stats/>
- Public health England health profile for Weymouth and Portland, 2016 at: <https://fingertips.phe.org.uk/profile/health-profiles/data#page/1/ati/101/are/E07000053>
- Dorset Child Poverty Strategy 2014-2020: https://www.dorsetforyou.gov.uk/media/190774/Reducing-child-poverty-in-Dorset/pdf/Reducing_child_poverty_in_Dorset.pdf
- Resolution Foundation, A poverty of information: <http://www.resolutionfoundation.org/app/uploads/2015/10/Child-poverty-briefing.pdf>

Footnote

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

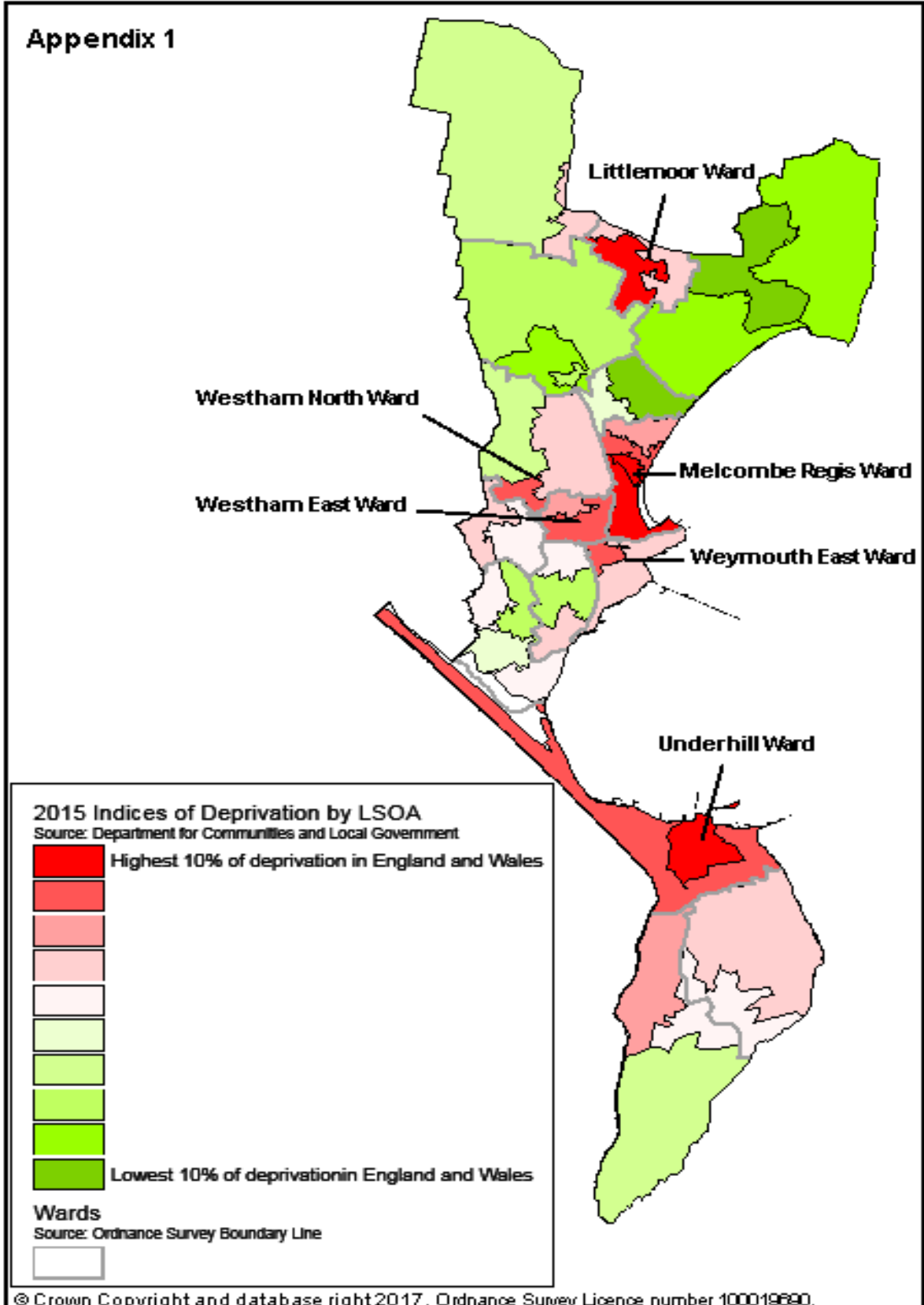
Report Author: Jane Nicklen, Community Planning & Development Manager

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Date: 15 June 2017

Appendix 1



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Borough of Weymouth and Portland - Local Super Output Areas and Wards in the 20% most deprived nationally

LSOA	Ward	IMD_Decile	Barriers to Housing Services Decile	Living Environment Decile	Living Environment Decile 2	Educ Skills & Training Decile	Health Deprivation_ Disability Decile	Employment Decile	Income Decile	Crime Decile	2010 Rank	2015 Rank	Change in rank - better or worse
Littlemoor West	Littlemoor	1	3	7	7	1	1	1	1	4	3044	2187	857 worse
Park District	Melcombe Regis	2	7	2	2	3	1	2	2	2	3548	4378	830 better
Town Centre	Melcombe Regis	1	5	1	1	2	1	1	2	1	1721	1673	48 worse
Carlton Road	Melcombe Regis	1	5	1	1	3	1	1	2	2	2128	2005	23 worse
Fortuneswell North	Underhill	1	1	4	4	1	1	1	1	2	2386	1564	822 worse
Knightsdale Road	Westham East	2	7	2	2	3	1	2	3	2	5117	5740	623 better
Westhaven	Westham North	2	4	5	5	1	1	1	2	5	3813	3434	409 worse
Rodwell & Chapelhay	Weymouth East	2	6	2	2	2	1	2	2	3	4206	3694	512 worse
Fortuneswell South	Underhill	2	1	1	1	2	3	3	3	5	No data	5548	N/A

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Management Committee

11 July 2017

Revision of Discretionary Grants, Loans and Subsidies Policy

For Decision

Portfolio Holder(s)/ Briefholder

Cllr Christine James

Cllr Jeff Cant

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

Jane Nicklen, Community Planning & Development Manager

Statutory Authority

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

Purpose of Report

1. To recommend changes to the council's current Discretionary Grants, Loans and Subsidies Policy for Member decision pursuant to Minute 152 (a) of April 2017 Management Committee.

Recommendations

2. Committee is requested to approve the following recommendations:
 - (a) The revisions contained within the revised Discretionary Grants, Loans and Subsidies Policy at Appendix 1.
 - (b) The adoption of a standard grant agreement between the Council and all recipients of grants of £2,000 which will be adapted according to the organisation and amount of award.
 - (c) That the Officer Scheme of Delegation be amended to give officers delegated authority to approve grants, loans and subsidies up to a value of £2,000 in consultation with the relevant brief-holder/s and Ward Members.
 - (d) The consideration of the draft community priorities at the end of Appendix 1.

Reason for Decision

- 3 To update the current grants, loans and subsidies policy by ensuring that council financial assistance is offered fairly and administered robustly. To also ensure that the council is better recognised for the assistance it gives to local organisations for the benefit of Weymouth & Portland and its residents.

Background and Reason Decision Needed

- 4 The council's existing Discretionary Grants, Loans and Subsidies Policy was introduced in 2012 following extensive research undertaken by a Member Working Party. The aim of the policy is to ensure fairness and robustness in the giving of **all** grants, loans and subsidies and is not directly linked to any recent reports relating to specific existing or proposed grant funds. It also aims to help the council receive recognition for what it gives out.
5. The key aspects of the existing policy are as follows:
 - Management Committee are responsible for reviewing all grants, loans on subsidies on an annual basis and a full report is required for committee once a year for decision.
 - Group leaders are asked to respond about each grant over £1,000 before the responsible officer prepares a report for Management Committee..
 - All grants over £1,000 must be considered by Management Committee
 - Standard Service Level Agreements must be put in place between the council and the recipient, for any grants or loans of £1,000 or more that are recurring annually, or are one-offs but the funding will be used for more than 12 months.
 - Where recurring grants or loans are covered by an SLA (up to four years), a report only needs to be taken to Management Committee once, before the start of the agreement; not annually.
 - All applications for a grant or loan totalling less than £1,000 will be at the Service Manager's discretion, but will be assessed retrospectively by Management Committee once a year.

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

- All applications for a subsidy will be assessed at the Service Manager's discretion, but will be reviewed retrospectively by the Management Committee once a year.
- 6 Working practice has indicated a need to review aspects of the policy to make it more efficient. Officers and Members have worked together to identify the necessary changes to the policy so it can be administered effectively in the short to medium term. It was not felt necessary to undertake a fundamental review of the policy at this time.

7. The main changes proposed for consideration are:
- the introduction of a revised upper limit for officer delegation in relation to discretionary grants, loans and subsidies from £1,000 to £2,000.
 - Use of a standardised discretionary grant agreement for grants over £2,000 which includes monitoring and reporting requirements. This will be adapted, as required, on a case by case basis.
 - Grants under £2,000 must be covered by an award conditions letter and a requirement for the applicant to report on use of the grant.
 - The use of evidence-based community priorities in addition to Corporate Priorities to inform decisions on the allocation of grants, loans and subsidies.

Implications

8. **Corporate Plan**
This report has implications for all priorities in the Corporate Plan.
9. **Financial**
The allocation of grants, loans and subsidies clearly has financial implications for the council.
10. **Equalities**
The allocation of financial assistance provides the potential for positive impact in relation to local people with protected characteristics under The Equality Act, 2010.
11. **Environmental**
The allocation of financial assistance provides the potential for positive impact in relation to environmental projects in the Borough.
12. **Economic Development**
The allocation of financial assistance provides the potential for positive impact in relation to economic development.
13. **Risk Management (including Health & Safety)**
The management of grants, loans and subsidies under the proposed policy requires all recipients to sign an agreement and agree to supply a monitoring report relating to their grant. This minimises risks to the council and provides proof of due diligence on the case of audit..
14. **Human Resources**
Work relating to this report will be undertaken within existing staff resources.

Consultation and Engagement

15. The proposals in this report have been discussed in detail with officers and members with experience of grants, loans and subsidies.

Appendices

16. Appendix 1 –Draft Revised Grants, Loans and Subsidies Policy

Background Papers

17. WPBC Grants, Loans and Subsidies Policy, 2012
Standard grant agreement prepared by Legal Services, May 2017

Footnote

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

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Weymouth & Portland Borough Council

DISCRETIONARY GRANTS, LOANS & SUBSIDIES POLICY

POLICY STATEMENT:

It is the policy of this council to consider awarding grants, loans and subsidies, upon application, to 'not for profit' organisations, subject to its limited budgets.

1) DEFINITIONS

- 1.1 A 'grant' is a payment made by the council to an organisation. The grant is non-repayable subject to satisfactory adherence to the terms of the grant.
- 1.2 A 'loan' is a repayable payment made by the council to an organisation. Loans may incur a repayable interest charge.
- 1.3 A 'subsidy' is allowing the use of a council service(s) or asset(s) at a discount. The discount can be up to 100%.
- 1.4 'Organisation' in this policy will normally refer to 'not for profit' or charitable organisations only.

2) GENERAL

- 2.1 The contribution made by many organisations to the well-being of the local community is recognised by the Council as important to our society. The purpose of any grant, loan or subsidy given by the council is to support initiatives in the local community which help to achieve the council's Corporate Priorities and evidence-based community priorities.
- 2.2 This policy has been written to explain the main details of the council's approach to grants, loans and subsidies. Please read it carefully before making an application.

3) EXCLUSIONS

- 3.1 Mandatory grants, loans or subsidies are not covered by this policy.
- 3.2 Monies or subsidies given to individuals (eg benefits or Disabled Facilities Grants) are not covered by this policy.
- 3.3 The administration of discretionary rate relief is not covered by this policy.
- 3.4 Property leases are not covered by this policy. However, grants to offset rent due to the council are covered by this policy.

4) CONDITIONS OF FUNDING

- 4.1 Applications must clearly demonstrate, at the time of application, a link to at least one of the council's Corporate Priorities and one of the evidence-based community priorities, which can be found at the rear of this policy.
- 4.2 Applications must clearly demonstrate, at the time of application, how the grant, loan or subsidy will be of benefit to Weymouth & Portland and its residents.
- 4.3 Applications will be considered for day-to-day running expenses (including staffing costs) and/or one-off projects.

- 4.4 Applications will not be considered from organisations intending to support or oppose any particular political party or to discriminate against any section of the local, national or international community.
- 4.5 Applications will not normally be considered from organisations operated exclusively as a business to make a profit or surplus.
- 4.6 Ongoing commitment to awarding grants, loans or subsidies in future years will not normally be made, other than those covered by a Grant Agreement as detailed in 4.7 below.
- 4.7 Grants or loans of £2,000 or more, which are to be annually recurring or for which the funds will last more than 12 months, must be covered by a formal grant agreement between the council and the recipient. No single grant agreement can last more than 4 years. Officers must exercise due diligence and report their findings when reporting to committee on grants of over £2,000.
- 4.8 Grants below £2,000 must be covered by an award conditions letter and a requirement for the applicant to report on use of the grant.
- 4.9 All applicants must have either an equality and diversity policy or statement and supply a copy of this with their application.
- 4.10 Where the grant, loan or subsidy request is made by an applicant who works with children/young people and/or vulnerable adults, the applicant must have an appropriate safeguarding policy.
- 4.11 There is no dedicated grants, loans and subsidies budget, and due to the council's tight finances, each application will be assessed on its own merits and considered along with other applications. To ensure as fair a distribution as possible, the council will take into account the amount and frequency of any previous awards given to the organisation.
- 4.12 Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- 4.13 The Council may make the award of any grant, loan or subsidy subject to such additional conditions and requirements, as it considers appropriate.

5) PROCEDURE FOR APPLICANTS

- 5.1 Generally, applications can be made at any time of the year. However, the service receiving the request may have its own timescales which will need adhering to. It is the applicant's responsibility to check if deadlines are in place. No guarantee can be made regarding speed of payment if approved.
- 5.2 For grants or loans over £2,000, the recipient must submit copies of their accounts prior to the award and provide proof of expenditure in line with grant conditions to the council.
- 5.3 Any organisation receiving a grant, loan or subsidy will be expected to acknowledge the council's contribution on all publicity (including online) and printed material.
- 5.4 In the event, for whatever reason, of the grant, loan or subsidy not being used, in part or in full, a full explanation shall be submitted to the Council within one year of the award being made. The remaining balance of the grant or loan must be repaid to the council immediately.
- 5.5 The Council reserves the right to reclaim any award in the event of it not being used for the purpose specified on the application form.

Guidance Notes for applicants and Decision-makers

General

Who makes decisions about applications for grants, loans and subsidies?

Grants, loans and subsidies below £2,000 will be decided by the relevant briefholder/s of the council and the relevant delegated council officer. Grants above £2,000 will be decided by Management Committee of the council.

How difficult will it be for me to apply?

The council will use standard application forms and documents for any grants, loans and subsidies. These will be adapted on a case by case basis according to the recipient, whether the application relates to a grant, loan or subsidy and the size of the benefit. Help will be on hand if you have any questions or difficulties in completing your application.

Paragraph 1.1 of The Policy

Small grants, loans and subsidies below £2,000 will be applied using a standard grant letter detailing the terms of the grant. Grants, loans and subsidies over £2,000 will require a formal agreement between the council and the recipient with specific terms and conditions. In each instance, failure to adhere to terms and conditions could result in a requirement to repay the grant, loan or subsidy. Requests for any variation of terms or conditions including the purpose of the grant, loan or subsidy must be received in writing by the council prior to any changes being implemented.

Paragraphs 2.1, 4.1 and 4.2 of The Policy

Applications must support either the council's corporate priorities or community priorities and clearly demonstrate how the grant, loan or subsidy is of benefit to Weymouth and Portland and its residents.

Paragraph 4.5 of The Policy

Where an applicant is an organisation that makes a profit or surplus, the council will consider the status of the organisation before considering an application. Where profits or surpluses are purely used for the good of the community applications may be considered.

Paragraph 4.8 of The Policy

An equality policy or statement must be submitted with applications. Applicants may require help in developing an equality or diversity policy or statement. This can be provided on request or via Dorsetfor you at:

<https://www.dorsetforyou.gov.uk/article/414892/The-basics-to-setting-up-and-running-a-group>

Paragraph 4.9 of The Policy

A safeguarding policy must be submitted with applications. Applicants may require help in developing a safeguarding policy. This can be provided on request or via Dorsetfor you at:

<https://www.dorsetforyou.gov.uk/article/414892/The-basics-to-setting-up-and-running-a-group>

Paragraph 5.2 of The Policy

A copy of the applicant's accounts must be submitted with all applications prior to council consideration of the request for a grant, loan or subsidy. A post award monitoring report and proof of expenditure must be submitted where this is required. Non receipt of the latter may result in a request from the council for return of the award.

Weymouth and Portland Borough Council Corporate Priorities:

Building a Stronger Local Economy

- Helping to stimulate economic growth so that the borough offers better jobs and prospects for local people
- Increasing the number of new homes built within the borough

Empowering Thriving and Inclusive Communities

- Building strong, inclusive and sustainable communities that empower local people to influence and provide the services that matter most to them
- Supporting vulnerable people so that they can live healthy and independent lives

Improving Quality of Life

- Enhancing the quality of life of people living and working in the borough
- Safeguarding and providing opportunities to enjoy the natural and built environment now and in the future

Developing Successful Partnerships

- Creating a leaner and more focused organisation to protect the delivery of local services
- Services that are shaped and focused on the needs of our customers
- Partnerships that give the county a stronger voice to influence and shape Dorset's prosperity

Weymouth and Portland Draft Community Priorities

Subject to consideration by 11 July 2017 Management Committee:

1. Supporting our Young People
2. Supporting our Older People
3. Supporting our Vulnerable People
4. Supporting Health and Wellbeing
5. Supporting Safer Communities
6. Supporting our Natural Environment

Management Committee 11 July 2017 Annual Register of Grants, 2016-17

For Decision

Portfolio Holder(s)/ Briefholder

Cllr Jeff Cant, Finance & Assets
Cllr Christine James, Social Inclusion

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

J. Nicklen, Community Planning & Development Manager

Statutory Authority

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

Purpose of Report

1. To provide an overview of grants made by the council and those into the Borough including those directly received or enabled by the council through officer support or match funding in the financial year 2016-17 and to identify how external funding success could be improved.

Recommendations

- 2 (a) To approve the grant register and activity for the financial year 2016-17.
(b) To consider an audit of external grant funding practice in the Borough so options can be developed for improved success.

Reason for Decision

- 3 To enable members to have an overview of grants and to inform practice and policy in relation to grants activity.

Background and Reason Decision Needed

- 4 This is the fourth year that a corporate register of grants into the council and Borough and grants made by the council has been presented. The intention of the register is to provide an accurate picture of grant activity across council services so that this informs future policy and practice. This

is particularly important at the current time of growing financial pressures and the need to supplement diminishing funding to deliver council and other priority projects across the Borough.

5. The financial year 2016-17 has seen local authorities and community and voluntary organisations experiencing increased competition for external funding. The grants register for 2015-16 saw grants totalling £464,936 brought into the Borough. Notwithstanding the increased competition for external grants, in 2016-17 grant payments supported or brought into the Borough by 4 services of the council totalled £795,165 as detailed in Table 1 below with full details in Appendix 1. The increase is because of the grant income from the Community-led Housing Fund.

Table 1		
Grants into the Council or Borough supported by Council Officers including match funding enabled		
Service	Grant source and use	Amount (£)
Economy & Leisure	Economic Regeneration <ul style="list-style-type: none"> • Events team attracted grants for armed forces celebrations and a sports festival 	17,500
Planning (Community Policy & Development)	Community Planning & Development <ul style="list-style-type: none"> • Community development officer support to 3 organisations involving 5 successful grant applications 	347,350
	<ul style="list-style-type: none"> • Housing enabling officer support to Community-led Housing Fund 	430,315
GRANT INCOME TOTAL		£795,165

In addition to the above grants, West Dorset District Council received a grant of £6,000 on behalf of all three Councils from the Local Government Association (LGA), Income Generation & Commercialisation programme. This was for commercialisation training linked to LGA expert advice on developing income opportunities.

6. Previous reports on the grants register have highlighted that financial limitations restrict the council's ability to provide grant support to local organisations. The creation of small grants funds for 2017-18 to support the community & voluntary sector and arts and cultural sectors is currently under discussion at Management Committee. This will be reported under separate cover and also included in the grants register for the current financial year which will be reported in 2018.
7. Grant payments made by 3 services of the council totalled £98,903 are detailed in Table 2 below and over with full details in Appendix 2. This also attracted match funding of £6,500.

Table 2		
Grants made or supported by the Council including match funding enabled		
Service	Grant source and use	Amount (£)
Economy & Leisure	Leisure & Commissioning	7,717
	<ul style="list-style-type: none"> • Grants to 1 sports and 3 cultural organisations • Match funding attracted for a One Theatre company production linked to the Leviathan maritime literary festival 2016 	6,500
	Harbour Management <ul style="list-style-type: none"> • A grant of 50% of the berth of MV Freedom at Weymouth Harbour 	1,341
Housing	<ul style="list-style-type: none"> • Debt advice grant to Weymouth & Portland CAB 	12,000
	<ul style="list-style-type: none"> • Homelessness prevention grant to The Lantern Trust 	10,000
Planning, Community & Policy Development	Spatial Policy & Implementation <ul style="list-style-type: none"> • Grant to Dorset Coast Forum 	3,000
	Community Planning & Development <ul style="list-style-type: none"> • Core Grant to Weymouth & Portland Citizens Advice Bureau 	64,845
GRANTS & MATCH FUNDING TOTAL		£105,403

This total is £153,635 less than the £259,038 provided by or enabled by the council in the last financial year.

8. Implications

8.1 Corporate Plan

Grants into the Council and Borough and awarded by the Council have supported the following strategic priorities:

A Stronger Local Economy

- Helping to stimulate economic growth so that the district offers better jobs and prospects for local people

Thriving and Inclusive Communities

- Building strong inclusive and sustainable communities that empower local people to influence and provide the services that most matter to them
- Supporting vulnerable people so that they can live healthy and independent lives

Improving Quality of Life

- Enhancing the quality of life of people living and working in the Borough

- Safeguarding and providing opportunities to enjoy the natural and built environment now and in the future

8.2 Financial

In the financial year 2016-17, the Council received or enabled grant income totalling £795,165 and made or enabled grant awards and match funding totalling £105,403. The income was boosted significantly by the successful award of £430,315 from the Community-led Housing Fund.

8.3 Equalities

The ability to access external grants and effectively manage or enhance internal grants, loans and subsidies has a positive impact by tackling issues relating to communities with protected characteristics under The Equality Act, 2010.

8.4 Risk Management (including Health & Safety)

The continuing risks to the council are an inability to maximise external grant funding through increased competition for external funding, poor awareness of funding sources and lack of co-ordination and planning. There are also finite resources to resource grant awards from the council.

8.5 Human Resources

Officers from a number of Directorates are involved in external funding bids and the grants made to community and voluntary sector organisations outlined in this report are currently administered through the three services.

9. Consultation and Engagement

Consultation has taken place with officers from all services of the council. Engagement takes place with appropriate stakeholders in relation to external funding streams e.g. National Lottery, Dorset County Council, Sport England, Coastal Communities Teams. Officers also engage with and support community and voluntary groups applying for external funding.

10. Appendices

Appendix 1 - Grants into the Council or enabled by Officers
Appendix 2 - Grants provided by the Council

11. Background Papers

Grant returns from WPBC services for the financial year 2016-17

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: 5 May 2017

Appendix 1

Weymouth and Portland Borough Council Grants Register 2016-17

Grants into the Council or enabled into Borough by Officers

Service	Grant source & use	Amount (£)	Match funds attracted
Economy & Leisure	Events Team secured Ministry of Defence funding for Armed Forces Celebrations	7,500	
	Events Team secured Health & Wellbeing Legacy Funding for a Sports Festival	10,000	
Planning (Community Policy & Development)	Community Development Officer enabled grant to:		
	• Weymouth Community Volunteers from Valentine Trust	6,000	
	• Weymouth Community Volunteers from Royal British Legion	8,000	
	• Island Community Action from the National Lottery Reaching Communities fund	320,000	
	• Lets Make It from the National Lottery	3,350	
	• The Friendly Food Club from The National Lottery Awards for All	10,000	
	Housing enabling officer support to get grant from Community-led Housing Fund	430,315	
	Total Grants into the Council or Borough enabled by officers	795,165	0

Appendix 2

Weymouth and Portland Borough Council Grants Register 2016-17

Grants provided by the Council including match funding attracted

Service	Grant source & use	Amount (£)	Match funds attracted
Housing	Weymouth & Portland CAB for debt-related advice	12,000	
	The Lantern Trust for homelessness prevention	10,000	
Economy and Leisure	50% subsidy on berth of MV Freedom	1,341	
	Grant to Parkrun UK to help with the costs of organising regular junior parkrun events at Lodmoor Country Park.	250	
	Grant to Weymouth Museum Trust to help it meet the cost of legal fees in relation to the Museum Development Agreement for Brewers Quay.	7,012	
	Grant to As One theatre company as a contribution to the costs of a theatrical production linked to the Weymouth Leviathan maritime literary festival in 2016. This helped secure £6,500 of match funding from other sources including the Arts Council.	350	6,500
	Grant to Portland Museum Trust to assist with printing leaflets	105	
Planning (Community Policy & Development)	Grant to Dorset Coast Forum	3,000	
	Core funding grant to Weymouth & Portland CAB	64,845	
	GRANTS TOTAL	98,903	6,500
	MATCH FUNDING	6,500	
	TOTAL	105,403	

Management Committee 11 July 2017 Shared media protocol

For Recommendation

Portfolio Holder(s)/ Briefholder

Cllr A Reed – Briefholder for Corporate Affairs and Continuous Improvement

Senior Leadership Team Contact:

J Vaughan, Strategic Director

Report Author:

P Compton, Communications Team Leader

Purpose of Report

- 1 To give elected members the opportunity to review the shared media protocol for North Dorset District Council, West Dorset District Council and Weymouth & Portland Borough Council.

Recommendations

- 2 That the Shared Media Protocol be adopted.

Reason for Decision

- 3 To maintain the principles set out in the agreed protocol and to set further protocols for increasing issues around public comments on online news articles.

Background and Reason Decision Needed

- 4 West Dorset District Council and Weymouth & Portland Borough Council have a shared Communications Team.
- 5 The shared media protocol for all three sovereign councils has been in place since June 2015 and sets out principles for how the councils will communicate with the media.
- 6 The protocol aims to provide clarity and agreement on who should represent the councils in corporate public and media relations activity. It aligns processes where this makes sense, but retains local arrangements where these are important.

- 7 With online comments attached to news reports becoming an increasing area of focus and concern, extra protocols have been added to set out when the council will recommend action to the site owners. This aims to respect freedom of speech but also protect people representing the councils from defamatory or threatening comments.
- 8 Appropriate training and support will continue to be provided to elected members acting as key spokesmen for the relevant authority.

Appendices

Appendix 1 – shared media protocol

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Date: 9 June



Public relations and media protocol

Purpose of document

To provide clarity and agreement on who should represent Dorset Councils Partnership and sovereign councils in corporate public and media relations activity.

These guidelines relate to proactive (council-led) and reactive (media/community-led) publicity and will help councillors, staff and the authorities' communications professionals decide who should represent the partnership and individual councils.

Background

Individual councillors decide if, and how often, they use the local media to raise awareness of issues concerning those who live in their ward.

This document deals with the issue of who should represent the corporate body in its media and public relations work. In the majority of cases this will be councillors, although officers have an important role to play in supporting elected members, particularly when speaking about the shared services partnership as an employer, to communicate technical or complex operational matters, and around election times when political publicity restrictions are in place.

Media statements should not be given from a "council spokesman", as this reinforces perceptions of councils as nameless/faceless organisations.

All those acting as spokespeople for the partnership should have received media training and can expect to receive appropriate support and information from the partnership management and communications professionals.

All identified spokespeople will be expected to respond positively to requests for interview.

This may include early breakfast radio slots and, occasionally, weekend or other out of office hours interviews.

The protocol

In the event of significant proactive (news release, letter to editor, photo opportunity) or reactive (request for a comment or interview from press, radio or TV) publicity, the following procedures apply:

North Dorset District Council

- The Leader or relevant portfolio holder will be approached to take part or provide a comment.

- Where an issue is the subject of ongoing scrutiny or policy development, the chairman or, if unavailable, the vice-chairman of the relevant committee may be approached to take part or provide a comment. Their comments should make it clear that decisions are the function of Cabinet and Full Council.

West Dorset District Council

- The relevant portfolio holder, or in their absence the Leader, will be approached to take part or provide a comment.
- Where an issue is the subject of ongoing scrutiny or policy development, the chairman or, if unavailable, the vice-chairman of the relevant committee may be approached to take part or provide a comment. Their comments should make it clear that decisions are the function of the Strategy Committee and Full Council.

Weymouth & Portland Borough Council

- The relevant briefholder and the Chairman of Harbour Management Board.
- The Leader, or if unavailable, vice-chairman of Management Committee, where the briefholder cannot participate.
- Where an issue is the subject of ongoing scrutiny or development, the chairman or, if unavailable, the vice-chairman of the scrutiny and performance/policy development committee may be approached to take part or provide a comment. Their comments should make it clear that decisions are the function of the Management Committee and Full Council.

Other spokespeople

Chairmen, or if unavailable, vice-chairmen of decision-making and joint committees, such as the planning and licensing committees, may be approached to speak on individual planning or licensing applications.

However, comments on overarching policy should come from the portfolio holder/briefholder.

For example: the spokesperson on general planning policies used to determine planning applications in Weymouth and Portland would be the environment briefholder.

The Mayor/Chairman or Deputy Mayor/Vice-chairman of Council as "first citizen" will be asked to comment on general and civic/ceremonial matters. Examples include observance of respectful silence, young persons' award scheme and death of a former councillor.

Officer spokesmen

The Chief Executive will be the spokesman on matters related to the partnership as a whole, such as for employment matters. The Chief Executive is supported by the Monitoring Officer on matters of probity/conduct and the Section 151 Officer on budget issues.

Where the publicity surrounds an operational or complex/technical matter it may be appropriate for the most appropriate officer to participate.

Officer spokesmen may be necessary where speed is of the essence in order to protect council reputation or public safety, such as in a fast-moving emergency incident.

The most appropriate officer may also be used in difficult circumstances or to support the comments of a councillor.

Ward matters

A local ward member may be quoted as a community representative on a matter of particular local interest. Where multiple ward members have opposing views or disagree with the corporate stance on a project, it is for members to agree a statement that everyone can support.

Where this is not possible, the statement will be attributed to the Leader of Council/Chairman of Management Committee.

Regardless of the council spokesperson used, public statements on a ward-specific issue should be sent to the ward councillor for information, comment and amendment before they are released.

Council news releases will be circulated to all councillors by email when they are issued.

Incidental quotes

Sometimes officers find themselves unintentionally quoted in the media. For example, reporters may reproduce a statement from a public committee agenda and present this as a direct quote from the officer who wrote the report. The media may also attend a meeting where a council officer is giving a presentation as part of the council's community engagement work.

This incidental quoting of officers is unavoidable.

Election times

Officers may also have to step in around election times, as the Government's Code of Recommended Practice on Local Authority Publicity states: "The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of those politicians involved directly in the election." In these circumstances statements will be provided by officers (see section on officer spokespeople).

Political statements

Corporate communications are not the place for political statements. Indeed, the Code of Recommended Practice on Local Authority Publicity warns against this.

Comments from councillors speaking in their role as leaders of political parties are entirely a matter for them and members of their group. It is not the council's role to present conflicting

political views.

Letters to newspaper

As a general rule, the council will seek redress for inaccurate or misleading information published in the press by means of a balancing or positive article. However, on occasion a "Letter to the Editor" may be the best way to set the record straight. In these cases, the guidelines outlined above should be applied to determine the author.

Online comments

Public comments on online news stories are now commonplace. We respect the views of all people and recognise that comments can be made to represent all sides of the story and can be made without possession of the full facts.

We will only ask for a news outlet to consider moderating comments if they are:

1. Considered libellous towards a councillor, officer or person acting on behalf of the partnership.
2. Considered abusive or threatening towards a named councillor, officer or person acting on behalf of the partnership.

Corporate support

This protocol should be viewed in the knowledge that communications professionals are always willing to advise councillors and staff involved in raising each council's profile.

Officers will be happy to draft a comment and to provide advice and support to anyone who is about to be interviewed by the media.

Advice on conducting media interviews or using social media is available and specific media relations training can be arranged.

All media enquiries which require a response from the council should be made known to communications staff and copied to the Chief Executive and relevant director.

**Management Committee
11 July 2017
Hardship Rates Relief**

For Decision

Briefholder(s)

Cllr J Cant - Finance & Assets

Senior Leadership Team Contact:

J Vaughan, Strategic Director

Report Author:

S Dawson, Head of Revenues and Benefits

Statutory Authority

Local Government Finance Act 1988 (as amended)

Purpose of Report

- 1 To consider the application received for Hardship Relief.

Officer Recommendations

- 2 That Committee consider the application for Hardship Relief listed at Appendix 1.

Reason for Decision

- 3 That the application for relief is considered having regard to its individual merits.

Background and Reason Decision Needed

- 4 Under the Local Government Finance Act 1988, Councils have the discretion to award relief from Non Domestic Rates to ratepayers in order to alleviate hardship.
- 5 Hardship Relief is not confined to financial hardship and all of the ratepayer's circumstances should be considered when determining whether relief should be awarded.
- 6 The awarding of the relief is at the discretion of the Council. However, government has issued the following guidance to assist authorities:
 - Each case should be considered on its own merits
 - The awarding of the relief should be the exception rather than the rule

- Hardship need not be confined strictly to financial hardship. All relevant factors affecting the ability of the business to meet its rates liability should be considered
- The “interests” of the local Council Taxpayers may go wider than direct financial interests, (e.g. where the employment prospects in the area would be worsened by the company going out of business, or the amenities of the area reduced, etc.)
- Where the granting of the relief would have an adverse effect on the financial interests of the local Council Taxpayers, the case for awarding relief may still on balance outweigh the cost to the Taxpayer.

7 Under arrangements introduced in 2013, the Council is required to meet 40% of the cost of awards made.

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

Application for Hardship Relief

Name of applicant	Satriaes Dorset Ltd
Address of property concerned	33 New Street, Weymouth
Number of people employed by the business	The business employs 13 staff who live within the Borough including 3 Security staff, 2 Bar staff, 2 Receptionists and 6 dancers. All of the staff are employed on a part-time basis.
Reasons for claiming relief	<p>The business took over the lease of the premises in May 2016. The owner is of the view that the Club has a good reputation and that there have been no incidents requiring Police involvement during this period.</p> <p>The owner has advised that the business has had to unexpectedly refurbish the Club and replace most of the equipment. This has resulted in unforeseen expenditure. The Club suffered a very slow start but it is hoped that trade will pick up.</p> <p>The owner lives outside the Borough and commutes daily. He has invested heavily into the Club and is concerned that if relief is not awarded the business will have to close. This would impact on him and his family. The owner has also recently been diagnosed with a medical condition which affects the nerves in his spine.</p>
Financial information	<p>The business currently does not have final accounts. However, bookkeeping entries for the period June 2016 to November 2016 show a gross profit of £31,661 and a net profit of £5,490.</p> <p>Items of expenditure include:</p> <ul style="list-style-type: none"> • Rent £12,000 • Wages and salaries £10,835 • Lighting, heating, etc £1,498

Does the business provide a unique service to the community?	
What would be the cost to the Council if relief was awarded?	The business has requested that Hardship Relief be awarded but has not specified a period. The business currently owes rates of £12,955.56. If Committee awarded Hardship Relief in respect of that amount the cost to the General Fund would be £5,182.22 (i.e. 40% of £12,955.56).



Management Committee Four Month Forward plan 1 July 2017 To 31 October 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 A Reed
- Economic Development – Cllr J Farquharson
- Environment and Sustainability - Cllr R Nowak
- Finance and Assets – Cllr J Cant
- Housing – Cllr G Taylor
- Community Facilities – Cllr K Wheller
- Tourism, Harbours and Culture – Cllr R Kosior
- 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
Review of Constitution - Joint appeals Committee	To consider the future arrangements for the function of disciplinary appeals.			WPBC Briefholder for Corporate Affairs and Continuous Improvement Bobbie Bragg, Corporate Manager HR & OD	15 Aug 2017
Commercial Road Weymouth Sites	Consider options for the redevelopment of Commercial Road sites, Weymouth		3	WPBC Briefholder for Finance and Assets David Brown, Head of Assets & Infrastructure	15 Aug 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
Review of Outside Bodies	To consider a report on the review of outside bodies.			WPBC Briefholder for Corporate Affairs and Continuous Improvement Hayley Caves	15 Aug 2017

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NON KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
Weymouth Town Centre Masterplan Sites - Peninsula; Full Viability of site proposals	To enable members to make an informed decision on the viability of the proposals for this site and give authorisation to proceed with the development as detailed in the report.		3	WPBC Leader of Council David Brown, Head of Assets & Infrastructure	15 Aug 2017
Hotel and Guesthouse Review	To review and agree the policy for dealing with the Council's leased hotels.			WPBC Briefholder for Finance and Assets David Brown, Head of Assets & Infrastructure	15 Aug 2017
Constitution Updates	To update O&S functions and align various Officer Scheme of Delegation provisions.			WPBC Briefholder for Corporate Affairs and Continuous Improvement Robert Firth, Corporate Manager Legal Services	15 Aug 2017 12 Oct 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

NON KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
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 Sep 2017
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	19 Sep 2017
Management of the Verne Common Nature Reserve and High Angle Battery, Portland	To inform members of progress made in respect of the work plan scheduled in the current Higher Level Stewardship Scheme for this land and related budgetary outcomes. To consider potential options for future land management and approve recommendations.			WPBC Briefholder for Finance and Assets, WPBC Briefholder for Community Facilities Greg Northcote, Estates Manager	19 Sep 2017

NON KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
Treasury Management Annual Report	To receive the annual Treasury Management Report			WPBC Briefholder for Finance and Assets John Symes, Financial Resources Manager	19 Sep 2017
Review of Deck Chair Pricing Policy	That the current policy of providing free deckchairs for pensioners be reviewed and possibly ended.			WPBC Briefholder for Tourism, Culture and Harbour Nick Thornley, Head of Economy, Leisure & Tourism	31 Oct 2017

Private meetings

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

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

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