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WEYMOUTH & PORTLAND BOROUGH COUNCIL MANAGEMENT COMMITTEE

MINUTES OF MEETING HELD ON TUESDAY 5 JUNE 2018

Present: Cllrs J Cant (Chair), R Kosior (Vice-Chair), M Byatt, C Huckle, R Nickinson, R Nowak, J Orrell, A Reed and K Wheller

Apologies: Cllrs G Taylor

Also present:

Officers present (for all or part of the meeting):

Kate Critchel (Senior Democratic Services Officer), Ann-Marie Barlow (Project Manager, Business Transformation), Graham Duggan (Head of Community Protection), Chris Evans (Financial Performance Manager), James Fisher (Information Services Team Leader), Stephen Hill (Strategic Director), Penny Mell (Head of Business Improvement) and Matt Prosser (Chief Executive)

3. Apologies

An apology was received from Cllr G Taylor, who was unable to attend the meeting due to Mayoral duties.

4. Minutes

The minutes of the meetings held on 17 April and 17 May 2018 were confirmed as a correct record and signed by the Chair.

5. Code of Conduct

There were no declarations of interest to report.

6. Public Participation

Mr Farn addressed the committee and raised concern regarding accessing Dorset County Council services via the telephone. He stated that there was too much officer control and questioned what would happen to services following the establishment of a unitary council.

Mr K Whatley expressed concern regarding the size of committee reports and other council papers. They were too large and he was sure that either councillors or the public read them in detail. He also hoped that in the future more meetings were held in the evening. Child care issues should not be a reason not to do this as members received an allowance that supported payments for care.

In response to a question regarding the esplanade laser lights, the Chief Executive confirmed that there would be some work in future weeks. The Chair also advised that a report on the future lighting proposals would be presented to members in July.

7. **Questions by Councillors**

Cllr C Huckle expressed concern regarding recent cancellations and non attendance at group leader meetings. It was agreed that this needed to be discussed by group leaders at a future meeting.

Cllr Huckle also asked when the committee was likely to receive the Business Plan for the Peninsula and what was the current position with North Quay and Western Bridge?

The Chair advised that the Minister's visit had been arranged for 17 July. The planning application for North Quay had been submitted and it was hoped that the works would be removed from Western Bridge by the time of core summer season.

Cllr Nowak and Cllr Wheller raised the issue of no longer having matters arising or minute updates on committee agendas. Decisions were made by the Management Committee but it was difficult to know the outcome or receive an update on key issues if members had to wait for a leaders meeting.

However the Brief holder for Corporate Affairs and Continuous Improvement reminded the committee that Brief Holders were best placed and had a responsibility to up date other councillors on current issues and that as individual brief holders the committee should ensure that this was carried out .

8. **Timing of Meetings for 2018/2019**

Decision

That for the municipal year 2018/19 the Management Committee continue to meet at 9.30am.

9. **To appoint Briefholders and Responsibilities**

The committee considered the list of brief holder responsibilities and noted that Local Plan and Infrastructure should be moved from Community Facilities to Environment and Sustainability. Cllr Byatt suggested that the membership of the Melcombe Regis Board should be amended to include the Community Safety Brief. In response the Chief Executive confirmed that a further report regarding the Board membership would be brought to the next meeting of the Management Committee.

Decision

- (a) That the Brief holder responsibilities be confirmed as set out in appendix 1 to the minutes
- (b) That the following Brief holder appointments be made:-

Community Facilities – Kate Wheller

Community Safety – Mike Byatt
Corporate Affairs and Continuous Improvement – Alison Reed
Economic Development – Richard Nickinson
Environment and Sustainability – Ray Nowak
Finance and Assets – Jeff Cant
Housing – Gil Taylor
Social Inclusion – Jon Orrell
Tourism Culture and Harbour – Richard Kosior
Transport and Infrastructure – Colin Huckle

10. **Business Review Outturn Report**

The committee considered the Business Review Outturn report and noted the savings achieved during the year had resulted in an under spend of £941,971. There were a number of areas where projects had been delayed and after taking that into consideration the actual net spend for the year resulted in an under spend of £712,022.

Although this was good news, members were keen to ensure that any finance available was utilised to support community projects for the remaining life of the council. There also needed to be regular feedback to members on the underspend.

It was suggested that, if there was funding available, some of the poorer conditioned waste bins in the town could be replaced and additions added. This would be discussed at the group leaders meeting.

In response to a question regarding Affordable Housing Targets and Community Land Trusts, the Strategic Director advised that the Joint Overview & Scrutiny Committee would be considering a report on this matter at its next meeting. Responding to further questions, the Community Protection Manager reported that work on Tumble Down farm had been delayed due to urgent work being required to sell off land stock. However it was hoped that work would start in the next few weeks.

Cllr K Wheller suggested that the council could consider retaining North Quay, for future unitary staffing as a satellite office, bringing workforce back to the town. The Chief Executive reminded the committee that it had made its decision in respect of the future of North Quay some months ago and members needed to be mindful that any change to that decision would divert resources away from other projects.

It was proposed by Cllr J Cant seconded by Cllr R Kosior

Decision

- (a) That the outturn, which will be incorporated into the accounts in 2017/18, be noted.
- (b) That the capital carry forward requests as set out in appendix 3 to the report be approved.

11. **Digital Strategy & Dorsetforyou Update**

The Brief holder for Corporate Affairs and Continuous Improvement presented the Dorset Councils Partnership Digital Strategy and accompanying Equalities Impact Assessment for adoption.

Members noted that the strategy set out and defined the current position and direction of travel for the next 12 – 18 months, whilst the new unitary council was being established. In response to questions, members were also advised that Dorset County Council was working on a similar strategy and had been in close discussions with the partnership in establishing a strategy which would be complimentary to both organisations.

Members acknowledged that by meeting customer expectations and providing more services online, allowed for more officer time to ensure that the appropriate provisions of service were in place to support the partnerships most vulnerable groups.

It was proposed by Cllr A Reed seconded by Cllr R Kosior

Decision

That the Digital Strategy and accompanying Equalities Impact Assessment be adopted.

12. **Dorset Information Sharing Charter (DISC)**

The Corporate Affairs and Continuous Improvement Brief holder presented a report to enable the committee to decide whether the Council should become a signatory to the Dorset Information Sharing Charter (DISC).

The Information Services Team Leader advised the committee that by adopting the DISC, service areas would be provided with a robust framework that facilitated the safe, fair and legal sharing of information with partners organisations. Members were further advised that DISC was initially set up for sharing information between care services, but today a number of other organisations were also signed up to it including other councils and the blue light services.

It was proposed by Cllr A Reed seconded by Cllr J Cant

Decision

- (a) That authority be delegated to the Strategic Director to commit WPBC to the Dorset Information Sharing Charter (“the DISC”) and execute all documents on behalf of the Council necessary to achieve this;

Recommendation to Full Council

- (b) That power be delegated to the Head of Business Improvement to undertake all action in relation to securing arrangements, developing

internal protocols and generally ensuring appropriate governance for the sharing of data with other organisations including for the avoidance of doubt:

- (i) to determine the terms of any arrangements and/or protocols;
- (ii) to secure appropriate training.

13. Councillor Membership of Internal Working Groups and appointment to outside bodies

The committee considered the internal group appointments for the year 2018/19 and set out in the appendix.

The Senior Democratic Services Officer reported the changes to the internal working groups and that there was a substitute vacancy on the Weymouth and Portland Partnership.

Cllr K Wheller offered to be the substitute member and this was supported by the committee.

Members were further advised that in respect of the Arts Panel, the membership was set out as follows:

7 members, to be politically proportional and contain the following Brief holders:- 3 Conservative, 2 Labour, 2 Lib Dems ,Tourism, Culture and Harbour, Economic Development, Social Inclusion.

However due to the changes in the make up of the Management Committee this format no longer worked and the committee was asked to consider the following options:-

- (i) To appoint on political proportionality and exclude the Social Inclusion brief
- (ii) To reduce the Lib Dem membership to 1 and include Social Inclusion brief
- (iii) Or increase the size of the Panel to 8.

It was proposed by the Chair that the Member Arts Panel membership be increased to 8 members and upon being put to the vote this was CARRIED.

It was proposed by Cllr A Reed and seconded by Cllr J Cant

Decision

- (a) That the appointments to the internal working groups, as set out appendix 2 of the minutes be confirmed.
- (b) That Cllr K Wheller be appointed as the substitute member to the Weymouth and Portland Partnership

- (c) That the Brief holder and Chair appointments as set out in appendix 2 be noted.

14. **Management Committee Action Plan**

The committee received and noted the most up to date version of the Management Committee Action Plan and Brief holders updated the committee on any areas of concern.

- Progress was being made on the Greenhill Chalets future management
- There were issues with the Boxing Club. The Council continued to support the project and was in discussions to support the management of the club going forward.
- A Member Briefing from the Police on County Lines was being held on 13 June 2018.
- The 3GS contract had been extended for 2 years.
- Work on setting up a Town Council was continuing.
- The First Shadow Dorset Council meeting would take place on Thursday 7 June to appoint the Interim Chief Executive, Section 151 Officer and Monitoring Officer. The Council would also consider and adopt its constitution.
- An all member briefing would be held on 21 June 2018 regarding the design for the Esplanade Lighting.
- A project manager had been appointed for the sculpture trail project.
- Concern was expressed that there was little discussion regarding the review of car park sites. The brief holder would investigate and report back to members.

15. **Urgent Business**

There was no urgent items to report.

16. **4 Month Forward Plan**

Decision

That the Forward Plan be received and noted.

Appendix 1 Brief Holder Responsibilities Internal Working groups 2018/19

Duration of meeting: 9.30 - 11.40 am

Chairman

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BRIEF HOLDER RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

Community Facilities – Kate Wheller

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

Community Safety – Mike Byatt

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

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

Economic Development – Richard Nickinson

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

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, Local Plans and Infrastructure.

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

Housing – Gill Taylor

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

Social Inclusion – Jon Orrell

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

Tourism, Culture and Harbour – Richard Kosior

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

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

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Name of group	Status of membership under terms of reference	Current membership for 2017/18	Proposed membership 2018/19	Remit/Membership
Regeneration & Asset Management Group Membership: Group Leaders	Group Leader	J Cant	J Cant	To monitor the asset management plan; To consider matters relating to commercial opportunities for existing assets.
	Group Leader	C Huckle	C Huckle	
	Group Leader	G Taylor	G Taylor	
	Group Leader	M Leicester	M Leicester	
Budget Working Group Membership: Group leaders	Conservative Group Leader	J Cant	J Cant	To develop budget proposals for the Management Committee. to consider matter relating to new commercial investment opportunities
	Liberal Democrats			
	Group Leader Labour	G Taylor	G Taylor	
	Group Leader Independent	C Huckle	C Huckle	
		M Leicester	M Leicester	

Name of group	Status of membership under terms of reference 18/19	Current membership for 2017/18	Proposed membership 2018/19	Remit/Membership
Steering Group for Democratic Improvement Membership: Politically Balanced (8)	(4) Conservatives (1) Lib Democrats (3) Labour	J Cant K Kosior A Reed G Taylor R Nowak K Wheller A Blackwood M Leicester	K Brookes J Cant A Reed G Taylor R Nowak K Wheller A Blackwood	To keep the Scheme of Management and Constitution under review and make recommendations for changes to Management Committee. To consider matters relating to the exercise of the Council's democratic processes including operation of committees, scrutiny function and brief holder and officer delegations To monitor and progress of the project for democratic improvement To receive regular reports from the Chair of the Councillor development group on the work carried out in relation to the member development Charter. June 2010

Name of group	Status of membership under terms of reference 18/19	Current membership for 2017/18	Proposed membership 2018/19	Remit/Membership
Member/workforce Liaison Group Membership: Politically Balanced 5	(2) Conservative (2) Labour (1)Lib Democratic	J Cant R Kosior P Kimber C Huckle M Leicester	J Cant R Kosior P Kimber C Huckle G Taylor	<p>To establish regular methods of contact between the councils and its officers in order to secure the largest possible measure of harmonious action for the benefit of the community served and the officers.</p> <p>To take such action as it may deem necessary or desirable to prevent differences and misunderstandings between the councils and staff.</p> <p>To consider any relevant matter referred to it by a committee, either council or by any of the staff represented.</p> <p>To make recommendations to the appropriate committee as to the application of the terms and conditions of service and the education and training of local government officers employed by the partnership.</p> <p>To discharge such other functions specifically assigned to the joint committee.</p> <p>The joint committee may refer any questions coming before them for consideration by and the advice of the appropriate Provincial Council and shall inform the Provincial Council of any recommendation of the joint committee which appears to the joint committee to be of more than local interest, always provided that such a recommendation shall be approved by the councils prior to its submission to the Provincial Council.</p>

Name of group	Status of membership under terms of reference	Current membership for 2017/18	Proposed membership 2018/19	Remit/Membership
<p>Weymouth Town Council Task & Finish Group</p> <p>Memberships: Group Leaders and Brief Holder for Corporate Affairs & Continuous Improvement</p>	<p>Conservative Brief holder for Corporate Affairs & Continuous Improvement</p> <p>Labour</p> <p>Liberal democrats</p> <p>Independent</p>	<p>J Cant A Reed</p> <p>C Huckle</p> <p>G Taylor</p> <p>M Leicester</p>	<p>J Cant A Reed</p> <p>C Huckle</p> <p>G Taylor</p> <p>M Leicester</p>	<p>To consider matters in relation to the formation of a new Town Council for Weymouth and Portland; the transfer of assets and services; including civic ceremonial matters.</p>
<p>Member Arts Advisory Panel</p> <p>Membership: Brief holders and Such members nominated from each group in order to ensure a politically proportionate composition.</p>	<p>Brief holders for: Tourism, Culture & Harbour Economic Development and Social Inclusion</p> <p>3 conservatives 2 labour 2 Lib Democratic (depending on Brief holder appointments) 7 in total</p>	<p>J Cant R Kosior J Farquharson</p> <p>R Nowak T Roos</p> <p>C James</p> <p>F Drake</p>	<p>J Cant R Kosior R Nickinson</p> <p>R Nowak T Roos</p> <p>G Taylor C James</p> <p>J Orrell</p>	<p>To oversee the commissioning of public art in Weymouth by inviting competing designs, selecting preferred designs and locations, and making recommendations to Management Committee on the preferred design. To oversee the implementation of Management Committee's preferred design for public art in Weymouth. To establish criteria for a Community Arts Grant Scheme in accordance with the parameters established by Management Committee and to oversee its implementation. To contribute to the evaluation of applications to the Community Arts Grant Scheme and make recommendations to the Strategic Director on the award of grants.</p>

Name of group	Status of membership under terms of reference	Current membership for 2017/18	Proposed membership 2018/19	Remit/Membership
Good Citizens Awards Panel	Mayor and 2 other councillors	K Brookes P Nixon C Page-Nash	G Taylor P Nixon C Page-Nash	To adjudicate on the nominations received for the Good Citizens Award. Membership consists of the current Mayor and 2 other councillors until they no longer wish to serve or stand down as a councillor.

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