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CABINET

MINUTES OF MEETING HELD ON TUESDAY 5 APRIL 2022

Present: Cllrs Peter Wharf (Vice-Chairman), Ray Bryan, Tony Ferrari, Laura Miller, Andrew Parry, Gary Suttle, Jill Haynes and David Walsh

Apologies: Cllrs Spencer Flower, Graham Carr-Jones and B Quayle

Also present: Cllr Andrew Kerby, Cllr Jane Somper, Cllr Tony Alford, Cllr Piers Brown, Cllr Beryl Ezzard, Cllr David Gray, Cllr Brian Heatley, Cllr Jon Orrell and Cllr Mary Penfold

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

Matt Prosser (Chief Executive), Aidan Dunn (Executive Director - Corporate Development S151), Jonathan Mair (Corporate Director - Legal & Democratic Service Monitoring Officer), John Sellgren (Executive Director, Place), Kate Critchel (Senior Democratic Services Officer), Theresa Leavy (Executive Director of People - Children), John Newcombe (Service Manager, Licensing & Community Safety) and Matthew Penny (Leader Manager - - Flood & Coastal Erosion Risk Management (FCERM))

74. Minutes

The minutes of the meeting held on 1 March 2022 were confirmed as a correct record and signed by the Chairman.

75. Declarations of Interest

There were no declarations of interest to report.

76. Public Participation

There was one question from the public. This question along with the response from the Portfolio Holder is set out in Appendix 1 to these minutes.

77. Questions from Councillors

There were 2 questions from Councillor J Orrell; these along with the responses are set out in Appendix 2 to these minutes.

In response to a supplementary question regarding the need for organisations to be working more closely together for the most deprived areas of Weymouth, the Portfolio Holder confirmed that the aim was for a collaborative approach across the Police, Health and other partnerships; the local ward member would be kept informed of progress.

78. Forward Plan

The draft Cabinet Forward Plan for May 2022 was received and noted with the following item change:

Home to School and Post 16 Transport Policies report to be moved from May 2022 to July 2022.

79. Council Plan Performance: January - March 2022

The Portfolio Holder for Corporate Development and Transformation set out a report on progress toward delivering Dorset Council's Plan for the period January – March 2022.

The Portfolio Holder highlighted the following areas:

- Economic Growth, Unique Environment, Climate and Ecology Work and the provision of Suitable Housing
- She also acknowledged that the number of homelessness approaches increased significantly at the start of the new year and was higher than anticipated.
- There had been significant improvements made in processing local land charge searches.
- Strong, Healthy Communities - the council secured over £2m from the Government's Household Support Fund.

In presenting the report the Portfolio Holder advised that the council's budget, which was agreed in February, continued to prioritise resource allocation to front-line services wherever possible.

In response to a question regarding performance measures for the climate and ecology work, the Portfolio Holder had recently asked cabinet members to review the performance measures of the plan to ensure that they were all pertinent and based on outcomes. Progress will be reported back to members in due course.

Decision

That the progress against the council plan priorities for the period January – March 2022 be noted.

Reason to note and receive the report

To ensure progress towards the Council Plan was measured and monitored.

80. Lyme Regis Environmental Improvement Scheme Phase 5 Outline Business Case

The Portfolio Holder for Highways, Travel and Environment set out the report which aimed to strengthen and improve the Cobb structure at Lyme Regis.

The detailed report presented the online business case for the proposed scheme for which significant funding was being sought from the Flood Defence Grant-in-Aid, Section 106 monies, and Community Infrastructure Levy (CIL) sources.

In response to a question in respect of the project finance, the Service Manager for Flood and Coastal Erosion confirmed that the highest costs of scheme did relate to coastal protection, however there were non-coastal protection elements and these would be covered by the section 106 agreements and CIL.

It was proposed by Cllr R Bryan seconded by Cllr L Miller

Decision

- (a) That the Lyme Regis Environmental Improvement Scheme Phase 5 Outline Business Case as set out at Appendix A, be agreed.
- (b) That Cabinet authorises the submission of the Outline Business Case to the Environment Agency's National Project Assurance Board.
- (c) That Cabinet authorises the use of allocated S106 derived funds as contributions toward the scheme construction costs.
- (d) That Cabinet authorises officers to progress the scheme to its completion, including construction, pending necessary expenditure approvals.

Reason for the decision

As owner and coast protection authority, the Council was responsible for maintenance and repair of the Grade 1 Listed Cobb harbour structures to an appropriate standard. This project would provide coastal protection to 37 properties as well as maintain the recreational and heritage value of Lyme Bay, and continued operation of Lyme Regis Harbour.

81. Yetminster and Ryme Intrinseca Neighbourhood Plan 2017-2036

The Portfolio Holder for Planning presented a report to formally make the Yetminster & Ryme Intrinseca Neighbourhood Plan for 2017-2036.

Cllr M Penfold, the local ward member spoke in support of the plan and it was unanimously supported by Cabinet.

It was proposed by Cllr D Walsh and seconded by Cllr T Ferrari

Decision

- (a) That the Council makes the Yetminster & Ryme Intrinseca Neighbourhood Plan 2017 - 2036 (as set out in Appendix A) part of the statutory development plan for the Yetminster & Ryme Intrinseca Neighbourhood Area.

- (b) That the Council offers its congratulations to the Parish Council and members of the Neighbourhood Plan Group in producing a successful neighbourhood plan.

Reason for the decision

To formally make the Yetminster & Ryme Intrinsic Neighbourhood Plan 2017 - 2036 part of the statutory development plan for the Yetminster & Ryme Intrinsic Neighbourhood Area.

82. Officer delegated authority to agree Telecoms Operators access agreements

The Portfolio Holder for Corporate Development and Transformation set out a report seeking delegated authority to enter into land access agreements in accordance with the Electronic Communications Code introduced by the Digital Economy Act 2017, so as to ease the delivery of the council's priorities for modern world-class digital connectivity.

Simplifying access to council land was an important part of Dorset Council's responsibility to support the market in providing the digital connectivity needed.

Cllr J Haynes proposed the recommendation set out in the report. Cllr Ferrari spoke in the support of the paper and seconded the motion

Decision

That Cabinet:

- (a) Agrees a delegated decision route to grant access requests for telecoms infrastructure across, on or under council-owned land for a nominal value (eg £1), where the installation of the infrastructure is to directly benefit Dorset Council, or where the installation is delivered with public subsidy.
- (b) Delegates the decision to discount the relevant land charges to the Portfolio Holder for Economic Growth, Assets and Property in consultation with the Executive Director of Place, and the Corporate Director for Digital and Change.

Reason for decision

To facilitate removing impediments and bottlenecks and in agreeing access to Dorset Council land and property for broadband delivery and recording a delegated decision.

83. Establishment of a Shareholder Committee for the Dorset Centre of Excellence

In the absence of the Leader of the Council, the Portfolio Holder for Children, Education, Skills and Early Help set out a proposal to establish an executive

committee of the Executive to carry out the Council's shareholder function for the Dorset Centre of Excellence.

The committee would meet quarterly and consist of 5 members. Cabinet were also asked to agree its terms of reference.

It was proposed by Cllr A Parry seconded by Cllr J Haynes

Decision

- (a) That an executive committee of the Executive be established, to be known as 'The Shareholder Committee for the Dorset Centre of Excellence'.
- (b) That 5 members of the Executive be appointed to the Shareholder Committee.
- (c) That the Terms of Reference for the Shareholder Committee be approved.
- (d) That delegated authority be given to the Shareholder Committee within the scope of its terms of reference, including strategic oversight and Council Consent decisions.

Reason for the decision

To establish formal governance arrangements for the performance of the Council's shareholder function for the Dorset Centre of Excellence.

84. Self- Evaluation of Children's Services

The Portfolio Holder for Children, Education, Skills and Early Help presented the Annual Self-Evaluation of Children's Services report.

The Executive Director for People (Children) took this opportunity to highlight that it had been a difficult and challenging year for the service and would continue to be so for the coming year. She emphasised the next steps for the service, as set out in the report, to enable the service to continue to improve provision for young people.

The Cabinet Lead for Safeguarding highlighted that one area for development was to improve the experience and outcomes for care leavers and reminded Cabinet that this was an all member responsibility as a corporate parent.

Decision

That the Annual Self Evaluation of Children's Services be received and noted.

Reason to note and receive the report

The requirement to produce an Annual Self Evaluation is part of the Ofsted Inspection Framework of Children's Services.

85. **Consultation Report for Anti-social Behaviour related Public Spaces Protection Orders**

The Portfolio Holder for Customer and Community Services set out the recommendation relating to Public Spaces Protection Orders (PSPO) for Dorset.

Members were advised that officers had reviewed the existing Orders, in consultation with statutory consultees and the revised draft Orders had been prepared.

The Portfolio Holder also confirmed that Place and Resources Overview Committee had considered the report and its recommendations at its meeting on 7 March 2022 and a number of proposed changes had been taken into account.

In response to a question relating to the use of electric scooters on Weymouth's Esplanade and that they raised safety concerns, the Service Manager for Licensing and Community Safety confirmed that this matter had also been raised by residents as part of this consultation. He advised that officers were looking at the cycling provisions on the Esplanade and was in discussions with colleagues in Highways to consider how this concern could be addressed.

In respect of a question regarding enforcement, the Portfolio Holder confirmed that a proper training programme was in place for enforcement. She further advised that a post-scrutiny review of PSPO's would be taking place in the future and any outstanding issues could be addressed as part of that review.

It was proposed by Cllr L Miller seconded by Cllr R Bryan

Decision

That the Anti-social Behaviour related Public Spaces Protection Orders for the following parts of the Dorset Council area, be approved:
Bridport, Dorchester, Lyme Regis, Portland, West Bay, Weymouth, Dorset Beaches and Dorset Open Land.

Reason for the decision

To comply with legislative requirements for the making of Public Spaces Protection Orders.

To ensure openness and transparency in the Council's decision making by taking appropriate account of the results of the public consultation.

To ensure that those persons affected by anti-social behaviour were afforded the protection provided by such Orders.

86. **Dorset Education Board**

The Portfolio Holder for Children, Education, Skills and Early Help presented a report and recommendation from the People and Health Overview Committee seeking approval of the creation of a new Education Board for Dorset.

The Portfolio Holder further advised that Mr Stephen Twigg had been appointed as Chair of the Board and he looked forward to working with him.

It was proposed by Cllr A Parry and seconded by Cllr J Haynes

Decision

That the creation of a new Education Board for Dorset be approved.

Reason for the decision

The establishment of an Education Board for Dorset will retain the strength of partnership working through the pandemic and mobilise our partnership to deliver the opportunities and tackle the challenges of the education system in Dorset.

87. Children's Commissioning Strategy

The Portfolio Holder presented the paper that set out the Commissioning Strategy for Children's Services and the council's 5-year approach. The reason for the recommendation was that an effective strategy was the best way to understand, plan and deliver better outcomes. The report also been considered by the People and Health Overview Committee at its meeting 24 March 2022.

In a response to a question regarding the scope and scale for the strategy, the Corporate Director for Commissioning and Partnership advised that the strategy reached across all of the children's revenue budget spend, it also included external commissioned services and some capital spend. Further procurement plans were likely to come back for committee approval in the future.

Responding to a question, members were further advised that the strategy was likely to be scrutinised by committees and a performance management group meets regularly to ensure that projects and services were on track.

It was proposed by Cllr A Parry seconded by Cllr P Wharf

Decision

That the 5-year Commissioning Strategy be approved, and the intended approach be adopted.

Reason for the decision

Effective strategic commissioning is the main way to understand, plan and deliver better outcomes for residents. The strategy sets the direction for commissioning activity that would support the council's strategic aims to improve the well-being of children in Dorset over the next five years.

88. Safeguarding Families Together: new model

The Portfolio Holder for Children, Education, Skills and Early Help presented the report and the People and Health Overview Committee recommendation. This was

proposed as a pilot project in the Chesil area of Weymouth and Portland. The Quality Assurance Officer confirmed that this was an opportunity to build on existing locality arrangements and to be able to bring in specialist practitioners alongside front-line staff to deliver support and services in a holistic approach to children and their families.

In a response to a question Cabinet was advised that local member involvement and engagement was welcomed via the local alliance group.

It was proposed by Cllr A Parry and seconded by Cllr L Miller

Decision

That the implementation of a pilot project in Chesil (Weymouth & Portland) for the Safeguarding Families Together new model, be approved.

Reason for the decision

As part of the Delivering Locally priority within our Children Young People and Families plan 2020-2023, we committed to 'embed whole family approaches, with a particular focus on addressing the needs of children living with parental substance use, mental ill-health or domestic abuse'. The evidence base of this whole family approach was strong, and this project was part of the wider Transformation Programme within the Children Service's Directorate.

89. Cabinet member update on policy development matter referred to an Overview Committee(s) for consideration

There were no referrals to report.

90. Portfolio Holder - Lead Member(s) Update Summary

Portfolio Holder reports were attached to the minutes at Appendix 3.

91. Climate & Ecological Emergency Executive Advisory Panel Update

The Portfolio Holder for Highways, Travel and Environment updated on the following:

- Decarbonisation of council buildings
- The appointment of Steven Ford as the Corporate Director for Climate & Ecological Sustainability
- The Portfolio Holder would be attending and speaking on the Council's achievements to date at the Public Sector's Estates Conference later in April.

92. Urgent items

There were no urgent items considered at the meeting.

93. Exempt Business

It was proposed by Cllr A Parry seconded by Cllr J Haynes

Decision

That the press and the public be excluded for the following item(s) in view of the likely disclosure of exempt information within the meaning of paragraph 4 of schedule 12 A to the Local Government Act 1972 (as amended).

94. **Strengthening Services for Children who are disabled**

The Portfolio Holder for Children, Education, Skills and Early Help presented a report on strengthening services for children who are disabled.

Decision

That the work of the Strengthening Services for Children who are disabled be progressed as set out within the exempt report.

Duration of meeting: 10.00 - 11.36 am

Chairman

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Question to Cabinet 5 April 2022

1. Question from Councillor Kate Mason (on behalf of Alderholt Parish Council).

Alderholt Parish Council would like to know the date in April 2022 when the Dorset Local Plan Pre-submission stage will be published or, if not in April, then the date at which this will take place.

Response from the Portfolio Holder for Planning

The pre-submission publication of the Dorset Local Plan will no longer be taking place this spring, due to the length of time required to finalise some of the evidence base work. We will be updating the Local Development Scheme in due course but the earliest that publication could now take place would be the autumn.

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Councillor Questions for Cabinet 1 March 2022

Question 1 from Cllr Jon Orrell

Weymouth town centre has a conservation zone designation. Lately it has been at risk and 4 years ago a conservation officer achieved major renovation of town centre properties by various grades of enforcement action. This campaign ended and a recent inspection found various shop buildings would benefit from redecoration. Can a conservation officer be assigned to replicate the success of recent years?

Response from the Portfolio Holder for Planning

The conservation enforcement work undertaken in Weymouth was funded by a specific budget and ended in October 2020. The specific role was time limited and funded prior to Dorset Council being formed.

Since then, the service has been restructured around the geography of the new Council area. The team covers a complex array of work across the whole of Dorset Council, and the demands on the team means that it is not feasible to have a dedicated officer covering Weymouth town centre alone. However, one of the Conservation Officers covers the area in and around Weymouth and Portland and part of the role includes assessing the expediency of enforcement action affecting heritage assets.

Question 2 from Cllr Jon Orrell

Weymouth town centre has adverse crime statistics. The causes and cures lie beyond pure policing and link public health, housing, education and employment. The former Melcombe board brought together senior staff at a strategic level to coordinate action. This was lost after the formation of Dorset Council. The need to work together remains strong and the local police with the Business Improvement District "We are Weymouth" plus the town council are looking to rebuild this strategic approach. Can the council commit housing and public health input to this; the most hard pressed part of Dorset that needs levelling up?

Response from the Portfolio Holder for Adult Social Care and Health

Firstly, it is important to emphasise the Dorset Council is strongly committed to achieving the best possible outcomes for Weymouth and its residents. This includes the promotion of what works well in Weymouth, as well as addressing (and levelling up) where there is deprivation, crime, poor health, poor educational achievement or poor housing. Strategic leadership has been broadened and developed since the closure of the Melcombe Regis Board, and the focus on all areas of Weymouth is the right way forward, moving on from the emphasis on one Ward.

As one example of many, the Joint Health and Wellbeing Board Strategy has a priority focus on improving outcomes in disadvantaged and deprived communities, and targets much of its attention on Weymouth and Portland. LiveWell Dorset, for example, has higher uptake of its health improvement services in the most deprived areas, including Weymouth and Portland, and we work to remove barriers to people accessing support to improve their health. As a partnership across Public Health, Housing, Social Care and Voluntary Sectors we have also brought in significant new investment in drug and alcohol services in the last year, bringing benefits to people's health and well-being, and also reducing crime, anti-social behaviour and street homelessness. A further example is our Community Response pilot; this is a partnership between Social Care and Age UK supporting people to access resources in the Weymouth and Portland area enabling them to remain at home.

Operational delivery is important, and we work hard to make sure that this strategic leadership focuses on what matters to local residents and through effective local services. We commit to continue to be a vital part of the partnership approach described in the question, linking in with the Town Council, Business Improvement District and a range of agencies such as Dorset Police. This includes housing and public health, but is across all of our areas of influence, with a great deal of input from our People and Place directorates and portfolios into strategies such as our Stronger Neighbourhoods approach. As part of our collaborative approach, initiatives and ideas that are coming forward from the agencies mentioned in the question are always embraced, and we continue to work together to develop the best way forward for Weymouth.



PORTFOLIO HOLDER/LEAD MEMBER UPDATE SUMMARY

PORTFOLIO:¹

Highways, Travel and Environment

CABINET DATE:²

5th April 2022

KEY ACTIVITIES SINCE
THE LAST REPORT:³

Attended the following meetings:

Dorset Highways Service Planning.
 Low Carbon Dorset Board meeting.
 Decarbonisation Board Meeting. We have a three-month extension to allow us to complete the entire programme.
 Leadership Essentials Climate (Two days).
 Highways Asset Risk and programming Board.
 Dorset LNP Board Meeting.
 Visit to Gillingham Principal Street (New Road).
 Consultation review meeting.
 LNP Annual Forum.
 Meet with ORR re Wareham Crossing.
 Local Transport Plan update meeting.
 Review applications for Corporate Director
 Meeting with National Highways re Tombstoning.
 Climate Strategy Governance meeting.
 Various meeting re Parking Services new parking charges.
 Transforming Cities Fund Board Meeting.
 Climate Change Meeting with NFU. (Had to leave due to car issue)
 Strategic harbour Meeting
 Coast and greenspace meeting
 Landscapes review meeting.
 Fleet Meeting.
 Meeting re disposable Barbecue's
 TCF Tour with senior members of DFT.
 Various meeting re Renewable energy plans
 Various meeting re Public Transport.

¹ Enter the portfolio area

² Insert the date of the Cabinet meeting to which this summary update is to be reported

³ Provide brief details of the meetings attended, key activities or project milestones completed since the last report

DELEGATED DECISIONS
MADE:⁴

None

ANTICIPATED
ACTIVITIES/MILESTONES
FOR NEXT PERIOD:⁵

Receive the result of the DC Bus service improvement Plan.
Natural Capital (Dorset & North Devon)
Western Gateway Meeting. I am lead ember of Public Transport.
Dorset Travel Steering Group meeting.
Discussions on Ferndown regeneration possibilities.
Finalise arrangements for Verge to Verge.
Interview for replacement Corporate Director.

⁴ Enter details of any delegated decisions made since the last meeting

⁵ Provide details of key activities, project milestones or significant meetings anticipated in the next period



PORTFOLIO HOLDER/LEAD MEMBER UPDATE SUMMARY

PORTFOLIO:¹

Tony Ferrari - Economic Growth, Assets & Property

CABINET DATE:²

5th April 2022

KEY ACTIVITIES SINCE
THE LAST REPORT:³

South Walks House – Lease signed with the NHS to bring care and jobs to Dorchester and further reduce the costs inherited when Dorset Council was formed.

Pinemoor Allotments - Weymouth completed and handed over to Weymouth Town Council

Battlelab – Practical Completion

DELEGATED DECISIONS
MADE:⁴

None

¹ Enter the portfolio area

² Insert the date of the Cabinet meeting to which this summary update is to be reported

³ Provide brief details of the meetings attended, key activities or project milestones completed since the last report

⁴ Enter details of any delegated decisions made since the last meeting

ANTICIPATED
ACTIVITIES/MILESTONES
FOR NEXT PERIOD:⁵



⁵ Provide details of key activities, project milestones or significant meetings anticipated in the next period



PORTFOLIO HOLDER/LEAD MEMBER UPDATE SUMMARY

PORTFOLIO: ¹	Corporate Development and Transformation
CABINET DATE: ²	5 th April 2022
KEY ACTIVITIES SINCE THE LAST REPORT: ³	Informal Cabinet County hall refurbishment programme Leadership Performance Meetings on digital inclusion and new funding possibilities Further work on for LGA innovation zone proposals Several meetings regarding Cabinet papers Meeting on pay policy an Meeting re EDI and new proposed forum Several meetings with director for corporate development Ongoing review of mandatory staff training and database Review of digital strategy refresh Work on this year's Festival of the Future Up dates on Openreach contract Meeting with planners regarding new wireless masts

¹ Enter the portfolio area

² Insert the date of the Cabinet meeting to which this summary update is to be reported

³ Provide brief details of the meetings attended, key activities or project milestones completed since the last report

DELEGATED DECISIONS
MADE:⁴

None

ANTICIPATED
ACTIVITIES/MILESTONES
FOR NEXT PERIOD:⁵

Ongoing Performance Management process as next steps for the council to include benchmarking on both performance and financial spend
Further work on timeline for transformation bids process and vision for 3, 5 & 10 years. As a follow on from the cabinet away day
Further work on completion of one set of T's & C's for Dorset council
Further information on Gigabit roll out and funding
Further work on staff training and database
Further work on Digital Strategy refresh
Refresh of Corporate Plan

⁴ Enter details of any delegated decisions made since the last meeting

⁵ Provide details of key activities, project milestones or significant meetings anticipated in the next period

PORTFOLIO HOLDER/LEAD MEMBER UPDATE SUMMARY

PORTFOLIO:¹

Children, Education, Skills & Early Help

CABINET DATE:²

5.4.22

KEY ACTIVITIES SINCE
THE LAST REPORT:³

Overview Committee

I am grateful to Cllr Parkes and members of the People & Health Overview Committee, for consideration of the following matters at their March meeting:

- Safeguarding Families Together
- Education Leadership Board
- Children's Commissioning Strategy
- Strengthen Services for Children who are disabled.

School Visits

West Moors Middle

Delighted to be invited to once again visit this school, which has undergone a huge improvement journey and can celebrate their success with recognition by Ofsted, with a recent Good rating.

Hazelbury Bryan Primary

At the suggestion of Cllr Batstone, Cllr Parry accompany Simon Hoare MP, on his visit to this rural school, in the North Dorset constituency.

Dorset Virtual School

The Virtual School under the leadership of Lisa Linscott (Principal teacher), & team of dedicated officers continues to perform well and at our most recent Governor Board Meeting welcomed 2 new Governors: Cllr Carole Jones & Michelle Whiting.

Dorset Together – Ukraine

I am delighted that Cllr Kerby, who has agreed to be the political lead for Children's Services in attendance at the Dorset Together meetings supporting the Ukrainian families programme and this fits within his role as Lead member for Safeguarding.

¹ Enter the portfolio area

² Insert the date of the Cabinet meeting to which this summary update is to be reported

³ Provide brief details of the meetings attended, key activities or project milestones completed since the last report

**DELEGATED DECISIONS
MADE:⁴**

Corporate Director - Member Appointment

Cabinet will be aware of the excellent work that Sarah-Jane Smedmor has been involved in at Dorset Council, as a Corporate Director. I am sure Cabinet would like to join me in thanking Sarah-Jane for her work with us and best well in her new appointment as the Executive Director for Children Services, at Central Bedfordshire Council.

A number of stakeholders were engaged in the interviewing rounds to select a successor to Sarah-Jane, with Cllr Parry (Chairing), Cllr Jane Somper & Cllr Stella Jones, sitting on the Members Panel. The recommendation was to appoint Paul Dempsey and we look forward to welcoming Paul, to Dorset Council.

Independent Chair - Director Appointment

Cllr Parry & Cllr Quayle, were invited to join a panel chaired by Theresa Leavy, tasked with interviewing candidates for the position of Independent Chair for the Dorset Education Board. Following a successful round of Interviews, I am delighted to report that former Education Minister, Stephen Twigg, has been appointed to this new role.

**ANTICIPATED
ACTIVITIES/MILESTONES
FOR NEXT PERIOD:⁵**

Ofsted Inspection of Coombe House School.

⁴ Enter details of any delegated decisions made since the last meeting

⁵ Provide details of key activities, project milestones or significant meetings anticipated in the next period