



Shareholder Committee for Care Dorset Holdings Ltd

Date: Wednesday, 12 April 2023
Time: 10.00 am
Venue: Council Chamber, County Hall, Dorchester, DT1 1XJ

Members (Quorum: 3)

Cllrs Laura Beddow, Spencer Flower, Andrew Parry (Vice-Chairman), Gary Suttle and Peter Wharf (Chairman)

Chief Executive: Matt Prosser, County Hall, Dorchester, Dorset DT1 1XJ

For more information about this agenda please contact Democratic Services Meeting Contact chris.harrod@dorsetcouncil.gov.uk

Members of the public are welcome to attend this meeting, apart from any items listed in the exempt part of this agenda.

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Agenda

| Item | Pages |
|---|-------|
| 1. APOLOGIES | |
| To receive any apologies for absence. | |
| 2. MINUTES | 5 - 8 |
| To confirm the minutes of the previous meeting. | |
| 3. DECLARATIONS OF INTEREST | |
| To disclose any pecuniary, other registrable or non-registrable interest as set out in the adopted Code of Conduct. In making their disclosure councillors are asked to state the agenda item, the nature of the interest and any action they propose to take as part of their declaration. | |

If required, further advice should be sought from the Monitoring Officer in advance of the meeting.

4. **PUBLIC PARTICIPATION**

Representatives of town or parish councils and members of the public who live, work, or represent an organisation within the Dorset Council area are welcome to submit up to two questions or two statements for each meeting. Alternatively, you could submit one question and one statement for each meeting.

All submissions must be emailed in full to chris.harrod@dorsetcouncil.gov.uk by 8.30am on Wednesday 5 April 2023.

When submitting your question(s) and/or statement(s) please note that:

- no more than three minutes will be allowed for any one question or statement to be asked/read
- a question may include a short pre-amble to set the context and this will be included within the three-minute period
- please note that sub divided questions count towards your total of two
- when submitting a question please indicate who the question is for (e.g. the name of the committee or Portfolio Holder)
- Include your name, address and contact details. Only your name will be published but we may need your other details to contact you about your question or statement in advance of the meeting.
- questions and statements received in line with the council's rules for public participation will be published as a supplement to the agenda
- all questions, statements and responses will be published in full within the minutes of the meeting.

[Dorset Council Constitution](#) Procedure Rule 9

5. **COUNCILLOR QUESTIONS**

To receive questions submitted by councillors.

Councillors can submit up to two valid questions at each meeting and sub divided questions count towards this total. Questions and statements received will be published as a supplement to the agenda and all questions, statements and responses will be published in full within the minutes of the meeting.

The submissions must be emailed in full to chris.harrod@dorsetcouncil.gov.uk 8.30am on Wednesday 5 April 2023.

[Dorset Council Constitution](#) – Procedure Rule 13

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| 6. | FORWARD PLAN | 9 - 14 |
| | To consider the draft Forward Plan. | |
| 7. | URGENT ITEMS | |
| | To consider any items of business which the Chairman 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 recorded in the minutes. | |
| 8. | EXEMPT BUSINESS | |
| | To move the exclusion of the press and the public for the following items in view of the likely disclosure of exempt information within meaning of paragraph(s) 3 of Part 1 of schedule 12 A to the Local Government Act 1972 (as amended) | |
| | The public and the press will be asked to leave the meeting whilst the item of business is considered. | |
| 9. | Dorset Council Operational Update <i>Para 3</i> | 15 - 18 |
| | To consider the report. | |
| 10. | Care Dorset Update <i>Para 3</i> | 19 - 36 |
| | To consider a report of the Care Dorset Board. | |
| 11. | Care Dorset Remuneration Policy <i>Para 3</i> | 37 - 44 |
| | To consider the report. | |
| 12. | Care Dorset Business Plan <i>Para 3</i> | 45 - 82 |
| | To note the Business Plan. | |

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SHAREHOLDER COMMITTEE FOR CARE DORSET HOLDINGS LTD

MINUTES OF MEETING HELD ON MONDAY 19 DECEMBER 2022

Present: Cllrs Laura Beddow, Spencer Flower, Andrew Parry (Vice-Chairman) and Peter Wharf (Chairman)

Also present: Cllr Gary Suttle (via MS Teams) and Cllr Jane Somper

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

Vivienne Broadhurst (Executive Director - People Adults),
Aidan Dunn (Executive Director - Corporate Development S151),
Chris Harrod (Senior Democratic Services Officer),
Jonathan Mair (Director of Legal and Democratic and Monitoring Officer)
Jonathan Price (Interim Corporate Director for Commissioning)

12. Apologies

No apologies were received.

Cllr G Suttle attended virtually via MS Teams.

13. Minutes

The Minutes of the Meeting held on 30 September 2022 were signed and confirmed as a correct record.

14. Declarations of Interest

There were no declarations of interest.

15. Public Participation

No public statements or questions had been received.

16. Councillor Questions

No councillor questions had been received.

17. Forward Plan

The Forward Plan was noted.

18. Urgent Items

There were no urgent items.

19. **Exempt Business**

It was proposed by Cllr S Flower and seconded by Cllr A Parry:

Decision

That the press and the public be excluded for the following 2 items in view of the likely disclosure of exempt information within the meaning of paragraphs 1 and 3 of schedule 12 A to the Local Government Act 1972 (as amended).

20. **Care Dorset Update**

The Managing Director for Care Dorset presented the report, which provided Committee Members with an overview of the work that had been undertaken, setting out some the key challenges that had been overcome since the previous meeting. The Board were confident that, going forward, there would be positive outcomes for both Care Dorset and, more importantly, its service users, as could already be evidenced in a number of cases.

Dorset Council officers confirmed that Care Dorset was proving to be an ongoing success and expressed optimism for its future and the positive outcomes that it would deliver for its service users. The Director of Legal and Democratic Services highlighted that he was in the process of resolving reserved matters relating to the shareholder's agreement with Care Dorset and would amend the Council's constitution once these matters had been agreed.

Following the presentation, the Chairman expressed his gratitude on behalf of the Committee towards the Managing Director for all that had been achieved in a short space of time and requested that the communications teams of both Dorset Council and Care Dorset ensured that public messaging was aligned.

Noted

21. **Appointment of Interim Chair of Care Dorset Holdings Ltd**

The Managing Director for Care Dorset presented the report which proposed the appointment of an Interim Chair of the Care Dorset Board, following the resignation of Mick Lowe.

Prior to the vote being taken on this item, the Chair and Vice-Chair of the Committee requested that they be introduced to the proposed Interim Chair of the Board at the earliest available opportunity.

Decision

1. Note the resignation of the Chair of the Board, Mick Lowe, from Friday 2nd December due to personal reasons;
2. approve the recommendation of the Board that Caroline Tapster be appointed as Chair of Care Dorset Holding Ltd; and
3. authorise the Portfolio Holder for Adult Social Care and Health to sign an ordinary resolution giving effect to this on behalf of the Shareholder.

Duration of meeting: 2.30 - 3.05 pm

Chairman

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**Shareholder Committee for Care Dorset Holdings Ltd
Forward Plan - June 2023
(Publication date - 13 April 2023)**

Explanatory Note:

This Forward Plan contains future items to be considered by the Shareholder Committee for the Dorset Centre of Excellence. It is published 28 days before the next meeting of the Committee. The plan includes items for the meeting including key decisions. Each item shows if it is 'open' to the public or to be considered in a private part of the meeting.

Definition of Key Decisions

Key decisions are defined in Dorset Council's Constitution as decisions which are likely to -

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates (**Thresholds - £500k**); or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority."

In determining the meaning of "*significant*" for these purposes the Council will have regard to any guidance issued by the Secretary of State in accordance with section 9Q of the Local Government Act 2000 Act. Officers will consult with lead members to determine significance and sensitivity.

Committee Membership 2022/23

| | |
|-----------------------|---|
| Spencer Flower | Leader / Governance, Performance and Communications |
| Peter Wharf | Deputy Leader / Adult Social Care and Health |
| Gary Suttle | Finance, Commercial and Capital Strategy |
| Laura Miller | Culture, Communities and Customer Services |
| Andrew Parry | Children, Education, Skills and Early Help |

| Subject / Decision | Decision Maker | Date the Decision is Due | Portfolio Holder | Officer Contact |
|--|--|--|---|--|
| Standing Items for Consideration | | | | |
| June | | | | |
| Review of the Committees Terms of Reference Key Decision - Yes Public Access - Open | Decision Maker Shareholder Committee for Care Dorset Holdings Ltd | Decision Date 29 Jun 2023 | Deputy Leader and Portfolio Holder for Adult Social Care and Health | <i>Jonathan Mair, Director of Legal and Democratic and Monitoring Officer jonathan.mair@dorsetcouncil.gov.uk Executive Director, People - Adults</i> |
| Care Dorset Update Key Decision - Yes Public Access - Fully exempt | Decision Maker Shareholder Committee for Care Dorset Holdings Ltd | Decision Date 29 Jun 2023 | Deputy Leader and Portfolio Holder for Adult Social Care and Health | <i>Steve Veevers, Managing Director steve.j.veevers@caredorset.gov.uk Executive Director, People - Adults</i> |
| Risk Report Key Decision - Yes Public Access - Open | Decision Maker Shareholder Committee for Care Dorset Holdings Ltd | Decision Date 29 Jun 2023 | Deputy Leader and Portfolio Holder for Adult Social Care and Health | <i>Executive Director, People - Adults</i> |
| Dorset Council Delegated Decisions Key Decision - Yes Public Access - Open | Decision Maker Shareholder Committee for Care Dorset Holdings Ltd | Decision Date 29 Jun 2023 | Deputy Leader and Portfolio Holder for Adult Social Care and Health | <i>Executive Director, People - Adults</i> |

| Subject / Decision | Decision Maker | Date the Decision is Due | Portfolio Holder | Officer Contact |
|--|--|----------------------------------|---|---|
| Dorset Council Operational Update Key Decision - Yes Public Access - Fully exempt | Decision Maker Shareholder Committee for Care Dorset Holdings Ltd | Decision Date 29 Jun 2023 | Deputy Leader and Portfolio Holder for Adult Social Care and Health | <i>Jonathan Price, Interim Corporate Director for Commissioning jonathan.price@dorsetcouncil.gov.uk Executive Director, People - Adults</i> |
| October 2023 | | | | |

| | | | | |
|--|--|---------------------------------|---|---|
| Care Dorset Update Key Decision - Yes Public Access - Fully exempt | Decision Maker Shareholder Committee for Care Dorset Holdings Ltd | Decision Date 9 Oct 2023 | Deputy Leader and Portfolio Holder for Adult Social Care and Health | <i>Steve Veevers, Managing Director steve.j.veevers@caredorset.gov.uk Executive Director, People - Adults</i> |
| Risk Report Key Decision - Yes Public Access - Open | Decision Maker Shareholder Committee for Care Dorset Holdings Ltd | Decision Date 9 Oct 2023 | Deputy Leader and Portfolio Holder for Adult Social Care and Health | <i>Executive Director, People - Adults</i> |
| Dorset Council Delegated Decisions Key Decision - Yes Public Access - Open | Decision Maker Shareholder Committee for Care Dorset Holdings Ltd | Decision Date 9 Oct 2023 | Deputy Leader and Portfolio Holder for Adult Social Care and Health | <i>Executive Director, People - Adults</i> |
| Dorset Council Operational Update Key Decision - Yes Public Access - Fully exempt | Decision Maker Shareholder Committee for Care Dorset | Decision Date 9 Oct 2023 | Deputy Leader and Portfolio Holder for Adult Social Care and Health | <i>Jonathan Price, Interim Corporate Director for Commissioning jonathan.price@dorsetcouncil.gov.uk Executive Director, People - Adults</i> |

| Subject / Decision | Decision Maker | Date the Decision is Due | Portfolio Holder | Officer Contact |
|---|---|-------------------------------------|---|--|
| | Holdings Ltd | | | |
| Annual Reports | | | | |
| Review of the Committee's Terms of Reference Key Decision - Yes Public Access - Open | Decision Maker Shareholder Committee for Care Dorset Holdings Ltd | Decision Date 29 Jun 2023 | Deputy Leader and Portfolio Holder for Adult Social Care and Health | <i>Jonathan Mair, Director of Legal and Democratic and Monitoring Officer jonathan.mair@dorsetcouncil.gov.uk Executive Director, People - Adults</i> |
| Report to Full Council on performance of the trading activities of the company Key Decision - Yes Public Access - Open | Decision Maker Shareholder Committee for Care Dorset Holdings Ltd | Decision Date TBC | Deputy Leader and Portfolio Holder for Adult Social Care and Health | <i>Executive Director, People - Adults</i> |

Private/Exempt Items for Decision

Each item in the plan above marked as 'private' will refer to one of the following paragraphs.

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

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