

MANAGEMENT COMMITTEE

Members of the Management Committee are invited to attend this meeting at Weymouth and Portland Borough Council Offices, Commercial Road, Weymouth, Dorset, DT4 8NG to consider the items listed on the following page.

Stuart Caundle
Assistant Chief Executive

Date: Monday, 19 November 2018

Time: 9.30 am

Venue: Council Chamber

Members of Committee:

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

USEFUL INFORMATION

For more information about this agenda please telephone Kate Critchel 01305 252234 email kcritchel@dorset.gov.uk. This agenda and reports are also available on the Council's website at www.dorsetforyou.com/committees/ Weymouth and Portland Borough Council.



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Members of the public are welcome to attend this meeting with the exception of any items listed in the exempt part of this agenda. **Please note** that if you attend a committee meeting and make oral representations to the committee your name, together with a summary of your comments will be recorded in the minutes of the meeting. The minutes, which are the formal record of the meeting, will be available to view in electronic and paper format, as a matter of public record, for a minimum of 6 years following the date of the meeting



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A G E N D A

Page No.

1 APOLOGIES

To receive apologies for absence.

2 MINUTES

To confirm the minutes of the meeting held on

3 CODE OF CONDUCT

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

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

4 PUBLIC PARTICIPATION

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

5 QUESTIONS BY COUNCILLORS

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

6 FUNCTIONS AND ASSETS 5 - 16

To consider a report of the Head of Financial Services.

7 PORTLAND TOWN COUNCIL - TRANSFER OF FUNCTIONS AND ASSETS 17 - 24

To consider a report of the Head of Financial Services.

8 QUARTER 2 BUSINESS REVIEW 25 - 96

To consider a report of the Financial Performance Manager.

9 APPLICATIONS FOR HARDSHIP RATE RELIEF 97 - 102

To consider a report of the Head of Revenues and Benefits

10 OUTSIDE BODY REPORT 103 - 106

To appoint a councillor to serve as the council's representatives on Weymouth Museum Trust.

11 MANAGEMENT COMMITTEE ACTION PLAN 107 - 120

To consider the Management Committee Action Plan

12 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.

13 4 MONTH FORWARD PLAN

To consider the 4 monthly Forward Plan.

14 MINUTES OF DORSET WASTE PARTNERSHIP

The agenda and reports for recent meetings of the Dorset Waste Partnership are also available on Dorsetforyou.com at the Council's website at <http://dorset.moderngov.co.uk/ieListMeetings.aspx?CommitteeId=260>

15 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 3 & 5 of schedule 12A to the Local Government Act 1972 (as amended)

16 PORTLAND TOWN COUNCIL - TRANSFER OF FUNCTIONS AND ASSETS 121 - 124

To consider exempt appendix 1

Management Committee 19 November 2018 Functions and Assets

For Decision

Portfolio Holder(s)/ Briefholder

Cllr A Reed – Corporate

Senior Leadership Team Contact:

S Caundle, Assistant Chief Executive

Report Author: J Strange, Head of Financial Services

Statutory Authority

Local Government and Public Involvement in Health Act 2007, Chapter 3, ss98 and 99

Purpose of Report

- 1 To provide an update on proposals concerning the setting up of the Town Council. The report details the current position in respect of the main functions and associated assets that it is proposed to be transferred to the Town Council from 1 April 2019.

Recommendations

- 2 That the proposals set out in paragraphs 12 to 29 regarding the services and associated assets to be transferred to the new Weymouth Town Council are agreed in principal to enable further detailed plans to be developed.
- 3 That the legal basis for the transfer of assets to the Town Council is approved to be freehold unencumbered wherever possible.

Background

- 5 There are significant changes to Local Government taking place in Dorset with the creation of a new unitary council from April 2019. The creation of the new Dorset Council will mean that Weymouth & Portland Borough Council will cease to exist and all of its functions, services and assets being transferred on the 1 April. In response to this, the Borough Council undertook a community governance review to gauge public opinion on the options of setting up a new Weymouth Town Council.

- 6 The new Weymouth Town Council will be created on 1 April 2019 and a working group of members has been reviewing what services the new Town Council should initially provide. They have been doing this against the background of the spending protocol and principles developed on asset transfers by the Shadow Dorset Council. The Ministry for Housing Communities & Local Government (MHCLG) have stated that if the various bodies fail to cooperate and agree asset and financial transfers they will step in and impose regulations which will limit any transfers to the Town Council. It is envisaged that the provision of other services may be taken on by the Town Council in the future.

Proposals

- 7 The Task and Finish Group is made up of Councillors representing all of the political parties. They have been working on proposals with the aim of creating a financially sustainable Town Council. The proposals have been shared with all members through a number of Members Briefings. Going forward, the Shadow Steering Group will replace the Task and Finish Group and oversee the remainder of the process to form the Town Council.
- 8 In developing the proposals the Working Group established a number of principles that would be applied in order to develop options that could be agreed with the Shadow Dorset Council and enable the creation of a financially sustainable Town Council. The principles are:-
- Transfer of traditional Town Council Services
 - Transfer of Services not provided by the Unitary
 - Services should support Weymouth rather than a wider area
 - There should be no financial detriment to the Unitary Council
- 9 In addition to our own principles, the Shadow Dorset Executive received a report on potential future asset transfers to Town Councils at its July meeting and agreed a number of principles that it would use in assessing any proposed transfers. These are:
- All assets required for the delivery of Council services and those capable of generating income are transferred to the new unitary Dorset Council, but the unique circumstances of Weymouth Town Council and Portland Town Council will be considered separately.
 - Any resolution prior to 26 May 2018 by sovereign councils to dispose of an asset but not yet legally completed may continue unless it contradicts these principles.
 - Property held as public open space, community buildings, free car parks and public toilets can be considered for transfer to the appropriate town or parish council.
 - Any transfer of assets will usually be by transfer of the freehold to a public or charitable body or via a long lease (25 years minimum). Transfer will also be dependent on an assessment of the capacity of the receiving authority/organisation to take on the asset.
 - Councils can consider asset transfer to community groups other than parish and town councils where appropriate and subject to the same assessment of the capacity of such groups but such transfers are considered to be lower priority because of timescales and capacity.

- Any transfer (other than by a lease) of open spaces will contain overage clauses that will retain the land for public use or, if the land is sold the new Dorset Council will receive a proportion of the proceeds from the sale.
- Where a Council has negotiated the devolution of a service to a town or parish council and asset is transferred to support the delivery of that service, there will be no financial loss to the new Dorset Council i.e. the transfer is cost neutral.
- No financial agreement will be made with a town or parish council, or other receiving body to support the maintenance and running of a transferred asset after 1 April 2019.
- Any asset transfer that could have a financial impact upon the new Dorset Council will be initially assessed by the interim Section 151 Officer and, if it has a significant financial impact, or potential significant impact, seek approval by the Shadow Executive. De minimis levels of £100,000 are proposed in order to avoid the process becoming unmanageable.

10 Against this background, it is proposed to transfer services and the associated assets covering the following areas:-

- Greenspaces
- Public Convenience
- Beach & Esplanade
- Community Development
- Property
- Civic Activities

11 Each of these areas will be examined in more detail below but they all comply with both the Working Group's and Shadow Dorset Council's principles.

Greenspaces

12 The only statutory duty of a Town Council is the provision of allotments, if there is demand for them. The administration and operation of all 10 sites within the Town would transfer to the Town Council.

13 The provision of parks and gardens such as Greenhill, Nothe and Radipole Park Drive Gardens would transfer to the Town Council. This would also include any café's or other concessions contained within the gardens.

14 All play areas & Open Spaces maintained by the Borough Council within Weymouth would transfer. This would include the Marsh, the open space at Lodmoor Country Park (but exclude the Nature Reserve and existing leases) and 12 play areas. It would not include Redlands Community Sports Hub.

15 It is also proposed to transfer Tumbledown Farm to the Town Council as this has long been an integral part of the future of the Parks service although further work is being undertaken to ensure existing projects can be completed.

16 The administration and operation of all 6 cemeteries and 1 closed cemetery would also transfer to the Town Council. The Crematorium is not

proposed to transfer as it serves a wider area than just Weymouth and would not be cost neutral for Dorset Council.

Public Conveniences

- 17 The provision of public conveniences within Weymouth would transfer to the Town Council. This will involve the transfer of 10 sets of public conveniences. Further consideration will need to be given to whether the new toilets proposed for the Esplanade are handed over as a project with funding and completed by the Town Council or are constructed by Dorset Council and transferred once they are completed.

Beach & Esplanade

- 18 All aspects of the Weymouth beach operation would be transferred to the Town Council including health and safety, deckchairs and lost children etc. The cost of cleaning the beach and litter bin emptying along the Esplanade would also transfer.
- 19 All operational aspects of the Esplanade including all concessions, advertising drums, seafront shelters would transfer. This will also include the new lighting scheme. As the Esplanade is classed as a sea defence, the freehold and all coastal defence responsibilities must remain with the Unitary Authority but a lease will enable the operational aspects to be managed by the Town Council.
- 20 Whilst these proposals do include income generating assets, they are related to the provision of services along the beach and Esplanade and there is still a net cost associated with these functions.
- 21 The Festivals & Events function would also transfer as the majority of activity is supporting events held within the Weymouth area.

Community Development

- 22 The Borough Council currently undertakes inter-agency community planning and community development work in Weymouth & Portland. The main focus of work has been on sharing best practice, networking, joint projects and reducing inequalities focusing on the most deprived communities in the Borough. It is proposed that the regular local community development work within Weymouth is transferred to the Town Council, though the Dorset Council will maintain a strategic overview of community development and partnerships work, and may commission additional work such as that being undertaken for the Melcombe Regis Board.

Property

- 23 Commercial Road would be transferred to the Town Council to become their base within Weymouth. It is assumed that Dorset Council would still wish to continue delivering some of its services from the building therefore access would still be required in order to maintain continuity of service to the public.
- 24 The Crookhill Depot is primarily a Waste Transfer Station therefore would transfer to Dorset Council. However, it is also the base for the Greenspaces Team. It is anticipated that access would be provided to

enable this arrangement to continue for a period of time, potentially in a reciprocal arrangement linked to access at Commercial Road.

- 25 The management and maintenance of the Clocks & Monuments would become the responsibility of the Town Council involving 20 sites across the town including the Jubilee Clock and the King George III bathing hut.
- 26 The Town Centre Management function will also be transferred to the Town Council.
- 27 There are a number of other properties such as garages which are currently not used for operational purposes and cultivation licences which it would seem appropriate for the Town Council to be responsible for. In addition there are a number of other miscellaneous land holdings which do not generate income that are being considered as to whether they should be transferred to the Town Council or Dorset Council.

Civic Activities

- 28 The Town Council will make its own arrangements for its Civic activities such as mayoral functions etc. but the Twinning arrangements will pass to the Town Council to administer.
- 29 Responsibility for the Weymouth Museum Collection will also transfer to the Town Council.

Shadow Town Council

- 30 The Shadow Town Council considered the proposals contained within this report on 18 October 2018. The minutes of that meeting in relation to the proposals are contained in Appendix 1.

Process for the Transfer of Assets

- 31 Following the receipt of specialist legal advice, the process for the transfer of assets to the Weymouth Town Council has been clarified. In particular S.98 of the Local Government and Public Involvement in Health Act 2007 and Regulations made pursuant to s.97 of that Act allow the Reorganisation order to be made.
- 32 Allotments however are covered by Regulation 9 of the Local Government (Parishes and Parish Councils) (England) Regulations 2008 (No. 625 of 2008) require the vesting of the Weymouth and Portland BC allotment sites in Weymouth Town Council. The allotment sites have been identified, inspected and details of them are ready for insertion into the relevant schedule of the draft reorganisation order.
- 33 For transfer of assets that have freehold registered title with WPBC and where these are agreed to be transferred freehold unencumbered then the transfer is relatively straight forward. These will be listed in the detailed order considered in January 2019 and become the property of Weymouth Town Council on 1 April 2019.

- 34 Where the asset has no registered title or transfer is on a long leasehold basis then the transfer is likely to be more complex, will take longer to complete, and will require a series of additional steps.
- 35 For long leasehold asset transfers, leases will only be capable of actually being completed, on/after 1 April 2019 as the Town Council will not exist until that date and will thus not be capable of being the recipient of the grant of a lease. It may be possible to conclude negotiations regarding the terms of any such leases before 1 April with a view to them being completed shortly thereafter.
- 36 Depending on the volume of leases to be agreed, it is unlikely that leases will be able to be granted on 1 April 2019. The transfer can happen at a later date in accordance with the provisions of s.99 of the 2007 Act. Seamless continuance of service provision to members of the public while transfer is pending can be achieved by agreement between the parties concerned.
- 37 There is therefore an important consideration for the respective councils to consider now. The majority of town councils in Dorset were passed or acquired assets on a freehold basis with no constraints or claw-backs from the gifting authority. A decision to be made therefore is whether the majority of assets would be transferred freehold with no clawback provisions, or alternatively passed on say a long 125 year lease, with clawback and other restrictions. This is something that would have to be agreed with the Shadow Dorset Council
- 38 From an operational need basis some assets would need still to be long leasehold (i.e for Dorset Council to retain the sub structure of the Esplanade as a sea defence as their responsibility) but these could be relatively few in nature if a freehold unencumbered asset transfer was agreed as the principle for most transfers.
- 39 The Shadow Town Council's view was that assets should be transferred freehold wherever possible and this is reflected in the recommendation in this report.
- 40 Members should be aware that a different statutory regime will apply to any transfer of services and property to Portland Town Council as it is an existing Council to which Part 4 of the 2007 Act does not apply. The proposed transfer of properties to Portland Town Council is the subject of a separate report elsewhere on the agenda.

Next Steps

- 41 This report and comments from the Borough Council Management Committee will be considered by the Shadow Executive to confirm their support for the general direction. These will not be final decisions. The proposals set out in this report fulfil the requirement for setting up a financially sustainable Town Council and also do not adversely impact the Unitary Council.

- 42 The final reports will go to the Management Committee in January 2019 followed by the Shadow Dorset Executive and WPBC Full Council in January.

Town Council Budget

- 43 Alongside the development of the services and asset transfers, work has started on the 2019/20 budget for Weymouth Town Council. Part of these proposals will be setting the level of council tax. For residents this will mainly be offset by a reduction in what was the Borough Council's council tax charge. The budget can be completed once the service and asset transfers have been finalised and will be set by Full Council in January 2019.

The Future

- 44 It is recognised that the successful establishment and functioning of Weymouth Town Council will be an ongoing process. There may be scope for further services to be taken over by it in the future and this may require the transfer of other assets, etc. for which provision is made in the relevant legislation

Implications

Corporate Plan

- 45 None directly from this report

Financial

- 46 As set out in the report

Equalities

- 47 None directly from this report

Environmental

- 48 None directly from this report

Economic Development

- 49 None directly from this report

Risk Management (including Health & Safety)

- 50 The project Risk Register is regularly reviewed and updated.

Human Resources

- 51 None directly from this report although if proposals are supported in January 2019 a number of staff will be transferred to the Town Council under the Transfer of Undertakings Protection of Employment (TUPE) regulations

Consultation and Engagement

- 52 There are a number of member and staff briefings on the proposals. Trade Unions have also been consulted. Their comments are below:

Unison is concerned that any delay in identifying staff who might be transferred will have a detrimental effect on staff wellbeing. Also Unison currently have no agreed approach with management over TUPE arrangements, which again has the potential to impact on management's duty of care to affected staff. Consequently Unison consider that early identification of individuals and agreement over the detailed process of transfer will be critical.

In general Unison expect that affected staff will transfer to the new Council on their existing Terms & Conditions (as already agreed with the unions under an existing collective agreement) with no measures. If there was any thought of the need for measures to make changes, these would need to be identified very soon because we would need to consult with affected staff before any new negotiated agreement, if possible, could be finalised.

Appendices

- 53 Appendix 1 – Minute Extract from Shadow Town Council Meeting 18 October 2018.

Background Papers

- 54 Monthly Member Briefing to all Councillors

Footnote

- 55 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: 5/11/18

**SHADOW WEYMOUTH TOWN COUNCIL
EXTRACT OF MINUTES OF MEETING HELD ON THURSDAY 18 OCTOBER
2018**

5. Functions and Assets

The Head of Financial Service introduced Jane Biscombe, the Weymouth Town Clerk Designate.

Following the introduction of the report by the Head of Financial Services members considered the proposals for the transfer of functions and assets to the Weymouth Town Council from April 2019.

Cllr I Bruce expressed his concern regarding arrangements for income from car parks, he felt that the distribution of income from car parks required careful consideration as the town council would not be restricted on how income was spent from car parks. Cllr I Bruce also commented on the proposal for the crematorium moving across to the new Dorset Council whilst the functions around cemeteries would remain with the town council, highlighting that a new management structure would need to be created if the 3 functions were split them up. Cllr I Bruce asked that the Shadow Executive Committee should look very carefully at these issues.

In respect of paragraph 34 Cllr G Taylor expressed a preference for the transfer of assets to be freehold rather than leasehold and that this be recommended to the Management Committee. The Assistant Chief Executive and Head of Paid Service set out the principles behind freehold and leasehold issue and explained that members were being asked to consider whether the new town council should be in the same position of other town councils in Dorset by having freehold assets rather than leasehold with the unitary councils as the landlord.

Cllr J Farquharson expressed concerned about the transfer of the Weymouth Museum Collection, he felt that it might be better for the collection to go to the unitary and then be past back down to the town council at a later date.

Cllr J Orrell highlighted that the town council needed some revenue raising assets, in the same way that other town councils owned car parks, he also asked about the loss of the hotels, who would pay for repairs on the esplanade and who would be responsible for enforcement officers. In response the Leader explained that the meeting was just a consultative meeting and the time for Cllr J Orrell to raise these issues was at the Management Committee.

At that point the Chair put to the vote the issue of freehold or leasehold of assets

Decision

That the Management Committee be advised that the legal basis for the transfer of assets be freehold.

In response to a question regarding the formal decision process Cllr J Cant explained that the S151 officer would check compliance regarding the transfer of assets and that the transfer would be considered by the Shadow Executive. The Management Committee would negotiate to get the best possible outcome for the new town council but it was unlikely that there would be wholesale agreement on the transfer of all assets.

At that point the Chair dealt with the paragraphs 13 of the report in turn and members made the following comments for consideration by the Management Committee.

Greenspace – general agreement for the transfer of allotments, Tumbledown Farm and parks and gardens. Cllr T Roos raised an issue regarding Lodmoor Country Park and concerns over boundaries of the nature reserve that required some consultation prior to a decision being take. Cllr G Taylor suggested that the unitary council should look to sub contracting the crematorium function to the parks and gardens team to avoid splitting up the current team. Members agreed that the town council should run the crematorium on a lease agreement.

Public Conveniences

General agreement that the town council should run public conveniences, including maintenance. Cllr I Bruce suggested that town council be taking some income from the car parks to run the toilets.

Beach and Esplanade

No comments.

Community Development

Members were advised that there would be opportunities for the town council to carry out some community development activities at a local level.

Property

Cllr I Bruce asked whether the unitary council would be providing a public office in Weymouth and that there would be a need for an income stream to maintain the Commercial Road office. Cllr A Weaving suggested that the Commercial Road Council Chamber could be used as a marriage room. Cllr K Wheller asked if the Commercial Road building would be called the Town Hall. There was overall agreement with the proposal for the Crookhill building. There was general agreement on the proposals for clocks and monuments. In response to a question regarding the Pavilion building the Leader confirmed that the freehold of the building would pass to the unitary.

Civic Activities

There was general agreement that the town council should continue with a Mayor and twinning arrangements.

Members discussed whether the Weymouth Museum Collection should remain with the town council or be passed to the unitary council. Cllr Wheller agreed to discuss the matter with Cllr Farquharson after the meeting.

Decision

That the comments of the Shadow Weymouth Town Council be passed to the Management Committee.

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Management Committee 19 November 2018 Portland Town Council – Transfer of Functions and Assets

Appendix 1-Not for publication by virtue of paragraphs 3 & 5 of Schedule 12A, Part 1 of The Local Government Act 1972, as amended. The public interest in maintaining the exemption outweighs the public interest in disclosing it.

For Decision

Portfolio Holder(s)/ Briefholder

Cllr A Reed – Corporate

Senior Leadership Team Contact:

S Caundle, Assistant Chief Executive

Report Author: J Strange, Head of Financial Services

Statutory Authority

Local Government Act 1972

Purpose of Report

- 1 To provide an update on the requests from Portland Town Council for the transfer of functions and assets that they would like to take over from 1 April 2019 when Weymouth and Portland Borough Council ceases to exist. The requests have been arrived at following the disaggregation of services from the Borough Council to Weymouth Town Council and the devolution agenda.

Recommendations

- 2 That the requests for transfer of Functions and associated assets to Portland Town Council following the disaggregation of Borough Council services is approved.
- 3 That the requests to transfer functions and assets to Portland Town Council regarding devolution is approved, subject to the completion of physical site inspections of assets.
- 4 That Management Committee consider the funding request of £250,000 from Portland Town Council.

Background

- 5 There are significant changes to Local Government taking place in Dorset with the creation of a new unitary council from April 2019. The creation of the new Dorset Council will mean that Weymouth & Portland Borough Council will cease to exist and all of its functions, services and assets being transferred on the 1 April.
- 6 The new Weymouth Town Council will be created on 1 April 2019 and a number of services and assets are proposed to be transferred to them as set out in a report elsewhere on this agenda. As a result there are a number of parts of services delivered in Portland that would transfer to Dorset Council on 1 April following the disaggregation unless Portland Town Council request to take over these services.
- 7 In addition, there are a number of other functions which Portland Town Council are requesting to become responsible for on 1 April 2019 under the devolution agenda

Portland Town Council Requests

- 8 Over recent months, Officers have been working with representatives from Portland Town Council to understand the existing costs of Portland based elements of Borough Council services in order to develop their request for the transfer of functions and assets from the Borough Council.
- 9 As part of these discussions the principles agreed by the Shadow Dorset Executive at its July meeting relating to transfers to Town and Parish Councils have been taken into consideration. These are:
 - All assets required for the delivery of Council services and those capable of generating income are transferred to the new unitary Dorset Council, but the unique circumstances of Weymouth Town Council and Portland Town Council will be considered separately.
 - Any resolution prior to 26 May 2018 by sovereign councils to dispose of an asset but not yet legally completed may continue unless it contradicts these principles.
 - Property held as public open space, community buildings, free car parks and public toilets can be considered for transfer to the appropriate town or parish council.
 - Any transfer of assets will usually be by transfer of the freehold to a public or charitable body or via a long lease (25 years minimum). Transfer will also be dependent on an assessment of the capacity of the receiving authority/organisation to take on the asset.
 - Councils can consider asset transfer to community groups other than parish and town councils where appropriate and subject to the same assessment of the capacity of such groups but such transfers are considered to be lower priority because of timescales and capacity.
 - Any transfer (other than by a lease) of open spaces will contain overage clauses that will retain the land for public use or, if the land is sold the new Dorset Council will receive a proportion of the proceeds from the sale.
 - Where a Council has negotiated the devolution of a service to a town or parish council and asset is transferred to support the delivery of

that service, there will be no financial loss to the new Dorset Council i.e. the transfer is cost neutral.

- No financial agreement will be made with a town or parish council, or other receiving body to support the maintenance and running of a transferred asset after 1 April 2019.
- Any asset transfer that could have a financial impact upon the new Dorset Council will be initially assessed by the interim Section 151 Officer and, if it has a significant financial impact, or potential significant impact, seek approval by the Shadow Executive. De minimis levels of £100,000 are proposed in order to avoid the process becoming unmanageable.

10 Against this background, Portland Town Council have requested the following functions and assets be transferred from 1 April following the disaggregation of Borough Council services to Weymouth Town Council.

- Greenspaces
- Public Conveniences
- Clocks and monuments
- Civic Regalia

11 Each of these areas will be examined in more detail below but they all comply with the Shadow Dorset Council's principles.

Greenspaces

12 All allotments, parks & gardens and play areas & Open Spaces maintained by the Borough Council within Portland is requested to transfer. This would include the Victoria Gardens, Easton Gardens, Grove Road Sports Facility and 6 play areas.

13 The administration and operation of the Cemetery and 1 closed cemetery would also transfer to the Town Council.

Public Conveniences

14 The provision of public conveniences within Portland is requested to transfer to Portland Town Council with the exception of the toilets at Portland Bill. The Town Council feel these should remain with the Unitary Council. This will involve the transfer of 4 sets of public conveniences including Lord Clyde car park toilets which are currently closed.

Clocks and Monuments

15 The management and maintenance of the Clocks & Monuments are requested to become the responsibility of the Town Council involving The Cenotaph, Olympic Rings, Spirit of Portland statue and 2 clocks.

Civic Regalia

16 As Portland Town Council already have their own regalia they are not requesting shares of the Mayoral Chains etc however there are a small number of items that the Town Council would wish to see transferred to Portland. These are:

- The Upham Collection of watercolours
- One of the 2 large Maces
- The Mayors Chair
- The second set of Mayoral Robes (if there is one)

Devolution Agenda

- 17 In addition to the services related to the disaggregation of Borough Council services, there are a number of other functions and assets that Portland Town Council have requested be transferred to them from 1 April 2019 under the devolution agenda.

Car Parks

- 18 There are 6 free car parks on Portland which are requested to transfer. These are:
- Church Ope
 - Easton
 - Fortuneswell
 - Hambro
 - Lord Clyde
 - New Ground
- 19 In addition, Portland Town Council request the Masonic Car Park and Skate Park. Whilst this currently is an income generating car park, the costs associated with operating the car park, including enforcement and cash collection costs as well as rates etc, outweigh the income generated leading to a net cost to the Borough Council.

Other Land and Buildings

- 20 In addition to the assets relating to the functions listed above there is a list of other land and buildings which are requested to transfer to the Town Council. The assets are generally not income generating or have only peppercorn rents. This list, along with the functional assets above, is contained in the confidential Appendix 1.

Basis of Asset Transfer

- 21 The transfer of freehold assets to Portland Town Council will be made under the provisions of the Local Government Act 1972. S123 of the Act requires the Council to achieve 'Best Consideration' when disposing of assets or if transferring at 'less than best' must show that the disposal is likely to improve the economic, social or environmental well-being of persons resident or present in its area. If the total value of assets is in excess of £2m then Secretary of State approval will be required. Valuations of the assets contained in Appendix 1 will need to be made in order to determine if this approval is required.
- 22 The way an asset might be transferred, as indicated below can affect current value, and future control or flexibility. Consideration therefore needs to be taken on the basis of which any transfer takes place, and the extent of asset numbers and values potentially as part of the overall and final decision making process.
- 23 Asset transfers could be made on a freehold unencumbered basis, and this is the preferred method of transfer from PTC. The challenge with this is that while an asset such as green space might be transferred on that basis there would not then be any ability for the conveying council to require it to remain in that use. Redevelopment could then potentially take place, or

some other use than made of land that was transferred. This creates a challenge since any potential hope value for alternative use would need to be factored into the value assessment. That assumes further that the transferring council accepts that such alternative use was not an issue for it for the future.

- 24 Assets transferred on a long leasehold can be controlled with regards to the use to which these are put. Further potential value increases released by redevelopment or other changes can likewise be managed. These controls reduce the value of what might be transferred and thus might assist in facilitating any transfers potentially were they to be on that basis.
- 25 However such asset transfers do not give freedom of use to the PTC that they might wish. Further they do not give the potential for deriving income or capital to manage expenditure costs they incur on managing other non-income producing assets.

Bid for Funding

- 26 In addition to the functions and assets requested by Portland Town Council as detailed above, they have also made a request for funding of £250,000 as set out in Appendix 2. Management Committee are asked to review this request and indicate if they would be minded to support the request. This will need to be referred to the Shadow Executive as it is in excess of both the principles outlined above and the Spending Protocol.

Next Steps

- 27 This report and Management Committee's decisions will be considered by the Shadow Executive to confirm their support for the general direction. The final decision will be made by Full Council in January 2019. The requests for the transfer of functions and assets set out in this report are in accordance with the Shadow Executive's principles for the transfer of assets to Town Councils

Implications

Corporate Plan

- 28 None directly from this report

Financial

- 29 As set out in the report. Any funding approved would need to be funded from reserves.

Equalities

- 30 None directly from this report

Environmental

- 31 None directly from this report

Economic Development

- 32 None directly from this report

Risk Management (including Health & Safety)

33 The project Risk Register is regularly reviewed and updated.

Human Resources

34 None directly from this report although if requests are supported a number of staff will be transferred to the Town Council under the Transfer of Undertakings Protection of Employment (TUPE) regulations

Consultation and Engagement

35 There are a number of member and staff briefings on the proposals. Trade Unions have also been consulted. Their comments are below:

Unison is concerned that any delay in identifying staff who might be transferred will have a detrimental effect on staff wellbeing. Also Unison currently have no agreed approach with management over TUPE arrangements, which again has the potential to impact on management's duty of care to affected staff. Consequently Unison consider that early identification of individuals and agreement over the detailed process of transfer will be critical.

In general Unison expect that affected staff will transfer to the new Council on their existing Terms & Conditions (as already agreed with the unions under an existing collective agreement) with no measures. If there was any thought of the need for measures to make changes, these would need to be identified very soon because we would need to consult with affected staff before any new negotiated agreement, if possible, could be finalised.

Appendices

36 Appendix 1 – Confidential list of assets

37 Appendix 2 – Portland Town Council request for funding

Background Papers

38 Request from Portland Town Council

Footnote

39 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: Julie Strange

Telephone: 01305 838252

Email: jstrange@dorset.gov.uk

Date: 5/11/18

Appendix 2

Portland Town Council , seeking funding for LGR

PTC acknowledges that WPBC has provided the 'Town services' for Portland as well as for Weymouth. For Portland, that has meant the maintenance of very local services such as Easton and Victoria Gardens, public toilets, children's play areas, cemetery, car parks, allotments as well as maintaining a number of monuments etc .

We recognise that Portland is the smaller community and therefore contributes a smaller share of the council tax income of 16.8% and so it was reasonable for WPBC to have agreed in 2017 that any share of assets of the Borough should be based on parity and fair distribution. We accepted the logic of the thinking that built assets are fixed and therefore be part of the transfer of the asset to the respective Town Council.

Looking at the list of WPBC assets within Portland, two things stand out. One, the assets are mostly the land etc. that was owned by the former PUDC and Two, there has been very little update of infrastructure such as public toilets. The one significant building that was formerly owned on the Island, the former Council Office, was sold 18 months ago for about **300k**.

Having said that we accept that the lion's share of assets should be transferred to Weymouth Town Council , the list of properties and land is quite vast compared to the small pockets of land on Portland. The Portland exception being the Verne and High Angle Batteries which are extensive but as one WPBC officer said are a large liability rather than an asset, and no commercial value and high risk as well as costly to maintain .

So looking in to recent decisions of inward investment, WPBC has correctly invested in Commercial Road office **900k**, public toilets **400k**, sculpture trail **180k** ,Pavilion **240k** , all of these are in Weymouth. There has been ZERO investment in refurbishing or new provision on Portland in the same period in public facilities. And remember the figures above include 16.8% from Portland council payers

Portland Town Council did accept the **50k** from WPBC to release the former Council Office to be sold. PTC could have taken legal action to fight the case of sitting tenant, but that would have been costly to both councils and possibly very protracted. PTC has now got its act together and is hoping to step-up and be a better provider of very local services as well as be an enabler for other service and voluntary sector providers.

The recent PTC community bid for the Brackenbury School site was approved by Dorset County Council even though the bid was significantly lower than the site valuation. DCC were convinced that PTC will provide the opportunity of local services, such as Nursery, Youth, and support to organisations that help the Elderly. So DCC agreed the sale for **100k**, for which PTC had to apply for a Public Works Loan for **200k** to cover the purchase and new boiler and modifications to the building. We were then were successful in being awarded **72k** from South Dorset LEADER funding which will assist greatly with the updating of facilities. The building now known as **Portland Community Venue** will be open very soon and officially be opened in the New Year. The Venue will not only be a place for local services to be provided such as DCC funded Allsorts Nursey , or the Youth Drop-in service which is publicly funded but also advisory services will have a place to run services from . In addition PTC will have a proper office with the added capacity to manage very local services.

Appendix 2

PTC are confident and unanimous it was the right thing to do and thank DCC for the confidence that they gave when they agreed the sale of the property. We add, it also makes economic sense for PTC to purchase the property is a cheaper option than the current renting of inadequate office space.

So the 'ask' is , given the extensive financial investment to public facilities in Weymouth , that mostly will be transferred to Weymouth Town Council , that WPBC agree a grant to Portland Town Council of **250k** ,which is conditional that the grant is put forward to the list below.

The Grant , depending on the amount WPBC offer , could be put towards –

- An early repayment of the Public Works Loan or part thereof
- Update the kitchen at the Venue to enable Island Community Action to provide Lunch Club for the elderly .
- Re-open a public toilet and maintain it , at Victoria Gardens , which would gain a 'Green Flag' status for the Garden and enable the 'Friends of the Garden' to put on more community events.
- Refresh and upgrade the Skate Board park , which needs a bit of TLC to what is a popular youth facility.
- Multi Use Games Area , which PTC has just taken over from DCC will require new fencing and goal posts , if we have some funding for this we are confident we can get match funding from Sports England etc

We do feel that the 'ask' is small compared to the recent investment agreed for facilities in Weymouth but as we said we were looking for parity and fairness , so we have put forward this request on that basis. We do recognise that WPBC would have to make a case for the 250k or an alternative amount that you might be mindful to support, to be approved by Shadow Dorset Executive. Being the smaller partner in any situation is clearly a weak position , and we can only trust that the rationale you conclude is one of fairness as Full Council has already agreed should be the case.

We are ambitious for our local community and believe the future can only be improved by taking on responsibilities locally, working with all service providers and voluntary sector. We have shown by the time and effort to not just make the 'Venue' happen but keep it within budget and not to increase the Precept to finance what is the largest financial undertaking that PTC has ever achieved.

As an organisation we have gained a lot of experience and capacity building in this last year. The one thing I feel proud of is the way all 14 Councillors have worked together through this turbulent time and the fact that on all the main issues, Precept, Venue and LGR we have been unanimous in our conclusions. We are delighted to say we have recently recruited a top class administrator to be our new Town Clerk, and her commercial and business qualities will add a new level as we grow.

We feel confident we can provide very local services as well as working with Dorset Council and other services providers for the people of Portland.

Cllr Ray Nowak , Chair of PTC

For and on behalf of Portland Town Council

Management Committee

19th November 2018

**Business Review 2018/19 – For period ending
30th September 2018**

For Decision

Briefholder

Cllr Jeff Cant – Finance & Assets

Senior Leadership Team Contact:

J Vaughan, Strategic Director

Report Author:

Christian Evans – Financial Performance Manager

Statutory Authority

Members have a responsibility under the Local Government Act to regularly review the Council's financial position and this report fulfils this requirement.

1. Purpose of Report

- 1.1 To set out the Council's performance across all services. This is broken down into financial performance, key performance indicators, risks and service plan updates on a service by service basis.

2. Officer Recommendations

That members:-

- 2.1
- a) Note the predicted outturn for the 2018/19 revenue and capital budgets.
 - b) Note the KPI's for each service for the period and any actions being taken.
 - c) Note the Service Plan updates provided by Heads of Service / Corporate Managers.
 - d) Note the high risks for each service area and any actions being taken.

3. Reason for Decision

- 3.1 The report is the key accountability tool for the performance of all the Council services. The report contains the strategic position of the Council's finances combined with performance statistics and service risks.

4. Background and Reason Decision Needed

- 4.1 This report is considered by this Committee as they have the delegated responsibility in the Constitution from Full Council to monitor the budget. The Joint Advisory Scrutiny Committee also considers the report and will identify any areas that they wish to scrutinise in more detail.
- 4.2 The budgets shown in Appendix 1 are 'controllable costs'. This is expenditure / income where the Head of Service / Corporate Manager has influence. Capital charges (depreciation) and service recharges are not shown. The budget holder has then made an assessment of the likely outturn for the financial year, which has been compared to the budget to identify any potential outturn variances. If there is a projected variance, then the budget holder has to provide a comment explaining the reason and outline what corrective action is being taken.
- 4.3 Key Performance Indicators are measures of service performance that are monitored. They have been developed by each Head of Service / Corporate Manager in conjunction with relevant Briefholders / Portfolio holders and are standard across all three councils.
- 4.4 Each service maintains a service risk register and the summary of the number of risks in each category is included within the report. Where a risk is scored as high or very high, the full details of the risk and mitigating actions are detailed.

5. Report

- 5.1 The predicted year end outturn position on the revenue budget monitoring report is estimated to show a £90,108 favourable variance. This is a total variance of 1% against the 2018/19 budget requirement of £8,421,036.
- 5.2 The revenue predictions above do not include variances for the Harbour activities. The monitoring of the Harbour budget and any corrective action is the responsibility of the Harbour Board. The current predicted year-end position for the Harbour budget is £59,510 adverse.
- 5.3 Heads of Service and Corporate Managers produce a Service Plan every year for each of the 12 services. In Appendix 2 Managers have provided an update of achievements so far this year, as well as actions still to be completed.
- 5.4 Key Revenue / Performance issues to date
- Assets and Infrastructure have seen additional income from car parking due to the good weather over the summer.
 - Revenues & Benefits are predicting a large adverse variance. There is significant pressure on housing benefit expenditure for homeless accommodation costs which exceed the cap, therefore attracts nil subsidy. If the trend continues the year end adverse variance is likely to reach approximately £240,000.
 - The number of days to process Housing Register applications is significantly above the target

- Planning performance of percentage of 'non major' planning applications determined within 8 weeks or agreed extension time has fallen below the target. Performance generally in Development Control is likely to dip due to the introduction of a new IT system.
- Weymouth & Portland is marginally under the 5 year target for supply of housing. It currently shows 4.9 years. Where there is no five-year housing land supply, relevant local plan policies for the supply of housing should not be considered up to date, so cannot be given as much weight in decisions.
- Affordable Housing – At this stage, the predicted year end target is very likely to be exceeded which is positive news.
- Dorset Waste Partnership is not meeting performance targets in a number of areas.

Capital

- 5.5 The predicted overall scheme variance showing on the Capital Budget Monitoring appendix 3 is £35,000 adverse, against a total scheme budget of £5,432,868.

Key Capital issues

- A number of new schemes have been added to the Capital programme this quarter. The Council has been successful in attracting 100% grant funding from the Environment Agency for :
 - Weymouth beach management study
 - Weymouth beach analysis & wave overtopping study
 - Weymouth harbour tidal defence scheme
 - Harbour walls condition survey 2018/19

6. Corporate Plan

- 6.1 The service performance and targets reflects the current Corporate Plan.

7. Financial Implications

- 7.1 These are predictions based at the information available at 30th September 2018. Any variance at the end of the financial year will impact upon the level of General Reserves.

8. Risk Management (including Health & Safety)

- 8.1 High and very high risks are reported in detail in Appendix 2. Service risk registers can be found in the Councils performance system (QPR).
- 8.2 There is a risk the Council will overspend its budget for the year.

9. Appendices

- 9.1 Appendix 1 – Graph showing the predicted outturn position of the 12 services
- Appendix 2 – Overall service reviews of the performance, Service Plan update & risk
- Appendix 3 – Capital budget monitoring position
- Appendix 4 – Treasury management update

10. Background Papers

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

11. Footnote

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

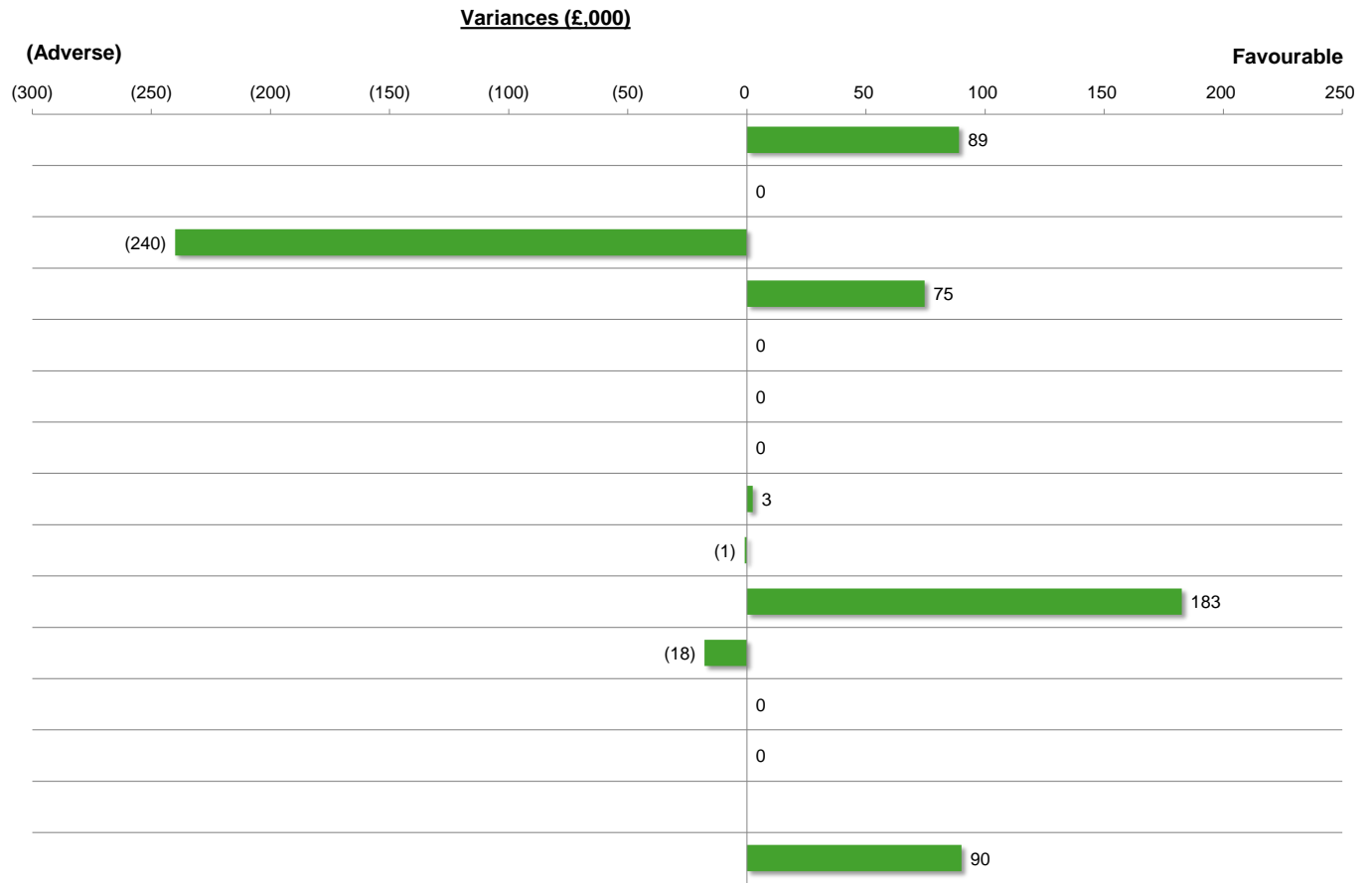
Report Author: Christian Evans – Financial Performance Manager

Telephone: 01305 838312

Email: cevans@dorset.gov.uk

WPBC Budget Monitoring - Quarter 2 2018/19

Appendix 1



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Business Review

Weymouth & Portland Borough Council

Period: **Quarter 2 (1st July to 30th September 2018)**

Service	Prediction (£)	Head of Service/ Corporate Manager
Financial Services	89,039 (F)	Julie Strange
Corporate Finance	0	Julie Strange
Revenues & Benefits	240,000 (A)	Stuart Dawson
Business Improvement	74,670 (F)	Penny Mell
Community Protection	0	Graham Duggan
Housing	0	Clive Milone
Planning Development Management & Building Control	0	Jean Marshall
Community & Policy Development	2,500 (F)	Hilary Jordan
Economy, Leisure & Tourism	900 (A)	Nick Thornley
Assets & Infrastructure	182,599 (F)	Sarah Cairns
Democratic Services & Elections	17,800 (A)	Jacqui Andrews
Human Resources & Organisational Development	0	Bobbie Bragg
Legal Services	0	Robert Firth

Overall predicted variance	£90,108 (F)
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(F) = Favourable variance prediction
(A) = Adverse variance prediction

Financial Services

Head of Service – Julie Strange

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

Lead Brief Holders – **Cllr Jeff Cant** (Finance & Assets), **Cllr Alison Reed** (Corporate Affairs & Continuous Improvement)

Revenue summary – Financial Services

Subjective analysis	Full Year Current Budget 2018/19 (£)	Comments / actions
Employees	429,456	Savings achieved on new insurance premiums and not continuing order for system development pre Dorset Council.
Transport	2,475	
Supplies & Services	194,086	
Income	(3,075)	
Net expenditure	622,942	
Q2 Predicted variance	89,039 (F)	
Q1 Predicted variance	0	

Revenue summary – Corporate Finance

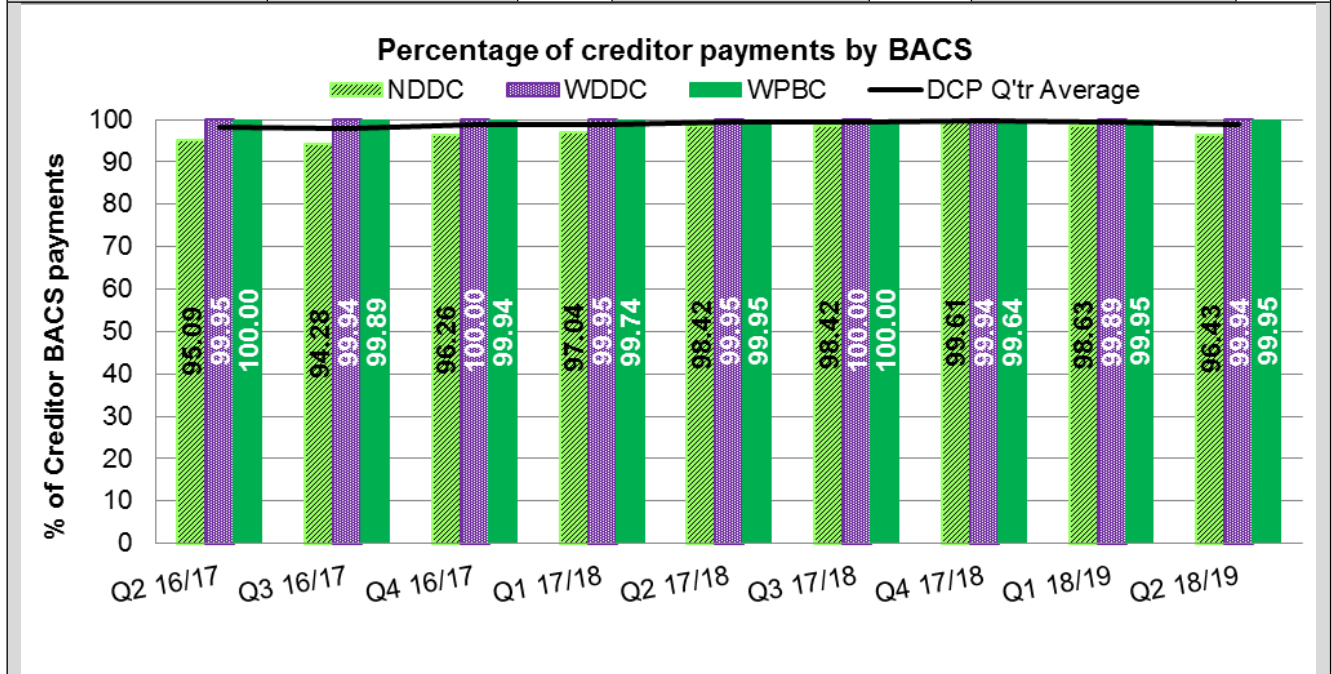
Subjective analysis	Full Year Current Budget 2018/19 (£)	Comments / action
Employees	1,138,254	No budget variance currently anticipated.
Premises	(268,730)	
Transport	(37,197)	
Supplies & Services	(804,491)	
Interest	(728,320)	
Income	(9,400)	
Grants	(8,987,465)	
Net expenditure	(9,697,349)	
Q2 Predicted variance	0	
Q1 Predicted variance	0	

Key performance data

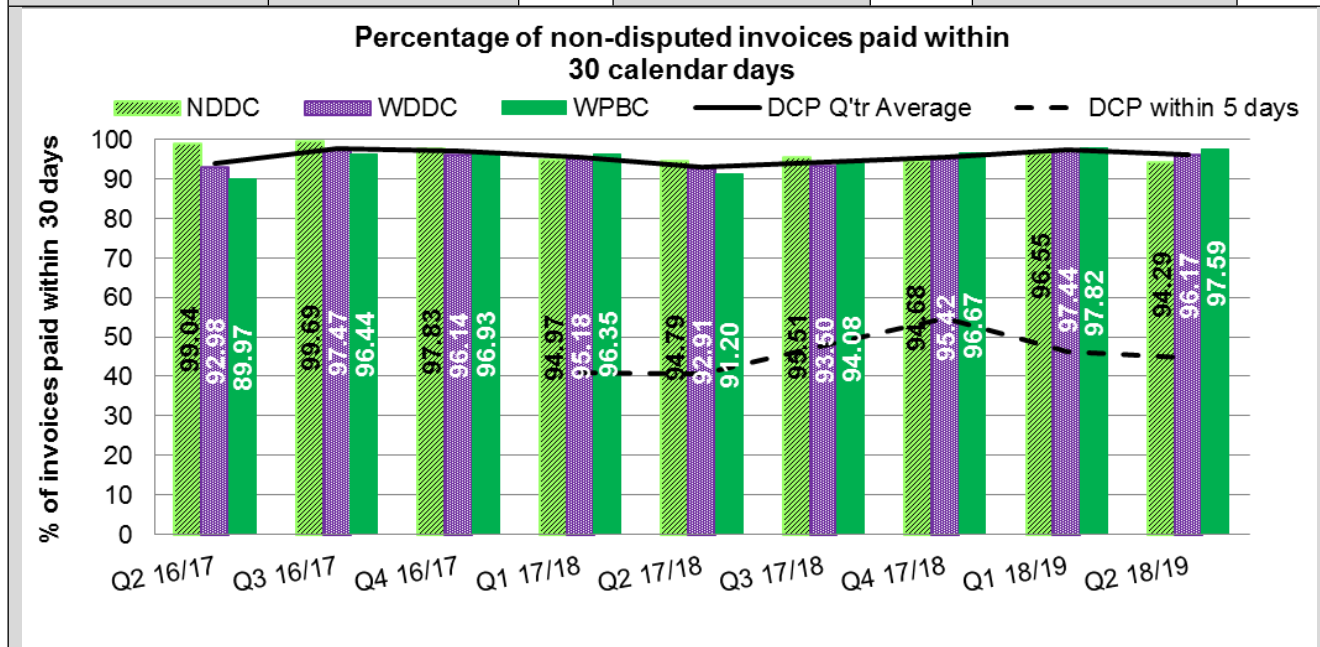
Exception Report from Head of Service

The number of non-disputed invoices paid within 5 days during quarter 2 was: NDDC 24%, WDDC 53%, WPBC 56%. We are continuing to improve performance in this area.

Percentage of creditor payments by BACS				Aim	↑
Corporate Plan Priority: Developing Successful Partnerships					
Authority	North Dorset		West Dorset		Weymouth & Portland
Q2 2018/19 Actual	96%	✔	100%	✔	100%
Q2 2018/19 Target	95%		95%		95%
FY 2018/19 Target	95%		95%		95%
FY 2017/18 Actual	98.25%		99.96%		99.83%



Percentage of non-disputed invoices paid within 30 calendar days (creditor payments)				Aim	↑
Corporate Plan Priority: Building a Stronger Local Economy					
Authority	North Dorset		West Dorset		Weymouth & Portland
Q2 2018/19 Actual	94%		96%		98%
Q2 2018/19 Target	95%	⚠	95%	✓	95%
FY 2018/19 Target	95%		95%		95%
FY 2017/18 Actual	94.97%		94.21%		94.57%



Overall General Fund predicted variances per Quarter (Favourable/Adverse)			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q2 2018/19 Actual	£18,234 (F)	£329,474 (F)	£90,108 (F)

Service Plan Update

A Stronger Local Economy

The focussed work to improve the payment of invoices within 30 days has delivered improvements to the performance.

Actions outside of Corporate Plan

Closedown has been completed and accounts have been approved with no issues. All closedown deadlines were met even though they were brought forward this year.

Key risk areas

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

Very High Risks	0
High Risks	0
Medium Risks	2
Low Risks	6

Revenues & Benefits

Head of Service – **Stuart Dawson** (WDDC & WPBC),
Paul Hudson (NDDC / SVPP)

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

Lead Brief Holder – **Cllr Jeff Cant** (Finance & Assets)

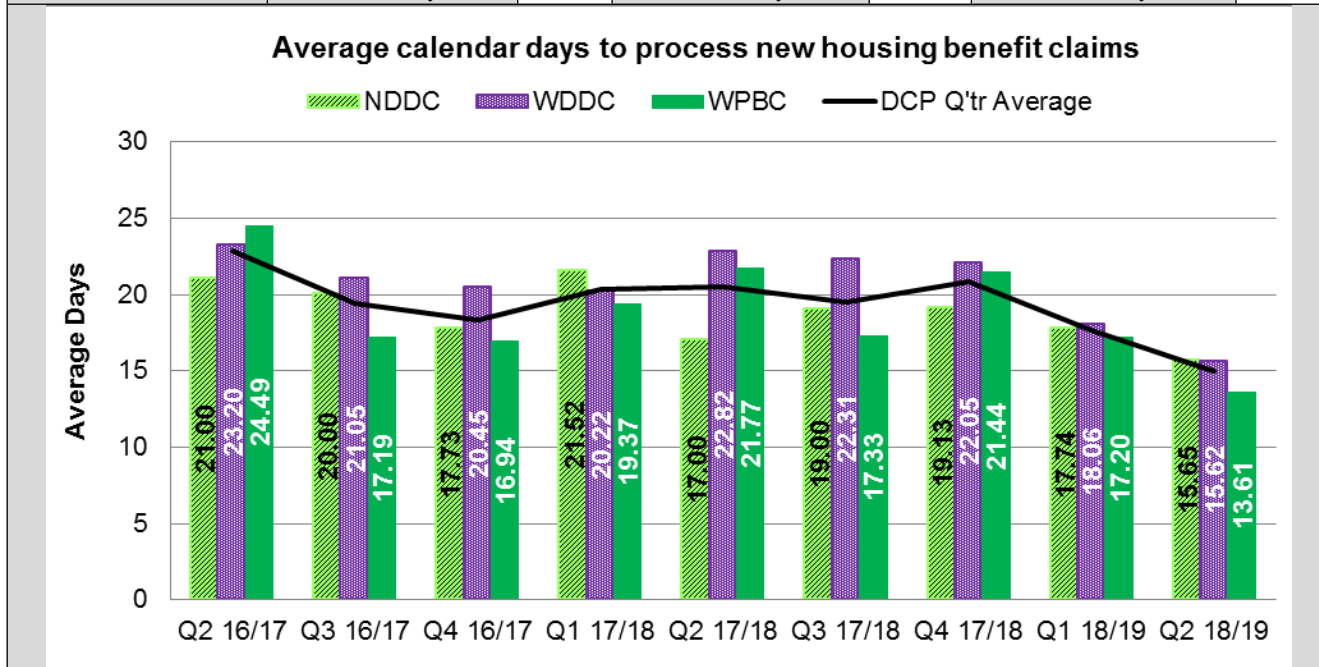
Revenue summary

Subjective analysis	Full Year Current Budget 2018/19 (£)	Comments / actions
Employees	937,565	There is significant pressure on housing benefit expenditure for homeless accommodation costs which exceed the national cap, therefore attracts nil subsidy. If the trend continues, the year end adverse variance is likely to reach approximately £240,000.
Transport	9,020	
Supplies & Services	339,923	
Payments to clients	30,620,000	
Income	(31,799,881)	
Net expenditure	106,627	
Q2 Predicted variance	240,000 (A)	
Q1 Predicted variance	25,000(A)	

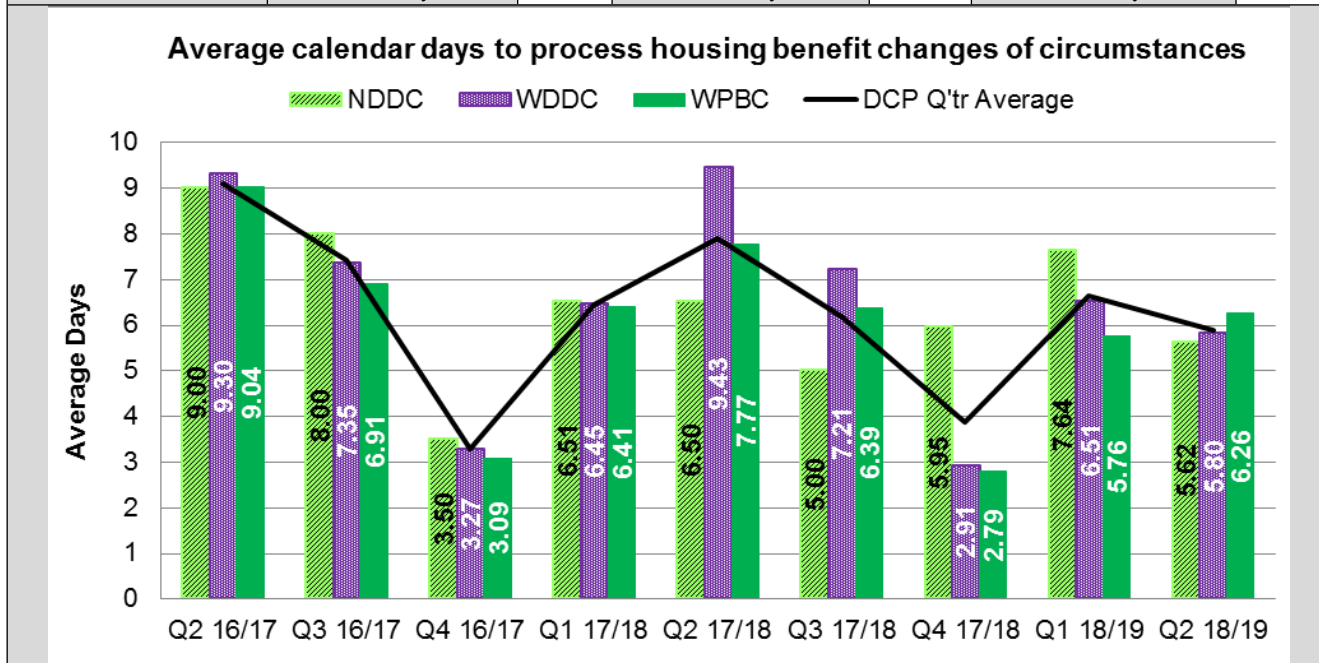
Key performance data

Exception Report from Head of Service
<p>North Dorset (SVPP) Quarter 2 processing is within target for new claims and changes in circumstances for housing benefit recipients. In year collection of council tax is expected to reach target by year end as more customers move to 12 monthly payments. Benefit Changes notified by government in SVPP are automated where possible. Face to face and telephony contact has reduced as a result of Universal Credit for new claimants and “channel shift” in all service areas.</p>
<p>WDDC and WPBC</p> <p>The volume of new benefit claims in Q4 was affected by the wider roll-out of Universal Credit in December 2017. This led to an increase and complexity of workload during Q4. The service was having to provide resources supporting customers who are now claiming UC and also dealing with the many complex issues resulting from the transition.</p> <p>Q2 Benefits and Council Tax performance is in line with targets.</p> <p>More and more council taxpayers and businesses are now spreading payment of their business rates over 12 months. This has impacted on our collection in Q2 for WPBC.</p>

Average calendar days to process new housing benefit claims					Aim	↓
Corporate Plan Priority: Developing Successful Partnerships						
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q2 2018/19 Actual	16 days	✔	16 days	✔	14 days	
Q2 2018/19 Target	19 days		19 days		19 days	
FY 2018/19 Target	19 days		19 days		19 days	
FY 2017/18 Actual	18.90 days		21.84 days		19.73 days	

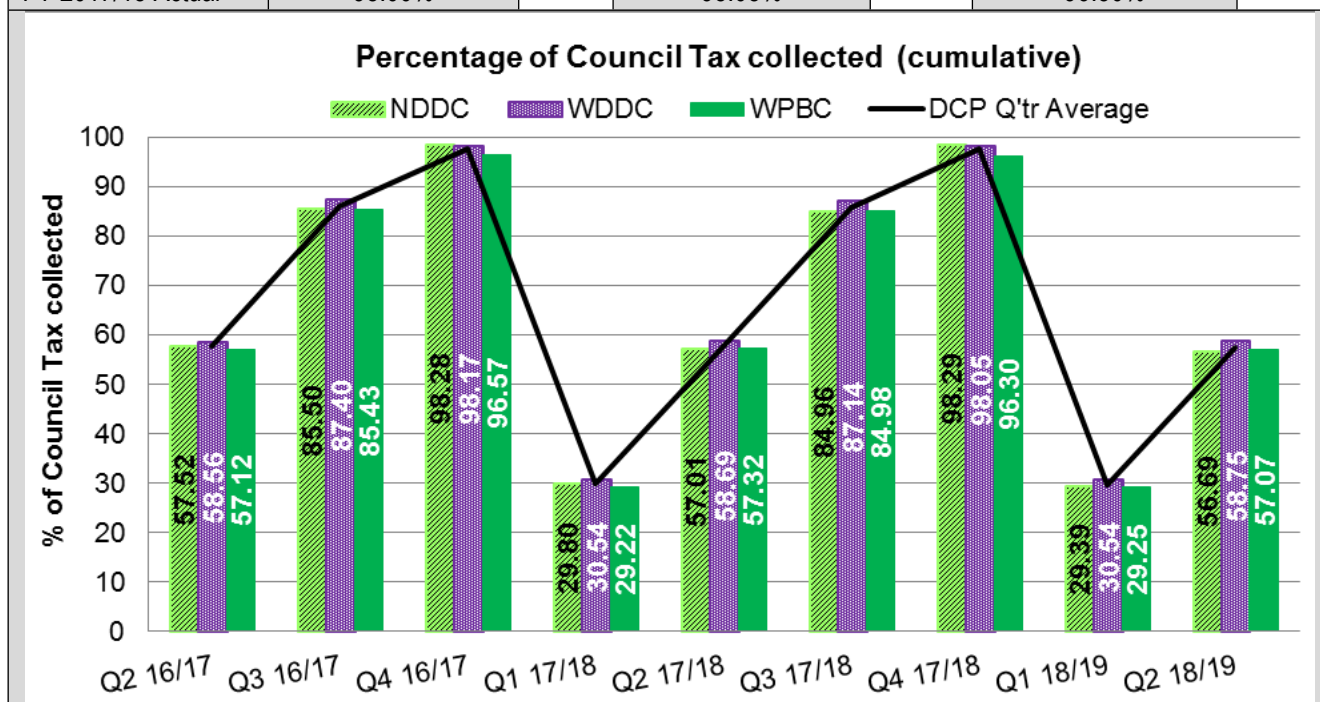


Average calendar days to process housing benefit changes of circumstances					Aim	↓
Corporate Plan Priority: Developing Successful Partnerships						
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q2 2018/19 Actual	6 days	✔	6 days	✔	6 days	
Q2 2018/19 Target	10 days		7 days		7 days	
FY 2018/19 Target	10 days		7 days		7 days	
FY 2017/18 Actual	5.65 days		4.53 days		5.30 days	

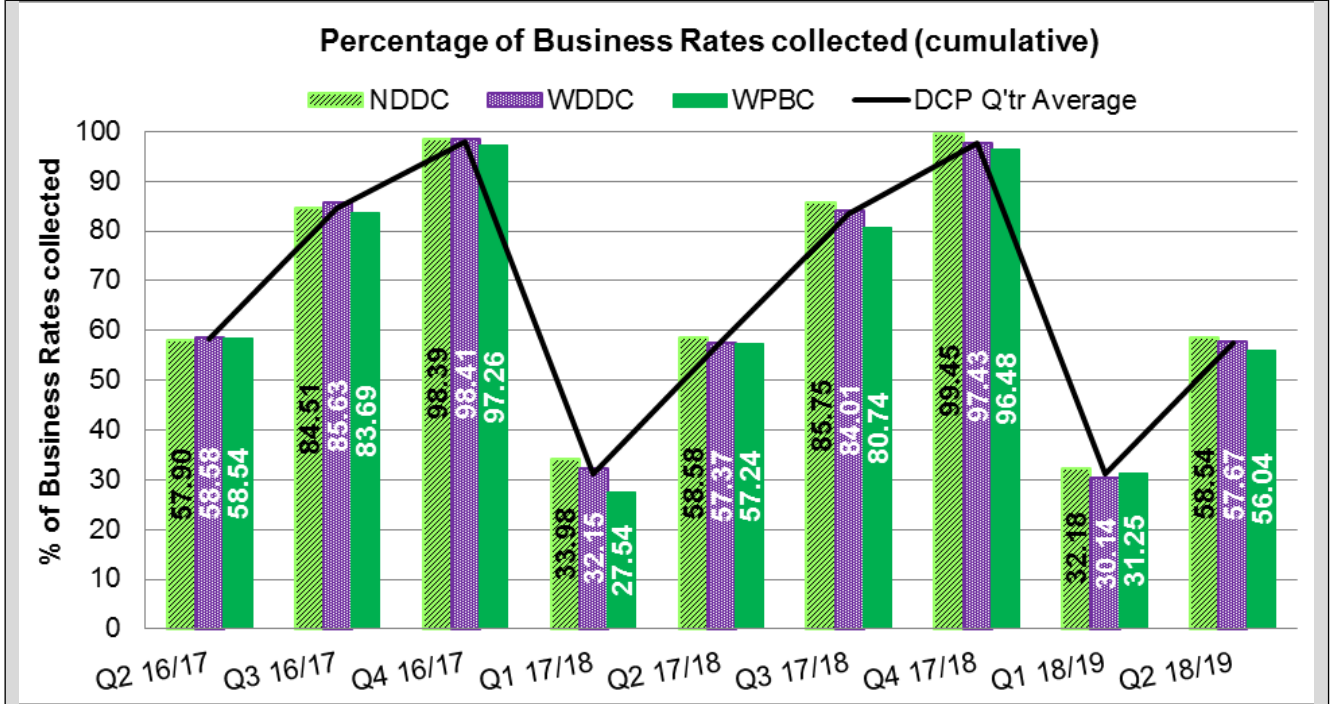


Number of Housing Benefit New Claims and Changes			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q2 2018/19 Actual	3,501	2,265	4,655
Q1 2018/19 Actual	4,030	3,024	3,368
Q4 2017/18 Actual	5,565	10,486	7,114
Q3 2017/18 Actual	3,568	2,743	3,086
Q2 2017/18 Actual	4,162	3,202	3,431
Q1 2017/18 Actual	5,095	4,136	5,605
Q4 2016/17 Actual	6,478	8,551	8,945
Q3 2016/17 Actual	3,606	2,834	3,396
Q2 2016/17 Actual	4,508	4,047	4,714

Percentage of Council Tax collected (cumulative)						Aim	↑
Corporate Plan Priority: Developing Successful Partnerships							
Authority	North Dorset		West Dorset		Weymouth & Portland		
Q2 2018/19 Actual	57%		59%		57%		
Q2 2018/19 Target	57%	✓	59%	✓	59%		⚠
FY 2018/19 Target	98%		98%		96%		
FY 2017/18 Actual	98.00%		98.05%		96.30%		



Percentage of Business Rates collected (cumulative)				Aim	↑
Corporate Plan Priority: Developing Successful Partnerships					
Authority	North Dorset		West Dorset		Weymouth & Portland
Q2 2018/19 Actual	59%	✔	58%	✔	56%
Q2 2018/19 Target	59%		57%		57%
FY 2018/19 Target	99%		97%		96%
FY 2017/18 Actual	99.00%		97.43%		96.48%



Service Plan Update

A Stronger Local Economy

- Provided additional support, through the award of discretionary rate relief, to those businesses who were faced with large rates increases caused by the national rates revaluation in 2017.
- Ongoing review of information leaflets. Updated leaflets are edited to PEC standards (excludes NDDC as dealt with by SVPP).
- Supporting customers who are affected by the introduction of Universal Credit (funded Advisor posts with CAB designed to assist customers through the claim process).
- Continue to improve e-access to services (e.g. e-billing take up, txt messaging, etc.)

Improving Quality of Life

- Ongoing review of information leaflets. Updated leaflets are edited to PEC standards (excludes NDDC as dealt with by SVPP).
- Supporting customers who are affected by the introduction of Universal Credit (funded Advisor posts with CAB designed to assist customers through the claim process).
- Continue to improve e-access to services (e.g. e-billing take up, txt messaging, etc).

Actions outside of Corporate Plan

- Service was successful in achieving the Investors in People Silver level award in March 2018
- Action to achieve efficiency savings is ongoing.

Key risk areas

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

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

Business Improvement

Head of Service – Penny Mell

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

Lead Brief Holders – **Cllr Alison Reed** (Corporate Affairs and Continuous Improvement), **Cllr Jon Orrell** (Social Inclusion)

Revenue summary

Subjective analysis	Full Year Current Budget 2018/19 (£)	Comments / actions
Employees	813,253	Customer Access: favourable variance attributable to vacancies which are now filled. Communications: favourable variance due to secondment to Shaping Dorset Council Programme Team. IT: Underspend due to vacancies and continued work to reduce overall costs. As anticipated, project spend is reducing as resources are now used to support Shaping Dorset Council Programme activities.
Premises	31,845	
Transport	3,563	
Supplies & Services	665,576	
Income	(5,400)	
Net expenditure	1,508,837	
Q2 Predicted variance	74,670(F)	
Q1 Predicted variance	20,000(F)	

Key performance data

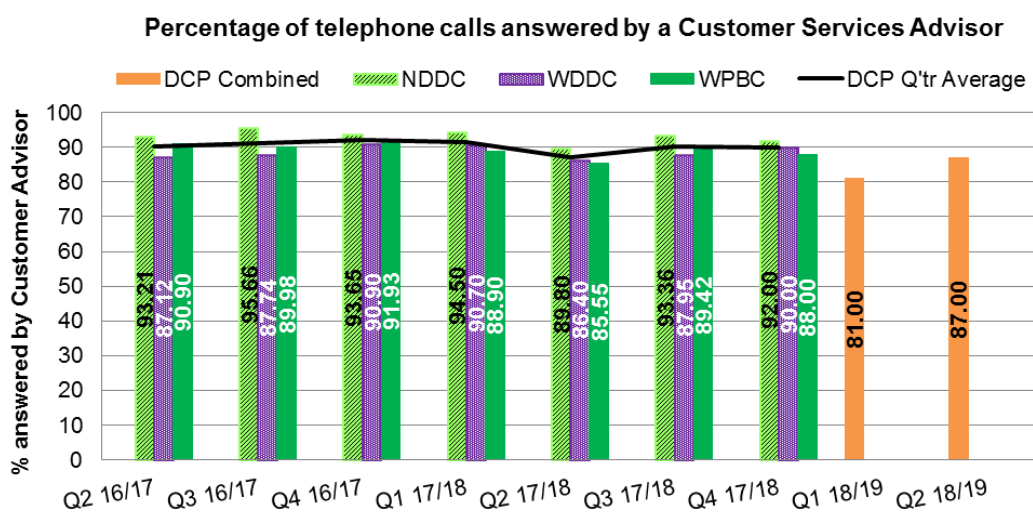
Exception Report from Head of Service

Over this quarter, the Customer Access Team has completed all of its recruitment activities and is now fully recruited. Despite having another busy quarter (overall calls increased due to elections activity - around 30% of calls received in August were elections related compared with 3% in April), this has enabled the team to positively impact performance with a decrease in call waiting times and increase in number of calls answered.

Despite having seen some improvements, the handling of complaints within the corporate timeframes remains a challenge. Where resources allow, support is provided to service teams and changes are being made to improve the workflow of complaints internally.

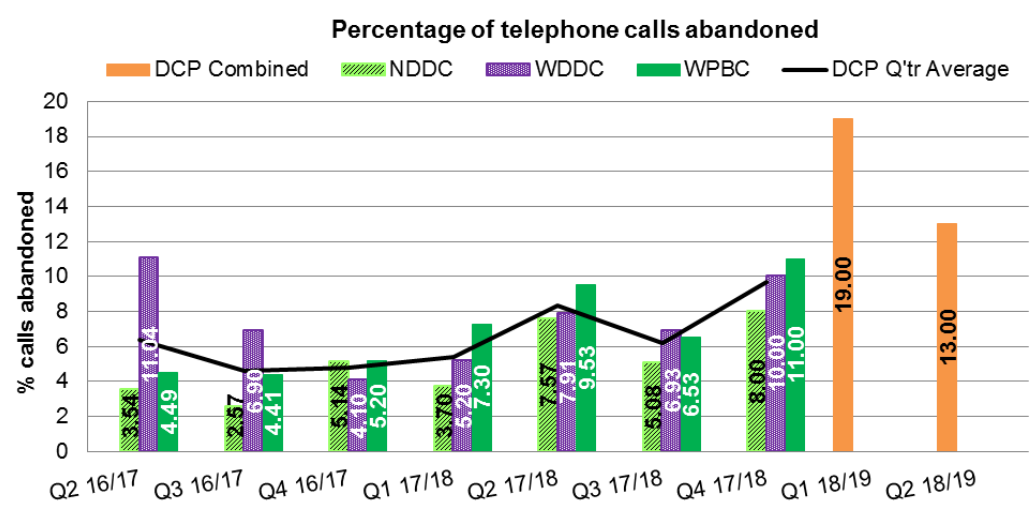
Number of phone calls received by Customer Services	
	Dorset Councils Partnership (DCP)
Q2 2018/19 Actual	26,957
Q1 2018/19 Actual	24,136
Q4 2017/18 Actual	23,062
Q3 2017/18 Actual	22,708
Q2 2017/18 Actual	25,501
Q1 2017/18 Actual	25,351
Q4 2016/17 Actual	20,995
Q3 2016/17 Actual	19,464
Q2 2016/17 Actual	24,797

Percentage of telephone calls answered by a Customer Services Advisor			Aim	↑
Corporate Plan Priority: Developing Successful Partnerships				
Authority	DCP Combined			
Q2 2018/19 Actual	87%			
Q2 2018/19 Target	90%			
FY 2018/19 Target	90%			
FY 2017/18 Actual	DCP N/A (see 'FY 2017/18 Actual' split by council below)			
	North Dorset	West Dorset	Weymouth & Portland	
FY 2017/18 Actual	94%	93%	91%	



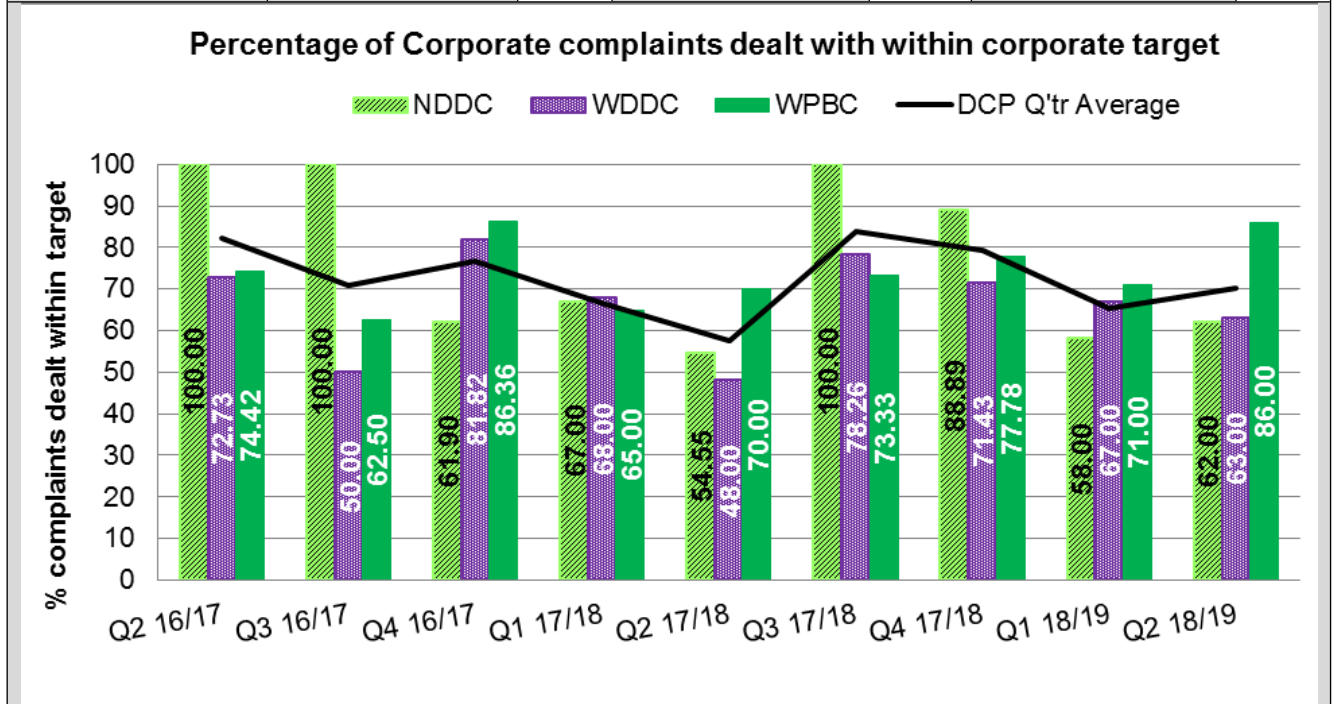
The average speed that a call was answered in the quarter was 1 minute 19 seconds.

Percentage of telephone calls abandoned			Aim	↓
Corporate Plan Priority: Developing Successful Partnerships				
Authority	DCP Combined			
Q2 2018/19 Actual	13%			
Q2 2018/19 Target	10%			
FY 2018/19 Target	10%			
FY 2017/18 Actual	DCP N/A (see 'FY 2017/18 Actual' split by council below)			
	North Dorset	West Dorset	Weymouth & Portland	
FY 2017/18 Actual	6%	7%	9%	



The average abandoned time in the quarter was 3 minutes 10 seconds.

Percentage of corporate complaints dealt with within corporate target (Stage One: 10 working days, Stage Two: 15 working days)				Aim	↑
Corporate Plan Priority: Empowering Thriving and Inclusive Communities					
Authority	North Dorset		West Dorset		Weymouth & Portland
Q2 2018/19 Actual	62%		63%		86%
Q2 2018/19 Target	80%	✘	80%	✘	80%
FY 2018/19 Target	80%		80%		80%
FY 2017/18 Actual	79%		76%		75%



Quarter 2 complaints base data:

North Dorset

30 items of feedback were received in Q2

- 8 were giving an opinion or feedback
- 2 were making a suggestion or improvement
- 7 were complimenting the Council or a Council employee
- 13 were making complaints. 8 of these were dealt with within the corporate time frame.
- Of the 13 complaints, 3 progressed to stage 2 and included a further investigation.

West Dorset

55 items of feedback were received in Q2

- 2 were giving an opinion or feedback
- 3 were making a suggestion on or improvement
- 26 were complimenting the Council or a Council employee
- 24 were making a complaint. 8 were dealt with within the corporate time frame.
- Of the 24 complaints 6 progressed to stage 2, 3 of which included extended investigation.

Weymouth & Portland

35 items of feedback were received in Q2

- 4 was giving an opinion or feedback
- 4 were making a suggestion or improvement
- 13 were complimenting the Council or a Council employee
- 14 were making a complaint. 12 were dealt with within the corporate time frame
- Of the 14 complaints none progressed to stage 2.

Service Plan Update

Developing Successful Partnerships

Business Improvement has continued to deliver a number of key priorities this quarter.

Business Transformation. The Business Transformation team are continuing to deliver upon priority programmes and projects in support of services across the partnership; concluding activities for each of the Councils and those which will be of importance and benefit to Dorset Council. This work includes the delivery of the Digital Strategy actions over the next 12 months, informed through the Digital Ideas Campaign. This has recently seen the launch of the Digital Academy, a digital learning programme taking place during the next few months. The team have also arranged for a further Google Digital Garage session to take place in October.

The team are also continuing to focus on support to the setting up of Weymouth Town Council and the Shaping Dorset Council programmes including HR&OD activities.

Communications. The Communications Team continues to support a range of communications activities including working closely with the Shaping Dorset Council team. The team are also providing communications support to a range of external activities including Local Plan reviews; Weymouth Peninsular and Dorchester Town Centre project areas.

Dorset For You. The new Dorsetforyou website went live on 29 June and since then the Digital Team has been focused on making improvements to the website and acting on feedback. The team is now planning out the second phase of the project, the work required to make the necessary website changes for Dorset Council and liaising with Christchurch.gov.uk project team to ensure a smooth transition in mid-February. The team will be undertaking discovery work with services during October and November in order to plan the tasks needed December-March. Upcoming challenges will include minimising the impact of the domain name changes on existing digital services and on ensuring that third party applications are also updated in a timely fashion to reflect the changes to the core website in April.

Customer Access. After a significant period of staff turnover, the Team is now fully resourced. The team have had another busy period including supporting Electoral canvass activities. As well as day to day operations, the team have also continued to strive to find time to progress their improvement activities. The team have been working with Housing to identify and implement improvements where possible to improve the service for customers. This includes updating information on Dorset For You and changing our approach to scanning documents to help speed up processing times within the service. The team have also promoted National Customer Services week with a range of activities to promote and recognise the range of services we provide.

IT. The Team continues to work on improving IT security across the Partnership and has now engaged with a third party supplier to supply 24 x 7 network and security monitoring in line with our business continuity plans. Our service desk team continue to deal with high levels of demand supporting teams throughout the partnership to use technology effectively.

Several members of the team are now also heavily involved in Shaping Dorset Council in the IT Collaboration, Wide Area Network, Information Governance and Day 1 Business Applications Work-streams. Two additional WTE temporary staff have been recruited to assist with the backfilling of roles to allow staff to be fully committed to the successful delivery of this work.

Work to ensure our compliance with GDPR continues, including offering Data Protection Officer training to a small cohort of staff to support the effective implementation of relevant policies and procedures. Other work within IT includes the adoption of a single software application for the street naming and numbering service.

Future Issues

The Team will continue to focus on the key issues of Information Governance (GDPR) and supporting the work of Shaping Dorset Council. Within the service, managers and team leaders are working flexibly with the support of the teams to deliver day to day priorities and also to support the successful delivery of the work required for Shaping Dorset Council.

Key risk areas

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

Very High Risks	0
High Risks	1
Medium Risks	6
Low Risks	2

Loss or disruption or interception of electronic data or non-electronic data				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	5		Implement appropriate controls across the Partnership. Implement information governance programme including protocol for employees to follow.	Impact
Likelihood	2	Likelihood		2
Risk Score	10	Risk Score		8
Risk Rating	HIGH	Risk Rating		MEDIUM

Community Protection

Head of Service – **Graham Duggan**

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

Lead Brief Holders – **Cllr Mike Byatt** (Community Safety), **Cllr Ray Nowak** (Environment and Sustainability),

Cllr Kate Wheller (Community Facilities), **Cllr Colin Huckle** (Transport & Infrastructure), **Cllr Jon Orrell** (Social Inclusion)

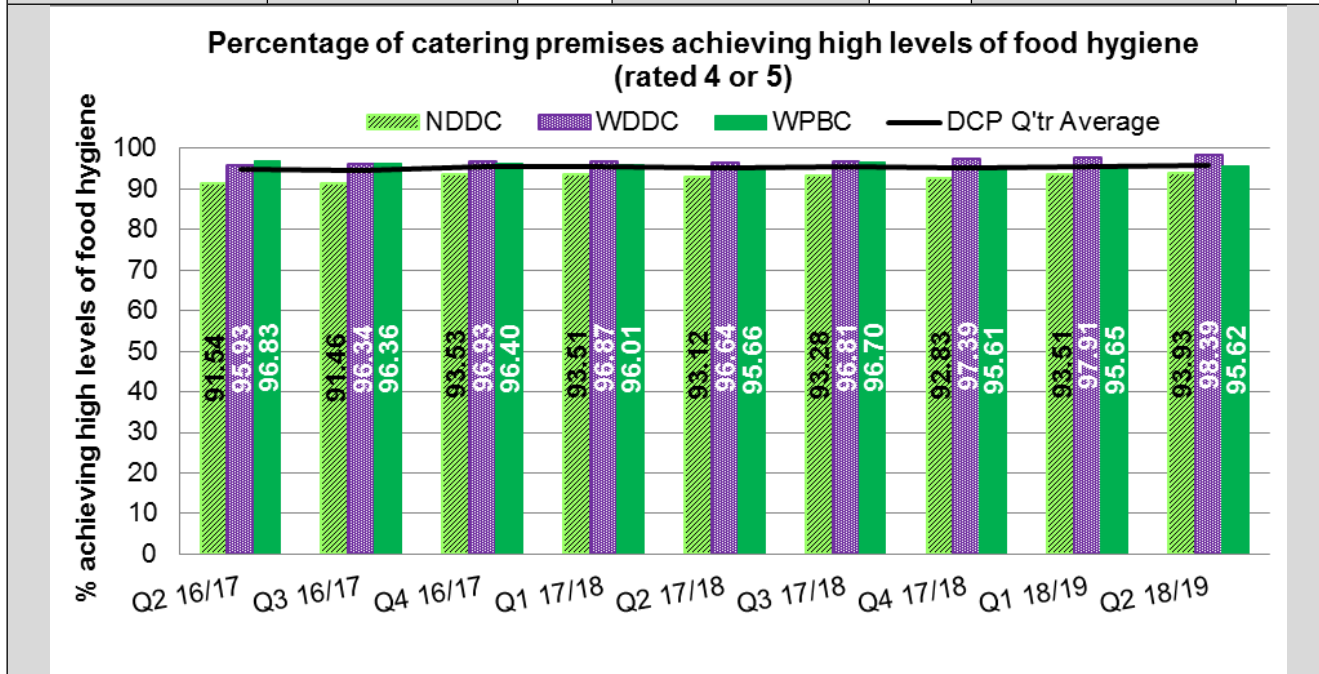
Revenue summary

Subjective analysis	Full Year Current Budget 2018/19 (£)	Comments / actions
Employees	1,680,031	Currently predicted to be on budget. Some underspend showing in Greenspace due to delays in project delivery, will catch-up in quarter 3-4.
Premises	406,096	
Transport	250,888	
Supplies & Services	3,541,661	
Payments to clients	32,249	
Income	(1,838,022)	
Net expenditure	4,072,903	
Q2 Predicted variance	0	
Q1 Predicted variance	0	

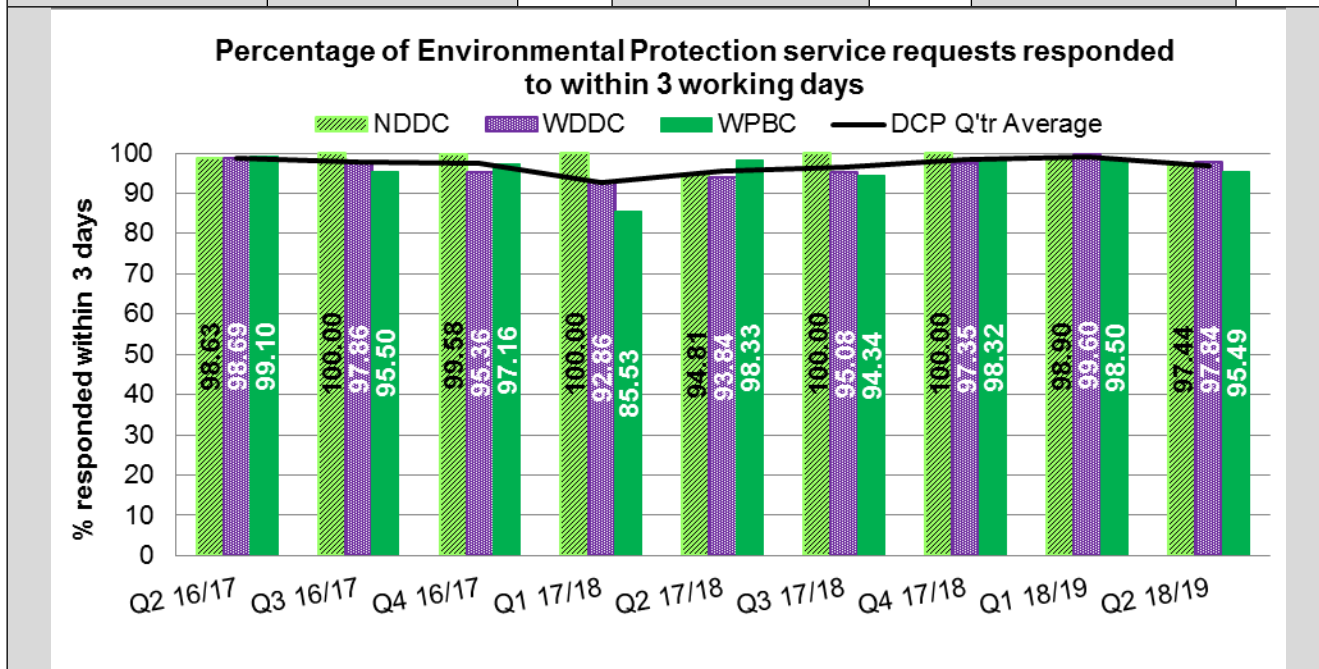
Key performance data

<p>Exception Report from Head of Service</p> <p>Food Safety No exception report - KPI on target</p> <p>Environmental Protection No exception report - KPI on target</p> <p>Dorset Waste Partnership (please note that data is for Q1). Weymouth & Portland – comments from DWP</p> <p>Waste arisings have gone up across the DWP area. We don't have any specific reasons for this, this is just due to more consumption by residents and waste increasing and is being tackled by our waste prevention campaigns, such as Love Food Hate Waste, home composting, promoting real nappies etc.</p> <p>Also, DWP do not collect from District & Borough boundary areas, they collect from depot areas. Therefore these figures aren't accurate for district boundaries as North Dorset's figures include over 1,000 properties data from East Dorset. Weymouth and Portland's data includes areas of West Dorset that is serviced by the Crookhill depot, such as Chickerell.</p> <p>Kilograms of residual (landfill) household waste per household (cumulative). The majority of the kerbside residual waste collected by DWP is now sent to treatment rather than landfill.</p> <p>The recycling rate for Q1 for the whole of DWP was 61% 17/18, down to 60% in 18/19. We think this may be linked to the lower than expected garden waste tonnages expected in April and June, however, without doing a detailed analysis of the figures we can't be sure.</p> <p>Whilst it is disappointing that targets have been missed, the above comments should be taken in to account. Nationally, DWP rate highly on performance measures, especially recycling, but it is clear that more focused campaign work needs to be done in the Borough (Head of Service).</p>

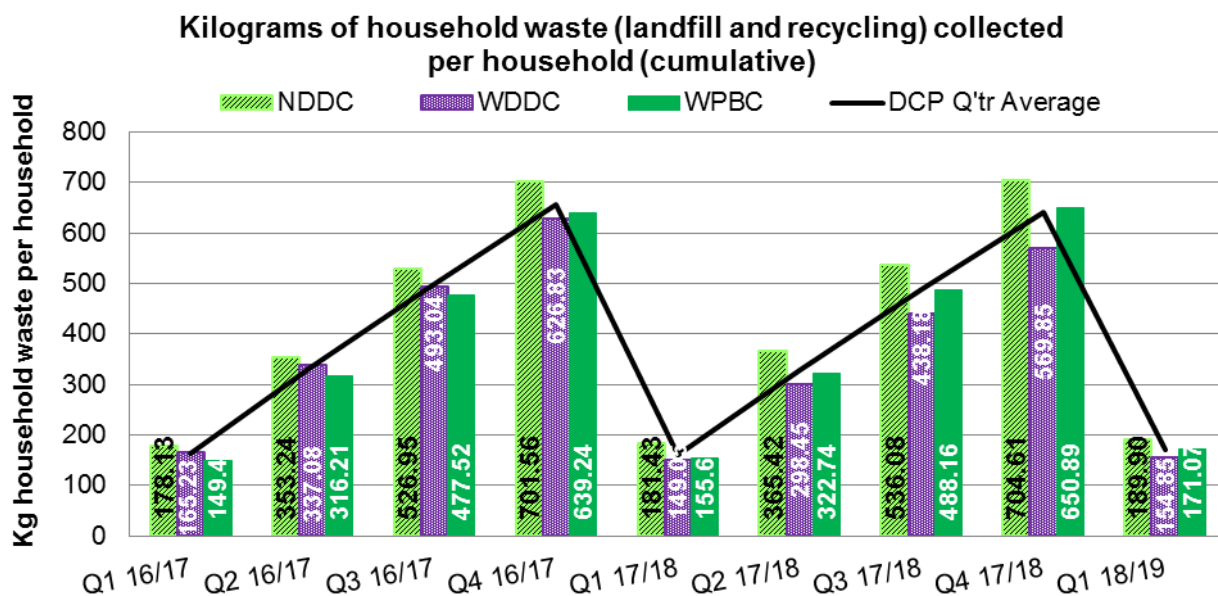
Percentage of catering premises achieving high levels of food hygiene (rated 4 or 5)					Aim	↑
Corporate Plan Priority: Building a Stronger Local Economy						
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q2 2018/19 Actual	94%	✔	98%	✔	96%	✔
Q2 2018/19 Target	90%		90%		90%	
FY 2018/19 Target	90%		90%		90%	
FY 2017/18 Actual	93.2%		96.9%		96.0%	



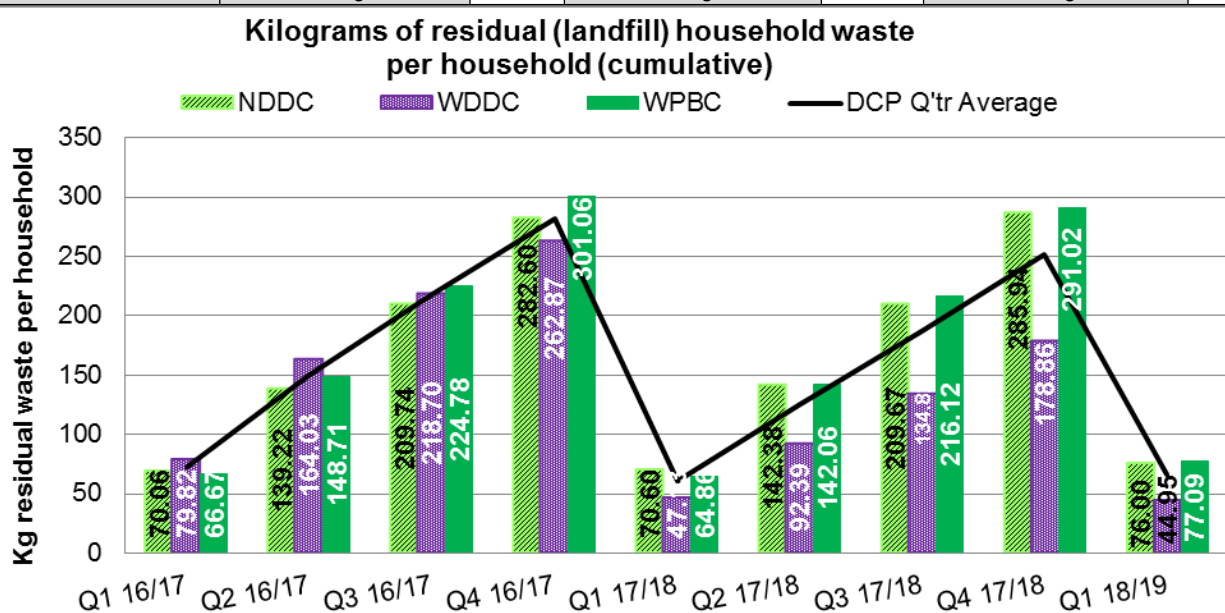
Percentage of Environmental Protection service requests responded to within 3 working days					Aim	↑
Corporate Plan Priority: Improving Quality of Life						
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q2 2018/19 Actual	97%	✔	98%	✔	96%	✔
Q2 2018/19 Target	95%		95%		95%	
FY 2018/19 Target	95%		95%		95%	
FY 2017/18 Actual	98%		96%		93%	

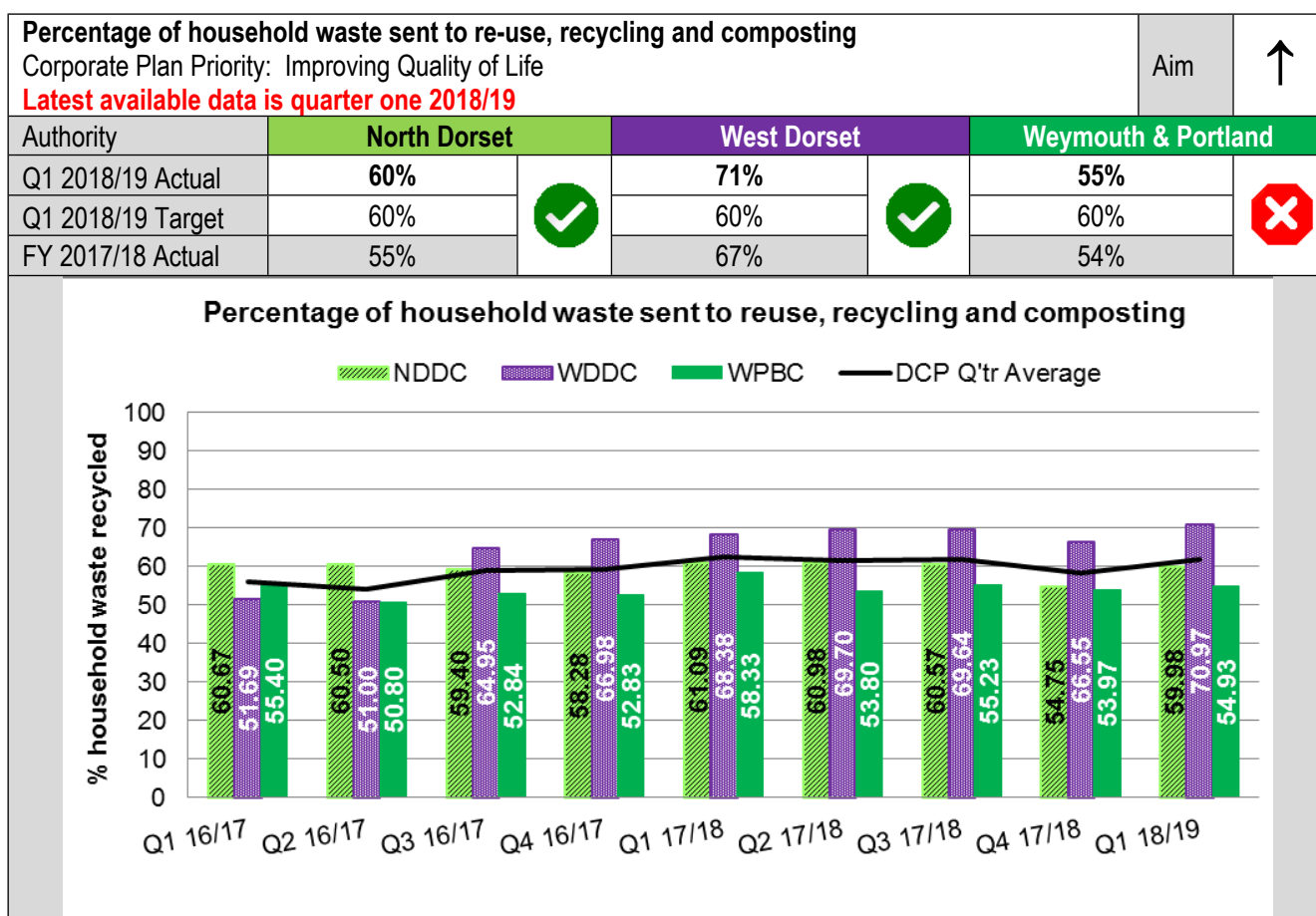


Kilograms of household waste (landfill and recycling) collected per household (cumulative)				Aim	↓
Corporate Plan Priority: Improving Quality of Life					
Latest available data is quarter one 2018/19					
Authority	North Dorset	West Dorset	Weymouth & Portland		
Q1 2018/19 Actual	190 Kg/hh	155 Kg/hh	171 Kg/hh		✘
Q1 2018/19 Target	181 Kg/hh	149 Kg/hh	149 Kg/hh		
FY 2017/18 Actual	705 Kg/hh	570 Kg/hh	651 Kg/hh		



Kilograms of residual (landfill) household waste per household (cumulative)				Aim	↓
Corporate Plan Priority: Improving Quality of Life					
Latest available data is quarter one 2018/19					
Authority	North Dorset	West Dorset	Weymouth & Portland		
Q1 2018/19 Actual	76 Kg/hh	45 Kg/hh	77 Kg/hh		✘
Q1 2018/19 Target	47 Kg/hh	47 Kg/hh	47 Kg/hh		
FY 2017/18 Actual	286 Kg/hh	179 Kg/hh	291 Kg/hh		





Number of (justified) missed household waste collections (absolute number)				Aim	↓
Corporate Plan Priority: Improving Quality of Life					
Authority	North Dorset	West Dorset	Weymouth & Portland		
Q2 2018/19 Actual	1,030	828	1,171		
Q1 2018/19 Actual	1,384	790	835		
Q4 2017/18 Actual	1,190	801	865		
Q3 2017/18 Actual	918	672	936		
Q2 2017/18 Actual	968	667	1,152		
Q1 2017/18 Actual	926	733	856		
Q4 2016/17 Actual	1,090	873	963		
Q3 2016/17 Actual	911	789	1,120		
Q2 2016/17 Actual	916	1,058	1,406		
Q1 2016/17 Actual	750	1,076	1,216		
Q4 2015/16 Actual	642	1,208	1,485		
Q3 2015/16 Actual	579	1,660	1,517		
Q2 2015/16 Actual	548	992	3,240		

Justified missed bin collections as a proportion of all collections – Q2 2018/19			
Corporate Plan Priority: Improving Quality of Life			
Authority	Number of Justified missed household waste collections	Total Collections	Percentage of missed collections
North Dorset	1,030	1,109,193	0.09%
West Dorset	828	1,613,862	0.05%
Weymouth & Portland	1,171	1,156,883	0.10%

Service Plan Update

A Stronger Local Economy

- Licensing IT being consolidated and improved to give enhanced self-service for customers saving time and money and improved data protection
- Purple Flag accreditation for Weymouth has been achieved in recognition of a successful night time economy. The multi-agency application coordinated by the town centre manager. The assessment will lead to an action plan for further improvement and the marquee will be well publicised especially on tourism websites.

Thriving and Inclusive Communities

- West Dorset Health & Wellbeing Locality Officer now recruited. North Dorset has part-funded a CCG Locality Officer. Janet Moore continues work in Weymouth & Portland. Public Health Dorset has also allocated officers to support community based health and wellbeing initiatives. This all contributes to the 'prevention at scale' agenda, helping people to keep physically and mentally well.
- The Melcombe Regis Board has progressed work to introduce a selective licensing scheme for the private rented sector which if approved, will bring benefits to tenants and landlords alike and improve community cohesion. A Community Safety Accreditation Scheme has been launched in Weymouth town centre providing uniformed officers with police and council powers to tackle ASB.
- Following Groundwork South's withdrawal from the Tumbledown Farm project (Weymouth), DCC Coast & Countryside service has partnered up and a draft project plan has been produced. The project will provide an experiential environment for those with mental health and learning disabilities and accessible greenspace for local communities.

Improving Quality of Life

- Successful stage 1 Heritage Lottery Fund bid announced in December 2017 for the development of a £1.4M investment in Radipole Park Gardens, Weymouth. The stage 2 (final stage) is now being progressed to ensure that this investment comes to Weymouth.
- ASB Public Space Protection Orders now approved for West Dorset and Weymouth & Portland. Dog-related PSPO for North Dorset now approved.
- Contracted environmental enforcement project (Weymouth & Portland) extended beyond pilot phase for further 2-years.

Developing Successful Partnerships

- Dorset Police; Dorset Police & Crime Commissioner; Dorset County Council and WPBC delivering project to re-locate and upgrade CCTV service and help release the Peninsula for re-development.
- Mentioned above but the health and wellbeing work is very much delivered through partnership working with communities; Public Health Dorset; Clinical Commissioning Group and Dorset County Council.

Future Issues

Dorset Waste Partnership – pressures on the 2019-20 budget continue due to changes in the international market for recyclates; household growth and fuel costs. Issue will be considered as part of budget setting by Shadow Dorset Council.

Key risk areas

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

Very High Risks	0
High Risks	1
Medium Risks	4
Low Risks	6

Increase in DWP disposal costs				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	3		This is due to China's restrictions on quality of raw recyclate. There will be cost control measures put in place as well as being monitored through DWP Joint Committee and through DWP's risk register.	Impact
Likelihood	5	Likelihood		4
Risk Score	15	Risk Score		12
Risk Rating	HIGH	Risk Rating		MEDIUM

Housing

Head of Service – **Clive Milone**

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

Lead Brief Holder – **Cllr Gill Taylor** (Housing)

Revenue summary

Subjective analysis	Full Year Current Budget 2018/19 (£)	Comments / actions
Employees	481,700	B&B expenditure less than anticipated, but as the impact of the new Homelessness Reduction Act is felt more and more, it is expected that budget and expenditure will be balanced.
Premises	365,090	
Transport	7,069	
Supplies & Services	535,476	
Income	(636,494)	
Net expenditure	752,841	
Q2 Predicted variance	0	
Q1 Predicted variance	0	

Key performance data

Exception Report from Head of Service

Average number of working days to process Housing Register applications

After a lengthy period where processing times were well below target, applicants across all three council areas are currently waiting longer for their applications to be processed. There have been some staffing shortages and changes in the team doing this work which have contributed to the longer processing times, and these are now being resolved. It is anticipated that processing times will soon begin to recover and should be back to our previous levels by the end of Q3.

Total number of households on the Housing Register

The long term trend for WDDC and WPBC is gradually increasing, whereas in NDDC it is fairly static.

Total number of households housed in Housing Association stock

This quarter there has been a slight increase in households housed by our RP partners across all 3 council areas. The councils do not have any control over the number of housing association properties that become available to let.

Total number of new applications to the Housing Register

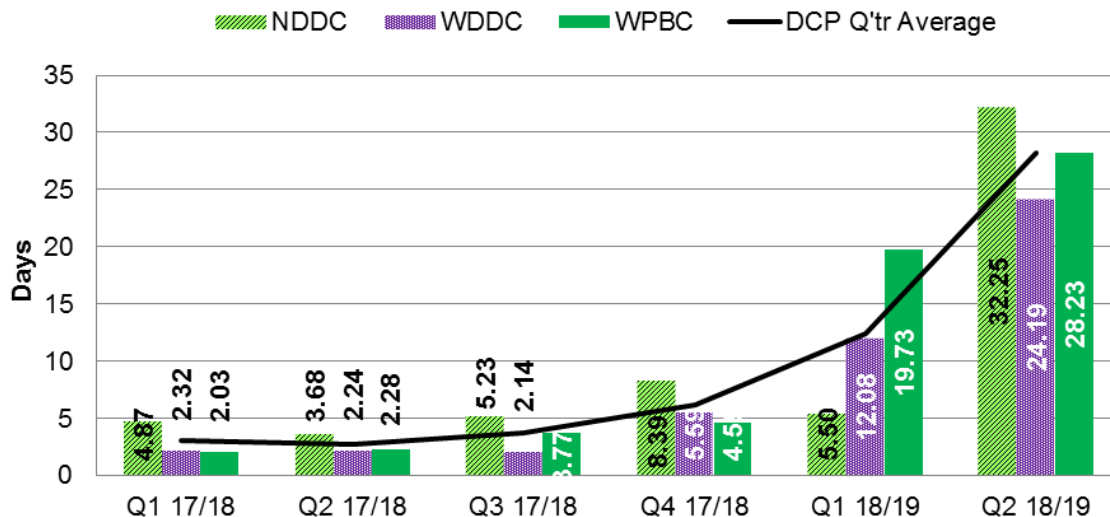
Figures in all three councils are fairly static.

Number of homelessness ACCEPTED decisions made

The new homelessness data monitoring system appears to show that the impact of the Homelessness Reduction Act, which was implemented in April 2018, has been to suppress or slow down the number of homelessness decisions being made. However, trying to compare this year's data with last year's is like comparing apples with pears. Since the start of Q1, the two new duties mean that applicants aren't going to be owed a main homelessness duty unless either the Prevention or Relief duties have been unsuccessful, by which time either 56 days, or in some cases 112 days, will have elapsed since the initial application. Some legacy cases considered under the old legislation figured in our Q1 figures, distorting the true impact of the changes. Housing is currently considering whether this performance metric should be tweaked to reflect the new realities, and in future shows all cases where any of the duties have been accepted. As such, these figures should continue to be treated with caution and are certainly not a reflection of homelessness becoming less acute.

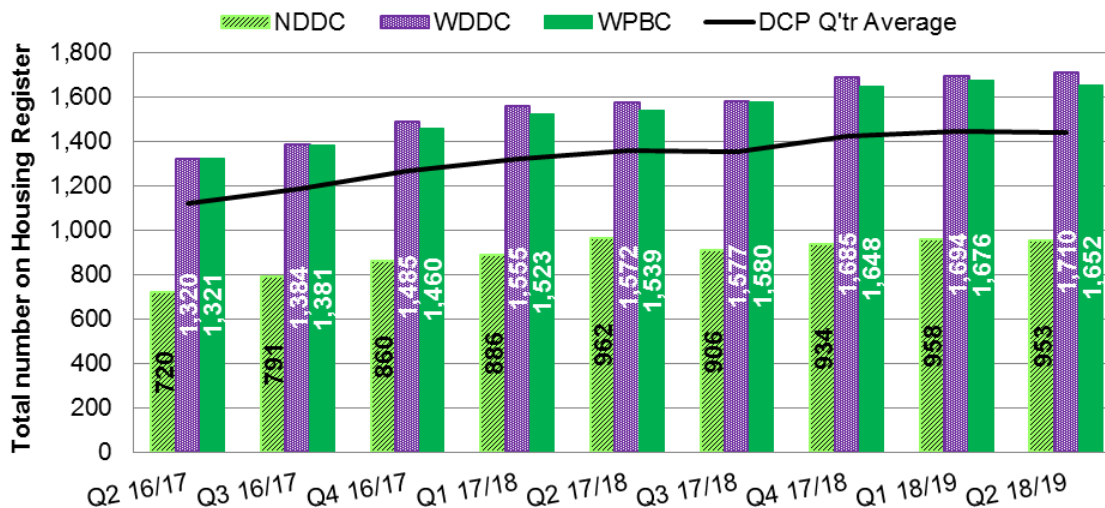
Average number of working days to process Housing Register applications				Aim	↓
Corporate Plan Priority: Empowering Thriving and Inclusive Communities					
Authority	North Dorset		West Dorset		Weymouth & Portland
Q2 2018/19 Actual	32 days		24 days		28 days
Q2 2018/19 Target	9 days	✘	9 days	✘	9 days
FY 2018/19 Target	9 days		9 days		9 days
FY 2017/18 Actual	5.83 days		3.23 days		3.13 days

Average number of days taken to process Housing Register applications

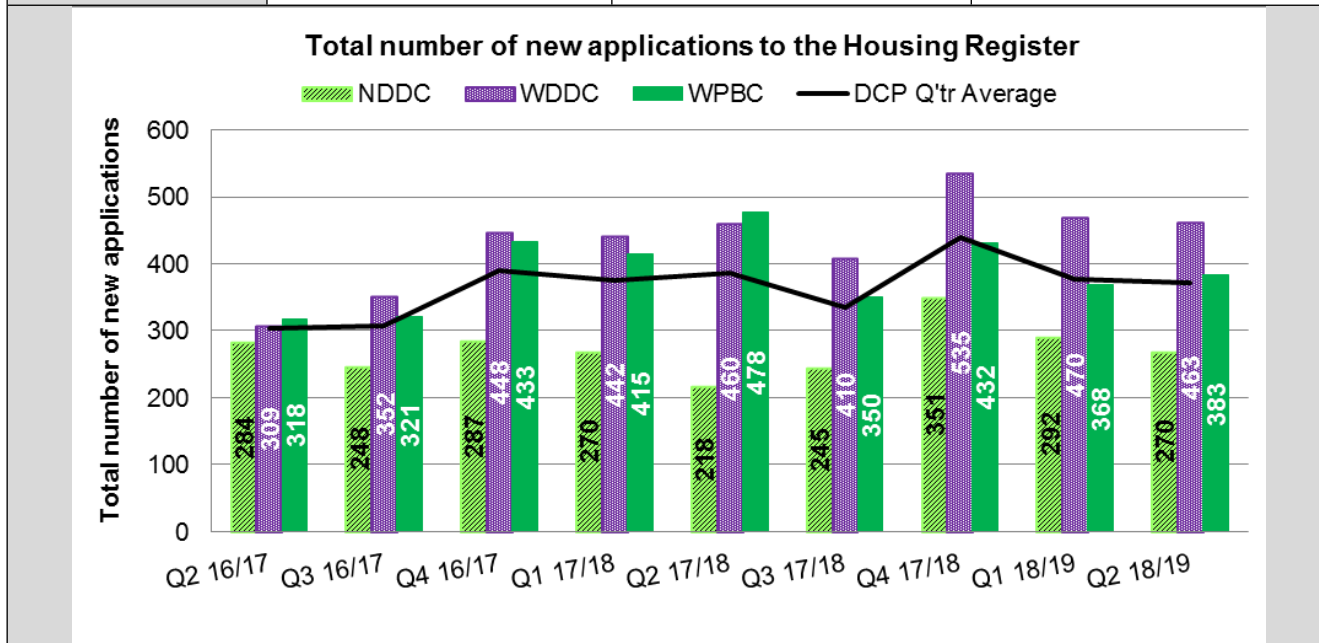


Total number of households on the Housing Register			
Corporate Plan Priority: Empowering Thriving and Inclusive Communities			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q2 2018/19 Actual	953	1,710	1,652
Q1 2018/19 Actual	958	1,694	1,676
Q4 2017/18 Actual	934	1,685	1,648
Q3 2017/18 Actual	906	1,577	1,580
Q2 2017/18 Actual	962	1,572	1,539

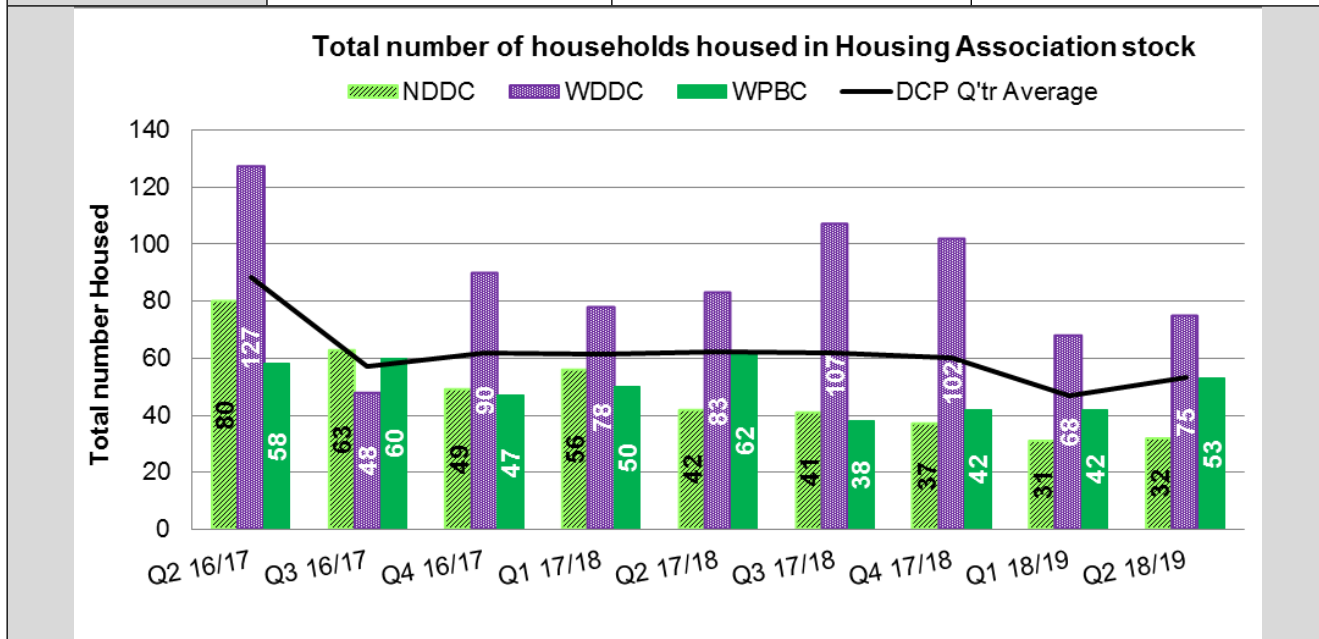
Total number of households on the Housing Register



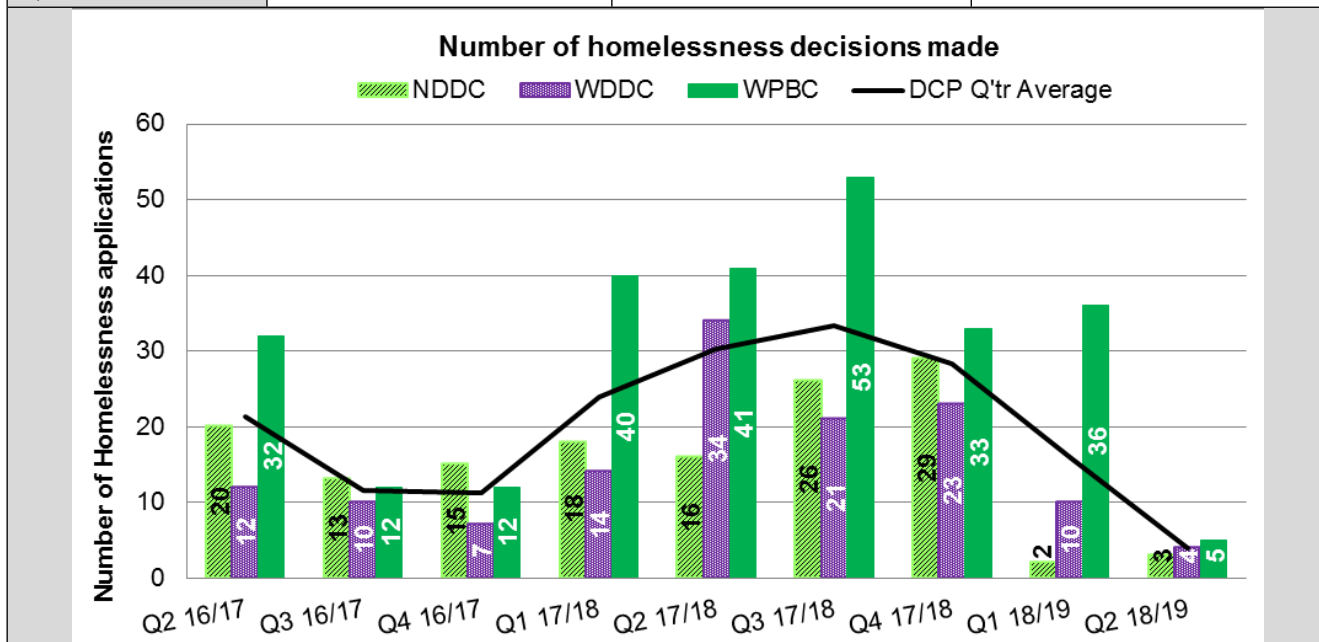
Total number of new applications to the Housing Register			
Corporate Plan Priority: Empowering Thriving and Inclusive Communities			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q2 2018/19 Actual	270	463	383
Q1 2018/19 Actual	292	470	368
Q4 2017/18 Actual	351	535	432
Q3 2017/18 Actual	245	410	350
Q2 2017/18 Actual	218	460	478



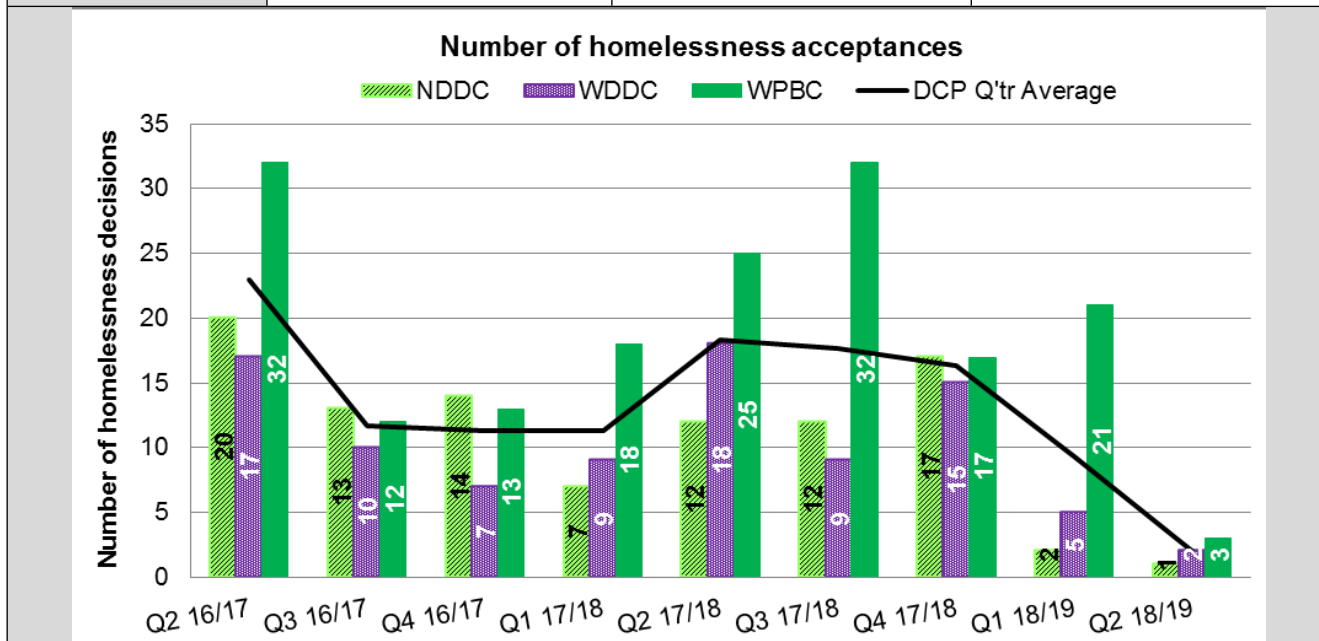
Total number of households housed in Housing Association stock			
Corporate Plan Priority: Empowering Thriving and Inclusive Communities			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q2 2018/19 Actual	32	75	53
Q1 2018/19 Actual	31	68	42
Q4 2017/18 Actual	37	102	42
Q3 2017/18 Actual	41	107	38
Q2 2017/18 Actual	42	83	62



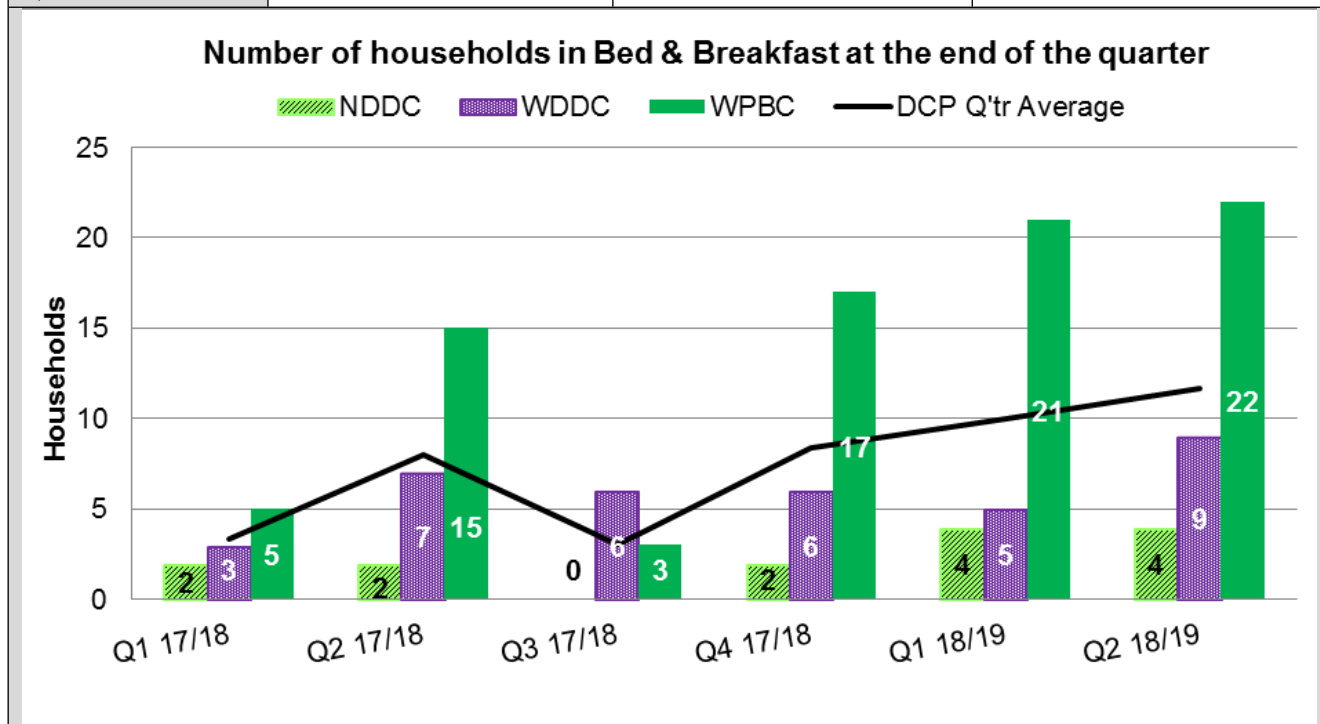
Number of homelessness decisions made			
Corporate Plan Priority: Empowering Thriving and Inclusive Communities			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q2 2018/19 Actual	3	4	5
Q1 2018/19 Actual	2	10	36
Q4 2017/18 Actual	29	23	33
Q3 2017/18 Actual	26	21	53
Q2 2017/18 Actual	16	34	41



Number of homelessness acceptances			
Corporate Plan Priority: Empowering Thriving and Inclusive Communities			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q2 2018/19 Actual	1	2	3
Q1 2018/19 Actual	2	5	21
Q4 2017/18 Actual	17	15	17
Q3 2017/18 Actual	12	9	32
Q2 2017/18 Actual	12	18	25



Number of households in Bed & Breakfast at the end of the quarter			
Corporate Plan Priority: Empowering Thriving and Inclusive Communities			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q2 2017/18 Actual	4	9	22
Q1 2018/19 Actual	4	5	21
Q4 2017/18 Actual	2	6	17
Q3 2017/18 Actual	0	6	3
Q2 2017/18 Actual	2	7	15



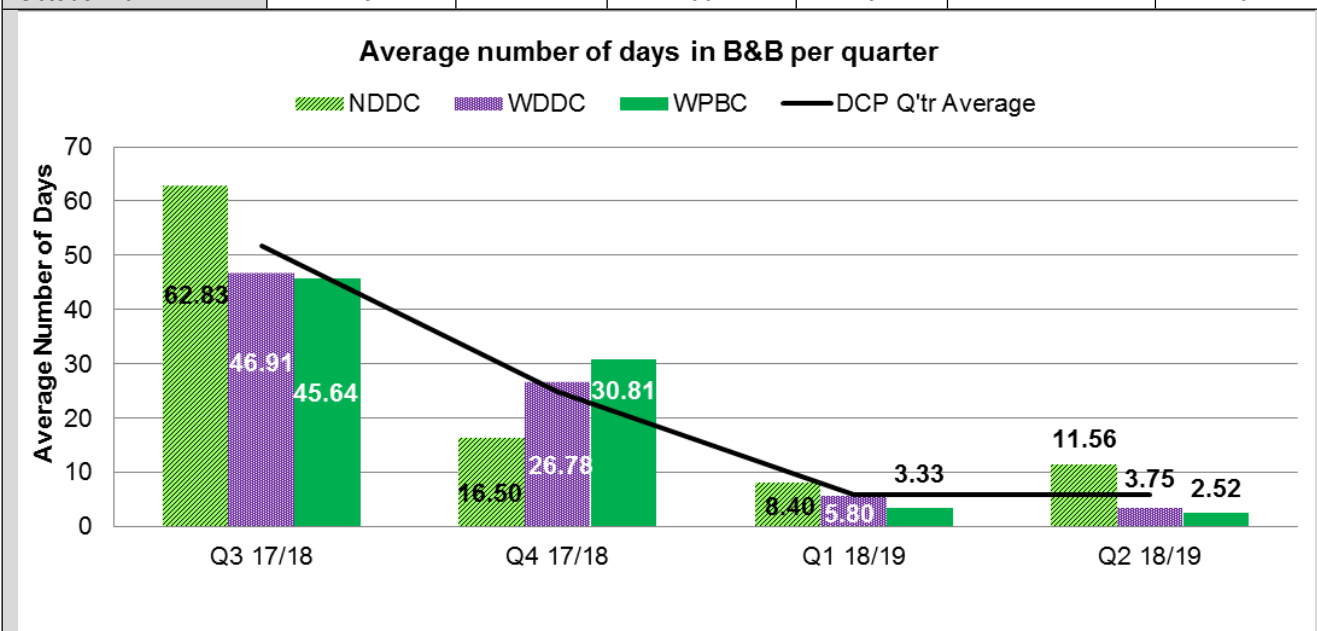
Number of households placed in B&B during each month			
Corporate Plan Priority: Empowering Thriving and Inclusive Communities			
Authority	North Dorset	West Dorset	Weymouth & Portland
September 2018	1	11	18
August 2018	2	4	16
July 2018	2	6	11
June 2018	5	3	6
May 2018	1	4	10
April 2018	4	4	20
March 2018	1	5	11
February 2018	0	1	4
January 2018	3	1	9
December 2017	0	4	8
November 2017	1	2	10
October 2017	3	3	16
September 2017	1	5	13
August 2017	3	3	6
July 2017	1	4	9

Average number of days in B&B per month

Corporate Plan Priority: Empowering Thriving and Inclusive Communities

Calculation method: total calendar days in B&B of those households leaving within the month, divided by the total number of households leaving within the month = Average stay in B&B of leavers per month

Authority	North Dorset		West Dorset		Weymouth & Portland	
	Average Days	Leavers	Average Days	Leavers	Average Days	Leavers
September 2018	7	3	4	8	5	10
August 2018	11	3	7	7	2	24
July 2018	16	3	1	9	2	18
June 2018	2	3	6	2	3	20
May 2018	9	2	3	5	5	11
April 2018	NA/ no leavers	0	11	3	3	14
March 2018	NA/ no leavers	0	18	4	15	10
February 2018	0	1	49	1	22	9
January 2018	11	1	30	4	44	18
December 2017	8	1	30	5	71	10
November 2017	93	3	62	3	25	6
October 2017	45	2	60	3	24	6



Service Plan Update

A Stronger Local Economy

- A DCP-wide service has been created that enables more homes to be brought back into use, thus adding to and enhancing the local housing stock. This is funded through to 2019.

Thriving and Inclusive Communities

- Develop and evaluate options for driving up standards in the private rented sector in the Park District, within the overall Melcombe Regis improvement project. A selective licensing scheme for Melcombe Regis has been developed. The Melcombe Regis Board has agreed that this should now go the WPBC for preliminary approval, followed by public consultation.
- Implement a revised mandatory licensing scheme for HMOs. A compliant HMO licensing process and fees scheme has been developed, covering a wide range of properties within the private rented sector.

Improving Quality of Life

- Increase our stock of directly-managed temporary accommodation across the DCP area. At a time of rising homelessness, this can both help us to provide good quality short term housing for often vulnerable people, while delivering better value for money than traditional solutions such as bed and breakfast. The purchase of one home to be used as an alternative to B&B has been completed in WPBC, and another one will follow in the coming months.

Developing Successful Partnerships

- Deliver an effective customer focused housing service across the partnership. This will provide DCP with a Housing team that focuses on performance excellence, and which uses smart and agile working methods.
- Implementation of the Housing Reduction Act from April 2018 gives the councils a range of new duties to local people, ensuring that homelessness prevention lies at the heart of what we do. The new Duty to Refer has come into effect on 1 October 2018, and is expected to increase the number of homelessness cases coming to all three councils.
- As the move to the new Dorset Council proceeds, ensure that a new Housing service is designed that meets the needs of local people. By working closely with colleagues across the existing councils, we will design a new fully integrated Housing service that can be implemented as soon as possible after the new council is created.
- Review the Dorset Accessible Homes policy. We will devise a common Dorset-wide policy that matches demand with available resources.

Future Issues

The transition necessary to implement the Homelessness Reduction Act is the single most important deliverable for Housing during 2018/19, and this has continued to develop with the implementation of the Duty to Refer on 1 October 2018. It is anticipated that workloads will grow significantly now all the provisions of the new legislation have come into effect. Staff have shown great flexibility by adopting markedly different ways of working, and this is going well. Elected members and the general public can be confident that Housing has prepared for these changes in a positive, detailed and measured way.

Key risk areas

15 Service operational risks have been identified for Housing:-

Very High Risks	0
High Risks	1
Medium Risks	7
Low Risks	7

Loss of homelessness prevention funding				
CURRENT SCORE		Planned risk reduction initiatives Homelessness prevention funding has been mainstreamed in NDDC. In WDDC and WPBC, members are asked annually to approve a sum of money from reserves to fund prevention work. If this is not possible, for whatever reason, certain highly valuable and effective prevention initiatives would have to cease.	TARGET SCORE	
Impact	4		Impact	4
Likelihood	4		Likelihood	3
Risk Score	16		Risk Score	12
Risk Rating	HIGH	Risk Rating	MEDIUM	

Planning Development Management & Building Control Head of Service – Jean Marshall

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

Lead Brief Holder – Cllr Ray Nowak (Environment and Sustainability)

Revenue summary

Subjective analysis	Full Year Current Budget 2018/19 (£)	Comments / actions
Employees	562,960	<p>Building Control: Income has surpassed expectation despite increased competition and discounting from the private sector. There is also a slow down locally within the industry coupled with several national house builders moving into the area who traditionally do not use the services of Local Authority Building Control. Workload is increasing for a variety of reasons. There is also a shortage of suitable Building Control professionals which is resulting in the increase in use of agency staff. Despite all of the above the service has performed well within the budget period, but the volatile nature of the industry cannot be ruled out.</p> <p>Planning: Income up on predictions but planning fees are variable throughout year and there is no guarantee this will be sustained. New Local Plan will bring with it some speculative applications which would boost income. Limited new major development proposed within the area and thus pre-app fees are well below budget.</p>
Transport	9,150	
Supplies & Services	21,551	
Income	(463,330)	
Net expenditure	130,331	
Q2 Predicted variance	0	
Q1 Predicted variance	5,000(A)	

Key performance data

Exception Report from Head of Service

The number of applications remains steady with a slight increase over the summer months of July and August which historically have been slightly lower than the rest of the year. This could be attributed to fee changes proposed in October for the Planning portal or a general increase in the building industry. The increase in numbers can be accounted for in part by the reduction in the validation backlog which is now meeting government targets after a period of carrying a backlog. This however has pushed the workload through into the number of applications being handled per officer in the planning team and there has been a rise in cases and thus some delays in determination although this has not affected all teams meeting the required government targets. Staff vacancies in the planning team have been reduced to a single post which has recently been advertised. Even with caseload increases performance for determining applications remains high and well above national targets but the high workloads cannot be sustained and it is hoped that recruitment and the new single ICT system will eventually bring the pressure on staff down to better levels.

Non Majors – The Weymouth figure is below government targets for the quarter due to the smaller number of applications received in this area which means needing a higher number to be determined within time. Officer absence through long term sickness has particularly affected the WPBC during Q2.

The Business Support team are currently going through a consultation on restructure to align their workloads more closely to the planning teams dealing with Major and Non Major development and there will be more dedicated resources for enforcement technical assistance and Trees/Landscape team. Any additional vacancies in this team will be considered once current staff are in post. Vacancies remain high in Building Control with a difficulty in recruitment even of agency staff due to a national shortage of skills in this field. One employee has recently been successful in achieving first stage qualifications and is about to commence on a degree course however the training for Building Control surveyors can be up to 7 years which makes recruitment at the unskilled end difficult and nationally surveyors are in short supply.

At present there are two significant public inquiries being handled within the team on major proposals, one retail in NDDC (Gillingham) - Public Inquiry in October and one residential one in WDDC (Charminster) - Public Inquiry March 2019 which again are resource hungry as there are strict timescales for this work despite using external consultants for much of the work. All appeal case work falls well within government targets.

Enforcement tables show the reporting of new live cases and remains high. One major case, with multiple sites within the one planning unit having been served with Enforcement Notices (WDDC/WPBC area) will be determined through the appeal process although no date for this has yet been set.

In terms of budget WDDC income is above predictions but costs of the Public Inquiry could be significant towards the end of the year therefore anticipated to be at or above target at this stage. WPBC on budget although it is noted pre-application inquiries and fees are below prediction given a slowing of major development interests in this area at present. NDDC income is favourable at present, possibly due to the absence of a 5 year land supply and speculative applications as a result. However, like WDDC costs associated with the public inquiry at Gillingham could be significant.

Exception Report from Building Control Manager

Percentage of completion certificates dispatched within 7 days of inspection:

The reduction in performance can be attributed to key staff members becoming more involved within the service ICT project, coupled with the effects of staff leave through the summer months. This performance could further decline in the next couple of quarters due to further resources being required to implement the project and system down time to allow for data migration from the current system to the new one.

Quarter 2 completion certificate data:-

WDDC

Issued Within 7 days of Inspection: (as a proportion of); Total Completed

July: 38 46

Aug: 16 17

Sept: 28 31

Total: 82 94

% = 87.23

WPBC

Issued Within 7 days of Inspection: (as a proportion of); Total Completed

July: 48 49

Aug: 28 29

Sept: 28 29

Total 104 107

% = 97.20

Nationally Local Authority Building Control retains a market share of around 67% with local figures ranging from those similar to DCP right down to around 35% of market share. It is totally dependent upon the competition from Approved Inspectors and the types of development being undertaken and, in many cases, the level of service received from other council departments.

Dorset has a locally poor road network without any motorway links which makes the area less attractive for the competition coupled with the lack of large high fee earning schemes, although recently private providers have started to set up local offices within towns such as Weymouth, Blandford and Bridport to service clients which is having an impact upon the percentage of retained work.

The service also benefits from a large number of repeat customers especially local builders which is a key market to retain, coupled with a realistic approach to fee setting and the flexible and helpful approach of all staff concerned with the service. This can be demonstrated by the number of partnership applications in the tables.

Locally there has been a recent slow down of the building industry which can be attributed to the current economic climate as well as confidence due to Brexit. Competitors are also, in some cases, heavily discounting in order to gain work and market share, which is not permissible for a Local Authority to do, although it should be noted that generally market share remains healthy particularly within Weymouth and Portland which retains an excellent 81.5%. West Dorset has also slightly increased to 72% share and overall figures compare very well with national averages. The North Dorset share of 55% has fallen considerably during this quarter and can be attributed to a key staff member leaving the authority with many previous long standing clients now seeking to use alternative service providers. The staff working within the NDDC area are also having to deal with some of the legacy cases from this vacancy which is taking more time than would be expected.

The Local Authority are also unable to refuse to take any application submitted to us unlike the private providers who can chose their clients and this is leading to an increased workload regarding unauthorised works and complaints arising from the use of private providers.

The current ICT Building Control system at NDDC is unable to provide accurate KPI data due to limited staff capacity and technical issues.

A new ICT system is being procured and implemented for all 3 authorities, so the data in respect of the KPI's will be available and it is hoped that this will be introduced in January 2019. The team are needing to input significantly to the work in preparing for this new system and thus performance figures are likely to decrease in Q3 as a result of competing priorities but longer term the new system will allow for a fully functioning service and better and more accurate reporting.

Planning Development Management

Please note application numbers in tables below include minor alterations to Q2 figures due to corrected reporting.

Number of valid applications received – by application type – North Dorset					
Month	Major	Minor	Other	Misc*	TOTAL
September 2018	3	17	34	82	136
August 2018	1	26	37	109	173
July 2018	3	25	47	92	166
June 2018	6	24	46	82	158
May 2018	4	30	4	99	137
April 2018	7	20	33	89	149
March 2018	4	20	21	91	136
February 2018	1	30	37	88	156
January 2018	12	49	43	100	204
December 2017	2	12	19	43	76
November 2017	0	28	34	111	173
October 2017	2	39	51	108	200

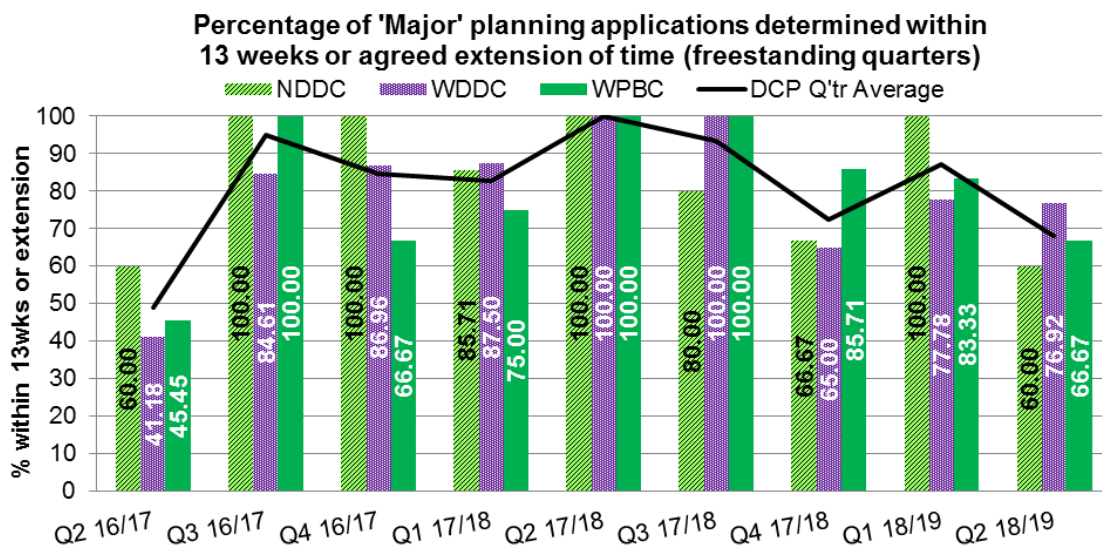
Number of valid applications received – by application type – West Dorset					
Month	Major	Minor	Other	Misc*	TOTAL
September 2018	6	31	65	109	211
August 2018	3	33	91	123	250
July 2018	7	53	94	119	273
June 2018	8	39	87	116	250
May 2018	2	36	95	110	244
April 2018	4	29	94	81	208
March 2018	5	31	97	84	217
February 2018	3	32	89	84	208
January 2018	6	16	80	79	181
December 2017	4	33	89	50	179
November 2017	4	45	72	83	204
October 2017	4	37	105	78	224

Number of valid applications received – by application type – Weymouth & Portland					
Month	Major	Minor	Other	Misc*	TOTAL
September 2018	2	11	21	31	65
August 2018	2	17	22	43	84
July 2018	2	13	27	34	76
June 2018	4	18	37	42	101
May 2018	3	12	34	44	93
April 2018	1	12	32	20	65
March 2018	3	9	35	23	70
February 2018	2	7	36	33	78
January 2018	3	19	22	33	77
December 2017	5	17	40	24	86
November 2017	3	14	31	26	74
October 2017	4	12	31	28	75

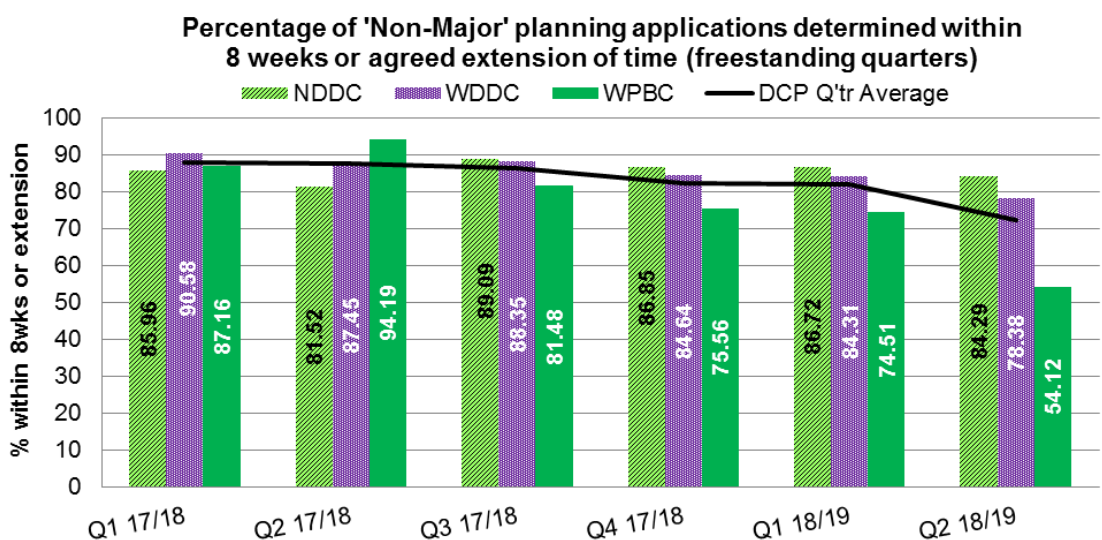
- Misc includes Prior those applications types which do not fall within defined government categories and includes discharge of conditions, prior notification and other notifications

Fee Income Q2			
Corporate Plan Priority: Developing Successful Partnerships			
Type of Fee	North Dorset	West Dorset	Weymouth & Portland
Condition Fee	£3,056.00	£4,134.00	£2,006.00
Non Material Amendment	£1,174.00	£1,944.00	£1,672.00
Permitted Development Case Fee	£0	1,462.00	£547.00
Planning applications	£130,116.00	£239,115.00	£69,433.00
Pre-App	£7,450.02	£9,935.00	£1,443.00
Enforcement Case Appeals / Fees	£0	£0	£0
TOTAL	£141,976.02	£256,640	£75,101.00

Percentage of 'Major' planning applications determined within 13 weeks or agreed extension of time				Aim	↑
Corporate Plan Priority: Building a Stronger Local Economy					
Authority	North Dorset		West Dorset		Weymouth & Portland
Q2 2018/19 Actual	60% (3 of 5)		77% (10 of 13)		67% (4 of 6)
Q2 2018/19 Target	60%	✓	60%	✓	60%
FY 2018/19 Target	60%		60%		60%
FY 2017/18 Actual	82.76%		80.95%		87.50%

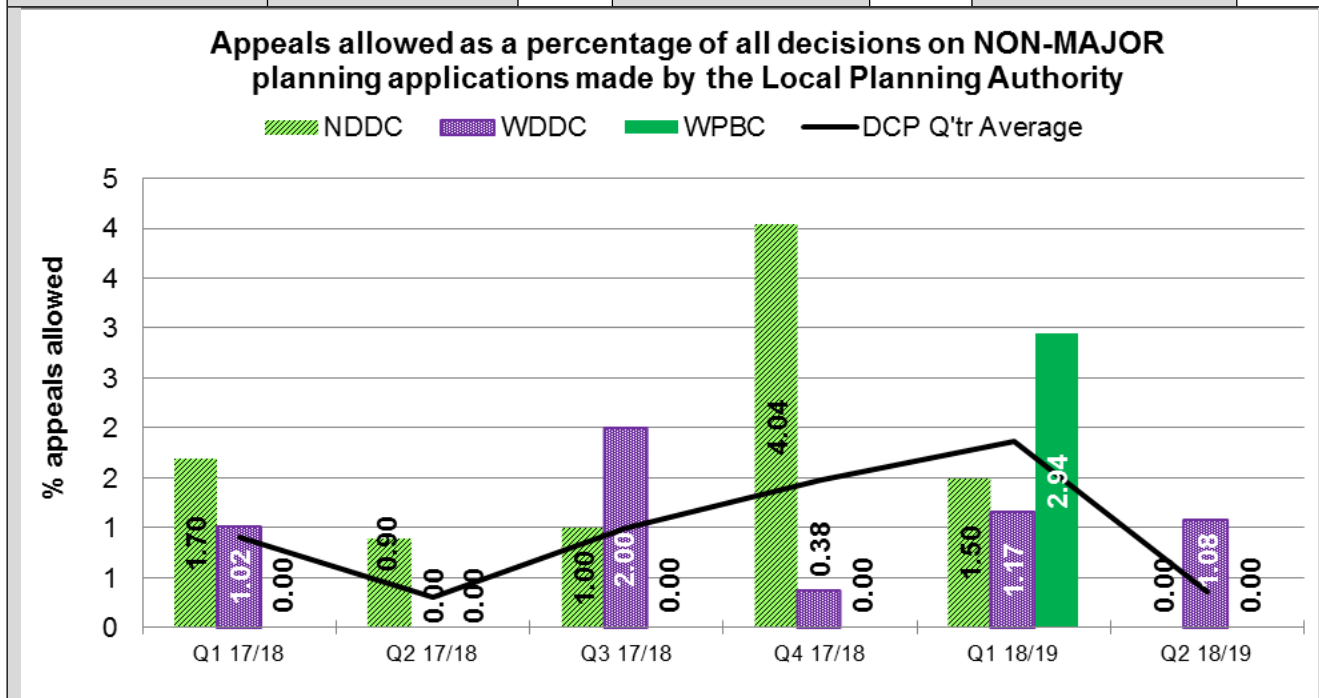


Percentage of 'Non-Major' planning applications determined within 8 weeks or agreed extension of time				Aim	↑
Corporate Plan Priority: Building a Stronger Local Economy					
Authority	North Dorset		West Dorset		Weymouth & Portland
Q2 2018/19 Actual	84% (338 of 401)		78% (145 of 185)		54% (46 of 85)
Q2 2018/19 Target	70%	✓	70%	✓	70%
FY 2018/19 Target	70%		70%		70%
FY 2017/18 Actual	85.93%		87.86%		84.70%



Total number of appeals submitted			
Corporate Plan Priority: Empowering Thriving and Inclusive Communities			
Authority	North Dorset	West Dorset	Weymouth & Portland
Q2 2018/19 Actual	7	9	2
Q1 2018/19 Actual	10	9	3
Q4 2017/18 Actual	4	7	4
Q3 2017/18 Actual	8	5	3
Q2 2017/18 Actual	7	4	4

Appeals allowed as a percentage of all decisions on NON-MAJOR planning applications made by the Local Planning Authority					Aim	↓
Corporate Plan Priority: Empowering Thriving and Inclusive Communities						
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q2 2018/19 Actual	0% (0 of 401)	✓	1.1% (2 of 185)	✓	0% (0 of 85)	✓
FY 2018/19 Target	10%		10%		10%	
FY 2017/18 Actual	1.62%		0.86%		0%	



Enforcement – Number of new live cases									
Corporate Plan Priority: Improving Quality of Life									
Authority	North Dorset			West Dorset			Weymouth & Portland		
Enforcement Level	Priority	Urgent	Non-Urgent	Priority	Urgent	Non-Urgent	Priority	Urgent	Non-Urgent
Q2 2018/19 Actual ADV	0	0	1	0	1	0	0	1	0
Q2 2018/19 Actual DEV	1	9	18	0	19	10	0	6	8
Q2 2018/19 Actual BOC	0	8	7	0	10	7	0	5	4
Q2 2018/19 Actual COU	0	7	4	0	3	6	0	1	1
Q2 2018/19 Actual LBW	3	3	0	1	8	0	0	0	0
Q2 2018/19 Actual SEC	0	1	3	0	1	0	0	2	2
Q2 2018/19 Actual HH	0	0	0	0	0	0	0	0	0
Q2 2018/19 Actual TRE	6	3	2	0	0	0	0	0	3
SUB TOTALS	10	31	35	0	42	23	0	15	15
TOTAL	76			65			30		

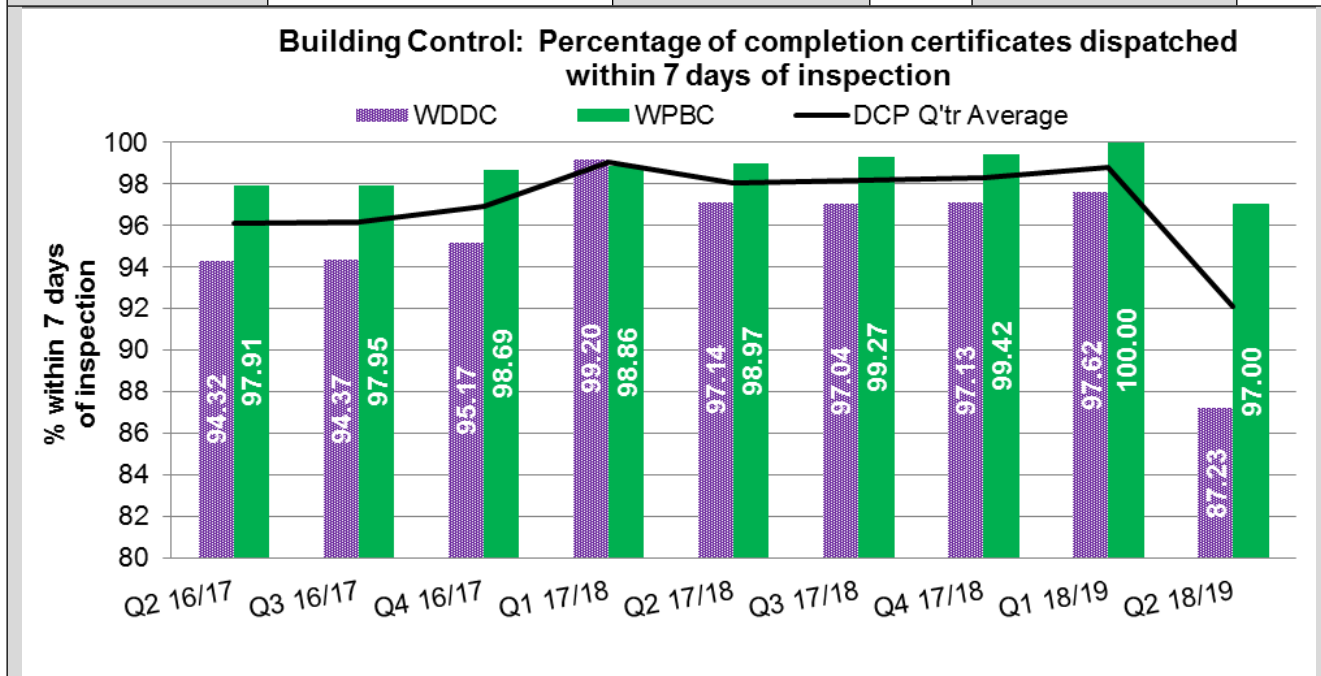
Key:
 ADV: Unauthorised advertisements
 DEV: Development
 BOC: Breach of Condition
 COU: Change of Use
 LBW: Unauthorised works to Listed Building
 SEC: Section 215 - Untidy Land or buildings
 HH: High Hedges
 TRE: Tree complaints

This data is a quarterly update on the number of new live cases per quarter for each of the 8 enforcement categories.

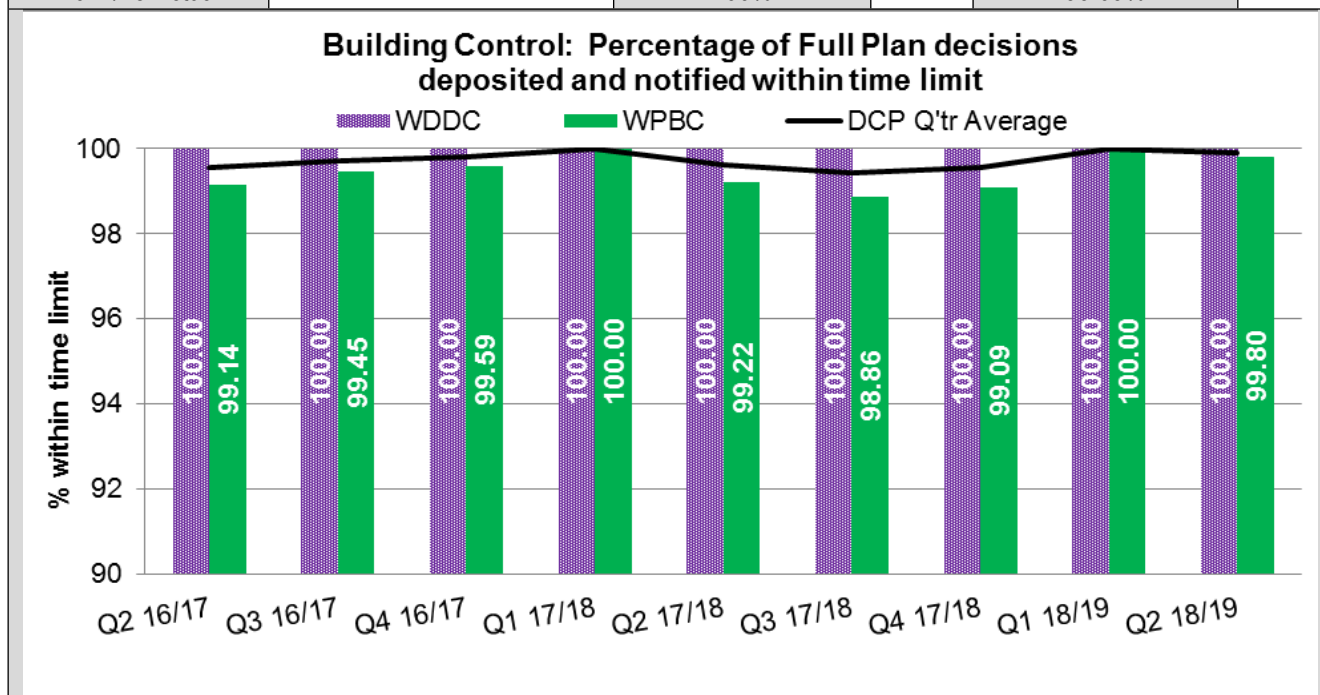
Building Control

Building Control Market Share (as at 30th September 2018)			
Corporate Plan Priority: Developing Successful Partnerships			
Authority	North Dorset	West Dorset	Weymouth & Portland
Full Plans	42	47	24
Building Notice	59	66	30
Partnership	9	53	38
Regularisation	6	6	4
Privately Certified	95	67	22
MARKET SHARE	55%	72%	81.5%

Building Control: Percentage of completion certificates dispatched within 7 days of inspection			Aim	↑
Corporate Plan Priority: Developing Successful Partnerships				
Authority	North Dorset	West Dorset	Weymouth & Portland	
Q2 2018/19 Actual	Currently unable to report data for North. IT system is being developed to enable this.	87%		97%
Q2 2018/19 Target		98%		97%
FY 2018/19 Target		98%		97%
FY 2017/18 Actual		97.13%		99.42%



Building Control: Percentage of Full Plan decisions deposited and notified within time limit				Aim	↑
Corporate Plan Priority: Developing Successful Partnerships					
Authority	North Dorset	West Dorset		Weymouth & Portland	
Q2 2018/19 Actual	Currently unable to report data for North. IT system is being developed to enable this.	100%	✓	99.8%	⚠
Q2 2018/19 Target		100%		100%	
FY 2018/19 Target		100%		100%	
FY 2017/18 Actual		100%		99.09%	



Service Plan Update

A Stronger Local Economy

The Business Support team, which provide the administrative and technical support to the planning officer roles, are going through restructure in order to make the support to the service more effective by providing dedicated officers to the validation process and for customer response. Both this area and the planning team are carrying vacancies at present which are being recruited to although in business support on a temporary basis only whilst restructure takes place. There remains a delay in validation in NDDC are although a new checking service for fees has been introduced by the Planning Portal, through which some applications come which may result in less invalid applications but equally this could result in more paper applications being received as they now charge a checking fee. Validation timescales for WDDC and WPBC are now within government targets. DM are continuing to work alongside Policy and Implementation officers on the Accelerated Home Building programme and a number of key sites have been determined.

Thriving and Inclusive Communities

The proposed new DM ICT system is moving forwards with an agreed contract with Idox to provide a single ICT uniform system (same system as NDDC but a new version) which will lead to greater efficiencies both within the service and in terms of enabling better public access to view and comment on planning applications. This should be moving into test stages during Q3 which will result in disruption of the usual planning service whilst staff are both training on and testing the new system. This needs to be done in order to minimise problems at implementation stage and also to ensure staff are familiar with the new system and that it is fit for purpose. The new D4U website seems to have made it easier for people to find out information regarding planning applications and once the new ICT system is in place additional data will be visible to the public in electronic form following from the Date Quality project which is digitising significant amounts of current microfiche data.

Improving Quality of Life

All planning decisions take into account relevant policy matters from national policy to neighbourhood plans where adopted. Several major applications on Local Plan allocated sites have come forwards in the last 2 years with provision for the associated infrastructure in accordance with policy provisions. The DM team have also assisted with the revisions to the Local Plans which are currently being progressed. The New NPPF has been published this quarter and new legislation in Building Regulations is expected shortly following the Grenfell Tower report.

Developing Successful Partnerships

DM and BC teams work closely alongside colleagues in other authorities to ensure that processes, where systems allow are aligned across Dorset with a focus on ensuring those key areas which need to be aligned prior to the new Council are in place through the LGR work-streams. There are established good working relationships with all Statutory Bodies who interact with the planning system and regular Town and Parish Council training is taking place twice yearly to assist with establishing better relationships and understanding of the planning system at the local level, the next session planned for 9th October. As can be seen from the BC Manager report, there are many successful partnerships between the LA BC team and local building firms particularly in WDWP area.

Actions outside of Corporate Plan

Ongoing process review work is continuing although focussing at present on those processes which will need to be changed as a result of the new ICT system and for the new Council. There is a major project for improving the quality of the data held both in current electronic form and for digitising existing microfiche as part of a joint project with Land Charges. This is necessary for providing quality data to transfer to the new ICT system and to enable easier search facilities for users of the planning data, both internally (Land Charges and Planning) and those wishing to research planning history externally. Work is also continuing to ensure data is compliant with the provisions of the GDPR and the Business Support restructure will allow for greater emphasis to be placed on data quality.

Future Issues

There will be inevitable changes in how planning works as systems and procedures are aligned for 1st April and the new Council. Certain matters need to be legally in place for the new Council to determine Planning and Building regulations matters beyond April and a major focus is being put on these critical areas of work in addition to those which are needed ready for the single ICT system which is planned to become operational early in 2019.

The introduction of the new system is shortly to enter test stages which will result in the majority of staff being required at times to test the emerging new system to ensure it is fit for purpose. This will have a clear impact on the processing of planning applications whilst staff are involved in training and testing but is a necessary part of ensuring the future success of the single system. There will be disrupted access and times when the system will not be “live”, either for staff or customers, particularly during data migration from current 3 systems to the new system will result in there being some possible disruption to the current public access to the service and when dates are clearer as to when this will occur there will need to be clear communication of this to members and customers. The move to the single system will also result in some delays in planning applications whilst consultee responses are awaited and whilst staff are migrating to the new system. There is no mitigation for this nor way to avoid this occurring at some stage and is solely due to the large quantities of data which need to be moved although we are seeking to deal with this on a phased basis for the 3 authorities if possible. Longer term the new system will allow for far more data to be available electronically to the public allowing for more self service through digital means and a single more effective way for staff and customers to work across the 3 Council areas seamlessly.

Key risk areas

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

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

Reduced performance during implementation of new ICT system				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	4		Important for sufficient dedicated resource to be given to this project and that time is given to allow for full testing prior to go live. ICT project team in place but secondments due to end prior to the current predicted "live" dates. A separate risk assessment for the ICT project is in place. Now proposed to run both existing and new system for a short period of time during transition	Impact
Likelihood	5	Likelihood		3
Risk Score	16	Risk Score		12
Risk Rating	VERY HIGH		Risk Rating	MEDIUM

Technical Systems failure				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	4		The ICT project has included the formation of a project team of "super-users" of 4 staff who work within the department. This will give greater resilience with the new system but loss of existing knowledge remains high for the current 3 systems. New posts are being created within the admin restructure to look at the technical and data needs of the service. There are no posts of this nature either in DM or IT teams with expertise at present. There needs to be resilience within the service itself given that there no intention to create any dedicated support within the ICT team.	Impact
Likelihood	4	Likelihood		3
Risk Score	16	Risk Score		12
Risk Rating	HIGH		Risk Rating	MEDIUM

Service Implementation Plan				
CURRENT SCORE		Planned risk reduction initiatives	TARGET SCORE	
Impact	4		Provision of adequate dedicated staff resources to ICT project is now a real issue as staff have dropped back into their substantive roles in August 2018. Contractor resources are coming to the end of their tenure and there is significant risk of them leaving before project implementation. Detailed risk assessment undertaken separately for this ICT project.	Impact
Likelihood	4	Likelihood		3
Risk Score	16	Risk Score		12
Risk Rating	HIGH		Risk Rating	MEDIUM

Community & Policy Development

Corporate Manager – Hilary Jordan

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

Lead Brief Holders – **Cllr Ray Nowak** (Environment and Sustainability), **Cllr Jon Orrell** (Social Inclusion)

Revenue summary

Subjective analysis	Full Year Current Budget 2018/19 (£)	Comments / actions
Employees	316,985	A saving has been declared on the Community Development salary budget as a result of a vacant post, this is now filled.
Premises	1,049	
Transport	1,601	
Supplies & Services	110,799	
Payments to Clients	68,168	
Income	(51,000)	
Net expenditure	447,602	
Q2 Predicted variance	2,500(F)	
Q1 Predicted variance	5,167(F)	

Key performance data

Exception Report from Head of Service

Affordable Housing:

In this quarter there were 12 new affordable homes completed. These were all Rentplus homes in Shaftesbury. There are a number of new affordable homes currently being constructed in Gillingham, Marnhull and Shaftesbury:-

Homes in North Dorset that are currently being constructed and are due to complete in this financial year are 17 on the Mampitts site in Shaftesbury, 17 as part of the redevelopment of garage sites in Gillingham by Sovereign and 3 units at Corner Close in Marnhull.

Homes in Weymouth and Portland that are currently being constructed and are due to complete in this financial year are 21 shared ownership homes on Osprey Quay, 7 shared ownership at Curtis Field and the final 3 homes on the Pemberley site.

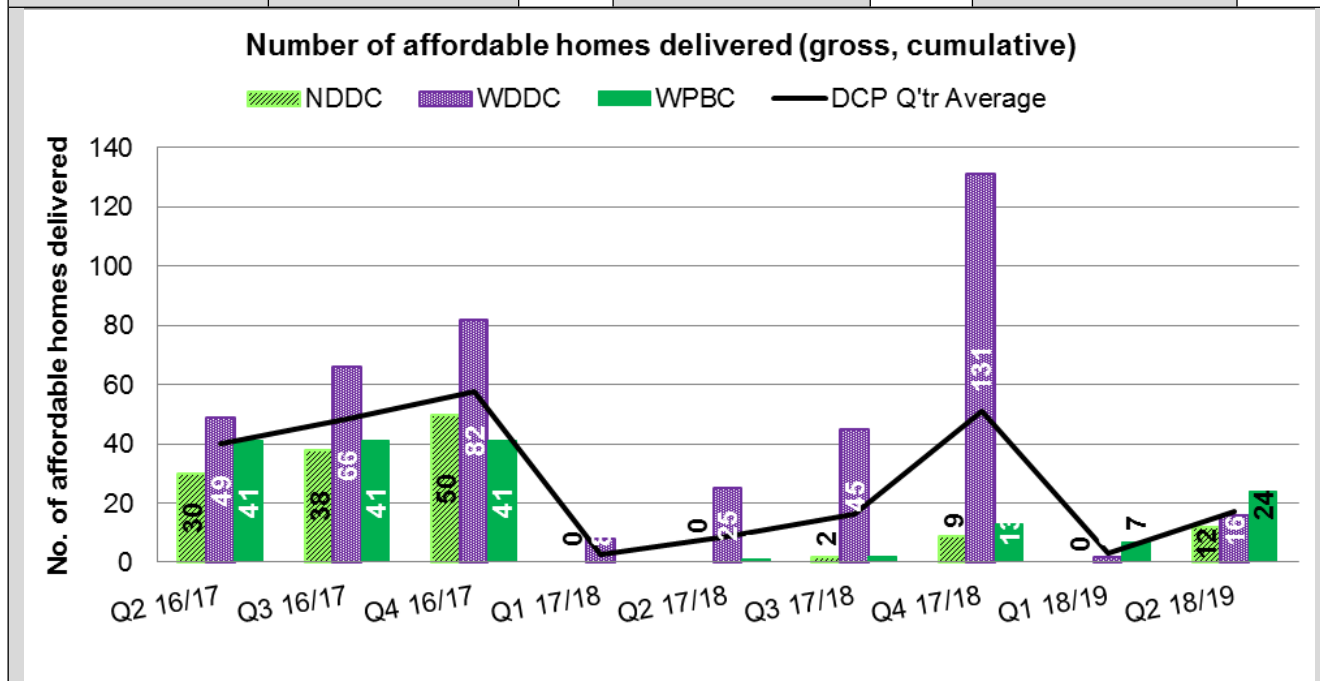
In West Dorset there are number of sites that are currently developing new affordable homes. On larger sites at Putton Lane in Chickerell, Barton Farm in Sherborne and Poundbury we are still waiting for development schedules to confirm delivery dates. Schemes that are due to complete are 8 homes in Portesham, 24 in Charminster and 8 homes in Powerstock. Stonewater are also developing all affordable housing schemes in Mosterton and Winterbourne Abbas and some of these should be completed before the year end.

Housing Land Supply:

At April 2017, none of the councils had the required five-year housing land supply. North Dorset had 3.42 years' supply and West Dorset, Weymouth & Portland (which have a joint target) had 4.94 years' supply. The lack of five-year land supply is continuing to result in a significant number of speculative planning applications in North Dorset in particular, as where there is no five-year housing land supply, relevant local plan policies for the supply of housing should not be considered up to date and so cannot be given as much weight in decisions.

The April 2018 surveys have been carried out but the results cannot be finalised yet as we need the outcome of the first published Housing Delivery Test information in November before we can confirm them.

Number of affordable homes (gross) delivered (cumulative)				Aim	↑
Corporate Plan Priority: Building a Stronger Local Economy					
Authority	North Dorset		West Dorset		Weymouth & Portland
Q2 2018/19 Actual	12		16		24
Projected Year End	49	⚠	62	⊘	82
FY 2018/19 Target (Range)	50-68		70-100		50-65
FY 2017/18 Actual	9		131		13



Five Year Supply of Housing

Corporate Plan Priority: Building a Stronger Local Economy

This is a national requirement that has a significant impact on planning decisions. The formula for calculating it includes adjustments relating to shortfalls from previous years, so the target is adjusted each time the supply is assessed.

West Dorset and Weymouth & Portland have a joint five-year land supply, as they have a joint local plan with joint targets.

The base date is 1 April each year, when a full survey is undertaken, however there is a time lag due to the processing involved to calculate the target and outturn, so the latest figures are not available until a few months later. This year the results cannot be finalised until after November, as the government's new Housing Delivery Test results are published then, and this affects the five-year land supply figure.

April 2017-based figures for all areas are:

	Target	Actual
North Dorset	2,219	1,517 (3.42 years – target not met)
West Dorset and Weymouth & Portland Combined	6,244	6,163 (4.94 years – target not met)

Currently, neither North Dorset nor the West Dorset, Weymouth & Portland joint local plan area has a five-year housing land supply.

Service Plan Update

<p>A Stronger Local Economy</p> <ul style="list-style-type: none"> The 'Preferred Options' document for the West Dorset, Weymouth & Portland Local Plan was published for public consultation on 13 August, with a closing date of 8 October. This includes proposals for significant new development allocations including land north of Dorchester. The business plan for the new Local Authority Trading Company for West Dorset has been agreed. Due diligence work is continuing with Homes England to enable the Housing Infrastructure Fund commitments at Gillingham, Chickerell and Portland to be released. <p>Thriving and Inclusive Communities</p> <ul style="list-style-type: none"> There has been further progress with Neighbourhood Plans: the Gillingham plan has been made, the Fontmell Magna plan is proceeding to referendum and the Bridport and Portland plans have been published for consultation. The 'Working With You' action plans for the more deprived areas of Weymouth & Portland have been updated in 2018 and continue to be implemented. <p>Improving Quality of Life</p> <ul style="list-style-type: none"> Implementation of the Dorset and Cranborne Chase AONB Management Plans is continuing; reviews of both plans (as required every five years) are taking place.

Future Issues

<p>The revised National Planning Policy Framework was published in July and is being taken into account in the emerging local plan reviews. The revised document introduces a new standard methodology for determining housing requirements, and a housing 'delivery test' in addition to the current requirement for a five-year supply of land for housing. This will increase the risk of local planning policies needing to be regarded as 'out of date' and given less weight in planning decisions. There is also a new requirement for 'statements of common ground' to be prepared by groups of local planning authorities to demonstrate cooperation: the first one for Dorset has been developed jointly by the Dorset authorities working together through the Strategic Planning Forum.</p>

Key risk areas

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

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

Inadequate development land supply				
CURRENT SCORE		Planned risk reduction initiatives Five year land supply is monitored annually and falling below target is always a risk if development sites fail to come forward. If we are without a five-year supply (or, in future, if our record of housing delivery is below standard) then decisions must be based on national policy and we will have less local control. This will potentially increase the supply. In the longer term the local plan reviews provide an opportunity to increase supply. We are also taking a proactive approach to increasing delivery through the 'Accelerating Home Building' programmes agreed by all three councils.	TARGET SCORE	
Impact	4		Impact	4
Likelihood	5		Likelihood	2
Risk Score	20		Risk Score	8
Risk Rating	VERY HIGH	Risk Rating	MEDIUM	

Economy, Leisure & Tourism

Head of Service – Nick Thornley

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

Lead Brief Holders – **Cllr Richard Kosior** (Tourism and Culture and Harbour), **Cllr Kate Wheller** (Community Facilities),

Cllr Richard Nickinson (Economic Development)

Revenue summary (Excluding Harbour budget & prediction)

Subjective analysis	Full Year Current Budget 2018/19 (£)	Comments / actions
Employees	535,207	Increased income offset by additional costs for deckchairs, legal costs and advertising drum costs.
Premises	84,806	
Transport	2,417	
Supplies & Services	539,311	
Income	(463,268)	
Net expenditure	698,473	
Q2 Predicted variance	900(A)	
Q1 Predicted variance	20,500(A)	

Revenue summary (Weymouth Harbour) – Reference only

Subjective analysis	Full Year Current Budget 2018/19 (£)	Comments / actions
Employees	416,519	An expected pay award was built into the salary budget but the pay award was higher than expected for positions that fall within the lower end of the Partnerships pay scale, for the harbour this includes all seasonal staff. There are increased costs regarding some Legal expenses. There is increased income in the following areas: continued efforts to recharge all end users for energy, increased number of visiting fishing vessels, increased income from the Slipway, Commercial Area being used for refurbishment works on the Lifeboat pontoon. The following also applies: budget expectations not likely to be met for visiting yachts as the number of visitors is slightly down on previous years, occupancy rates at the Marina is lower than in previous years.
Premises	256,349	
Transport	1,094	
Supplies & Services	156,502	
Income	(1,171,957)	
Net expenditure	(341,493)	
Q2 Predicted variance	59,510(A)	
Q1 Predicted variance	0	

Key performance data

Exception Report from Head of Service

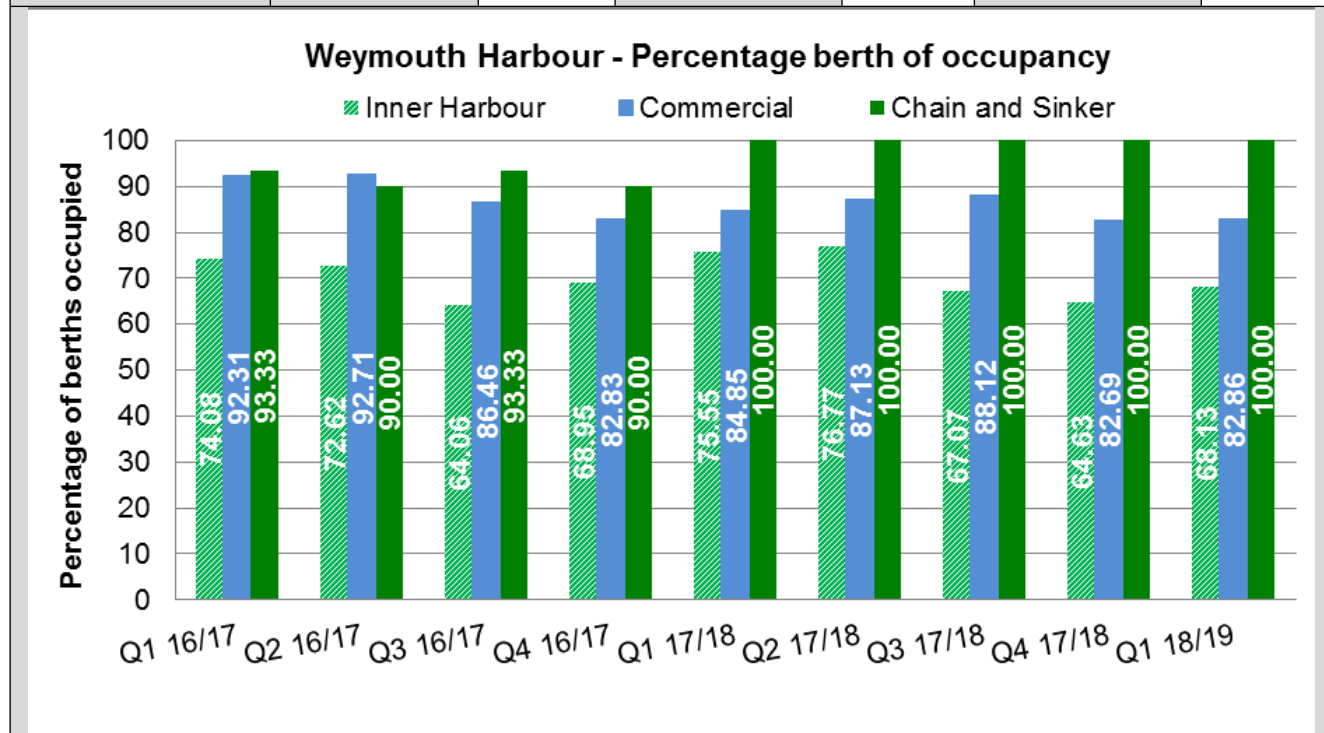
Weymouth harbour

Slow start to the season – berth occupancy and number of visiting boats lower than usual.

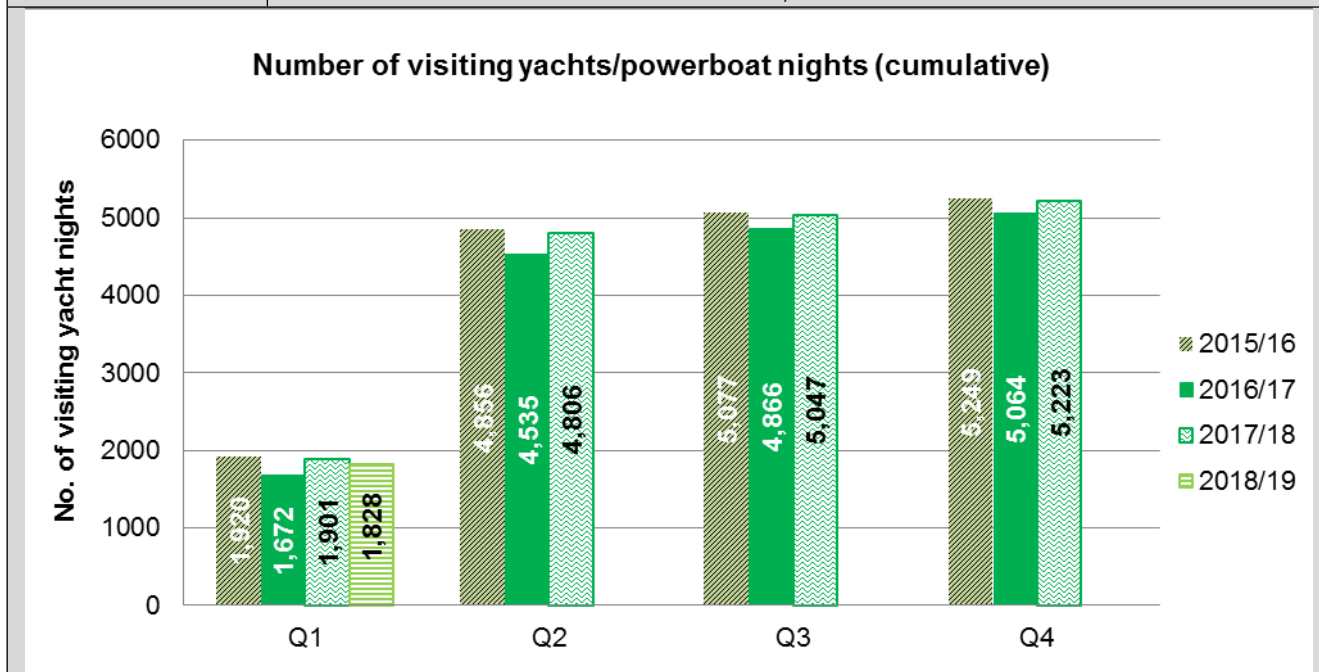
Visit Dorset

Website continues to perform well - a partnership involving 6 councils and approximately 500 businesses.

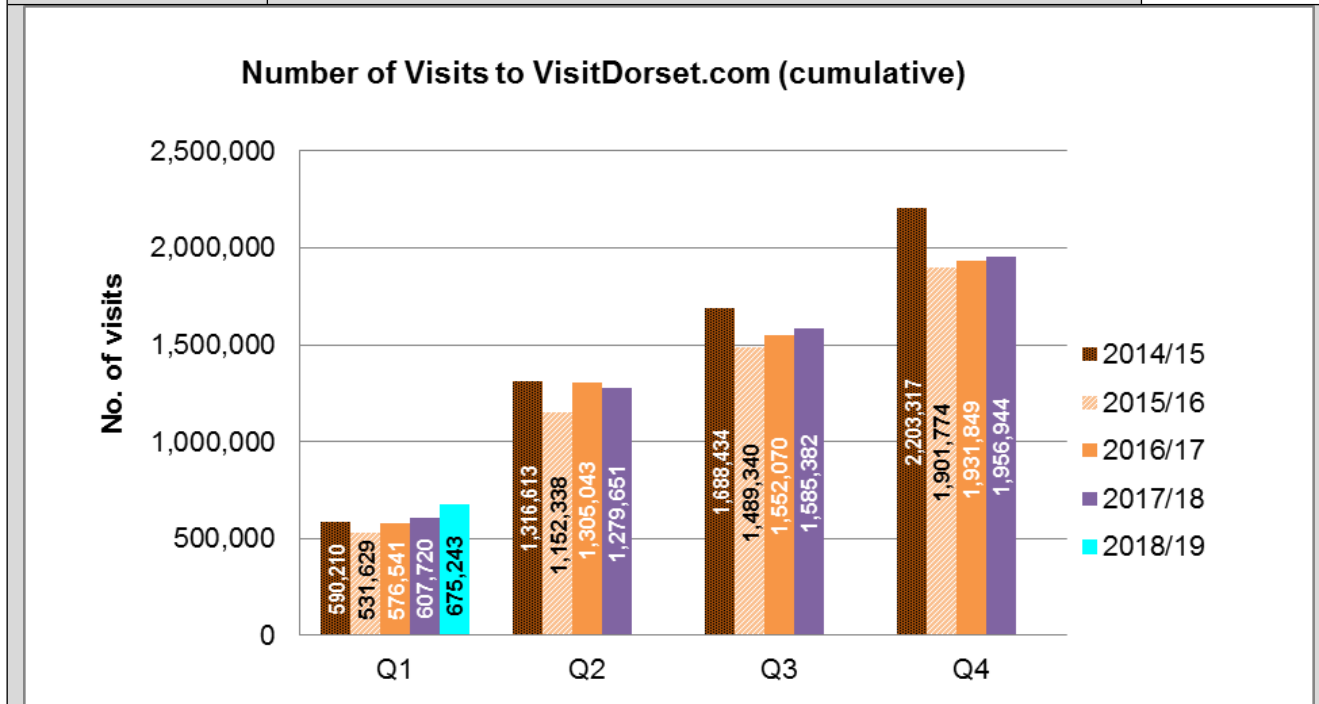
Weymouth Harbour - Percentage of berth occupancy				Aim	↑
Corporate Plan Priority: Building a Stronger Local Economy					
Authority	Weymouth & Portland				
Type of Berth	Inner Harbour Marinas		Commercial Berths		Chain and Sinker Moorings
Q1 2018/19 Actual	68%	✘	83%	✔	100%
Q1 2018/19 Target	80%		80%		80%
FY 2018/19 Target	80%		80%		80%
FY 2017/18 Actual	64.63%		82.69%		100%



Number of visiting yachts/powerboat nights (cumulative)		Aim	↑
Corporate Plan Priority: Building a Stronger Local Economy			
Authority	Weymouth & Portland		
Q1 2018/19 Actual	1,828		
FY 2017/18 Actual	5,223		



Number of visits to VisitDorset.com (cumulative)		Aim	↑
Corporate Plan Priority: Building a Stronger Local Economy			
Authority	Dorset Council's Partnership (DCP)		
Q1 2018/19 Actual	675,243		
Q1 2018/19 Target	550,000		
FY 2018/19 Target	2,000,000		
FY 2017/18 Actual	1,956,944		



Service Plan Update

A Stronger Local Economy

- Performance against new strategic plan for 4 councils promoting economic growth being monitored. Supported by Dorset LEP. Regular meetings of DCC and DCP officers and members to monitor progress.
- Visit Dorset tourism partnership progressing well as partnership of 6 rural/western local authorities and businesses, integrating with the Dorset LEP/Dorset Tourism Association.
- New ways of working for 2 of the 4 West Dorset TIC in place. Lyme and Sherborne being progressed.
- Strong partnership working with local business groups and coastal community teams. Coastal Communities bid submitted (£1 million plus)
- New developments at Weymouth Harbour being planned in conjunction with Peninsula development. Application for fisheries grant funding submitted at Weymouth and Lyme Regis harbours.

Thriving and Inclusive Communities

- Sports centre management arrangements under review in partnership with other Dorset Councils.
- Plans to improve Dorchester Sports Centre by operator 1610 supported.
- Museum development projects supported (Dorset County, Weymouth). Weymouth Museum due to re-open May 2018.
- Weymouth Seafront and Esplanade service continues to achieve national and European recognition for the management and maintenance of the seafront and received the 2017 Blue Flag Award, Seaside Award and TripAdvisor Beach Award. New Esplanade lighting and Sculpture trail projects being progressed in Weymouth.

Improving Quality of Life

- Plans to improve Weymouth Harbour based on the Fisher report being progressed.
- Weymouth Town Centre Manager appointed in partnership with Weymouth BID and progressing a number of projects to improve the 'look and feel' of the town centre – paving, hanging baskets, pedestrian signs, traffic, etc.
- New extension to Lyme harbour office progressing (planning permission secured). Start on site planned for October 2018.

Developing Successful Partnerships

- Successful working with Planning Policy team on distribution of section 106 funding to support new facilities, particularly in Dorchester.
- Strong partnerships with businesses and local education facilities promoting local career and job opportunities through career fairs, networking and young enterprise initiatives.

Key risk areas

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

Very High Risks	0
High Risks	0
Medium Risks	3
Low Risks	8

Assets & Infrastructure

Head of Service – Sarah Cairns

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

Lead Brief Holders – **Cllr Colin Huckle** (Transport and Infrastructure), **Cllr Ray Nowak** (Environment and Sustainability),

Cllr Jeff Cant (Finance and Assets)

Revenue summary

Subjective analysis	Full Year Current Budget 2018/19 (£)	Comments / actions
Employees	835,828	Excellent weather during the summer period has led to additional car parking income. This has partially offset by ongoing North Quay costs, additional costs at the Commercial Rd offices and additional Public Convenience costs.
Premises	2,111,484	
Transport	37,099	
Supplies & Services	306,341	
Income	(4,200,076)	
Net expenditure	(909,324)	
Q2 Predicted variance	182,599(F)	
Q1 Predicted variance	94,330(F)	

Key performance data

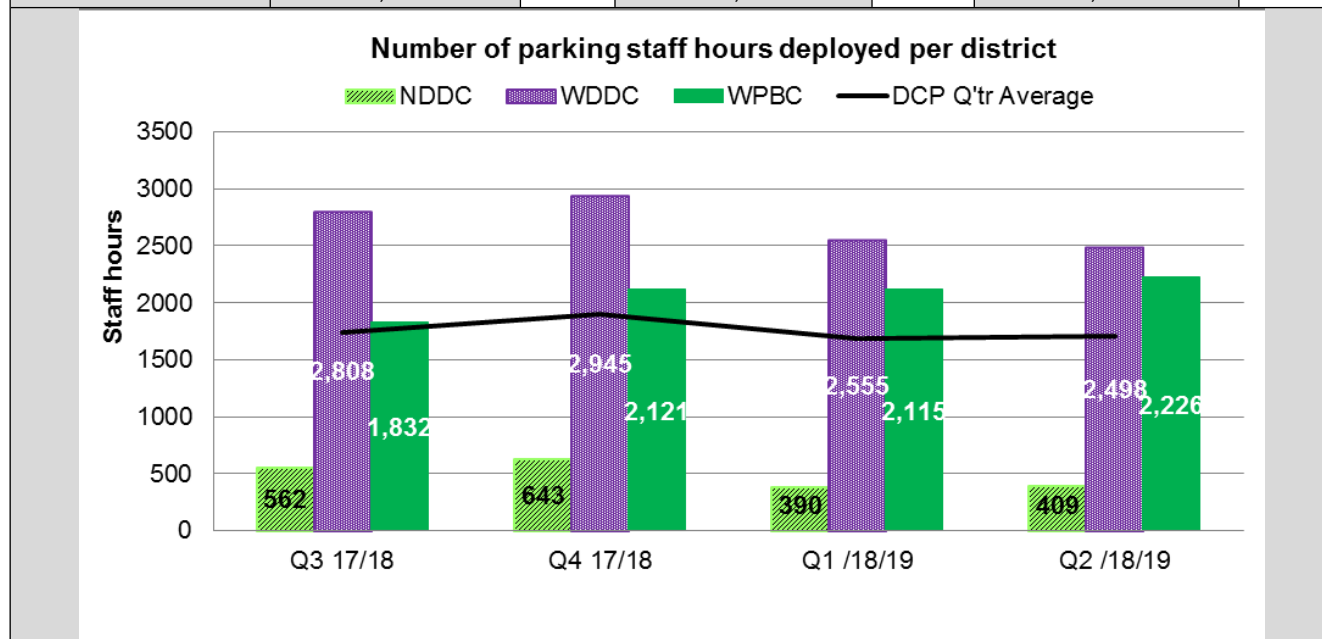
Exception Report from Head of Service

Parking

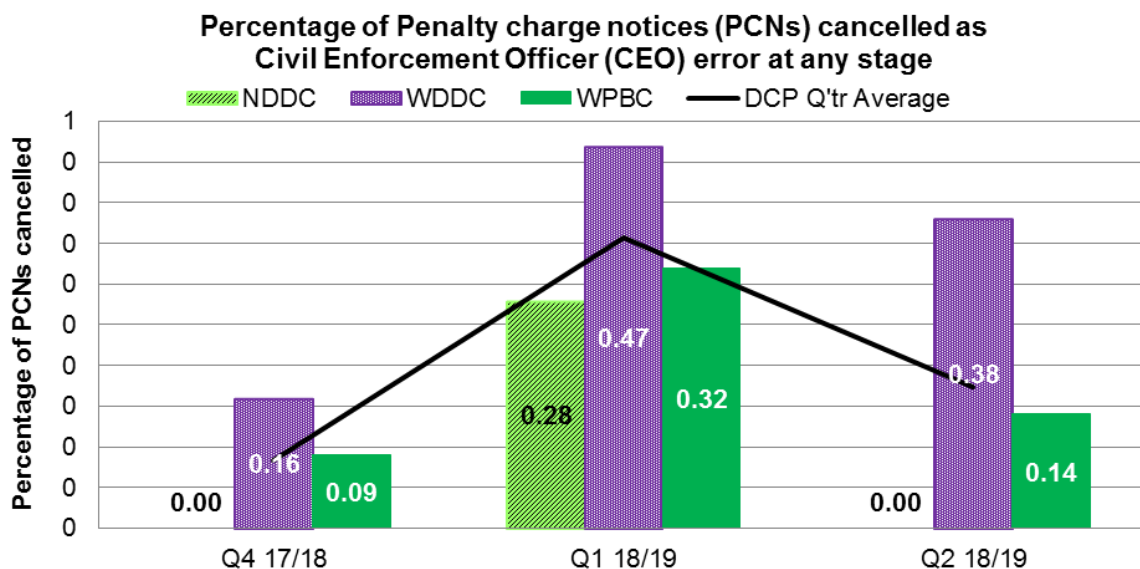
The enforcement team has been slightly understaffed over the summer due to sickness within the team. Two team members had long term sickness. The gaps were filled partially with a temporary seasonal enforcement officer. Two appeals temps were brought in to get the response times back to a satisfactory level after quarter one. These roles will be filled quarter three.

Parking

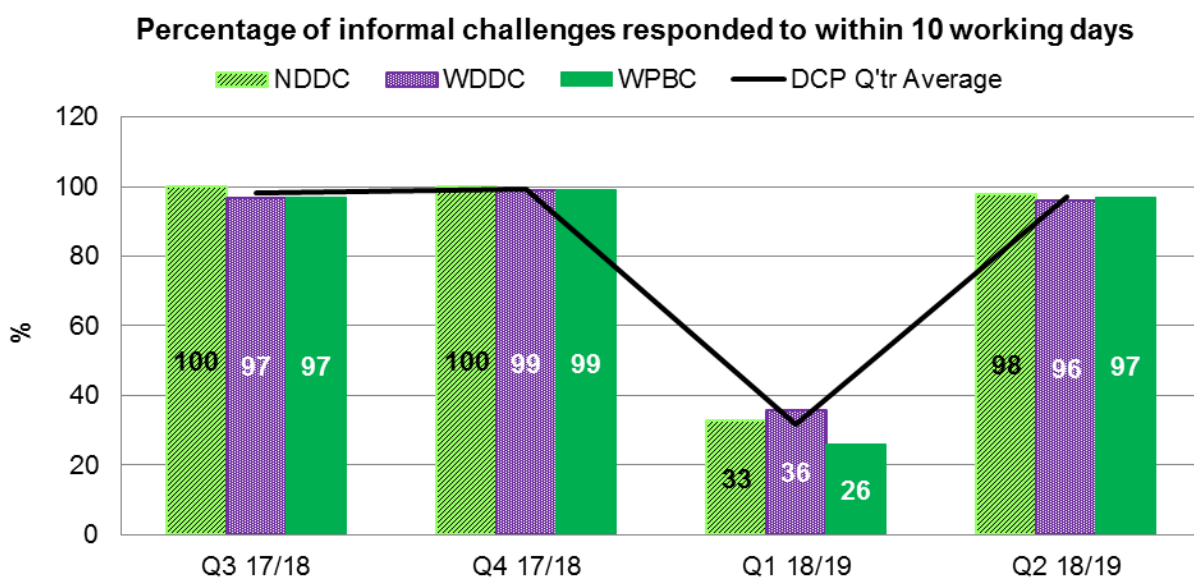
Number of parking staff hours deployed across the district					Aim	↑
Corporate Plan Priority: Developing Successful Partnerships						
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q2 2018/19 Actual	409		2,498		2,226	
Q2 2018/19 Target	390	✓	2,619	⚠	2,163	✓
FY 2018/19 Target	2,200		11,300		7,300	
FY 2017/18 Actual	2,200		11,300		7,300	



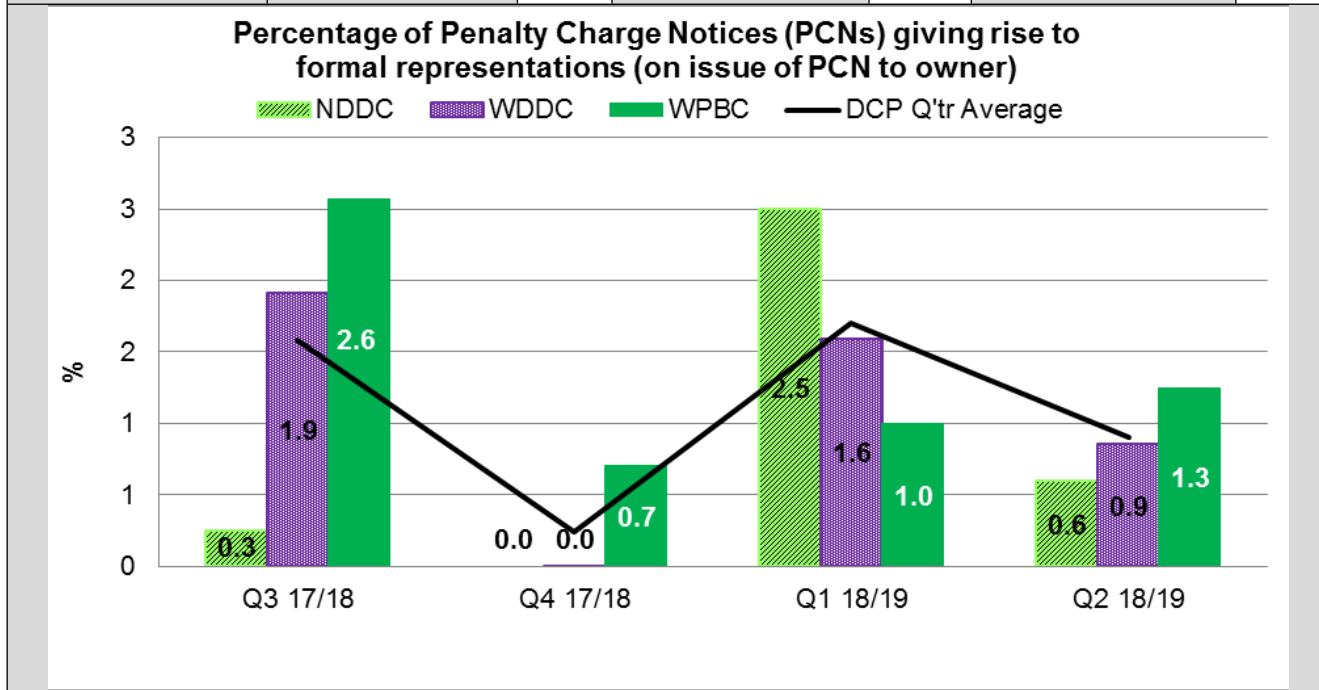
Percentage of penalty charge notices cancelled as Civil Enforcement Officer error at any stage				Aim	↓
Corporate Plan Priority: Developing Successful Partnerships					
Authority	North Dorset		West Dorset		Weymouth & Portland
Q2 2018/19 Actual	0%		0.38%		0.14%
Q2 2018/19 Target	1%	✓	1%	✓	1%
FY 2018/19 Target	1%		1%		1%
FY 2017/18 Actual	0.72%		0.37%		0.40%



Percentage of informal challenges responded to within 10 working days				Aim	↑
Corporate Plan Priority: Developing Successful Partnerships					
Authority	North Dorset		West Dorset		Weymouth & Portland
Q2 2018/19 Actual	98%		96%		97%
Q2 2018/19 Target	75%	✓	75%	✓	75%
FY 2018/19 Target	75%		75%		75%
FY 2017/18 Actual	63%		62%		64%



Percentage of Penalty Charge Notices (PCNs) giving rise to formal representations				Aim	↓
Corporate Plan Priority: Developing Successful Partnerships					
Authority	North Dorset		West Dorset		Weymouth & Portland
Q2 2018/19 Actual	0.60%		0.86%		1.25%
Q2 2018/19 Target	5%	✓	5%	✓	5%
FY 2018/19 Target	5%		5%		5%
FY 2017/18 Actual	0.90%		1.77%		2.17%



Service Plan Update

A Stronger Local Economy

The Peninsula development submitted an outline planning application in May 2018 – this work involves the preparation of layout designs and consultation with key stakeholders. As the sale of North Quay was not completed we are looking at alternatives for the site which remains a key site for regeneration as part of the Weymouth Town Centre Masterplan. Work continues across all 3 council areas with PSP to release sites for housing or capital receipts. We are also looking at under used car parks that are not performing well financially. Resurfacing of car parks in West Bay is now complete. The works to the Lyme Regis harbour masters office have been tendered with the chosen contractor mobilising.

Thriving and Inclusive Communities

Community sandbag stores have been replenished following winter. The out of hours response (Bronze, silver and gold) continues to be managed by A&I along with dealing with any emergency incidents either in or out of hours including keeping up to date operational response plans for flooding, coastal pollution and landslips. We have also chaired Safety Advisory Groups for larger events. Work has taken place to transfer the Greenhill chalets to a user group but is still to complete.

Improving Quality of Life

Work is nearing completion on the asset register for all three councils that will identify all costs and all income for each individual asset. This will be of particular use when considering transfer of assets to town and parish councils. Works at Verne Common to introduce grazing by goats took place late summer 2018. Discussions have taken place with EA regarding a strategy for Weymouth Harbour walls, the coastal process study report has been delivered. Repairs to Wall D in Weymouth Harbour are awaiting planning decision.

Developing Successful Partnerships

The generator from Nordon has been moved to Crookhill as part of our business continuity planning and live testing took place successfully in September. Each of the 3 councils now has an approved parking policy in place. Asset condition surveys along with bathymetric and laser surveys have been carried out on The Cobb with a professional partner stakeholder event to discuss the approach to be taken with repairing the Grade 1 listed structure.

Actions outside of Corporate Plan

Work has begun on discussions regarding transfer of assets to Town and Parish Councils in general. A&I continue to inspect and maintain all 3 councils assets including our operational buildings, industrial units, catering and retail outlets, car parks, coastal defences, harbours, bridges, tunnels, drainage, hotels, public conveniences, land etc. We are working in partnership with the EA to deliver a comprehensive flood alleviation scheme at West Bay.

Future Issues

It is hoped that the preferred developer for the Nordon site, Aster, will be submitting plans for consent in the next quarter. Depending upon the level of interest expressed by town and parish councils work will continue to transfer assets to them.

Work on the Harbour masters office in Lyme Regis is planned to start in the next quarter. Weymouth harbour wall repairs continue with planning consent for Wall D submitted and the works programmed to be on site in late autumn/winter. The final stage of Lyme Regis coastal defence work at the Cobb is programmed to start later this year. Weymouth Harbour will have a full asset condition survey carried out in 2018

Asset valuations will be carried out by the end of 2018.

Key risk areas

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

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

Democratic Services & Elections

Corporate Manager – Jacqui Andrews

(Democratic Support, Electoral Registration & Elections)

Lead Brief Holder – Cllr Alison Reed (Corporate Affairs and Continuous Improvement)

Revenue summary

Subjective analysis	Full Year Current Budget 2018/19 (£)	Comments / actions
Employees	189,915	There is additional expenditure on allowances and general service expenses.
Transport	11,036	
Supplies & Services	380,699	
Income	(23,083)	
Net expenditure	558,567	
Q2 Predicted variance	17,800(A)	
Q1 Predicted variance	4,751(A)	

Key performance data

Democratic Services & Elections currently have no Business Review performance measures.

Service Plan Update

- With the creation of the new Dorset Council, it has been decided that it will not be mandatory for all report-writing officers to be trained to use the ModGov workflow process. However, training will be made available for those officers that wish to use the workflow that assists with report clearance and scheduling processes.
- Promoting digital electoral registration – the Team has promoted digital electoral registration in all communications with residents and included an incentive with the annual canvass to encourage a digital response. To date, there has been a high return rate for all 3 Councils with in excess of 80% of properties responding to the canvass. In October personal canvassers will be knocking on non-responding residents' doors encouraging them to respond to the annual canvass.

Future Issues

Together with all other Services, the Team will be involved in the work to achieve successful local government reorganisation. To date, the Team has been involved in preparing a submission to the Local Government Boundary Commission for England in respect of the Boundary Review being undertaken by them establishing Wards for the new Unitary Councils. The Team has also been involved in the administration of the Shadow Dorset Council and Shadow Executive meetings, and is currently involved in preparation for the Elections in May 2019 and developing a governance structure for the new Dorset Council.

Key risk areas

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

Very High Risks	0
High Risks	0
Medium Risks	2
Low Risks	5

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

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

Lead Brief Holder – **Cllr Alison Reed** (Corporate Affairs and Continuous Improvement)**Revenue summary**

Subjective analysis	Full Year Current Budget 2018/19 (£)	Comments / actions
Employees	229,101	This is currently predicted to be on budget
Transport	1,707	
Supplies & Services	24,074	
Net expenditure	254,882	
Q2 Predicted variance	0	
Q1 Predicted variance	0	

Key performance data**Exception Report from Head of Service**


The average FTE figure is based on a comparison of data supplied for the ONS quarterly surveys as at March 2018 and September 2018. The Q2 figure of 3.57 days per FTE employee compares with a corresponding figure of 3.71 days for last year.

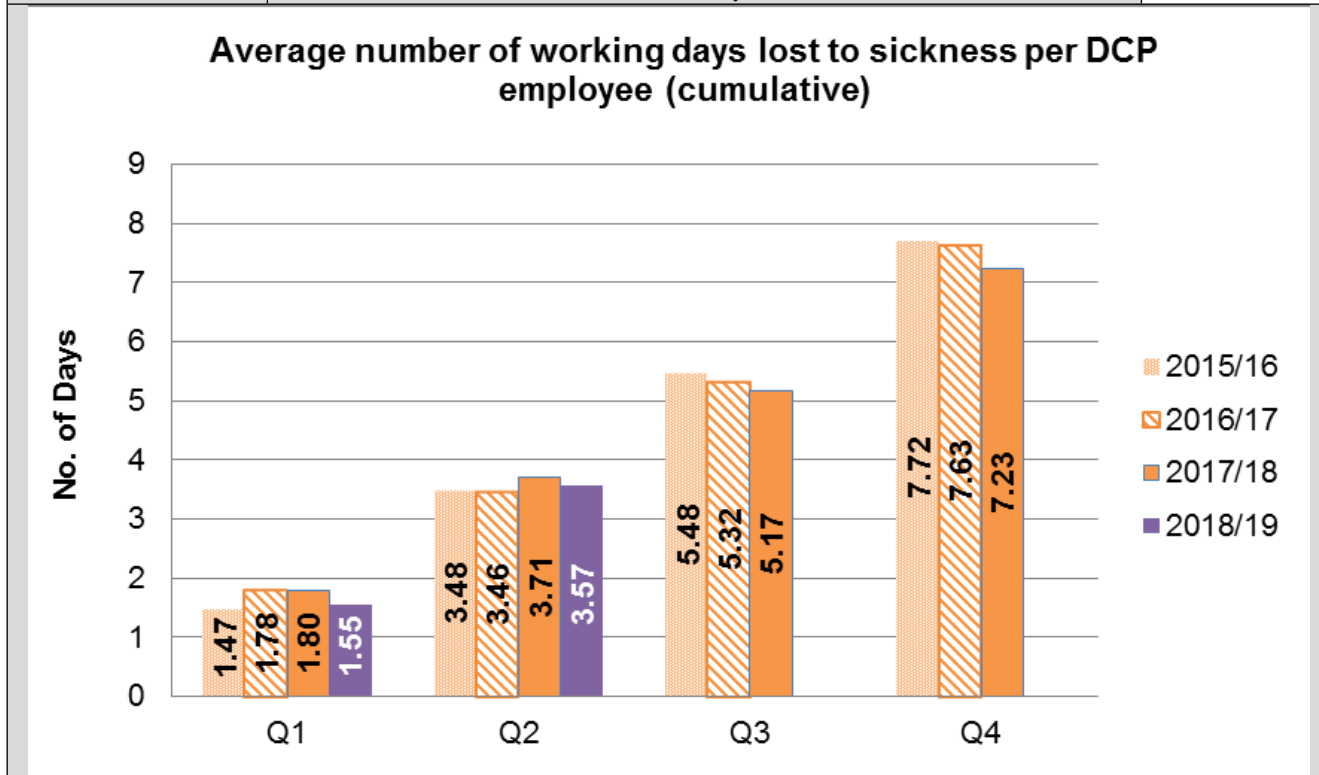
Total days lost for the period was 1,120 (1,037 days in Q2 last year).

The number of absence periods was 213 (238 last year).

Long term absence amounted to 55% of all absence (49% last year).

17 employees had a long term absence (16 last year). As at the end of Q2, 6 had fully returned, 2 were on phased returns, 8 were still off work and 1 had left their employment.

Average number of working days lost to sickness per employee (cumulative)		Aim	↓
Corporate Plan Priority: Developing Successful Partnerships			
Authority	Dorset Council's Partnership (DCP)		
Q2 2018/19 Actual	3.57 days		
Q2 2018/19 Target	3.50 days		
FY 2018/19 Target	7 days		
FY 2017/18 Actual	7.23 days		



Service Plan Update

- **LGR HR & OD work stream** – members of the DCP HR team are working collaboratively with our future partner organisations on all elements of the LGR HR&OD work stream & HR&OD programme
- **Redesign programme** – Two outstanding redesigns within Development Services are now underway and will be completed shortly. One newly emerged redesign recently approved by SLT's is currently being planned.
- **DCP HR & OD team transitional redesign** – The HR&OD Business partner model has been reconfigured and implemented in July in order to properly support the LGR programme and maintain resilience and capacity for DCP business as usual.
- **Recruitment and Selection** - LGR Programme board have introduced a Pan Dorset vacancy management controls across all of the Dorset Councils
- **HR & OD Service plans** - All other HR&OD Service actions are on track or have been completed.

Future Issues

An independent HR&OD lead has been commissioned to work within the programme team and direct all of the HR&OD work streams to take us up to the 1st April 2019. This work will involve all the HR&OD teams to work more collaboratively and cohesively together in order to successfully implement the HR transactions.

Key risk areas

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

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

HR has insufficient capacity to support DCP HR Business as usual LGR HR & OD delivery plan				
CURRENT SCORE		Planned risk reduction initiatives Redesign HR; implement Business Partner model.	TARGET SCORE	
Impact	4		Impact	4
Likelihood	4		Likelihood	1
Risk Score	16		Risk Score	4
Risk Rating	HIGH		Risk Rating	LOW

Legal Services

Corporate Manager – Robert Firth

(Legal, Deputy Monitoring Officer, Land Charges)

Lead Brief Holder – **Cllr Alison Reed** (Corporate Affairs and Continuous Improvement)

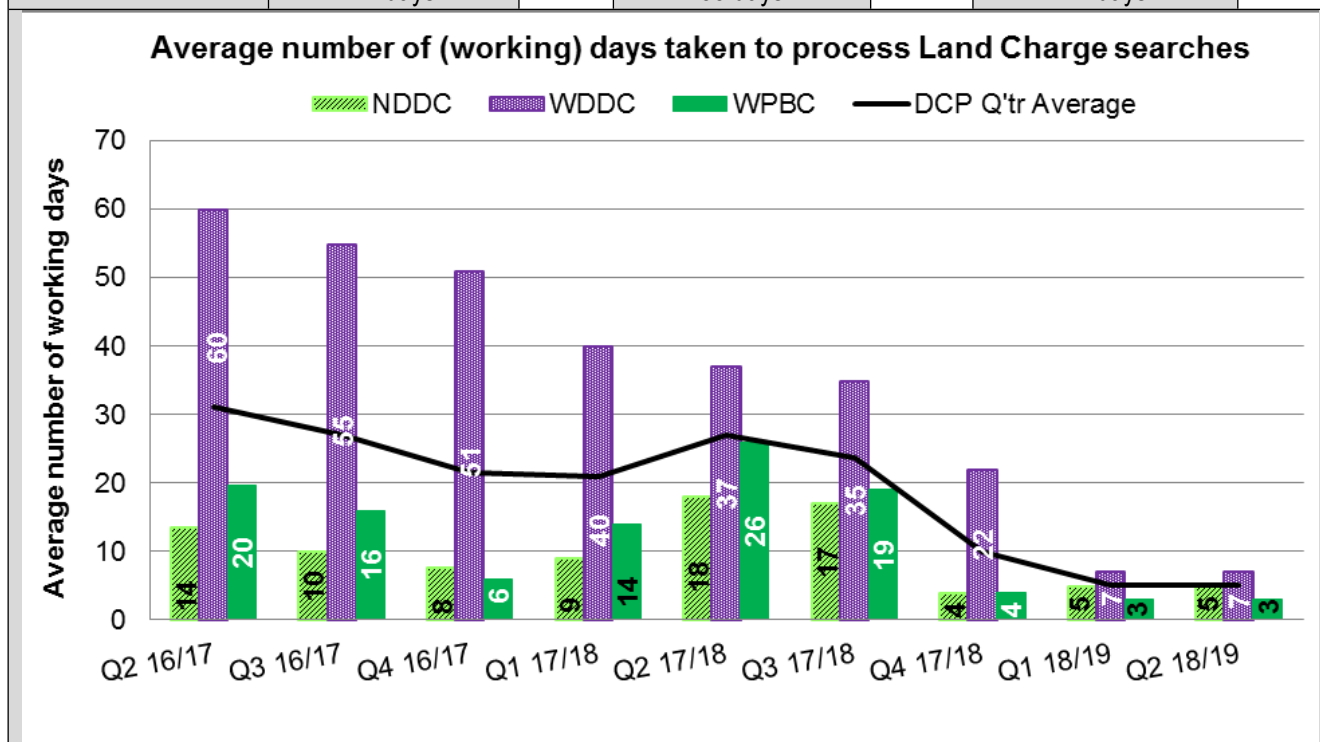
Revenue summary

Subjective analysis	Full Year Current Budget 2018/19 (£)	Comments / actions
Employees	319,950	This is currently predicted to be on budget
Transport	788	
Supplies & Services	90,086	
Income	(151,714)	
Net expenditure	259,110	
Q2 Predicted variance	0	
Q1 Predicted variance	0	

Key performance data

Exception Report from Head of Service
<p>Despite being in the peak season period and having to divert resource to other issues including data improvement work, the land charges unit has managed to maintain searches to well within target times.</p> <p>Actual number of searches for each council are: West: 721; W&P: 507; NDDC: 453.</p>

Average days to process Land Charge searches (working days)					Aim	↓
Corporate Plan Priority: Developing Successful Partnerships						
Authority	North Dorset		West Dorset		Weymouth & Portland	
Q2 2018/19 Actual	5 days		7 days		3 days	
Q2 2018/19 Target	15 days		15 days		15 days	
FY 2018/19 Target	15 days		15 days		15 days	
FY 2017/18 Actual	12 days		33 days		17 days	



Service Plan Update

- Maintain adequate support and assistance to the Councils' property activities
Resources remain under pressure particularly as a result of ongoing increased project work arising as a consequence of LGR. Temporary resources remain in place and if necessary consideration will have to be given to outsourcing discreet pieces of work that cannot be delivered in-house.
- Maintain initiatives to secure the delivery of an effective Land Charges Service
As at the previous quarter, work on securing the delivery of a resilient and effective land charges services continues in a variety of ways including acquisition of a single IT system, an on-going action plan for West Dorset and a project to deliver improved data. All Councils are still operating within target times.
- Provide support and assistance to the development of reorganisation initiatives
The Legal Services Unit is contributing to work streams supporting the introduction of the new unitary council. The volume of work in this area continues to increase and is impacting on capacity.
- Explore opportunities to develop improving working relationships with other Councils
Various work streams are on-going both in relation to legal services and land charges to identify issues relevant to securing an effective transition following go live.

Future Issues

Workloads arising as a result of the Securing Dorset Council project continue to impact upon the legal service and to a lesser degree, land charges. Actions are in place that assess such impacts and seek to secure measures to minimise any adverse impacts.

Key risk areas

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

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

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Weymouth & Portland Borough Council - Capital Update - quarter 2

Appendix 3

Overall scheme budget					Current year budget			Commentary
Scheme	Budget Holder	Total Scheme Budget	Predicted Total Expenditure	Estimated Scheme Variance	2018/19 Budget	Actual As At 28/09/18	Forecast Year End Variance	
		£	£	£	£	£	£	
Environment and Sustainability - Cllr R Nowak								
Weymouth Harbour Walls Remediation Project	S Cairns	1,955,000	1,955,000	0	84,000	33,798	0	Tenders to be issued for Wall D October 2018, for construction Spring 2018. Wall C will be a separate contract. Estimated 2018/19 Total £84,000
Weymouth Beach Management Study	S Cairns	60,000	60,000	0	50,000	0	10,000	Flood and coastal erosion risk management plan for Weymouth sea front between the harbour entrance and Greenhill groyne. 100% funded by The Environment Agency. Flood and coastal erosion risk management plan for Weymouth sea front between the harbour entrance and Greenhill groyne. 100% funded by the Environment Agency. Study has been commissioned due for delivery in June 2019.
Weymouth Breach Analysis & Wave Overtopping Study	S Cairns	25,000	20,000	5,000	25,000	0	5,000	Modelling that will contribute toward the economic assessment for the outline business case for the Phase 1a harbour scheme. 100% funded by DEFRA FDGiA. Study has been commissioned and due for delivery in January 2019.
Weymouth Harbour Tidal Defence Scheme PH1a	S Cairns	100,000	100,000	0	100,000	0	0	Repair and replacement of harbour quay walls and improved flood defences along northern quayside of harbour. Current 100k budget, funded by S 106 contributions, is for lead-in studies and preparatory works toward Outline Business Case for Defra funding. Additional DEFRA funding applied for and awaiting decision.
Weymouth Harbour Walls Condition Survey 2018 19	S Cairns	60,000	50,000	10,000	60,000	0	10,000	Update of assessment of harbour wall condition that will also provide data for Phase 1a scheme and future schemes. Initial budget comes from the PH1a budget line but Defra funding applied for in order to reimburse funds. Time pressures of project meant we could not wait for funding decision. Study to be tendered October 2018.
Chesil Sea Wall Study	S Cairns	110,000	160,000	-50,000	56,000	0	7,000	Match funding for larger EA joint funded scheme, the intention was to spend £49,000 in 17/18 and then £7,000 per annum for next three financial years. The project has been slightly delayed, with only £15,270 being spent in 17/18. A shortfall has been forecast due to a significant increase in the cost of proposed ground investigation works but this may be covered by additional Local Levy. The intention is to spend £80k within the next 6 months - there may be a small requirement to increase the council contribution from the current £10k to £20k but this could be covered by existing maintenance budgets if required.

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Weymouth & Portland Borough Council - Capital Update - quarter 2

Appendix 3

Overall scheme budget					Current year budget			Commentary
Scheme	Budget Holder	Total Scheme Budget	Predicted Total Expenditure	Estimated Scheme Variance	2018/19 Budget	Actual As At 28/09/18	Forecast Year End Variance	
		£	£	£	£	£	£	
Weymouth Public Conveniences	S Cairns	504,000	504,000	0	49,000	790	0	
Corporate Affairs & Continuous Improvement - Cllr A Reed, Finance & Assets - Cllr J Cant								
North Quay Redevelopment / Relocation	S Cairns	1,072,868	1,072,868	0	62,591	0	0	WPBC still liable for expenditure on the vacant property including repairs from vandalism and security patrols. Work is continuing to develop a viable solution for the site, awaiting for report from PSP.
High Street, Portland, Redevelopment	S Cairns	250,000	250,000	0	127,760	0	0	The two properties have been openly marketed as a parcel along with additional land, one offer received below expectations. Officers working with Housing team to progress a viable solution for the site
Housing - Cllr G Taylor								
Local Housing Need Scheme	C Milone	450,000	450,000	0	450,000	185,000	0	The purchase of 15 Brisbane Road for the sum of £185,000 is complete. The process to identify a second suitable property is underway and it is anticipated the budget will be spent by 31/3/19
Tourism, Culture and Harbours - Cllr R Kosior								
Esplanade Lighting Scheme	S Cairns	200,000	200,000	0	200,000	15,500	0	Scheme approved at WPBC Management Committee and planning application submitted. Anticipated to be on site early 2019. The scheme is 100% grant funded.
Pavilion Improvements Grant	N Thornley	250,000	250,000	0	250,000	54,707	0	The works have started. The first interim payment of £54,707 was paid in September. It is anticipated the full budget will be spent by March 2019.
Tourism, Culture and Harbours - Cllr R Kosior, Economic Development - Cllr R Nickinson, Finance and Assets - Cllr J Cant								
Peninsula Development	D Brown	500,000	500,000	0	500,000	0	0	Outline Planning Application going to Committee 28th November. Financial sign off for next phase of work going to full council 11th October.
WPBC Totals		5,536,868	5,571,868	-35,000	2,014,351	289,795	32,000	

30 th June 2018	Average Rate (%)	Current Portfolio	30 th Sept 2018	Average Rate (%)
£		Debt	£	
17,000,000	4.46	LOBO (2) (Lenders Option Borrowers Option)	17,000,000	4.46
10,000,000	4.79	Fixed Rate Loan (converted LOBO)	10,000,000	4.79
27,000,000	4.58	Total Debt	27,000,000	4.58
		Current Investments		
		Property Funds		
5,000,000	5.41	CCLA Property Fund	5,000,000	5.54
		Unit Funds		
1,000,000	4.63	HC Charteris Premium Income Fund	500,000	4.63
3,000,000	0.79	Payden Sterling Reserve Fund	3,000,000	0.84
2,500,000	3.50	UBS Multi Asset Income Fund	2,500,000	3.85
1,000,000	4.99	City Financial Diversified Fixed Interest Fd	1,000,000	5.65
2,500,000	7.37	Schroders Income Maximiser Fund	2,500,000	7.31
2,500,000	4.07	M&G Global Dividend Fund	2,500,000	4.82
1,000,000	3.52	CCLA Diversified Income Fund	1,000,000	3.81
1,500,000	3.41	M&G Strategic Corporate Bond Fund	1,500,000	3.48
2,500,000	3.89	City Financial Multi Asset Diversified Fund	2,500,000	3.89
2,500,000	3.97	Investec Diversified Income Fund	2,500,000	4.05
1,000,000	0.93	Royal London Enhanced Cash Plus Fund	1,000,000	1.55
2,500,000	3.40	Threadneedle Strategic Bond Fund	2,500,000	3.12
2,500,000	3.41	Threadneedle UK Equity Income Fund	2,500,000	4.00
		Threadneedle Sterling		
1,000,000	1.80	Short-Dated Corporate Bond Fund	1,000,000	1.83
		Covered Bonds		
2,226,844	2.12	Leeds Build. Society 4.25% (17/12/18)	2,226,844	2.12
2,003,000	0.92	Leeds Build. Society FRN (01/10/19)	2,003,000	1.01
		Deposits		
706,000	0.15	HSBC Call Account	445,000	0.40
1,500,000	0.16	Handelsbanken liquidity account	1,500,000	0.10
4,500,000	0.25	Debt Management Office (DMO)	6,000,000	0.51
1,500,000	0.50	Lloyds Monthly Bonus call account	1,500,000	0.50
		Money Market Funds		
1,030,000	0.47	Standard Life MMF	1,282,000	0.60
1,028,000	0.41	Deutsche Bank MMF	1,282,000	0.59
932,000	0.42	Blackrock MMF	1,282,000	0.59
1,030,000	0.38	Aberdeen MMF	1,282,000	0.55
895,000	0.52	Federated Investors MMF	1,282,000	0.68
49,350,844		Total Investments	51,584,844	
22,350,844		Net (Debt)/Investments	24,584,844	

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Management Committee 19 November 2018 Applications for Hardship 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

- 4 That Committee considers the applications for Hardship Relief listed at Appendix 1.

Reason for Decision

- 5 That the applications for relief are considered having regard to their individual merits.

Background and Reason Decision Needed

- 6 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.

No relief can be awarded unless the Council is satisfied that, having regard to the interests of its Council Taxpayers, it would be reasonable to do so.

- 7 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.
- 8 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.

- 9 Applications for Hardship Relief has been received from the ratepayers listed at Appendix 1. As the Council is required to meet 40% Committee will want to satisfy itself that it is in the interests of the Council Taxpayer to award any relief.
- 10 Committee is asked to consider the applications for relief received, having regard to the merits of each case.

Implications

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

Appendices

- 13 Appendix 1 – Applications for Hardship Relief.

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	Mr N *****
Address of property concerned	9-10 St Thomas Street, Weymouth
Number of people employed by the business	The ratepayer employed 6 people.
Reasons for claiming relief	<p>The ratepayer occupied the premises from March 2017 to February 2018. In order to commence trading as an ice cream parlour the ratepayer was required to undertake substantial renovation and redecoration. As a result, he was unable to commence trading until June 2017. Unfortunately, business during the summer season was not as predicted and, as a result, the ratepayer decided to cease trading in February 2018.</p> <p>The ratepayer's savings were invested in getting the business up and operating and, as he has now been forced to close, he is having to take out loans to meet his day to day expenditure.</p> <p>It is understood that the ratepayer has managed to sublet the property from February 2018, in order to keep his debts in respect of the business from increasing.</p>
Financial information	<p>The accounts for the period July 2017 to July 2018 show that the turnover for the business was £57,127 against cost of sales of £14,341. Operating expenditure for the year was £83,543 leaving a net loss of £40,757. Significant expenditure included:</p> <ul style="list-style-type: none"> • Depreciation of £11,247 • Rent & Rates of £42,429 • Staff wages of £20,611

Does the business provide a unique service to the community?	The business has ceased trading
What would be the cost to the Council if relief was awarded?	The ratepayer has paid £13,499.91 in respect of his rates liability and has requested that Hardship Relief be awarded in respect of the balance outstanding of £6,767.65. If Committee awarded Hardship Relief in respect of that amount the cost to the General Fund would be £2,707.06 (i.e. 40% of £6,767.65).
Name of applicant	Ms K *****
Address of property concerned	Ground Floor, 104 St Mary Street, Weymouth
Number of people employed by the business	Two plus the business owner
Reasons for claiming relief	<p>The ratepayer commenced trading as a Play Café in August 2018. Time of commencing the business she believed the rates to be in the region of around £800 per month. However, in reality the rates charges are nearly double that amount.</p> <p>The ratepayer did not feel that she needed to produce a business plan for her venture as she was financing the business herself and had researched the demand for a Play Café beforehand.</p> <p>Although the business got off to a good start in August she has found that trade has significantly reduced in September. She has received very good reviews from customers but needs support over the next 12 months in order to help get the business established.</p>
Financial information	The financial information provided shows that the takings for the month of August totalled £7,721.75. Against this, the rent is £2,000 per month and staff wages are also £2,000 per

	<p>month. The ratepayer has not provided any information in respect of other expenditure (such as heating, lighting, drawings, etc) but that is most likely due to only operating for a short period.</p> <p>The ratepayer has appealed against the Valuation Office Agencies rating assessment of the property but has been informed that this may time to resolve.</p>
Does the business provide a unique service to the community?	There is another Play Café in Weymouth Town Centre
What would be the cost to the Council if relief was awarded?	The ratepayer has asked for support in respect of this year's rate charges. If Hardship Relief was awarded in respect of the charges due to 31 March 2018 (which total £10,998.45) the cost to the Council would be £4,399.38 (i.e. 40% of £10,998.45).

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Management Committee 19 November 2018 Councillor Appointment to Outside Body

For Decision

Briefholder

Cllr Alison Reed

Senior Leadership Team Contact:

S Caundle, Assistant Chief Executive

Report Author:

H Caves, Councillor Development and Support Officer

Statutory Authority

Local Government Act 1972

Purpose of Report

- 1 To appoint a maximum of two councillors to serve on one of the council's outside bodies.

Recommendations

- 2 To appoint a councillor to serve as the council's representatives on Weymouth Museum Trust.

Reason for Decision

- 3 To ensure there is representation of Weymouth & Portland Borough Council on the Weymouth Museum Trust.

Background and Reason Decision Needed

- 4 Following the resignation of previous sitting councillors the museum trust asked the council to appoint two councillors to serve as WPBC representatives on this outside body.
- 5 All WPBC members were invited to apply for this position. One application was received from Cllr J Ellis which is appended to this report.

Implications

Financial

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

Equalities

- 7 All members of WPBC are invited to apply for vacancies on the council's outside bodies.

Consultation and Engagement

- 8 All WPBC councillors were notified of the vacancy on the Weymouth Museum Trust.

Appendices

- 9 Appendix 1 - Application received for the vacancies of Weymouth Museum Trust.

Background Papers

- 10 There are no background papers.

Footnote

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

Report Author: Hayley Caves

Telephone: 01305 252394

Email: hcaves@dorset.gov.uk

Date: 08/11/2018

REPRESENTATIVES ON OUTSIDE BODIES - APPLICATION FORM

1. Name: Councillor John Ellis
2. Outside Body: Weymouth Museum Trust
3. Do you have a specific skill or area of expertise relevant to the organisation?
Please state:

I would endeavour to bring management and fund-raising experience and support to the Trust

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

I have a personal interest in Weymouth where I have resided for twenty years. My knowledge of the Museum would no-doubt be enhanced and enriched and I am sure that I would be pleased to promote it, as well as support its endeavours into the future.

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

I would endeavour to support the Trustees and volunteers on behalf of the WPBC and WTC if elected. I believe that the Council has an obligation to support the maintenance of the historical heritage for the current and future generations

6. Please indicate that you have considered whether you have the time to accommodate the level of representation required. Yes

7. Please indicate your commitment to submitting an annual report on the activities of the organisation. Yes

Signature John T Ellis

Date 17th October 2018

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WEYMOUTH AND PORTLAND BOROUGH COUNCIL – MANAGEMENT COMMITTEE ACTION PLAN

KEY: **Red** = Close Monitoring **Amber** = Watching Brief with regular updates **Green** = Completed

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 Sarah Cairns	Kate Wheller	Management Committee	Oct 2016 March 2017 Sept 2017 Dec 2017 April 2018	NA	CIC registration awaited from Charity Commission, all paper work otherwise complete.
2.	New Boxing Club on the Marshes Nick Thornley / Tony Hurley	Kate Wheller	Management Committee	Dec 2017 April 2018	Council reserves	Planning permission secured and council commissioning bore hold survey to test for presence of contamination before building work starts.
3.	Public Conveniences Martin Hamilton	Kate Wheller	Management Committee	Feb 2018 April 2018	To Finance Group	Report to be presented to management committee in August.

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2. Community Safety - MIKE BYATT						
CCTV, Community Safety, Crime and Disorder, Emergency Planning, Environmental Health, Licensing, Police and Crime Commissioner, Police and Crime Panel						
4.	Preventing drink-fuelled disorder. Consider late night levy and limiting opening times. Graham Duggan	Mike Byatt	Management Committee Performance & Scrutiny Committee	March 2017 June 2017 July 2017 Oct 2017 Sept 2017 Jan 2018 April 2018	NA	Early Morning Restriction Order and Late Night Levy currently not supported by Dorset Police. Revised Night Time Economy policing strategy performing well and to be replicated in daytime period.
5.	Town centre space controls to address general antisocial behaviour. Graham Duggan	Mike Byatt Matt Prosser to update at MC	Management Committee	Update at each MC required.	Within existing budget	ASB Public Space Protection Order implemented. Community Safety Accreditation Scheme officers on patrol. 3rd officer recruited in October & 4 th anticipated in November 2018. Scrutiny & Performance Committee undertaken review into supporting those with substance abuse issues, report in November 2018

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6. Tackling litter/dog fouling street trading activity and waste. Tackling street offences. Graham Duggan	Mike Byatt Matt Prosser to update at MC	Management Committee	July 2017 Sept 2017 Feb 2018 May 2018	Within existing budget	Dog related PSPO in place. 3GS environmental enforcement service continues with focus on town centre.
7. Emergency Planning update Martin Hamilton	Mike Byatt	Management Committee	Dec 2017	NA	Post Grenfell review of Borough preparedness for civil emergencies. Verbal update required.
8. Melcombe Regis Board Action Plan. Matt Prosser	Gill Taylor/Mike Byatt	Management Committee	Update at each MC	Partners and Council reserves	Updated MRB plan will be available in September when there will be a separate Member briefing on the work of the Board and the implications of LGR.

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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

9.	Set up a Town Council in Weymouth Stuart Caundle	Alison Reed / Jeff Cant	Town Centre Steering Group Management Committee	March 2018	Agreed in budget 2017/18	Public consultation ends March 2018. Initial scoping of services and finances for Town Council has taken place.
10.	Establishing the position of Portland Town Council Stephen Hill	Alison Reed	Management Committee	Feb 2018	Ongoing	Town Council to consider services it might wish to run after a Unitary Authority meeting.
11.	Unitary Council / Combined Authority Matt Prosser	Jeff Cant / Alison Reed	Delegated to CEO/Leader	Ongoing updates	NA	A Cross County Committee has been set up and approved by full Council to oversee the project.
12.	Review of incoming grants from outside bodies Jane Nicklen	Alison Reed	Scrutiny Committee Management Committee	TBA	NA	Officer Working Group being established to share ownership of co-ordinated approach to grant applications.
13.	Review of links with outside bodies Stuart Caundle	Alison Reed / Andy Blackwood	Scrutiny Committee Management Committee	Feb 2018	NA	To be scoped by Scrutiny Committee.

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4. Economic Development - RICHARD NICKINSON						
Economic Regeneration, Employment Sites, Inward Investment, Market, Business Development and Promotion, Local Shopping Centres.						
14.	Support Leader and Chief Executive to promote package for Weymouth with Central Government Nick Thornley	Richard Nickinson	Management Committee	2018/19	Grant from Coastal Communities Fund	Successful meeting with Jake Berry and local business representatives. Detailed proposal now to be formulated and submitted in the Autumn.
15.	Support for local enterprise and small business start-ups Nick Thornley	Richard Nickinson	Management Committee	2018/19	Grant to support rent free period	Starlight Enterprises formally opened for business. Grant agreed.
16.	Maintain good work relationships with Weymouth BID and Chamber Nick Thornley	Richard Nickinson	Management Committee	2018/19	WPBC	Ongoing liaison
18.	Promote the Western Relief Road Stephen Hill	Richard Nickinson		TBC		Continuing focus to maintain the proposal on the agenda together with support from our local MP.

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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

19.	First Phase Flood Defences Martin Hamilton	Jeff Cant / Ray Nowak	Management Committee	Sept 2017 April 2018	DEFRA/LEP	Following a meeting with Therese Coffey MP in the autumn, officers have continued to work with colleagues from Environment Agency to develop a prioritised programme of repairs. A meeting was held with in March with the Chairman of the Wessex Regional Flood & Coastal Committee to discuss progress and potential funding.
20.	Review ways of enforcing improvement of run down buildings in private hands. Stephen Hill	Ray Nowak / Paul Wyeth	Management Committee	Nov 2017	TBC	Drive up the quality of the built environment. Agreement reached with Town Centre Group to identify and pursue owners of run down building.

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6. Finance and Assets - JEFF CANT

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

21.	Redevelopment of North Quay site Martin Hamilton	Jeff Cant / all	Management Committee	Outline Planning Proposal	External Funding	Several versions of proposals to redevelop the site have been reviewed by the Council/PSP partnership. Planning application due to be submitted in May
22.	Town Centre Regeneration Peninsula Martin Hamilton	Jeff Cant / all	Management Committee	First phase project Completion 2020	Council borrowing	£700k committed to project to take to outline planning. Demolition to start Jan 2018.
23.	Town Centre Regeneration – Commercial Road Martin Hamilton	Jeff Cant	Management Committee	Dec 2017	Mixed Funding	This requires the construction of a consortium proposal from the three site owners.
24.	Submit a case for additional funding support to Department for Communities and Local Government Martin Hamilton / Simon King	Jeff Cant/ Group Leaders	N/A	Ongoing	N/A	Met the Minister for Coastal Communities March 2018. A team of cross departmental civil servants will visit to hear our case and construct a proposition to help us forward The Minister will then visit.

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25. Create an Active Property Asset Management Plan Martin Hamilton / Sarah Cairns	Jeff Cant	Management Committee	Rolling programme of reports	NA	Initial list of properties for disposal/development considered by Assets & Regeneration Group and approved by MC. List to be revisited to form the basis for Town Council discussions.
26 Pavilion makeover Martin Hamilton	Jeff Cant	Management Committee	Oct 2017	Funds allocated	£250k allocated to the project. Lease finalisation now being undertaken by legal team External works to start September.
27. Construction of new public conveniences at the Esplanade Martin Hamilton	Jeff Cant	Management Committee	Verbal update at each Management Committee	£400,000 Funds allocated from capital reserves	Surveys complete, designs being produced and minor repairs and redecorations in progress, report will come to July MC.

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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						
28.	Melcombe Regis Board Improving Melcombe Regis as a place to live. Matt Prosser	Gill Taylor / Mike Byatt / Jeff Cant	Report to Management Committee	Monthly updates from CEO/ Briefholders	Joint funding from the participating bodies	Following their endorsement by the Melcombe Regis Board on 5 October 2018, detailed proposals for a selective housing licensing for Melcombe Regis will begin the WPBC process in November 2018.
29.	Review unlicensed HMO's in the Borough Clive Milone	Gill Taylor	Update to Management Committee October 2017	Monthly verbal update	Continue to await Government legislation anticipated in Summer 2018	Report on a proactive approach to ensuring safe HMOs.
30.	Action Plan required bringing together Council and Housing Associations Stephen Hill / Clyde Lambert	Gill Taylor / Jeff Cant / Ray Nowak	Report to Management Committee August 2017 following review of funding by Finance Group.	March 2017 May 2017 July 2017 Verbal update at each MC	Joint funding from the three Councils.	Accelerated Home Building strategy with the objective to increase number and pace of house building.

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8. 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

31.	Review Corporate Equality Policy Jane Nicklen	Jon Orrell	Management Committee	Feb 2018	NA	Dorset Shared Equality Objectives and Dorset Councils Partnership Equality Objectives 2018-19 adopted by Management Committee July 2018.
32.	Armed Forces Covenant project to be investigated. Jane Nicklen	Jon Orrell	Management Committee	Monthly updates	Council Reserves	Work to support local veterans going ahead under auspices of The Lantern, Royal British Legion, Dorset HealthCare Armed Forces (Veterans) Community Health and Wellbeing Team, The Veteran’s Hub. Project to develop a Cycle Hub working with veterans at Weymouth Railway Station on hold with possibility of partial delivery through DCC Coastal Communities Fund bid to refurbish the site.

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33.	Make WPBC Dementia Friendly Jane Nicklen	Jon Orrell	All Members	March 2019	NA	No local Dementia Action Alliance support. Limited staff capacity to support this due to staff absence and LGR work so will be supported through the Equalities Working Group.

WEYMOUTH AND PORTLAND BOROUGH COUNCIL – MANAGEMENT COMMITTEE ACTION PLAN

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

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

34.	Developing the commercial potential of the Harbour Nick Thornley	Ian Bruce/ Richard Kosior	Management Committee	Verbal updates		Advice on long term way forward provided by specialists Fisher Associates and being reviewed. Some new prices agreed at 6.12.17 Harbour Board. 5 main projects being explored including an MMO funding application for improved Fish and Seafood handling facilities. Active engagement with Peninsula development team.
35.	Esplanade lighting system Nick Thornley Tony Hurley	Richard Kosior	Management Committee	March 2019	Coastal Communities	£200k grant from Coastal Communities Fund. Project Plan agreed. Project on track. Designer appointed, member and public consultation continues.

WEYMOUTH AND PORTLAND BOROUGH COUNCIL – MANAGEMENT COMMITTEE ACTION PLAN

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Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
36. Proposal for sculpture trail Tony Hurley	Richard Kosior / Jeff Cant	Management Committee	March 2019	£123,000 from borough council reserves	Public consultation complete and brief being revised to take account of Member Arts Advisory Panel comments – brief to be submitted to Management Committee for approval in December 2018.
37. Signage Nick Thornley	Richard Kosior / Colin Huckle	Management Committee	March 2018	Funding provided by Weymouth BID and WPBC	Delivery of new signs expected by September 2018.
38. Review of concessions process and product and service mix Sarah Cairns / Matt Ryan	Richard Kosior	Scrutiny Committee	Jan 2019	NA	Before allocation of licences for 2019 season The seafront concessions licences and leases are due for renewal in 2020. They will be reviewed later in 2018 to plan for action to take place during 2019
39. Clarify the offering to visitors and Review the active promotion of tourism Nick Thornley	Richard Kosior	Management Committee	Completed in April 2018	WPBC as part of TCP	Completed as reported to management committee meeting 17.4.18.

WEYMOUTH AND PORTLAND BOROUGH COUNCIL – MANAGEMENT COMMITTEE ACTION PLAN

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Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update	
<p>10. Transport and Infrastructure - COLIN HUCKLE</p> <p>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</p>						
41.	New Traffic management programme for the Town Centre to include pedestrianisation proposals. Nick Thornley	Colin Huckle / Jeff Cant	Management Committee	To be agreed once scheme drawn up.	Funding approved June MC for first phase of pedestrianisation	St Mary's Street / St Thomas Street completed. Second phase pedestrianisation report October. Full Traffic Management proposal Feb 2018. - St Mary's Street / St Thomas Street improved pedestrianisation measures completed and being monitored by Town Centre Manager. Second phase pedestrianisation project being progressed with DCC. Full traffic management plan to be prepared with DCC based on site developments and LEP funded study.
42.	Cost of complementary car park passes. Nicola Keyworth-Wright.	Colin Huckle	Management Committee	December 2018	[Green background indicating completion]	

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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