

Notice of Cabinet

Date: Wednesday, 22 April 2020 at 10.00 am

Venue: Skype Meeting



Membership:

Chairman:

Cllr V Slade

Vice Chairman:

Cllr M Howell

Cllr L Allison

Cllr D Brown

Cllr L Dedman

Cllr A Hadley

Cllr S Moore

Cllr M Phipps

Cllr Dr F Rice

Cllr K Wilson

All Members of the Cabinet are summoned to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to view the live feed from the Skype meeting at:

<https://democracy.bcpCouncil.gov.uk/ieListDocuments.aspx?CId=285&MId=3729&Ver=4>

If you would like any further information on the items to be considered at the meeting please contact: Sarah Culwick (01202 795273) or email democratic.services@bcpCouncil.gov.uk

Press enquiries should be directed to the Press Office: Tel: 01202 454668 or email press.office@bcpCouncil.gov.uk

This notice and all the papers mentioned within it are available at democracy.bcpCouncil.gov.uk

GRAHAM FARRANT
CHIEF EXECUTIVE

14 April 2020



Available online and
on the Mod.gov app



Maintaining and promoting high standards of conduct

Declaring interests at meetings

Familiarise yourself with the Councillor Code of Conduct which can be found in Part 6 of the Council's Constitution.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests

Do any matters being discussed at the meeting relate to your registered interests?

Disclosable Pecuniary Interest

Yes

Declare the nature of the interest

Do NOT participate in the item at the meeting. Do NOT speak or vote on the item EXCEPT where you hold a dispensation

You are advised to leave the room during the debate

Local Interest

Yes

Declare the nature of the interest

Applying the bias and pre-determination tests means you may need to refrain from speaking and voting

You may also need to leave the meeting. Please seek advice from the Monitoring Officer

No

Do you have a personal interest in the matter?

Yes

Consider the bias and pre-determination tests

You may need to refrain from speaking & voting

You may also need to leave the meeting. Please seek advice

No

You can take part in the meeting speak and vote

What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item.

Bias Test

In all the circumstances, would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased?

Predetermination Test

At the time of making the decision, did the decision maker have a closed mind?

If a councillor appears to be biased or to have predetermined their decision, they must NOT participate in the meeting.

For more information or advice please contact the Monitoring Officer
(tanya.coulter@bcpcouncil.gov.uk)

Selflessness

Councillors should act solely in terms of the public interest

Integrity

Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

Objectivity

Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

Accountability

Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

Openness

Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

Honesty & Integrity

Councillors should act with honesty and integrity and should not place themselves in situations where their honesty and integrity may be questioned

Leadership

Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

AGENDA

Items to be considered while the meeting is open to the public

1. Apologies

To receive any apologies for absence from Councillors.

2. Declarations of Interests

Councillors are requested to declare any interests on items included in this agenda. Please refer to the workflow on the preceding page for guidance.

Declarations received will be reported at the meeting.

3. Confirmation of Minutes

To confirm and sign as a correct record the minutes of the Meeting held on 18 March 2020.

5 - 24

4. Public Issues

To receive any public questions, statements or petitions submitted in accordance with the Constitution. Further information on the requirements for submitting these is available to view at the following link:-

<https://democracy.bcpCouncil.gov.uk/ieListMeetings.aspx?CommitteeID=151&Info=1&bcr=1>

The deadline for the submission of public questions is Wednesday 15 April 2020.

The deadline for the submission of a statement is 12.00 noon, Tuesday 21 April 2020.

The deadline for the submission of a petition is 12.00 noon, Tuesday 21 April 2020.

5. Recommendations from the Overview and Scrutiny Board

To consider recommendations from the Overview and Scrutiny Board on items not otherwise included on the Cabinet Agenda.

6. BCP Council's response to the Covid-19 pandemic

This report sets out a summary of the Council's response to the Covid-19 pandemic and identifies some of the many changes that have taken place to the way that we manage our services and the command structures. Details are given of some of these changes and the budgetary implications are identified along with a need to carry out a fundamental review of the Council's budget for the current financial year.

25 - 46

7. Capital Investment to Increase Special Educational Needs Capacity

The number of children and young people assessed as requiring a place at a specialist education provision in the BCP area has increased in recent years. Local provision to meet these needs is of high quality, but capacity has not been expanded sufficiently to meet this additional demand.

47 - 58

As a result, increased use has had to be made of local Independent and Non-Maintained special schools which are comparatively expensive and often located outside of the BCP area. The result of this has been significant pressure on the school Transport budgets.

In partnership with the BCP community of schools, a range of proposals have been developed to increase capacity and create new provision to meet the needs of these pupils. These will both deliver savings and ensure appropriate provision is available to meet needs closer to where children and young people live.

This paper requests that funds are released to meet these costs. Resources are available to support this investment from existing DfE ringfenced grant allocations for this purpose.

[PLEASE NOTE: Should Cabinet wish to discuss the detail of Appendix 2 to the report the meeting will be required to move into Confidential (Exempt) session]

8. Cabinet Forward Plan

To consider the latest version of the Cabinet Forward Plan for approval.

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
CABINET

Minutes of the Meeting held on 18 March 2020 at 10.00 am

Present:-

Cllr V Slade – Chairman

Cllr M Phipps – Acting Vice-Chairman

Present: Cllr L Allison, Cllr D Brown, Cllr L Dedman, Cllr A Hadley,
Cllr S Moore, Cllr M Phipps and Cllr Dr F Rice

Also in attendance: Cllr M Anderson, Cllr R Burton, Cllr D Butler, Cllr G Farquhar, Cllr M
Haines, Cllr M Le Poidevin and Cllr T Trent.

Apologies: Cllr M Howell and Cllr K Wilson [Councillors Howell and Wilson were
able to view the meeting via Skype but were advised that in
accordance with the requirements of the Local Government Act they
were not permitted to vote]

136. Declarations of Interests

There were no declarations of interest made on this occasion.

137. Confirmation of Minutes

The Minutes of the Cabinet meeting held on 12 February 2020 were
confirmed and signed as a correct record.

Voting: Unanimous

138. Public Issues

The Leader reported that two questions, ten statements and one petition
had been received.

In relation to this the Leader advised that in view of advice relating to the
current COVID-19 outbreak, that all of those who had submitted questions,
statements and the petition had advised that they would not be attending
the meeting in person, and due to the extenuating circumstances the
provisions within the Constitution would be waived and all submitted Public
Issues, including the questions would be read out by the Chief Executive on
this occasion.

Further to this the Leader advised that all Cabinet Members had received
full copies of the submitted questions, statements and petition prior to the
meeting, and that the statements which had been submitted and were more
than 100 words in length would be summarised for the purposes of being
read out, but that they would be included within the minutes in their entirety.

Question from Ray O'Luby

In 2015, the cement industry generated c2.8bn tonnes of CO₂, equal to 8%
of the global total, more than the US or China. Cement use is set to rise as

urbanisation and demand for new buildings and infrastructure increases. Given the Council's potential support for large-scale infrastructure projects, can they explain why they have not taken the climate damaging consequences of cement production into account in their draft Climate Change Emergency Action Plan (CCEAP)?

Response by the Portfolio Holder for Environment and Climate Change

BCP Council recognises that cement production is a big issue for the global fight against climate change and sustainable construction methods will be addressed in the development of new Local Plan.

The Draft Climate and Ecological Emergency Action Plan seeks to introduce policies to encourage zero-carbon developments which would take into account carbon embedded in construction materials. It is hoped that these measures will be supported by positive changes in the National Planning Policy Framework and Building Regulations.

Question from Marion Pope

I voted with some of you against the inclusion of green belt land for housing in the Poole Local Plan 2018. Unfortunately, we were outvoted by the large Conservative majority on the Council and the Plan became law.

Green Belt is not appropriate for housebuilding because of the lack of transport infrastructure and loss of habitats. There are also concerns about flooding and air pollution. My question to you is:

Will you guarantee that no more sites will be released from the green belt to meet housing need?

Response by the Leader of the Council

Government policy on Green Belt is clear; Green Belt boundaries should only be amended in Exceptional Circumstances. Cabinet recognise and fully support this position and in line with national planning policy are not intending to amend any Green Belt boundaries through the Local Plan. The advice from Government is that the BCP Local Plan should be focused first on accommodating its development needs in areas outside of Green Belt, which is the approach being taken at present with work underway on a comprehensive review of urban capacity. Of course, others may want to put forward sites for development within the Green Belt, which is their right to do so through an open and transparent Local Plan process. The Council will need to consider these along with all other sites through the Local Plan process.

Statement from Sarah Fisher

I trust that BCP Cabinet has robust systems in place and has asked searching questions of the very ambitious BPF including:

- Have the new joint governance documents been established?
- Why are there no BCP elected representatives as BPF Trustees?
- Where is the audit trail for £730K of HLF?
- Potential transfer of public assets.

- Future commercial enterprises.
- Existing financial probity: Why is money being returned to SVS/Kingfisher Barn by BPF?
- BPF is not web listed as an 'affined' body.

So that details are regularly fully and publicly recorded and not hidden behind BPF charity status.

Statement from Mrs O'Brien

As defenders of the historic right of way we were pleased to provide some representation at the TAG, including a video recorded just before Mr Atherton blocked the path clearly showing it being walked with little more than spring growth obstructing easy passage.

On the assumption cabinet will accept the TAG's decision we haven't spent the time preparing a further submission for cabinet. However should the council encounter any difficulties in due course enforcing the right of way, we have more evidence that can be submitted to support the formal declaration of the right of way.

Statement from Susan Chapman

At a time when both human and planetary lungs are being compromised with desperate but unheeded warnings that the Amazon rainforest may very soon turn from carbon sink to dangerous carbon exhaler, threatening all life on Planet Earth, you're all welcome to join Earth Day Week April 20-25 from the We Don't Have Time Climate Conference (live broadcast).

Agenda Item 7 regarding the Wessex Fields Site mentions wildlife, well-being, housing & transport but sadly omits the importance of allotments and growing local food including fruit & nut trees and medicinal herbs as supplies fail. Policies protecting local well-being clearly need updating!

Statement from Sarah Ward

The Conservative run Poole Council introduced a PSPO for Poole Town and Holes Bay in 2017. Since then I, along with others have campaigned to have clauses removed which directly threaten those who may be homeless or in poverty, with fines or criminalisation. We hoped that when the UA took control in 2019 they would act quickly to remove these immoral clauses. It has taken the threat of a High Court legal case to get to this point. I urge the Cabinet to agree to the recommendations in the report tabled and, following consultation, remove clauses b, c, d and e. This will send a clear message - we need to help, not punish the most vulnerable.

Statement from Sarah Ward

Please can the Cabinet pay urgent attention to the needs of those people who may be homeless or living in temporary or inappropriate housing during this period when we are facing a public health emergency. These people are some of the most vulnerable in society and at enormous risk, both from contracting Covid-19 and succumbing to its impact. Can the Cabinet publish their emergency action plan for dealing with this particular cohort to both reassure and guide the public, who will be rightly concerned.

Statement from Hayley Cheshire, The Dorset Children's Foundation

The Dorset Children's Foundation represents the voice of local families with disabled children. Many children in our area have complex medical needs, and parents are already extremely anxious to hear what plans are in place should they need to self-isolate.

We currently hear talk of plans for the elderly and the most vulnerable in society but disabled children are a group with very specific needs. The issues they face are unique and can vary a great deal from child to child. They need to be addressed as their own group and not an afterthought when dealing with other vulnerable people.

Parents need reassurance that their children's immediate medical needs will be addressed – that they will continue to have access to medication, medical consumables, the safe delivery of oxygen and feed for children who are peg fed.

The Council needs an understanding of how these basic needs are currently met to ensure continuity. There is also likely to be a withdrawal of some respite and care services provided by other local charities, and the burden this will place on families must not be ignored.

Parents will need to balance nightshifts caring for their complex child while holding down jobs and looking after other siblings. This places an extreme burden on family finances and on their mental health – affecting families that are often already at breaking point.

Our families are looking to the local authority for guidance, reassurance and leadership in this time of crisis - and parents of disabled children need to have an input into the decision-making process to ensure we reach a workable plan.

As a charity we can assist by providing the platform to communicate with and help relay information to those families that need it most.

Statement from Dan McEvoy, Parent to Elisa

A lot of us are already supporting each other, providing support where possible but in most instances the support is difficult because of individual situations. External care for our children is often limited to people with some degree of expertise. So this can limit what is available. At the moment the biggest provider is Diverse Abilities, as the NHS only provide funding for care and not staff. Parents who access diverse abilities are concerned of the consequences of this service being impacted by this pandemic.

There is a feeling that disabled children are often overlooked, this is not to say it is purposeful, but the assumption is that the child's primary carer will shoulder the burden. I know a lot of families are looking for some degree of leadership that specifically talks to them and acknowledges their concerns.

Statement from Patricia Risbridger, Grandparent & full time carer to Esmaïs

I would just like to highlight some of my concerns regarding the coronavirus outbreak.

I have 4 children in my house my 3 children aged 10 , 8 and 5 and my granddaughter who lives with me under a special guardianship order esmai who is 2.

Esmai has severe medical needs and complex and profound learning disabilities.

Esmai has severe brain damage, cerebral palsy level v (she cannot sit or roll etc) uncontrolled severe complex epilepsy, infantile spasms a rare seizure disorder, dystonia , dysphagia , she is nil by mouth and peg fed . She also has a permanent port a cath a line direct to her heart . Since January she has had 6 emergency admissions through resus in poole for pnumeonia and a collapsed lung, flu type a and norovirus and with 5 of these admissions presented with status eplilepticus on top of these illnesses esmai is high risk for coronavirus.

I am very concerned about medical supplies we currently cannot get any hand sanitizer which is essential in day to day care of esmai , we struggle to even get calpol last week . Esmai is under Julia's house and also diverse abilities for shapes at home care and lilys place for respite on a weekly basis .

I am very concerned about what will happen once these organisations staff have to self isolate as we have been warned that these services may have to stop. I don't know how we will manage

I am also concerned at the lack of empathy being shown by my childrens school heatherlands in Poole. Yesterday they sent a letter reminding parents of the fact that any child off of school who is non symptomatic will be marked as unauthorized and could face a penalty. I feel as a parent of a medically complex child who's at high risk that decision should be left to myself as a parent and I believe bcp council should make allowances for families such as ours a common cold results in pnumeonia for esmai and we have had her in picu on a ventilator 4 times since the summer . I believe with medical evidence of a child with complex needs bcp should make allowances for siblings to be kept at home and home schooled throughout this peak period . Although children are considered to suffer mildly from symptoms they have the potential to bring this virus to our home regardless of how often I make them wash there hands I still have to collect them from school surrounded by 300 plus chikdren and parents and I cannot guarantee esmai's well being in this situation I am not in a position that anyone else can collect them.

I would welcome your thoughts and clarity on this matter and please ask bcp council to make special allowances for families in our situation.

Statement from Amanda Lewis, Mum of a daughter.

We have a daughter with complex medical health needs and we are concerned that special needs schools are not being advised accordingly and just clumped in with mainstream.

Also if we take her out that means we need additional funding for help at home is there any provision for this? That said what happens if we struggle with getting care at home.

We nearly lost our daughter to flu a few years back so this is an extremely worrying time for us.

Statement from Robyn Turton

As one of so many families who live in council housing, many of us are wondering what will happen to our benefits if offices such as dwp, tax credits & Universal Credit close?

Many of us who have these benefits are our only source of income, and with the demand for goods being so high its driving prices up, what happens if we do not have these essential benefits?

As well as being dependent on these funds to support our families the majority of us live in council housing, what will happen with our rent accounts?

As someone with significant rent arrears and a massive question mark looming over my ability to go to my new job (if schools and childcare become unavailable due to closures) plus the cost of living being driven up by panic buying what do BCP plan to do? I shouldn't have to choose between feeding my children and a roof over my head.

Petition submitted by Sarah Fisher

Cabinet were advised that a petition containing 16 signatures had been received, the covering information regarding the petition was then read out:-

In this meeting the Cabinet is considering the creation of Parish of Throop and Holdenhurst this meeting which will mean that in April 2021 there will be a statutory obligation to consult the Parish on these matters.

However, until this time BCP council, through the Parks department, is bringing forward three major projects within the boundaries of the new Parish which all need careful consideration.

1. The Throop SANG – awaiting planning committee discussion
2. Hicks Farm – a major capital project by BCP/BPF for a vanity visitor destination. The project will be at major variance with BCP sustainability / climate change objectives. Additionally, this will divert visitors away from the town centre which we suggest is in dire need of increased footfall and financial regeneration.
3. Woodland Burial Ground in Muscliffe Lane. Quietly purchased in the last days of BBC using old BBC data for out-of-date justification. Please can BCP conduct a full bereavement services audit over the whole new authority to establish total future need of woodland burial, bearing in mind that there are already three fully functioning woodland burial grounds within half an hour of Throop before any permanent decisions are made about this site.

The BCP Parks department are introducing each of the above one by one in a narrow piecemeal fashion - 'slicing and dicing' - which we believe is detrimental to the BCP sustainability and climate change protocols as well as the future of this Conservation Area in the Green Belt.

Please can BCP consider all three of the above together as one integrated policy for the future of this special place.

The Leader thanked those who had submitted questions, statements and the petition, and in relation to this advised that the petition would be forwarded onto the relevant committee or service director for consideration.

139. Recommendations from the Overview and Scrutiny Board

Cabinet were advised that there were no additional recommendations from the Overview and Scrutiny Board on items not otherwise included on the Cabinet Agenda on this occasion.

140. Community Governance Review - Throop and Holdenhurst – Final Recommendations

The Portfolio Holder for Tourism, Leisure and Communities presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

Cabinet were advised that Council commenced a review following the receipt of a valid community governance petition, and that further to this the Council had published draft recommendations which were subject to public consultation.

Cabinet were as a result now asked to consider the final recommendations of the Task and Finish Group and to make a recommendation to Council.

In relation to the report the Leader highlighted the reasons for the election not being held until April 2021.

RECOMMENDED that:-

- (a) the existing parish of Holdenhurst Village be altered to include the neighbouring village of Throop as shown on the map appended to this report;**
- (b) the name of the established parish referred to in (a) above be Throop and Holdenhurst;**
- (c) the style of the parish of Throop and Holdenhurst be set as a village;**
- (d) the parish should have a parish council in the style of village council;**
- (e) the name of the village council should be 'Throop and Holdenhurst Village Council';**
- (f) the village council for Throop and Holdenhurst consist of 7 councillors;**
- (g) the effective date for the establishment of the parish council be 1 April 2021;**
- (h) the elections of all parish councillors for the parish of Throop and Holdenhurst shall be held:-**
 - (i) on the ordinary day of election of councillors in 2021;**
 - (ii) on the ordinary day of election of councillors in 2027; and**

- (iii) every fourth year thereafter;
- (i) a Bournemouth, Christchurch and Poole Council (Reorganisation of Community Governance) Order be prepared in accordance with the above recommendations and that the Order be effective from 1 April 2021 save for those recommendations relating to parish electoral arrangements which shall come into force on the ordinary day of election of councillors in 2021;
- (j) the Local Government Boundary Commission for England be requested to make a related alteration order to alter the boundaries of the District Wards (Commons and Muscliff & Strouden Park) to be coterminous with the parish boundary referred to in recommendation (a) above;
- (k) the Director of Law and Governance be authorised to make all necessary reorganisation of community governance orders to implement the changes agreed by Council;
- (l) a Shadow Parish Council for Throop and Holdenhurst be established, comprising 7 members, with membership being made up of:-
- (i) 3 ward councillors for Muscliff and Strouden Park;
 - (ii) 2 representatives of Holdenhurst village meeting;
 - (iii) 2 other local representatives drawn from the lead petitioners.

Voting: Unanimous

Portfolio Holder: Tourism, Leisure and Communities

141. Wessex Fields Site Development Strategy

The Portfolio Holder for Transport and Infrastructure presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

Cabinet were asked to consider the next steps in deciding the use of the land at Wessex Fields, following a period of public consultation.

The Vice-Chairman of the Overview and Scrutiny Board addressed Cabinet advising that whilst there were no formal comments from the recent meeting of the Board, that Members had discussed the transportation side of the scheme in detail, and that the Board would like to see the next stage of the scheme including the transportation elements.

A Councillor addressed Cabinet highlighting disappointment that focus continues to be on the road infrastructure rather than the future possibilities of the site.

RESOLVED that:-

- (a) From the outcome of the consultation, the Cabinet are recommended to progress the three key themes broadly supported by the public:
- Health, Care, Research and Education;

- **Affordable or Keyworker Housing;**
 - **Realising the vision of the Living Lab.**
- (b) Cabinet delegates authority to the Director for Development in consultation with his senior officers to commission soft market testing to develop viable delivery options relating to the preferred use themes. Once completed, this will be reviewed by the Cabinet with an estimate of a report in Autumn 2020.**

Voting: Unanimous

Portfolio Holders: Leader of the Council

Portfolio Holder for Regeneration and Culture

142. Arts and Culture development in BCP Council

The Leader presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

Cabinet were requested to consider and accept the findings and recommendations of the Cultural Enquiry to enable BCP Council, the Cultural Collective and local arts and heritage organisations to deliver on the recommendations of the Cultural Enquiry and the priorities of the Corporate Strategy.

The Vice Chairman of the Overview and Scrutiny Board addressed Cabinet advising that at the recent Board meeting the Board had requested that an update report be provided in 12 months, to provide an overview of how effective the strategy has been in meeting its aims; and for this report to include as measures of effectiveness an assessment of how the strategy has assisted in tackling anti-social behaviour and in engaging with harder to reach groups in our communities.

In addition the Vice Chairman raised concerns as to whether this was the best use of BCP Council money at this particular time.

A Councillor addressed Cabinet highlighting that this could help bring people together following forthcoming isolation.

The Portfolio Holder for Finance read a statement out from the Lighthouse highlighting the intentions for the future.

Cabinet Members spoke in support of the report highlighting the benefits. In addition the Leader proposed an additional recommendation to address the comments from the Overview and Scrutiny Board.

RESOLVED that:-

- (a) Cabinet accepts the findings and recommendations of the Cultural Enquiry and supports their implementation;**
- (b) Cabinet supports the plan to hold “A Cultural Future for Bournemouth, Christchurch and Poole” conference at Lighthouse Poole;**

- (c) **Cabinet agrees that a cultural strategy and implantation plan for Bournemouth, Christchurch and Poole should be developed as a joint initiative of BCP Council and the Cultural Collective;**
- (d) **Cabinet agrees to openly recruit an independent chair of the Bournemouth, Christchurch and Poole Cultural Collective (Cultural Compact) and form a multi-sector board and wider stakeholder group to deliver on the recommendations of the Cultural Enquiry;**
- (e) **Cabinet agrees a three-year standstill settlement (2020-23) for the six funded arts and heritage organisations operating in Bournemouth, Christchurch and Poole; and**
- (f) **We bring a review back in 12 months which looks at how the work is delivering against the Corporate Plans and Delivery Plans.**

Voting: Unanimous

Portfolio Holder: Regeneration and Culture

143. BCP Council Street Works Permit Scheme

The Portfolio Holder for Transport and Infrastructure presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

Cabinet were requested to consider approval to bring into operation a Street Works Permit system in lieu of its existing noticing system. In relation to this Cabinet were informed that this report followed the Cabinet report in October and reports on the results of the consultation carried out with all the statutory consultees, with recommendations of the permit conditions to be applied for the new BCP Council Street Works Permit Scheme, taking into consideration the responses received.

In presenting the report the Portfolio Holder for Transport and Infrastructure advised that following discussion at the recent Overview and Scrutiny Board and queries raised that the table of charges had been circulated.

The Vice Chairman of the Overview and Scrutiny Board addressed Cabinet thanking the Portfolio Holder for the circulation of the fees and charges and informing Cabinet that at the recent meeting of the Overview and Scrutiny Board members had resolved that Cabinet be recommended to modify the street works permitting scheme to include a clause requiring that any works undertaken are subject to follow up inspection and a requirement to make good the road surface or footway to a sufficient standard, in order to ensure that this standard remains in place for an agreed period of time.

In relation to the above the Portfolio Holder advised that it would be difficult to have officers check on the holes are each works had been completed, as this would be very time consuming and labour intensive. Further to this Cabinet were advised that works under 1.5m in depth had a 2 year guarantee, and works over 1.5m had a 3 year guarantee.

A Councillor addressed Cabinet stressing that there had been problems in the past with getting issues reported in time, and questioning whether it

would be possible for an officer to complete a visual check whilst on their way to other jobs. Further to this the Councillor questioned whether if there is a list of all the works and when they run out of guarantee is an officer not checking these before the time period of the guarantee runs out?

The Leader highlighted the time, capacity and budget constraints of an officer visually checking each works following completion. In relation to this the Leader questioned whether Councillors could receive a list of permitted schemes once a month by ward, this would enable Ward Councillors to know when repairs were happening and to carry out the checks themselves whilst carrying out their ward work. In relation to this the Leader requested the Portfolio Holder explore this issue.

The Portfolio Holder advised that the department were currently going through a migration of systems but that officers had seemed positive that a retrospective list would be possible.

RESOLVED that:-

- (a) Cabinet approve the conditions to be applied to the BCP Council Street Works Permit Scheme, as described in the attached document, Appendix 2;**
- (b) Cabinet delegate authority to the Director of Legal and Democratic Services to make the necessary Legal Order to bring the permit scheme into operation.**

Voting: Unanimous

Portfolio Holder: Transport and Infrastructure

144. Dorset Heathlands Planning Framework 2020-2025 Supplementary Planning Document

The Portfolio Holder for Strategic Planning presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'E' to these Minutes in the Minute Book.

Cabinet were requested to recommend adoption of the Dorset Heathlands Planning Framework 2020-2025 Supplementary Planning Document.

The Vice Chairman of the Overview and Scrutiny Board addressed Cabinet advising that whilst there were no formal recommendations from the recent meeting of the Overview and Scrutiny Board that comments had been raised requesting that BCP Council consider having aspirations to classify more land as heathland with land abutting heathland being designated as recreational use.

Councillors addressed Cabinet raising the issue of planning permissions close to heathlands and in relation to this highlighted the strict regulations. A Councillor questioned the difference between restrictions relating to residential colleges and university managed student accommodation and associated concerns.

The Portfolio Holder advised that the issues raised relating to student accommodation would be taken to Dorset for further discussion.

RECOMMENDED that:-

- (a) Cabinet recommends that Council adopts the Dorset Heathlands Planning Framework 2020-2025 Supplementary Planning Document; and**
- (b) any minor changes to the consultation document are delegated to the Director of Growth and Infrastructure in liaison with the Portfolio Holder for Strategic Planning.**

Voting: Unanimous

Portfolio Holder: Strategic Planning

145. Capital Investment Strategy (Non-Treasury) 2020-2025

The Portfolio Holder for Finance presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'F' to these Minutes in the Minute Book.

Cabinet were requested to consider approval of the Capital Investment Strategy which had been refreshed to ensure it aligns with the new BCP Council Corporate Strategy and reflects the current investment ambitions of the organisation.

In presenting the report the Portfolio Holder highlighted amendments to the proposed recommendations which were hoped would address some of the concerns which had been raised.

The Vice Chairman of the Overview and Scrutiny Board addressed Cabinet advising that at their recent meeting the Overview and Scrutiny Board had requested that Cabinet consider amending paragraph 2.3.3 of Appendix A to remove all text following the end of the first sentence 'In making an investment decision, the Council will take a balanced portfolio approach'.

In relation to the comments from the Overview and Scrutiny Board the Portfolio Holder stressed that the balanced portfolio approach would still be a responsible investment. The Portfolio Holder requested the below amendment prior to approval, that an additional paragraph be included at 2.1.9 to read:

"2.1.9 Further to the stated priorities, be exception, opportunities which may not fulfil all of these criteria may be brought forward for consideration by the Investment Panel where they otherwise reflect the values and priorities of the Council's Corporate Strategy"

RESOLVED that:-

- (a) Subject to the inclusion of paragraph 2.1.9 as set out in the minutes above the Capital Investment Strategy (Non-Treasury) 2020-2025 attached to the Report at Appendix A be approved; and**
- (b) Cabinet delegate authority to the Corporate Property Officer to make minor amendments to the Capital Investment Strategy (Non-Treasury) 2020-2025 in consultation with the Cabinet Members for Regeneration & Culture, and Finance.**

Voting: Unanimous

Portfolio Holder: Finance

146. Grass Cutting, Wildflower & Grassland Habitat Management Policy

The Portfolio Holder for Environment and Climate Change presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'G' to these Minutes in the Minute Book.

Cabinet were requested to consider a range of procedural and operational changes throughout BCP Councils open spaces that had the potential to reduce our Carbon footprint, increase carbon capture and increase biodiversity, by promoting changes in grass cutting, wildflower meadow development and grassland habitat management. This being in line with the Council Climate Change and Ecological Emergency Action Plan.

A Councillor addressed Cabinet requesting that consideration be given to increasing the width of the mowed paths.

A number of Councillors spoke in support of the report highlighting the ecological benefits and stressing the importance of communications to explain why some grass is left to grow long.

RESOLVED that:-

- (a) the development of a long-term BCP Council policy on grass management, taking into account financial and environmental impacts and public expectations be endorsed;**
- (b) Cabinet supported recommendations in order to ensure that grass management practices are sustainable and contribute to the Council's declaration to become carbon neutral by 2030;**
- (c) Cabinet supported trials to determine best practice and feasibility of grass management methods; and**
- (d) the implementation of procedures that have the potential to increase biodiversity and carbon capture was endorsed.**

Voting: Unanimous

Portfolio Holder: Environment and Climate Change

147. Tackling street-based anti-social behaviour

The Portfolio Holder for Tourism, Leisure and Communities presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'H' to these Minutes in the Minute Book.

Cabinet were requested to consider the implementation of a balanced approach which is fit for purpose for the whole of BCP, applying effective solutions to a complex issue which seeks a reduction of harmful behaviours that impact negatively on the wider community, whilst placing the needs of vulnerable people at its heart.

The Vice Chairman of the Overview and Scrutiny Board addressed Cabinet advising that at the recent meeting of the Overview and Scrutiny Board the

Board resolved that Cabinet be recommended to amend paragraph 25 of the Cabinet report, in order that the final sentence reads:

'It is proposed that specifically, consultation is undertaken with a view to removing clauses b) to c) but that clauses a), d), e), f) and g) would remain in force'

And that consultation on the variation of Public Spaces Protection Order, as outlined at recommendation 2 of the Cabinet report, is undertaken on the basis of the amendment.

Councillors present at the meeting addressed Cabinet indicating their support to the report, in addition a question was raised as to whether there is any possibility that lockers could be provided in order for the homeless to store their possessions.

In relation to the proposed amendment from the Overview and Scrutiny Board, Cabinet felt that it was better to consult on the broader areas rather than to reduce them.

In addition the Portfolio Holder advised that work is ongoing to try and find a location for lockers.

RESOLVED that:-

- (a) BCP Council adopts a consistent approach to tackling street-based anti-social behaviour as detailed within paragraphs 16-24 of the Report;**
- (b) The Director of Communities is authorised to undertake consultation on varying the Public Spaces Protection Order covering Poole Town Centre as set out in paragraphs 25-26 of the report; and**
- (c) Cabinet considered the outcome of the consultation at a future meeting with a view to making recommendations in respect of the Public Spaces Protection Order in light of the consultation process.**

Voting: Unanimous

Portfolio Holder: Tourism, Leisure and Communities

148. Recommendations from the Transportation Advisory Group

The Portfolio Holder for Transport and Infrastructure presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'I' to these Minutes in the Minute Book.

Cabinet were requested to consider representations made in response to the advertisement of a number of Traffic Regulation Orders, and to approve the sealing and advertisement of a number of other Traffic Regulation Orders.

In relation to this Cabinet was advised that the contained reports had already been considered by the recent meeting of the Transportation Advisory Group.

It is RESOLVED that Cabinet:-

- (a) Confirms that permission be granted to create an order to record the unprotected footpath from James Road to Sheringham Road as a Public Right of Way as set out in the TRO report;**
- (b) In relation to the Branksome Park and Canford Cliffs Residents Association Road Safety Petition approves:**
 - i. Acknowledgement of the petitioners concerns and they be advised that in the absence of any significant accident record in this area we could not justify any road safety engineering interventions at present;**
 - ii. Forwarding of the petitioners concerns to Dorset Roads Traffic Policing Unit for their consideration relating to speed enforcement;**
 - iii. Informing the petitioners that the Council will investigate and assess options to enhance pedestrian and cycle facilities in the area but that no funding has been identified for implementing this work; and**
 - iv. Advising the local resident group which submitted the petition that its bid for Community Infrastructure Levy (CIL) Neighbourhood Portion funding is to be considered alongside all other similar bids received and a decision on potential funding will be made in due course.**
- (c) Approves the advertisement of Traffic Regulation Orders as set out in TRO sub-report A;**
- (d) Approves the advertisement of changes to on-street disabled bays as set out in the TRO sub-report B;**
- (e) In relation to the Anti-Idling Outside Primary Schools Campaign approves:**
 - i. an Anti-Idling Campaign be undertaken at a small number of primary schools using allocated DEFRA funding;**
 - ii. appropriate enforcement action be used but as a last resort;**
 - iii. should the campaign prove successful, it will be rolled out to additional schools across the BCP area in future years; and**
 - iv. that officer include information to schools about the carbon footprint of different types of transportation methods to educate parents on the impact of how journeys are made.**

Voting: Unanimous

Portfolio Holder: Transport and Infrastructure

149. Coronavirus - Update

The Section 151 Officer presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'J' to these Minutes in the Minute Book.

Cabinet were requested to approve the report in order to ensure that the Council has a robust and prudent strategy to manage the impact of Covid-19 on its financial sustainability.

Councillors present at the meeting addressed Cabinet citing the need to ensure the Council helps those in our community, and that it was appropriate to review what the budget spend priorities are during this difficult time.

The Leader advised that regular meetings were being held and that new Government Guidance was being released regularly, and that it was intended that the Council would release updates every other day. Further to this the Leader advised that all departments were on critical incident processes.

RESOLVED that Cabinet:-

- (a) Note that the Chief Executive in his capacity as the Gold Command Officer for COVID 19 will authorise any urgent expenditure to support the Councils response to the coronavirus; and**
- (b) Request that the Chief Finance Officer brings forward for Cabinet consideration a fundamental review of the 2020/21 Budget in response to the impact on the Councils finances of the coronavirus and the costs likely to be incurred in support of the most vulnerable within our community.**

Voting: Unanimous

Portfolio Holder: Finance

150. Cabinet Forward Plan

The Leader advised that the latest Cabinet Forward Plan had been published on the Council's website.

151. Exclusion of Press and Public

RESOLVED that under Section 100 (A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 in Part I of Schedule 12A of the Act and that the public interest in withholding the information outweighs such interest in disclosing the information.

152. Kerbside Recycling Collection Service (Bournemouth)

This item was restricted by virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

The Portfolio Holder for Climate Change and Environment presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'K' to these Minutes in the Minute Book.

Cabinet were requested to consider the bringing in house of the recycling service. In relation to this Cabinet were advised that the creation of BCP Council and the need for a single revised waste strategy finds this to be an expedient time to review collection methodology across the conurbation and understand the financial implications of the options put forward.

The meeting ended at 1.00 pm

CHAIRMAN

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

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CABINET

Report subject	BCP Council's response to the Covid-19 pandemic
Meeting date	22 April 2020
Status	Public Report
Executive summary	This report sets out a summary of the Council's response to the Covid-19 pandemic and identifies some of the many changes that have taken place to the way that we manage our services and the command structures. Details are given of some of these changes and the budgetary implications are identified along with a need to carry out a fundamental review of the Council's budget for the current financial year.
Recommendations	It is RECOMMENDED that the Council's response to the Covid-19 pandemic be noted.
Reason for recommendations	To ensure that members of the Cabinet are fully informed of the way that services have been managed and changed under the Council's response to the Covid-19 pandemic.
Portfolio Holder(s):	N/A
Corporate Director	N/A
Report Authors	Graham Farrant; Chief Executive Corporate Management Board
Wards	All
Classification	For noting

Background and Development of Response Structures

1. This report presents a summary of the many and varied impacts of the Covid-19 pandemic and the multi-agency emergency response on the Council's services and the way that we are operating. The summary is intended to demonstrate the very significant implications on the way that the Council operates and the changes that have been made to services and also to the command structures in emergency response.
2. Most emergency planning has been on the basis of a short, sharp emergency response (such as caused by a bomb, terrorist activity or major accident) which then moves into recovery mode quickly. In this pandemic, we are still very much in response mode and that is causing additional strains on the emergency response, although the structures are holding up well so far.
3. Very early in the response we established a Corporate Incident Management Team comprising of the Corporate Management Board along with various specialists including

the Director of Public Health, Head of HR, Director of IT & IS and the Head of Internal Audit and Emergency Planning and also including the Leader of the Council to ensure connectivity between the ongoing incident and the political leadership.

4. Initially the CIMT met weekly but this was soon moved to daily in order to deal with the volume of change required and subsequently down to every other day. The meetings have continued through the weekends and bank holidays as required.
5. The CIMT has provided the Council's coordination within the context of the work of the Dorset Local Resilience Forum (LRF) which is using well established and rehearsed emergency planning governance arrangements to coordinate the multi-agency approach across Dorset. The LRF has stood up a Strategic Coordinating Group, which I attend, meeting three times per week, and a Tactical Coordinating Group meeting twice weekly. In addition, a range of subgroups have been set up, on which we have director-level representation, including:
 - Health and Social Care.
 - Excess Deaths Advisory Group
 - Warning and informing.
 - Workforce
 - Ports & Borders
 - Recovery
6. In order to focus our efforts on the Covid-19 emergency response a separate command structure was set up for dealing with this pandemic alongside the normal rotating emergency planning arrangements whereby a corporate director takes the Gold lead role and a service director takes the Silver role, on rotation. For the Covid-19 response I have adopted the Gold command role on a permanent basis and Matthew Raudsepp, Director of Organisational Development has taken the Silver role on a permanent basis.
7. In order to maintain regular contact across the Council, the internal communication function has been stepped up alongside our public messaging. The Leader has undertaken to write an update message to all councillors and MPs two or three times per week which has helped to maintain contact across the political representation of the Council.
8. In addition, three separate weekly telephone conferences are now held which involve the five Bournemouth, Christchurch and Poole MPs and the Leader to update them on the Council (including the Leader of the Opposition), Police and NHS responses (both jointly with Dorset MP's and Dorset Council Leader). In this way we are able to raise issues of local importance to ensure that the MPs are fully briefed and to hear messages from parliament.
9. In addition, the Secretary of State for Housing Communities and Local Government holds a weekly briefing for leaders and chief executives of councils.
10. In addition, the following three regular updates are received:
 - LGA - daily update to chief executives and leaders
 - MHCLG - daily update to Chief Executives
 - LGIU - daily update and weekly summary to members
 - Key Cities – daily updates

11. All relevant daily or weekly communications are forwarded to the CIMT members in order to ensure that our services are maintained in line with government protocols and advice.
12. In addition, the Leader of the Council is in regular contact with the chair of the LGA and a network of other leaders of councils. I am also in contact with the Chief Executive of the LGA and have been supporting MHCLG through participation in a network of nine regional lead Chief Executive's, supporting Phil Norrey, Chief Executive of Devon County Council who is the regional lead for the south-west. The Chief executive of the LGA coordinates the local government response to MHCLG.
13. The corporate directors are also engaged in regional and national dialogue regarding each of their services, as appropriate.

Note: It should be noted that the figures quoted in this report were accurate at the time of drafting but may have changed between drafting and the Cabinet meeting on 22 April.

COUNCIL RESPONSE

Key Issues and cross-Council projects

Community Response – Community Resilience & Operation Shield

14. There are two aspects to the BCP community response; Community Resilience and Operation Shield. Both are managed under a steering group which brings together multi agency public, private and third sector partners to co-ordinate the community response to Covid-19. The Steering Group includes the Leader of the Council, along with the Portfolio Holder for Tourism, Leisure and Communities and the Leader plus one member of the opposition. The steering group has several subgroups where the Council is working together with partners to ensure that access to food is sufficient for vulnerable and isolated people, food banks are supported, volunteer efforts are co-ordinated, local business support offers are utilised and that communities are supported to create their own projects and initiatives which improve community spirit, reduce the impact of social isolation and provide support to each other.
15. The BCP community volunteering hub has been set up from scratch, which now has over 2100 volunteers registered to support their local communities during this pandemic. 560 volunteers have been deployed to support vulnerable isolated residents by ensuring access to food and essential items, or for support, advice and, in some cases simply contact, due to issues of loneliness. There remains a large cohort of volunteers who have not yet been tasked as the demand for individual matching from helpline calls has not yet met the offer from the significant number coming forward. We continue to explore utilisation options and are keeping in touch with volunteers on a twice weekly basis.
16. In order to support both the community resilience and Operation Shield workstreams, staff from IS & IT, Major Change & PMO, Communities and Business and Economy have worked together to establish a Community Response Helpline (0300 1237052) and completely new and dedicated Contact Centre environment.
17. Under Operation Shield we also set up a short-term distribution centre at the Littledown Leisure Centre to distribute emergency food parcels to extremely vulnerable people identified through the Operation Shield list. Ongoing delivery of food parcels has now been provided by national distribution companies. The community resilience team have also been making proactive calls to ensure the wellbeing of individuals on the Operation Shield list and providing responsive support as required.

18. The TogetherWeCan Helpline has received 3500 calls to date, in addition to the, approximately, 3500 daily calls to the Council's Contact Centre for other services. Since the one-off distribution of food has been completed and the national providers are ensuring regular food-parcels are delivered, Operation Shield is now integrated into the Community Resilience team.
19. A major communications campaign 'Together We Can' has been launched to promote the community resilience work and is featured as the banner headline on the Council's Homepage on bcpcouncil.gov.uk, which was restructured in response to a need to make this the first item that visitors saw.

Personal Protective Equipment

20. The supply and distribution of appropriate Personal Protective Equipment (PPE) to mitigate the risk to council staff of virus transmission and to prevent the risk of onward transmission to customers is an important and ongoing challenge for the Council, as it has been nationally. This has primarily been for social care staff in both Adults and Children's, but there have also been concerns about the availability of PPE for non social care workers within the Council, for example for housing outreach workers who may need to use PPE. The approach being taken is to secure supplies from government (via LRF deliveries), and by purchasing direct from local and national suppliers and through donations from businesses and local groups. This has proved successful to date with adequate supplies being maintained, but uncertainty still exists around the resilience of the supply chain and medium-term supplies.
21. Public health guidance has been updated and reissued, and, supported by service risk assessments, gives clear guidance and determines the type of PPE that is distributed to services. The Facilities Management service is effectively coordinating the distribution process.
22. Ongoing concerns exist around the sustainability of PPE supplies to Adults and Children's services providers and partners whose normal supply chain arrangements are proving to be unreliable. The Council continues to support demand from these organisations where our supplies allow, but this is not considered a sustainable solution in the longer term. Representations will continue to be made through appropriate channels to strengthen supplies to these vital service providers. There may also be PPE issues moving forwards from specialist services set up to manage excess deaths.

Vulnerable People

23. Building on our safeguarding arrangements I am chairing a regular meeting with the Corporate Directors for Children's Services; Adult Social Care and Environment and Community in order to identify and address key issues related to vulnerable people and households. Senior representatives of the Dorset Police and Dorset Clinical Commissioning Group (CCG) will also be invited to attend this meeting.
24. The Safeguarding Adults Board; Children's Safeguarding Partnership and Community Safety Partnership all retain their statutory functions and are developing new working arrangements through this period and are prioritising key current issues, such as concerns about the increased risk of domestic abuse.
25. Staff continue to be reminded about the importance of safeguarding within their roles and the focus remains on ensuring the welfare of the most vulnerable.

26. The Homelessness Reduction Board governance is engaged to make sure that a multi-agency approach continues in order to address the needs of those facing homelessness.

Frontline Service Update

27. There has been a massive impact on all of the Council's services, with many having shut down completely, or being very restricted in scope. These changes have been brought about to comply with government restrictions, to ensure social distancing objectives and in some places because staff shortages have meant that we have had to focus our limited resource on core services only.
28. This section gives a flavour of the impact of the restrictions and the following sections set out in more detail the changes in each directorate.
29. All libraries, leisure centres, museums, heritage attractions and catering outlets have been closed to the public until at least the end of May. Some services have been moved online and detailed discussions are starting about how the cultural enquiry work is accelerated to meet some of the local demand, within that context. The community Resilience Group are also exploring how we can provide some access to cultural experiences during the lockdown and a separate group has been set up to explore this including the Portfolio Holder for Regeneration and Culture. All wedding bookings for April have been cancelled with a further review due after Easter.
30. Upton Country Park and the Seafront remain open to the public to exercise with increased staff patrols and signage reinforcing the social distancing advice. However, following extensive discussions with Dorset Police, and in line with the actions of most other councils, all of the seafront and destination car parks and many of the smaller local car parks for nature reserves have been closed to help dissuade local people and visitors from driving to those places and therefore helping to reduce numbers and aid social distancing. Seafront staff regularly patrol the seafront area and cliff-tops and will liaise with Police if the areas become more crowded during the lockdown restrictions.
31. Adult Skills and Learning has been heavily impacted with examinations and classes being cancelled, alongside the closure of schools and the cancellation of exams in schools and universities. Much of the learning content is being moved online with careful consideration being given to making this a permanent solution where possible. Particular consideration is being given to providers of English Speakers of Other Languages (ESOL) courses, and how we can better support the community to engage through improved language skills.
32. Staff from the Passenger Transport Fleet have largely been redeployed, with drivers and operatives helping to deliver prescriptions and food to the most vulnerable. They are also on standby to assist with hospital discharge and distributing leaflets related to the Together We Can campaign.
33. Following liaison with the operating company, Beryl bikes have been made available for free for key workers alongside our car parks in town centres. The Littledown Leisure Centre carpark has been made available for free parking for support staff and visitors at the Royal Bournemouth Hospital.
34. Overall car parking income has dropped to very low levels and this will have a significant negative impact on the Council's budget which is set out in more detail below.

Public Health

35. The public health response has focused on ensuring BCP Council and partners in the Integrated Care System are responding to the local outbreak effectively. The Director of Public Health links regularly with Public Health England to ensure critical Council and health services are able to respond in a timely and effective manner. This includes being a member of the Strategic Co-ordinating Group (SCG) of the Local Resilience Forum to ensure that the multi-agency response to the Covid-19 emergency is being led well and in accordance with an appropriate strategy, and adequately resourced. The Director of Public Health and Assistant Director of Public Health Rachel Partridge attend BCP Council's Corporate Incident Management Team to provide advice and guidance where required to Directors and members working on the response.
36. Public Health consultants are supporting the Director to provide health protection advice working closely with PHE South West. This involves the tactical level groups in health and care, supporting BCP Council's community response work, and working closely with Dorset CCG colleagues in responding to outbreaks in complex settings such as care homes. The response is 7 days a week organised on a rota basis to cover the BCP and Dorset Council area, particularly where outbreak control meetings are required at weekends.
37. Key activities in the past few weeks have included ensuring safe access in line with national guidance to essential public health services such as sexual health, drug and alcohol treatment and children and young people's public health nursing. The team has also developed local advice and guidance on using personal protective equipment for Council and community facing roles, based on national guidance, and providing a significant communications effort to reinforce key Government messages and support the Warning and Informing cell of the SCG. Public Health intelligence specialists are supporting an epidemiology cell through the SCG to support the development of planning assumptions for groups considering excess death planning, the likely impact of the outbreak on local health services, and timescales for recovery. Public health is also leading a group with Dorset CCG to develop additional mental health and wellbeing support during and beyond the outbreak.

Adult Social Care and Dorset wide health & social care issues

38. Working across NHS and with Adult Social Care to implement new processes for discharging people from hospital in order to ensure that local hospitals have sufficient capacity to treat patients with Covid-19 symptoms and diagnosis. Social work and brokerage staff are working new working patterns to cover 8am to 8pm seven days per week. Residents being discharged from hospital are not being financially assessed for their care costs. The additional costs of these placements are covered by a pooled budget between BCP Council and Dorset CCG with additional funding provided through the NHS as part of the governments national funding increases to free hospital bed spaces without delay. Hospital occupancy levels have reduced very significantly and have dropped, at times, to below 50% in preparation for the surge that is expected.
39. We are working with NHS, Dorset Council and the wider social care market to ensure sufficient access to home and residential and nursing care to ensure rapid discharge of patients from hospital. New block contracts have been agreed for this specific period with care providers. A contract with a local hotel is being considered as a base for domiciliary care if a resident cannot immediately return to their own home.

40. The Council is also providing increased support to the Adult Social Care Sector including payments to cover their additional costs of Covid-19; support with PPE supplies and support alongside Public Health and Dorset CCG for homes when a home is caring for residents with Covid-19 symptoms or diagnosis.
41. Statutory safeguarding and Mental Health Act duties continue to be delivered. Where it is possible to do so, work is conducted on telephone and video conferencing in order to enact social distancing guidance and to protect the health of vulnerable people.
42. Social Services is providing continuity of response to current and potential service users and carers with most assessment; review and support work now carried out on telephone or video conferencing. A specific focus has been on working with Tricuro to ensure the well-being and support of individuals and their families where a service user is no longer able to attend a day service due to social distancing rules. The management of the two Adult Social Care Front Doors is now under single line management and there is close working with the Community Hub.
43. The Coronavirus Act makes provision for Councils through a process of formal decision-making to decide not to implement certain provisions of the Care Act 2014 during the pandemic period if the Council's staffing and resourcing levels are diverted to hospital discharge work and/or are significantly depleted by staff sickness. Senior managers and the Principal Social Worker are reviewing the current and likely future operating model for Adult Social Care to consider if and how these Easement provisions and guidance will be enacted by BCP Council.
44. The NHS plan to concentrate resources on the existing hospital network (Poole, Dorchester, Salisbury and Bournemouth) but in the forecast surge period extra Intensive Care Unit capacity may be needed. The NHS are leading a multi-agency working group to establish options for increasing capacity and are undertaking the necessary planning for a short-term facility. Key challenges to overcome include the high levels of additional staffing required, access to equipment which is in short supply nationally, such as ventilators, and a host of other logistical issues.

Children's Services

45. Children's Services has worked with schools and the early years sector to ensure there is sufficient capacity to support key worker children and vulnerable children as defined within the guidance. The capacity is monitored daily and a brokerage service established to operate seven days a week.
46. Free school meals are available to all eligible pupils either through a meal provided at school or a nationally administered voucher scheme now funded by Government. Local arrangements were put in place prior to the announcement of the national scheme and covered the Easter holiday period also.
47. Vulnerable children are also supported by the community resilience project to ensure access to food, this includes our care experienced young people.
48. The Department for Education, Ofsted and the Regional School Commissioner have formed regional 'React teams' and support / challenge weekly meetings with DCS's established from 1 April. The focus is on the take up of school places by vulnerable pupils; as at 9 April 7% of our vulnerable pupils were attending school. This is a concern and area of concerted focus. Capacity was successfully sought from the React team to support the Heads and LA and will join the service in week beginning 13 April.

49. Child protection and children in care services continue to be delivered within statutory guidelines which have not been changed by recent guidance, by way of face to face and virtual contact. Our response to potential services users is prioritised through the front door and Multi Agency Safeguarding Hub (MASH) arrangements. Where staffing allows early help targeted work continues. Open access Youth services have been suspended. Three Children's Centres have been closed with resources targeted at areas of greatest need.
50. Capacity to meet the needs of Children in Care has been strengthened with the block booking of provision to meet anticipated need and has already been used where a parent was hospitalised with Covid-19 and no existing carers were able to care for the children. The market is responding positively and to date capacity has been sufficient to meet needs, but price increases have been noted in the SW region. Plans have also been agreed with the BCP Fostering Panel chair to accelerate prospective foster carer applications safely and to increase short term capacity through approving existing staff to offer care.

Business and economy

51. On 17 March, the Chancellor of the Exchequer announced a broad range of financial support for the whole economy and a number of these measures included further business rate reliefs, grants, and funding arrangements with implications for local authorities. This included a commitment to fully compensate local authorities for their impact. Some of the key measures announced to date include:
52. Business Rates Relief: Businesses in the retail, hospitality, and leisure sectors will pay no business rates in 2020/21. This "business rates holiday" applies to all businesses in these sectors regardless of rateable value.
53. Retail, Hospitality and Leisure Business Grants Fund (RHLBGF): Businesses in the retail, hospitality and leisure sectors with rateable values of less than £51,000 will also receive a cash grant of up to £25,000. In other words, they will not pay any business rates in 2020/21 and they will receive a grant of up to £25,000.
54. Small Business Grants Fund (SBGF): All businesses in receipt of small business rates relief (SBRR), regardless of sector, will be eligible for a cash payment of £10,000. It will not be available to some recipients of SBRR such as beach hut owners.
55. BCP Council has received an initial allocation of £128.8 million to make the RHLBGF and SBGF payments. As at 9 April, out of 7,200 local businesses who appear to be eligible the following payments had been made:
- | | |
|---------------------------------|------------------------|
| 990 Businesses * £10,000 = | £9.900 million |
| 397 Businesses * £25,000 = | £9.925 million |
| Total 1,387 Businesses = | £19.825 million |
56. In addition to providing this support as fast as possible the Council also instigated the following protocol:
- Any resident or business who believes that they will have difficulty in paying their council tax, business rates or in fulfilling their lease or licence agreement or in paying a fee or charge to the Council, during this period, should make direct contact with us. For all customers contacting us we will look to take a reduced payment or enable a three-month payment break. This will mean for example that for someone who was due to pay us £1,500 a month over twelve months during 2020/21 we will now agree they make no

payments during April, May or June and instead agree that they may pay us £2,000 per month from July 2020 to March 2021.

57. Arrangements have also been put in cases of hardship for any businesses with a lease or licence with the Council.
58. We have also identified some categories of business who are not covered by the government support packages and where there is real need for additional support. This category includes, for example, numerous small businesses and start-up companies paying all-inclusive rent and rates charges to their landlord, and businesses that are not in the retail, hospitality and leisure sectors.
59. In line with Government guidance issued in the form of a procurement policy note the Council has put in place arrangements to maintain payments to business as usual suppliers in line with existing contractual payments and terms in cases where the service is not being provided or has been reduced as a direct result of Covid-19. This measure is specifically designed to support the cash flow of our main suppliers and includes the Council paying invoices earlier than the normal 30 day payment term.
60. Through the Economic Development team, significant effort has been put into working with Dorset Growth Hub, Dorset Business Gateway and Chambers of Commerce to:
- Provide free business advice via webinars on how to manage in a situation like this
 - Communicate consistent messages about Government support
 - Answer questions
 - Capture and feedback impact/information
 - Capture and feed in offers of support
 - Providing clear and daily communications to businesses via our e-newsletter and twitter feed which has had many positive comments and thank-you's, and developing testimonials/case studies. E-newsletter subscriptions have gone up to 6601 (31.03.20) and our Twitter feed now has 530 followers (an increase of 25%).
 - Have one to one communication with major employers through existing strong relationships to help them through this time, providing real time information and brokerage to influence their strategy. As a result, many redundancies have been avoided.
 - Matching over 100 offers of help from businesses with areas of need, working closely with the Programme Management Office, Communities and Social care teams. Examples include the provision of PPE, hand sanitizer being produced from alcohol and plastics cutting, all in line with guidelines and requirements.
 - Working on the Together We Can initiative specifically noting the offers of business support and food supply, making sure these are qualified and matched with demand.
61. Major regeneration projects are continuing, in particular the purchase of the Former Power Station Site in Poole and Council investment in the Winter Gardens Project, Bournemouth. Both of these investments are subject to approval at forthcoming Cabinet and Council meetings. Whilst normal working practices are challenging, preparation work, commissioning of consultants and bid writing is taking place regarding the Poole Regeneration Programme, Future High Streets Fund and the Town Fund in Boscombe.
62. The £79M Transforming Cities Fund Programme has also been mobilised.
63. The Destination Management Board and BAHA are engaged with business support and an initial assessment of the impact to the sector. A survey of those businesses will be sent next week and repeated at intervals over the coming months to help gauge the

impact and aid recovery planning. Detailed initial estimates of the economic impact on the tourism industry across the conurbation have been produced and show that a 3-month impact will lose approximately 5000 jobs and £245m lost revenue. A 6-month impact will see 9000 jobs and a revenue loss of £507m. Any extensive closure of the industry will effectively result in a lost season, and that may be difficult for the industry to recover from, other than in a changed configuration with potential significant disinvestment.

64. The cultural sector expressed grave concerns at the outset of the crisis about their ability to survive but have since taken advantage of the funding and support offered by the Arts Council and the Heritage Fund. Whilst the individual organisations such as the BSO and the Lighthouse are still concerned about their long-term future, they appear to be in a better position than they were initially.
65. The Leisure trusts, including YMCA, SLM and BHLive are not in such a good position and are in a very precarious financial predicament which is reflected nationally. The Local Government Association are seeking guidance from DCMS on support for these types of businesses and Council officers and the trust officers are inputting into this process and expressing the urgency of the situation.

Environment and Community

Housing

66. Within Housing significant multi-agency work continues to support residents who are vulnerable and in housing need. Over 100 single people were accommodated over the 5 days commencing 23 March following the government's directive to house all rough sleepers. All but around 10 people rough sleeping came inside, and we are making basic service provision available for those choosing to remain outside, including ongoing support and sanitation facilities in the town centre. Over the last few weeks the Housing Options team have since housed in temporary accommodation around 250 singles who may have previously been precariously housed. Support packages are being mobilised to sustain the placements and discussions are ongoing with MHCLG to determine an exit strategy. This will be an issue for all Councils, which could result in increased funding demands which have been previously unaffordable.
67. Council Housing services across the 10,000 tenancies in the Bournemouth and Poole neighbourhoods have been reshaped to deliver only the essential housing management services alongside only emergency repairs and essential compliance works. Resident welfare phone calls are being made to the most vulnerable tenants. Voids are being held for emergency rehousing. Housing Associations are delivering a consistent service to their tenants.
68. This approach will deal with the demand during the lockdown period but is likely to lead a build-up of demand for maintenance and repairs which will be difficult to respond to when the lockdown is raised and during recovery. These services will need careful planning and ramp-up during recovery.
69. The Operations Centre continues to deliver a 24/7 out of hours service for the Council and responds to all telecare customer calls across BCP 24/7. The service is training additional staff to ensure continued service resilience.

Environment

70. Residual, recycling, food waste and commercial collection services continue to operate as normal. This included the successful transfer to BCP Council of waste collection and

cleansing services for Christchurch residents on 1st April 2020, which in itself would have been a big story during business as usual but was barely noticed during the lockdown.

71. Garden waste collection services were suspended on 23 March 2020 due to staffing shortages and is under review with a potential recommencement date of 20 April 2020 should staffing levels permit and remain stable as we go through the month.
72. Cleansing services continue to operate as normal with dog waste bins being prioritised. There is currently no evidence of increased levels of illegal fly-tipping activity to date, although local hotspots have reported cases.
73. The Council's Household waste recycling centres are temporarily closed in line with Government instructions for prohibiting non-essential travel and being unable to satisfy social distancing guidance on sites. However, we are continually reviewing the position with MHCLG and Defra in line with national guidance.
74. Highway inspection and associated response repairs are continuing to be completed across the priority road network. A reactive service for urgent safety matters across the wider highway network is also resourced and being delivered. Non-critical highway improvement schemes have been suspended due to resourcing limitations (staff and materials) and the ability to maintain a safe working environment in some cases.
75. Fleet workshops are operating on a rotational basis for resilience purposes, supporting service unit's vehicle needs including reallocating vehicle assets to support critical services. Again, there is 2 metre social distancing amongst the workforce where this can practicably be achieved.
76. Grounds maintenance non-critical functions have ceased including general amenity grass cutting and shrub pruning, although this is also reviewed regularly and will be brought back into service as soon as we can. All greenspaces and associated facilities are being checked regularly to ensure public safety. Rubbish & dog waste bins are being emptied on a demand-led basis.
77. Play parks have been closed along with paddling pools, ball courts, skate parks, golf courses, tennis courts and athletics tracks. Visitor centres, council operated cafes and garden nursery have also been closed, although we are reviewing whether an online service can be provided from the Kings Park nursery. Many car parks associated with these parks and open spaces have been closed off as directed by Dorset Police.
78. The Coroner has been allowed to appoint an Area Coroner for an initial 12-month period, pending future competitive recruitment process to any future permanent position.
79. In the Registrars service weddings have been cancelled and the service has been suspended. Additional staff are being trained to carry out the registration of deaths should that become necessary due to staff shortages or increased registrations.
80. Poole crematorium is now closed with all cremations now consolidated at Bournemouth crematorium. However, business continuity and resilience arrangements will facilitate increased numbers of cremations in line with expected demand.
81. The service has also been heavily involved with an LRF cell planning for an increase in deaths across Dorset. Should that happen, contingency arrangements have been explored and put in place around increased mortuary capacity, body-storage and funeral arrangements.

82. In accordance with the Dorset LRF Excess Deaths Framework, the strategic multi agency Excess Deaths Advisory Group has been established with accountability for all aspects of the death management pathway. The two local authorities are the lead organisations for this work and co-chair the group. There are currently three interconnected cells dealing with the response to community deaths, logistics and excess deaths coordination.
83. An expansion of mortuary provision at Holly Tree Lodge is now in place and contingency arrangements for specialist storage sites are being put in place in BCP and Dorset. These will utilise staff identified through the LRF multi-agency workforce capabilities including some redeployed BCP Council staff.

Communities

84. The focus of the Covid-19 response within Communities has been on the Community Resilience and Operation Shield project with significant staff resources across the Directorate and the Council all working together to deliver this critical work.
85. Within the Community Engagement service, we continue to work with community centres in our landlord capacity and have been supporting community associations with advice and guidance. Community markets in Boscombe, Poole and Christchurch have been suspended.
86. Within the Safer Communities service, we continue to support the administration and delivery of Multi Agency Risk Assessment Conferences (MARAC) in order to manage risks relating to domestic abuse. Our restorative justice and domestic abuse perpetrator programmes are working remotely, and we continue to provide outreach support to those experiencing domestic abuse. Our Community Safety Accreditation Scheme (CSAS) service is still operational in Boscombe, Bournemouth town centre and Poole town centre and we are working with Police colleagues to support management of the lock down as well as dealing with issues of anti-social behaviour and low-level criminality in these areas.
87. The private sector housing enforcement team have moved to carry out only critical inspections. The service remains able to respond to urgent requests and enforce housing standards issues as required. The service is also continuing to work through enforcement issues relating to the remediation of the ACM clad high-rise buildings in BCP.
88. The licensing teams continue to function, with remote Licensing Committee meetings taking place from 14 April. Taxi license renewals have been suspended for 6 months and all other licenses are being extended on a case by case basis.
89. CCTV monitoring continues to operate across Bournemouth, Christchurch and Poole with remote monitoring in place for business continuity of this business-critical function.
90. Within Regulatory Services, food inspections have ceased. However, we are providing advice to businesses who now wish to function as a take-away service. Trading Standards and Environmental Health staff are responsible for enforcing the closure of non-essential businesses and there has been some activity around this. Trading Standards, Environmental Health and the Enforcement and Protection services remain functional, albeit with reduced staff capacity. In practice, service demands have reduced in most areas which has allowed for a focus on issues arising from the pandemic. Examples of peaks in demand as a result of the current crisis include an increase in out of hours noise complaints, increasing complaints regarding bonfires since the household

waste recycling centres have been closed, which require advice being given or enforcement visits to detect nuisance. The Trading Standards teams are responding to issues of possible profiteering. The team continue to enforce on all these issues.

91. The regulatory team are also responsible for the Port Health service and are working with multi agency partners to ensure that an appropriate response to incidents at the ports is provided as well as business as usual activity around shellfish sampling and ships sanitation.
92. Environmental Health are now directed by Public Health England to be the lead agency on the management of infectious diseases such as Norovirus. Systems are in place to fully support this.
93. Finally, our Corporate Health and Safety and Fire Safety teams continue to support teams and managers across the Council to ensure our duties to staff are met and our assets remain safe.

Council Governance and Decision Making

94. In light of the necessity to ensure compliance with the requirements relating to social distancing the decision was made not to hold the planned meeting of the Council which had been due to take place on 31 March 2020. The meeting had been due to consider various recommendations relating to the Council's Constitution which had been recommended by the Audit and Governance Committee, and these items will be considered at a future Council meeting.
95. Two items of business were due to come before the Council meeting which were urgent decisions and had been considered by Cabinet at its most recent meeting. These related to the adoption of the Heathlands Supplementary Planning Document which had been subject to detailed consultation and Cabinet consideration, and the amendments to the Financial Regulations to ensure they were updated in accordance with good practice for the start of the new financial year. These decisions were taken as officer decisions by the Chief Executive pursuant to the urgency provisions contained within the Council's Constitution following consultation with the Leader and Group Leader of the Opposition. These decisions are published on the website and will be reported to Council at the next meeting.
96. New Regulations which enable councils to make committee and council decisions virtually came into effect on 4 April 2020. These amend the legislation to enable meetings to be held in a virtual place, so long as certain conditions are complied with. One of these is that all members of the committee who wish to attend are able to do so remotely and be heard and hear the debate. The other key requirement is that members of the public are able to access the meeting by listening to it or watching it as it takes place. The Council has been able to establish a mechanism for remote virtual meetings to take place through use of the Skype for Business application and will broadcast meetings via YouTube.
97. We will need to make some amendments to procedures to enable meetings to proceed including provision for the public to submit questions and make statements in writing before meetings take place and for answers to the questions to be provided on-line. Specific provisions will be made to enable licensing and planning decisions to be made via this process enabling the required input from applicants and objectors to applications in licensing for example to take place in accordance with the specific requirements relating to such cases.

98. It is proposed that the only formal meetings of councillors which will take place will be those which are required to take essential and important decisions, ensure a level of scrutiny and public engagement, and maintain transparency in decision making. All other councillor meetings will be deferred or cancelled, as appropriate. A full revised list of meetings which are currently planned will be published on the Council's website and has been agreed following consultation with the Leader of the Council and Leader of the Opposition. This will be subject to change depending upon business requirements and the need to take decisions.

Resources

Technical Resilience

99. The IT & IS service is fully functioning on a "working from home" basis, with some staff attending site as required to carry out technical support where this is necessary and cannot be carried out remotely. There has been an enormous effort to build and deploy 688 new laptops and 183 mobile phones in recent weeks. These have been issued to staff who have been identified by services as being high priority and the effectiveness of this rapid roll-out has been widely recognised.
100. Alongside the delivery of new equipment, the team have worked hard on the optimisation of the Office 365 environment to support staff to work from home where they have appropriate personal equipment at home. There are a few methods available for these staff to securely navigate to their business applications in support of home working.
101. The Application Development and Infrastructure teams have built, developed and released a new and dedicated environment within Microsoft Dynamics, as well as accelerating the roll out of other remote collaboration environments such as Microsoft Teams. This is in direct response to the requirements of #TogetherWeCan campaign as well as being a first step towards the provision of a telephony solution to support the Customer Contact Centre staff to work from home.
102. IT is an area where we have seen a rapid transformation in the way that our colleagues are working, and this has been the one area where there is a potential benefit being seen arising from the adversity of the pandemic. Whilst many colleagues have been enabled to work from home or in remote locations, the main civic locations of Bournemouth Town Hall, Christchurch Civic Offices and Poole Civic Centre remain open for work and can be adapted to comply with social distancing rules.

Communications

103. Effective communication is vital in times of emergency, and the Council has a duty to ensure its communities and its workforce are appropriately informed and supported in order to show community leadership and to fulfil its duty of care to its staff. The Council is contributing to the Warning and Informing workstream of the Dorset LRF in addition to delivering its own extensive communications activities. These are designed to ensure our communities and businesses are appropriately informed with key messaging throughout the crisis.
104. A particular focus is on the protection of vulnerable people and ensuring their awareness of, and access to, vital Council support at this difficult time through the Together We Can campaign. A range of communications channels are being sustained on a seven days a week basis to ensure that our communities receive

information as quickly as possible, including social media, press releases and TV and other media interviews as appropriate.

105. Internal communication has been increased to ensure our colleagues have the information and guidance they need to safely fulfil their duties, and to keep fully informed on the various changes that may affect their work. This is particularly important as a significant proportion of our colleagues are operating remotely during this period. Staff e-newsletters are being circulated weekly, and key issues and messaging is supported through my regular video briefing and directorate messaging from the corporate directors.
106. In addition, the Leader of the Council is publishing a regular email to all councillors and MPs twice a week, or more frequently if required to ensure they are all kept as fully informed as is possible.

Finance

107. At an early stage in this public health emergency the Council put in place several measures to protect its financial position. These included:
108. **Liquidity:** At an early stage, before the impact on financial institutions became known and before the government provided assurance around their overall economic response inter-local authority lending became very restricted. In response the Council acted to protect its position by ensuring any resources were kept fluid and could be recalled at short notice. In addition, when the Council began to receive the resources to support local businesses it changed its Treasury Management Policy to allow more than 25% of its portfolio to be held with the Debt Management Office (Treasury) which will ensure none of these resources were subject to any further credit risk.
109. **Expenditure Controls:** As a temporary measure, only revenue or capital expenditure which supports the Council's response to Covid-19 will now be incurred unless:
- it honours a pre-existing contractual commitment.
 - the expenditure directly (as opposed to incidentally) supports;
 - safeguarding services to vulnerable members of our community
 - the delivery of those services which the Council has decided to continue to provide to its community during this period.
 - services or projects transparently being funded by a source external to the Council (such as grant funded).
110. This change was widely communicated across the Council, including to all councillors and appears to have been effective in reducing demand for new spending.
111. **Vacancy Control:** A Council wide vacancy freeze has been implemented, with individual decisions to recruit requiring approval by the Head of HR in consultation with the relevant corporate director.
112. **Financial Management Structure:** Arrangement have been put in place to ensure all additional expenditure incurred in direct response to Covid-19 is clearly and transparently recorded with weekly monitoring information being provided.
113. These immediate measures are designed to protect the Council's financial position while it undertakes a more formal fundamental review of the 2020/21 Budget. This review will be particularly focused on the impact on the Council's key income streams be that Council Tax (£217 million), Business Rates (£58 million) or Fees and Charges (£67 million).

114. As the Cabinet will see from the body of this report there have been massive changes made to all of the Council's services in a very short space of time, and with little ability to forecast the exact full financial impact of the combination of decisions on the Council's budget.
115. In support of the financial position the Council has been awarded £11.1 million from the Covid-19 Emergency fund for local government to support the vital role we play in supporting our community and local economy. This funding is intended to help us address some of the immediate pressures we face across all the services we deliver particularly;
- Meeting the increased demand for adult social care and enable us to provide additional support to social care providers. The Clinical Commissioning Group (CCG) will separately be funding the additional costs of discharging and keeping people out of hospital, including social care costs (commissioned by the local authority).
 - Meet the cost of extra demand and higher business-as-usual costs of providing children's social care.
 - Provide additional support for the homeless and rough sleepers, including where self-isolation is needed.
 - Support those at higher risk of severe illness from Covid-19, who were asked to self-isolate in their homes for the duration of the pandemic.
 - Meet pressures across other services, as a result of reduced income, rising costs or increased demand.
116. This grant funding was received upfront on 27 March. The government expect this grant to cover all costs incurred in the first phase of the response, but with a commitment to keep this under review. BCP Council is required to provide regular monitoring information on how it is applying these resources.
117. The government has made it clear, through informal briefings by the Secretary of State for Housing, Communities and Local Government that it does not want local government to fail due to reduced cashflow or short-term budget pressures caused by the Covid-19 response, but has not yet published plans for how it will fully support our budget for the current financial year.

Council Tax – Local Council Tax Support Scheme

118. BCP Council has also been allocated £3.1 million from a national £500m hardship fund designed to support “economically vulnerable people and households”. The expectation is that we will use these resources to provide all recipients of working age local council tax support ('LCTS') during the financial year 2020/21 with a further reduction in their annual council tax bill of £150. Where a taxpayer's liability for 2020/21 is, following the application of council tax support, less than £150, then the liability would be reduced to nil. Where a taxpayer's liability for 2020/21 is nil, no reduction to the council tax bill will be available. Arrangements are being made to automatically rebill the impacted council taxpayers.
119. Regarding Universal Credit which is administered by the Department for Works and Pensions (DWP) the Chancellor announced the standard rate will increase by £20 a week for one year from 6 April 2020. This increase was in specific response to the additional expenses and financial hardship that recipients face as a result of Covid-19. To ensure this amount is retained by the recipients the Council has decided it would

be reasonable and ethical to disregard it for the purposes of any adult social care financial assessments.

People and wellbeing

120. Maintaining the required staff capacity to deliver our critical services is the priority and work is ongoing to support re-directing staff who are not being fully utilised due to changes in their services. 166 employees have been contacted with a view to them being redirected to support projects such as Operation Shield, the Community Hub and PPE distribution.
121. The majority of the Council's employees are working, and many are working enhanced hours to support our collective response. Only 30 employees have been identified who are currently unable to work from home. At the time of writing there are 188 current absences due to self-isolation and 66 cases of sickness related to Covid-19, although some specific teams have reported up to 50% absence in some cases.
122. We are also awaiting further government guidance in relation to the Job Retention Scheme (JRS) or "furlough", as re-direction has been the priority to date. There is clear potential to utilise the national scheme, firstly with our traded services and with roles that have specific grant funding allocated to them. No decision has yet been taken to utilise the scheme more widely at this time.
123. Staff wellbeing is also a clear focus, with several offerings being made available to support colleagues and we are utilising the Pan-Dorset forum to understand other resources that may be available. We have a strong online offer and bereavement support but need to enhance our Mental Health First Aider capacity, trauma support and also we need to put in place a Mental Health and Wellbeing single point of contact and process for our employees.

RECOVERY

124. While we are still very much in the "Response" phase, it is accepted Best Practice to establish the "Recovery" process(es) as soon as possible. A proposal has been submitted to the Dorset wide Strategic Coordinating Group (SCG) to establish a Recovery Coordinating Group (RCG) at pan-Dorset level and to undertake an initial Recovery Impact Analysis (RIA).
125. Within this structure, each local Authority will lead a Recovery Working Group (RWG) for their area and establish Recovery Workstreams appropriate to the needs for their communities identified and expressed within the RIA. For BCP Council, it is anticipated that these Recovery Workstreams will be aligned with the Priority Themes expressed in our Corporate Strategy and Delivery Plans. The Leader of the Council (supported by Cllr Mike Brooke) and Leader of the Opposition will be actively engaged in the Recovery Group for the Council.
126. At this early stage, and in order to provide clear leadership and focus, Julian Osgathorpe will be leading on organisational recovery and the potential to accelerate our Transformation Programme. Bill Cotton will lead on the Place-based recovery effort.

Role of councillors in Response and Recovery phases

127. The role of councillors during an emergency generally becomes more prominent as the Council moves into and through the recovery phases. During the response phase the role tends to be fairly limited as decisions tend to be taken within the LRF and

CIMT framework by officers using professional judgement. Because this phase is normally only brief, that works effectively to get the immediate response in place to a specific emergency. The role of councillors then generally grows as they provide much-needed community leadership and reassurance with a key role to communicate with the local community and to represent their views and requirements in decision-making and resource allocation. Even during the response phase there is normally a key role for the Leader of the Council in communicating the core issues to the community and demonstrating community leadership.

128. During the Covid-19 we have been in response mode for a number of weeks and the Leader has been communicating with councillors and communities regularly. However, it has been difficult to engage fully with all councillors because of the dynamic nature of the emergency and the sheer volume of work that has been done to remodel services and to work with partners within the LRF framework.
129. Officers have prepared Appendix 1 which summarises the roles of councillors during this emergency response and which will be circulated to all councillors. In general, it describes the roles that many councillors perform in normal times and which have become more important during this emergency response, but there may be some elements which are useful to individual councillors within their ward, particularly those who were newly elected last May.
130. It is expected that the roles of councillors will become increasingly prominent as the Council moves into the recovery phase with many long-term decisions to be taken, particularly about the allocation of resources and the shape of services as the Council restarts them.

Appendices

Appendix 1 – Role of BCP Councillors in Response to Covid-19



Role of BCP Councillors in Response to Covid-19

Introduction

The Council has moved into emergency response mode of operation in recognition of the seriousness and far-reaching consequences of the Covid-19 pandemic. BCP Council is a Category One responder under the Civil Contingencies Act and that provides a legal framework for the way that we need to respond to local issues and how we will work with our partners under the Local Resilience Forum, which are largely officer-led responses through necessity.

As a result of that change the role of councillors in both leading the organisation and in providing ongoing community leadership has changed. This paper is intended to help to frame the role of councillors within that context.

This is a rapidly changing environment and this guidance may need to be updated regularly.

Meetings of councillors have effectively been reduced to the core of critical meetings that are required to operate the Council as a whole and decisions being sought will be reduced to those absolutely necessary. However, there remains a valid and important role for councillors in holding the executive to account and in providing that critical political leadership where policy choices still have to be made.

The LGA have provided a useful guide for councillors during this Covid-19 outbreak which can be viewed [here](#).

BCP Community Response

Councillors will be aware that we have developed a community response across Bournemouth, Christchurch and Poole under the "Together We Can" campaign. Information about how this operates can be viewed on the Council's website [here](#).

BCP Community Leadership

As councillors, you play a key community leadership role – you know your wards and communities well and you can support the community response by;

- **using your knowledge** – Community mapping is critical to our community resilience effort. We are developing community resources as live documents which we will review regularly and make available online. Your awareness of existing community groups, knowledge of vulnerable residents, and scope to link into some of the new community forums, including online forums using social media is invaluable to this work.
- **monitoring local activity** – Using your local networks and contacts you will be aware of rising local tensions, or local areas or issues of concern. Please consider how best to feed those into the appropriate systems for resolution, using the suggestions below, or maybe just for noting.
- **providing a link between our residents and communities to key services** – Use your networks within BCP Council to access information and report issues to the correct point of contact.
- **promoting consistent messaging of local and national level messages about the outbreak and the advice being given** – Provide reassurance to residents and help people to understand how to access help – as well as how to provide it. There is a lot of information on the [BCP website](#) to help with this. It is usually best, given the fast-changing nature of the information, to refer people to the official sources of guidance such as the Gov.uk website, rather than trying to interpret that guidance, or issuing your own version of the guidance.
- **identifying vulnerable residents** – Report concerns about vulnerable residents directly through the Community Response Helpline on 0300 1237052, to communities@bcpcouncil.gov.uk or by completing the e-form [here](#)
- **identifying local issues** - Report information about community issues arising, for example, community tensions and concerns such as exploitation issues arising. Self-isolation of people who are more vulnerable will provide opportunities for criminals involved in various types of scams. It is important that we are alert to these risks, which you can refer through communities@bcpcouncil.gov.uk
- **communicating with local businesses** – Talk to your local businesses to identify support needs and signpost to information through the Council's team via [Adrian Trevett](#) or through the Dorset Chamber of Commerce and Industry at dorsetchamber.co.uk. Engage with any local businesses who are willing to offer their support for the community response and report these opportunities through to communities@bcpcouncil.gov.uk
- **working with local voluntary sector groups** - You will be aware that our BCP communities have been establishing local groups to support residents, many on social media, others through leafletting. It would be helpful for councillors to engage with these groups, particularly using social media. We would ask that you provide support and advice for these local groups – work with them to identify response projects and initiatives that they want to develop and either lead or participate in these – our Community Development team can support this – contact communities@bcpcouncil.gov.uk
- **taking part in the volunteer effort** – [register as a volunteer](#) and directly support a vulnerable resident. There is a need for roles where volunteers are directly supporting residents by picking up shopping or other essentials, but we also have a need for remote support if you are self-isolating

Summary:

As local community leaders our councillors are a vital link between the Council, and other public services and our communities. Where you can, we would like to enhance the role of councillors in establishing and maintaining those links and helping to direct council services, and those of our public sector partners, towards the most in need in our communities. We hope that this guide will help to achieve that.

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CABINET

Report subject	Capital Investment to Increase Special Educational Needs Capacity
Meeting date	22 April 2020
Status	Public Report (Appendix 2 is exempt)
Executive summary	<p>The number of children and young people assessed as requiring a place at a specialist education provision in the BCP area has increased in recent years. Local provision to meet these needs is of high quality, but capacity has not been expanded sufficiently to meet this additional demand.</p> <p>As a result, increased use has had to be made of local Independent and Non-Maintained special schools which are comparatively expensive and often located outside of the BCP area. The result of this has been significant pressure on the school Transport budgets.</p> <p>In partnership with the BCP community of schools, a range of proposals have been developed to increase capacity and create new provision to meet the needs of these pupils. These will both deliver savings and ensure appropriate provision is available to meet needs closer to where children and young people live.</p> <p>This paper requests that funds are released to meet these costs. Resources are available to support this investment from existing DfE ring-fenced grant allocations for this purpose.</p>
Recommendations	<p>It is RECOMMENDED that Cabinet:</p> <ul style="list-style-type: none"> (a) Approve the proposals set out at Appendix 2 in order to create additional capacity to meet the assessed educational needs of children and young people in BCP; (b) Approve the allocation of £0.65m of SEND capital grant and £1.47m of Basic needs capital grant to support the delivery of these proposals; (c) Approve the allocation of £0.25m of SEND capital grant to allow feasibility work to be undertaken in support of future proposals to increase capacity; and (d) Notes that a longer-term Children's Capital Strategy will be brought forward for Member approval in due course.

Reason for recommendations	To enable the creation of additional capacity to meet the assessed educational needs of children and young people and reduce pressure on the High Needs Budget.
Portfolio Holder(s):	Councillor Sandra Moore, Portfolio Holder for Children and Families
Corporate Director	Judith Ramsden; Corporate Director Children's Services
Report Authors	Neil Goddard; Service Director, Quality and Commissioning. Helen Rice; Principal Asset Planning and Development Manager
Wards	All
Classification	For Update and Decision

Background

1. The Council receives revenue funding through the Dedicated Schools Grant (DSG) to meet the costs of delivering education to all pupils within the BCP area. The DSG is made up of four blocks, the Schools Block (SB), Early Years Block (EYB), High Needs Block (HNB) and Central Service Block (CSB). The HNB is used to fund provision for children and young people who are assessed as having additional needs or requiring a specialist school placement. In recent years the HNB has faced significant budget pressures leading to an accrued and increasing overspend.
2. This is a national issue, with many Councils around the country struggling to contain spend on the HNB within available resources. There are many reasons for this, including demographic changes, the increasing costs of meeting higher level needs and statutory changes which included an increase to age at which HNB funding can be accessed.
3. For the 2020/21 financial year, the Department for Education (DfE) have increased the funding that is allocated through the HNB. However, this has not been sufficient to meet the additional costs and so further action is required to rebalance the budget and address the accrued overspend.
4. In partnership with the community of BCP schools and other stakeholders a HNB Recovery Plan has been developed with the aim of increasing inclusion and reducing the costs of meeting needs. A key feature of this are proposals to increase capacity and create new provision that can meet needs locally.
5. Detailed sufficiency analysis of specialist school places for children and young people with an Education, Health and Care Plan (EHCP) maintained by BCP Council shows that the need for places continues to increase. Local special schools are already at capacity, and as a result more children and young people are being placed in Independent and Non-Maintained Special Schools (INMSS) placements. The need to make greater use of INMSS has increased the cost of meeting needs and so contributed to the pressure on the High Needs Budget (HNB).

6. This analysis has shown that the most prevalent primary needs across Primary and Secondary age pupils are in the areas of Autistic Spectrum Condition (ASC), Learning Disabilities (LD), Social, Emotional and Mental Health (SEMH) and Speech, Language and Communication Needs. Forecasts suggest that these will continue to increase and will remain the most prevalent needs for some time. Of those currently placed in INMSS at Primary, Secondary and Post 16 the highest number have needs related to ASC.
7. Based on this analysis, and following detailed work with local schools, a set of proposals has been developed to increase capacity in the local system. This will be achieved by creating new 'satellite' provision that is located in mainstream schools but operated by a local special school, expanding existing specialist provision and creating resource bases in mainstream schools to provide for pupils with additional needs.
8. In many cases there will be a need to invest capital resource in creating appropriate facilities to allow these needs to be met effectively. The Council received capital allocations in support of Special Educational Needs and Disabilities (SEND) to support such expenditure. Councils can invest in new places and improvements to facilities for pupils with education, health and care plans (EHCP) in mainstream and special schools, nurseries, colleges and other provision. The Council also receives Basic Needs capital allocations which are used to ensure there are sufficient places locally for all children, including those in specialist settings. These resources are limited, and the proposals have been assessed on a Value for Money basis to ensure any investment delivers the maximum return in reducing costs.
9. The scale of the pressure on the HNB means that the delivery of the additional capacity must be expedited to ensure places are available from September 2020 wherever possible. Further proposals for delivery in 2021 are in development and will be the subject of a future report.
10. The proposed investments are set out in summary at **Appendix 1** and in detail at **Appendix 2** which includes commercially sensitive information and is therefore confidential. The available Children's Services ring-fenced capital resources are set out at **Appendix 3**. The total investment required is identified as £2.12m and it is proposed that this is met from £0.65m of SEND grant funding and a further £1.47m of Basic Needs Grant.
11. If implemented in full the proposals will create a total of between 121 and 135 additional places. When these are fully utilised a potential full year effect saving, compared to placements in INMSS, of circa £4m could be generated.
12. It is also proposed that £0.25m from SEND grant is allocated to support further feasibility work to allow future proposals to be developed and brought forward.

Summary of financial implications

13. Appropriate monitoring and management of the capital spend, and work with schools to deliver the projects will be met from within existing resources.
14. A detailed Capital Strategy to support the delivery of Children's Services priorities is currently under development and will be brought to a future meeting. The Capital Strategy will outline and seek approval for the longer-term capital priorities of BCP

Council and provide an overview of estimated funding available to deliver these priorities. Members should be clear that the amount of grant funding available to deliver the longer term Strategy will consequently reduce by funding allocated to the proposals within this report (a reduction of £1.47m in Basic Need Grant funding and £0.9m in SEND funding).

15. The need to deliver on the proposals set out in this report by Sept 2020, in order to meet need and reduce costs, means that consideration of these is necessary in advance of the Capital Strategy Report is report. The commitment of capital resources required to support these proposals will form part of the strategy and consequently will reduce resources available to meet other priorities. This has been considered as part of the development of this report and reflects the priority given to the need for additional capacity. Priorities outlined in this report are complementary to the longer term priorities of the Children's Capital Strategy.
16. Officers are satisfied that the proposed utilisation of both Basic Need Grant and SEND Grant as outlined in this report complies with formal grant utilisation conditions.
17. Appendix 2 provides an estimate of total education Capital Grant funding available to meet the Children's Services capital needs.

Summary of legal implications

18. Councils have a statutory duty to ensure that there is a school place available for every child. The Children and Families Act 2014 requires councils to keep the provision for children and young people with SEN and disabilities under review (including its sufficiency).
19. Councils have a statutory duty to make transport arrangements for all eligible children including for all children who cannot reasonably be expected to walk to school because of their mobility problems or because of associated health and safety issues related to their special educational needs (SEN) or disability.

Summary of human resources implications

20. None

Summary of sustainability impact

21. Through ensuring additional appropriate provision is available to meet needs closer to where children and young people live there will be a reduction in the distances travelled to get to school and an increase in the numbers being educated within their own communities.

Summary of public health implications

22. None

Summary of equality implications

23. The proposed projects will enable appropriate provision is available to meet the needs of children and young people with special educational needs and/or disabilities. An assessment of equality impacts will be carried out for each project.

Background papers

Appendix 1

Appendix 2 **CONFIDENTIAL** – Please note should Cabinet wish to discuss the contents of Appendix 2 the meeting will need to go into Confidential (Exempt) session.

Appendix 3

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Appendix 1: Proposed projects summary - launch 2020/21 academic year

Project ref	Project Title & nature of works	Primary need	Key Stage	Place numbers created (approximate)
1	Special School satellite at Somerford Large scale satellite including remodelling and 2 extensions	ASC	KSs at each satellite to be determined based on cohorts, to include KS3	36- 42
2	Springwood (Linwood) satellite at Heathlands Expansion of existing campus into additional classroom space	ASC		12-18
3	Satellite at Kingsleigh Un-coupling of services from site, to the satellite	ASC		14
4	Manorside (AAT) Resource Base Works to existing space to enable use as a Resource Base	SEMH	KS1/2	10
5	Broadstone Resource Base or satellite Installation of a modular build	ASC/SEMH	KS2/3	15
6	Winchelsea satellite at Old Town Works to 5 classrooms to enable appropriate adjacencies	ASC/LD	KS1	10-12
7	Winchelsea satellite at Magna Minor works to enable re-purposing if a special unit currently not used	ASC/LD	KS3/4	24
				121 – 135 additional places

ASC - Autistic Spectrum Condition

SEMH - Social, Emotional and Mental Health

LD – Learning Disability

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

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Appendix 3

This table seeks to provide information on the current level of funding contained within the Children's Services Capital Programme as of Feb 2020. This position is stated **before** allocation of £1.47m Basic Need Grant and £0.9m SEND Grant to SEND Capacity Needs, as outlined in this report.

Children's Capital Strategy

Objective: Understand level of schools capital grant funding available to underpin Children's Capital Strategy 2020/21 to 2022/23

Capital Grant	Eligible Schools (type)	01-Apr-19	recvd in year	planned spend	31-Mar-20	recvd in year	planned spend	31-Mar-21
Basic Need Grant	any	2,529	525	(1,988)	1,065	3,559	(1,055)	3,569
School Condition Allocation	maintained schools and Academies in first year after conversion	2,809	803	(576)	3,036	810	(1,987)	1,859
SEND Provision	any - supported by published 3 year strategy	358	1,501	(1,354)	505	485	0	991
Other Grant	any	349	0	(125)	224	0	0	224
Healthy Pupils Capital Fund	maintained schools - schools to bid for money from BCP	23	0	(16)	7	0	0	7
		6,067	2,829	(4,058)	4,838	4,854	(3,042)	6,650

Total 'unearmarked' schools capital grant funding

6,650

This is BCP Officer estimate of likely School Condition Grant allocation award for 2020/21 - based on 2019/20 grant award. No known Academy conversions, and small increase to reflect increasing pupil numbers

The Current Capital Programme has a number of projects contained within it set against the priorities of Basic Need, Capital Maintenance and SEND funding. The **£6.65m** funding listed above is an **estimate** of residual schools capital grant funding currently **unallocated and available** to support new capital projects and priorities going forward.

End

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