



Place and Resources Scrutiny Committee

Date: Thursday, 24 October 2024
Time: 6.30 pm
Venue: Council Chamber, County Hall, Dorchester, DT1 1XJ

Members (Quorum: 3)

Nocturin Lacey-Clarke (Chair), Ray Bryan (Vice-Chair), Alex Brenton, Neil Eysenck, Scott Florek, Rory Major, Emma Parker, Andy Skeats, David Tooke and Sarah Williams

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

For more information about this agenda please contact Democratic Services Meeting Contact 01305 252209 / lindsey.watson@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.

For easy access to all the council's committee agendas and minutes download the free public app called Modern.Gov for use on any iPad, Android, and Windows tablet. Once downloaded select Dorset Council.

Agenda

Item		Pages
1.	APOLOGIES	
	To receive any apologies for absence.	
2.	MINUTES	5 - 10
	To confirm the minutes of the meeting held on 30 July 2024.	
3.	DECLARATIONS OF INTEREST	
	To disclose any pecuniary, other registrable or non-registrable interests 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 either 1 question or 1 statement for each meeting. You are welcome to attend the meeting in person or via MS Teams to read out your question and to receive the response. If you submit a statement for the committee this will be circulated to all members of the committee in advance of the meeting as a supplement to the agenda and appended to the minutes for the formal record but will not be read out at the meeting. **The first 8 questions and the first 8 statements received from members of the public or organisations for each meeting will be accepted on a first come first served basis in accordance with the deadline set out below.** Further information read [Public Participation - Dorset Council](#)

All submissions must be emailed in full to lindsey.watson@dorsetcouncil.gov.uk by 8.30am on 21 October 2024.

When submitting your question or statement please note that:

- You can submit 1 question or 1 statement.
- a question may include a short pre-amble to set the context.
- It must be a single question and any sub-divided questions will not be permitted.
- Each question will consist of no more than 450 words, and you will be given up to 3 minutes to present your question.
- 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.

5. QUESTIONS FROM COUNCILLORS

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 lindsey.watson@dorsetcouncil.gov.uk by 8.30am on 21 October 2024.

6. PUBLIC (FREEDOM OF INFORMATION) AND ENVIRONMENTAL INFORMATION REQUESTS 11 - 18

To consider a report of the Service Manager for Assurance and Data Protection Officer.

7. PLANNING ENFORCEMENT: REVIEW OF PREVIOUS LOCAL ENFORCEMENT PLAN 19 - 44

To consider a report of the Service Manager for Development Management and Enforcement.

8. REVIEW OF THE 'A BIG CONVERSATION' PUBLIC ENGAGEMENT 45 - 100

To consider a report of the Business Partner – Communities and Partnerships.

9. PLACE AND RESOURCES SCRUTINY COMMITTEE WORK PROGRAMME 101 - 106

To review the Place and Resources Scrutiny Committee Work Programme.

10. EXECUTIVE ARRANGEMENTS FORWARD PLANS 107 - 128

To review the Executive arrangement forward plans.

Forward Plans are provided to members of the Place and Resources Scrutiny Committee to review and identify any potential post decision scrutiny to be undertaken, by scheduling items into the work programme to review after a period of implementation.

11. URGENT ITEMS

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 recorded in the minutes.

12. 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 x 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.

There are no exempt items scheduled for this meeting.



PLACE AND RESOURCES SCRUTINY COMMITTEE

MINUTES OF MEETING HELD ON TUESDAY 30 JULY 2024

Present: Cllrs Nocturin Lacey-Clarke (Chair), Alex Brenton, Neil Eysenck, Scott Florek, Rory Major, Andy Skeats, David Tooke and Sarah Williams

Present remotely: Cllrs Ray Bryan (Vice-Chair)

Apologies: Cllrs Emma Parker

Also present: Cllr Shane Bartlett, Cllr Nick Ireland and Cllr Craig Monks

Also present remotely: Cllr Sherry Jespersen

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

Jonathan Mair (Director of Legal and Democratic and Monitoring Officer), Matthew Piles (Corporate Director - Economic Growth and Infrastructure), Antony Littlechild (Sustainability Team Manager), Carl Warom (Climate and Ecology Policy Officer), Harriet Hallett (BI and Performance Business Partner - Corporate Strategy, Performance and Sustainability), Chris Swain (Risk Management and Reporting Officer), Lindsey Watson (Senior Democratic Services Officer) and John Miles (Democratic Services Officer)

1. **Minutes**

The minutes of the meeting held on 28 March 2024 were agreed as a correct record and signed by the Chair.

2. **Declarations of interest**

There were no declarations of interest.

3. **Chair's Update**

The Chair noted that after the close of the formal meeting, councillors would discuss the timing of future meetings.

4. **Public Participation**

There were no questions or statements from members of the public or local organisations.

5. **Questions from Councillors**

There were no questions from councillors.

6. Trial reduction in car park charges

The committee considered a report of the Corporate Director Economic Growth and Infrastructure which provided detail of the decision process relating to the trial of reduced car park tariffs in three level 3 car parks. The Chair noted that the item related to how the decision was made and not the detail of the trial, which would be subject to future review.

Councillors considered the detail of the report and during the discussion the following points were noted:

- Consideration of the financial implications associated with the trial and the basis on which these were used in the decision-making process
- Data was being monitored and income and revenue implications would be reviewed at the end of the trial period
- In response to a question about the level of certainty the council could have with regard to the accuracy of the budget implications and predicted figures, the Corporate Director Economic Growth and Infrastructure noted that confidence could be around 80% as there was a need to take things such as weather fluctuations into account, and as such, a particular outcome could not be promised
- A point was noted about the reference in the decision notice to £100k to be taken from the lead member allowances, and it was confirmed that this should have read as £60k on the decision notice, which reflected the provision for six lead members in the Constitution. An assurance was sought that a public correction of the figure would be made and that figures be checked in future before decisions were made
- The decision to include the Swannery car park in Weymouth was raised and a point made that the car park was seen as a tourist car park rather than one used by local residents and whether this would affect the trial due to the time of year the trial was taking place
- Consideration was given to how the success of the trial could be judged and it was noted that businesses, residents, local councillors and local councils would be consulted
- The use of key performance indicators (KPIs) was also flagged and the suggestion made that a working group could be set up to assist with developing KPIs
- Consideration of any new policy in this area would be reviewed by the overview committee and Cabinet. Scrutiny of the success of the trial would be considered by this committee.

Following the discussion, the Chair provided a summary of the key points covered as follows:

- Clarification had been received in respect of the figures used in the decision notice and the Chair asked that a correction of the figures be sent out to media outlets, in addition to the clarification provided in the minutes of the meeting
- The suggestion to form a working group to consider KPIs would be discussed with the Cabinet Member for Place Services

- A report to the committee was requested following the end of the trial period to scrutinise the outcome
- The parking review as a whole would be reported through the Place and Resources Overview Committee.

7. **Natural Environment, Climate and Ecology: Progress Report - Summer 2024**

The committee received a report of the Climate and Ecology Policy Officer, to review progress made in delivering the natural environment, climate and ecology strategy during 2023/24.

Councillors considered the issues arising from the report and during discussion the following points were noted:

- The impact of the nature emergency declaration would need to be considered
- Good progress had been made in embedding climate issues through the Council and thanks noted to officers and the former portfolio holder for their work in this area
- More detailed information including figures would be available in a dashboard that was being developed and would be brought to the committee at a future meeting. The committee could then consider the information included and if further information was required
- Specific points were noted in respect of prioritising wi-fi in rural areas, Dorset community transport, the installation of heat pumps and climate issues around agriculture
- The implications of bringing dates forward for the Council and wider area to become carbon neutral were considered and in particular the cost implications of this. A report would be considered by Cabinet in respect of this and clarification was being sought on the democratic process and timescales for this.

The Chair noted the requirement for a report to be considered before Cabinet in November 2024, to consider the plan and costings associated with bringing forward the dates for the Council and wider area to become carbon neutral. He also welcomed the development of the dashboard to provide more information.

8. **Performance Scrutiny**

The BI and Performance Business Partner provided an overview of the new performance dashboard for the committee, which continued to be developed.

The committee considered the performance dashboard and highlighted some areas of interest. These included:

- The dashboard would need to reflect the new Dorset Council Plan priorities, which were being developed
- Opportunities for training on the use of the dashboard could be investigated, to include a mix of session types
- Improved access to information on direction of travel could be added

- Work was being undertaken to further build the performance culture and ownership of performance across the council
- Further information on indicators relating to % of FOI requests answered on time across the council was requested and a report suggested for the November meeting.

9. **Place and Resources Scrutiny Committee Work Programme**

Councillors reviewed the draft work programme for the committee for 2024/25 and legacy items put forward by the committee prior to the Dorset Council election in May 2024.

The following items would be added to the work programme at an appropriate point:

- Strategic Asset Management Plan – post Cabinet decision review (Cabinet decision due in October 2024)
- Dog Related Public Spaces Protection Order – Review of the changes to Lyme Regis Front Beach – working group to be formed
- Planning Enforcement – review of existing policy and outcome of recent internal audit
- Housing delivery targets and 5-year land supply – hold as waiting for Government guidance which would affect the new Local Plan
- Dorset Council Commercial Strategy – hold until new Strategic Asset Management Plan has been agreed
- Community Asset Transfer Policy – post decision review
- A briefing note to be produced on the roles of overview and scrutiny at Dorset Council and how this was applied to the Local Plan
- Staff sickness and turnover
- Revenues and Benefits service – to review information following external audits to decide if further review is required
- Review following car parking charges trial – including suggestion of a working group to develop key performance indicators to be discussed with Cllr Andrews
- Coombe House – finance and original business case.

10. **Executive Arrangements Forward Plans**

Councillors considered the Cabinet Forward Plan, which the committee could use to identify potential areas for post decision review.

In addition, the committee noted the forward plan for the Shareholder Committee for Care Dorset Ltd and the Shareholder Committee for the Dorset Centre of Excellence.

11. **Urgent items**

There were no urgent items.

12. **Exempt Business**

There was no exempt business.

Duration of meeting: 10.00 am - 12.56 pm

Chairman

.....

This page is intentionally left blank

Place and Resources Scrutiny Committee

24 October 2024

Public (Freedom of Information) and Environmental Information Requests

For Review and Consultation

Cabinet Member and Portfolio:

Cllr N Ireland, Leader of the Council, Climate, Performance and Safeguarding

Executive Director:

J Mair, Director of Legal & Democratic

Report Author: Marc Eyre
Job Title: Service Manager for Assurance
Tel: 01305 224358
Email: marc.eyre@dorsetcouncil.gov.uk

Report Author: James Fisher
Job Title: Data Protection Officer
Tel: 01305 838125
Email: james.fisher@dorsetcouncil.gov.uk

Report Status: Public (the exemption paragraph is N/A)

Brief Summary:

The Place and Resources Scrutiny Committee considered a performance update at the meeting on 30 July 2024 which highlighted a number of red indicators relating to Council performance in responding to Freedom of Information requests in line with statutory deadlines.

Recommendation: To note the performance of information requests and actions taken to improve efficiency.

Reason for Recommendation: Demonstrating good information governance.

1. **Background**

- 1.1 The Freedom of Information Act 2000 (FOI) and Environmental Information Regulations 2004 (EIR) gives a general right of access to information held by public authorities. During 2023/24, the Council received 1,358 requests – approx. 113 per month. The Information Commissioners Office anticipates 90% compliance with the statutory response timescales of 20 working days. Where a requestor is unhappy with a response, they are entitled to an “internal review”, and if they remain dissatisfied can escalate to the Information Commissioner.
- 1.2 At the meeting of the Place and Resources Scrutiny Committee on 30th July 2024 a report to clarify performance was requested, to include an understanding of trends, barriers experienced in meeting statutory timescales and actions being taken to improve the position.
- 1.3 Public and Environmental Information Requests are received by, and facilitated by, the Information Compliance Team based within the Assurance Service. In addition to managing these information requests, the team also manage data breaches, guidance on data protection and associated legislation, and a range of other information requests (for instance Subject Access and Law Enforcement requests). A detailed report on information governance activity is presented annually to Audit and Governance Committee, and the July 2024 paper can be viewed [from this link](#).
- 1.4 Within the team, which is led by the Data Protection Officer, there are four part-time Information Compliance Officers (equivalent to 79.5 hours) handling public and environmental information requests; law enforcement requests and data breaches. Their work is overseen by a Senior Information Compliance Officer (SICO), who provides a steer on interpretation of legislation and application of exemptions. Where possible the SICO does not get too involved in the initial request, as they will generally undertake the statutory internal review, in the event that a requestor is unhappy with the response. There are occasions where the SICO does hold a caseload, where there are particular resource pressures, but in such cases any resultant internal reviews have to be escalated to an already over-committed Data Protection Officer.
- 1.5 Sourcing and compiling of the response is undertaken by the relevant service that holds the information requested. The Information Compliance

Team will assist services in interpretation of the request, compliance with legislation, identification of exemptions, and often redaction of personal information. The team will also interact with the requestor, and issue the final response. In most cases, responses are then made public, via a published [disclosure log](#).

- 1.6 Under the Freedom of Information act, requests are purpose blind. Therefore the Council is duty bound to disclose documentation that is held, regardless of whether the request has come from an individual, the press, a commercial venture etc, unless we are able to engage an exemption (but these are limited). It is outside the authority of any officer to withhold the information, unless an exemption can be justified. There are occasions where requests may be deemed vexatious, and in such cases these can be refused at the discretion of the Data Protection Officer.

2. Performance

- 2.1 Performance on responses is reported on a monthly basis, both at a whole Council level and performance of individual Directorates. Compliance with the Information Commissioners' 90% response rate within statutory timescales constitutes "green"; 80-90% is "amber"; and below 80% is reported as red. Performance since April 2023 is shown below, with number of requests included in brackets:

	Whole Authority	Adults & Housing	Childrens	Corporate	Place
Aug 24	86% (119)	70% (20)	70% (23)	97% (37)	92% (39)
Jul 24	84% (106)	91% (11)	63% (8)	84% (43)	86% (44)
Jun 24	82% (114)	55% (11)	65% (20)	84% (44)	95% (37)
May 24	85% (127)	94% (16)	67% (15)	87% (39)	86% (56)
Apr 24	91% (137)	79% (14)	80% (10)	98% (45)	90% (67)
Mar 24	81% (111)	64% (11)	74% (19)	81% (43)	89% (36)
Feb 24	88% (165)	88% (17)	79% (19)	92% (63)	86% (64)
Jan 24	85% (82)	67% (9)	71% (7)	94% (31)	86% (35)

	Whole Authority	Adults & Housing	Childrens	Corporate	Place
Dec 23	76% (114)	67% (15)	74% (19)	80% (35)	78% (45)
Nov 23	77% (111)	75% (12)	50% (12)	83% (42)	78% (45)
Oct 23	80% (99)	90% (10)	81% (16)	77% (35)	79% (38)
Sep 23	88% (122)	100% (23)	87% (15)	80% (35)	88% (48)
Aug 23	83% (123)	67% (9)	67% (18)	80% (50)	96% (45)
Jul 23	86% (125)	100% (12)	75% (12)	85% (55)	85% (46)
Jun 23	85% (108)	81% (16)	63% (8)	90% (39)	86% (44)
May 23	91% (97)	85% (13)	83% (12)	90% (39)	97% (33)
Apr 23	80% (101)	79% (14)	75% (12)	79% (38)	84% (37)

2.2 As can be seen in this chart, performance has generally improved overtime. Corporate Services and Place functions are generally at, or close to, the 90% compliance. Work will be initiated with Adults and Childrens Directorates to better understand the challenges with meeting timescales. It should be noted that, whilst case numbers are low for Childrens Services, this report excludes Subject Access Requests (data protection requests for personal information held by the Authority) which are generally far more onerous to respond to and more often then not relate to our Adults and (in particular) Childrens Services areas. An example of this are requests from care leavers seeking information on their life story.

2.3 A limitation with this performance metric is that it does not differentiate between requests that miss the statutory timescale by one day, to those that remain outstanding for a prolonged period. From 1st April 2024 reporting now includes the number of requests that are over 60 days overdue (ie have taken over 80 days to respond to).

	Adults & Housing	Childrens	Corporate	Place
Aug 24	1/20	1/23	1/37	0/39
Jul 24	1/11	1/8	1/43	0/44
Jun 24	1/11	0/20	1/44	0/37
May 24	1/16	0/15	0/39	0/56
Apr 24	1/14	0/10	1/45	0/67

- 2.4 Non-compliance with timescales can be as a result of a number of factors. This includes complexity of the request; consideration and justification of exemption criteria; service capacity pressures; a surge in requests on a specific subject impacting on a single service area; or absence of key individuals.
- 2.5 The Information Compliance team attempt to log and issue the information request to the relevant service within two working days of receipt, to maximise the amount of time that the service has to source the information. If the service respond back on, or close to, the statutory timescale it can be challenging for the team to review, redact and respond to the requestor in the timeframe, so some cases will only slightly miss the date.
- 2.6 Due to an increase in wider caseloads (including data breaches), Information Compliance team members are exceeding target caseloads per FTE, and in some months double the workload deemed reasonable. Work is underway to provide a degree of automation to ease capacity pressures. The first step, to automate chasing of services once statutory timescales are close to being exceeded, and ongoing reminders, is due to go live imminently. The viability of automating the logging and allocation of requests has also been explored, but is not technically viable at this point in time.
- 2.7 In view of the current work pressures, a 12 month interim additional FTE team member has been approved, whilst further efficiency opportunities are explored. This will be reviewed throughout the year to understand whether automation and other efficiency opportunities have been effective in reducing caseload. This does however only attempt to assist with

capacity issues in the Information Compliance team, not the services themselves that are sourcing the requested information, and undoubtedly are subject to conflicting pressures.

- 2.8 A monthly report is provided to Directorate management teams setting out those requests that have missed the statutory timescale, and the number of days overdue, to enable management to intervene.
- 2.9 The Operational Information Governance Group will be reviewing the extent that information that is required or recommended to be published under the publication scheme is transparently available on the Council's website. This may negate the need for some requests, or at least enable the team to more easily sign-post to the relevant information. Similarly, common requests can be accessed via the Disclosure Log, rather than requiring a new application.
- 2.10 The Freedom of Information process was subject to a SWAP internal audit in April 2022, with an audit opinion providing a "reasonable" level of assurance. It noted that there is a generally sound system of governance, risk management and control in place.

3. **Financial Implications**

None

4. **Natural Environment, Climate & Ecology Implications**

None

5. **Well-being and Health Implications**

None

6. **Other Implications**

None

7. **Risk Assessment**

- 7.1 HAVING CONSIDERED: the risks associated with this decision; the level of risk has been identified as:

Current Risk: Low

Residual Risk: Low

8. **Equalities Impact Assessment**

None

9. **Appendices**

None

10. **Background Papers**

None

11. **Report Sign Off**

- 11.1 This report has been through the internal report clearance process and has been signed off by the Director for Legal and Democratic (Monitoring Officer), the Executive Director for Corporate Development (Section 151 Officer) and the appropriate Portfolio Holder(s).

This page is intentionally left blank

Place and Resources Scrutiny Committee

24 October 2024

Planning Enforcement: review of previous Local Enforcement Plan

For Review and Consultation

Cabinet Member and Portfolio:

Cllr. S Bartlett, Planning and Emergency Planning

Local Councillor(s):

N/A

Executive Director:

Jan Britton, Executive Lead for Place

Report Author: Anna Lee

Job Title: Service Manager for Development Management and Enforcement

Tel: 01929 557339

Email: anna.lee@dorsetcouncil.gov.uk

Report Status: Public (the exemption paragraph is N/A)

Brief Summary:

This report aims to provide a review of the effectiveness of the Local Enforcement Plan which has been in place up to October 2024, and a review of performance in relation to that plan. The report includes a summary of the outcomes of a recent internal audit of the planning enforcement service and includes updates on key performance statistics for planning enforcement. It also summarises the current budget available for planning enforcement. The aim of the report is to set out the current position, which can then be used as a baseline for any future review of the proposed new Local Enforcement Plan, which is due to be considered by Cabinet on 15 October 2024.

Recommendation:

That Place and Resources Scrutiny Committee note the contents of this report and endorses the continued implementation of the actions arising from the internal audit of the planning enforcement service.

Reason for Recommendation:

The internal audit of the planning enforcement service identified several actions to help improve the efficiency and effectiveness of the service. Implementation of the actions is ongoing, and this requires continued commitment to ensure that the planning enforcement service is delivered in the most effective way possible, within available resources.

1. Context

- 1.1 The National Planning Policy Framework (NPPF, paragraph 59) sets out the following in relation to planning enforcement:

Effective enforcement is important to maintain public confidence in the planning system. Enforcement action is discretionary, and local planning authorities should act proportionately in responding to suspected breaches of planning control. They should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where appropriate

- 1.2 Since the formation of Dorset Council in 2019, the work of the planning enforcement service has been guided by the Dorset Council General Statement of Enforcement Policy (**Appendix 1**) and the Development Management Planning Enforcement Plan (in place 2019 to October 2024) (**Appendix 2**).
- 1.3 The Development Management Planning Enforcement Plan (in place 2019 to October 2024) was adopted during the reorganisation of local government across Dorset and now requires updating. A new draft Local Enforcement Plan (2024) has been prepared and is due to be considered for adoption by Cabinet on 15 October 2024.
- 1.4 The Place and Resources Scrutiny Committee has requested a review of the effectiveness of the previous Development Management Planning Enforcement Plan which has been in place up to October 2024, and a review of performance in relation to that plan.
- 1.5 This report sets out a summary of the previous Development Management Planning Enforcement Plan (section 2). It also includes a summary of the outcomes of a recent internal audit of the planning enforcement service (section 3) and includes updates on key performance statistics for

planning enforcement (section 4). This is followed by a summary of the current budget available for planning enforcement (section 5). The aim of the report is to set out the current position, which can then be used as a baseline for any future review of the proposed new Local Enforcement Plan.

2. **Development Management Planning Enforcement Plan (2019 to October 2024)**
 - 2.1 The Development Management Planning Enforcement Plan which has been in place since 2019 is attached as **Appendix 2**. The plan provides a high-level summary of the Council's approach to planning enforcement. It sets out that formal enforcement action is discretionary and must be reasonable and proportionate, and that formal action should only be taken where a breach is causing serious harm. It states that the Council will seek to prioritise cases and assess risks involved, but it does not give any detailed guidance on how that prioritisation will work. The plan is light on detail in terms of how the Council will deal with notifications of alleged breaches.
 - 2.2 Given the lack of detail in the plan, it is difficult to review performance against this plan. The only specific target referred to in the plan is that "the Council will normally aim to provide a response to a written notification of alleged breach within 28 working days of being registered by the Council." There is no monitoring system in place to monitor performance against this target.
 - 2.3 The proposed new Local Enforcement Plan 2024, which is due to be considered by Cabinet on 15 October, seeks to address the issues identified with the previous plan. The key changes proposed in the new draft plan include a more detailed guide to the processes involved in an enforcement investigation, clear guidance on how to raise a complaint and the necessary information required, timescales to be expected for registering initial complaints and undertaking site visits, and guidance on how the Council prioritises the complaints it receives.
3. **Audit of the Planning Enforcement Service (January – March 2024)**
 - 3.1 In early 2024 SWAP Internal Audit Services undertook an audit of the planning enforcement service. The audit reviewed the following:
 - (a) How the Planning Enforcement policy is followed and applied.

- (b) The decision-making process for review of complaints/cases, including the amount of formal action taken as a result and efficiency of service response.
 - (c) How performance of the service is monitored and reported, including the review of working practices.
 - (d) The effectiveness of governance arrangements, such as oversight by senior managers, in ensuring consistency across the Enforcement service sub-teams.
 - (e) Benchmarking exercise with other Local Authorities.
- 3.2 The overall outcome of the audit was that the audit team could provide a 'reasonable' level of assurance that the planning enforcement service is following relevant policy and legislation and is proportionately investigating all breaches of planning control received to ensure a consistent approach by the Council. The overall assurance opinion was summarised as follows: "There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited".
- 3.3 The overall audit outcome is considered to be good. For context, to achieve a higher ('substantial') level of assurance, this would mean that there were no actions raised at all through the audit and no possible areas for improvement or recommendation.
- 3.4 The audit identified eight areas for improvement ('findings') and set out recommended actions to address these. The following paragraphs provide a summary of the findings and recommended actions and include an update on progress to date for each identified action.
- 3.5 **Finding 1: The current KPIs (key performance indicators) do not measure performance metrics aligned with manager requirement.**

Action: Identify key process and end points which are identified as performance metrics relevant to the service. Regular data extraction and reporting should be agreed to support in target and performance management. (Timescale 31 May 2024).

Update: New key performance indicators have been introduced to monitor: (i) the percentage of cases registered within 5 working days; (ii) the percentage of cases resolved within 8 weeks; and (iii) the percentage of

site visits undertaken within target timescales (depending on the priority level of each case). Data is available to monitor (i) and (ii) and is presented later in this report. For (iii), accurate data is not yet available but work is underway to improve data input to the Mastergov planning software system, to enable accurate reporting of this indicator. The new performance indicators have all been added to the corporate performance reporting for planning enforcement and are due to be reported quarterly, once data quality issues have been resolved.

3.6 Finding 2: There is an inconsistent approach between teams for daily tasks and when subsequently updating Mastergov.

Action: The planning enforcement service will introduce updated processes, Mastergov system training, and joint team working to ensure a consistent approach between teams. (Timescale: 31 August 2024).

Update: The enforcement team now operate a single inbox across the team and undertake joint case allocation meetings, which cover all three planning areas. The proposed new Local Enforcement Plan includes flow charts to set out the process for dealing with enforcement enquiries and instigating enforcement action. An updated process for dealing with alleged unauthorised works to protected trees and listed buildings has also been introduced, and Mastergov system training has recently been provided.

3.7 Finding 3: Underutilisation of available data due to limited case recording in Mastergov (rejected cases are not recorded in Mastergov).

Action (a): The planning enforcement team will consider manually inputting rejected cases onto Mastergov before the automation of cases onto the system (timescale 31 August 2024).

Update (a): A trial period of manual inputting of rejected cases was undertaken earlier this year. The team are now reviewing the resource implications of maintaining manual inputting and this will inform a decision as to whether to implement a manual process, or to wait for the implementation of an automated process (action (b) below).

Action (b): The Planning Transformation Team will link the online form to Mastergov so that it automatically populates into the system (timescale 30 April 2025).

Update (b): Work to automate this process is ongoing and is linked to the Our Future Councils work. It is still anticipated that this will be completed by 30 April 2025.

3.8 Finding 4: The Development Management Planning Enforcement Plan requires updating to align with LGSCO (Local Government and Social Care Ombudsman) recommendations and audit findings.

Action: Update the Development Management Planning Enforcement Plan in line with the LGSCO recommendations. Further additions should be incorporated to establish clearer process guidelines for stakeholders. (Timescale: 30 June 2024).

Update: An updated Local Enforcement Plan has been prepared and will be considered by Cabinet on 15 October 2024.

3.9 Finding 5: Outstanding legacy cases have had minimal or no progress for over a year.

Action: Explore ways of reducing legacy cases in a timely manner. (Timescale: 31 August 2024).

Update: This finding has not yet been addressed and will be the next area of focus for the team.

3.10 Finding 6: The Enforcement Register is not readily accessible to all.

Action: The service will continue work to ensure the Enforcement Register is accessible by means of an online version. (Timescale: 31 December 2024).

Update: This action is being taken forward as part of the wider project to prepare a new Online Register for planning. Work is ongoing, and we are still anticipating that the new Online Register (including the Enforcement Register) will be ready to launch by the end of this year.

3.11 Finding 7: Completed training is not routinely recorded on the Road Map function.

Action: Encourage the team to routinely update the Road Map function with completed training and review this during 1-2-1s. (Timescale: 31 August 2024).

Update: Recording of completed training has improved, and work continues to encourage this across the team.

3.12 **Finding 8: Current Mastergov templates are from legacy Councils and require updating.**

Action: The Planning Enforcement service will update all templates and ensure the revisions are added onto Mastergov. (Timescale: 31 December 2024).

Update: Work has started on the review of the templates, and it is anticipated that this will be completed by the end of the year.

3.13 In summary, a number of actions have already been undertaken to improve service delivery based on the findings of the audit. This includes the agreement of new performance indicators (finding 1), the introduction of a single inbox and twice-weekly cross team case allocation meetings, and updated processes (finding 2), a trial period of recording of all 'rejected' cases on MasterGov (finding 3), the preparation of the new Local Enforcement Plan (finding 4), and improved recording of completed training (finding 7). MasterGov system training has recently been provided and should assist in ensuring accurate data is available to monitor the new performance indicators.

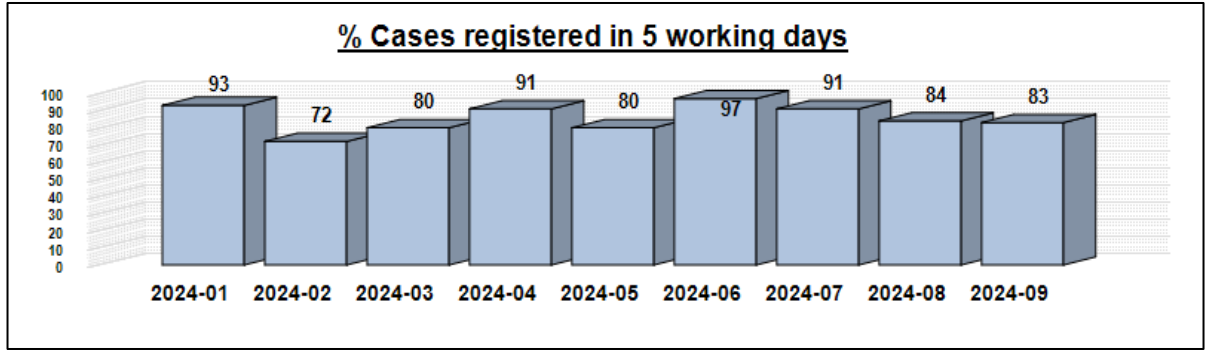
3.14 Work is ongoing to link the online reporting form to MasterGov (so that the system is automatically populated) (finding 3), to make the Enforcement Register available online (finding 6), and to review all templates (finding 8). There is an outstanding action to explore ways to reduce legacy cases in a timely manner (finding 5), and this will be the next area of focus for the team.

4. **Key performance statistics for planning enforcement (setting the baseline)**

4.1 This section of the report sets out key performance statistics for planning enforcement, with the aim that this can then be used as a baseline for any future review of the proposed new Local Enforcement Plan.

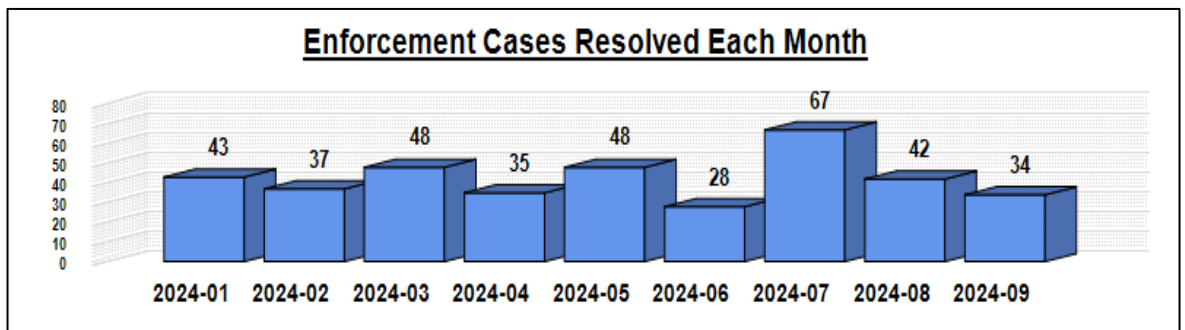
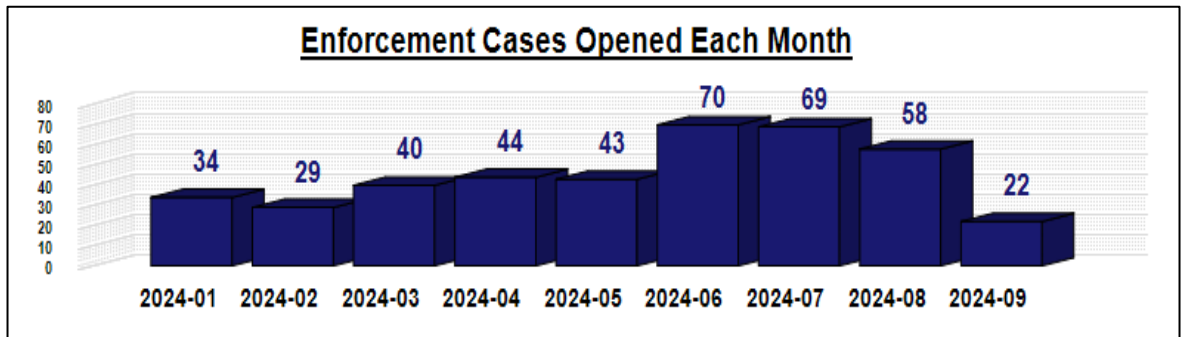
4.2 **Percentage of cases registered within 5 working days**

The graph below shows the percentage of cases registered within 5 working days of receipt (data extracted 25 September 2024). This is a new performance indicator, introduced following the audit. A target of 90% of cases registered within 5 working days is considered reasonable, and the graph below indicates that this should be achievable, with performance exceeding 90% in 4 of the last 9 months.



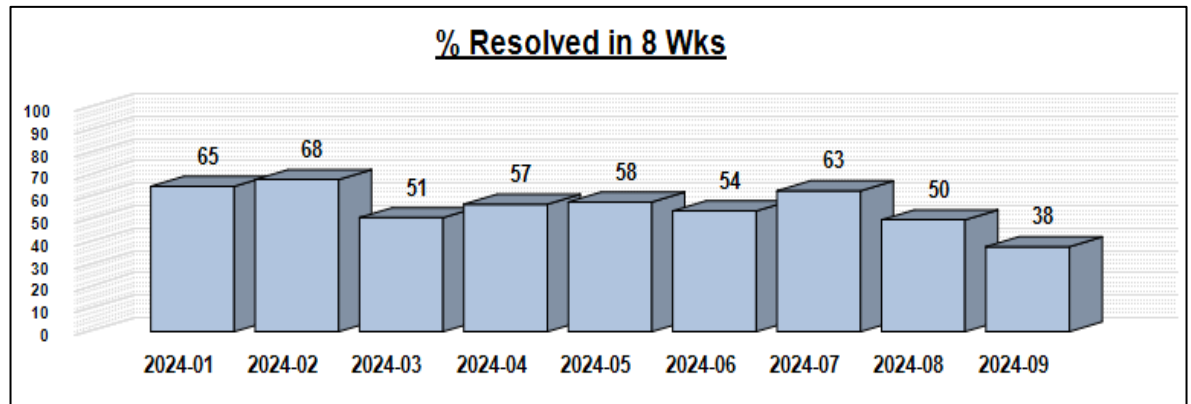
4.3 Enforcement cases opened and resolved each month

The graphs below show cases opened and cases resolved each month since January 2024 (data extracted 25 September 2024). A total of 409 enforcement cases have been opened since January, and 382 cases have been resolved. This indicates that the planning enforcement service has resolved nearly as many cases as have been opened over the past 9 months.



4.4 Percentage of cases resolved within 8 weeks

The graph below shows the percentage of enforcement cases which have been resolved within 8 weeks of being registered (data extracted 25 September 2024). This is a new indicator which was introduced following the planning enforcement audit. The baseline data (as presented below) indicates that the team is consistently resolving more than 50% of cases within 8 weeks, however there is potentially scope to improve this through continued implementation of the actions arising from the audit.

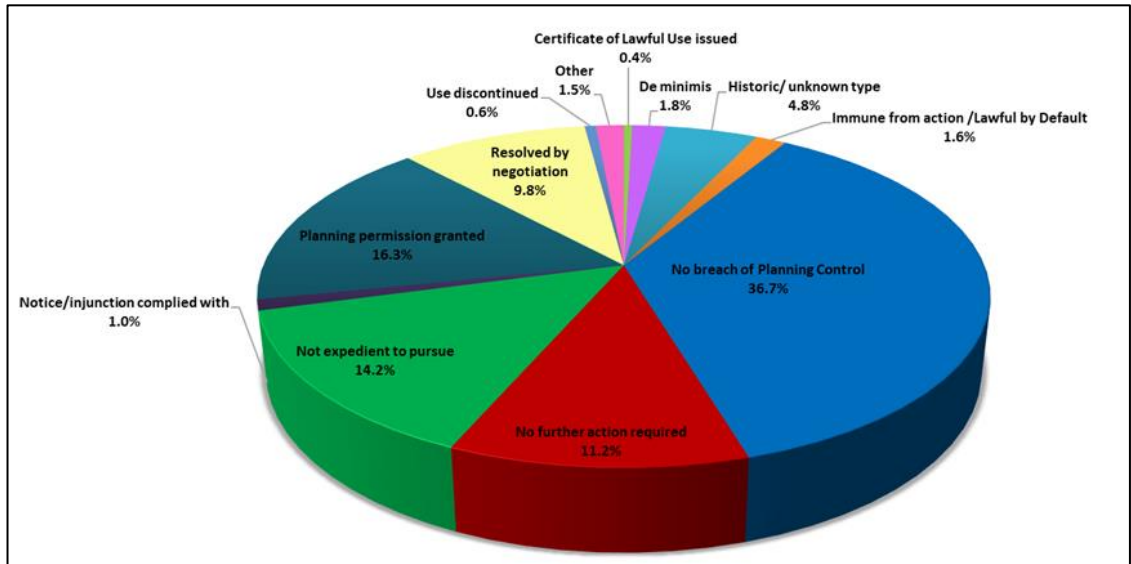


4.5 Reasons for resolution of enforcement cases

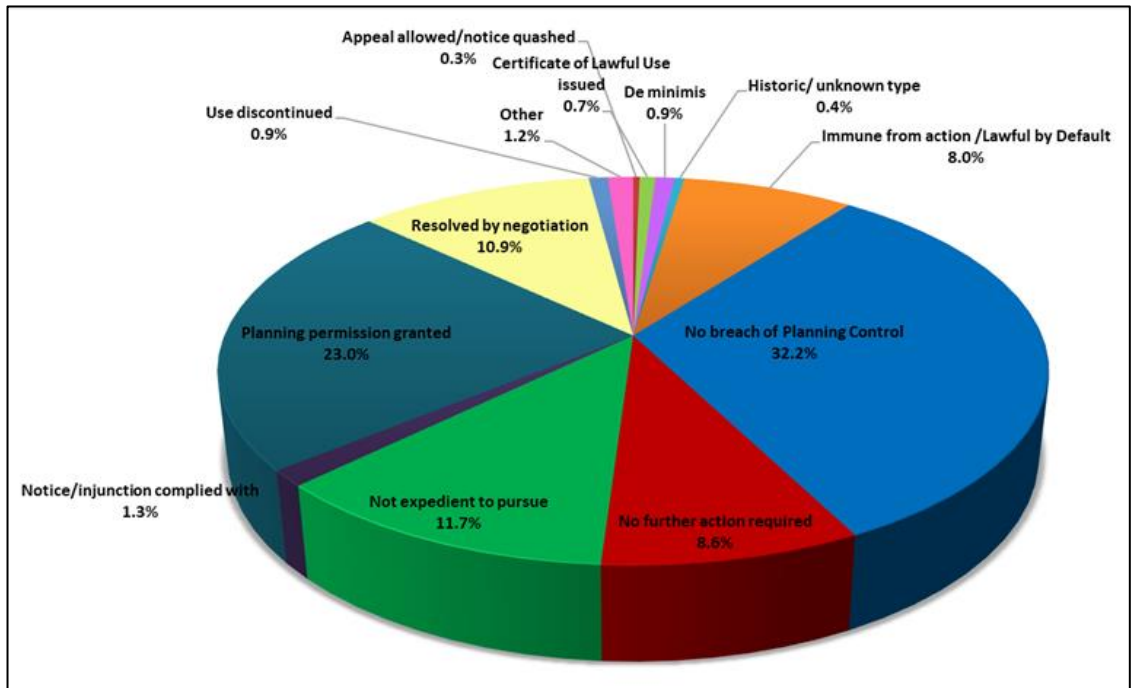
The Dorset Council Development Management Enforcement Plan (2019 to October 2024) sets out that “where a breach of planning control has been identified as having occurred, seeking an informal negotiated solution will be preferred to the taking of immediate formal enforcement action”. The proposed new Local Enforcement Plan (due to be considered by Cabinet on 15 October) continues this approach, stating that “in accordance with Government guidance, the priority is to try and resolve any breaches of planning control through negotiation” (para 9.5).

4.6 The charts below summarise the reasons planning enforcement cases have been resolved for each of the past three financial years (2021/22, 2022/23 and 2023/24). The charts illustrate that in many cases, no breach of planning control is established. Where a breach is established, the matter is often resolved through a retrospective planning application or through negotiation.

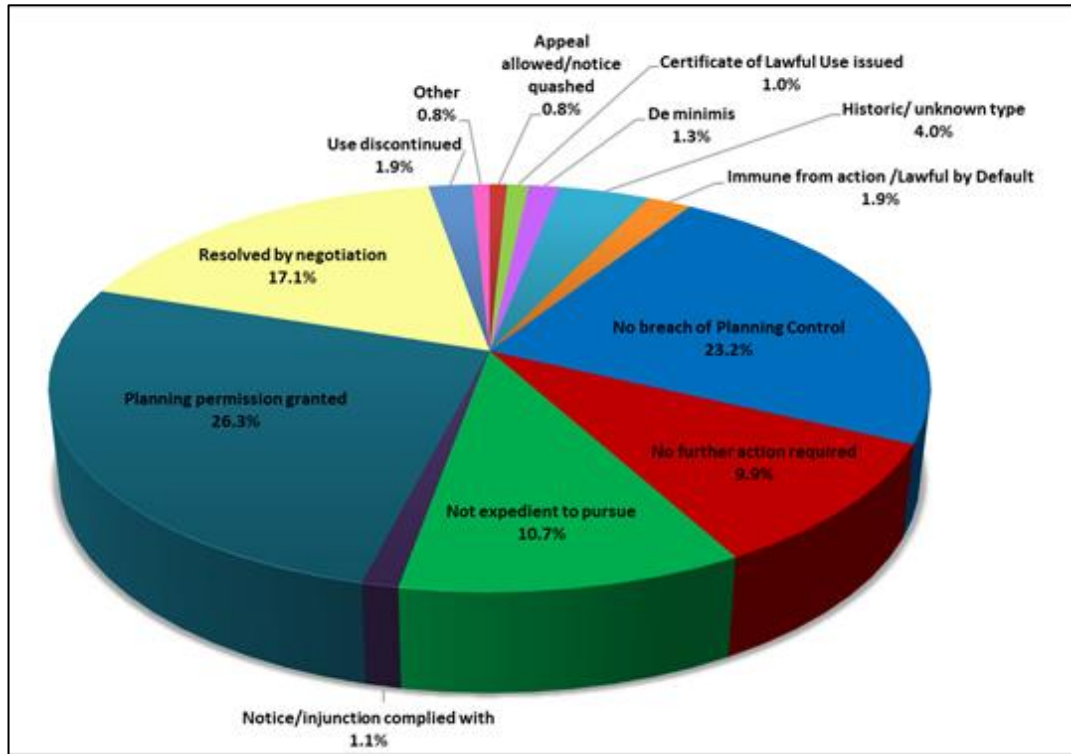
Reasons cases resolved: 2021/22 (total cases resolved: 681)



Reasons cases resolved: 2022/23 (total cases resolved: 670)



Reasons cases resolved: 2023/24 (total cases resolved: 521)



4.7 Number of notices issued

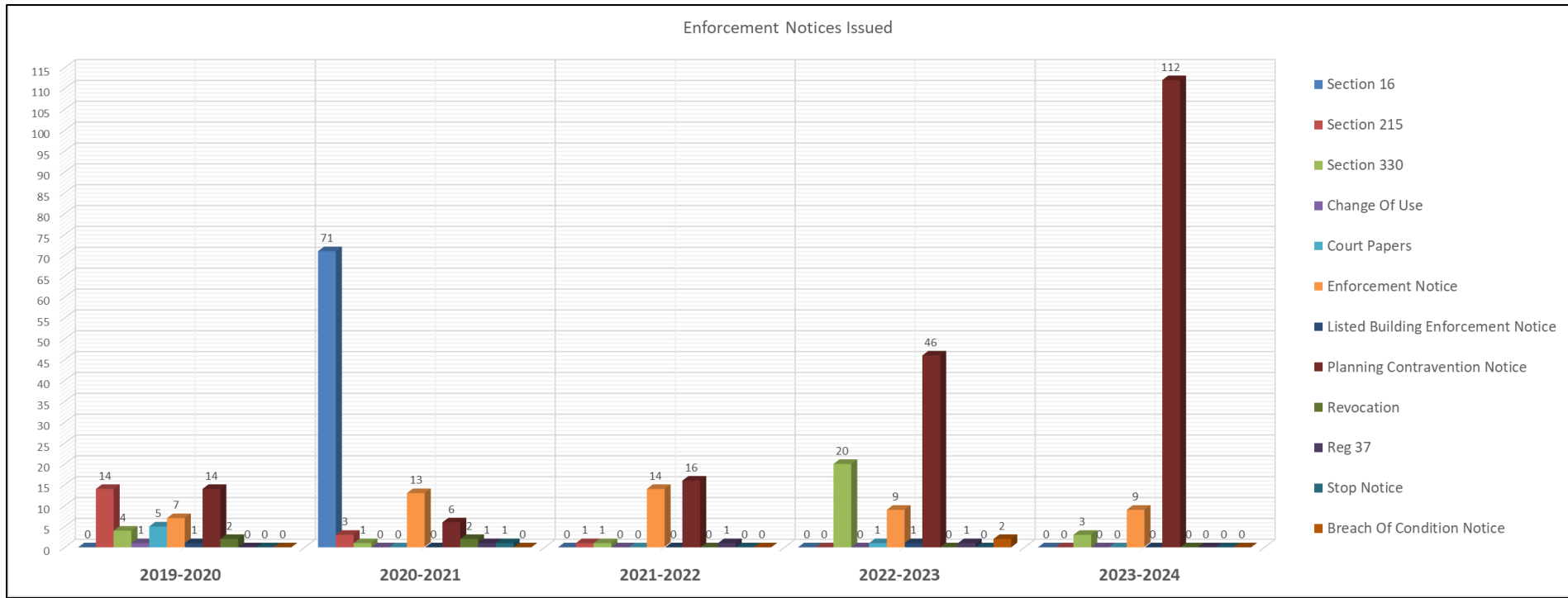
The Council can serve formal notices in relation to enforcement cases where it is expedient to do so. There are various types of formal notice which can be issued, and the graph overleaf shows the number of each type of formal notice issued each year since Dorset Council formed in 2019.

4.8 In summary, the Council has issued the following notices since 2019:

- 71 Section 16 (Requisition for Information) Notices
- 18 Section 215 (Untidy land) Notices
- 29 Section 330 (Requisition for Information) Notices
- 1 Change of Use notice
- 6 Court Papers
- 52 Enforcement Notices
- 2 Listed Building Enforcement Notices

- 194 Planning Contravention Notices (to require information)
- 4 Revocations of planning permission
- 3 Regulation 37 Notices (requiring Environmental Impact Assessment to be carried out)
- 1 Stop Notice
- 2 Breach of Condition Notices.

Notices issued by Dorset Council since 2019



4.9 Total current enforcement caseload and legacy (pre-2019) cases

There are currently 899 open planning enforcement cases, as summarised in the table below (data extracted 25 September 2024).

Priority level	Current open cases
Priority 1	107
Priority 2	86
Priority 3	678
Other	28
Total	899

4.10 81 of the current open cases are cases which pre-date Dorset Council (received before April 2019). There is an outstanding action from the audit to review these legacy cases, with the aim of reducing the backlog, and this will be the next area of focus for the team.

5. Budget for planning enforcement

5.1 The planning enforcement team currently has a staffing budget for a total of 11.95 FTE (full time equivalent) officers, as set out in the table below.

Roles	Number of posts in budget
Planning Enforcement Manager	1 FTE
Senior Enforcement Officers	3 FTE
Enforcement Officers	4.95 FTE
Enforcement Assistants	3 FTE
Total	11.95 FTE

5.2 In addition to the planning enforcement team, the wider planning budget includes 2 FTE Monitoring and Enforcement Officers in the minerals and waste team. The work of the planning enforcement service is also

supported by specialist officers from other teams, for example the tree and conservation teams.

- 5.3 The planning enforcement budget also includes a legal expenses budget of £40k (24/25 financial year). This budget is used to cover the costs of legal advice where needed, for example in relation to potential injunctions, prosecutions, and enforcement appeals.
- 5.4 The data presented above in relation to cases opened and cases resolved (section 4.3) indicates that the current resourcing levels are broadly appropriate to deal with the incoming caseload. However, the total open planning enforcement caseload is high, and needs to be reduced, including through the identified action to review legacy (pre-April 2019) cases. In addition, some enforcement cases can be complex and resource-intensive to resolve, particularly where formal notices are issued, and when dealing with appeals and prosecutions. This means that capacity available within the team can fluctuate, with less resource available to deal with routine enquiries, when officers are needing to focus on the most complex cases. The continued implementation of the audit recommendations should assist with this, by ensuring that efficient and effective processes are in place, and by taking steps to resolve legacy cases, and therefore reduce the overall caseload.

6. **Summary and recommendation**

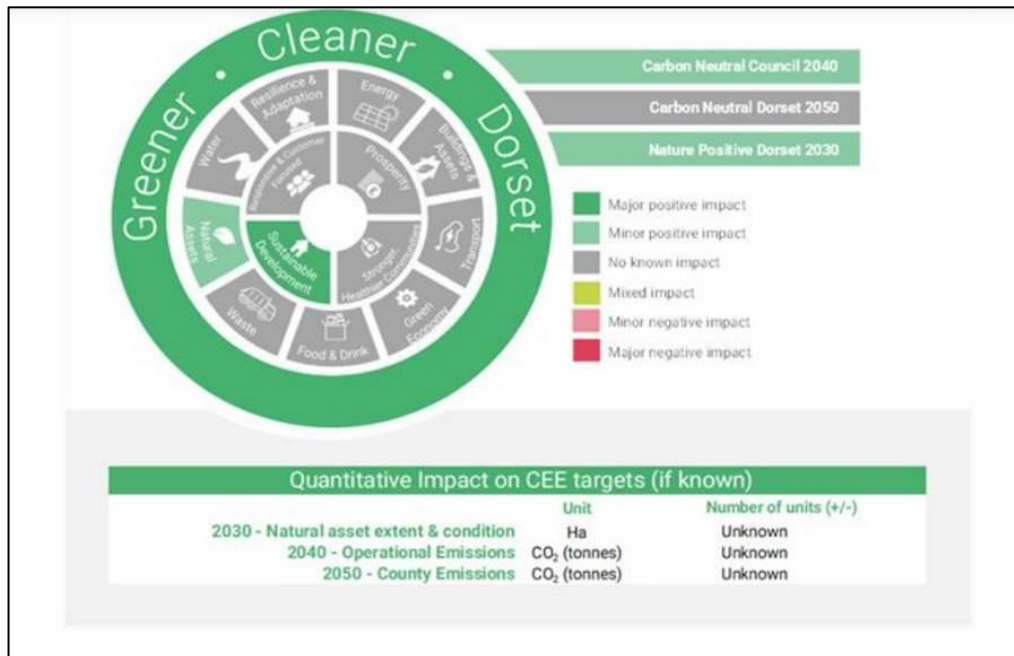
- 6.1 This report has set out a summary of the previous Local Enforcement Plan (in place from 2019 to October 2024) and has provided an update on the work which is underway to improve the efficiency and effectiveness of the planning enforcement service, informed by the findings of the recent audit. Performance statistics indicate that enquiries are registered promptly; numbers of cases resolved are roughly matching numbers of case received; and most cases are resolved informally. There is scope to improve the resolution timescales (a higher proportion of cases could potentially be closed within 8 weeks) and the current open caseload is high, and needs to be reduced.
- 6.2 It is recommended that Place and Resources Scrutiny Committee note the contents of this report and endorses the continued implementation of the actions arising from the internal audit of the planning enforcement service.

7. Financial Implications

- 7.1 The Council has a range of discretionary enforcement powers available to it. These include requiring compliance with conditions, issuing an enforcement notice and, usually as a last resort, issuing Court proceedings. Each case is considered on a case-by-case basis where all options are considered including whether to take informal or formal action. Once issued, an enforcement notice can be appealed to the Planning Inspectorate (Secretary of State) and so appeals, along with Court proceedings, will have cost implications for the Council. The costs involved are considered on a case-by-case basis.
- 7.2 The continued implementation of the actions arising from the internal audit will help ensure that the planning enforcement service is delivered in the most effective way possible, within available resources.

8. Natural Environment, Climate & Ecology Implications

- 8.1 Inappropriate and unauthorised development can be counter to the Council’s climate and nature objectives, both in terms of its location and impact. As such, appropriate enforcement action will assist in supporting the objectives of [mission 5 of the Council's Natural Environment, Climate and Ecology Strategy](#).



9. **Well-being and Health Implications**

- 9.1 Inappropriate and unauthorised development can have a harmful impact on health and well-being. The planning enforcement service can have a role in reducing these impacts, through effective resolution of breaches of planning control.

10. **Other Implications**

- 10.1 Crime & Disorder implications: effective enforcement action can help restrict the potential for breaches of planning control to develop into criminal activity.
- 10.2 Formal planning enforcement action must only be conducted following liaison with Legal Services and in accordance with the Scheme of Delegation.

11. **Risk Assessment**

- 11.1 **HAVING CONSIDERED:** the risks associated with this decision; the level of risk has been identified as:

Current Risk: Medium

Residual Risk: Low

12. **Equalities Impact Assessment**

- 12.1 This report is not considered to have an impact on any groups protected under the Equalities Act. An Equalities Impact Assessment has been completed for the proposed new Local Enforcement Plan (2024) and identified an overall neutral impact (i.e. no change or no assessed significant impact on protected characteristic groups).
- 12.2 All planning enforcement cases are assessed on their planning merits and matters that might discriminate against people or groups would not carry any weight.

13. **Appendices**

- 13.1 Appendix 1: Dorset Council General Statement of Enforcement Policy
- Appendix 2: Dorset Council Development Management Planning Enforcement Plan (in place 2019 to October 2024)

14. **Background Papers**

14.1 None.

15. **Report Sign Off**

15.1 This report has been through the internal report clearance process and has been signed off by the Director for Legal and Democratic (Monitoring Officer), the Executive Director for Corporate Development (Section 151 Officer) and the appropriate Portfolio Holder(s)

Ref. No.	PL/RE/16
Category:	
People	
Place	
Corporate	Yes
In Constitution	

Dorset Council Policy: General Statement of Enforcement Policy

Policy Details

What is this policy for?	It sets out common principles that the Council will follow when taking enforcement action so that the Council's approach is consistent, transparent, accountable, proportionate and targeted.
Who does this policy affect?	This policy applies to all enforcement action undertaken by or on behalf the Council by Planning; Building Control; Environmental Health; Anti-social Behaviour; Trading Standards; Licensing, and Children and Young People's services.
Keywords	Enforcement
Author	David Fairbairn, Purbeck District Council
Dorset Council policy adopted from	This is a new policy for Dorset Council.
Does this policy relate to any laws?	The Legislative and Regulatory Reform Act 2006 and the Regulator's Code.
Is this policy linked to any other Dorset Council policies?	Enforcement policies employed by different service teams.
Equality Impact Assessment (EqIA)	The Dorset Council policy was subject to EqIA Screening and no negative impacts were identified.
Other Impact Assessments	None identified.

Status and Approvals

Status	Live	Version	1
Last review date	This is a new policy	Next review date	To be arranged
Approved by (Director)	Dorset Council Corporate Director, Legal and Democratic Services	Date approved	
Member/ Partnership Board Approval	Dorset Council Shadow Executive Committee	Date approved	25 March 2019

General Statement of Enforcement Policy

1.0 Introduction

This General Statement of Enforcement Policy is at the core of Dorset Council's commitment to the provision of excellent services and the adoption of best practice. It sets out common principles that the Council will follow when taking enforcement action so that the Council's approach is consistent, transparent, accountable, proportionate and targeted.

In formulating this policy regard has been had to relevant legislation and codes, including the Legislative and Regulatory Reform Act 2006 and the Regulator's Code.

This policy applies to all enforcement action undertaken by or on behalf the Council. Where considered appropriate, this overarching policy may be supplemented by additional enforcement policies and procedures produced by individual service areas.

2.0 What is Enforcement?

The Council has a wide range of powers and responsibilities for ensuring that legal requirements are met. These include Planning; Building Control; Environmental Health; Anti-social Behaviour; Trading Standards; Waste; Community Care; Licensing; and Children and Young People's services.

The Council recognises that most people want to abide by the law. It will assist and advise where this is considered possible and appropriate, but will consider taking enforcement action against those who disregard legal requirements or act irresponsibly. However, enforcement action does not always have to mean taking formal action, such as prosecution, but includes the following outcomes:

- Deciding to take no further action;
- Compliance advice;
- Formal Warning;
- Statutory Notice;
- Simple Caution;
- Prosecution;
- Works in default;
- Injunction;
- Order e.g. Anti-Social Behaviour or Management Orders; and/or
- Other formal action e.g. seizure, recovery action, suspension or revocation of licences or permissions.

3.0 The Council's Approach

3.1 Standards

Where the Council has published service standards for individual service areas, enforcement action will normally be taken in accordance with that relevant service standard unless specific circumstances have been identified that justify a departure from that standard.

3.2 Openness

So far as it is appropriate to do so, the Council will be open about how it will undertake its responsibilities and explain in a timely manner when it is necessary to take enforcement action.

3.3 Helpfulness

The Council believes that prevention is better than cure and will often work to advise and assist on compliance with the law. Council officers will be courteous and efficient and where appropriate will identify themselves by name and show identification.

In a number of cases the law provides a right of appeal against various types of enforcement action. In cases where legislation requires it, the Council will seek to ensure that relevant details of the appeal mechanism are clearly set out in writing.

3.4 A Balanced Approach

In assessing enforcement action, the Council will aim to adopt a proportionate approach to the problem.

3.5 Consistency

The Council will carry out its duties in a fair and consistent way.

3.6 Liaison with other agencies

Where the Council and another enforcement agency each have powers of enforcement (e.g with the Environment Agency, Fire and Rescue Service), the Council will liaise with the other agency to ensure effective co-ordination to avoid inconsistencies and to ensure that the most appropriate action is taken to resolve any breach.

3.7 Compliance with the law

The Council will ensure that enforcement action takes place in accordance with the Police and Criminal Evidence Act 1984; the Criminal Procedure and Investigations Act 1996; the Human Rights Act 1998; the Regulation of Investigatory Powers Act 2000 and other relevant legislation, statutory guidance or code of practice.

3.8 Trained and competent officers

The Council will ensure that its officers who take enforcement action are appropriately authorised to do so, competent, suitably qualified and trained.

3.9 Own merits

Every case is unique however and will be considered on its own merits. However, when making decisions whether to prosecute or not the Council take into account the advice set out in the Director of Public Prosecution's Code for Crown Prosecutors on the need for the evidential and public interest tests to be met.

4.0 Assistance from the Public or other Organisations

Assistance of others is often crucial to the success of enforcement action by the Council. Where information is given to assist the Council's enforcement, the Council will treat such information with confidence. However, if formal action is taken, information that has been provided may be required to be disclosed and made public by law.

5.0 Equality and Diversity

When making enforcement decisions, the Council will ensure that there is no discrimination against any individual on the grounds of age, race, ethnic or national origin, nationality, religion and belief, sex, gender identity, marital status, employment status, disability, sexual orientation, social class, responsibility for children or dependents, trade union membership, unrelated criminal convictions or any ground that cannot be justified.

6.0 Complaints

All complaints will be dealt with in accordance with the Council's Complaints procedure, but having regard to any on-going legal processes.

7.0 Review

This policy will be reviewed as necessary to ensure that it is fit for purpose.

8.0 Further Information

Further information regarding service specific enforcement policies and procedures can be obtained from individual service areas or from the Council's website.



Search...



[Home](#) > [Planning, buildings and land](#) > [Planning](#) > [Development Management Planning Enforcement Plan](#)

Development Management Planning Enforcement Plan

This supplemental Enforcement Plan relates to the service area for Development Management and should be read in conjunction with the [General Statement of Enforcement Policy](#) adopted by Dorset Council which sets out the overarching principles of enforcement for all Council functions and which has been formulated with regard to relevant legislation and codes, including the Legislative and Regulatory Reform Act 2006 and the Regulator's Code.

1. [Introduction](#)
2. [Dealing with notifications of alleged breaches](#)
3. [Steps relating to enforcement investigations and action](#)
4. [Entry onto the land](#)
5. [Expectations of Dorset Council](#)

1. Introduction

Local Planning Authorities have a duty to consider investigating all breaches of planning control received. However, the actions to be taken for such investigation and, in particular, the power to take formal enforcement action is discretionary and must be reasonable and proportionate. Formal action should only be taken where the breach causes serious harm or is against adopted Planning Policies. Even then, if action is taken, it must be reasonable in the circumstances, and proportionate to the harm being caused.

1.1 Development Management is a service concerned with the development and use of land; it seeks to ensure that changes to our physical surroundings – buildings and land – are appropriate for their purposes and location and in line with policies and principles set out at national and local level.

1.2 The purpose of this enforcement plan is to provide a framework to ensure that the council works in an equitable, practical and consistent manner. We recognise that prevention is preferable and therefore we will work to encourage people to comply with legal obligations but formal action including prosecution will be taken if it is in the public interest to do so. It must be remembered that formal enforcement action can take many months to conclude in more complex cases or where there is a request to rectify breaches.

1.3 We will seek to prioritise and direct effort using all available information on a particular case, assessing the risks involved in taking or not taking action and give due consideration to the likelihood of compliance and non-compliance and ensure that enforcement action is necessary and proportionate to the matter concerned.

1.4 We will adopt a similar approach to how we investigate matters in respect of similar case circumstances but recognising that in planning matters each case must be considered on its own merits and under appropriate national and local policies.

1.5 We are committed to the open provision of information where this is possible under the GDPR and will provide advice in a format that is accessible and easily understood. Where requested information will be made available in other languages and formats.

1.6 We will be clear in making a distinction between what is required in law and those actions which we recommend as best practice but which are not compulsory. We will also ensure that we work in cooperation with other agencies to provide the best advice possible, though mindful of the sharing of data under the GDPR.

2.0 Dealing with notifications of alleged breaches

2.1 In normal circumstances notifications to the Council of alleged breaches relating to planning matters will be received from the public [via the online reporting process](#). Customers will be encouraged and assisted to use the online submission as much as possible, however, for those unable to get access to the web site notifications can be made in the following way;

- notifications submitted in writing; i.e. letter or email
- notifications made by telephone

2.2 Using the online reporting procedure enables complaints/concerns to be assessed, registered correctly and prioritised, according to the severity of the issue being reported. This might include concerns relating to unauthorised works to listed buildings, works in conservation areas and works affecting trees subject to a tree preservation order. Priorities will be based on the degree of risk from the situation, the seriousness of the contravention, the different means of remedying the situation and the particular circumstances of the case. We will also have regard to any legal guidance for example that given in Government circulars and case law.

2.3 It therefore cannot be assumed that every alleged breach notified to the Council will result in a formal enforcement investigation/action being undertaken. For example, it may be that the issues raised in the breach report do not constitute development or is a minor breach of planning law resulting in no material harm or where there is no public benefit in enforcement action being taken.

2.4 The matter reported may also benefit from being permitted development pursuant to the Town and Country Planning (General Permitted Development) Order (England) 2015 as amended, which grants consent to the development without the requirement to apply to the Local Planning Authority.

2.5 If a person(s) notifying the Council of an alleged breach identifies themselves by name and address and requests to be informed of the outcome, the Council will usually seek to advise that person(s) of the result of any investigation and any actions taken by the Council. Anonymous complaints will be given a low priority or may not be investigated at all, depending on the circumstances of each individual report.

2.6 The Council will treat the details of a person notifying the Council of an alleged breach as confidential. However, there will be circumstances under which it may be necessary to divulge those details, for example if the Council relies on information you have provided to take action through the Courts, at planning appeals or where the Council is required by law or statute to make such disclosure etc. Before this occurred the relevant parties would be informed.

3.0 Steps relating to enforcement investigations and action

3.1 Where appropriate, the Council will normally aim to provide a response to a written notification of alleged breach within 28 working days of being registered by the Council.

3.2 The Council will have regard to the provision of any specific statutory provisions, and requirements, relating to the service of planning enforcement notices.

3.3 Where a breach has been identified that is considered to be compliant with Planning Policy and therefore may have received permission or consent had it been applied for before the development was undertaken, a retrospective planning application may be requested and submitted in an attempt to remedy the situation. Under those circumstances the taking of formal enforcement action may be deferred pending determination of the application. Whether or not such deferment occurs will also depend upon the specific circumstances of the case.

3.4 The Council recognises that most people want to comply with the law. Where a breach of planning control has been identified as having occurred, seeking an informal negotiated solution will be preferred to the taking of immediate formal enforcement action. Again, the appropriate manner of dealing with the matter will vary according to the specific facts relating to the matter.

4.0 Entry onto the land

4.1 The Council has various statutory powers which enable it to enter land for the purposes of investigating planning related breaches. Consideration will be given to the use of such powers where necessary.

4.2 Where entry onto land is refused or obstructed by the land or property owner, consideration will be given to seeking a warrant of entry from the Magistrates Court.

In the event of a person wilfully obstructing an authorised officer from effecting entry, prosecution proceedings may also be considered.

4.3 It should be particularly noted that the power to take formal action is discretionary. Where a breach of planning control has been identified further action may not be taken for a number of reasons. In Planning law certain breaches can become immune through the passage of time and in those circumstances action cannot be taken.

Central Government guidelines also advise Local Planning Authorities that where planning permission would be granted, without conditions being imposed, then it must consider the expediency of formal action as this may be unreasonable and disproportionate in the circumstances.

5.0 Expectations of Dorset Council

5.1 Staff handling cases will be polite and helpful at all times and seek to give clear and simple advice to both those reporting a breach and those who are subject to further investigation. Where needed advice will be provided in writing with clear guidance on actions and timescales involved.

5.2 Staff will be provided with appropriate training and have access to experts in planning enforcement to enable them to pursue actions that are appropriate and proportionate.

5.3 All enforcement investigations must have due regard to the Human Rights particularly in respect of the right to a fair trial and right to respect for private and family life, home and correspondence.

Share this page



Is there anything wrong with this page?

[Sitemap](#)
[About](#)
[Accessibility](#)
[Contact us](#)

[Privacy and Cookies](#)
[Terms and Conditions](#)
[Translate](#)
[E-newsletter sign up](#)

Follow us:

 [Facebook](#)

 [Twitter](#)

 [YouTube](#)

 [Instagram](#)



Copyright © 2024 Dorset Council

Place and Resources Scrutiny Committee

24 October 2024

Review of the 'A Big Conversation' public engagement

For Review and Consultation

Cabinet Member and Portfolio:

Cllr R Hope, Customer, Culture and Community Engagement

Executive Director:

A Dunn, Executive Director, Corporate Development

Report Author: Laura Cornette

Job Title: Business Partner – Communities and Partnerships

Tel: 01305 224306

Email: laura.cornette@dorsetcouncil.gov.uk

Report Status: Public (the exemption paragraph is N/A)

Brief Summary:

Cllr. Lacey-Clarke, Chairperson for the Place and Resources Scrutiny Committee, has requested the following four questions are answered at the committee meeting on 24 October. This paper seeks to answer these questions.

- How were the arrangements for the Big Conversation made/planned?
- What methods were used for the selection of the places visited?
- How many people were expected to attend (as defined during the planning stage) compared to the numbers of people who actually attended?
- How was the success for the events defined during the planning stage and has this been met?

Recommendation:

That members of the scrutiny committee review and consider the answers to the Chair's questions.

Reason for Recommendation:

Scrutiny committee's views can be used to improve and help shape future engagement programmes that Dorset Council officers undertake.

1. **Background**

- 1.1. The purpose of the 'A Big Conversation' engagement programme was to engage residents on the Cabinet's proposed strategic priorities for the next 5 years, with a view to feedback given being used to help shape the developing Council Plan. The Council Plan is a strategic planning document, setting out the council's vision and strategic priorities for the period 2025-29.
- 1.2. The four strategic priorities that were engaged on are set out in Appendix A below.
- 1.3. The aim of the Big Conversation was to engage with a wide cross-section of residents from different geographical areas of the county, different ages, gender, socio-economic backgrounds, people from under-served groups, people with different protected characteristics, etc.
- 1.4. The engagement activity needed to run to tight timescales. The planning process began following the local elections on 2 May and the formation of the new Cabinet. Engagement proposals were submitted to Cabinet members for their approval in late spring/early summer. The activity was scheduled to take place over the summer, allowing for further development of the Council Plan in early autumn, attendance at Joint Overview on 29 October, Cabinet on 19 November, and Full Council for final approval on 5 December.
- 1.5. The Big Conversation was a public engagement exercise, as opposed to a statutory consultation, giving residents an opportunity to have their say on the council's priorities over the next 5 years.
- 1.6. The full and final A Big Conversation engagement report and draft Dorset Council Plan will be made available to Dorset Councillors and town and parish councillors and clerks between 16 October and 8 November 2024.

2. **How were the arrangements for the Big Conversation made/planned**

- 2.1. The original timeline for the Big Conversation was planned to run from the end of June 2024 and run to mid-September. However, when the former Government called the general election for 4 July 2024, the Big Conversation was delayed due to the pre-election period. There was no opportunity to extend the timeline at the other end due to Cabinet's desire to get the new Council Plan approved at Full Council on 5 December.

- 2.2. The Big Conversation ran from 24 July to 15 September and was planned to utilise a mix of known engagement techniques to attract responses from a cross-section of Dorset Council residents. The in-person events were one part of the engagement programme: there were 8 events for residents and 4 for town and parish councils. The details of these events can be found in appendix 2.
- 2.3. Residents were also invited to contribute to the Big Conversation online using the Dorset Council 'Citizens Space' platform Dialogue feature - an online interactive application where residents can 'like' suggestions and propose their own, thus replicating the in-person activities; over the telephone via customer services: and in libraries - either assisted by library staff online or via paper copies.
- 2.4. The Communities and Partnerships team also attended several in-person youth events to seek the views of young people (primarily age 13-18). The team also reached out to the EDI reference group to promote the Big Conversation to organisations representing residents with different protected characteristics.
- 2.5. A communications plan was developed and delivered to promote all opportunities for residents to engage with the Big Conversation.
- 2.6. Participative conversation training was provided to all Dorset Council staff attending the in-person events, and for those councillors who wanted to attend, to support their skills development to help get the best qualitative responses from our residents.
3. **What methods were used for the selection of the places visited?**
 - 3.1. Each in-person event location was chosen to have an even geographical spread across the Dorset Council area and attract a high footfall of passing residents. We carefully selected events to ensure there were no obvious barriers to attending. For example, we intentionally did not attend any events that had an entry fee (such as Melplash or Dorset County Shows).
 - 3.2. The majority of the resident events were held on weekends in order to be available for working people to attend. We purposely sought to attend 2 locations in the north of the Dorset Council area due to the rurality. We ran an event in Weymouth and another on Portland as those areas have the highest indices of deprivation in the Dorset Council area with further events in the east and south-east.

3.3. During the planning phase, there were several geographical locations the team considered, but were unable to secure venues for various reasons, for example, no response from the location contact, no availability of pitches (markets) within the required dates/time. This list of these locations can be provided if required.

3.4. All resident locations were chosen to have amenities nearby such as toilets, shops, parking, bus routes, and were physically accessible and that could accommodate a 3mx3m gazebo.

4. **How many people were expected to attend (as defined during the planning stage) compared to the numbers of people who actually attended?**

4.1. In the planning phase of the engagement programme, we did not set specific target numbers of residents to attend events or respond either online. The aim instead was to encourage high quality responses from a wide cross-section of residents, and to give an early opportunity for town and parish councils to comment.

4.2. We received a good response online and high attendance at all events – we consider high attendance as a continual flow of conversations with residents throughout the event. The only exception was the Portland event, but this can be attributed to torrential rain and high winds throughout most of session.

4.3. The total number of resident interactions across the whole engagement is 780 (approximate). Further detail will be available in the full engagement report once it is available. We collated approximate attendee numbers from the ‘dot’ exercise, although this is not an exact figure.

4.4. The total number of attendees (approximate) for each in-person event are laid out in this table:

Event location	Approximate number of attendees
Resident events	
Bridport	43
Dorchester	156
Wimborne	78
Portland	44
Shaftesbury	52
Wareham	68

Weymouth	63
Sherborne	45
Town and Parish events	
Wimborne	22
Bridport	29
Durweston	34
Dorchester	23

4.5. We took the decision not to ask for demographic data from residents as this may detract from the organic conversations that were had. We chose the locations and designed the communications plan to ensure we were able to reach a broad range of residents.

5. How was the success for the events defined during the planning stage and has this been met?

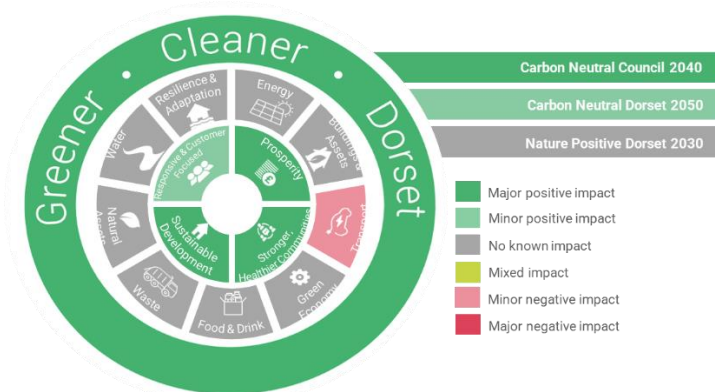
5.1. We were successful in terms of achieving the following objectives:

- A good level of attendance at most events from a wide cross-section of residents
- Good quality quantitative and qualitative feedback from attendees on the proposed council plan priorities which is now being used to shape the Council Plan
- Residents had multiple ways to access the ‘A Big Conversation’, making the engagement accessible to residents who wanted to contribute
- Engagement was delivered within the required timescale.

6. Financial Implications

This report has no further financial implications.

7. Natural Environment, Climate & Ecology Implications



ACCESSIBLE TABLE SHOWING IMPACTS

Natural Environment, Climate & Ecology Strategy Commitments	Impact
Energy	No known impact
Buildings & Assets	No known impact
Transport	No known impact
Green Economy	No known impact
Food & Drink	No known impact
Waste	No known impact
Natural Assets & Ecology	No known impact
Water	No known impact
Resilience and Adaptation	No known impact

Corporate Plan Aims	Impact
Prosperity	strongly supports it
Stronger healthier communities	strongly supports it
Sustainable Development & Housing	strongly supports it
Responsive & Customer Focused	works against it

TABLE OF RECOMMENDATIONS	
Recommendations	Responses -will this be incorporated into your proposal? How? And if not, why not?
Energy	
No recommendations found for this category	N/A
Buildings & Assets	
No recommendations found for this category	N/A
Transport	
Use more ULEZ vehicles such as pool fleet where appropriate in future consultations	Logistics made using pool fleet on some occasions more difficult, e.g. staff who lived outside Dorchester. Lack of charging points at staff home also made pool car usage difficult.
Green Economy	
No recommendations found for this category	N/A
Food & Drink	
No recommendations found for this category	N/A
Waste	

No recommendations found for this category	N/A
Natural Assets & Ecology	
No recommendations found for this category	N/A
Water	
No recommendations found for this category	N/A
Resilience & Adaptation	
No recommendations found for this category	M/A

8. **Well-being and Health Implications**

There are no specific well-being and health implications for this report. However, from a strategic perspective, implementation of the new council plan has significant co-benefits for health and wellbeing for Dorset's residents

9. **Risk Assessment**

9.1. **HAVING CONSIDERED:** the risks associated with this decision; the level of risk has been identified as:

Current Risk: Low
Residual Risk: Low

A risk assessment was completed to cover the in-person events, this can be found in appendix 3

10. **Equalities Impact Assessment**

Please see appendix 4

11. **Appendices**

Appendix 1 – The proposed priorities and overarching themes

Appendix 2 – Dates and locations for the In-person events

Appendix 3 – In-person event risk assessment

Appendix 4 - Equality Impact Assessment

12. **Background Papers**

None

13. **Report Sign Off**

- 13.1 This report has been through the internal report clearance process and has been signed off by the Director for Legal and Democratic (Monitoring Officer), the Executive Director for Corporate Development (Section 151 Officer) and the appropriate Portfolio Holder(s).

Appendix 1 – The proposed priorities and overarching themes

Communities for all

- Make Dorset the best place to be a child (education and children’s social care)
- Make Dorset an all-age friendly county
- Hold conversations with communities – listening and working together to develop solutions

Respond to the climate crisis

- Reduce Dorset’s impact on climate change
- Support the recovery of nature
- Help communities adapt for climate change impacts

Provide high quality housing

- Increase the supply of housing that local people can afford to rent or buy
- Improve the quality and standard of homes to rent or buy
- Reduce the number of long-term empty homes in Dorset

Grow our economy

- Support more businesses to grow and thrive
- Kickstart the regeneration of Weymouth and surrounding areas
- Support local and sustainable tourism

Appendix 2 - Dates and locations for the In-person events

Resident Events

- Bridport (Bucky Doo Square), Wednesday 24 July, 10am to 3pm
- Dorchester (Food and Arts Festival), Saturday 3 August, 10am to 3pm
- Wimborne (Town Square), Friday 16 August, 8am to 2pm
- Portland (Easton Gardens), Saturday 24 August, 10am to 3pm
- Shaftesbury Town Market, Thursday 29 August, 9:30am to 2:30pm
- Wareham (The Quay), Saturday 31 August, 8am to 1pm
- Weymouth (New Bond Street), Saturday 7 September, 10am to 3pm
- Sherborne (Market), Sunday 15 September, 10am to 3pm

Town and Parish Council Events

- Wimborne (Leigh Park), Wednesday 21 August, 4.30pm to 6.30pm
- Bridport (Town Hall), Tuesday 27 Aug, 5pm to 7pm
- Durweston (Durweston Hall), Friday 6 September, 5.30pm to 7.30pm
- Dorchester (United Church - The Main Hall), Thursday 12 September, 5pm to 7pm

Appendix 3 – In-person event risk assessment



Risk Assessment – Dorset Council 'A Big Conversation' Engagement Events

Workplace – Towns around Dorset

Date of Assessment – 27/6/2024

Assessment completed by (Name) Chantel Ingarfield
 (Designation) Senior Consultation & Engagement Officer

Due for review – TBC

Page 55

Hazard / Risk e.g. slip/trip hazards, electricity, equipment/activity related hazards	Who is at risk?	Current Controls in Place Are they adequate? Is the risk reduced as far as possible?	Level of Residual Risk Low, medium, high or very high?	Additional measures to control the risks
Engagement events - Verbal and physical abuse from public towards elected members and staff Suspicious behaviour	Members and staff	<ul style="list-style-type: none"> • Never hold events in the street alone, always have support • Check Mobile phone signal at site and ensure battery is charged • Choose event location to ensure the safest place possible (i.e. public place such as open busy street within business hours) 	Medium	None at this time

		<ul style="list-style-type: none"> • Set up of gazebo/tables to enable safe refuge/escape • Safe escape route available • Call Police 999 • Shout or call for help • Report any suspicious behaviour to event control • Be aware of / report any suspicious bags/packages 		
Parking and General Safety	Members and staff	<ul style="list-style-type: none"> • Park in a safe easy to get to place, avoiding isolated car parks or deserted streets. • Ensure it is adequately lit • Park facing the route you will need to go, avoiding having to turn around • Never leave valuables on view • Keep car keys in your hand • Keep personal phone easily accessible to call for help/999 • Have good awareness around you and where you have parked when approaching vehicle 	Low	None at this time
Engagement events – equipment Wind/storm/weather effect on gazebo and other equipment	Members/staff/public	<ul style="list-style-type: none"> • • Cancel events in the street if poor or extreme weather is forecast • Ensure equipment is erected safely in accordance with manufacturer's instructions • Ensure equipment is weighted/ tied down • Ensure any pins used are secure • Do not use damaged equipment 	Medium	None at this time
Engagement events – setting up. Both enclosed venues and open events	Staff	<ul style="list-style-type: none"> • Ensure two members of staff (relatively physically fit) are available for unloading/loading and set up 	Medium/low	None at this time

		<ul style="list-style-type: none"> Follow safe lifting advice Take extra care in windy weather Identify any risks on site and install accordingly 		
<p>Engagement events – supply of food and drink.</p> <p>Sweets are being offered to members of the public at the 8 town events.</p> <p>Tea and coffee to be offered at the enclosed events. Risk of spilling boiling water.</p> <p>Healthy food and drinks may be distributed at the young person’s event at Echo Festival.</p> <ul style="list-style-type: none"> choking allergies incorrect storage of food scalds/burns from hot drinks poor standards of hygiene 	Staff, members and the public	<ul style="list-style-type: none"> Any food and or drinks to be stored appropriately ahead of the events Make clear to participants what the food and/or drink is Allergy and special dietary requirements to be checked to identify any concerns Staff to demonstrate good hygiene practices when preparing and distributing any food and/or drinks Cuts and open wounds to be covered with a coloured plaster Work surfaces to be cleaned before and after the activity Tea and coffees to be served separately from the main activity 	Medium/low (no cooking will be taking place. Only distributing sweets and drinks like fruit juices or smoothies)	Hot water dispensers have been purchased to minimise any issues
Heat and dehydration	Staff and members of the public	<ul style="list-style-type: none"> Have some bottled water on site due to heat 	Medium	
First Aid – insufficient and or unsuitable first aid cover to deal with minor or major injury	Event staff, members and the public	<ul style="list-style-type: none"> Staff to know where the first aid point is located. Signpost to appropriate first aid (festival or market organisers) 	Medium	All staff to be sent lead officers phone number in case of emergencies

<p>Overcrowding Inadequate space / exits</p> <ul style="list-style-type: none"> • Risk of injury through stampeding, knocking over furniture, trip on branding / chairs / general equipment 	<p>Event staff, members and the public</p>	<ul style="list-style-type: none"> • Maximum number of attendees known • Ensure adequate space between stands, tables and walk-ways • Adequate staffing • Agreed emergency procedures in place • Appropriate space between stands/branding 	<p>Low</p>	
--	--	---	------------	--



Resident Events Equality Impact Assessment (EqIA)

Initial information

A Big Conversation

Is this a:

New project

Is this (please delete those not required):

External

Please provide a brief overview of its aims and objectives:

To help support the development of the new Council Plan, and in part due to the recent elections, the Council is planning to engage with residents to find out what people think of the manifesto priorities within the new plan. This will be done through in-person events throughout the summer and across the Dorset Council area. Feedback will also be sought online for those unable to attend the in-person events.

Rather than sticking to a traditional survey, we want to go out and have face to face conversations with people and engage with them more creatively online. Some of the aims are to:

- Facilitate dialogue: creating safe spaces for open conversations on relevant topics
- Increase participation: encourage community members to actively engage
- Build trust: listen to residents to build mutual respect
- Drive action: translate discussions into tangible initiatives

Please provide the background to this proposal?

In mid-2021, the communication and engagement service identified a challenge to:

‘Improve engagement with our external communities and demonstrate that their voice is being heard within the council, in ways which are consistent, efficient, and appropriate, defining the role of the central team and responsibilities of other teams.’

Appendix 4

This was a council transformation project, and agile methodology was used throughout. The discovery period of work ran from autumn 2021 to spring 2022, and actively involved colleagues from all services across the council who deliver engagement, consultation and co-production activity.

We have since created solutions for several of the learnings introduced in the discovery phase, and the transformation element of the project formally closed in February 2024. However, we still need to work to change views and habits held by both colleagues and residents across the Dorset Council area in how we consult and engage.

Now we are at the start of a new administration, this is the perfect chance for us to put this new learning to the test and try our hands at something different.

This project will directly address parts of the learning from the review, such as:

1. Most consultation and engagement activity conducted by Dorset Council tends to use a traditional survey methodology, and there is a lack of more creative methods (and the tools and training to deliver this) which would better reach and engage certain audiences.
2. Too many surveys are conducted by Dorset Council, with services conducting their own activity in silos, not sharing results or learning from previous activity, and resulting in survey fatigue among residents.
3. There is no 'ongoing' way for residents to engage with us – activity tends to be conducted as a one-off.
4. Residents are engaged in a limited way that means they do not feel listened to and have poor understanding of council decision making. This negatively affects residents' trust in and satisfaction with the council. We need to do more to show what happens as a result of their feedback - 'you said, we did' - and we need to be clearer about what residents can and cannot influence through consultation and engagement.
5. It is confusing for residents to know how to engage with Dorset Council – there are lots of different surveys, but a lack of overall clarity about how or where to engage with the council.

What sources of data, evidence or research has been used for this assessment? (e.g. national statistics, employee data):

Information source 1

Population - <https://www.dorsetcouncil.gov.uk/w/census-2021-population-and-household-numbers-topic#total-population-numbers>

The total population in the Dorset Council area is 379,584. The [breakdown of the different age groups](#) is:

Appendix 4

- 0-4: 4%
- 5-15:11.2%
- 16-64: 55.2%
- 65+: 29.6%

Diversity - [Area profile for Dorset Council - Dorset Council](#)

- 48.9% male; 51.1% female
- [97.1% White; 1.1% Asian, Asian British or Asian Welsh; 1.2% from mixed or multiple ethnic groups; 0.3% Black British, Black Welsh, Caribbean or African](#)
- [6.5% of people in the Dorset Council are disabled under the Equality Act](#)
- 1.8% of residents living in Dorset Council do not speak English as their main language
- 51.6% Christian
- 13.7% with no cars or vans in household

Information source 2 - <https://www.dorsetcouncil.gov.uk/w/our-digital-vision#our-digital-statistics-baseline>

In the Dorset Council area 11% of residents are completely offline and another 20% lack all the essential digital skills needed. This means nearly a third of Dorset Council residents are digitally excluded in some way.

Information source 3 – the Residents’ Survey 2023

The survey results highlight residents’ views about the council, where they live, and issues that matter to them.

The survey was hand-delivered to over 2,000 Dorset residents, with results weighted by age group, geography, sex, ethnicity, and socio-economic background to ensure a representative sample of the entire area, with a 2% margin of error.

The survey shows that generally residents feel ‘fairly well informed’, with 55% of respondents stating so. However, 32% felt not very well informed, with another 8% not being informed at all.

Acting on concerns of residents was also a key theme of the survey. 43% of respondents said they thought Dorset Council acts on concerns of local residents, with just 34% saying that Dorset Council provides value for money. In terms of locality, respondents from East Dorset especially thought that Dorset Council did not act on the concerns of local residents.

Information source 4

The Government has also set out their own standards that should be adopted when engaging and consulting with stakeholders. You can find more detail on the Government principles [here](#). They are that consultations should:

- be clear and concise
 - have a purpose
 - be informative
 - be only part of a process of engagement
 - last for a proportionate amount of time
 - be targeted – ensure the right people are consulted
 - take account of the groups being consulted
 - be agreed before publication
 - facilitate scrutiny
-
- Public Sector Equality Duty requires local authorities to have ‘due regard’ to the impact of changes on those with protected characteristics under the Equality Act 2010
 - Data Protection Act (2018)
 - Six Show and Share/Tell sessions have been delivered at key points within the organisation to provide updates on activity and gather feedback on the consultation and engagement review.
 - Twelve-week programme of discovery activities (data collection, interviews, internal/external surveys). These sessions provided an opportunity to understand current activity and provide an opportunity to identify key areas to work on.

Information source 5 – for the platform specifically

When asked to confirm the assistive software packages that Delib work with or test against, this was their response:

“In terms of assistive software, the assistive technology we test against includes JAWS (Job Access With Speech, a screen reader tool), NVDA (Non-Visual Desktop Access, allows blind and vision impaired people to access and interact with Windows and many third party applications) and VoiceOver (screen reader software), plus voice interaction and the keyboard.”

Further accessibility options are as follows:

- Delib’s tools meet the WCAG 2.2 AA standards.

Appendix 4

- Text size, colour and font are at a reasonable size and contrast level and are not changeable by customers.
- Sites are 'zoomable' up to 200% without the text spilling off the screen.
- The sites are compatible with accessibility software, meaning users can:
 1. Navigate the website using just a keyboard.
 2. Navigate the website using speech recognition software.
 3. Listen to the website using a screen reader.
- All tools are responsive, so they fit on different types of devices like mobiles and tablets.

What did this tell you?

The key findings from the consultation and engagement review discovery phase were presented to Senior Leadership Team on 14 November 2022:

- most formal statutory consultations are conducted in line with legislation, including the Gunning Principles, and receive relatively high numbers of responses. However, certain groups in the population are over-represented among respondents (mainly well-educated, middle-income, white, older people) and others are under-represented. This means that results received are not always representative of the population and we are not reaching all groups in a way they would like to engage.
- most consultation and engagement activity conducted by Dorset Council tends to use a traditional survey methodology, and there is a lack of more creative methods (and the tools and training to deliver this) which would better reach and engage certain audiences.
- there is some good work on service design, user testing and co-production taking place in certain pockets of the organisation – but it is not yet widespread.
- too many surveys are conducted by Dorset Council, with services conducting their own activity in silos, not sharing results or learning from previous activity, and resulting in survey fatigue among residents.
- different services procure and use different software for engagement, which is confusing for residents and not cost effective. We need consistency in how we present our consultations and engagement: in the methods but also in branding, appearance, interfaces, etc., so people are familiar with it, how to access and use it.
- there is no 'ongoing' way for residents to engage with us – activity tends to be conducted as a one-off.
- residents are engaged in a limited way that means they do not feel listened to and have poor understanding of council decision making. This negatively affects residents' trust in and satisfaction with the council. We need to do more to show what happens as a result of their feedback - 'you said, we did' - and we need to

be clearer about what residents can and cannot influence through consultation and engagement.

- it is confusing for residents to know how to engage with Dorset Council – there are lots of different surveys, but a lack of overall clarity about how or where to engage with the council. A single ‘one stop shop’ approach for consultation and engagement would be much clearer, simpler and more accessible.
- among some Dorset Council employees, there is a poor level of understanding of consultation, engagement and co-production – terms are used interchangeably. Many colleagues do not know when they should do it / what they should do / how they should do it and what tools and support are at their disposal.
- there is no comprehensive central record or library of all engagement and consultation activity across the council, and the findings from this activity. This means that some activity is duplicated and repeated when it would be better if colleagues could access the data and insight that already exists.
- the council lacks the right tools to enable colleagues to do engagement. This includes software, training and guidance.
- insufficient time is built into many council projects to conduct consultation or engagement properly, end to end. This includes time to plan, develop stakeholder relationships, to take account of the findings, to embed EQIA (not just one point in process but throughout), and to feedback findings to respondents.
- there are opportunities with the new customer account and platform to use customer data to better target engagement activity at the right audiences.

The data from the residents’ survey links to several of the points above. Residents being engaged with in a limited way has potentially led to the feeling of Dorset Council not acting on behalf of residents. Different areas within the Council area also view the authority on a varying scale. This gives an idea as to which areas should be targeted or prioritised.

Who have you engaged and consulted with as part of this assessment?

- Dorset Council employees
- The Equality, Diversity and Inclusion Reference Group

Is further information needed to help inform decision making?

None identified at this stage.

Is an EQIA required?

Appendix 4

Yes

Assessing the impact on different groups of people

For each of the protected characteristics groups below, please explain whether your proposal could have a positive, negative, unclear or no impact. Where an impact has been identified, please explain what it is and if unclear or negative please explain what mitigating actions will be taken.

- use the evidence you have gathered to inform your decision making.
- consider impacts on residents, service users and employees separately.
- if your strategy, policy, project or service contains options you may wish to consider providing an assessment for each option.
- see guidance for more information about the different [protected characteristics](#).

Key to impacts

Positive Impact	<ul style="list-style-type: none">• the proposal eliminates discrimination, advances equality of opportunity and/or fosters good relations with protected groups.
Negative Impact	<ul style="list-style-type: none">• protected characteristic group(s) could be disadvantaged or discriminated against
Neutral Impact	<ul style="list-style-type: none">• no change/ no assessed significant impact of protected characteristic groups
Unclear	<ul style="list-style-type: none">• not enough data/evidence has been collected to make an informed decision.

The engagement project

Impacts on who or what?	Choose impact	How
Age	Anticipated positive impact	Ages 11 to 16: to support youth involvement, discussions have taken place with Youth Voice, with a potential in-person session with the Youth Council. The aim is to also liaise with the Youth Voice team to work with schools to potentially run sessions during assemblies, where a pack will be sent to them to carry out. There is also a dedicated youth event (Echo Festival) which the project can participate in.

Impacts on who or what?	Choose impact	How
		<p>For those aged 18 and over: in-person sessions will be held in locations across the Dorset Council area.</p> <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
Disability	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation. Methods used in the in-person sessions will be accessible to all.</p> <p>Various measures have been put in place to support engagement:</p> <ul style="list-style-type: none"> • seat provision at all sites • a 'Zero Tolerance' poster which sets out group terms of engagement. This shows that all voices are equal, and all people have the right to be heard • an Easy Read document has been produced and is available at all events • staff and members attended a participatory

Impacts on who or what?	Choose impact	How
		<p>engagement training session</p> <p>During in person session, a staff member can also give someone with any difficulties individual attention to explain the activity and assist in participating in the process where necessary.</p> <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>Accessibility features of the online platform:</p> <ul style="list-style-type: none"> • being able to zoom in up to 200% without the text spilling off the screen • navigate the website using just a keyboard • navigate the website using speech recognition software • listen to the website using a screen reader <p>Delib (the platform supplier) test the software against the Web Content Accessibility Guidelines V2.2 AA standard. Improvements to the software are released regularly.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>

Impacts on who or what?	Choose impact	How
Gender reassignment and Gender Identity	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation. Methods used in the in-person sessions will be accessible to all.</p> <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
Marriage or civil partnership	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation.</p> <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the</p>

Impacts on who or what?	Choose impact	How
Pregnancy and maternity	Anticipated positive impact	<p>phone or send out the activity to them through the post.</p> <p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation.</p> <p>Various measures have been put in place to support engagement:</p> <ul style="list-style-type: none"> • seat provision at all sites • ensuring staff are aware of nearby changing/toilet facilities to support residents if needed <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
Race and Ethnicity	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation.</p> <p>A 'Zero Tolerance' poster which sets out group terms of engagement. This shows that all voices are equal, and all people</p>

Impacts on who or what?	Choose impact	How
		<p>have the right to be heard. This is also to show no discriminatory behaviour towards staff or members of the public will be tolerated. Other measures put in place:</p> <ul style="list-style-type: none"> • being cautious of the language used and avoiding acronyms and abbreviations when describing groups • staff having the ability to translate key areas of the activity through google translate (or an equivalent) to support participation if English is not the attendees first language <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
Religion and belief	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation.</p> <p>A 'Zero Tolerance' poster which sets out group terms of engagement. This shows that all</p>

Impacts on who or what?	Choose impact	How
		<p>voices are equal, and all people have the right to be heard. This is also to show no discriminatory behaviour towards staff or members of the public will be tolerated.</p> <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
<p>Sex (consider men and women)</p>	<p>Anticipated positive impact</p>	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation:</p> <ul style="list-style-type: none"> • ensure staff on the day are aware of nearby toilets and changing facilities to support residents if needed • seats will be available throughout all the events to support pregnant women or parents/carers with babies in arms • events are spread across the weekends and during the week <p>For those unable to attend, there are 5 ways people are still able to respond. There will be</p>

Impacts on who or what?	Choose impact	How
		<p>support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
Sexual orientation	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation.</p> <p>A 'Zero Tolerance' poster which sets out group terms of engagement. This shows that all voices are equal, and all people have the right to be heard. This is also to show no discriminatory behaviour towards staff or members of the public will be tolerated.</p> <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>

Impacts on who or what?	Choose impact	How
<p>People with caring responsibilities</p>	<p>Anticipated positive impact</p>	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation.</p> <p>Various measures have been put in place to support engagement:</p> <ul style="list-style-type: none"> • seat provision at all sites • a 'Zero Tolerance' poster which sets out group terms of engagement. This shows that all voices are equal, and all people have the right to be heard • an Easy Read document has been produced and is available at all events • staff and members attended a participatory engagement training session • events are spread across weekends and during the week • ensuring staff are aware of nearby changing/toilet facilities to support residents if needed • individual attention from staff to help members of the public participate if any additional support is required • stickers used at the events service a dual purpose where parents can include their children to stick dots on the boards, helping them feel included, allowing the parent to participate <p>For those unable to attend, there are 5 ways people are still able to respond. There will be</p>

Impacts on who or what?	Choose impact	How
		<p>support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p> <p>Carer Support Dorset have also signposted the events through their channels to support engagement.</p>
Rural isolation	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation.</p> <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
Socio-economic deprivation	Anticipated positive impact	Engaging with residents in a variety of ways, actively seeking their views. We will be going out

Impacts on who or what?	Choose impact	How
		<p>to groups to reduce barriers and encourage participation.</p> <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
Single parents	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation. Methods used in the in-person sessions will be accessible to all.</p> <p>Various measures have been put in place to support engagement:</p> <ul style="list-style-type: none"> • events are spread across weekends and during the week • ensuring staff are aware of nearby changing/toilet facilities to support residents if needed • stickers used at the events service a dual purpose where parents can include their children to stick dots on the boards, helping them feel

Impacts on who or what?	Choose impact	How
		<p>included, allowing the parent to participate</p> <ul style="list-style-type: none"> • seats will be available throughout all the events to support pregnant women or parents/carers with babies in arms <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
Armed forces communities	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation. Methods used in the in-person sessions will be accessible to all.</p> <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to</p>

Appendix 4

Impacts on who or what?	Choose impact	How
		facilitate a response over the phone or send out the activity to them through the post.

Please provide a summary of the impacts:

It is anticipated that the events will have a positive impact on protected groups living within the Dorset council area.

Summarise any actions required as a result of this EqIA.

Issue	Action to be taken	Person(s) responsible	Date to be completed by
Effectively engaging with residents and community members	Provide training for all staff supporting the events to ensure best practice.	Laura Cornette	23/07/2024
For those unable to attend	There will be dedicated library support to help respondents join the conversation, either online, or an offline means like a paper booklet. Customer Services are also able to facilitate responses over the phone and post out booklets.	Big Conversation project team	23/07/2024
For those unable to attend	A dedicated online version of the activity.	Consultation and Engagement team	23/07/2024
Having a safe space	Thinking of and being aware of a private area to speak to an individual, whether they be a member of the public or a staff member at an event, should they request it.	The event lead	15/09/2024

Sign Off

Officer completing this EqIA: Jed Hewitt-Bell

Officers involved in completing the EqIA: Jed Hewitt-Bell, Chantel Ingarfield and Laura Cornette

Date of completion: 02/10/2024

Version Number:

EqIA review date:

Inclusion Champion Sign Off:

Equality Lead Sign Off: James Palfreman-Kay (by email)

Next Steps:

- the EqlA will be reviewed by Communications and Engagement and if in agreement, your EqlA will be signed off.
- if not, we will get in touch to chat further about the EqlA, to get a better understanding.
- EqlA authors are responsible to ensuring any actions in the action plan are implemented.

Please send to [Diversity and Inclusion Officer](#)



Town and Parish Events Equality Impact Assessment (EqIA)

Initial information

A Big Conversation

Is this a:

New project

Is this (please delete those not required):

External

Please provide a brief overview of its aims and objectives:

To help support the development of the new Council Plan, and in part due to the recent elections, the Council is planning to engage with residents to find out what people think of the manifesto priorities within the new plan. This will be done through in-person events throughout the summer and across the Dorset Council area. Feedback will also be sought online for those unable to attend the in-person events.

Rather than sticking to a traditional consultation and survey, we want to go out and have face to face conversations with people. Some of the aims are to:

- Facilitate dialogue: creating safe spaces for open conversations on relevant topics
- Increase participation: encourage community members to actively engage
- Build trust: listen to residents to build mutual respect
- Drive action: translate discussions into tangible initiatives

In addition to events held for residents, there will be four specifically for Town and Parish Councils.

Please provide the background to this proposal?

In mid-2021, the communication and engagement service identified a challenge to:

‘Improve engagement with our external communities and demonstrate that their voice is being heard within the council, in ways which are consistent, efficient, and appropriate, defining the role of the central team and responsibilities of other teams.’

This was a council transformation project, and agile methodology was used throughout. The discovery period of work ran from autumn 2021 to spring 2022, and actively involved colleagues from all services across the council who deliver engagement, consultation and co-production activity.

We have since created solutions for several of the learnings introduced in the discovery phase, and the transformation element of the project formally closed in February 2024. However, we still need to work to change views and habits held by both colleagues and residents across the Dorset Council area in how we consult and engage.

Now we are at the start of a new administration, this is the perfect chance for us to put this new learning to the test and try our hands at something different.

This project will directly address parts of the learning from the review, such as:

1. Most consultation and engagement activity conducted by Dorset Council tends to use a traditional survey methodology, and there is a lack of more creative methods (and the tools and training to deliver this) which would better reach and engage certain audiences.
2. Too many surveys are conducted by Dorset Council, with services conducting their own activity in silos, not sharing results or learning from previous activity, and resulting in survey fatigue among residents.
3. There is no 'ongoing' way for residents to engage with us – activity tends to be conducted as a one-off.
4. Residents are engaged in a limited way that means they do not feel listened to and have poor understanding of council decision making. This negatively affects residents' trust in and satisfaction with the council. We need to do more to show what happens as a result of their feedback - 'you said, we did' - and we need to be clearer about what residents can and cannot influence through consultation and engagement.
5. It is confusing for residents to know how to engage with Dorset Council – there are lots of different surveys, but a lack of overall clarity about how or where to engage with the council.

What sources of data, evidence or research has been used for this assessment? (e.g. national statistics, employee data):

Information source 1

Population - <https://www.dorsetcouncil.gov.uk/w/census-2021-population-and-household-numbers-topic#total-population-numbers>

The total population in the Dorset Council area is 379,584. The [breakdown of the different age groups](#) is:

- 0-4: 4%
- 5-15:11.2%
- 16-64: 55.2%
- 65+: 29.6%

Diversity - [Area profile for Dorset Council - Dorset Council](#)

- 48.9% male; 51.1% female
- [97.1% White; 1.1% Asian, Asian British or Asian Welsh; 1.2% from mixed or multiple ethnic groups; 0.3% Black British, Black Welsh, Caribbean or African](#)
- [6.5% of people in the Dorset Council are disabled under the Equality Act](#)
- 1.8% of residents living in Dorset Council do not speak English as their main language
- 51.6% Christian
- 13.7% with no cars or vans in household

Information source 2 - <https://www.dorsetcouncil.gov.uk/w/our-digital-vision#our-digital-statistics-baseline>

In the Dorset Council area 11% of residents are completely offline and another 20% lack all the essential digital skills needed. This means nearly a third of Dorset Council residents are digitally excluded in some way.

Information source 3 – the Residents’ Survey 2023

The survey results highlight residents’ views about the council, where they live, and issues that matter to them.

The survey was hand-delivered to over 2,000 Dorset residents, with results weighted by age group, geography, sex, ethnicity, and socio-economic background to ensure a representative sample of the entire area, with a 2% margin of error.

The survey shows that generally residents feel ‘fairly well informed’, with 55% of respondents stating so. However, 32% felt not very well informed, with another 8% not being informed at all.

Acting on concerns of residents was also a key theme of the survey. 43% of respondents said they thought Dorset Council acts on concerns of local residents, with just 34% saying that Dorset Council provides value for money. In terms of locality, respondents from East Dorset especially thought that Dorset Council did not act on the concerns of local residents.

Information source 4

The Government has also set out their own standards that should be adopted when engaging and consulting with stakeholders. You can find more detail on the Government principles [here](#). They are that consultations should:

- be clear and concise
 - have a purpose
 - be informative
 - be only part of a process of engagement
 - last for a proportionate amount of time
 - be targeted – ensure the right people are consulted
 - take account of the groups being consulted
 - be agreed before publication
 - facilitate scrutiny
-
- Public Sector Equality Duty requires local authorities to have ‘due regard’ to the impact of changes on those with protected characteristics under the Equality Act 2010
 - Data Protection Act (2018)
 - Six Show and Share/Tell sessions have been delivered at key points within the organisation to provide updates on activity and gather feedback on the consultation and engagement review.
 - Twelve-week programme of discovery activities (data collection, interviews, internal/external surveys). These sessions provided an opportunity to understand current activity and provide an opportunity to identify key areas to work on.

Information source 5 – for the platform specifically

When asked to confirm the assistive software packages that Delib work with or test against, this was their response:

“In terms of assistive software, the assistive technology we test against includes JAWS (Job Access With Speech, a screen reader tool), NVDA (Non-Visual Desktop Access, allows blind and vision impaired people to access and interact with Windows and many third party applications) and VoiceOver (screen reader software), plus voice interaction and the keyboard.”

Further accessibility options are as follows:

- Delib’s tools meet the WCAG 2.2 AA standards.

- Text size, colour and font are at a reasonable size and contrast level and are not changeable by customers.
- Sites are 'zoomable' up to 200% without the text spilling off the screen.
- The sites are compatible with accessibility software, meaning users can:
 4. Navigate the website using just a keyboard.
 5. Navigate the website using speech recognition software.
 6. Listen to the website using a screen reader.
- All tools are responsive, so they fit on different types of devices like mobiles and tablets.

Information source 6 – Town and Parish Councils

According to [Parish and town council A to Z - Dorset Council](#), there are 295 Town and Parish Councils, including groups and meetings.

What did this tell you?

The key findings from the consultation and engagement review discovery phase were presented to Senior Leadership Team on 14 November 2022:

- most formal statutory consultations are conducted in line with legislation, including the Gunning Principles, and receive relatively high numbers of responses. However, certain groups in the population are over-represented among respondents (mainly well-educated, middle-income, white, older people) and others are under-represented. This means that results received are not always representative of the population and we are not reaching all groups in a way they would like to engage.
- most consultation and engagement activity conducted by Dorset Council tends to use a traditional survey methodology, and there is a lack of more creative methods (and the tools and training to deliver this) which would better reach and engage certain audiences.
- there is some good work on service design, user testing and co-production taking place in certain pockets of the organisation – but it is not yet widespread.
- too many surveys are conducted by Dorset Council, with services conducting their own activity in silos, not sharing results or learning from previous activity, and resulting in survey fatigue among residents.
- different services procure and use different software for engagement, which is confusing for residents and not cost effective. We need consistency in how we present our consultations and engagement: in the methods but also in branding, appearance, interfaces, etc., so people are familiar with it, how to access and use it.

- there is no 'ongoing' way for residents to engage with us – activity tends to be conducted as a one-off.
- residents are engaged in a limited way that means they do not feel listened to and have poor understanding of council decision making. This negatively affects residents' trust in and satisfaction with the council. We need to do more to show what happens as a result of their feedback - 'you said, we did' - and we need to be clearer about what residents can and cannot influence through consultation and engagement.
- it is confusing for residents to know how to engage with Dorset Council – there are lots of different surveys, but a lack of overall clarity about how or where to engage with the council. A single 'one stop shop' approach for consultation and engagement would be much clearer, simpler and more accessible.
- among some Dorset Council employees, there is a poor level of understanding of consultation, engagement and co-production – terms are used interchangeably. Many colleagues do not know when they should do it / what they should do / how they should do it and what tools and support are at their disposal.
- there is no comprehensive central record or library of all engagement and consultation activity across the council, and the findings from this activity. This means that some activity is duplicated and repeated when it would be better if colleagues could access the data and insight that already exists.
- the council lacks the right tools to enable colleagues to do engagement. This includes software, training and guidance.
- insufficient time is built into many council projects to conduct consultation or engagement properly, end to end. This includes time to plan, develop stakeholder relationships, to take account of the findings, to embed EQIA (not just one point in process but throughout), and to feedback findings to respondents.
- there are opportunities with the new customer account and platform to use customer data to better target engagement activity at the right audiences.

The data from the residents' survey links to several of the points above. Residents being engaged with in a limited way has potentially led to the feeling of Dorset Council not acting on behalf of residents. Different areas within the Council area also view the authority on a varying scale. This gives an idea as to which areas should be targeted or prioritised.

Who have you engaged and consulted with as part of this assessment?

- Dorset Council employees
- Equality, Diversity and Inclusion Reference Group

Is further information needed to help inform decision making?

None identified at this stage.

Is an EQIA required?

Yes

Assessing the impact on different groups of people

For each of the protected characteristics groups below, please explain whether your proposal could have a positive, negative, unclear or no impact. Where an impact has been identified, please explain what it is and if unclear or negative please explain what mitigating actions will be taken.

- use the evidence you have gathered to inform your decision making.
- consider impacts on residents, service users and employees separately.
- if your strategy, policy, project or service contains options you may wish to consider providing an assessment for each option.
- see guidance for more information about the different [protected characteristics](#).

Key to impacts

Positive Impact	<ul style="list-style-type: none"> • the proposal eliminates discrimination, advances equality of opportunity and/or fosters good relations with protected groups.
Negative Impact	<ul style="list-style-type: none"> • protected characteristic group(s) could be disadvantaged or discriminated against
Neutral Impact	<ul style="list-style-type: none"> • no change/ no assessed significant impact of protected characteristic groups
Unclear	<ul style="list-style-type: none"> • not enough data/evidence has been collected to make an informed decision.

The engagement project

Impacts on who or what?	Choose impact	How
Age	Anticipated positive impact	Ages 11 to 16: to support youth involvement, discussions have taken place with Youth Voice, with a potential in-person session with the Youth Council.

Impacts on who or what?	Choose impact	How
		<p>The aim is to also liaise with the Youth Voice team to work with schools to potentially run sessions during assemblies, where a pack will be sent to them to carry out. There is also a dedicated youth event (Echo Festival) which the project can participate in.</p> <p>For those aged 18 and over: in-person sessions will be held in locations across the Dorset Council area.</p> <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
Disability	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation.</p> <p>Various measures have been put in place to support engagement:</p> <ul style="list-style-type: none"> • seat provision at all sites • a 'Zero Tolerance' poster which sets out group

Impacts on who or what?	Choose impact	How
		<p>terms of engagement. This shows that all voices are equal, and all people have the right to be heard</p> <ul style="list-style-type: none"> • an Easy Read document has been produced and is available at all events • staff and members attended a participatory engagement training session • disabled parking, or parking generally, to be close to all venues or the venues themselves to support this • hearing loop support • buildings that are accessible (including ramp access, facilities such as disabled toilets) <p>During in person session, a staff member can also give someone with any difficulties individual attention to explain the activity and assist in participating in the process where necessary.</p> <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>Accessibility features of the online platform:</p> <ul style="list-style-type: none"> • being able to zoom in up to 200% without the text spilling off the screen • navigate the website using just a keyboard

Impacts on who or what?	Choose impact	How
		<ul style="list-style-type: none"> • navigate the website using speech recognition software • listen to the website using a screen reader <p>Delib (the platform supplier) test the software against the Web Content Accessibility Guidelines V2.2 AA standard.</p> <p>Improvements to the software are released regularly.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
Gender reassignment and Gender Identity	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation.</p> <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
Marriage or civil partnership	Anticipated positive impact	Engaging with residents in a variety of ways, actively seeking their views. We will be going out

Impacts on who or what?	Choose impact	How
		<p>to groups to reduce barriers and encourage participation.</p> <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
Pregnancy and maternity	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation.</p> <p>Various measures have been put in place to support engagement:</p> <ul style="list-style-type: none"> • seat provision at all sites • ensuring staff are aware of nearby changing/toilet facilities to support residents if needed <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p>

Impacts on who or what?	Choose impact	How
		<p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
Race and Ethnicity	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation.</p> <p>A 'Zero Tolerance' poster which sets out group terms of engagement. This shows that all voices are equal, and all people have the right to be heard. This is also to show no discriminatory behaviour towards staff or members of the public will be tolerated. Other measures put in place:</p> <ul style="list-style-type: none"> • being cautious of the language used and avoiding acronyms and abbreviations when describing groups • staff having the ability to translate key areas of the activity through google translate (or an equivalent) to support participation if English is not the attendees first language <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online</p>

Impacts on who or what?	Choose impact	How
		<p>themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
Religion and belief	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation. Methods used in the in-person sessions will be accessible to all.</p> <p>A 'Zero Tolerance' poster which sets out group terms of engagement. This shows that all voices are equal, and all people have the right to be heard. This is also to show no discriminatory behaviour towards staff or members of the public will be tolerated.</p> <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>

Impacts on who or what?	Choose impact	How
Sex (consider men and women)	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation:</p> <ul style="list-style-type: none"> • ensure staff on the day are aware of nearby toilets and changing facilities to support residents if needed • seats will be available throughout all the events to support pregnant women or parents/carers with babies in arms • events are in the evenings <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
Sexual orientation	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation. Methods used in the in-person sessions will be accessible to all.</p> <p>A 'Zero Tolerance' poster which sets out group terms of</p>

Impacts on who or what?	Choose impact	How
		<p>engagement. This shows that all voices are equal, and all people have the right to be heard. This is also to show no discriminatory behaviour towards staff or members of the public will be tolerated.</p> <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
People with caring responsibilities	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation.</p> <p>Various measures have been put in place to support engagement:</p> <ul style="list-style-type: none"> • seat provision at all sites • a 'Zero Tolerance' poster which sets out group terms of engagement. This shows that all voices are equal, and all people have the right to be heard • an Easy Read document has been produced and is available at all events • staff and members attended a participatory

Impacts on who or what?	Choose impact	How
		<p>engagement training session</p> <ul style="list-style-type: none"> • events are in the evening • ensuring staff are aware of nearby changing/toilet facilities to support residents if needed • individual attention from staff to help members of the public participate if any additional support is required <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p> <p>Carer Support Dorset have also signposted the events through their channels to support engagement.</p>
Rural isolation	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation.</p> <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can</p>

Impacts on who or what?	Choose impact	How
		<p>join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
Socio-economic deprivation	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation. Methods used in the in-person sessions will be accessible to all.</p> <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
Single parents	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation:</p> <ul style="list-style-type: none"> • events are in the evening • ensuring staff on the day are aware of nearby toilets and changing

Impacts on who or what?	Choose impact	How
		<p>facilities to support residents if needed</p> <ul style="list-style-type: none"> • seats will be available throughout all the events to support pregnant women or parents/carers with babies in arms • stickers used at the events service a dual purpose where parents can include their children to stick dots on the boards, helping them feel included, allowing the parent to participate <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>
Armed forces communities	Anticipated positive impact	<p>Engaging with residents in a variety of ways, actively seeking their views. We will be going out to groups to reduce barriers and encourage participation. Methods used in the in-person sessions will be accessible to all.</p> <p>For those unable to attend, there are 5 ways people are still able to respond. There will be support in the libraries, both</p>

Impacts on who or what?	Choose impact	How
		<p>online (through library staff) and a paper version. Anyone can join the conversation online themselves, through the engagement platform.</p> <p>For residents unable to access a library or an event, Customer Services are also able to facilitate a response over the phone or send out the activity to them through the post.</p>

Please provide a summary of the impacts:

It is anticipated that the events will have a positive impact on protected groups living within the Dorset council area.

Summarise any actions required as a result of this EqIA.

Issue	Action to be taken	Person(s) responsible	Date to be completed by
Ensuring the town hall meetings are accessible	Choose venues that are accessible where possible. Including ramp access, lifts, hearing loops and more.	Chantel Ingarfield and Jed Hewitt-Bell	01/07/2024
Ensuring the town hall meetings are accessible	Create a registration form to capture any accessibility requirements ahead of the meetings to ensure they can be catered for.	Chantel Ingarfield and Jed Hewitt-Bell	31/07/2024
Ensuring the town hall meetings are accessible	Contact the halls/venues to ensure that the hearing loops and other equipment are functional.	Chantel Ingarfield and Jed Hewitt-Bell	31/07/2024
Having a safe space	Thinking of and being aware of a private area to speak to an individual, whether they be a member of the public or a staff member at an event, should they request it	Chantel Ingarfield and Jed Hewitt-Bell	15/09/2024

Sign Off

Officer completing this EqIA: Jed Hewitt-Bell

Officers involved in completing the EqIA: Jed Hewitt-Bell, Chantel Ingarfield and Laura Cornette

Date of completion: 02/10/2024

Version Number:

EqIA review date:

Inclusion Champion Sign Off:

Equality Lead Sign Off: James Palfreman-Kay (by email)

Next Steps:

- the EqIA will be reviewed by Communications and Engagement and if in agreement, your EqIA will be signed off.
- if not, we will get in touch to chat further about the EqIA, to get a better understanding.
- EqIA authors are responsible to ensuring any actions in the action plan are implemented.

Please send to [Diversity and Inclusion Officer](#)

Place and Resources Scrutiny Committee Draft Work Programme

Meeting Date: 24 October 2024 (moved from 26 September 2024)

Report Title	Aims and Objectives	Lead Officers / Members	Other Information
Freedom of Information requests	Following a review of information in the performance dashboard, to consider an update on performance relating to Freedom of Information Requests	<p>Marc Eyre (Service Manager for Assurance) / James Fisher</p> <p>Cllr Nick Ireland (Leader, Cabinet member for Governance, Performance & Communications, Environment, Climate Change & Safeguarding)</p>	
Planning Enforcement Review of previous Local Enforcement Plan)	A review of the effectiveness of the previous Local Enforcement Plan (in place up to October 2024) and performance in relation to that plan. To include a review of the outcomes of a recent internal audit which was undertaken for planning enforcement, and updates on key performance statistics for planning enforcement	<p>Anna Lee (Service Manager for Development Management & Enforcement)</p> <p>Cllr Shane Bartlett (Cabinet Member for Planning & Emergency Planning)</p>	

Continued over...

Report Title	Aims and Objectives	Lead Officers / Members	Other Information
Review of the engagement process for the Big Conversation	A review of the development process for the 'A Big Conversation' public engagement programme that support the development of the new Council Plan	Laura Cornette (Business Partner – Communities & Partnerships) & Jennifer Lewis (Head of Strategic Communications & Engagement) Cllr Ryan Hope (Cabinet Member for Customer, Culture & Community Engagement)	

Meeting Date: 14 November 2024

Report Title	Aims and Objectives	Lead Officers / Members	Other Information
Natural Environment, Climate and Ecology Strategy – progress report	To review the bi-annual progress report on the Dorset Council Natural Environment, Climate and Ecology Strategy	Carl Warom (Climate & Ecology Policy Officer) Cllr Nick Ireland (Leader, Cabinet member for Governance, Performance & Communications, Environment, Climate Change & Safeguarding)	
Corporate Complaints Team – Annual Report	An overview of the volume and impacts of Dorset Council's complaints through the Corporate Complaints Team 2022/23	Antony Bygrave (Senior Assurance Officer – Complaints) Councillor Ryan Hope (Cabinet member for Customer, Culture & Community Engagement)	

Continued over...

Report Title	Aims and Objectives	Lead Officers / Members	Other Information
Performance Scrutiny	To review the most recent performance information and use this to agree items to add to the committee work programme for further analysis	David Bonner (Service Manager – Business Intelligence & Performance) Cllr Nick Ireland (Leader, Cabinet member for Governance, Performance & Communications, Environment, Climate Change & Safeguarding)	

Meeting Date: 17 January 2025 – Budget scrutiny (Single item meeting)

Report Title	Aims and Objectives	Lead Officers / Members	Other Information
Budget Scrutiny	Consideration of the budget proposals before proceeding to produce the final budget paper for recommendation to Cabinet on 28 January 2024	Sean Cremer (Corporate Director – Finance & Commercial) Councillor Simon Clifford (Cabinet member for Finance & Capital Strategy)	

Continued over...

Meeting Date: 6 March 2025

Report Title	Aims and Objectives	Lead Officers / Members	Other Information
Performance Scrutiny	To review the most recent performance information and use this to agree items to add to the committee work programme for further analysis	David Bonner (Service Manager – BI & Performance) Cllr Nick Ireland (Leader, Cabinet member for Governance, Performance & Communications, Environment, Climate Change & Safeguarding)	

Page 104

Meeting Date: 24 April 2025

Report Title	Aims and Objectives	Lead Officers / Members	Other Information

Annual items:

- Property Strategy & Asset Management Plan update – September
- Corporate Complaints Team – Annual Report - November

Bi-annual items:

- Natural Environment, Climate & Ecology – progress report – July and November

Alternate meeting items:

- Performance Scrutiny – informal session held before each committee occurrence - July, November, March

Informal Work of the Committee:

Date	Topic	Format	Members	Lead Officers	Other Information
Quarterly	Review of the committee's performance and risk dashboards	Informal meeting	All committee members	David Bonner – Service Manager Business Intelligence & Performance	Review of the dashboards to identify potential future areas for review by the committee

This page is intentionally left blank



**The Cabinet Forward Plan - November 2024 to February 2025
For the period 1 OCTOBER 2024 to 31 JANUARY 2025
(Publication date – 21 OCTOBER 2024)**

Explanatory Note:

This Forward Plan contains future items to be considered by the Cabinet and Council. 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 of the Cabinet 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.

Cabinet Members and Portfolios 2024/25

Nick Ireland	Leader and Cabinet Member for Climate, Performance and Safeguarding
Richard Biggs	Deputy Leader and Cabinet Member for Property & Assets and Economic Growth
Jon Andrews	Place Services
Shane Bartlett	Planning and Emergency Planning
Simon Clifford	Finance & Capital Strategy
Ryan Holloway	Corporate Development and Transformation
Ryan Hope	Customer, Culture and Community Engagement
Steve Robinson	Adult Social Care
Clare Sutton	Children's Services, Education & Skills
Gill Taylor	Health and Housing.

Subject / Decision	Decision Maker	Date the Decision is Due	Other Committee(s) consulted and Date of meeting(s)	Portfolio Holder	Officer Contact
November					

<p>Quarter 2 Financial Monitoring Report 2024/25</p> <p>Key Decision - Yes Public Access - Open</p> <p>To consider the Quarter 2 Financial Monitoring Report 2024/25</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 19 Nov 2024</p>		<p>Cabinet Member for Finance & Capital Strategy</p>	<p><i>Sean Cremer, Corporate Director for Finance and Commercial</i> <i>sean.cremer@dorsetcouncil.gov.uk</i> <i>Executive Director, Corporate Development - Section 151 Officer (Aidan Dunn)</i></p>
<p>Medium Term Financial Plan (MTFP) and budget strategy - update</p> <p>Key Decision - Yes Public Access - Open</p> <p>To receive a budget update for 2025/26.</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 19 Nov 2024</p>		<p>Cabinet Member for Finance & Capital Strategy</p>	<p><i>Sean Cremer, Corporate Director for Finance and Commercial</i> <i>sean.cremer@dorsetcouncil.gov.uk</i> <i>Executive Director, Corporate Development - Section 151 Officer (Aidan Dunn)</i></p>
<p>Private Sector Housing Assistance Policy</p> <p>Key Decision - Yes Public Access - Open</p> <p>This policy set out the discretionary and mandatory financial assistance Dorset Council offer to eligible residents to improv or adapt their property in the DORSET Council area. The Council are required by the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 to agree and publish a policy for any housing assistance it wishes to offer.</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 19 Nov 2024</p>	<p>People and Health Overview Committee 29 Oct 2024</p>	<p>Cabinet Member for Health and Housing</p>	<p><i>Richard Conway, Service Manager for Housing Standards</i> <i>richard.conway@dorsetcouncil.gov.uk</i> <i>Executive Director, People - Adults (Jonathan Price)</i></p>

Subject / Decision	Decision Maker	Date the Decision is Due	Other Committee(s) consulted and Date of meeting(s)	Portfolio Holder	Officer Contact
<p>Designing out severe hardship and improving social mobility in Dorset</p> <p>Key Decision - Yes Public Access - Open</p> <p>To establish a cross-directorate and multi-agency taskforce with the purpose of improving social mobility, reducing poverty, and ensuring cohesive responses across the Council and with wider partners.</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 19 Nov 2024</p>	<p>Health and Wellbeing Board 26 Jun 2024</p>	<p>Cabinet Member for Children's Services, Education and Skills</p>	<p><i>Alice Deacon, Corporate Director for Commissioning and Partnerships alice.deacon@dorsetcouncil.gov.uk Executive Director, People - Children</i></p>
<p>Draft Contaminated Land Strategy</p> <p>Key Decision - Yes Public Access - Open</p> <p>Draft Contaminated Land Strategy and report of consultation findings on the draft strategy.</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 19 Nov 2024</p>	<p>Place and Resources Overview Committee 12 Sep 2024</p>	<p>Cabinet Member for Health and Housing</p>	<p><i>Steven Horsler, Environmental Health Officer steven.horsler@dorsetcouncil.gov.uk, Janet Moore, Service Manager for Environmental Protection Janet.Moore@dorsetcouncil.gov.uk Executive Lead for Place Directorate (Jan Britton)</i></p>
<p>Enterprise Resource Performance System (Outline Business Case)</p> <p>Key Decision - Yes Public Access - Open</p> <p>The current DES system which is supported by SAP will be end of life in 2027 and therefore will need to be replaced. We have been working with Socitm Advisory (external consultancy) to investigate the options available. The outline business case is to be presented to Cabinet for their approval.</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 19 Nov 2024</p>		<p>Cabinet Member for Corporate Development and Transformation</p>	<p><i>James Ailward, Head of ICT Operations james.ailward@dorsetcouncil.gov.uk Executive Director, Place</i></p>

Subject / Decision	Decision Maker	Date the Decision is Due	Other Committee(s) consulted and Date of meeting(s)	Portfolio Holder	Officer Contact
<p>Dorset SACRE Common Agreed Syllabus</p> <p>Key Decision - Yes Public Access - Open</p> <p>To consider a report on the Dorset SACRE agreed syllabus.</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 19 Nov 2024</p>	<p>People and Health Overview Committee 29 Oct 2024</p>	<p>Cabinet Member for Children's Services, Education and Skills</p>	<p><i>Amanda Davis, Corporate Director for Education and Learning amanda.davis@dorsetcouncil.gov.uk Executive Director, People - Children</i></p>
<p>Future of Wareham Pedestrian Level Crossing</p> <p>Key Decision - Yes Public Access - Open</p> <p>The report considered a letter and report issued by Network Rail and will present to Cabinet recommendations on a long-term solution to provide a safe, permanent, sustainable form of step free pedestrian access connecting Northport to Wareham Town Centre.</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 19 Nov 2024</p>		<p>Cabinet Member for Place Services</p>	<p><i>Jack Wiltshire, Head of Highways jack.wiltshire@dorsetcouncil.gov.uk Executive Lead for Place Directorate (Jan Britton)</i></p>
<p>Dorset Council draft Transformation Plan</p> <p>Key Decision - Yes Public Access - Open</p> <p>This will provide the strategic framework for whole council transformation including target operating model, governance framework, high-level transformation roadmap and success measures for 2025-29.</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 19 Nov 2024</p>		<p>Cabinet Member for Corporate Development and Transformation</p>	<p><i>Nina Coakley, Head of Change n.coakley@dorsetcouncil.gov.uk, Lisa Cotton, Corporate Director for Customer and Cultural Services lisa.cotton@dorsetcouncil.gov.uk Executive Director, Corporate Development - Section 151 Officer (Aidan Dunn)</i></p>

Subject / Decision	Decision Maker	Date the Decision is Due	Other Committee(s) consulted and Date of meeting(s)	Portfolio Holder	Officer Contact
<p>Our Future Council draft business case</p> <p>Key Decision - Yes Public Access - Open</p> <p>This paper will provide the case for change and the baseline along with the high-level opportunities from OFC and will determine potential value for money. It will set out the approximate investment required and benefits appraisal with decision to proceed to full business case and to mobilise transformation programmes to identify and implement the deliverables.</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 19 Nov 2024</p>		<p>Cabinet Member for Corporate Development and Transformation</p>	<p><i>Steven Ford, Corporate Director for Strategy, Performance and Sustainability</i> <i>steven.ford@dorsetcouncil.gov.uk</i> <i>Executive Director, Corporate Development - Section 151 Officer (Aidan Dunn)</i></p>
<p>Operation of Fairfield Market, Dorchester</p> <p>Key Decision - No Public Access - Open</p> <p>This report seeks authority for officers to negotiate and enter into a suitable operating agreement with the Town Council and refresh the Dorchester Markets Joint Informal Panel terms of reference.</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 19 Nov 2024</p>		<p>Cabinet Member for Health and Housing</p>	<p><i>Graham Duggan, Head of Community & Public Protection</i> <i>graham.duggan@dorsetcouncil.gov.uk</i> <i>Executive Lead for Place Directorate (Jan Britton)</i></p>

Subject / Decision	Decision Maker	Date the Decision is Due	Other Committee(s) consulted and Date of meeting(s)	Portfolio Holder	Officer Contact
<p>Nitrogen Reduction in Poole Harbour SPD - Outstanding mitigation liability</p> <p>Key Decision - Yes Public Access - Open</p> <p>Proposal for securing mitigation to address the liability associated with the withdrawal Nitrogen Reduction in Poole Harbour SPD.</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 19 Nov 2024</p>		<p>Cabinet Member for Planning and Emergency Planning</p>	<p><i>Mike Garrity, Head of Planning mike.garrity@dorsetcouncil.gov.uk, Terry Sneller, Strategic Planning Manager terry.sneller@dorsetcouncil.gov.uk Executive Lead for Place Directorate (Jan Britton)</i></p>
<p>Dorset Innovation Park Management Options</p> <p>Key Decision - Yes Public Access - Fully exempt</p> <p>The council defines a key decision, in terms of procurement activity, as those with a financial consequence of £500k or more. This report will provide notice of the planned / known procurement activities that Cabinet will need to make a key decision on.</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 19 Nov 2024</p>		<p>Deputy Leader and Cabinet Member for Property & Assets and Economic Growth</p>	<p><i>Nick Webster, Head of Growth and Economic Regeneration nicholas.webster@dorsetcouncil.gov.uk Executive Lead for Place Directorate (Jan Britton)</i></p>
<p>Draft Council Plan 2024-2029</p> <p>Key Decision - Yes Public Access - Open</p> <p>A draft of the new Council Plan for discussion and approval, setting out the council's strategic priorities for the next 5 years.</p>	<p>Decision Maker Dorset Council</p>	<p>Decision Date 5 Dec 2024</p>	<p>Joint Overview Committee Cabinet 29 Oct 2024 19 Nov 2024</p>	<p>Leader and Cabinet Member for Climate, Performance and Safeguarding</p>	<p><i>Jennifer Lewis, Head of Strategic Communications and Engagement jennifer.lewis@dorsetcouncil.gov.uk Chief Executive (Matt Prosser)</i></p>

Subject / Decision	Decision Maker	Date the Decision is Due	Other Committee(s) consulted and Date of meeting(s)	Portfolio Holder	Officer Contact
December					
<p>Independent Reviewing Officer's Annual Report</p> <p>Key Decision - Yes Public Access - Open</p> <p>To consider the Independent Reviewing Officer's Annual Report.</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 17 Dec 2024</p>		<p>Cabinet Member for Children's Services, Education and Skills</p>	<p><i>Sanita Khattrra-Hall, Corporate Director of Quality Assurance and Safeguarding Partnership</i> sanita.khattrra-hall@dorsetcouncil.gov.uk <i>Executive Director, People - Children</i></p>
<p>Annual Local Authority Designated Officer Report</p> <p>Key Decision - Yes Public Access - Open</p> <p>To consider the Annual LADO Report.</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 17 Dec 2024</p>		<p>Cabinet Member for Children's Services, Education and Skills</p>	<p><i>Sanita Khattrra-Hall, Corporate Director of Quality Assurance and Safeguarding Partnership</i> sanita.khattrra-hall@dorsetcouncil.gov.uk <i>Executive Director, People - Children</i></p>
<p>Alderholt Neighbourhood Plan 2022-2023</p> <p>Key Decision - Yes Public Access - Open</p> <p>Report relating to the 'making' (adoption) of the Alderholt Neighbourhood Plan following examination and pending a successful outcome in the referendum.</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 17 Dec 2024</p>		<p>Cabinet Member for Planning and Emergency Planning</p>	<p><i>Ed Gerry, Community Planning Manager</i> ed.gerry@dorsetcouncil.gov.uk <i>Executive Lead for Place Directorate (Jan Britton)</i></p>

Subject / Decision	Decision Maker	Date the Decision is Due	Other Committee(s) consulted and Date of meeting(s)	Portfolio Holder	Officer Contact
--------------------	----------------	--------------------------	---	------------------	-----------------

January 2025

<p>Quarter 3 Financial Monitoring 2024/25</p> <p>Key Decision - No Public Access - Open</p> <p>To consider the Quarter 3 financial Monitoring Report 2024/25</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 28 Jan 2025</p>		<p>Cabinet Member for Finance & Capital Strategy</p>	<p><i>Sean Cremer, Corporate Director for Finance and Commercial</i> <i>sean.cremer@dorsetcouncil.gov.uk</i> <i>Executive Director, Corporate Development - Section 151 Officer (Aidan Dunn)</i></p>
<p>Our Future Council Business Case</p> <p>Key Decision - Yes Public Access - Open</p> <p>Full business case setting out case for change and vision for the future with options to deliver whole council transformation. Will set out the costs and the investment requirements in conjunction with a detailed benefits appraisal setting out the savings to be achieved.</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 28 Jan 2025</p>		<p>Cabinet Member for Corporate Development and Transformation</p>	<p><i>Steven Ford, Corporate Director for Strategy, Performance and Sustainability</i> <i>steven.ford@dorsetcouncil.gov.uk, Lisa Cotton, Corporate Director for Customer and Cultural Services</i> <i>lisa.cotton@dorsetcouncil.gov.uk</i> <i>Executive Director, Corporate Development - Section 151 Officer (Aidan Dunn)</i></p>

Subject / Decision	Decision Maker	Date the Decision is Due	Other Committee(s) consulted and Date of meeting(s)	Portfolio Holder	Officer Contact
<p>Dorset Council Transformation Plan</p> <p>Key Decision - Yes Public Access - Open</p> <p>Final transformation plan more fully formed to support the delivery programme for OFC and provide detail on wider service transformation plans. It will set out the strategic framework for transformation for 2025-29 including the target operating model, governance framework including benefit management approach, transformation priorities and roadmap, baseline success measures, alignment to council plan and MTFP/financial strategy, and alignment cross council with partner transformation e.g. integrated care board.</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 28 Jan 2025</p>		<p>Cabinet Member for Corporate Development and Transformation</p>	<p><i>Nina Coakley, Head of Change n.coakley@dorsetcouncil.gov.uk, Lisa Cotton, Corporate Director for Customer and Cultural Services lisa.cotton@dorsetcouncil.gov.uk Executive Director, Corporate Development - Section 151 Officer (Aidan Dunn)</i></p>
<p>Budget strategy and medium-term financial plan (MTFP)</p> <p>Key Decision - Yes Public Access - Open</p> <p>To consider a report and recommendation of the Portfolio Holder for Finance, Commercial and Capital Assets.</p>	<p>Decision Maker Dorset Council</p>	<p>Decision Date 11 Feb 2025</p>	<p>People and Health Scrutiny Committee 16 Jan 2025</p> <p>Place and Resources Scrutiny Committee 17 Jan 2025</p> <p>Cabinet 28 Jan 2025</p>	<p>Cabinet Member for Finance & Capital Strategy</p>	<p><i>Sean Cremer, Corporate Director for Finance and Commercial sean.cremer@dorsetcouncil.gov.uk Executive Director, Corporate Development - Section 151 Officer (Aidan Dunn)</i></p>

Subject / Decision	Decision Maker	Date the Decision is Due	Other Committee(s) consulted and Date of meeting(s)	Portfolio Holder	Officer Contact
February					
<p>Growth & Economic Regeneration Strategy</p> <p>Key Decision - Yes Public Access - Open</p> <p>To consider and agree a refresh of the Council's strategy for economic growth. This will encompass the functions to be taken over by the Council from Dorset Local Enterprise Partnership in accordance with devolution and promote the needs and actions required to drive forward the economy in the Dorset Council area.</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 25 Feb 2025</p>	<p>Place and Resources Overview Committee 21 Nov 2024</p> <p>Place and Resources Overview Committee 30 Jan 2025</p>	<p>Deputy Leader and Cabinet Member for Property & Assets and Economic Growth</p>	<p><i>Jon Bird, Service Manager for Growth and Economic Regeneration jon.bird@dorsetcouncil.gov.uk, Nick Webster, Head of Growth and Economic Regeneration nicholas.webster@dorsetcouncil.gov.uk Executive Lead for Place Directorate (Jan Britton)</i></p>
March					
<p>Update of Carbon Reduction Targets</p> <p>Key Decision - Yes Public Access - Open</p> <p>Paper to revise and bring forward the carbon reduction targets set out in the Council's Natural Environment, Climate and Ecology Strategy.</p>	<p>Decision Maker Cabinet</p>	<p>Decision Date 25 Mar 2025</p>	<p>Place and Resources Overview Committee 30 Jan 2025</p>	<p>Leader and Cabinet Member for Climate, Performance and Safeguarding</p>	<p><i>Antony Littlechild, Sustainability Team Manager antony.littlechild@dorsetcouncil.gov.uk Executive Director, Corporate Development - Section 151 Officer (Aidan Dunn)</i></p>

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.

This page is intentionally left blank



**Shareholder Committee for Care Dorset Holdings Ltd
Forward Plan
For the period 1 DECEMBER 2024 to 31 MARCH 2025
(Publication date - TBC)**

Explanatory Note:

This Forward Plan contains future items to be considered by the Shareholder Committee for Care Dorset Holdings Ltd. 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 2024/25

Cllr Nick Ireland – Leader of the Council and Portfolio Holder for Governance, Performance, Communications, Environment, Climate Change and Safeguarding

Cllr Richard Biggs – Deputy Leader of the Council and Portfolio Holder for Property & Assets, Economic Growth & Levelling Up

Cllr Ryan Holloway - Portfolio Holder for Corporate Development, Transformation, Digital & Change

Cllr Steve Robinson – Portfolio Holder for Adult Social Care

Cllr Gill Taylor - Portfolio Holder for Public Health, Environmental Health, Housing, Community Safety and Regulatory Service

Subject / Decision	Decision Maker	Date the Decision is Due	Portfolio Holder	Officer Contact
December				
Dorset Council Delegated Decisions (as required) Key Decision - No Public Access - Open	Decision Maker Shareholder Committee for Care Dorset Holdings Ltd	Decision Date 2 Dec 2024	Cabinet Member for Adult Social Care	<i>Mark Tyson, Corporate Director for Adult Commissioning & Improvement mark.tyson@dorsetcouncil.gov.uk Executive Director, People - Adults (Jonathan Price)</i>
Dorset Council Organisational Update Key Decision - No Public Access - Part exempt	Decision Maker Shareholder Committee for Care Dorset Holdings Ltd	Decision Date 2 Dec 2024	Councillor Steve Robinson	<i>Mark Tyson, Corporate Director for Adult Commissioning & Improvement mark.tyson@dorsetcouncil.gov.uk Executive Director, People - Adults (Jonathan Price)</i>
Care Dorset Update Key Decision - No Public Access - Part exempt	Decision Maker Shareholder Committee for Care Dorset Holdings Ltd	Decision Date 2 Dec 2024	Councillor Steve Robinson	<i>Executive Director, People - Adults (Jonathan Price)</i>
Annual Performance Update Key Decision - No Public Access - Open	Decision Maker Shareholder Committee for Care Dorset Holdings Ltd	Decision Date 2 Dec 2024	Councillor Steve Robinson	<i>Executive Director, People - Adults (Jonathan Price)</i>
Care Dorset 5 Year Strategy/Business Plan	Decision Maker Shareholder Committee for	Decision Date 2 Dec 2024	Councillor Steve Robinson	<i>Executive Director, People - Adults (Jonathan Price)</i>

Subject / Decision	Decision Maker	Date the Decision is Due	Portfolio Holder	Officer Contact
Key Decision - Yes Public Access - Fully exempt	Care Dorset Holdings Ltd			
March				

Dorset Council Delegated Decisions (as required) Key Decision - No Public Access - Open	Decision Maker Shareholder Committee for Care Dorset Holdings Ltd	Decision Date 24 Mar 2025	Councillor Steve Robinson	<i>Executive Director, People - Adults (Jonathan Price)</i>
Dorset Council Organisational Update Key Decision - No Public Access - Part exempt	Decision Maker Shareholder Committee for Care Dorset Holdings Ltd	Decision Date 24 Mar 2025	Councillor Steve Robinson	<i>Executive Director, People - Adults (Jonathan Price)</i>
Care Dorset Update Key Decision - No Public Access - Part exempt	Decision Maker Shareholder Committee for Care Dorset Holdings Ltd	Decision Date 24 Mar 2025	Councillor Steve Robinson	<i>Executive Director, People - Adults (Jonathan Price)</i>
Annual Reports				

Care Dorset Business Plan - 6 month review and update	Decision Maker Shareholder	Decision Date	Councillor Steve Robinson	<i>Jonathan Price, Executive Director of People - Adults and Housing</i>
--	-----------------------------------	----------------------	---------------------------	--

Subject / Decision	Decision Maker	Date the Decision is Due	Portfolio Holder	Officer Contact
<p>Key Decision - No Public Access - Open</p> <p>For the Shareholder Committee to consider progress in delivering the 5 year business plan, and any review of the plan as necessary.</p>	<p>Committee for Care Dorset Holdings Ltd</p>			<p><i>jonathan.price@dorsetcouncil.gov.uk, Mark Tyson, Corporate Director for Adult Commissioning & Improvement mark.tyson@dorsetcouncil.gov.uk Executive Director, People - Adults (Jonathan Price)</i></p>

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.

This page is intentionally left blank



The Shareholder Committee for the Dorset Centre of Excellence (DCOE) Forward Plan For the period 1 JANUARY 2025 to 31 MARCH 2025 (Publication date - TBC)

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 2024/25

Cllr Nick Ireland – Leader of the Council and Portfolio Holder for Governance, Performance, Communications, Environment, Climate Change and Safeguarding

Cllr Richard Biggs – Deputy Leader of the Council and Portfolio Holder for Property & Assets, Economic Growth & Levelling Up

Cllr Ryan Hope - Portfolio Holder for Customer, Culture and Community Engagement

Cllr Clare Sutton - Children's Services, Education & Skills

Cllr Gill Taylor - Portfolio Holder for Public Health, Environmental Health, Housing, Community Safety and Regulatory Service

Subject / Decision	Decision Maker	Date the Decision is Due	Portfolio Holder	Officer Contact
Standing items for consideration				

December

Dorset Council Delegated Decisions Key Decision - Yes Public Access - Open	Decision Maker The Shareholder Committee for the Dorset Centre of Excellence (DCOE)	Decision Date 9 Dec 2024	Councillor Clare Sutton	<i>Executive Director, People - Children</i>
Dorset Council Commissioning Report Key Decision - Yes Public Access - Part exempt	Decision Maker The Shareholder Committee for the Dorset Centre of Excellence (DCOE)	Decision Date 9 Dec 2024	Councillor Clare Sutton	<i>Executive Director, People - Children</i>
DCoE - Report of the Chair of the Board Key Decision - Yes Public Access - Part exempt	Decision Maker The Shareholder Committee for the Dorset Centre of Excellence (DCOE)	Decision Date 9 Dec 2024	Councillor Clare Sutton	<i>Executive Director, People - Children</i>
Performance of the Traded Activities of the Company Key Decision - Yes	Decision Maker The Shareholder Committee for the Dorset Centre of	Decision Date 9 Dec 2024	Councillor Clare Sutton	<i>Executive Director, People - Children</i>

Subject / Decision	Decision Maker	Date the Decision is Due	Portfolio Holder	Officer Contact
Public Access - Open	Excellence (DCOE)			
March				

Dorset Council Delegated Decisions (if required) Key Decision - No Public Access - Open	Decision Maker The Shareholder Committee for the Dorset Centre of Excellence (DCOE)	Decision Date 10 Mar 2025	Councillor Clare Sutton	<i>Executive Director, People - Children</i>
Dorset Council Commissioning Report Key Decision - No Public Access - Part exempt	Decision Maker The Shareholder Committee for the Dorset Centre of Excellence (DCOE)	Decision Date 10 Mar 2025	Councillor Clare Sutton	<i>Executive Director, People - Children</i>
DCoE Chair of the Board Update Key Decision - No Public Access - Part exempt	Decision Maker The Shareholder Committee for the Dorset Centre of Excellence (DCOE)	Decision Date 10 Mar 2025	Councillor Clare Sutton	<i>Executive Director, People - Children</i>
Annual Reports				

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.