

Notice of Council

Date: Tuesday, 15 September 2020 at 7.00 pm

Venue: Virtual Meeting



Chairman:

Cllr D A Flagg

Vice Chairman:

Cllr L Fear

Cllr H Allen
Cllr L Allison
Cllr M Anderson
Cllr S C Anderson
Cllr M Andrews
Cllr J Bagwell
Cllr S Baron
Cllr S Bartlett
Cllr J Beesley
Cllr D Borthwick
Cllr P Broadhead
Cllr M F Brooke
Cllr N Brooks
Cllr D Brown
Cllr S Bull
Cllr R Burton
Cllr D Butler
Cllr D Butt
Cllr J J Butt
Cllr E Coope
Cllr M Cox
Cllr M Davies
Cllr N Decent
Cllr L Dedman
Cllr B Dion

Cllr B Dove
Cllr B Dunlop
Cllr M Earl
Cllr J Edwards
Cllr L-J Evans
Cllr G Farquhar
Cllr D Farr
Cllr A Filer
Cllr N C Geary
Cllr M Greene
Cllr N Greene
Cllr A Hadley
Cllr M Haines
Cllr P R A Hall
Cllr N Hedges
Cllr P Hilliard
Cllr M Howell
Cllr M Iyengar
Cllr C Johnson
Cllr T Johnson
Cllr A Jones
Cllr J Kelly
Cllr D Kelsey
Cllr R Lawton
Cllr M Le Poidevin

Cllr L Lewis
Cllr R Maidment
Cllr C Matthews
Cllr S McCormack
Cllr D Mellor
Cllr P Miles
Cllr S Moore
Cllr L Northover
Cllr T O'Neill
Cllr S Phillips
Cllr M Phipps
Cllr K Rampton
Cllr Dr F Rice
Cllr C Rigby
Cllr R Rocca
Cllr M Robson
Cllr V Slade
Cllr A M Stribley
Cllr T Trent
Cllr M White
Cllr L Williams
Cllr K Wilson
Vacancy
Vacancy

All Members of the Council 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 stream of this meeting at the following link: <https://democracy.bcpCouncil.gov.uk/ieListDocuments.aspx?MId=4284>

If you would like any further information on the items to be considered at the meeting please contact: Democratic Services by email at 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

7 September 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
(sian.ballingall@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 adjourned Annual Council meeting and Ordinary Council meeting held on 7 July 2020.

9 - 30

4. Announcements and Introductions from the Chairman

To receive any announcements from the Chairman.

5. Public Issues

To receive any public questions, statements or petitions submitted in accordance with the Constitution.

6. Recommendations from Cabinet and Other Committees

Please refer to the recommendations detailed below.

- (a) Cabinet 29 July 2020 - Minute No 203 - 2019/20 Financial Outturn Report

31 - 76

RECOMMENDED that Council:- (c) agree the capital virements in paragraph 85 of the report.

- (b) Cabinet 29 July 2020 - Minute No 204 - Adoption of the Statement of Community Involvement

77 - 134

RECOMMENDED that:-

(a) the revised Statement of Community Involvement (Appendix 1) and recommends adoption by Full Council;

(b) prior to publication of the SCI, authority be delegated to the Director for Growth & Infrastructure in liaison with the Portfolio Holder for Strategic Planning to make any further minor textual changes; and

(c) A review of the Statement of Community Involvement be undertaken within 1 year of adoption to assess and monitor its effectiveness.

The Council is also asked to consider the following:
 Since Cabinet agreed the content of the draft SCI an amendment has been made to the Town and Country Planning (General Permitted Development) Order 2015 that needs to be reflected in the SCI. The following amendment to the SCI is therefore recommended to Council:

Amend SCI Section 3 (Table 1) with the addition of:

Development Type	How BCP Council will meet statutory requirements
Certain applications for Permitted Development requiring Prior Approval as defined by the Town and Country Planning (General Permitted Development) Order 2015 as amended	*Notify each adjoining owner or occupier about a proposed development by serving on them a notice where required by the Town and Country Planning (General Permitted Development) Order 2015 as amended.

Please note that Appendix 1 – Statement of Community Involvement has been updated to take account of further amendments following the Overview and Scrutiny Board and Cabinet.

- (c) Cabinet 29 July 2020 - Minute No 207 - Housing Scheme at Cabbage Patch St Stephens Road

135 - 170

RECOMMENDED that:-

1. the proposed £2.369m housing scheme be approved for progression to Council for subsequent approval request:
 - a. Approval to tender, commencement and completion of build subject to the conditions set out in the Financial Strategy and authorises the Corporate Director for Environment and Community to approve necessary appropriations and contractual and legal agreements in consultation with the Monitoring Officer and Chief Finance Officer.
 - b. Approve the financial strategy for the scheme as set out in paragraphs 30 to 52 with specific approval for:
 - i) The appropriation of land from the General Fund to the Housing Revenue Account (HRA) to enable the development of the Council housing valued at £350k.
 - ii) £815k of prudential borrowing to be repaid over 50 years used to finance the Housing Revenue Account (HRA) social rented homes.
 - iii) The capping of rental income to Social Rent levels.
 - c. the Section 151 Officer be authorised in consultation with

the Portfolio Holder for Finance to determine the detailed funding arrangements.

d. the Corporate Property Officer be authorised in consultation with the Monitoring Officer to agree the detailed contract provisions and to approve entry into the final form agreements.

(d) Cabinet 29 July 2020 - Minute No 208 - Youth Justice Plan 2020-21
RECOMMENDED that the Youth Justice Plan be forwarded to Full Council for approval. 171 - 200

(e) Cabinet 9 September 2020 - recommendations
Councillors are asked to refer to the Cabinet agenda and reports for the meeting on 9 September 2020. Any recommendations from that meeting will be circulated and published by 11 September 2020.

7. Decisions taken by the Chief Executive in accordance with the urgency powers 201 - 220

The Council is advised of the following decisions taken by the Chief Executive in accordance with the relevant urgency powers:

- (a) Appointment of interim Corporate Director for Children's Services (DCS)
- (b) Appointment of Interim Director Law & Governance and Monitoring Officer

The Council is asked to ratify the decisions taken by the Chief Executive to appoint the above officers circulated with the agenda.

8. Local Outbreak Management Plan - delegated powers 221 - 230

BCP Council published its Local Outbreak Management Plan on 30 June 2020. This report sets out how the Council will respond to significant outbreaks, and or increasing COVID-19 infection rates in our communities. Councils have local powers available to them under the coronavirus health protection regulations, to support prompt public health action. This paper updates Councillors on the Local Outbreak Management Plan and recommends powers are delegated to the Chief Executive, as advised by the Director of Public Health.

9. Review of the Political Balance of the Council and the allocation of seats on Committees 231 - 236

The Council is asked to consider and approve the review of the political balance of the Council, the allocation of seats on Committees to each political group and the appointment of Councillors to Committees.

10. Review of Article 15 - Covid-19 Interim Decision-Making Arrangements	237 - 248
<p>The Council adopted, under urgency provisions, an Article for the Constitution which enabled effective and transparent decision-making to continue during the Covid-19 crisis, including provisions relating to the holding of virtual meetings. The Article included provisions for review and indicated that, in any event, the Article would be reviewed by the end of September 2020.</p> <p>This report therefore seeks Council's approval for a revision to this Article in light of working practices and latest guidance. The report outlines options for conducting meetings of the council during the pandemic and recommends that virtual meetings should continue.</p>	
11. Report under Section 5 of the Local Government and Housing Act 1989	249 - 252
<p>The Report provides information on a minor omission to make available for public inspection the draft Annual Governance Statement in June 2019. It is presented to the Council for information only as changes were made to the relevant processes in 2019 when the omission came to light and the omission is unlikely to recur.</p>	
12. Notice of Motions in accordance with Procedure Rule 12 and 14.2	
<p>The following motion submitted in accordance with Procedure Rule 12 and 14.2 of the Meeting Procedure Rules and signed by the requisite number of Councillors has been proposed by Councillor Drew Mellor and seconded by Councillor Philip Broadhead:-</p> <p>“In recent weeks, a number of decisions have been taken by the BCP Council Administration without proper consultation with the residents and businesses who will be affected. Ward Councillors were only consulted or informed, once plans were set to be implemented. This has resulted in a high level of public frustration and mistrust.</p> <p>It is clear that the “Unity Alliance” administration is making decisions and plans without due regard to resident, business, visitor or councillor comment or suggestions.</p> <p>This Council therefore has no confidence in the current administration to deliver for the residents of Bournemouth, Christchurch and Poole and seeks the removal from office of its Leader.”</p>	
13. Questions from Councillors	
<p>The deadline for questions to be submitted to the Monitoring Officer is 7 September 2020.</p>	

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
COUNCIL

Minutes of the Meeting held on 09 June 2020 at 11.00 pm

On 9 June 2020 it was agreed that the Annual Council meeting be adjourned to a suitable alternative date to be agreed. Voting: For 38: Against 36 (1 Abstention).

The meeting was reconvened on 7 July 2020 at 6.00pm

Present:-

Cllr D A Flagg – Chairman

Cllr L Fear – Vice-Chairman

Present: Cllr H Allen, Cllr L Allison, Cllr M Anderson, Cllr S C Anderson, Cllr M Andrews, Cllr J Bagwell, Cllr S Baron, Cllr S Bartlett, Cllr J Beesley, Cllr D Borthwick, Cllr P Broadhead, Cllr M F Brooke, Cllr N Brooks, Cllr D Brown, Cllr S Bull, Cllr R Burton, Cllr D Butler, Cllr D Butt, Cllr J J Butt, Cllr E Coope, Cllr M Cox, Cllr M Davies, Cllr N Decent, Cllr L Dedman, Cllr B Dion, Cllr B Dove, Cllr B Dunlop, Cllr M Earl, Cllr J Edwards, Cllr L-J Evans, Cllr D Farr, Cllr G Farquhar, Cllr A Filer, Cllr N C Geary, Cllr M Greene, Cllr N Greene, Cllr A Hadley, Cllr M Haines, Cllr P R A Hall, Cllr N Hedges, Cllr P Hilliard, Cllr M Howell, Cllr M Iyengar, Cllr C Johnson, Cllr T Johnson, Cllr A Jones, Cllr J Kelly, Cllr D Kelsey, Cllr R Lawton, Cllr M Le Poidevin, Cllr L Lewis, Cllr R Maidment, Cllr C Matthews, Cllr S McCormack, Cllr D Mellor, Cllr P Miles, Cllr S Moore, Cllr L Northover, Cllr T O'Neill, Cllr P Parrish, Cllr S Phillips, Cllr M Phipps, Cllr K Rampton, Cllr Dr F Rice, Cllr C Rigby, Cllr R Rocca, Cllr M Robson, Cllr V Slade, Cllr A M Stribley, Cllr T Trent, Cllr M White, Cllr L Williams and Cllr K Wilson

12. Apologies

No apologies were received for this meeting.

13. Declarations of Interests

No declarations of interest were received for this meeting

14. Election of Chairman of the Council

Nominations were received as follows:

- Councillor David Flagg – moved by Councillor Lesley Dedman and seconded by Councillor Margaret Phipps
- Councillor Anne Filer – moved by Councillor Nicola Greene and seconded by Councillor Judy Butt

The movers and seconders commented on the reasons for the above nominations and the nominees' ability to fulfil the role. The nominees outlined why they should be elected Chairman. A secret ballot was undertaken in accordance with the Constitution. The Chief Executive reported on the outcome of the ballot as follows:

- Councillor David Flagg 41
- Councillor Anne Filer 34

No abstentions

RESOLVED that Councillor David Flagg be elected as Chairman of the Council until the next Annual Council Meeting.

Councillor David Flagg thanked Councillors for being elected Chairman and then made the following declaration of acceptance of office:

"I Councillor David Flagg having been elected to the office of Chairman of BCP Council declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability."

He reported that due to Covid and social distancing advice arrangements would be made to sign the declaration at a later date.

15. Election of Vice-Chairman of the Council

Nominations were received as follows:

- Councillor George Farquhar – moved by Councillor Mike Cox and seconded by Councillor Tony Trent
- Councillor Laurence Fear – moved by Councillor David Kelsey and seconded by Councillor Beverley Dunlop

The movers and seconders commented on their reasons for the above nominations and the nominees' ability to fulfil the role. The nominees outlined why they should be elected Vice-Chairman. A secret ballot was undertaken in accordance with the Constitution. The Chief Executive reported on the outcome of the ballot as follows:

- Councillor George Farquhar 36
- Councillor Laurence Fear 39

No abstentions

RESOLVED that Councillor Laurence Fear be elected as Vice-Chairman of the Council until the next Annual Council Meeting.

Councillor Laurence Fear thanked Councillors for being elected Vice-Chairman and then made the following declaration of acceptance of office:

"I Councillor Laurence Fear having been elected to the office of

Vice-Chairman of BCP Council declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.”

He reported that due to Covid and social distancing advice arrangements would be made to sign the declaration at a later date.

The Chairman paid tribute to Councillor George Farquhar during his year as Vice-Chairman of the Council.

16. Review of the political balance of the Council, the allocation of seats on Committees to each Political Group, appointment of Councillors to Committees and appointments to Outside Bodies

The Leader of the Council 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. She referred to the recommendation from the Audit and Governance Committee adopted by the Council on 9 June 2020 “that there should be an expectation that all Councillors will sit on at least one Committee or Panel of the Council”. The Leader also commented on the representatives on outside bodies and the proposal that there would be a review in due course

The Leader moved, seconded by Councillor Margaret Phipps, the recommendations as set out in the report subject to recommendation (c) being amended to reflect the allocation of seats to the non- aligned councillors in table 3 being altered to read as follows

Table 3

	Planning Committee	Licensing Committee	Standards Committee	Appeals Committee	Audit & Governance Committee	Overview and Scrutiny Board	Health & Adult Social Care O&S Committee	Children's Services O&S Committee
Non-aligned	Bartlett	Bagwell	Brooks	-	Butt, D	Bartlett	Butler	-

The following amendment was moved by Councillor Drew Mellor seconded by Councillor Philip Broadhead:

(b) the allocation of seats to each political as set out in the revised Table 2 below, be approved

Table 2

	Planning Committee	Licensing Committee	Standards Committee	Appeals Committee	Audit & Governance Committee	Overview and Scrutiny Board	Health & Adult Social Care O&S Committee	Children's Services O&S Committee	Total	Variance (+/-)
Conservatives	7	7	3	3	4	8	5	6	43	0
Liberal Democrats	3	3	1	1	3	3	2	2	18	0
Christchurch Independents	2	1	0	1	1	0	1	1	7	0
Poole People and ALL	1	1	1	1	0	1	1	1	7	0
Bournemouth Independent & Greens	1	1	1	0	0	1	1	0	5	0
Labour	0	1	0	1	0	1	0	1	4	0
Non-aligned	1	1	1	0	1	1	1	0	6	0
Total	15	15	7	7	9	15	11	11	90	

Councillor Mellor explained that the above proposal would result in moving one Conservative seat from Licensing Committee to Children's Services Overview and Scrutiny Committee with Bournemouth Independent and Greens relinquishing a seat on Children's Services Overview and Scrutiny Committee and taking up a position on Licensing Committee. He reported that the proposal provided the opportunity for a strong opposition with increased membership to take a lead in the scrutiny function. Members considered and commented on the implications of the proposed amendment.

Members voted on the above amendment:

Voting: For – 36, Against – 38, Abstentions – 1

The amendment was lost.

Members then voted on the original motion which was unanimously agreed.

Councillor May Haines reported that she would be replacing Councillor Mohan Iyengar as a representative on the Dorset Police and Crime Panel.

RESOLVED that:

- (a) the revised political balance of the Council, as set out in Table 1 to the report, be approved;**

- (b) the allocation of seats to each political group, as set out in Table 2 to the report, be approved;
- (c) the appointment of Councillors to Committees and Boards taking into account the membership, as detailed in Table 3 and the revised proposals for the non-aligned Members as detailed above, the nominations submitted by political groups and subject to the Council's consideration of the approved recommendation from the Audit and Governance Committee on 23 January 2020 – “that there should be an expectation that all Councillors will sit on at least one Committee or Panel of the Council”, be approved;
- (d) the appointment of Councillors to the other bodies, as detailed in paragraphs 6-8 as a result of the revised political balance of the Council, be approved subject to the change on the Dorset Police and Crime Panel as detailed above.

17. Questions from Councillors

There were no questions submitted by Councillors for this meeting.

The meeting ended at 7.27pm

CHAIRMAN

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BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
COUNCIL

Minutes of the Meeting held on 07 July 2020 at 7.00 pm

Present:-

Cllr D A Flagg – Chairman

Cllr L Fear – Vice-Chairman

Present: Cllr H Allen, Cllr L Allison, Cllr M Anderson, Cllr S C Anderson, Cllr M Andrews, Cllr J Bagwell, Cllr S Baron, Cllr S Bartlett, Cllr J Beesley, Cllr D Borthwick, Cllr P Broadhead, Cllr M F Brooke, Cllr N Brooks, Cllr D Brown, Cllr S Bull, Cllr R Burton, Cllr D Butler, Cllr D Butt, Cllr J J Butt, Cllr E Coope, Cllr M Cox, Cllr M Davies, Cllr N Decent, Cllr L Dedman, Cllr B Dion, Cllr B Dove, Cllr B Dunlop, Cllr M Earl, Cllr J Edwards, Cllr L-J Evans, Cllr G Farquhar, Cllr D Farr, Cllr A Filer, Cllr N C Geary, Cllr M Greene, Cllr N Greene, Cllr A Hadley, Cllr M Haines, Cllr P R A Hall, Cllr N Hedges, Cllr P Hilliard, Cllr M Howell, Cllr M Iyengar, Cllr C Johnson, Cllr T Johnson, Cllr A Jones, Cllr J Kelly, Cllr D Kelsey, Cllr R Lawton, Cllr M Le Poidevin, Cllr L Lewis, Cllr R Maidment, Cllr C Matthews, Cllr S McCormack, Cllr D Mellor, Cllr P Miles, Cllr S Moore, Cllr L Northover, Cllr T O'Neill, Cllr P Parrish, Cllr S Phillips, Cllr M Phipps, Cllr K Rampton, Cllr Dr F Rice, Cllr C Rigby, Cllr R Rocca, Cllr M Robson, Cllr V Slade, Cllr A M Stribley, Cllr T Trent, Cllr M White, Cllr L Williams and Cllr K Wilson

18. Apologies

There were no apologies submitted for this meeting.

19. Declarations of Interests

Councillor Mike Brooke, in respect of agenda item 6a Recommendations from Cabinet and Other Committees – Cabinet 27 May 2020 – Minute no 173 Bournemouth Town Centre Vision (TCV): Winter Gardens Site – Regeneration Opportunities, declared a local interest that he was a Member of the Bournemouth Development Company.

The Interim Monitoring Officer in response to queries from Members of the Planning Committee reported that the items before the Council being considered were dealing with the developments on an executive basis relating to the financing of the projects. Therefore, all Members unless they had a pecuniary interest can take part, speak and vote. She explained that Members of the Planning Committee should not show themselves through their comments as having predetermined any planning issues on these developments.

20. Confirmation of Minutes

The Minutes of the Ordinary Council meeting held on 9 June 2020 were confirmed as a correct record.

21. Announcements and Introductions from the Chairman

The Chairman reported on the following:

A - Death of Baroness Diana Maddock, former Christchurch MP

The Chairman with sadness reported on the recent death of Baroness Diana Maddock former Christchurch MP. She had been an MP in Christchurch from 1993 to 1997.

B - Death of Sir John Eden, former Bournemouth MP

The Chairman with sadness reported on the recent death of Sir John Eden. He had been an MP in Bournemouth from 1954 to 1983.

22. Public Issues

The Chairman reported as follows:

A – Public Questions

In accordance with the Constitution the public question received from John Dobson on the Beach House Mudeford had been published on the website and a link circulated to all Councillors. A response to this question had also been published on the Council's website.

B – Statements

In accordance with the Constitution the statements received as follows had been published on the website and a link circulated to all Councillors:

Susan Chapman - Climate emergency and Agenda Item 8
L Carey and Mr & Mrs Tucknott - Housing Scheme at Moorside Road
Conor O'Luby - vote of no confidence
Susan Lennon - Housing Scheme at Moorside Road
Dr Martin Price - Housing Scheme at Moorside Road
Mark Chivers - Climate emergency and Agenda Item 8

C - Petitions

No petitions had been received by the deadline for this Council meeting.

23. Recommendations from Cabinet and Other Committees

6a - Cabinet 27 May 2020 - Minute no 173 – Bournemouth Town Centre Vision (TCV): Winter Gardens Site – Regeneration Opportunities

The Chairman reminded Councillors that the recommendations on the above were deferred from the Council meeting on 9 June 2020 to enable consideration of the risk assessment. He reported that Councillors had received a supplementary report relating to the Project Risk Register.

The Portfolio Holder for Regeneration and Culture presented the report on the above strategy and proposed approval as set out on the agenda together with the supplementary report on the project risk register. He outlined the detail of the scheme, financial implications of the project and the funding arrangements. He explained that the Leader of the opposition and Chair of Overview and Scrutiny Board had been offered a briefing, but this was not required, and responses had been provided to questions from Councillors. The Portfolio Holder highlighted one outstanding question from a Councillor asking why consideration of joint venture partner Morgan Sindall's financial status was not considered in the risk register. He explained that officers had advised that the financial position of the Council's partners was considered as part of a strategic risk assessment within a different Council process. The Portfolio Holder in commenting on the scheme highlighted the benefit for the Town Centre and the need to look at space standards for schemes going forward.

The recommendations arising from the meeting of the Cabinet held on 27 May 2020 and the supplementary report relating to the above were approved.

Voting: Agreed

Item 6b - Cabinet 24 June 2020 - Minute no 182 – Organisational Design – Implementation & Budget

The Chairman reported that Councillor Diana Butler had submitted a question on the Poole Civic Centre and in accordance with the Constitution it was proposed that this question be dealt with prior to consideration of the recommendations.

Question from Councillor Diana Butler

Poole Civic Centre is a beautiful listed Art Deco building which is part of Poole's historic identity. Why is it proposed to sell this unique asset, whilst there are many ways to enhance it's use as a Civic building and increase financial income through room and office hire?

Response from Councillor Vikki Slade (Leader of the Council)

Information provided to Cabinet and Overview & Scrutiny clearly illustrates the need for a significant rationalisation of our property portfolio of the Council. This rationalisation and reduction of operating costs was a clear driver of the Local Government Reorganisation proposal and business case, and it is inevitable that there will be some high profile and difficult decisions as we move through this process.

With the earlier adoption of the Bournemouth Town Hall Campus as the site for the BCP Council Civic Centre and principal administrative "Hub", a decision based on a wide variety of criteria including the buildings capacity, cost, environmental constraints and geographic issues, we will need to

develop and consider alternative uses for the buildings that are released. In the case of Poole Civic Centre, this work will need to take into account its unique characteristics including the listing of part of the site and the potential, along with the accompanying cost/benefit appraisal, the continued use of all/part of it for heritage or civic purposes.

Councillor Butler asked that added to the civic use of the Poole Civic Centre had consideration been given to the massive opportunities that exist to earn income through hiring out rooms for weddings, conferences, training events and long term business office use in view of difficulties for businesses as the internal structure of the modern part of the building could be changed for that purpose with minimal cost.

The Leader of the Council thanked Councillor Butler for her suggestions and explained that a piece of work had already been undertaken on the accommodation strategy which will continue on other options for redevelopment around the site including for housing and other uses. She explained that there was a considerable amount of office space available in the Town Centre with better connectivity which was currently empty and the Council had not received any indication that this site was particularly of value for that purpose until such time as the work was complete all options remain on the table.

The Leader of the Council presented the report on the above and proposed approval as set out on the agenda. She explained that the paper before the Council followed the new operating model agreed last year based on a range of principles set out in a two-day piece of work with senior managers including finding market support for the transformation model. The Leader of the Council reported that Local Government Reorganisation had been predicated on making significant transformational savings within the Council not just by bringing the Councils together but transforming them into a modern, accessible and accountable Council. Councillors were reminded that the budget attached to the project was £30m which would expect to deliver up to £45m of benefits work, see improvements over a 3-4 year period and the Council would instruct a business partner to develop much of the work. The Council was advised of the premarket interest in the Council's plans and that the Council could be far more ambitious than the proposed £45m savings. Councillors were informed that the report before the Council required a higher price tag but comes with a bigger expectation with minimum savings of £47m.

The Leader reported that there had been significant changes in transformation work due to Covid 19 and that the Council could probably go faster than the 3-4 years to change the way it works moving out of civic buildings into community hubs and working remotely. She outlined the finances for the project and that prudential borrowing may no longer need to be used. The Leader of the Council referred to the timeline and the workstreams. She explained that a member group would be established in September working alongside an Officer Board on the workstreams. Councillors were informed that now the Bournemouth Town Hall had been adopted as the civic centre it was not proposed to undertake the major refurbishment project of up to £29m doing a lighter touch piece of refurbishment work and a further report

would be submitted later in the year. The Portfolio Holder for Finance outlined the change in the financial position of the project.

The Opposition Group Leader commented on the lack of ambition of the report and challenged how the project was being funded. He also commented on the removal of the transformation item from the Cabinet Forward. He reported that having made the above comments the Council needed to move away from service cuts and provide a clear message to officers and partners to support the project.

Councillors in discussing the project referred to a number of issues including the need for further work on space utilisation, the language used in the Equality Impact needs assessment and the requirements of the Equality Act and the need to ensure that there was appropriate accessibility to all civic buildings.

The Leader of the Council responded to some of the issues raised during the debate. She welcomed the Opposition Group Leader's support for the project and reported that the proposal to spend up to £29m on the Town Hall had been supported across the Council which did include the then Group Leader and Chairman of the Overview and Scrutiny Board. The Leader of the Council clarified that the transformation item had not been removed from the Cabinet forward plan, explained that the spatial resource was continually being reviewed and that the equality needs assessment had looked closely at the needs of different protected characteristics in order to make the necessary changes.

The recommendations arising from the meeting of the Cabinet held on 24 June 2020 relating to the above were approved.

Voting: Agreed

Councillor Diana Butler voted against the proposals.

Item 6c - Cabinet 24 June 2020 - Minute no 183 – Bistro on the Beach

The Portfolio Holder for Tourism, Leisure and Communities presented the report on the above and proposed approval as set out on the agenda. He outlined the detail of the project.

A Portfolio Holder indicated that he was pleased to see lift access to the beach as part of the development.

The recommendations arising from the meeting of the Cabinet held on 24 June 2020 relating to the above were approved.

Voting: Agreed

Councillor Diana Butler voted against the proposal.

Item 6d - Cabinet 24 June 2020 - Minute no 187 – Convert Bournemouth Learning Centre building into a school

The Portfolio Holder for Children's and Families presented the report on the above and proposed approval as set out on the agenda. She outlined the detail of the project which would provide a special school to be run as a satellite to a local external provider. This report had been considered by the Overview and Scrutiny Board, approved by Cabinet and Council approval was now required for the disposal of the lease. The Portfolio Holder reported that increasing local specialist provision would meet increased demand and reduce the pressure on the high needs block fund and the transport budget. A six-week formal consultation was required by the DFE and the Portfolio Holder outlined the timetable for the project. The Portfolio Holder reported on the relocation of staff and other partners and explained that she had met with Ward and other Councillors and that issues and questions raised would be included in the public consultation.

A Ward Councillor expressed his concerns that initially he and his ward colleague had not been consulted on the proposals but thanked the Portfolio Holder and Service Director who quickly rectified that error. He commented on the potential impact of the scheme and the necessary consultation. Councillors welcomed the project.

The recommendations arising from the meeting of the Cabinet held on 24 June 2020 relating to the above were approved.

Voting: Unanimous

Item 6e - Cabinet 24 June 2020 - Minute no 188 – Templeman House, Leedham Road, Bournemouth

The Portfolio Holder for Housing presented the report on the above and proposed approval as set out on the agenda. He outlined the detail of the scheme and the funding arrangements.

The Portfolio Holder advised Councillors of an error in the report and confirmed that there would be a gate which would have two-way secured access.

The recommendations arising from the meeting of the Cabinet held on 24 June 2020 relating to the above were approved.

Voting: Agreed

Councillor Jackie Edwards abstained from the above decision.

Item 6f - Cabinet 24 June 2020 - Minute no 189 – Housing Scheme at Moorside Road, Bournemouth

The Portfolio Holder for Housing presented the report on the above and proposed approval as set out on the agenda. He reported that the ward in

the report should refer to Kinson and not Kinson South. The Portfolio Holder outlined the housing scheme and referred to the statements received which had raised three main concerns on flooding, pilling and the financing of the scheme. He outlined the proposals for dealing with surface water and the use of sustainable urban draining systems and highlighted that the amount of surface water would be no greater than before the development to meet the requirements of the Local Plan. Councillors were advised that a pilling engineer would be appointed to provide detailed design and undertake a full assessment. The Portfolio Holder referred to the ecological aspects of the scheme and explained that a specialist ecologist would be working on the site and issues on ecology consulted upon. Councillors were advised of the financing of the scheme which included using Right to Buy receipts and the standards of the proposed development.

The Portfolio Holder for Environment and Climate Change reported that she appreciated the correspondence from Friends of the Earth and local residents on the scheme. She explained that these aspects had been looked at in depth and been through the Planning Committee. She acknowledged the difficulties for residents when such a large change was proposed and had looked into the issues raised.

The Portfolio Holder for Environment and Climate Change explained that the SSSI designation in itself does not mean that it needs a 400-metre buffer. She reported that an SSSI needs international designations for that 400 m buffer feature to be relevant these are the special protection area, the special area of conservation and Ramsar designations. Councillors were informed that the Fernheath SSSI does not have the international designations and therefore does not require the 400 m buffer. The Portfolio Holder reported that she had requested details of the management of protected species on the site and reported if the scheme was approved she was satisfied that the Council and its partners were fulfilling their duties following the policies in place when planning permission was granted and complying with national guidance. She also commented on the opportunities through the Local Plan and the Climate Emergency which had been declared to create action and develop policies to increase biodiversity.

The Portfolio Holder for Finance highlighted the opportunity that would be provided for local families in supporting the scheme.

A Councillor reported that he had been lobbied by local residents in the area and requested that findings of the ecological studies were made public.

Members commented on the scheme and confirmed that all issues including the 400 m buffer had been taken into account when considered by the preceding authority.

The recommendations arising from the meeting of the Cabinet held on 24 June 2020 relating to the above were approved.

Voting: Agreed

Councillor Diana Butler voted against the above decision.
Councillors Duane Farr, Laurence Fear and Chris Rigby abstained from the above decision.

RESOLVED that under Section 100 (A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 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.

Item 6g - Cabinet 24 June 2020 - Minute no 195 – Disposal of land at Southbourne Crossroads

This item was restricted by virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

The Leader of the Council presented the recommendations. Councillors were advised that Southbourne Crossroads had been declared surplus and was marketed for sale, and that the recommendations sought agreement of the sale price. A Ward Councillor commented on the need for consultation.

The recommendations arising from the meeting of the Cabinet held on 24 June 2020 relating to the above were approved.

Voting – Agreed

Councillors Stephen Bartlett and Diana Butler voted against the above decision.

Councillors Julie Bagwell, Daniel Butt, Eddie Coope, Malcolm Davies, Felicity Rice and Ann Stribley abstained from the above decision

Councillors then agreed to move into public session.

24. Appointment of Director of Law and Governance and Monitoring Officer for BCP Council

The Leader of the Council 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. The Deputy Leader of the Council and the Leader of the Opposition who had been involved in the recruitment process supported the recommendations.

RESOLVED that in accordance with Section 5 of the Local Government and Housing Act 1989 that Council confirms the appointment of Ms Susan Zeiss, as the Council's Monitoring Officer and Director of Law and Governance.

Voting: Unanimous

25. Notice of Motions in accordance with Procedure Rule 13

Councillor Mellor put on record a level of disappointment that he had in needing to bring forward this motion having been advised at different points by senior Officers that the revised budget would be coming to Council as a full budget paper which would have given Councillors the right to debate it and suggest an alternative budget.

The Council was advised of the following motion proposed by Councillor Drew Mellor and seconded by Councillor Mohan Iyengar:-

“As an opportunity for BCP Council to display a cross party consensus in leading the conurbation out of Covid-19 on behalf of all residents, Council requires Cabinet to consider the proposals set out in the Conservative Group’s budget reset paper at the next Cabinet meeting.”

Councillor Mellor outlined the reasons for bringing forward the motion due to the proposed change in the budget as a result of the pandemic and the opportunity to work together to achieve a solution. Members in considering the motion discussed the available opportunities to comment on and scrutinise the budget, referred to the document circulated prior to the Council meeting and the level of detail provided. The Leader of the Council reminded Councillors of the balanced budget which had been agreed in February 2020. She explained the approach being undertaken by other Councils and that the budget gap was changing on a daily basis due to the pandemic. Opposition Members explained that the purpose of the motion was to allow all Members ideas to be considered. A Portfolio Holder indicated that he was always happy to discuss and consider ideas from Councillors. Councillor Mellor highlighted the need for all Members to be part of the debate.

RESOLVED that the above motion be carried.

Voting – Agreed

Councillor Tony Trent abstained from the above decision.

26. Questions from Councillors

Question from Councillor Mike Cox

Can I please ask the responsible Cabinet Member to review Hedgerow management. After recent cutbacks by the Council in Purewell the scene left behind was one of devastation.

Whilst I accept there was some cutting back required for safety reasons the mechanical flailing left a scene of destruction with twigs and splintered

wood scattered everywhere to say nothing of it occurring in the middle of the bird nesting season.

There must be a better way of looking after our environment such as leaving areas for wilding and the planting of wildflower beds on the road verges.

Response from Councillor Felicity Rice, Portfolio Holder for Environment and Climate Change

The works at Purewell were purely operational as the vegetation had started to grow out into the pavement to such an extent that it forced pedestrians close to the road, creating an urgent safety issue.

A tractor mounted flail was used due to the length and thickness of the vegetation which inevitably causes some split ends, which will green up very quickly. Please be assured that staff checked for bird nesting prior to carrying out the work.

The Council, through the Environmental Services Parks team are working towards a new approach to verge management in order to enhance the natural regeneration of wildflower meadows over a managed and sustained period of time. This was outlined in a paper brought to Cabinet in March, 'Grass Cutting, Wildflower & Grassland Habitat Management Policy'

This outlines a range of activities to promote wildlife including changes to mowing regime, frequencies, denitrification via cut & collect to promote natural wildflower development and the seeding and development of additional annual wild flower meadows.

This year's reduction in grass cutting due to operational restriction imposed on us through Covid -19, has also highlighted how wildlife & wildflowers can take advantage if we are prepared to change our normal working practices.

Question from Councillor Simon Bull

How is the council addressing the perceived, and indeed actual, lack of ethnic diversity within the workforce at all levels, what measures, such as anonymizing job applications before shortlisting, are currently in place?

Response from Councillor Vikki Slade, Leader of the Council

The Strategic Equalities Leadership Group is setting up a working group to review how the Council will ensure effective and long term inclusivity and engagement with our Black, Asian and Minority Ethnic staff, residents and visitors. The group will involve a range of council and community representatives and particularly focus on understanding the barriers to achieving a more diverse workforce. It is expected that the working group, along with the Strategic Equalities Leadership Group, will hold the council

to account by monitoring progress against our People Strategy and our Equality and Diversity commitments.

BCP Council's People Strategy and its Equality and Diversity Action Plan include a number of actions that aim to celebrate diversity and put in place measures that will establish a more representative council workforce. Our current recruitment and selection policies are fair and robust but it is recognised they do not currently deliver a workforce that is truly representative of our communities and that we could do more. We therefore need to look at how we can improve the way in which we attract, retain and develop staff from different ethnic groups in order to deliver a more representative workforce at all levels of the organisation.

There are a number of actions that we plan to take:

- We are establishing more accurate data on our workforce diversity, we have inherited incomplete equalities data so we will address that in order to provide us with the most accurate picture of our workforce from which we can measure change over time
- We are reviewing all HR policies and this will include consideration of anonymization of personal data for shortlisting purposes
- We will introduce unconscious bias training which will be mandatory for all employees
- We will improve and target our communications, including those related to our recruitment activity, to more effectively reach potential candidates from BAME communities who may have deselected themselves as potential BCP Council employees (possibly due to imagery, marketing, social media and the recruitment channels we use)
- We will use the Council's Equalities Champion's Network to build employee groups to better represent minority groups
- We will design and develop a BCP Council Talent and Succession process that can support and accelerate the development of lesser represented employees

Question from Councillor from Diana Butler

Why has an "Experimental Traffic Regulation Order" been used to close Poole Quay for 18mths to motor vehicles, without prior consultation with the public, all Councillors, motorbike event supporters and people with disabilities?

Response from Councillor Andy Hadley, Portfolio Holder for Transport and Infrastructure

Thank you for your question Councillor Butler.

On 9th May, the Secretary of State, Grant Shapps made an announcement urging Councils to consider pinchpoints, and locations to assist with social distancing in response to the Covid-19 pandemic, and in particular, given the restrictions on travel by public transport to encourage walking and cycling. This required Local Authorities to follow an accelerated process of

4 weeks to commence work, and 8 weeks to complete temporary measures. This precluded the consultation processes that we are all used to.

So I wrote to all 75 BCP Councillors on 10th May inviting suggestions for widening pavements, giving protected space for cycling, and low traffic neighbourhoods. This was also shared through the Leader's Facebook Live sessions.

We were not advised until 27th May that BCP Council had an indicative award, based on 2011 public transport to work census journey data, of £280K.

We have had over 1,000 suggestions from members of the public and Ward Councillors, and the officers prioritised 14 schemes based on pavement width and congestion risk. The lower section of Poole High Street and Poole Quay scored highly and was therefore included in the list of priority proposals to the Department for Transport.

The confirmation of the funding granted to us by the Department for Transport was on the 25th June, of £315K recognising a good submission (13% uplift).

The Government guidance proposed the use of an Experimental Traffic Regulation order, which involves 7 days advance notice, but we did additionally write out to many stakeholders. Making the change starts the consultation process, which will be reviewed in the months ahead.

- An Equalities Impact Assessment was undertaken.
- The disabled parking bays by Sea Music are being re-provided across the road with full width bays.
- New Motorcycle bays have been marked at the roundabout, and once events are restarted, the road will be opened for the events like bike night
- We met with a number of the businesses in the week leading up to the change to hear their concerns, and officers made changes to the scheme in response to this.
- We now have a live consultation, available over the next 6 months, and by using the Experimental route, we can adjust the scheme in that time, although material changes would reset the 6 month clock.
- The legislation gives us 18 months before an Experimental TRO has to either be reverted, or replaced by permanent measures, including that consultation.

Members of the public can provide feedback via our website
<https://www.bcpCouncil.gov.uk/Council-and-Democratic/Consultation-And-Research/Consultations/Poole-Quay-Experimental-Traffic-Regulation-Order.aspx>

Councillor Butler asked a supplementary question relating to the 18-month period for the experimental order and in particular if the impact on businesses and motorbike events had been taken into consideration for the

short, medium and long term. The Portfolio Holder reported that as referenced in his response he would expect that there would be a review after six months and confirmed that all events had been cancelled to the end of August and when they restart we would accommodate special events on the Quay as before.

Question from Councillor Chris Rigby

This meeting marks a full year since we voted almost unanimously to declare a climate and ecological emergency, and six months since the publication of the draft action plan.

Could I please ask the portfolio holder for environment and climate change to provide an update on what actions have been undertaken in relation to the deceleration and draft plan, and also what plans are in place for creating the citizens assembly on this topic.

Response from Councillor Felicity Rice, Portfolio Holder for Environment and Climate Change

Many thanks for your question.

Overall, I am pleased to say that in the past year, the Council has been commended by both the Local Government Association and the Association for Public Service Excellence, for our response following our climate and ecological emergency declaration. We are also one of 5 UK towns and cities praised as global climate leaders by carbon disclosure charity CDP and we are on their 'Cities A-List'.

We have also had national recognition that we have redesigned the Wessex Fields development site so that the focus is fundamentally switched towards sustainable and healthy forms of transport, which is of course, particularly relevant given the enthusiasm from the Bournemouth Hospital to enable their staff to be healthy, and for the whole population to be able to breathe cleaner air.

We have a long list of actions which is available on our climate action page, however a few actions to mention are:

- Incorporating the United Nations Sustainable Development Goals throughout our Corporate Strategy.
- The development the Decision Impact Assessment tool enabling all projects, decisions and policies to be assessed against sustainability criteria.
- Fundamental change by incorporating Sustainable Procurement in the Council's new Financial Regulations.
- Climate change presentations to staff and Councillors by Al Gore's Climate Reality Project
- Purchasing green electricity from renewable sources for all our buildings and streetlights, saving over 7,000 tonnes of carbon

dioxide each year, whilst at the same time looking at opportunities to develop our own renewable energy sources in the longer term. Electric Vehicle charging points have been installed at Council Depots and an Electric Refuse Collection Vehicle and road sweepers are to be trialled.

- 691 households have been referred into the Local Energy Advice Partnership, generating carbon savings and £770,000 in energy bill reductions.
- Schools have been engaged through the Council's Leave Only Footprints, and the Youth Parliament is leading campaigns on environmental issues. There was a planned Young People's Summit that was due to be held in June, however this will now be held as a series of virtual events throughout the summer.
- An internal Climate Action Champions Network is being launched on the first anniversary of the Declaration to engage all staff in making carbon reductions.
- The council funded a Beryl Bike scheme for key workers during the pandemic, with 1000 essential journeys made by Beryl Bike. The council has been successful in its recent £280k bid for the Government Emergency Active Travel grant, which has been mentioned in national transport workshops.
- Staff have been surveyed on their pandemic homeworking experiences to aid introduction of 'New Ways of Working' to decrease commuting and work travel

You also asked about the Citizens Assembly. A citizen assembly is where a randomly selected proportion of society is brought together, to understand in depth, discuss and debate various aspects of climate change action. By involving a cross section of society, and allowing time for informed decision making, it is similar to the process of Jury Duty, which is recognised around the world as one of the best ways of making important decisions. Originally planned for May 2020, this has been postponed until safe to convene the required sample of residents at a venue over multiple days.

Our community engagement campaign, has also been delayed but this will now be launched at the end of July. This will gather the views of residents on climate change, the proposed actions they would prioritise and the actions they would be prepared to undertake themselves to reduce.

A report detailing all our actions and emission reductions since approval of the draft Action Plan will be presented to Council in December.

As a consequence of Covid 19, we have all seen the dramatic changes that our society has been through and although many of these changes have been forced upon us in a negative way, a YouGov survey found that only 9% of the population wanted life to 'return to normal' after lockdown, citing cleaner air, more wildlife and stronger communities. Lockdown was hugely different for everyone, however many of the aspects that the public appreciated during lockdown, were all in keeping with actions on tackling the climate and wildlife crisis. It presents an opportunity for us all to

imagine a different future, and we know now that dramatic change is possible, but we need to take charge of that change and manage it in a positive and active way.

Question from Councillor Nigel Brooks

In September 2013 the preceding Councils of Bournemouth, Poole and Dorset commissioned and received a ***‘Gypsy and Traveller and Travelling Show-people Accommodation Assessment’*** from Opinion Research Services.

The report concluded that extra pitches were required in each of the 5-year bands from 2013 to 2028.

Every year since 2013 residents have seen summer incursions of Travellers onto Council owned land across the conurbation resulting in disruption, anti-social behaviour, and extensive waste resulting in an ever-increasing cost to the Council.

The vast majority of travellers are law-abiding citizens but illegal sites often give an unfair, negative image of their community and cause distress and misery to those who live nearby.

What action is BCP Council going to take to put in place ‘Transit Sites’ to tackle the annual influx of travellers to our area?

Response from Councillor Felicity Rice, Portfolio Holder for Environment and Climate Change

The planning needs for transit provision in the future will be reviewed as part of the evidence for the emerging BCP Local Plan. The current evidence, set out in the 2017 Gypsy and Traveller and Travelling Show-people Accommodation Assessment, concludes that the need for transit provision should be monitored overtime looking at the numbers of unauthorised incursions and considered against an approach on ongoing management measures. The GTTAA study will be updated to support the BCP Local Plan to consider this issue further and will link up with the ongoing work of the cross party Member Working Group, which was restarting this month, that will continue to consider how best to address this issue for the BCP area.

Councillor Brooks indicated that he appreciated the work being done to address this ongoing matter, asked that this issue was not kicked into the long grass and that Councillors see some positive options on how we can tackle this issue. The Portfolio Holder reported that she takes this aspect of her portfolio very seriously and the Cabinet wants to lead on this work and that she appreciated Councillors support.


The meeting ended at 10.22 pm

CHAIRMAN

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CABINET

Report subject	2019/20 Financial Outturn Report
Meeting date	29 July 2020
Status	Public Report
Executive summary	<p>This report provides details of the final financial outturn for the revenue account, capital programme, reserves and the housing revenue account (HRA) for the financial year 2019/20.</p> <p>The general fund revenue outturn is a surplus of £0.2 million for the year. Consequentially this means that the council has successfully delivered the outturn within the financial parameters of the original 2019/20 Budget set by the Shadow Authority and without drawing down on the financial resilience reserves set aside to manage the high level of uncertainty in the first year of the new council.</p> <p>This is an improved position compared with the anticipated overspend leading to a draw on reserves of £2.7 million predicted at quarter three. The improved position overall is generally from work concluded in the final quarter to establish the opening balance sheet of BCP Council including the position in relation to inherited debt. The finally agreed position, coupled with a full review of all legacy council balance sheet items, has generated £3 million of favourable one-off variances to balance the annual position.</p> <p>The financial cost of the Covid-19 public health emergency has been significant in the final quarter with an estimated £3.5 million impact from lost revenue, particularly from carparking, and in reflecting the longer-term concerns for the local economy. Other net favourable variances within directorate services have largely offset these pressures.</p> <p>It is proposed the surplus for the year in added to the financial resilience reserve.</p>
Recommendations	<p>It is RECOMMENDED that Cabinet:</p> <p>(a) Note the year-end financial outturn positions achieved including revenue, capital, reserves and for the HRA.</p> <p>(b) Agree the capital virements in paragraph 84.</p> <p>It is RECOMMENDED that Cabinet recommend to Council:</p> <p>(a) Agree the capital virements in paragraph 85</p>

Reason for recommendations	<p>To comply with accounting codes of practice and best practice which requires councils to report their end of year financial position compared with the budget of the authority.</p> <p>To facilitate the implementation of a strong and active culture of financial management within the council by identifying when prompt management action is needed to avoid an adverse impact on future service delivery or the achievement of future corporate objectives.</p>
Portfolio Holder(s):	Cllr. David Brown: Portfolio Holder for Finance
Corporate Director	Julian Osgathorpe: Corporate Director of Resources
Report Authors	<p>Adam Richens Chief Finance Officer and Director of Finance</p> <p> adam.richens@bcpcouncil.gov.uk</p>
Wards	Council-wide
Classification	For Decision

Background

1. This outturn report is later in the year than usual due to the disruption from Covid-19, with the government revising the timetable for the external audit and deferring to the end of November the deadline for the publication of the final 2019/20 financial statements.
2. Cabinet in June, ahead of the normal budget monitoring timetable and before the outturn work had been completed, received the first budget monitoring report for 2020/21 focussed on the estimated financial impact of the pandemic and proposed mitigation strategy. The next budget monitoring report is planned for the autumn. Given this timescale, this report also includes virements for Cabinet and Council approval relating to the capital programme for 2020/21.

Revenue Outturn 2019/20

3. The final outturn is a surplus of £0.2 million which means that the council has successfully delivered the outturn within the financial parameters of the original 2019/20 Budget set by the Shadow Authority (£274 million net budget) and without drawing down on the financial resilience reserves set aside to manage the high level of uncertainty in the first year of the new council.
4. The surplus will be added to the financial resilience reserve. This compares with the previously projected position of using £2.7 million of earmarked financial resilience reserves in addition to the contingency to balance the budget. This represents compared with the quarter three position an improvement of £2.9 million.
5. Directorate budgets at outturn overall are £5.1 million overspent (compared with a projection of £4.8 million at quarter three). The improvement in the overall position is largely due to favourable movements in central items as a result of finalising and undertaking a full review of the four legacy balance sheets.

6. In normal times there can be significant changes in budget variances over the final quarter and particularly in the larger demand-led services. This has been compounded in 2019/20 by this being the first year of the new council and the need to establish consistency in accounting policies and practice as well as the impact of the pandemic at the end of the year.
7. Although the lockdown occurred very late in the financial year, the impact in 2019/20 has still been significant. The emergency funding received (£22 million as at June 2020) has all been allocated to the financial year 2020/21 to support the significant additional expenditure and projected loss of income from the major period of the pandemic and recovery. Extra costs due to the pandemic have been captured separately and together with estimates for loss of income the overall financial impact in 2019/20 is estimated at £3.5 million across all services. Net favourable budget movements across other service areas have largely compensated.
8. Regeneration and economy directorate budgets were those most impacted by the pandemic with it making a significant contribution to the overall directorate overspend of £4.6 million for the year. Lost carparking revenue of £1 million is a direct result of the lockdown with further losses of £2 million allowed for the expected longer-term impact in the local economy.
9. The adult social care (ASC) budget position improved by £1.8 million over the final quarter to an overall surplus for the year of £0.9 million, after the use of £2 million of earmarked reserves as already planned at quarter three. This final position is despite the need to absorb £0.5 million of extra costs from the pandemic to support the care market with an uplift on care costs from the middle of March, as recommended by government. There were other net favourable budget movements across ASC services in the final quarter to improve the position overall, including from year-end adjustments to account for the increase in deferred income of £0.8 million and employee savings from delayed recruitment and general service savings of £1 million.
10. The children's services outturn in total is as predicted at the end of quarter three with the additional benefit of public health funding reducing the overspend overall by £0.5 million to £2.5 million. The outturn reflects the rising numbers and costs for looked after children which is overspent by £2 million and additional costs of school transport of £1.2 million. Staff costs are above budget by £1 million largely to enable faster progress to be made in improving services. Savings from budget management across the service have partially offset these pressures in-year with those that are expected to be on-going reflected in the 2020/21 budget.
11. Environment and community directorate at outturn has the smallest budget variance with an overspend of £0.4 million for the year, a small improvement on the quarter three position. There are significant annual budget variances within individual services. These include overspending in the bereavement service as identified from the start of the year and additional income and grants within housing to support expenditure not previously projected at quarter three.
12. Resources directorate outturn has improved significantly with a budget surplus at outturn of £1.5 million primarily due to the release of the bad debt provision no longer needed for housing benefit overpayments of £0.8 million. This adjustment has aligned policies across BCP and taken account of the lower level of outstanding debt.
13. In central budgets outside the service directorates, net favourable movements over the final quarter emerged to achieve the small surplus overall. In quarter four

agreement was reached with Dorset Council on the final balance sheet amounts to transfer to BCP from legacy Dorset County Council for the share of assets and liabilities attributable to Christchurch residents. The subsequent review of all opening balances from the four legacy councils, undertaken as requested by councillors through the base budget review process, has enabled £1.3 million of balances no longer needed to be released to the revenue account. In finalising the inherited debt position £2 million of savings were achieved from debt repayments (minimum revenue provision) and lower interest costs, due to prudent budget assumptions.

14. The table below sets out a summary statement of variances for the 2019/20 financial year.

Figure 1: General Fund – Summary – Outturn as at 31 March 2020

December Variances £000s		Approved Resources £000s	Outturn (net) £000s	Outturn Variance £000s
	<i>Service Budgets</i>			
960*	Adult Social Care & Public Health	108,377	107,508	(868)
2,540*	Children's Services	60,543	63,053	2,510
330	Regeneration & Economy	5,235	9,815	4,580
700	Environmental & Community	49,141	49,575	435
272	Resources	31,023	29,502	(1,521)
4,802	Total Service Position	254,319	259,454	5,136
	<i>Corporate Budgets</i>			
558	Investment Property Income	(5,507)	(4,829)	678
0	Pensions (<i>back funding</i>)	9,428	9,428	0
0	Repayment of debt (MRP)	9,274	8,456	(818)
0	Interest on borrowings	2,864	1,656	(1,207)
(110)	Investment Income	(185)	(412)	(227)
0	Revenue Contribution to Capital	2,244	2,244	0
0	Other Corporate Items	(727)	(1,754)	(1,026)
448	Total Corporate Budgets	17,390	14,790	(2,601)
5,250	Total Budget excluding Contingency	271,709	274,244	2,535
(2,536)	Use of Contingency	2,438	42	(2,396)
(2,714)	Use of Resilience Reserves	0	175	175
0	Net Budget	274,147	274,462	315
	<i>Funding Budgets</i>			
0	Council Tax Income	(209,612)	(209,612)	0
0	Parishes / Town Precepts	(545)	(545)	0
0	New Homes Bonus	(3,788)	(3,788)	0
0	Revenue Support Grant	(2,957)	(2,957)	0
0	NNDR Net Income	(47,408)	(47,537)	(129)
0	NNDR 31 Grants	(9,637)	(9,822)	(185)
0	Surplus on the Collection Fund	(200)	(200)	0
0		0	0	0

*ASC and children's services adjusted between directorates for reallocation of the public health surplus.

15. In addition to the impact of the pandemic, year-end accounting adjustments in 2019/20 have led to budget variances being greater than in a normal year as fully aligned accounting treatments and policies have been established across all areas. This includes, for example, ensuring consistency in the timing of income recognition, the level of bad debt provisions and reassessment of historic balances, with a mixed impact across services.
16. Summary text explaining the outturn position for each directorate is shown in the following paragraphs. In accordance with the council's financial reporting requirements **Appendix A** provides the detail of all variances which are greater than £100,000 along with any significant issues of which councillors should be aware. The presentational convention is that favourable variances are shown in brackets.

Adult Social Care Directorate: Outturn £0.9 million underspend

17. The projected overspend at quarter three approaching £1 million has at outturn moved to £0.9 million underspend after the planned use of £2 million of earmarked reserves.
18. The outturn budget position shows an overall spend before the application of reserves to be above the annual budget by £1.1 million. The earmarked reserves applied include ASC specific grants brought forward from earlier years together with other amounts set aside for specific purposes. These include to support carers and for the one-off start-up costs for the new care home (Figbury Lodge) which opened during the year. Reserves have also been used to support above budget spend on care costs (after client contributions and allowing for deferred payments), including the extra costs as a result of the pandemic.
19. The movement to a net underspend is largely due to careful management of expenditure, including the impact of the vacancy freeze and commissioning activities put on hold. Additional contributions from services users and health were received and the delayed government guidance for liberty protection safeguards (LPS) meant service activity was reduced in this area.
20. A summary of the main movements over the final quarter are as follows:
 - a. £0.8million additional income from service users' weekly contributions and deferred payment agreements.
 - b. £0.6 million various savings due to government delayed guidance on changes for LPS, commissioning activities put on hold in preparation for new service model, managed running costs, and additional contributions from Health.
 - c. £0.4 million additional savings in employees cost following vacancy management in view of the quarter 3 estimated net pressures.
 - d. £0.4 million reduced pressures in demand and cost of packages of care mainly for people with learning disabilities
 - e. £0.45 million additional costs due to Covid-19 in supporting the market as required by central government and other miscellaneous expenditure in the final two weeks of the financial year due to the pandemic.

21. The Joint Public Health Board approved the return of £0.5 million to BCP Council from the pan-Dorset public health service reserves, to support non-recurrent spend in line with the public health grant conditions. The reserve comprises previously unspent ring-fenced grant and has been applied to early help services within children's services as noted below.

Children's Services Directorate: Outturn £2.5 million overspend

22. The overspend at outturn of £2.5 million is as expected at quarter three (as adjusted to reflect the allocation of public health grant as noted above). Demand increased further for children in care in the final quarter, but savings, efficiencies and additional income has largely offset. The 2020/21 budget has made provision for additional demand from children's services.
23. The annual pressure for children in care is £2 million. The pressure increased from the quarter three position by £0.5 million, reflecting a higher number of placements as well as moves to higher cost provision due to increased complexity of needs.
24. Overall school transport is overspent by £1.3 million. The overspend for special educational need (SEN) transport of £1 million has reduced slightly compared with the quarter three position. This pressure is linked with the growing caseload of children with education, health and care plans (EHCPs) funded by the high needs block of the ring-fenced dedicated schools grant. This reduction in the final quarter has been offset with increased costs since quarter three for mainstream home to school transport.
25. There are significant pressures within staffing budgets as reported at quarter three and these are largely unchanged. These include one off pressures within business support of £0.2 million and lost savings from other staff due to restructuring delay from September to January of £0.2 million. Pressures also continued as previously forecast in the children's front door social work teams of £0.4 million and interim management of £0.3 million, the latter providing additional support across the directorate to make faster progress with service transformation.
26. The above pressures are offset by savings within the child health and disability team (CHAD) from a lower caseload (£0.5 million), and miscellaneous savings (£0.9 million) including income from grants and traded activities. In addition, a surplus returned from the pan-Dorset public health service and in-year savings of grant (£0.5 million) has been allocated to support costs within early help services which align with the purposes of the ring-fenced grant.

Regeneration and Economy Directorate: Outturn £4.6 million overspend

27. The Directorate outturn is a £4.6 million pressure, compared with the quarter three projection of £0.3 million, an increase of £4.3 million.
28. Some pressures are as reported at quarter three, including for concessionary fares of £0.4 million, street lighting of £0.3 million and from trading within cultural attractions of £0.2 million. Savings projected at that time have also been realised from bus subsidies (£0.1 million) and from establishing consistency across BCP in the allocation and use of CIL administrative receipts and the funding of local development plans (0.3 million).
29. However, the impact of Covid-19 in this directorate is significant despite being for only two weeks of the year:

- a. £1 million annual deficit on carparking with a swing in quarter four of £1.2 million from the £0.2 million surplus projected at quarter three as income suffered in the final weeks of March. This is also impacting significantly in 2020/21 as reported in the June cabinet report.
 - b. £2.1 million from reduced trading and the requirement to review the bad debt provision.
 - c. £0.1 million within catering outlets from stock write offs from the extended period of closure as well as implementation of the policy to carry forward only the cost of significant items.
30. The end of year review of legacy issues has identified budget pressures in establishing consistent income recognition policies:
- a. £0.3 million from historic development monies received within legacy councils but where commitments still exist
 - b. £0.1 million from donations given for specific purposes within destination and culture
 - c. £0.3 million from a review of outstanding insurance claims.
31. Some previously reported pressures have been mitigated during quarter four as follows:
- a. The overspend for Christchurch leisure centre (Two Riversmeet) of £0.1 million has improved and been offset by savings in other leisure centre contracts. This follows continual analysis of the leisure centre operation to ensure ongoing improvements are being implemented where practical as soon as possible. The pandemic has halted these improvements and significant pressures are currently being experienced in 2020/21 within leisure services due to the closure of sites.
 - b. Development services incurred redundancy costs due to staff changes at the start of the year contributing a pressure of £0.1 million. New one-off in-year funding for two existing posts has largely covered the pressure.

Environment and Community Directorate: Outturn £0.4 million overspend

32. Overall the outturn for the directorate improved by £0.3 million over quarter four with the budget for the year overspent by £0.4 million (less than 1%), The pandemic had a relatively small impact to the end of March but there are significant variances for other reasons within individual service areas as described below.
33. Environment services outturn is a £1.9 million overspend compared with £0.7 million projected at quarter three.
34. The bereavement service has been predicting since the first quarter a significant income shortfall from the £5 million annual budget for the Bournemouth and Poole crematoriums. The outturn deficit is £0.6 million, despite the budget reduction since the previous year of £0.35 million. Income is reducing due to the opening of a new private crematorium just outside the BCP conurbation. The small increased variance at outturn includes the reassessment of the bad debt provision.
35. The parks, grounds maintenance and greenspace service overspent by £0.2m as projected at quarter three due to income shortfalls from concessions and chargeable services. There is a phased improvement in income for these areas planned, but likely to be impacted by Covid-19 in the short term. An additional pressure in quarter four has arisen of £0.1million due to winter storms.

36. In waste and cleansing services, previously reported variances have continued for the household waste overspend with this balanced out by additional green waste income and savings from the Dorset Waste Partnership. There is an outturn overspend of £0.1 million from tonnage rates for recyclate increasing in January 2020. During the accounts closure process an inconsistency between the preceding Council's treatment of income received in advance for trade waste was identified reducing income for the year by £0.4 million with a further £0.2 million adjustment for internal charges.
37. The housing outturn is £1.3 million underspent at outturn compared with the quarter three balanced position
38. Within housing there was an expectation at quarter three for an overspend of £0.4 million related mainly to homelessness, rough sleepers and temporary accommodation. A review of government homelessness grant towards the end of the year allowed instead for £0.3 million of costs to be covered. A review of the level of bad debt provision needed for rent deposits reduced the variance further by £0.1m.
39. The housing related support budget for the Christchurch area had been anticipated to be spent in full but instead there is saving of £0.3 million. In addition, the Telecare service has performed better than expected with £0.1 million of savings. There is an underspend within this wider service of £0.1 million due to vacancies being held in the light of restructure and maternity leave as forecast at quarter three.
40. The council's temporary accommodation portfolio generated an additional surplus of £0.15 million. The planned portfolio is ahead of schedule, and was reconciled late in the year, the resulting increase in costs has been more that covered by increased rent. This additional income has been built into the budget for 2020/21.
41. The surplus income generated in neighbourhood services from garage rents following the reconciliation process (£0.3 million) and photovoltaic panels from good weather during the year (£0.3 million) has increased from the £0.4 million total anticipated at the end of quarter three.
42. Communities has a £0.15 million underspend compared with a balanced quarter three position due to savings from vacancies held in the corporate health and safety team. At quarter three these savings were offset by unbudgeted redundancy costs, which at outturn have been charged instead to the reorganisation reserve.

Resources Directorate: Outturn £1.5 million underspend

43. The directorate outturn is a net underspend of £1.5 million which has increased from the previous quarter reported position of £0.3 million overspent, an improvement of £1.8 million.
44. The largest variance at quarter three was the £0.2 million projected income deficit from the project team. Over the final quarter the team's activity supporting non-chargeable service projects has continued largely as projected.
45. The movement to a net underspend has been achieved through year end accounting adjustments to align polices as well as greater savings achieved in services. A summary of the key movements are as follows:

- a. £0.8 million release of bad debt provision for housing benefit overpayments. As part of ensuring consistent policies for BCP Council a review was carried out of the inherited provision from the legacy councils. The reducing level of debt from the implementation of the national universal credit system alongside the review has allowed a release of provision.
- b. £0.4 million from the Brexit grant to support related directorate activity.
- c. £0.3 million from the revenues and benefits service as progress has continued to consolidate activity with the Stour Valley and Poole Partnership (SVPP), which provides services to both BCP and Dorset Council, from closer working and reduced staffing.
- d. £0.2 million from expenditure on telephones, mobiles and photocopiers, with these now centralised into the ICT service to improve expenditure monitoring and realise savings through contract rationalisation. Savings achieved were not clearly visible while the budgets remained spread across services.

Local Government Reorganisation: Fully funded from reserves

- 46. During the financial year £4.3 million was spent on supporting the continuing local government reorganisation (LGR) programme. This spend is not part of the council's base budget but is funded entirely from specific reserves set aside for this purpose.
- 47. Significant areas of spend include £1.5 million on additional employee costs incurred in supporting and implementing the changes required as part of LGR, redundancy costs of £0.9 million and £0.5 million incurred on the first elections to BCP Council. This budget also funded the £0.6 million required to support the initial organisational design work after BCP Council was formed, and on which the transformation programme is based.

Central Budget Area: Outturn £3.0 million underspend

- 48. A thorough review has taken place of the balance sheet brought forward from the legacy councils. The review has been able to release £1.3 million of historic balances back into annual revenue such as creditor balances where no commitments have materialised over the year or historic balances from past events no longer required.
- 49. Treasury income for the authority is £0.2 million higher than budgeted as cash balances remained higher than expected as well as securing high interest rate products.
- 50. Investment property income is estimated to be £0.7 million under budget mainly due to the Dolphin Centre as the guaranteed rent agreement has yet to take effect. Some of the pressure relates to previous year's assumptions around the rent reconciliation as the amount the council will have to repay.
- 51. In quarter four the council received a share of the NNDR levy surplus account of £0.2 million. This was not included in the quarter three forecast as confirmation of the amount or timing of the allocation had not yet been received from central government.
- 52. As referenced in quarter three monitoring the council was still in the process of finalising the disaggregation of Dorset County Council's balance sheet. Until this process had finished the council was unable to confirm the level of debt it was to take on and therefore the revenue impact to service it. Now this figure has been

agreed £2.0 million of savings have been achieved on interest paid on borrowing and repayment of debt, the minimum revenue provision (MRP).

53. The £0.8 million MRP saving in Figure 1 is after a transfer of funding to the transformation reserve. As part of the LGR process the MRP policies of the legacy councils of BCP were reviewed to align from April 2019 for the new authority. The outcome of the review for Poole debt, which has been agreed with the external auditors, is that the MRP contribution in 2019/20 can be reduced by £2.3 million. This MRP adjustment had previously been referenced as a potential source of funding to support the business case for the Oakdale Scheme. Subsequently, it has been repurposed as a funding source for the transformation programme as agreed at Cabinet in June and recommended to Council in July 2020.
54. Included in the underspend also is £70,000 from furloughing staff under the government scheme support for Covid-19 for the period to the end of March.
55. The Business Rates Retention (BRR) scheme was introduced in April 2013. The council can keep a proportion of business rates, as well as any growth generated, within the local area. Conversely any decline in business rates revenue levels reduces the income received by the council. The council finished the year within a levy position where higher income was achieved than originally budgeted. Due to the intricacies of the system the levy payment is accounted for in 2019/20 although it will not be settled until 2020/21. The total variance is £0.4 million which will be funded from the business rates reserves set up to manage the accounting arrangements for the levy payments.

Reserves

56. In addition to the revenue budgets of the council good practice dictates that authorities should be closely monitoring the material elements of their balance sheets that may give indications of a departure from financial plans. Two key elements of this are the performance of the council's commercial asset portfolio which is monitored in the information that will be presented to the Corporate Management Board, and the unplanned and planned use of reserves.
57. **Appendix B** presents the use of the council's £53 million of earmarked reserves in 2019/20. This includes the use of resources to support major transformation and step-change initiatives, management of the phasing of grants and partnership expenditure, as well as expenditure to support priorities and the delivery of efficiencies and improvements in the effectiveness of council arrangements.
58. The appendix includes the level of reserves the council received from Dorset Council as part of the final disaggregation following local government reorganisation. These balances have been added to the 1 April 2019 actual balances column and are shown in the first instance as allocated to the legacy purpose of Dorset County Council as no decisions regarding these reserves had been made by BCP by that date.
59. The reprioritisation of reserves to fund the transformation programme was agreed at Cabinet in June for recommendation to Council in July 2020. The statement in Appendix B reflects this change in the planned use of reserves.
60. Also considered at June Cabinet was the mitigation strategy for Covid-19 pressures in 2020/21 and this included potentially reprioritising other reserves to fill the residual budget gap. The reserves are to be held for their original purpose

but are not to be drawn down until it has been agreed they are not needed. These individual reserves are held within an over-arching Covid-19 financial resilience earmarked reserve.

61. Explanations for significant anticipated movements in earmarked reserves during 2019/20 which were not predicted at December and not mentioned elsewhere in this report are set out below. Figures in brackets are either increases to reserves or a reduced use compared with the previous quarter;

Financial Resilience Reserves

- | | |
|-------------------|--|
| a) £0.2 million | <p>Covid-19 Financial Resilience Reserves
 Addition to the financial resilience reserves to balance the annual budget as shown in Figure 1 and paragraph 3 of this report. At quarter 3 it had been anticipated that £2.7 million would be needed, with approval granted by Council to draw down up to that amount.</p> |
| b) (£2.1 million) | <p>Financial Liability Reserve
 Balance Sheet movement for the share of Dorset County Council disaggregated unearmarked balance to mitigate the deficit on the Dedicated Schools Grant budget</p> |

Transition and Transformation Reserves

- | | |
|-----------------|--|
| c) £2.0 million | <p>Transition and Transformation costs
 Projected cost of redundancies in 2019/20 as part of the ongoing transformation of the council.</p> |
| d) £4.3 million | <p>Local Government Reorganisation
 Drawn down to fund the overall costs in 2019/20 in relation to Local Government Reorganisation with details in paragraph 46</p> |
| e) £0.7 million | <p>Pay and Reward Strategy
 Drawn down for initial two stages of work towards the pay and reward strategy</p> |
| f) £2.4 million | <p>High Needs Block
 Drawn down as budgeted by Children's Services to offset high needs pressures.</p> |

Held in Partnership for External Organisations

- | | |
|-----------------|---|
| g) £0.4 million | <p>Clinical Commissioning Group Emotional Wellbeing and Mental Health
 Drawn down by Adult Services to support services in 2019/20</p> |
| h) £0.3 million | <p>Dorset Adult Learning
 Drawn down by Regeneration and Economy Services to support the adult learning service.</p> |

Required by Statute or Legislation

- | | |
|-----------------|---|
| i) £0.8 million | <p>Business Rates Levy Grant
 Grant paid in 2018/29 but decided to be utilised in 2019/20 in support of the budget</p> |
| j) £0.4 million | <p>Business Rates Levy Payment Account
 To offset the business rates levy cost set out in paragraph 54</p> |

Government Grants

- k) £10.6 million **Government Grants**
Due to accounting regulations £11.1m Covid-19 grant received in March must be shown in reserves. The remaining movements are lower than previously assumed. The most significant in relation to the use of the Troubles Families Grant.

Corporate Priorities & Improvements

- l) £0.8 million **Other Corporate Priorities & Improvements**
Largest change due to the £395k use of the Community Housing Fund and £250k use of Figbury Lodge Transition costs.

Dedicated Schools Grant (DSG)

62. The DSG outturn in-year deficit for 2019/20 is £1 million (£0.9 million less than the £1.9 million projected at quarter three). This is in addition to the cumulative net £3.6 million deficit brought forward from the legacy councils to give an overall accumulated deficit at 31 March 2020 of £4.6 million. A deficit recovery plan has been developed with progress in managing demand and bringing down average costs monitored closely by senior management.
63. The growing deficit is a result of unfunded pressures in high needs, with the in-year deficit for this block of expenditure at 1.9 million (quarter three projection £2.7 million). The deficit is due to a growing caseload of pupils with special educational needs as well as fee increases from independent special schools with the quarter four movements lower than previously assumed.
64. The high needs budget annual deficit was partially mitigated by prior year adjustments of £0.6 million and small underspend on the other three spending blocks of the DSG of £0.3 million.
65. A funding gap of £6 million has been identified for 2020/21. Children's Services are working with schools and other stakeholders to develop strategies to recover this position in future years.

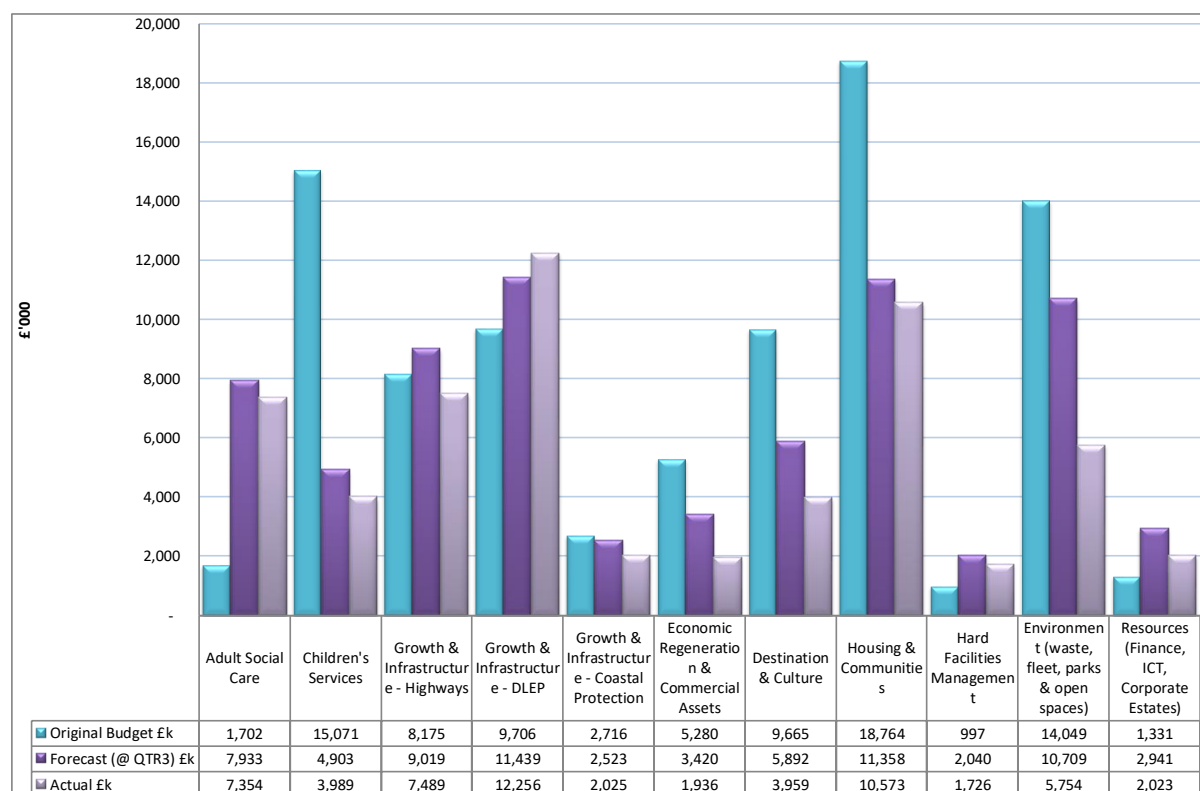
Capital Programme Outturn

66. The council's budgeted capital investment programme (CIP) covers general fund capital expenditure only. Housing revenue account (HRA) related capital spend is reported separately in this report.
67. In February 2019 BCP Shadow Council approved a CIP budget of £87.5 million (reduced to £72.2 million at quarter three). This compares with final capital spend of £59.1 million. Delivery of the planned capital programme has been affected to some degree in quarter four by challenges posed by the outbreak of Covid-19. Unspent approved capital resource (from 2019/20) of £16.5m has been added to the CIP for 2020/21 as follows:
- £5.2 million capital resource within Environment. This consists of fleet replacement capital resource and parks and open spaces spend
 - £2.1 million on highways spend – this is predominantly local transport plan (LTP) funded highways improvement works on a number of planned highways schemes. Officers will review and, if necessary, reallocate this reprofiled resource to new highways schemes in 2020/21 that are in line with council priorities

- £2.0 million within destination & culture, including Canford Cliffs stabilisation and promenade development (now expected to arise in 2020/21) and various smaller capital schemes across the conurbation
- £1.2 million within environment & community, including £0.5 million on St Stephen's construction
- £1.5 million on regeneration schemes – including Mallard Road, Parkway House and Bournemouth International Centre (BIC) investment strategy. Planned works on these schemes are, at this stage, still planned for 2020/21 subject to discussions around the impact of Covid19.
- £0.9 million ICT investment plan spend now planned for 2020/21. This spend is in addition to that included within the council's transformation programme
- £3.4 million from various schemes across the remainder of the CIP

68. Figure 2 illustrates 2019/20 annual spend of £59.1 million by service directorate in comparison with forecast full year planned spend at quarter three of £72.2 million and original budget of £87.4 million.

Figure 2: Capital Investment Programme Spend 2019/20



2019/20 Capital Investment Programme – full year summary

69. Adults Social Services

- The council opened its new 60 bed residential care home, Figbury Lodge during summer 2019. In addition, the acquisition of the Fairways care home was completed during the year.

70. Children's Services

- Planned work on Hillbourne school was impacted by the delay in receiving Secretary of State approval for surplus school land disposal. This has now been received. In

May 2020 the council approved a new children's capital strategy for 2020/21 to 2022/23. The strategy contains a strong focus on meeting the needs of SEND children and relieving pressure on the high need block revenue budget of the dedicated schools grant.

71. Growth & Infrastructure - Highways Routine & Structural Maintenance

- The council is committed to promoting more environmentally sustainable means of travel across the conurbation and was successful in its bid for government grant funding from the transforming cities fund (TCF). The bid will generate a significant increase in capital funding for sustainable transport scheme delivery over three years from April 2020 to 2023.
- This funding will complement existing investment undertaken during the year across the conurbation on improving highways, bridges, street lighting and car parking facilities.
- In addition, government pothole capital grant of £2.9 million was allocated to BCP Council in June 2020. A further report detailing proposed utilisation of this funding will be brought to Members in due course.

72. Growth & Infrastructure - Major Road Network Improvements

- In partnership with the Dorset Local Enterprise Partnership (DLEP), £7.3 million investment in 'Big Programme' major highways improvement schemes was made in 2019/20 - consisting of Blackwater East Junction, Cooper Dean, A338 Widening and Wessex Fields projects. A338 widening (including the Cooper Dean stretch), and Blackwater East Junction works are complete. Work is ongoing on Blackwater West improvement works (commenced in summer 2019, with planned completion in Summer 2020) and Wessex Fields Phase 1.1.
- Investment continued in the Townside Access to the Port of Poole programme as well as Wallisdown – Boundary Road roundabouts.
- The council continues to work closely with the DLEP to identify potential new capital projects that could benefit from partnership funding.

73. Growth & Infrastructure - Coastal Protection

- In October 2019 the council approved the next phase of the 'Poole Bay - beach management scheme' - to provide ongoing coastal protection to the coastal frontages of Bournemouth, Christchurch and Poole from 2020 - 2031.

74. Economic Regeneration & Commercial Assets

- Focus on town centre regeneration – including major regeneration schemes in Poole town centre and Lansdowne Business District (including improving digital capability). Further investment is planned for 2020/21.

75. Destination & Culture

- The council continued to consider options for cliff stabilisation works and seafront development in the Canford Cliffs area. This work is part of the council's longer-term strategic seafront development strategy and capital budget has been reprofiled into the CIP 2020/21 accordingly.
- Good progress has been made with the delivery of other capital projects across the Poole area of the seafront, with live construction sites at Shore Road, Shore Road East (block 8) and Branksome Chine. Connectivity work also forms part of these projects.

76. Housing & Communities

- The council's new 46-unit housing development at the St Stephen's site is planned for completion in 2020/21.
- Princess Road and Prince of Wales Road site development - to include a new 20-bed family hostel and 34 new private rented sector housing units is planned for 2020/21.

77. Hard Facilities Management

- Maintenance spend on the council's civic estate spend, restricted to urgent repair work in light of potential impact of transformation programme.

78. Environment

- Fleet replacement strategy - procurement is underway to acquire urgent replacement vehicles in line with approved budgets. A longer-term sustainable fleet replacement strategy will be brought to councillors in due course.

79. Resources

- The council has continued to invest in its ICT infrastructure to complement work planned as part of its wider transformation agenda. ICT investment made in 2019/20 has been critical in ensuring the council was able to maintain frontline services effectively throughout the lockdown period.

Funding of the Capital Investment Programme 2019/20

80. The council continues to rely on its own resources - capital reserves, borrowing (the costs of which are included within the MTFP) and capital receipts from disposal of its assets - to help finance the 2019/20 CIP, as summarised in Figure 3 below. Government Grant funding has been used in accordance with grant requirements. 2019/20 capital programme financing included use of funding secured from former Dorset County Council as part of disaggregation process

Figure 3: Capital Investment Programme Funding 2019/20

	2019/20 £'000
Government Grant	31,727
Third Party Receipts	599
s106 & Community Infrastructure Levy	1,988
External Funding Contributions	34,314
Revenue Funding for Capital	3,912
Capital Receipts	2,811
Earmarked Reserves	627
PRU Borrowing	17,421
BCP Funding Requirement	24,771
Capital Investment Funding	59,085

Capital Budget Virements 2020/21 Capital Investment Programme

81. Appendix C provides a summary of capital schemes currently included within the CIP 2020/21. This summary reflects slippage of unspent capital budget from 2019/20, and capital budget virements either already approved or to be approved (see below) since original budget was approved in February 2020.
82. Members are reminded that the CIP will continually evolve throughout the year in response to changes in approved capital schemes and new capital grants allocated or successfully bid for.
83. In accordance with the council's Financial Regulations the following rules associated with capital virements apply (after advice from the Chief Finance Officer):
- Virements over £1 million require prior Council approval.
 - Virements over £0.5m and up to £1 million require prior Cabinet approval.
 - Corporate Directors can approve virements over £100k up to £500k.
 - Service Directors can approve virements up to £100k.
84. In accordance with the financial regulations the following virements require the **approval of Cabinet:**
- a. Service Area: Growth & Infrastructure – BiG Programme
Purpose of Virement: **Reallocate approved budget between capital schemes**
Value: **£0.8 million**
- Final costs for the Dorset Local Enterprise Partnership (DLEP) funded Cooper Dean capital project was £0.9 million lower than approved budget. In March 2020 the DLEP approved the repurposing of £0.8 million unutilised DLEP funding from the Cooper Dean project to the Wessex Fields capital project. In accordance with BCP Council financial regulations, Cabinet approval is sought to formally approve this budget virement.
- b. Service Area: Growth & Infrastructure – Bridge Maintenance
Purpose of Virement: **Reallocate approved budget between capital schemes**
Value: **£0.5 million**
- Cabinet approval is sought to allocate £0.5 million of the total £0.9 million Bridge maintenance capital budget to specific capital projects - Palmerstone Road bridge repairs (£0.4 million) and Towngate bridge repairs (£0.1 million). All works are funded from the (LTP) grant.
85. In accordance with the financial regulations the following virements require the **approval of Council:**
- a. Service Area: Growth & Infrastructure - Highways
Purpose of Virement: **Increase Approved Capital Budget**
Value: **£7.1 million** (£2.9 million DfT Pothole Grant and £4.2 million DfT Challenge Funding)

Approval is sought to increase the capital programme by £7.1 million. This reflects new Department for Transport (DfT) Pothole Funding Grant of £2.9 million allocated to BCP Council in May 2020. This is a new annual grant that is expected to be received in each year of the Medium-Term Financial Plan. Officers have already developed a £0.5 million programme of urgent pothole repair works for 2020/21. These include new capital works on Seaview Road, Willow Drive, Charminster Road (part) and North Road (part). Details of planned utilisation for the remainder of the grant will be brought to Members for approval in due course.

Additionally, in June 2020 the DfT confirmed that BCP Council have been awarded £4.2 million of grant funding in support of the Challenge Fund bid submitted in October 2019. The funding will facilitate a comprehensive route management scheme that will invest £4.9 million (£4.2 million DfT grant and £0.7 million local and third-party contributions) into Bournemouth, Christchurch and Poole's local highway network. This investment includes remedial works to 4.23 km of highway at six locations and also incorporates footway refurbishment and/or traffic signal refurbishment at three of these locations. Works will complement the proposed Transforming Cities Fund corridors, existing maintenance programmes and Local Transport Plan initiatives with projected completion by March 2021.

The Council is mindful of the potential impact this new grant funding will have on deliverability of the capital programme as originally planned. Members will be advised of any proposed amendments to the capital programme required in due course.

- b. Service Area: Regeneration - Lansdowne
 Purpose of Virement: **Reduce Approved Capital Budget**
 Value: **(£4.1 million)**

The Council remains committed to the regeneration of the Lansdowne Business District – investing in positive changes to the urban realm, infrastructure and cultural experience which will accelerate the impacts of investments already made in the area by others. Council approval is sought to defer Lansdowne roundabout improvement works to later phases of the programme. This will result in not drawing down £4.1 million of Dorset Local Enterprise Partnership (DLEP) funding currently earmarked to the scheme. The DLEP is supportive of this approach and remain confident the key outcomes and outputs of the original scheme will still be delivered. Councillors are asked to note the £4.1 million DLEP funding newly released from the Lansdowne programme will now be made available by DLEP to fund new capital projects across Dorset. BCP Council has submitted fresh DLEP bids for access to this funding for alternative capital projects.

- c. Service Area: Growth & Infrastructure – BiG Programme
 Purpose of Virement: **Approve DLEP grant funding for capital projects**
 Value: **£4.4 million**

The total comprises £1.6 million for Wallisdown Road – Boundary Roundabout Works, £1.3million for Blackwater Junction & A338 widening works and £1.5 million for Ferndown – Wallisdown – Poole A348 / A3049 corridors.

BCP Council has successfully secured £1.6 million DLEP funding for Wallisdown Road - boundary roundabout works. This £1.8 million scheme is in

progress and will be funded from £1.6 million DLEP grant and £0.2 million BCP funding (from LTP and other highways capital grant funding).

In April 2020 the council also secured £1.3 million additional DLEP funding for remaining Blackwater Junction & A338 widening works inherited from former Dorset County Council on 1 April 2019. Council is asked to formally accept this funding, the impact of which will significantly reduce BCP's local s106 contribution funding requirement.

Council approval is also sought to accept £1.5 million new DLEP pipeline grant funding, formally approved by DLEP in June 2020. This funding will be used to partially finance a new £3.1 million programme of highways improvement works along the Ferndown-Wallisdown-Poole (FWP) A348/A3049 corridors. The £1.5 million DLEP grant funding must be spent by 31 March 2021. BCP Council expects to use £1.56 million Department for Transport capital grant funding (either future LTP or Transforming Cities Fund grant allocations) to finance the remainder of the programme. In accordance with DLEP grant conditions, this work must be completed by 31 March 2023. A full report will be produced for Members in September / October that provides more detail on the scheme (including design, timescales, risks etc), and a full breakdown of the funding provision proposed for the scheme.

Housing Revenue Account (HRA)

86. The Housing Revenue Account (HRA) is a separate account within the Council that ring-fences the income and expenditure associated with the Council's housing stock. The HRA does not therefore directly impact on the Council's wider General Fund budget.
87. Within the HRA the council operates two separate neighbourhood accounts. The Bournemouth account comprises of 5,100 tenanted properties and is directly managed in-house by the Council. The Poole account comprises of 4,517 tenanted properties and is managed by Poole Housing Partnership (PHP). PHP operate as an Arm's Length Management Organisation (ALMO) in line with a Management Agreement with the Council.

Bournemouth Neighbourhood Account

88. Figure 4 below presents the Bournemouth neighbourhood HRA for the period 1 April 2019 to 31 March 2020. The year-end position to 31 March 2020 is a balanced position with net variances increasing the revenue contribution to capital above budget by £658,000.
89. The increased contribution has mainly been possible due to increased income for services and facilities, and other contributions towards expenditure, along with a reduced cost for supervision and management.

Figure 4: Bournemouth Neighbourhood Housing Revenue Account

December Forecast Variance £000s		Approved Budget £000s	March Outturn £000s	March Outturn Variance £000s
	Income			
14	Dwelling Rents	(22,393)	(22,329)	64
(30)	Non-Dwelling Rents	(144)	(160)	(16)
4	Charges for Services and Facilities	(1,195)	(1,382)	(187)
(47)	Contributions towards expenditure	(582)	(767)	(185)
(59)	Total Income	(24,314)	(24,638)	(324)
	Expenditure			
23	Repairs and Maintenance	5,209	5,247	38
163	Supervision and Management	7,666	7,389	(277)
92	Rent, rates, taxes and other charges	248	251	3
0	Bad or Doubtful debts	188	193	5
(3)	Capital financing costs (debt management)	75	75	0
(411)	Depreciation Dwellings	6,885	6,929	44
78	Depreciation Non-Dwellings	100	112	12
(402)	Capital Charges (net)	2,487	2,328	(159)
556	Contribution new builds	1,456	2,114	658
96	Total Expenditure	24,314	24,638	324
37	(Surplus) / Deficit	0	0	0

Capital

90. Figure 5 below presents the monitoring position in respect of the capital programme for the Bournemouth neighbourhood account. Compared with the budget only 45 per cent of the original programme was achieved due largely to the significant delay in the new build programme identified by quarter two.
91. The new build & acquisition programme' original budget of £13.3 million approved in February 2019 was a 'single pot' allocation from which a programme of planned major capital schemes would be funded. The forecast spend was reduced by £10.3 million in quarter two to £3.0 million. The final outturn spend is £2.0 million on specific schemes with the unspent capital resource of £1.0 million reprofiled into 2020/21.
92. The timeline (and associated budgeting) for new build developments is difficult to predict but the pipeline of new build homes to come forward beyond the current financial year remains positive.
93. Planned maintenance was broadly in line with budget with a £0.5 million underspend.

Figure 5: Bournemouth Neighbourhood HRA – Capital Programme

December Forecast Variance £000s		Approved Budget £000s	March Outturn £000s	March Outturn Variance £000s
(13,345)	New Build & Acquisition Programme	13,345	0	(13,345)
	Major Projects			
925	Northbourne Day Centre	0	288	288
696	Charminster Close (garage site)	0	594	594
381	Princess Road Development	0	115	115
270	Helyar Road	0	266	266
198	Barrow Drive (garage site)	0	204	204
150	Luckham Road / Charminster Road	0	18	18
329	Various programmes under £100k	0	592	592
96	Contingency	0	0	0
(10,300)	New Build & Acquisition Programme	13,345	2,077	(11,268)
0	Windows	1,200	359	(841)
0	Bathroom Refurbishments	950	964	14
0	Kitchen Refurbishments	850	857	7
0	Disabled Adaptions	760	542	(218)
0	External Works	750	725	(25)
0	Fire Precautions / Detectors	600	467	(133)
0	Boiler Replacements	500	614	114
0	Re-roofing	300	500	200
0	Doors	300	61	(239)
0	Bedroom Extensions	200	300	100
0	Hot Water Systems	120	126	6
0	Insulation / Energy Efficiency	100	23	(77)
0	Rewiring	100	607	507
0	Common Areas	100	69	(31)
336	Various programmes under £100,000	539	1,019	480
(350)	Contingency	350	0	(350)
0	Staff time allocated to capital projects	331	310	(21)
(14)	Planned Maintenance Programme	8,050	7,543	(507)
(10,314)	Total Capital Programme	21,395	9,620	(11,775)

Poole Neighbourhood Account

94. The outturn position is breakeven in accordance with the local policy, with a £3.3m revenue contribution to capital in 2019/20. This compares with the budgeted contribution of £4.3 million. The difference is due to small under recovery in rents and other income of £0.15 million and shared ownership receipts from the Canford Heath project budgeted at £0.7 million instead being treated as capital. There is also within expenditure an unbudgeted transfer to HRA reserves of £0.2 million.

Figure 6: Poole Neighbourhood Housing Revenue Account

December Forecast Variance £000s		Approved Budget £000s	March Outturn £000s	March Outturn Variance £000s
	Income			
177	Dwelling Rents	(19,855)	(19,735)	120
0	Non-Dwelling Rents	(37)	(51)	(14)
13	Charges for Services and Facilities	(1,316)	(1,259)	57
0	Contributions towards expenditure	(52)	(51)	1
1	Other Income	(235)	(249)	(14)
0	Canford Shared Ownership Receipts	(716)		716
191	Total Income	(22,211)	(21,345)	866
	Expenditure			
0	Repairs and Maintenance	5,237	5,235	(2)
22	Supervision and Management	4,316	4,305	(11)
0	Rent, rates, taxes and other charges	158	157	(1)
0	Bad or Doubtful debts	197	131	(66)
0	Capital financing costs (debt management costs)	103	103	0
0	Depreciation Dwellings	4,882	4,914	32
(22)	Capital Charges (net)	3,020	3,046	26
(191)	Contribution to the new build	4,298	3,292	(1,006)
0	Contribution to HRA reserves	0	162	162
(191)	Total Expenditure	22,211	21,345	(866)
0	(Surplus) / Deficit	0	0	0

95. The £0.1 million under recovery in rental income is due to delays in delivery and occupation of the Canford Heath Road scheme with some offset in the initial weeks of the year of income from Cynthia House, which was scheduled for earlier demolition. The void loss for 2019/20 was positive at 0.85 per cent against a budget of 1 per cent.

96. The greatest risk to income collection, until the pandemic, was the universal credit roll out. This has impact on the ability to collect income and consumes administrative resource. The roll out of the full service began on 11 October 2017 in Poole, with 708 residents receiving universal credit at the end of March 2020. Arrears for these tenants are rising and work continues to establish how much will be collectable. The impact is not shown within the dwelling rents received but expenditure including the provision for bad debts. The virus is an additional risk with the ability of tenants to pay their rent due to the longer-term economic impact being closely monitored. A moratorium on evictions began in March and has been extended to the end of August.
97. The £0.7 million budget for shared ownership receipts reflects the income expected from the sale of the 10 shared ownership units at the Canford Heath Scheme and in future will not be budgeted here but included in capital receipts.
98. The two significant variances are the contribution to capital (£1 million less than budgeted) and the unbudgeted contribution made to reserves of £0.2 million. The revenue contribution to capital is adjusted to reflect movements in income and expenditure across the HRA. By delivering good performance across income collection and by holding down costs across all areas in the HRA, this has maximised the surplus on the HRA and provides a significant contribution to the major repairs reserve to support the capital programme of £3.3 million. This figure is lower than budgeted largely as a result of the shared ownership receipts being reflected in Capital.
99. The approach to the HRA reserve is to standardise across both neighbourhoods at 5 per cent of expenditure, with this approved at Council in February 2020. The transfer to bring the Poole neighbourhood up to this level is £0.2 million.

Capital

100. The February 2019 report to Council agreed a £14.5 million capital programme, including estimated carry forwards from 2018/19 into 2019/20. The final carried forward budget at outturn increased the 2019/20 programme to £17.2 million. This increase of £2.7 million is largely due to slippage on the Canford Heath project.
101. In September, the Council approved a £0.75 million increase to the small projects budget to support the buy-back of properties relating to Project Admiral. During quarter 3 the acquisitions budget was approved of £0.45 million bringing the total budget to £18.4 million. There were no budget adjustments during quarter four.
102. The outturn compared with the revised programme is reduced spend of £8.9 million, representing 53 per cent of the annual budget. This is largely from the re-phasing of projects, the largest of which is the Herbert Avenue Modular Scheme of £2.4 million. These budgets will be carried forward into the 2020/21 programme.
103. Figure 7 below presents the monitoring position in respect of the capital programme for the Poole neighbourhood account.

Figure 7: Poole Neighbourhood HRA – Capital Programme

December Forecast Variance £000s		Revised Budget £000s	March Outturn £000s	March Outturn Variance £000s
	Basic Planned Maintenance			
(35)	External Doors	150	91	(59)
146	Boiler Replacement Programme	612	688	76
0	Windows	500	429	(71)
(349)	Building External – All schemes	490	7	(484)
(300)	Fire Risk Remedial works	988	487	(502)
(210)	Electrical Works	400	234	(166)
99	Kitchen Replacement Programme	365	386	21
146	Building Envelope (Seddons)	306	434	129
0	Roofing	379	250	(129)
(2)	Bathrooms	218	94	(125)
78	Various programmes under £100,000	725	820	96
0	Capitalised PHP Salaries	522	522	0
	Other Planned Maintenance			0
0	Information Technology Capital Costs	535	450	(85)
0	Disabled Adaptions	350	277	(73)
0	Sustainability	100	146	46
0	Small Planned Maintenance projects	86	50	(36)
	Major Projects			
0	Canford Heath Road	3,576	2,230	(1,346)
(2,129)	Herbert Avenue	2,509	63	(2,446)
(1,590)	Tower Blocks (Old Town)	1,950	318	(1,632)
(950)	New Build in-fill	1,000	13	(987)
(590)	Sprinklers	600	17	(583)
76	Small Sites Programme	950	1,182	232
(450)	Cladding	500	14	(486)
15	Cynthia House	300	247	(53)
(133)	Hillbourne School Site	255	(8)	(263)
(6,179)	Total	18,366	9,442	(8,924)

104. Planned Maintenance

Planned maintenance (decent homes projects) is underspent by £1.2 million. The February Council budget report for 2020/21 included the carry forward of £0.45 million due to delays in sourcing a replacement fire door and for electrical and

lighting works for re-wiring at Willow Park and Baiter Gardens as these were already projected to be incomplete by the year end. Additional carry forwards are now required including for roofing works delayed in quarter four due to the extended periods of rain and then by the lockdown. Fire doors and fire risk assessments were also due to be completed in March and delayed by the virus. The total decent homes budget to be carried forwards from 2019/20 into 2020/21 is now £0.7 million. The balance of £0.5 million comprise underspend within projects, including £0.1 million from not replacing 50 bathrooms as planned due to other priorities within voids. This underspend will go back into reserves with replacements for the next 5 years being profiled.

105. Canford Heath

This scheme has been delivered later than planned but with a saving against budget that will go into reserves.

106. Herbert Avenue

The budget has been re-phased for this scheme, with £2.38 million carried forward to 2020/21.

107. Old Town Tower Block Works

This budget is to support the major redevelopment of the 4 tower blocks in Poole Old Town and the buy- back of properties within the development. The budget setting report included carry forwards of £0.84 million in relation to the project and £0.75 million in relation to the buy backs, with the total of £1.6 million carried forward into 2020/21 as the project is re-phased.

108. New Build In-Fill

Most of this budget was carried forward from previous years. Some fees have been incurred as possible schemes have been identified and assessed with the remaining underspend going back into reserves.

109. Sprinkler Works

This budget supports the retro fit of sprinklers with £0.59 million carried forward to 2020/21 due to re-phasing of the programme. Approval to award this contract was obtained at the May 2020 Cabinet meeting.

Small Projects

110. This budget supports the acquisition of properties and is supplemented by right-to-buy resources. Properties under consideration are tested to ensure that they meet both financial and housing management priorities. This budget was significantly overspent during 2018/19 as opportunities to buy back larger properties were taken. The 2019/20 original budget was increased by £0.45 million during the year.

Sterte Court Cladding

111. The £500k budget to deliver replacement cladding at Sterte Court has been delayed with only architect's costs incurred in the financial year. The February budget setting paper included the carry forward to allow these works to progress in 2020/21.

Cynthia Works

112. This budget is to support the initial works at Cynthia House. This project has been rephased and the majority of budget will be spent in 2021/22.

Hillbourne School Development

113. This budget will support initial works at the Hillbourne School with £0.2 million carried forward into 2020/21.

Companies and partner organisations

114. The financial sustainability of the council could also be affected by the performance of partners and subsidiaries in which it has a financial interest. Each of these entities has their own governance framework and their own arrangements for reporting their financial and operating performance.
115. The following paragraphs contain a summary of the outturns for these partner and subsidiary organisations. It should be noted that these are provisional figures and are unapproved by the respective boards of directors and are also subject to audit.

Bournemouth Building & Maintenance Ltd (BBML)

116. The trading activities of BBML consist of programmed works for the council's housing revenue account such as disabled adaptations, and building works for other council owned property.
117. Turnover for the financial year was £7.872 million in comparison to the budgeted figure of £7.154 million. While turnover exceeded the budget by £0.718 million, the provisional profit for the year is consistent with the budget at £0.260 million (budget £0.262 million). This is because some of the increased turnover relates to activities recharged to the council for zero profit, and Covid-19 related expenditure that BBML has incurred.
118. Due to the materiality level for BCP Council statement of accounts BBML will not be consolidated into BCP Council's group accounts.

Seascope Group Ltd

119. Within Seascope Group Limited are two subsidiaries, Seascope South Limited and Seascope Homes and Property Limited.
120. The core activities of Seascope South Limited (SSL) are undertaking adaptations and conversions to non-council owned property. These are funded through disabled facility grants. Building maintenance and construction services are also offered.
121. Turnover for the financial year for SSL was £0.456 million compared to a budget of £0.743 million. This variance is largely due to lower than anticipated construction works which can vary year on year depending on tenders awarded. Provisional profit before tax is £36 thousand which is in line with the budget of £38 thousand, because the reduced turnover resulted in lower variable costs incurred.
122. Seascope Homes and Property Limited (SHPL) provides housing solutions through the grant of assured short-hold tenancies to a variety of clients, including the homeless. SHPL leases properties purchased by the council in order to provide this housing.
123. Turnover for the financial year for SHPL was £0.633 million which is in line with the budget of £0.622 million. Provisional profit before tax is £13 thousand which is also consistent with the budget of £14 thousand.
124. The results of the subsidiaries are combined to form the results of Seascope Group Limited (SGL). The provisional turnover for SGL was therefore £1.088 million compared to a budget of £1.365 million. Provisional profit before tax, after

the deduction of £6 thousand in operating costs for SGL, is £43 thousand and is in line with the budgeted figure.

125. Due to the materiality level for BCP Council statement of accounts Seascope Group will not be consolidated into BCP Council's group accounts.

Charities

126. The council has close links to three charities, the Five Parks Charity, Lower Central Gardens Trust and Russell-Cotes Art Gallery & Museum Charitable Trust.
127. Due to the materiality levels for the council only Lower Central Gardens Trust will be included in the Council's group accounts. Materiality is assessed with reference to the size of the asset base in the balance sheet.

The Bournemouth Development Company LLP

128. Bournemouth Development Company LLP ("BDC") is a joint venture between the Council and wholly owned subsidiary of Morgan Sindall Investments Ltd.
129. BDC is an active development partner and regeneration catalyst for the delivery of the Bournemouth Town Centre Vision.
130. BDC has a different year end to the council consequently the figures incorporated in the council's group accounts rely on an amalgamation of the pro rata amount from the joint venture's 31 December 2019 yearend figures and from the quarter 1 management account information to 31 March 2020. Figures are not available to include in this report due to differing financial reporting year.

Tricuro

131. Tricuro is a group of two companies established under local authority trading company principles to undertake a range of adult social care services on behalf of the now two local authorities in Dorset. Staff transferred from each of the local authorities to the new company with the aim of improving service provision and efficiency.
132. Tricuro is structured as a care company (Tricuro Limited) and a company providing support services (Tricuro Support Limited), with management through a joint Board. Tricuro Support Limited holds the contractual relationships with the two commissioning councils, as well as the property leases and support services agreements.
133. Each authority owns one ordinary share in Tricuro Support Limited, which in turn owns 100% of the equity of Tricuro Limited.
134. The turnover of Tricuro in 2019-20 was £42.3 million, with £17.1 million (41%) attributable to the contract with BCP Council, £22.2 million (52%) from the contract with Dorset Council and £3 million (7%) from independent fees and charges.
135. Due to the materiality level for BCP Council statement of accounts Tricuro will not be consolidated into BCP Council's group accounts as the operating assets have remained with each council.

Aspire Adoption

136. Aspire Adoption was originally established as a partnership of three Local Authorities (Bournemouth Borough Council, Dorset County Council and the Borough of Poole) to form one of the first regional adoption agencies in England. Following LGR the partnership is now between BCP and Dorset Council.

- 137. Aspire work in partnership with Families for Children, a local voluntary adoption agency.
- 138. The purpose is to provide services for children and families through enabling and supporting the adoption and special guardianship process.
- 139. BCP contribution to the partnership is £1.2 million with Dorset Council contributing £0.9 million. Income from external interagency/Adoption Support Fund received during the year was £0.4 million. Expenditure totalled £2.5 million to give a balanced position for the year.

Reporting assumptions

- 140. Budget monitoring reports as set out are produced by Finance, with monitoring information for the Poole HRA neighbourhood account being produced by Poole Housing Partnership.
- 141. Actual expenditure and income are that posted to the council's financial ledger as at 31 March 2020 and covers the period from 1 April 2019.
- 142. All significant variances have been investigated and only those items of a significant or exceptional nature are reported, along with those requiring member decisions for other reasons.

Consultation

- 143. The Corporate Management Board has reviewed the information provided in this report and the relevant Corporate Directors, Directors of Services and budget holders have provided information as necessary.

Options appraisal

- 144. This report provides financial performance information, and as a result there are no alternative options to consider.

Summary of financial implications

- 145. The effective management of the Council's budget is fundamental to the good governance of the organisation. Failure to monitor and manage the finances of the organisation will affect the financial health and wellbeing of the council. The council will not be able to develop a sustainable MTFP and will not be able to effectively invest in its service priorities if it fails to recognise and address any identified financial pressures.

Summary of legal implications

- 146. It is a legal requirement of the council to monitor its budget during the financial year, take remedial action if necessary and to produce a statutory set of accounts within the prescribed deadlines.

Summary of human resources implications

- 147. None specifically related to this report.

Summary of sustainability impact

- 148. None specifically related to this report.

Summary of public health implications

149. None specifically related to this report.

Summary of equality implications

150. Any variations to budgets require the responsible officers to be mindful of the equality implications within the Council. Individual budget holders will consider and address any such implications in line with their service specific equality impact assessments.

Summary of risk assessment

151. This report and the outlined actions will form part of the mitigation strategy to ensure that the Council is identifying when prompt management intervention and action is needed to avoid an adverse impact on future service delivery or the achievement of future corporate objectives.

Background papers

152. The 2019/20 Budget and Consolidated MTFP Update for Bournemouth, Christchurch and Poole Council which was approved by the BCP Shadow Authority on the 12 February 2019 can be found at:

<https://moderngov.bcpshadowauthority.com/ieListDocuments.aspx?CId=136&MId=123&Ver=4>

153. Quarter One Budget and Performance Monitoring report 2019/20

<https://democracy.bcpCouncil.gov.uk/ieListDocuments.aspx?CId=285&MId=3721&Ver=4>

154. Quarter Two Budget Monitoring Report 2019/20

<https://democracy.bcpCouncil.gov.uk/mgChooseDocPack.aspx?ID=3723>

155. Quarter Three Budget Monitoring Report 2019/20

<https://democracy.bcpCouncil.gov.uk/mgChooseDocPack.aspx?ID=3726>

Appendices

Appendix A Outturn Revenue Variances greater than £100,000 by Directorate

Appendix B Earmarked Reserves Movements in 2019/20

Appendix C Capital Investment Programme 2021/2022 to 2022-2023

Outturn Revenue Variances greater than £100,000

Adult Social Care

Budget	Explanation	Dec Variance £000's	Outturn Variance £000's	Change £000's
Care packages	Pressure due to additional demand for provision of care and increased cost of residential placements	1,864	1,475	(389)
Covid-19	Additional demand, supporting the market, and other miscellaneous costs	0	450	450
Employee Costs	Vacancies due to recruiting difficulties	(249)	(698)	(449)
Other Social Care Activities	Miscellaneous variance of smaller scale	(356)	(953)	(597)
Service User contributions	Service user contributions now above budget plus contributions from Deferred payments agreements	(299)	(1,142)	(843)
Total Adult Social Care		960	(868)	(1828)

Children's Services Directorate

Budget	Explanation	Dec Variance £000's	Outturn Variance £000's	Change £000's
Children in Care (CiC)	Increased number of children and placement changes due to increased complexity with higher costs	1,620	2,085	465
SEN Transport	Further growth in numbers & associated cost of pupils eligible for SEN transport.	1,020	951	(69)
Operational staff costs	Legacy staffing pressures on the front door social work teams due to the use of agency staff as BCP came together with 2 case management systems	345	374	29
Home to school transport	Mainstream transport continues to be a pressure, this is due to the integration of Christchurch based travellers, a continual increase in the total number of entitled travellers and the shortage of primary school placements in the Town Centre area.	205	350	145
Business support of front-line teams	Business support services have been flexed, resulting in higher costs, to meet the needs of the directorate throughout the Local Government Reorganisation process and in establishing BCP Council.	200	221	21
Interim Management	Additional resources during creation of new service to drive improvement and allow handover to new directors.	270	263	(7)
Staff costs	Impact of restructure implementation from January 2020, delayed from September.	184	184	0
Public Health Grant	Partnership reserve returned to the council plus in-year underspend allocated to support children's services	(410)	(484)	(74)
CHAD	The numbers of children within the child health and disability team (CHAD) is below budget.	(336)	(544)	(208)
Various	Result of micro budget management to offset pressures in the whole system as well as additional income from grants and traded activities	(558)	(890)	(332)
Total Children's Services		2,540	2,510	(30)

Regeneration and Economy Directorate

Budget	Explanation	Dec Variance £000's	Outturn Variance £000's	Change £000's
Covid-19 - loss of income	Direct sales impacted plus increased bad debt provision	0	2,089	2,089
Covid-19 - Car Parking	Lockdown impact on parking fees	(188)	971	1,159
Concessionary Fares	Price increase for the Christchurch area	330	361	31
Miscellaneous	Miscellaneous variances across the directorate	(30)	304	334
Accountancy Adjustment	Historic planning commitments recognised (S106/S38/S278)	0	285	285
Street Lighting	Higher levels of electricity price inflation and maintenance than provided	256	278	22
Accountancy Adjustment	Reassessment of insurance income provision	0	258	258
Attractions/ Museums/Libraries	Reduced income and extra costs in attractions	260	160	(100)
Accountancy Adjustment	Consistent BCP treatment of income	0	141	141
Accountancy Adjustment	Stock valued under £25k to be written off	0	141	141
Two Riversmeet	Legacy staffing budget net of improved income	160	130	(30)
Property Services	Staff redundancy costs	120	120	0
Bus Subsidy	Renegotiated contract savings	(100)	(100)	0
Leisure Centres	Contractual improvements	(88)	(108)	(20)
Economic Development	Additional funding for staff and other development savings	(90)	(126)	(36)
Planning Services	Consistent approach to funding CIL plus additional net fee income	(300)	(324)	(24)
Total Regeneration & Economy		330	4,580	4,250

Environment & Community Directorate

Budget	Explanation	Dec Variance £000's	Outturn Variance £000's	Change £000's
Environment				
Accounting adjustments	Establishment of consistency in income recognition / internal charge adjustment	0	618	618
Bereavement	Reduced income from cremations, largely due to new private facility also offering ceremonies in the BCP area	561	581	20
Waste & Cleansing	Legacy budgets for waste disposal too low with disposal price increase mid-January 2020	238	340	102
Parks, Grounds Maintenance & Greenspaces	Legacy budgets for concessions and contracts income too high	201	236	35
Parks / highways	Impact of winter storms on tree work budget/highways maintenance in Christchurch	2	155	153
Covid-19	Lost income/increase spend	0	97	97
Bad debt provisions	Assessment at year end of outstanding debts	0	64	64
Other variances individually < £100,000	Highways maintenance / recreation and sports loss of income from concession ending	58	83	25
Waste & Cleansing	Surplus for garden waste, household waste recycling centres and trade waste reduced by agency and bird contract	(188)	(100)	88
Waste & Cleansing	Dorset Waste Partnership	(172)	(164)	8

Budget	Explanation	Dec Variance £000's	Outturn Variance £000's	Change £000's
Housing				
Housing Options	Reprofiling of homelessness grant to apply to 2019/20 to cover additional costs	380	100	(280)
Bad debt provision	Assessment of debt at year end	0	(100)	(100)
Risk, Performance & Telecare	Vacancies held	(101)	(106)	(5)
Risk, Performance & Telecare	Telecare – new business higher than anticipated	(16)	(120)	(104)
Housing Delivery	Temporary accommodation achieved rent income ahead of programme	28	(153)	(181)
Risk, Performance & Telecare	Housing related support contracts lower for Christchurch services	52	(295)	(347)
Neighbourhood Services	Garages – legacy budgets set too low	(157)	(319)	(162)
Neighbourhood Services	Photovoltaic – legacy budgets understated plus good weather	(186)	(327)	(141)
Communities				
Redundancy and sundry variances	Redundancy (£130,000) and other (£25,000)	0	(155)	(155)
Total Environment & Community		700	435	(265)

Resources Directorate

Budget	Explanation	Dec Variance £000's	Outturn Variance £000's	Change £000's
ICT				
Covid -19	Mobile phones (£13,000), additional Team Viewer Licenses (£3,000)	0	16	16
Staffing	Combination of vacancies and small pressures	10	(20)	(30)
Printing and Photocopying	Budgets centralised; savings previously spread across services	0	(223)	(223)
Income Generation	Additional external income	0	(226)	(226)
Organisational Development				
Major Projects Team	LGR funding only up to the end of September for existing structure. Reduction from quarter 3 due to allocation to projects with cost recovery	235	223	(12)
General Expenditure	Lower than expected spend on areas such as training fees	0	(91)	(91)
Other	Staff costs and income recovery	86	(14)	(100)
Law and Governance				
Contribution to Reserves	Contribution to elections reserve and Charter Trustee funds	0	192	192
Land Charges Income	Wider external factors affecting income generation	45	134	89
Other	Savings in legal fees offsetting income deficit from Registrars.	(72)	(100)	(28)
Legal and Democratic Services	School Appeals income of £68,000 and employee cost savings across the service unit	0	(170)	(170)
Finance				
External Audit Fees	Additional work for 2018/19 and 2019/20 on assets and pensions to comply the code of audit practice	50	64	14
External Audit Fees	Difference between actual core audit costs compared to budget based on indicative scale fee	51	51	0
Covid-19	Personal Protective Equipment	0	19	19
Finance System	Higher than expected annual system licences	25	18	(7)

Budget	Explanation	Dec Variance £000's	Outturn Variance £000's	Change £000's
Revenues and Benefits	Various Revenues and Benefit legacy budget issues	51	(57)	(108)
Revenues and Benefits	SVPP surplus returned to BCP Council	(109)	(329)	(220)
Brexit Funding	Brexit grant allocated to staff costs plus utilisation of reserve to fund costs incurred	(74)	(353)	(279)
Housing Benefits	Single consistent approach to bad debt provision	0	(771)	(771)
Other variances individually < £100,000	Various sundry net pressures	(26)	116	142
Total Corporate Services		272	(1,521)	(1,793)

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BCP Council - Earmarked Reserves

Detail	01/04/19 Actual Balances	Balance Sheet Movement	Actual Movements	31/03/20 Actual Balances
	£000's	£000's	£000's	£000's
(A) - Financial Resilience Reserves	(11,043)	(2,100)	(175)	(13,318)
(B) - Transition and Transformation Reserves	(12,876)	0	9,422	(3,454)
(C) - Asset Investment Strategy Rent, Renewals and Repairs	(2,500)	0	9	(2,491)
(D) - Insurance Reserve	(3,500)	0	0	(3,500)
(E) - Held in Partnership for External Organisations	(4,144)	0	1,073	(3,071)
(F) - Required by Statute or Legislation	(4,163)	0	1,150	(3,013)
(G) - Planning Related	(745)	(582)	(69)	(1,396)
(H) - Government Grants	(7,550)	0	(10,640)	(18,190)
(I) - Maintenance	(1,792)	0	191	(1,601)
(J) - ICT Development & Improvement	(1,129)	0	(74)	(1,203)
(K) - Corporate Priorities & Improvements	(3,239)	395	315	(2,529)
GF Earmarked Reserve Balance - 31 March 2020	(52,681)	(2,287)	1,202	(53,766)

(A) - Financial Resilience Reserves

	01/04/19 Actual £000's	Balance Sheet £000's	Movement £000's	31/03/20 Estimated £000's
Designed to provide the Council with the ability to manage any emerging issues recognising the 2020/21 Budget has been formed based on the experience of operating the new BCP for nine months. The Financial Liability Reserve has been established to mitigate the deficits on the Dedicated Schools Grant Budget (principally the High Needs Budget deficit) which have to be held against Unearmarked Reserves				
Financial Liability Reserve	(2,800)	(2,100)	(600)	(5,500)
Financial Planning Reserve	(1,492)	0	600	(892)
Financial Resilience Reserves	(6,500)	0	(175)	(6,675)
Other Financial Resilience Reserves	(251)	0	0	(251)
Financial Resilience Reserves	(11,043)	(2,100)	(175)	(13,318)

(B) - Transition and Transformation Reserves

	01/04/19 Actual £000's	Balance Sheet £000's	Movement £000's	31/03/20 Estimated £000's
Purpose: Resources set aside to support the one-off change costs of creating the new council including the phase three transformation programme. Includes the council's contribution to support the deficit on the Dedicated Schools Grant (DSG) high needs budget which is a one-off contribution for 2019/20 only.				
Transitional and Transformation Costs	(3,193)	0	2,012	(1,181)
BCP Programme Resources - Costs originally profiled for 2019/20	(1,178)	0	269	(909)
BCP Programme Resources - Costs reprofiled from 2018/19	(4,005)	0	4,005	0
BCP Programme Resources - Pay and Reward Strategy	(2,100)	0	736	(1,364)
High Needs Block - One Off Contribution towards 2019/20 Deficit	(2,400)	0	2,400	0
Transition and Transformation Reserves	(12,876)	0	9,422	(3,454)

(C) - Asset Investment Strategy Rent, Renewals and Repairs

	01/04/19 Actual £000's	Balance Sheet £000's	Movement £000's	31/03/20 Estimated £000's
Purpose: Resources set a side as part of the process of managing annual fluctuations in the rent, landlord repairs and costs associated with the councils commercial property acquisitions as set out in the Non Treasury Asset Investment Strategy.				
Asset Investment Strategy Rent, Renewals and Repairs	(2,500)	0	9	(2,491)

(D) - Insurance Reserve

	01/04/19 Actual £000's	Balance Sheet £000's	Movement £000's	31/03/20 Estimated £000's
Purpose: Reserve to enable the annual fluctuations in the amounts of excesses payable to be funded without creating an in-year pressures on the services. Subject to ongoing review by an independent third party.				
Insurance Reserve	(3,500)	0	0	(3,500)

(E) - Held in Partnership for External Organisations

	01/04/19 Actual £000's	Balance Sheet £000's	Movement £000's	31/03/20 Estimated £000's
Purpose: Amounts held in trust on behalf of partners or external third party organisations.				
- Dorset Waste Partnership	(202)	0	0	(202)
- Dorset Adult Learning Service	(902)	0	515	(387)
- Stour Valley and Poole Partnership	(898)	0	117	(781)
- CCG Emotional Wellbeing and Mental Health	(788)	0	133	(655)
- Dorset CCG Carers Funding	(275)	0	275	0
- Local Economic Partnership	(1)	0	0	(1)
- Post 16 Service	(88)	0	88	0
- Flippers Nursery	(38)	0	(51)	(89)
- Public Health	(56)	0	56	0
- Adult Safeguarding Board	(43)	0	1	(42)
- Dorset Youth Offending Service Partnership	(262)	0	(105)	(367)
- Music and Arts Education Partnership	(314)	0	(44)	(358)
- Bournemouth 2026	(225)	0	127	(98)
- Bournemouth 2026 - West Howe Bid	(45)	0	0	(45)
- Aspire Adoption CSC	(7)	0	7	0
- Charter Trustee	0	0	(46)	(46)
Held in Partnership for External Organisations	(4,144)	0	1,073	(3,071)

(F) - Required by Statute or Legislation

	01/04/19 Actual £000's	Balance Sheet £000's	Movement £000's	31/03/20 Estimated £000's
Purpose: Amounts which the council is required to hold as a reserve in line with current accounting practice or legislative requirements.				
Building Regulation Account	(128)	0	0	(128)
Bournemouth Library Private Finance Initiative (PFI)	(407)	0	14	(393)
Carbon Trust	110	0	(11)	99
Business Rates Levy payments annual variation reserve	(2,984)	0	393	(2,591)
Business Rates 19/20 Settlement Grant - paid 18/19 - Surplus national levy/safety net account	(754)	0	754	0
Required by Statute or Legislation	(4,163)	0	1,150	(3,013)

(G) - Planning Related

	01/04/19 Actual £000's	Balance Sheet £000's	Movement £000's	31/03/20 Estimated £000's
Purpose: Reserves designed to support planning processes and associated planning activity where expenditure is not incurred on an even annual basis.				
Local Development Plan Reserve	(494)	(81)	(69)	(644)
Planning Hearing and Enforcement Reserve	(123)	0	0	(123)
Other Planning Related Reserves	(128)	(501)	0	(629)
Planning Related	(745)	(582)	(69)	(1,396)

(H) - Government Grants

	01/04/19 Actual £000's	Balance Sheet £000's	Movement £000's	31/03/20 Estimated £000's
Purpose: Amounts which the council is required to hold as a reserve in line with specific grant conditions.				
Total Unspent Grants	(7,550)	0	(10,640)	(18,190)

(I) - Maintenance

	01/04/19 Actual £000's	Balance Sheet £000's	Movement £000's	31/03/20 Estimated £000's
Purpose: Reserves and sinking funds designed to support maintenance investments in specific services or assets.				
Corporate Maintenance Fund	(417)	0	17	(400)
Other Maintenance Related Reserves	(1,375)	0	174	(1,201)
Maintenance	(1,792)	0	191	(1,601)

(J) - ICT Development & Improvement

	01/04/19 Actual £000's	Balance Sheet £000's	Movement £000's	31/03/20 Estimated £000's
Purpose: Resources set aside to meet various ICT improvement projects				
ICT Development & Improvement	(1,129)	0	(74)	(1,203)

(K) -Corporate Priorities & Improvements

	01/04/19 Actual £000's	Balance Sheet £000's	Movement £000's	31/03/20 Estimated £000's
Purpose: Amounts set a side to deliver various priorities, some of which will be of a historical natured inherited from the predecessor authorities.				
Welfare Reform Reserve / Hardship Fund	(121)	0	0	(121)
Capital Feasibility and Small Works Fund	(500)	0	158	(342)
Local Elections Reserve	(17)	0	(170)	(187)
Other Corporate Priorities & Improvements	(2,601)	395	327	(1,879)
Corporate Priorities & Improvements	(3,239)	395	315	(2,529)

Please note:

(a) The adoption of accounting policies for BCP Council will mean that the total earmarked reserves of the predecessor councils does not match the 1 April 2019 balances shown above. This is due to historical inconsistency in how certain items have been categorised in predecessor Council balance sheets.

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Capital Project	Original Budget 2020/21 £'000	Planned Programme 2020/21 £'000	Planned Programme 2021/22 £'000	Planned Programme 2022/23 £'000	MTFP Total 2020 to 2023 £'000
Jan Thurgood	0	312	0	0	312
Jan Thurgood	0	29	0	0	29
Jan Thurgood	1,127	1,127	1,127	0	2,254
Jan Thurgood	0	25	0	0	25
Jan Thurgood	0	45	0	0	45
Jan Thurgood	0	30	0	0	30
Jan Thurgood	0	26	0	0	26
Jan Thurgood	0	1	0	0	1
Jan Thurgood	1,127	1,595	1,127	0	2,722
Judith Ramsden	0	6	0	0	6
Judith Ramsden	0	1	0	0	1
Judith Ramsden	0	10	0	0	10
Judith Ramsden	0	50	0	0	50
Judith Ramsden	0	64	0	0	64
Judith Ramsden	150	181	0	0	181
Judith Ramsden	800	800	0	0	800
Judith Ramsden	0	300	0	0	300
Judith Ramsden	0	22	0	0	22
Judith Ramsden	0	390	0	0	390
Judith Ramsden	0	610	0	0	610
Judith Ramsden	2,949	3,256	0	0	3,256
Judith Ramsden	105	181	0	0	181
Judith Ramsden	0	51	0	0	51
Kate Ryan	0	33	0	0	33
Judith Ramsden	0	100	0	0	100
Judith Ramsden	0	10	0	0	10
Judith Ramsden	0	33	0	0	33
Judith Ramsden	250	256	0	0	256
Judith Ramsden	0	28	0	0	28
Judith Ramsden	9,346	9,195	0	0	9,195
Judith Ramsden	104	104	0	0	104
Judith Ramsden	0	21	0	0	21
Judith Ramsden	50	58	0	0	58
Judith Ramsden	0	4	0	0	4
Judith Ramsden	0	74	0	0	74
Judith Ramsden	0	262	0	0	262
Judith Ramsden	0	2,120	0	0	2,120
Judith Ramsden	0	250	0	0	250
Judith Ramsden	0	5	0	0	5
Judith Ramsden	0	4	0	0	4
Judith Ramsden	0	33	0	0	33
Judith Ramsden	13,754	18,512	0	0	18,512
Bill Cotton	58	58	0	0	58
Bill Cotton	0	100	0	0	100
Bill Cotton	200	200	0	0	200
Bill Cotton	200	200	0	0	200
Bill Cotton	458	557	0	0	557
Bill Cotton	0	10	0	0	10
Bill Cotton	300	357	0	0	357
Bill Cotton	0	3,268	30,876	34,451	68,596
Bill Cotton	300	3,635	30,876	34,451	68,962
Bill Cotton	0	45	0	0	45
Bill Cotton	0	30	0	0	30
Bill Cotton	0	205	0	0	205
Bill Cotton	0	280	0	0	280
Bill Cotton	0	20	0	0	20
Bill Cotton	165	155	0	0	155
Bill Cotton	125	125	0	0	125
Bill Cotton	0	9	0	0	9
Bill Cotton	22	19	0	0	19
Bill Cotton	116	131	0	0	131
Bill Cotton	295	295	0	0	295
Bill Cotton	0	10	0	0	10
Bill Cotton	0	20	0	0	20
Bill Cotton	0	3	0	0	3
Bill Cotton	0	9	0	0	9
Bill Cotton	0	10	0	0	10
Bill Cotton	35	28	0	0	28
Bill Cotton	0	5	0	0	5
Bill Cotton	0	28	0	0	28
Bill Cotton	0	37	0	0	37
Bill Cotton	0	6	0	0	6
Bill Cotton	0	10	0	0	10
Bill Cotton	758	919	0	0	919
Bill Cotton	0	9	0	0	9
Bill Cotton	0	5	0	0	5
Bill Cotton	50	101	0	0	101
Bill Cotton	450	450	0	0	450
Bill Cotton	215	215	0	0	215
Bill Cotton	100	100	0	0	100
Bill Cotton	22	20	0	0	22
Bill Cotton	60	78	0	0	78
Bill Cotton	0	5	0	0	5
Bill Cotton	0	12	0	0	12
Bill Cotton	428	446	0	0	446
Bill Cotton	0	14	0	0	14
Bill Cotton	0	1	0	0	1
Bill Cotton	0	12	0	0	12
Bill Cotton	0	15	0	0	15
Bill Cotton	0	17	0	0	17
Bill Cotton	0	20	0	0	20
Bill Cotton	0	2	0	0	2
Bill Cotton	1,345	1,543	0	0	1,543
Bill Cotton	0	57	0	0	57
Bill Cotton	0	1	0	0	1
Bill Cotton	0	10	0	0	10
Bill Cotton	120	71	0	0	71
Bill Cotton	0	18	0	0	18
Bill Cotton	80	102	0	0	102
Bill Cotton	200	259	0	0	259
Bill Cotton	25	38	0	0	38
Bill Cotton	0	26	0	0	26
Bill Cotton	0	20	0	0	20
Bill Cotton	185	174	0	0	174
Bill Cotton	0	8	0	0	8
Bill Cotton	150	150	0	0	150
Bill Cotton	0	81	0	0	81
Bill Cotton	288	289	0	0	289
Bill Cotton	648	785	0	0	785
Bill Cotton	0	4,185	0	0	4,185
Bill Cotton	0	1	0	0	1
Bill Cotton	0	50	0	0	50
Bill Cotton	0	70	0	0	70
Bill Cotton	35	45	0	0	45
Bill Cotton	750	750	300	300	1,350
Bill Cotton	0	0	200	200	400
Bill Cotton	50	50	50	50	150
Bill Cotton	200	200	200	200	600

Capital Project		Original Budget 2020/21 £'000	Planned Programme 2020/21 £'000	Planned Programme 2021/22 £'000	Planned Programme 2022/23 £'000	MTFP Total 2020 to 2023 £'000
Bill Cotton	Skid resistance	50	50	45	45	140
Bill Cotton	Charminster Road - St. Albans Road to Richmond Park Road	0	5	0	0	5
Bill Cotton	Upton Road resurfacing	0	30	0	0	30
Bill Cotton	Jersey road	0	7	0	0	7
Bill Cotton	B3059 High Street (Fountain Rbt - Castle St)	0	25	0	0	25
Bill Cotton	C340 Salisbury Road	0	40	0	0	40
Bill Cotton	C340 Stanpit (sections adjacent to Purewell)	0	17	0	0	17
Bill Cotton	D76920 Wick Lane	0	20	0	0	20
Bill Cotton	Resurfacing Programme	1,400	1,400	1,500	1,500	4,400
Bill Cotton	DfT Indicative Integrated Transport Block Funding	0	0	3,078	3,078	6,156
Bill Cotton	DfT Indicative Pothole Allocation	0	2,864	2,864	2,864	8,592
Bill Cotton	Total Maintenance - Principal & Non-Principal Roads	2,485	9,809	8,237	8,237	26,283
Bill Cotton	Bridge Maintenance works	846	336	640	640	1,616
Bill Cotton	Canford Bridge Repairs	406	398	0	0	398
Bill Cotton	Stour Bridge Repairs	0	7	0	0	7
Bill Cotton	Palmerstone Road Bridge Repairs	0	410	0	0	410
Bill Cotton	Towngate Bridge Repairs	0	140	0	0	140
Bill Cotton	Principal Inspection Programme	20	20	50	50	120
Bill Cotton	Waterloo Bridge	60	60	0	0	60
Bill Cotton	Christchurch Bypass over the Mude (West of Somerford Rbt)	150	150	0	0	150
Bill Cotton	Total Maintenance - Bridges & Structures	1,482	1,521	690	690	2,901
Bill Cotton	UTMC - Pelican upgrades	0	50	0	0	50
Bill Cotton	Footpath resurfacing (including Footway slurry)	125	125	190	190	505
Bill Cotton	Footpath resurfacing	0	3	0	0	3
Bill Cotton	Footpath resurfacing	0	50	0	0	50
Bill Cotton	Footpath resurfacing	0	1	0	0	1
Bill Cotton	Special Drainage	100	100	100	100	300
Bill Cotton	Special Drainage	0	6	0	0	6
Bill Cotton	Special Drainage	0	15	0	0	15
Bill Cotton	Special Drainage	0	3	0	0	3
Bill Cotton	Surveys & software	80	80	80	80	240
Bill Cotton	Surveys & software	0	1	0	0	1
Bill Cotton	Surveys & software	0	22	0	0	22
Bill Cotton	Surveys & software	0	37	0	0	37
Bill Cotton	Street Lighting Maintenance	290	290	290	290	870
Bill Cotton	Street Lighting Maintenance	0	41	0	0	41
Bill Cotton	Street Lighting Replacement	0	55	0	0	55
Bill Cotton	Street Lighting Maintenance	0	98	0	0	98
Bill Cotton	Street Lighting Investment project	400	540	0	0	540
Bill Cotton	Programme Management Fees Maintenance (Poole)	80	81	80	80	241
Bill Cotton	Car Park Machines slippage (Poole)	0	5	0	0	5
Bill Cotton	Harbourside (Baiter) Car Park Works	0	7	0	0	7
Bill Cotton	Dunyeats/McCauley rd	0	15	0	0	15
Bill Cotton	Fleets Corner Waterloo Road	0	9	0	0	9
Bill Cotton	S278 Magna Road/Knighton Lane junction improvement	0	25	0	0	25
Bill Cotton	S38 Magna Road/Knighton Lane SPINE ROAD	0	44	0	0	44
Bill Cotton	S38 Magna Road/Knighton Lane ESTATE ROADS	0	63	0	0	63
Bill Cotton	S38 Kellaway road/Cornelia Gdns	0	47	0	0	47
Bill Cotton	S278 Ling road - New site access (W & S Recycling)	0	9	0	0	9
Bill Cotton	Denmark Road Carriage Widening	0	8	0	0	8
Bill Cotton	Fern Barrow and Gillett Road S278 Agreement	0	24	0	0	24
Bill Cotton	Jefferson Avenue - Parking Controls	0	14	0	0	14
Bill Cotton	Replacement Car Parking Machines	0	101	0	0	101
Bill Cotton	Programme Management Fees Maintenance (Ch'ch)	0	9	0	0	9
Bill Cotton	Christchurch Leisure Centre Car Parks	0	72	0	0	72
Bill Cotton	Saxon Square Car Park - Electrical Repairs	0	9	0	0	9
Bill Cotton	Priony Car Park refurbishment, resurface and drainage	0	34	0	0	34
Bill Cotton	Total Maintenance - Other	1,075	2,092	740	740	3,572
Bill Cotton	DLEP Cooper Dean (A338 Improvements)	900	(0)	0	0	(0)
Bill Cotton	DLEP Blackwater Junction & A338 Widening	774	448	0	0	448
Bill Cotton	A338 Wessex Fields Link	2,024	2,138	0	0	2,138
Bill Cotton	Wallisdown Connectivity boundary - Growth Deal	1,510	1,560	0	0	1,560
Bill Cotton	Wallisdown Crossroads (DfT NPIF)	1,000	1,247	430	0	1,678
Bill Cotton	DLEP Town side Access to the Port of Poole	1,879	1,273	0	0	1,273
Bill Cotton	Key Junction Improvements - Darbys Corner	0	89	0	0	89
Bill Cotton	Cabot Lane/Broadstone Way Junction and accessibility improvements	80	447	0	0	447
Bill Cotton	Ferndown, Wallisdown, Poole (FWP) Corridors	252	1,553	1,171	390	3,114
Bill Cotton	Total Growth & Infrastructure (DLEP)	8,419	8,754	1,601	390	10,746
Bill Cotton	Christchurch Coast Protection Work	0	222	0	0	222
Bill Cotton	Christchurch Harbour Mooring Chains and Buoys	0	5	0	0	5
Bill Cotton	Christchurch Quay, Riverside Wall Repairs	64	64	0	0	64
Bill Cotton	Poole Bay Beach Management Programme	1,271	1,047	0	0	1,047
Bill Cotton	Poole Bay Beach Management 2020-2031	7,488	7,500	5,743	5,869	19,112
Bill Cotton	East Cliff Management	0	11	0	0	11
Bill Cotton	Creekmoor & Sterte Flood Defence Works	0	113	0	0	113
Bill Cotton	Poole Bridge to Hunger Hill (PB2HH)	0	205	0	0	205
Bill Cotton	Partnership funding for future schemes	192	190	0	0	190
Bill Cotton	Durlston to Hurst Sediment Resource Management programme (DHSRMP)	0	79	0	0	79
Bill Cotton	Coastal Protection - Holes Bay Salt Marsh Regeneration	0	10	0	0	10
Bill Cotton	Coastal Protection - Fleetsbridge and Hatchpond Feasibility	0	19	0	0	19
Bill Cotton	Dorset Coastal Asset Database	76	159	52	0	212
Bill Cotton	Surface Water Modeling Mapping	0	77	0	0	77
Bill Cotton	Total Coastal Protection & Flood Management	9,091	9,703	5,795	5,869	21,368
Bill Cotton	Heart of Poole Other	750	750	750	0	1,500
Bill Cotton	Heart of Poole - Revised MasterPlan	997	972	0	0	972
Bill Cotton	Turlin Moor (Programme Manager)	0	43	0	0	43
Bill Cotton	Town Centre Strategy	0	48	0	0	48
Bill Cotton	Town Centre Strategy (Druitt Gdns Geophysical investigation)	324	5	0	0	5
Bill Cotton	Boscombe Regeneration - Churchill Gardens	306	330	0	0	330
Bill Cotton	DLEP Lansdowne Business District	6,066	1,956	2,843	0	4,799
Bill Cotton	DLEP Lansdowne - Digital	430	479	31	0	510
Bill Cotton	DLEP Lansdowne - 5G	975	957	0	0	957
Bill Cotton	Smart Places - Business Model Development	0	376	0	0	376
Bill Cotton	Suitable Alternative Natural Greenspace (SANG) - Barn (and General Purpose Building Ol	0	81	0	0	81
Bill Cotton	Poole High Street - Heritage Action Zone	1,250	1,250	0	0	1,250
Bill Cotton	Oakdale Skills & Learning Centre - Full Business Case	30	30	0	0	30
Bill Cotton	Total Economic Regeneration	10,821	7,277	3,624	0	10,901
Bill Cotton	Mallard Road Investment	0	655	0	0	655
Bill Cotton	Berry Court Development	0	6	0	0	6
Bill Cotton	Terrace Gardens Car Park	0	4	0	0	4
Bill Cotton	Parkway House (insurance and landlord works)	0	340	0	0	340
Bill Cotton	Potential Land Acquisition Strategy	0	50	0	0	50
Bill Cotton	Costs on asset disposal	0	25	0	0	25
Bill Cotton	BIC Investment Strategy	0	124	0	0	124
Bill Cotton	BIC Medium Term Refurbishment Plan	1,833	1,782	0	0	1,782
Bill Cotton	Major Development Projects - External Advice Fund	0	86	0	0	86
Bill Cotton	Total Commercial Assets	1,833	3,071	0	0	3,071
Bill Cotton	Highcliffe Castle, (inc Phoenix Flies Project)	128	254	41	0	295
Bill Cotton	Regent Centre, Auditorium Repairs (plus gutters,fascias and render repairs)	0	165	0	0	165
Bill Cotton	Christchurch Priory Wall Repairs Phase 1 - Urgent Works	157	167	0	0	167
Bill Cotton	Christchurch Town Centre Strategy	0	90	0	0	90
Bill Cotton	Upton Country Park - Discovery project	240	239	1,351	70	1,660
Bill Cotton	Upton House Colonnade	0	45	0	0	45
Bill Cotton	Upton Country Park New Play Attraction	0	51	0	0	51
Bill Cotton	Poole Museum HLF Round One Bid	360	402	0	0	402
Bill Cotton	Total Culture, arts, libraries and museums	885	1,412	1,392	70	2,874
Bill Cotton	Dolphin Swimming Pool	40	36	0	0	36
Bill Cotton	Whitecliff Pavilion	100	100	0	0	100
Bill Cotton	Hamworthy Tennis and Netball Facilities (Carter)	0	15	0	0	15
Bill Cotton	Branksome Park Tennis Courts - car park resurfacing	0	1	0	0	1
Bill Cotton	3G Artificial Pitch Rossmore Leisure Centre - Feasibility	0	18	0	0	18
Bill Cotton	Total Sports & Recreational Facilities	140	170	0	0	170

Capital Project		Original Budget 2020/21 £'000	Planned Programme 2020/21 £'000	Planned Programme 2021/22 £'000	Planned Programme 2022/23 £'000	MTFP Total 2020 to 2023 £'000
Bill Cotton	Branksome Chine (CCF funded)	0	13	0	0	13
Bill Cotton	Shore Road (CCF funded)	0	121	0	0	121
Bill Cotton	Connectivity (CCF funded)	0	17	0	0	17
Bill Cotton	Bournemouth Pier Building Renovation	0	18	0	0	18
Bill Cotton	Pier Approach - Phase 2	25	53	0	0	53
Bill Cotton	Bournemouth Pier - Feasibility	140	148	0	0	148
Bill Cotton	Mudeford Sandbank	0	17	0	0	17
Bill Cotton	Totf surf school site	0	1	0	0	1
Bill Cotton	Bournemouth Pier Pavilion	0	10	0	0	10
Bill Cotton	Sandbanks Pavilion	40	50	0	0	50
Bill Cotton	MCA Feasibility Project	0	25	0	0	25
Bill Cotton	Durley Chine Environmental Innovation Hub	2,316	2,387	0	0	2,387
Bill Cotton	New Beach Huts - Canford Cliffs	3,315	4,379	0	0	4,379
Bill Cotton	Beach huts - Shore road Blk 8	0	30	0	0	30
Bill Cotton	Prom Café expansion & Green Living Wall Trail	0	30	0	0	30
Bill Cotton	Bournemouth Prom Lighting (Salix)	0	1	0	0	1
Bill Cotton	Boscombe Spa Village	0	9	0	0	9
Bill Cotton	Manor Steps Overnight Huts (9 Beach Lodges)	0	18	0	0	18
Bill Cotton	Fisherman's Walk	454	454	0	0	454
Bill Cotton	Mudeford Beach House Café	1,060	1,050	0	0	1,050
Bill Cotton	Highcliffe Zig Zag paths	0	108	0	0	108
Bill Cotton	Highcliffe Shelter project	0	29	0	0	29
Bill Cotton	Cliff Stabilisation Works (Canford Cliffs)	2,800	2,500	0	0	2,500
Bill Cotton	Total Seaford Development	10,150	11,469	0	0	11,469
Kate Ryan	Disabled Facilities Grant	2,195	2,253	1,975	0	4,228
Kate Ryan	Disabled Facilities Grant	180	160	0	0	160
Kate Ryan	Avenue Road Car Park	0	81	0	0	81
Kate Ryan	Community Land Trust Project (Affordable housing)	350	455	0	0	455
Kate Ryan	Private Sector Renewal-warmth & well-being	83	225	0	0	225
Kate Ryan	Lodges refurbishment	0	27	0	0	27
Kate Ryan	Turlin Moor North - Accelerated Construction Funding	300	402	0	0	402
Kate Ryan	Canford Paddock Development	0	385	0	0	385
Kate Ryan	Sopers Lane Development	0	102	0	0	102
Kate Ryan	Bourne Valley Community Centre demolition	0	9	0	0	9
Kate Ryan	Temporary Accommodation (Christchurch)	0	93	0	0	93
Kate Ryan	Total Housing & Communities Services	3,108	4,192	1,975	0	6,167
Kate Ryan	Bourne Community Hub	200	200	0	0	200
Kate Ryan	Total Skills & Learning & Community	200	200	0	0	200
Kate Ryan	St Stephens	4,408	4,953	0	0	4,953
Kate Ryan	New Temporary Accommodation Portfolio	8,132	8,145	5,062	0	13,207
Kate Ryan	Duck Lane Phase 2	100	100	2,600	0	2,700
Kate Ryan	Princess Road - Hostel Accommodation	55	55	1,400	1,500	2,955
Kate Ryan	Princess Road - Private Rented Sector	84	84	3,100	4,685	7,869
Kate Ryan	Holes Bay Development	16,327	16,315	0	0	16,315
Kate Ryan	Redevelopment of Princess Road/Prince of Wales Site	0	16	0	0	16
Kate Ryan	Total Major Housing Schemes	29,106	29,669	12,162	6,185	48,016
Kate Ryan	Templeman House (Costs to Disposal)	0	4	0	0	4
Kate Ryan	Saxon Square Toilets, Reprovision	0	9	0	0	9
Kate Ryan	Highcliffe Castle Tea rooms, Fire escapes	0	19	0	0	19
Kate Ryan	Christchurch Old Town Hall repair	0	14	0	0	14
Kate Ryan	DDA works (£84k MF email)	84	0	0	0	0
Kate Ryan	BH Live (£518k MF email)	518	518	518	518	1,554
Kate Ryan	Backlog Maintenance (£395k MF email)	395	0	0	0	0
Kate Ryan	CAMG Travel Plan	0	44	0	0	44
Kate Ryan	Total Estate Management	997	608	518	518	1,644
Kate Ryan	Hurn and Blandford Facility	0	6	0	0	6
Kate Ryan	Waste Infrastructure - purchase of bins	0	40	0	0	40
Kate Ryan	Public Conveniences	400	415	0	0	415
Kate Ryan	Total Waste & Cleansing	400	461	0	0	461
Kate Ryan	Climate Emergency - ECO top-up fund	0	24	0	0	24
Kate Ryan	Total Green Infrastructure Development	0	24	0	0	24
Kate Ryan	Fleet Management	2,331	5,303	0	0	5,303
Kate Ryan	Fleet Procurement	0	410	0	0	410
Kate Ryan	Open Spaces Vehicle	0	44	0	0	44
Kate Ryan	Poole Crematory - emergency vehicle	0	21	0	0	21
Kate Ryan	Plant & Machinery - 2 year programme	0	20	0	0	20
Kate Ryan	Christchurch waste collection fleet replacement	0	423	0	0	423
Kate Ryan	Total Fleet Management	2,331	6,221	0	0	6,221
Kate Ryan	Poole Park Miniature Railway	270	280	0	0	280
Kate Ryan	Alexandra Park Play and Open Space improvements	0	43	0	0	43
Kate Ryan	Branksome East Open Spaces improvements	0	11	0	0	11
Kate Ryan	Branksome Rec Improvements	0	42	0	0	42
Kate Ryan	Newtown - Turners Nursery	74	74	0	0	74
Kate Ryan	Selkirk Close Play Area	0	100	0	0	100
Kate Ryan	Poole Park - delivery phase	2,118	2,121	123	0	2,244
Kate Ryan	Suitable Alternative Natural Greenspace (SANG)	150	114	0	0	114
Kate Ryan	Harbourside Park Open Space improvement	100	142	0	0	142
Kate Ryan	Canford Heath (East & West) Open Space improvements	100	218	0	0	218
Kate Ryan	Oakdale Play and Open Space Improvements	0	13	0	0	13
Kate Ryan	Canford Cliffs Play Area Improvements	0	9	0	0	9
Kate Ryan	Coy Pond Bridge (CIL Project)	0	1	0	0	1
Kate Ryan	BH12 Planters	0	1	0	0	1
Kate Ryan	Public Realm Enhancements Canford Cliffs	0	47	0	0	47
Kate Ryan	Creekmoor Open Space & Play project	0	5	0	0	5
Kate Ryan	Granby Road, Muscliff	0	17	0	0	17
Kate Ryan	Fernheath Playing fields - construction of new pavilion	550	600	0	0	600
Kate Ryan	Kings Park Athletic Centre - Track resurfacing and Facilities upgrade	0	452	0	0	452
Kate Ryan	Tuckton Gardens - new sewage connection	0	65	0	0	65
Kate Ryan	Muscliff Natural Burial Ground	184	250	0	0	250
Kate Ryan	Iford Meadows and Playing Fields	200	299	0	0	299
Kate Ryan	Paradise Walk (Landscaping/Fencing)	0	60	0	0	60
Kate Ryan	Christchurch Priory, Wall Repairs	101	120	0	0	120
Kate Ryan	Christchurch Legacy Play areas	0	200	0	0	200
Kate Ryan	Countryside Stewardship	21	50	0	0	50
Kate Ryan	Coastal Country Park (SANG)	0	301	0	0	301
Kate Ryan	Total Parks & Open Space Management	3,867	5,634	123	0	5,757
Julian Osgathorpe	H&S and DDA works	0	5	0	0	5
Julian Osgathorpe	Christchurch CCTV	0	17	0	0	17
Julian Osgathorpe	Operations Centre IT Improvements	0	19	0	0	19
Julian Osgathorpe	Enterprise Hosting	0	165	0	0	165
Julian Osgathorpe	Enterprise Security	0	54	0	0	54
Julian Osgathorpe	Enterprise Comms (WAN Migration)	491	595	0	0	595
Julian Osgathorpe	Enterprise Endpoints (Desktop Replacement)	0	454	0	0	454
Julian Osgathorpe	Enterprise Comms (Telephony)	0	49	0	0	49
Julian Osgathorpe	Enterprise Storage & Data	0	36	0	0	36
Julian Osgathorpe	Enterprise Apps (Applications)	215	51	0	0	51
Julian Osgathorpe	LGR infrastructure spend (pre transformation agenda funding)	0	197	0	0	197
Julian Osgathorpe	Total ICT Investment Plan	706	1,644	0	0	1,644
Total BCP Capital Programme		105,685	132,015	68,861	57,151	258,027

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CABINET



Report subject	Adoption of the Statement of Community Involvement
Meeting date	29 July 2020
Status	Public Report
Executive summary	<p>The Statement of Community Involvement (SCI) sets out how a local planning authority engages with its residents when preparing local plans and through the planning application process. The SCI was endorsed by Cabinet for public consultation for a six-week period in October 2019. The revised SCI has been amended following consultation, to reflect comments received and where necessary updated information. This includes recent government guidance on social distancing to allow for temporary changes to consultation arrangements.</p> <p>Cabinet is asked to approve the revised SCI and recommend it for adoption by Council.</p>
Recommendations	<p>It is RECOMMENDED that:</p> <p>(a) Cabinet agree the revised Statement of Community Involvement (Appendix 1) and recommends adoption by Full Council.</p> <p>(b) Cabinet recommends to Council that prior to publication of the SCI, it delegates authority to the Director for Growth & Infrastructure in liaison with the Portfolio Holder for Strategic Planning to make any further minor textual changes.</p> <p>(c) A review of the Statement of Community Involvement is undertaken within 1 year of adoption to assess and monitor its effectiveness.</p>
Reason for recommendations	<p>To replace the three legacy authority's SCIs with a single consolidated SCI to enable a consistent approach to planning engagement for local plan-making and decision-taking across BCP taking into account the responses to the consultation exercise undertaken in respect of the draft SCI.</p>

Portfolio Holder(s):	Councillor Margaret Phipps, Portfolio Holder for Strategic Planning
Corporate Director	Bill Cotton (Corporate Director of Regeneration and Economy)
Report Authors	Julian McLaughlin, Director of Growth and Infrastructure Nicholas Perrins, Head of Planning Mark Axford, Planning Policy Manager Rebecca Landman, Planning Policy Officer
Wards	Council-wide
Classification	For recommendation to Council

Background

1. Local planning authorities are required through the Planning and Compulsory Purchase Act 2004 (as amended) to produce a Statement of Community Involvement (SCI), which sets out how they will engage with communities on planning matters including preparation of local plans and planning applications.
2. Due to Local Government Reorganisation BCP Council has inherited the three legacy SCIs from the preceding Bournemouth, Christchurch and Poole Councils. These remain in place and continue to guide the operation of the planning processes as per the legacy local planning authority area boundaries.
3. Continuing with three separate SCI documents is, however, not a long-term option and BCP Council now should adopt a consolidated SCI to ensure that a consistent approach to planning engagement can be established. Having an up to date SCI in place is also a requirement to be able to take forward the BCP Local Plan.
4. There is no statutory requirement to consult on a SCI. However, given the nature of the document the Council undertook a 6-week period of consultation on a draft SCI to seek the community's views on the consolidated approach. Comments received have informed the drafting of the final SCI document at Appendix 1.
5. The SCI has also been amended to reflect government guidance of May 2020 encouraging introduction of temporary consultation and engagement measures to reflect the restrictions in place due to the COVID-19 outbreak.

The BCP SCI - Plan making and decision taking

6. The preceding Councils were consistent on plan preparation but differed in approach to publicising planning applications; Bournemouth publicise planning applications by site notices only, whereas Christchurch and Poole generally send neighbour notification letters as well as put up site notices. All existing approaches accord with statutory legal requirements but have different economic, environmental and social implications. A consideration of the options and cost implications was set out in the report to Cabinet on 11 September 2019.

7. For plan making, the SCI includes a greater emphasis on use of more innovative, digitally based techniques to ensure the Council is optimising available technology to reach as many people as possible when preparing plans. This is in addition to a broad range of traditional consultation techniques including hosting public exhibitions and engagement forums that will continue to be used when the lifting of the current restrictions allows for such techniques to be utilised.
8. For planning applications, the SCI proposes to meet the statutory requirements by notifying the public by site notices and press advertisements and cease use of letters as mandatory in Christchurch and Poole. The Overview and Scrutiny Board considered the content of the draft SCI in September 2019 and supported this option.
9. The SCI also sets out that the local authority will provide guidance to prospective neighbourhood groups wishing to establish themselves as neighbourhood forums and designate a local neighbourhood plan area. Since the introduction of the Neighbourhood Planning Act 2017, there is greater emphasis on local authorities to support community led plans, allowing local communities (through designated forums or town and parish councils) to produce their own plans, guiding them through the statutory stages to adoption of their neighbourhood plan.

Draft SPD consultation responses and actions

10. Following Cabinet approval on 11 September 2019 to consult on the draft SCI, the council undertook public consultation between 7 October 2019 and 18 November 2019. The consultation attracted 27 responses, as set out in the consultation report at Appendix 2. The majority of responses were from members of the public, the remainder being from organisations. A summary of the responses is shown below at Appendix 3.
11. Some of the comments informed amendments to the SCI. However, these were minor in nature and as such did not introduce any fundamental changes to the content or structure of the SCI. The main changes required were to add a respondent to the database of general consultees and update the SCI section on Community Infrastructure Levy to set out that the current legacy council approaches to allocating the CIL neighbourhood portion is too be updated into a BCP wide approach. The SCI has been revised to also clarify that advice and assistance would be provided to Town or Parish Councils in the same way as neighbourhood forums to progress their neighbourhood plan.

Summary of additional and consequential changes since October 2019:

12. The following other changes have been made:
 - Updated the status of Corporate Strategy
 - Minor changes to improve readability and clarity.
 - Minor corrections/update to numbering.
 - Update to the status of Bournemouth, Christchurch and Poole Local Development Plan Documents adopted after SCI consultation period.

- Update to reflect new duty to advise neighbourhood forums and parish councils who wish to modify their “made” neighbourhood plans.
- Confirmation that the Council will meet its statutory requirements for planning application notification by site notices and press adverts and cease mandatorily sending letters in Christchurch and Poole. The rationale for this is explained further in the following paragraphs.

Impact of Coronavirus on plan making and decision taking

13. In line with recent government guidance in response to COVID-19, Local Planning Authorities are recommended to update their SCIs with alternative consultation arrangements to reflect the need for social distancing. This informed amendments to general engagement and consultation principles to clarify that workshops, meetings and other events will take place during plan making unless this is inconsistent with government advice on staying away from others. The SCI clarifies that the council will utilise other methods of engagement such as using virtual technology to temporarily replace in person meetings or exhibitions with residents, community groups or other organisations.
14. Temporary regulations were introduced to supplement existing statutory publicity arrangements for planning applications, and guidance was published to highlight the alternative or reduced methods of communication and publicity that local planning authorities could undertake. In view of this, the SCI sets out that the public will be notified of planning applications by site notice and press adverts rather than sending letters. As set out in the September 2019 Cabinet report, there is a significant cost difference in notifying planning applications by site notice only as opposed to also sending letters. It is acknowledged that letters can be a good way of keeping residents informed of planning applications. However, the Council has less than 10% response rate with letter notification and given the financial constraints that now exist as a result of COVID-19, it is proposed to use site notices going forward. It should also be noted that site notices have been used successfully in Bournemouth for over 25 years.
15. Where applicable, planning applications will also be publicised by press advert. All applications will be publicised by weekly lists (available on the website) and direct communications with Parish and Town Councils and residents’ associations. The LPA will explore other electronic means of communicating with interested parties on planning applications and other planning matters through the use of the Councils e-bulletin subscriber service. The variety of methods engaged will mean that planning applications will continue to be widely publicised for the community to engage in.
16. The BCP Constitution was updated in response to COVID-19. This effected changes to planning committee which is currently being held virtually and therefore effected changes to the existing SCIs.
17. The SCI highlights the temporary closing of libraries until it is safe to reopen again, impacting on the requirements to deposit documents for public inspection. It relays government guidance that for neighbourhood planning, no elections or referendums can take place until 6 May 2021.
18. With the ongoing effects and timescales with COVID-19 unknown it is proposed that the SCI is reviewed within 1 year of adoption to assess its effectiveness. This will

allow 1 year for the methods within to be monitored and any changes necessary to be made in a relatively short space of time where required.

Summary of financial implications

19. Cabinet considered a paper in September 2019 that set out that it costs the Council around £4 for each notification letter sent (including cost of postage, papers, ink, envelopes and officer time). With around 20,000 to 25,000 letters sent on average each year (depending on development activity), this amounts to an existing whole life cost in Christchurch and Poole of around £80,000 to £100,000 per annum. It should be noted that the majority of this cost is in officer time, with the cost of materials (postage, paper, ink, envelopes) around £15,000 to £19,000 per annum. This would net down to around £14,000 to £18,000 factoring in a need to produce some more site notices than under current arrangements. However, the lower end of the saving is expected to be realised by the end of the current financial year with the proposals in the SCI to use site notices as the main way to notify planning applications. There will likely be further savings in the future to be derived from a reduction in officer time spent producing the letters but subject to a further review before they can be realised.
20. The use of more online platforms for plan making should also save resources in the future.

Summary of legal implications

21. The Planning and Compulsory Purchase Act 2004 - Part 2, para 18 states that the Local Planning Authority must prepare a Statement of Community Involvement and review it every five years, starting from the date of adoption of a local plan. However, given that BCP is a new authority, it is of importance that a new SCI is adopted at the earliest opportunity, to enable the authority to set out the principles for engaging with the community at the outset of the BCP Local Plan process. When adopted, the SCI must subsequently be published on the council's website to view. It is proposed that a review of the SCI is undertaken within 1 year of adoption to assess its effectiveness. This is within the statutory five-year period and therefore does not raise any legal issues

Summary of human resources implications

22. Engagement and consultation are integral to the work of the Planning Service. The level of resource required to carry out engagement shall vary with the type of engagement techniques being utilised.
23. The most effective methods of consultation in terms of cost and engagement technique, will be undertaken for both plan making and decision taking. This will ensure that local people and other interested parties have a range of opportunities to get involved with planning in line with the 'Gunning Principles', which state that (i) consultation must take place when a proposal is still at a formative stage, (ii) that there is sufficient information provided for the public to make an informed choice (iii) that adequate time is given to consultees to respond to consultation and, (iv) that responses are fully considered by the local planning authority.

Summary of sustainability impact

24. BCP Council will reduce its environmental impact for statutory consultation on planning applications by adopting the approach of using site notices and other online platforms to inform residents of planning proposals. This flexibility would reduce the use of paper and other consumables and employ use of technology and social media to involve the community in planning decisions, reducing the need for postal delivery and associated environmental costs. This would contribute to the corporate strategy priority to ensure sustainability underpins all our policies and tackle the climate and ecological emergency.

Summary of public health implications

25. Improving and streamlining consultation techniques, using less resources and reducing energy use in our engagement processes has a direct impact on carbon emissions to air, land, and water, helping to offset harmful environmental impacts on human health. Moving towards using technology to inform and engage communities will have a positive effect on health and wellbeing.

Summary of equality implications

26. The Equalities Act 2010 (Section 149) places a duty on public authorities in the exercise of their functions to ensure that they do not discriminate against any group or individual in the community. In the plan-making process, this is commonly achieved through the use of Equalities Impact Assessment (EqIA). In the development management process, regulations have similarly been subject to EqIA before publication.
27. Therefore, the statutory requirements for local authorities to undertake consultation on planning matters will have dealt with equalities' implications. However, publicising a planning application solely by site notice could result in residents being unaware of an application. This may include housebound residents, for example those with physical or visual impairment, or the elderly or infirm, to those with other issues who may feel uncomfortable viewing information in a public place.
28. To mitigate this the SCI states however that a broader range of engagement beyond purely the use of site notices will be used, including press adverts where required, weekly lists of planning applications being deposited online and for viewing at particular public buildings (when current restrictions are lifted) and individuals can request to be sent weekly lists. In addition, applicants are encouraged to undertake pre-submission consultations with local communities on large or significant development proposals. This will be a change from current arrangements in Christchurch and Poole where letters are sent however such methods are in accordance with the statutory requirements.

Summary of risk assessment

29. It is a challenge for local authorities to streamline and enhance consultation and engagement methods when seeking to be more efficient. Reduced funding for local government puts pressure on local authorities find innovative ways to use technology to provide a quality service to residents and help them to feel empowered in their local community. The SCI will reflect the priorities and objectives of the adopted Corporate Plan by setting out the most appropriate strategy, to provide a level of service which meets communities and interested stakeholder's requirements and expectations, so that they can be involved in planning matters. This will reduce any financial risk to the council.

Background papers

None.

Appendices

Appendix 1: Revised Statement of Community Involvement

Appendix 2: Consultation Report

Appendix 3: Summary of Draft SCI Consultation Responses

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STATEMENT OF COMMUNITY INVOLVEMENT



Growth & Infrastructure Strategic Planning

1 Introduction

1.1 The role of planning is important in shaping the places where people live and work.

1.2 The planning system provides opportunities for local people to take part in making key decisions about how their local areas will develop over time. A planning system that provides continuing opportunities for local people to participate is essential in creating and delivering Inclusive, accessible and safe sustainable communities.

1.3 BCP Council, as a local planning authority, is responsible for preparing a range of planning policy documents which collectively are known as the Local Development Plan (LDP). It is also responsible for the determination of planning applications for a range of development proposals across the Borough. Community involvement in both these functions is a fundamental component of the planning process.

1.4 As part of the suite of planning documents, the Council is statutorily required by the Planning & Compulsory Purchase Act 2004 (as amended) to produce a Statement of Community Involvement (SCI). The purpose of the SCI is to set out our commitments as to how we will engage with local communities on a range of planning matters and how we will:

- involve and engage with the community and local organisations in the preparation of relevant LDP documents and other local planning documents.
- consider and determine planning applications for development and how the community can be involved in this process.

Background

1.5 BCP Council has inherited three legacy SCIs from the preceding Bournemouth, Christchurch and Poole councils, all adopted 2015 and 2016. These set out how the community could be involved in influencing and shaping the ways the areas in which they live and work, would develop over time.

1.6 The National Planning Policy Framework (NPPF) revised in July 2018 and updated in February 2019 makes more of the value in meaningful, effective engagement and making participation in public consultation genuinely easy for all. The NPPF (2019: para 16) clarifies that the planning system should be genuinely plan led. Para 16(c) clarifies that plans should be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees. The council is committed to maintaining the fundamental elements of effective engagement whilst recognising the social and (handheld) technological and behaviour changes taking place in the community.

1.7 The Localism Act (2011) introduced a duty to cooperate when plan making with adjoining authorities and other bodies on strategic cross boundary strategic infrastructure, including transport, flooding, housing and open space requirements. The three preceding local authority areas of Bournemouth, Christchurch & Poole and Dorset Council have been cooperating on a range of strategic matters for several years. BCP Council intends to continue effective discussion on such matters to enable the duty to be met in full. The Neighbourhood Planning Act 2017 has introduced requirements for local planning authorities to set out in the SCI policies for involving interested parties in the preliminary stages of plan making including supporting communities who wish to undertake neighbourhood planning.

Other changes to planning legislation have removed the requirements to:

- include the SCI in the Local Development Scheme (LDS)
- have the SCI independently examined
- submit the SCI to the Secretary of State.

1.8 As a result of these changes and in advance of the BCP Local Plan production, the council has produced a new BCP SCI to ensure local communities, individuals and other interested local organisations can be involved and engaged in local planning matters. The SCI therefore sets out:

- the key stages in the preparation of development plan and supplementary planning documents and identifies the opportunities for consultation and involvement by communities, individuals and other local organisations.
- the opportunities for local people to comment on planning applications for development which affects them.
- Additional guidance and assistance offered to potential and existing neighbourhood plan making bodies including proposals for any modification to a 'made' neighbourhood plan.

1.9 The Town and Country Planning (Local Planning) Regulations 2017 require the local planning authority to complete a review of its SCI every five years. However, it may also be reviewed within this period to accord with new regulations and guidance, or when fundamental changes take place that warrants a fresh SCI, for example to temporarily introduce changes to the methods of engaging the community and stakeholders

1.10 We reserve the right to revise the SCI without consultation for minor changes or where temporary situations may cause temporary arrangements to methods of engagement. Where necessary revisions are made, we will continue to take steps to engage by means which are reasonably practicable. This will ensure that plan-making and decision making can progress in accordance with the regulations and the provisions of the SCI.

The benefits of involving the community

1.11 Local communities are those that are most likely to be affected by development proposals in their areas. They are also those who know the most about their neighbourhood. Involving the community in the consideration of planning matters for their area can have a number of benefits, which include:

- benefitting from detailed local knowledge, expertise and perspective of local people, organisations and community groups
- greater community support for, and ownership of policies, strategies and decisions
- community commitment to the future development of their area
- improving the quality of life and of the built and natural environment.

1.12 When undertaking engagement with local communities on planning matters, Strategic Planning and Planning Services will promote fairness in the consultation process through the Gunning Principles. These principles state that:

a. Consultation must take place when the proposal is still at a formative stage.

- b. Sufficient information is put forward with the proposal to allow for intelligent consideration and response.
- c. Adequate time must be given for consideration of the proposal and response to it.
- d. The consultation responses must be conscientiously taken into account by the decision maker.

Links with other corporate plans and strategies

1.13 The SCI has been prepared in the context of the adopted BCP Council Corporate Strategy (November 2019) which sets out what the council intends to achieve over the next 10 years. The strategy makes clear that the council is modern, accessible and accountable, committed to providing effective community leadership. The high-level priorities of the corporate strategy are to improve the quality of life for our residents to:

- live active, healthy, independent, fulfilled lives
- enjoy a cleaner, more sustainable environment
- ensure children and young people have a brighter future through quality education
- enjoy safe, connected, inclusive communities
- see investment in a dynamic region, leading to a successful economy.

1.14 The methods set out in the emerging BCP Council Community Engagement and Consultation Strategy will commit us to improve the way decisions are made by reviewing our public engagement methodology, transparency and communication and providing more satisfactory methods of communicating with the council as digital technology evolves over time.

The Council's Constitution (July 2019)

1.15 The Constitution sets out rules and procedures which explain how Council business is done and how decisions are made. The Constitution gives residents and others certain rights and opportunities to participate in decision-making and contribute to public meetings. Procedures for asking questions, submitting petitions and taking part in certain meetings are contained within the Constitution and set out on the Council's website.

Dorset Local Enterprise Partnership (LEP)

1.16 The Dorset LEP is committed to long term economic growth and strategic investment in infrastructure to drive growth, attract funding and investment and increase productivity in Dorset. The priority for the LEP is to ensure that Dorset is a place where people want to live and work. Its main areas of work are to:

- create new jobs
- Attract new businesses and grow existing ones
- Secure funding for projects that have long term economic benefits
- Support businesses
- Develop skills, employment and career opportunities
- Support the development of housing

1.17 The LEP work in partnership with a range of stakeholders; including businesses, industry, education providers and community organisations to achieve their aims and have adopted Dorset Horizon 2038 – A Vision for Growth to realise a sustainable growth strategy over the next 20 years which also links with the Strategic Economic Vision for Dorset (2016).

1.18 The LEP work closely with BCP and Dorset local authorities to support strategic planning policy to ensure that the physical, environmental, social and cultural infrastructure can support the economic performance of Dorset.

Growth and Infrastructure

1.19 BCP Council's Growth and Infrastructure unit is part of Regeneration and Economy Directorship. Strategic Planning and Planning Services operate as part of the Growth and Infrastructure services. The engagement and consultation methodologies are guided by adopted and emerging corporate strategies, best practice and regulatory requirements. The aim is to enable better environmental outcomes for the residents within the BCP Council areas and shape neighbourhoods at strategic and local levels.

Our engagement and consultation principles

1.20 The following general engagement and consultation principles will be applied when preparing planning documents as part of the LDP and in assessing and determining planning applications for development.

General engagement and consultation principles

We will:

- Make public engagement and consultation as inclusive as possible so that the widest range of residents and local organisations can be involved in, and influence the preparation of, local development plan documents and in the planning application decision making process.
- Use consultation methods that are appropriate to each stage of the planning process, the issues that are being considered and the community involved. Seek the views of the community and other local organisations at the earliest possible stages and throughout the planning process.
- Promote methods of engagement and consultation that make communication and involvement easier, faster and more cost effective, such as the use of the Council's website, email, e-bulletin subscriber service and other digital technology.
- Provide more opportunities for contact with the community through the use of workshops, meetings and other events and where practicable, be flexible in the timing of such events so that as wide an audience as possible can be reached. Unless this is inconsistent with current government guidance on staying away from others, in which case digital solutions will be used to engage the community.

Our approach to involving the community on planning

1.21 We want to ensure that local communities in and across Bournemouth, Christchurch and Poole are better informed about planning and more involved in delivering planning services. Our consultation practices meet our legal requirements for consultation on both development plan making and planning application decisions. These practices will be reviewed and wherever possible we will seek to improve how we consult with and involve the community on planning matters, seeking innovative methods including greater use of digital technology, subject to the availability of resources and other relevant considerations.

How to use this document

1.22 This document sets out the Council's commitments to consultation for both plan-making and planning application decision-making.

- Section 2 deals with plan making. All Specific and General Consultees for BCP Council are contained within Appendix 2 and 3. Organisations and individuals can request to be included within the consultee list at any time. Details will be maintained on the Council's consultation database and be notified of future planning policy consultations.
- Section 3 explains how planning applications are dealt with and shows how individuals and the community can be involved in the planning application process, including any right of appeal.

1.23 Some major applications, due to their significant impact on the surrounding area will require additional notification. In these instances, some or all, of the following methods will be used - several site notices on large sites, exhibitions including virtual/digital exhibitions, one-to-one meetings including virtual/digital meetings with consultees (generally on request). Where relevant, we will engage with adjoining councils, parish councils and other community groups.

2 The Local Development Plan for BCP: Plan-Making

2.1 The Council, through its town planning function, is responsible for preparing a range of planning documents that collectively make up the Local Development Plan (LDP). Such documents provide the planning strategy, policies, site allocations and guidance aimed at managing growth and development across the Bournemouth, Christchurch & Poole areas.

2.2 There are two main types of local planning policy documents, prepared by the Council as follows:

- **Development Plan Documents (DPDs)** - statutory documents, including the Local Plan that set the planning strategy, policies and site allocations for a local authority area.
- **Supplementary Planning Documents (SPDs)** - non-statutory documents that provide further detail and guidance on the implementation of policies and proposals contained in adopted DPDs. Whilst SPDs do not have the same 'weight' as DPDs, they can be an important 'material consideration' in the process of assessing and determining planning applications for development.

2.3 Alongside Local Plan production, the Council will at key stages, publish for consultation **Sustainability Appraisal (SA), incorporating Strategic Environmental Assessment (SEA)** to assess the environmental social and economic effects of the Plan. The scoping stage at the beginning of the process is used to identify key sustainability objectives against which each plan can be considered, together with indicators and targets for measuring the performance of a particular plan against those objectives. The SA Scoping Report will set out the framework for undertaking SA/SEA and what the appraisal needs to take account of and consultation with statutory bodies will inform the content of the final document. This will be published on the Council's website.

2.4 The Council will also consult on changes to **Community Infrastructure Levy (CIL)** - locally set charge which can be applied to development to help fund infrastructure required to accommodate growth e.g. heathland mitigation; strategic borough-wide transport improvements and flood defences; additional educational, health, social care, leisure and community facilities; green infrastructure/open space and public realm improvements.

2.5 Whilst not prepared by the Council, it is obliged at various key stages of the **neighbourhood planning process** to consult with residents and interested parties when applications for forum and/or area designations are submitted. The draft Neighbourhood Plan (at Reg 16) will also require the council to undertake public consultation in accordance with the SCI. Consultation at the referendum stage is undertaken under separate legislative regulations. However, all consultation feedback is reported to Council committees to enable informed decision making to take place, in accordance with the Council's Constitution.

2.6 The Minerals and Waste Planning Policy team at Dorset Council undertake the preparation of **minerals and waste development plan documents** for the county of Dorset, and includes sites within Bournemouth, Christchurch and Poole.

2.7 Consultation and public participation on minerals and waste planning policy documents are subject to the provisions of Dorset Council's SCI. Dorset Council has liaised with BCP Council to ensure that consultation on plans covered by the revised Dorset Council SCI is up to date with the BCP SCI commitments where appropriate.

2.8 The **Local Development Scheme 2019** - sets out the timetable for BCP development plan documents to be produced and will also be published on the Council's website.

The current context

The list below sets out the Local Development Plans for the three preceding authorities:

2.9 Bournemouth Local Development Plan

- Bournemouth Core Strategy (2012)
- Bournemouth Town Centre Area Action Plan (2013)
- Saved policies from the Bournemouth District Wide Local Plan 2002
- Affordable Housing DPD (2009)
- Boscombe & Pokesdown Neighbourhood Plan (2019)
- Bournemouth, Dorset & Poole Minerals Strategy (2014)
- Bournemouth, Christchurch, Poole and Dorset Waste Plan (2019)
- Bournemouth, Christchurch, Poole and Dorset Mineral Sites Plan (2019)

Other planning documents

Community Infrastructure Levy (CIL) Charging Schedule 2016 - evidence based adopted local planning charge based on net additional floorspace created by new residential development. The Charging Schedule and Local Plan form the mechanisms for collecting developer contributions to enable infrastructure that supports housing growth.

Supplementary Planning Documents - a range of documents that provide detailed guidance on how planning policies will be implemented for specific topics. There will be a review of SPDs as part of the future Local Plan work. All older (pre-NPPF) Supplementary planning guidance documents will also need to be reviewed.

Conservation Area Appraisals and Management Plans - documents that define the special character of each of Bournemouth's conservation areas and the approach to their preservation and enhancement.

Authority Monitoring report - provides an up to date assessment of the performance of LDP documents against a set of indicators.

2.10 Christchurch Local Development Plan

- Christchurch and East Dorset Local Plan Part 1 – Core Strategy (2014)
- Remaining saved policies from the Borough of Christchurch Local Plan (2001)
- Bournemouth, Dorset & Poole Minerals Strategy (2014)
- Bournemouth, Christchurch, Poole and Dorset Waste Plan (2019)
- Bournemouth, Christchurch, Poole and Dorset Mineral Sites Plan (2019)

Other Planning documents:

Community Infrastructure Levy (CIL) Charging Schedule 2016 - evidence based adopted local planning charge based on net additional floorspace created by new residential development. The Charging Schedule and Local Plan form the mechanisms for collecting developer contributions to enable infrastructure that supports housing growth.

Supplementary Planning Documents - a range of documents that provide detailed guidance on how planning policies will be implemented for specific topics. There will be a review of SPDs as part of the future Local Plan work. All older (pre-NPPF) Supplementary planning guidance documents will also need to be reviewed.

Conservation Area Appraisals and Management Plans - documents that define the special character of each of Christchurch conservation areas and the approach to their preservation and enhancement.

Monitoring Report - provides an up to date assessment of the performance of LDP documents against a set of indicators.

2.11 Poole's Local Development Plan

- Poole Local Plan 2018
- Broadstone Neighbourhood Plan 2018
- Poole Quays Forum Neighbourhood Plan 2017
- Bournemouth, Dorset & Poole Minerals Strategy (2014)
- Bournemouth, Christchurch, Poole and Dorset Waste Plan (2019)
- Bournemouth, Christchurch, Poole and Dorset Mineral Sites Plan (2019)

Other Planning documents:

Community Infrastructure Levy (CIL) Charging Schedule 2019 - evidence based adopted local planning charge based on net additional floorspace created by new residential development. The Charging Schedule and Local Plan form the mechanisms for collecting developer contributions to enable infrastructure that supports housing growth.

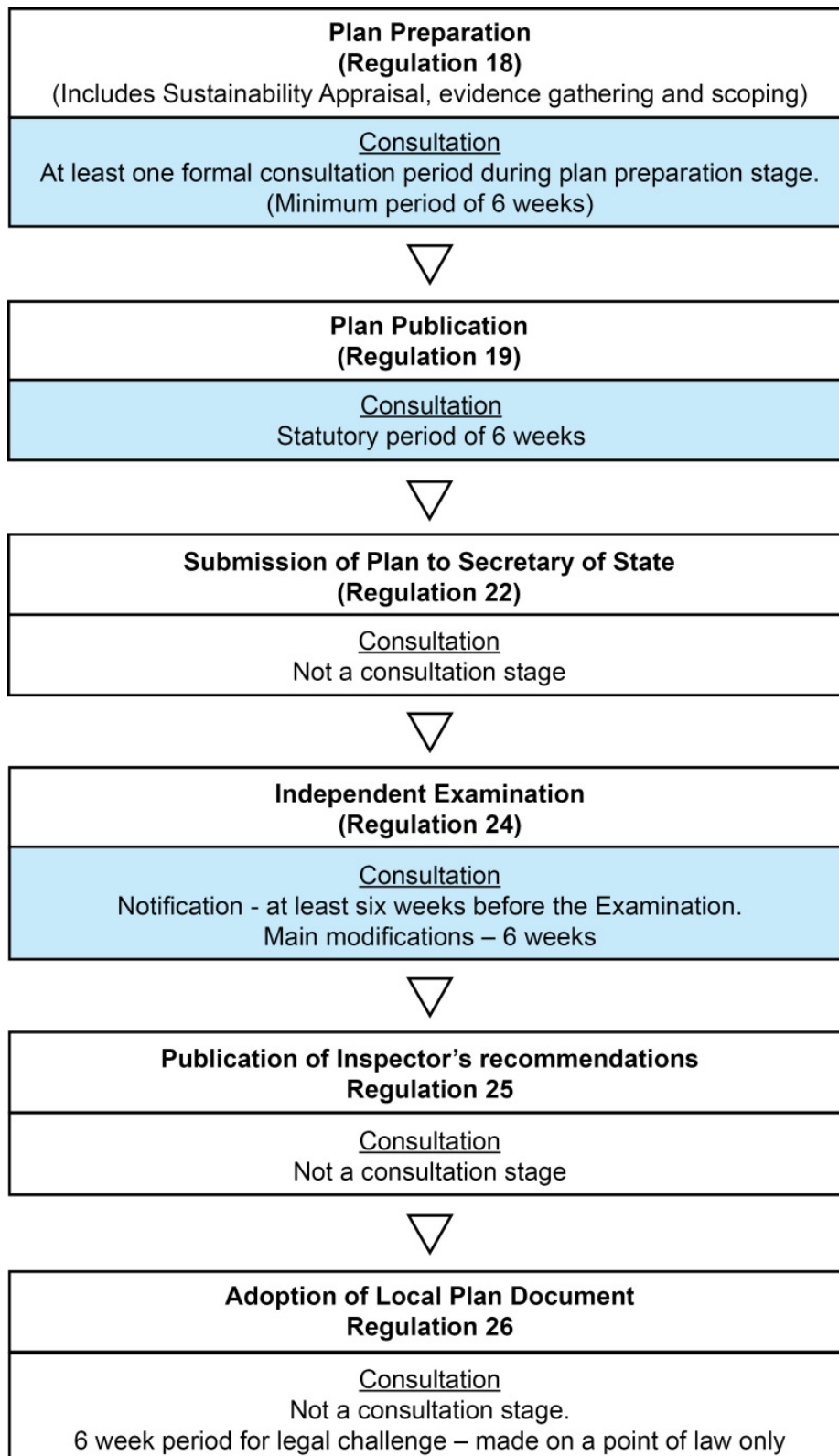
Supplementary Planning Documents - a range of documents that provide detailed guidance on how planning policies will be implemented for specific topics. There will be a review of SPDs as part of the future Local Plan work. All older (pre-NPPF) Supplementary planning guidance documents will also need to be reviewed.

Conservation Area Appraisals and Management Plans - documents that define the special character of each of Christchurch conservation areas and the approach to their preservation and enhancement.

Monitoring Report - provides an up to date assessment of the performance of LDP documents against a set of indicators.

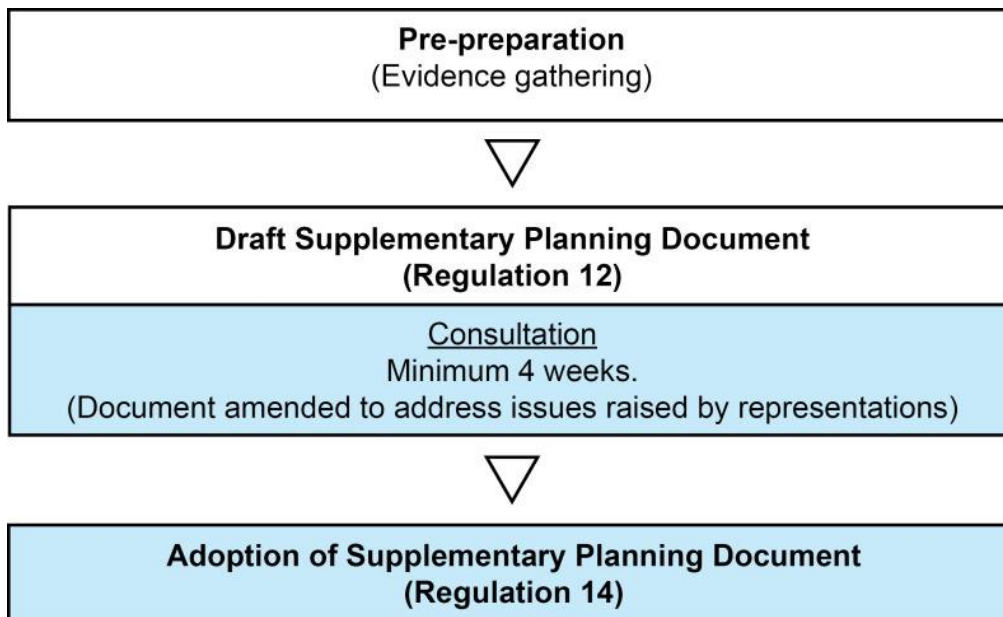
Stages in Local Plan Preparation

2.12 The following diagram sets out the statutory process in the preparation of local plan Documents.



Stages in the Preparation of Supplementary Planning Documents

2.13 The following diagram sets out the stages in the preparation of supplementary planning documents, which as they are not statutory documents are subject to a more streamlined preparation process.



Ways to get involved in the development of new planning policies

2.14 The following table sets out the range of methods that can be used in engaging with the community and other stakeholders. The method(s) used will be those that are appropriate to the stage of the planning process, the issues that are being considered and the community involved. There are temporary changes in place (as of 23 March 2020) to the full range of consultation and engagement methods we can use due to the government's social distancing restrictions due to the COVID-19 virus.

Website	All planning policy documents, engagement, consultations and supporting information will be available on our website. We may also use the website for online comment forms, questionnaires and feedback
Email	Emails will be our preferred main method of communication. Emails may include information on consultations, responses, the stage of preparation reached, adoption and general updates.
Letter	Letters will be used in the same way as emails where electronic communication is not possible, or where interested parties have chosen this option as their only method of communication.
Social media	Where appropriate, social media such as the Councils e-bulletin, Facebook or Twitter may be used to communicate planning matters with groups who are hard to reach or do not traditionally respond to other methods of communication.
Telephone	Where appropriate, to be used where alternative methods are not practical for individuals or groups who do not have internet access.
Meetings (including virtual/digital meetings)	Meetings with individuals, businesses, groups and organisations will be used where appropriate and relevant to the document being prepared. We may offer to attend meetings which are held by existing groups to clarify or explain issues or documents we are consulting on.

Digital communication and digital consultations	We will seek to use emerging or new digital technology to engage with residents and interested parties, capturing feedback through the use of new technology.
Workshops including virtual/digital workshops	Facilitated workshops may be used where appropriate and relevant to allow discussion on issues in detail and to ensure that a range of interested parties have the opportunity to express their views and opinions.
Exhibitions (including virtual/digital exhibitions)	Exhibitions may be used to explain specific proposals and, when staffed, will be used as a method for clarifying our approach and generating feedback.
Video conferencing targeted meetings	In appropriate situations, video conference type meetings may be arranged with representative groups who are not normally engaged in planning consultations to make sure their views are heard.
Local publicity	Where appropriate, additional publicity measures may be taken at a local level.
Walkabout tours	In certain instances, 'walkabout tours' may be used as a way of engaging with a range of stakeholders with interests in a specific geographical area.



Who will be consulted in the preparation of planning documents?

2.15 The Town & Country Planning (Local Planning) England Regulations 2012 identify 'specific consultation bodies' and 'general consultation bodies' that local planning authorities must consult:

Specific Consultation Bodies

The Coal Authority

The Environment Agency

Historic England

Marine Management Organisation

Natural England

Network Rail

Highways England

A relevant authority, any part of whose area is in or adjoins the local planning authority's area

Electronic communications code systems operators

Primary Care Trust established under s18 of the National Health Service Act 2006 or continued in existence by virtue of that section.

Electricity providers

Gas providers

Sewerage undertakers
Water undertakers
Homes and Communities Agency

General Consultation bodies

Voluntary bodies some or all whose activities benefit any part of the local planning authority's area.

Bodies which represent the interests of different racial, ethnic or national groups in the LPA area.

Bodies which represent the interests of disabled persons in the LPA area.

Bodies which represent the interests of persons carrying on business in the LPA area.

2.16 A list showing groups that are typical of the General Consultation bodies we consult with is shown in Appendix 3.

2.17 The Strategic Planning team maintain a database of organisations and individuals who we are statutorily obliged to consult with and those who have expressed an interest in being involved in the development plan process. As the database is capable of continuous update, any organisation or individual can request to be added at any time, by providing their correspondence details, preferably by email.

How will your views be taken into account?

2.18 When a consultation event has ended, all the representations we have received will be fully considered and our response will be set out in a summary document. Where appropriate, the planning document consulted on will be revised to reflect the representations received. The summary consultation document will set out:

- Who was consulted?
- How they were consulted.
- A summary of the main issues raised in the comments.
- how the comments have been taken into account in the final document.

2.19 The summary will be published on our website alongside the consultation documents.

Adoption of LDP and Supplementary Planning Documents

2.20 Once the formal stages of plan preparation have been completed, as set out in Diagrams 1 and 2 (under paragraphs 2.13 and 2.14) documents will be formally adopted by the Council. All Development Plan and Supplementary Planning Documents must be adopted by Council.

Development Plans - Consultation Principles

2.21 In the preparation of development plan and supplementary planning documents we will apply the following principles:

When preparing development plan and supplementary planning documents, we will:

- Provide clear information on both the purpose of the engagement and consultation being undertaken and the issues under consideration.
- Design engagement and consultation events to provide at least the minimum statutory consultation period and wherever practicable or appropriate, exceed these where practicable, run engagement and consultation events in combination to reduce duplication and waste.
- Keep records of all representations received through consultation and provide an appropriate acknowledgement.
- Publish responses to representations and use the results to inform policy and service development.

Sustainability Appraisal and Strategic Environmental Assessment

2.22 As part of the preparation of LDP documents, the Council is required to undertake Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA). SA examines the implications of the LDP on the community, the environment and natural resources, whereas SEAs are undertaken to measure the effects of the plan, policy or programme on the environment generally. The process aims to combine social, environmental and economic considerations into the preparation of plans in order to promote sustainable development. In addition, as part of the SA process, Poole's development plan documents are also subject to separate appraisal in respect of health and equalities issues in the form of Health Impact Assessment (HIA) and Equalities Impact Assessment (EqIA).

2.23 A key stage of the SA process is provided by 'scoping'. It is used to identify the issues that the SA needs to take into account and involves identifying relevant issues from other plans, strategies, programmes and guidance, in addition to certain background (baseline) information, that can be used to assess changes to the environment over time. The scoping stage is also used to identify key sustainability objectives against which relevant development plans can be considered, as well as indicators and targets for measuring the performance of the plan against those objectives. The scoping stage also includes the development of a framework and methodology which is used to test options and alternatives through SA.

2.24 For BCP Council, SA scoping will be undertaken at the commencement of the Local Plan process and the resulting SA framework and methodology applied to subsequent DPDs. The review of this SCI is taking place at the same time as the Local Plan process is commencing and, as a consequence, revised 'scoping' will be undertaken to produce an updated SA framework and methodology that will be used to assess the economic, social

and environmental impacts of both the BCP Local Plan and subsequent DPDs. An SA report will be produced for consultation alongside a development plan document, at each stage in its preparation. A final SA report will be published prior to a development plan document being adopted by the Council.

Fulfilling the requirements of Sustainability Appraisal/Strategic Environmental

Assessment, we will:

- Undertake and consult on a revised scoping document and develop an updated SA framework and methodology which will be applied to the review of the Local Plan and subsequent development plan documents, as appropriate.
- Publish SA reports for consultation, alongside development plan documents, at each stage in their preparation.
- Amend SA reports, where appropriate, in response to any comments received.
- Produce a final SA report prior to a development plan document being adopted.

The Duty to Cooperate

2.25 The Localism Act 2011 introduced a new 'Duty to Cooperate', requiring local Authorities and a number of other public bodies to:-

- Cooperate in relation to issues of sustainable development or the use of land that would result in a significant impact on at least two local planning authority areas.
- Set out planning policies to address these issues.
- 'Engage constructively, actively and on an ongoing basis' in developing strategic policies.
- Consider joint approaches to plan making.

2.26 The NPPF sets out the strategic issues where cooperation might be appropriate and further guidance is provided on 'planning strategically across local boundaries', highlighting the importance of joint working to meet development requirements that cannot be wholly met within a single local planning area, through either joint planning policies or informal strategies such as infrastructure and investment plans.

2.27 BCP Council will be required to demonstrate that it has complied with, and fulfilled the requirements of the Duty to Cooperate in preparing its Local Development Plan and associated documents. In this regard the commitments below will be implemented.

Fulfilling the Duty to Cooperate, we will:

- identify those issues that will require to be considered jointly with neighbouring local authorities and other public and private bodies and actively engage with them in fulfilling the requirements of the duty to cooperate.
- produce appropriate documentation that sets out duty to cooperate arrangements for identified issues and includes details of the decisions reached and why.

Neighbourhood Planning

2.28 Neighbourhood planning was introduced by the Localism Act 2011 and the Neighbourhood Planning Regulations (2012). The Localism Act sets out the areas of neighbourhood planning for which local planning authorities are responsible. In meeting these responsibilities, Strategic Planning will support community groups through their applications to become designated neighbourhood forums, as well as Town or Parish Councils with general powers of competence to progress through key statutory stages of neighbourhood plan production.

2.29. The Neighbourhood Planning Act 2017 and Neighbourhood Planning Regulations 2017 introduced a duty on local authorities to extend advice and assistance on proposals for modification of 'made' neighbourhood plans. This is reflected in our commitments in the table below.

Neighbourhood Planning

We will:

- Comply with all Neighbourhood Planning legislation and regulatory requirements.
- Provide guidance and support to prospective neighbourhood groups in wishing to establish themselves as a neighbourhood forum and designate a neighbourhood area.
- Provide advice and assistance to a designated neighbourhood forum or town or parish council in the preparation of a neighbourhood plan, subject to the availability of resources.
- Make the appropriate checks to ensure that a submitted neighbourhood plan meets basic conditions and legal requirements.
- Publish the submission version of the Neighbourhood Plan for public consultation on the council's website for a period of 6 weeks and gather representations received to be forwarded to the examiner for consideration.
- Make arrangements to appoint independent examiner for the examination of a neighbourhood plan - generally examination will be by written representations.
- Make the examiner's report available on the Council's webpages.
- Progress to referendum and write to eligible residents and businesses on the Council's electoral register informing them that a referendum will be held at least 28 days prior to the voting date. The introduction of the Coronavirus Act 2020 means that no elections or referendums can take place until 6 May 2021.
- Notify residents of Neighbourhood Planning referendums in their area, on the Council's website.
- Following a positive referendum and subject to the Plan meeting EU obligations, progress the Plan to adoption.
- Publicise the Neighbourhood Plan on the council's website and in libraries and put up site notices in the Neighbourhood Area publicising the adoption of the Plan.
- Publicise the Neighbourhood Plan on the council's website and in libraries and put up site notices in the Neighbourhood Area publicising the adoption of the Plan. There are temporary changes in places (announced on 23 March 2020) to the full range of consultation methods that can be used due to COVID-19. This includes closing of libraries, however we will resume distribution to libraries when government guidance changes.

- Provide advice and assistance to modify 'made' plans and provision for changing neighbourhood area boundaries.

Community Infrastructure Levy

2.30 The three preceding authority areas have separate adopted Community Infrastructure Levy (CIL) Charging Schedules. CIL provides the main mechanism for development in Bournemouth, Christchurch and Poole to contribute towards providing the infrastructure required to accommodate growth in the town. The CIL Charging Schedule sets out the rates (set at £ per square metre of new floorspace) that are applied to development depending on location in the Council areas. The adopted rates will be subject to monitoring and periodic review to ensure that they remain up to date and effective. Where, in the future, the adopted Charging Schedule needs to be amended the Council will ensure that it will consult widely to ensure that any proposed changes are subject to the appropriate engagement with local communities, infrastructure providers, developers and other stakeholders.

Community Infrastructure Levy

We will:

- Update the three legacy area approaches to allocating the CIL Neighbourhood Portion fund.¹ into a BCP wide approach.
- Regularly review the operation and effectiveness of the adopted Charging Schedules.
- Report on the collection and expenditure of CIL monies
- Maintain regular engagement with communities, interested parties and infrastructure providers to ensure the town's infrastructure needs evidence base is kept up to date.
- From December 2020, publish an Infrastructure Funding Statement identifying infrastructure needs, costs, sources of funding and spending.
- Undertake consultation with communities and organisations in accordance with the CIL Regulations requirements for engagement prior to any formal review of the adopted CIL Charging Schedule.

How will locally elected Councillors be involved?

2.31 The Council's Overview and Scrutiny Board will provide a steer on Local Development Plan and Supplementary Planning Documents. The Board can scrutinise and endorse all emerging planning policy and guidance documents prior to each stage of public engagement and involvement, with the results of consultation undertaken and how it has informed amendments to documents being reported back at an appropriate stage.

¹ 15% of CIL is set aside in a neighbourhood portion fund (or 25% in areas where there is an adopted neighbourhood plan).

What resources does Strategic Planning have?

2.32 Undertaking engagement and consultation is an integral part of the work of the Planning Service, but it is also resource intensive. There are direct costs in terms of resources and staff time. What we have set out in this Statement of Community Involvement is capable of being resourced from within existing budgets, based on the current resources available to the service.

2.33 We will aim to use the most cost-effective methods of engagement and consultation, provide a high-quality service to all customers and where possible, will work with others to coordinate consultations where we can.

3 Development Management - Planning Applications

3.1 The requirements for advertising and consulting on planning applications are set out in The Town and Country Planning (Development Management Procedure) (England) Order 2015. Table 1 sets out how BCP will meet the statutory requirements for various categories of planning application. Please also see paragraph 3.3 below.

Development type	How BCP will meet Statutory requirements
Applications for non-major development including; Household, Minor, Change of Use, Variation of Condition and others.	*Site notice *Publish on website
Major applications (as set out in Article 2) of the Development Management Procedure Order 2015	*Advertisement in local newspaper. *Site notice *Publish on website
Major applications accompanied by an environmental statement	*Advertisement in local newspaper *Site notice *Publish on website
Applications for Development affecting the setting of a Listed Building or a Conservation Area.	*Advertisement in local newspaper. *Site Notice *Publish on website
Applications which do not accord with (departures from) the statutory development plan.	*Advertisement in local newspaper *Site Notice
Applications which affect a Public Right of Way (PRoW) to which Part 3 of the Wildlife & Countryside Act 1981 applies	*Advertisement in local newspaper. *Site Notice *Publish on website
Notice of hedgerow removals	*Notify Parish Council (where existing)
Development by Electronic Communications Code Operators GPDO 2015 Sch 2, Part 16	If development is not in accordance with the development plan or would affect a PRO to which Part 3 of the Wildlife and Countryside Act 1981 applies. *Site notice and Advertisement in local newspaper. On sites of 1hectare or more: *Site notice *Advertisement in local newspaper All other development not covered above: *Site notice *Advertisement in local newspaper.

Application for non-material amendment.	None. Applications for non-materials amendments will be published on the BCP planning website application portals.
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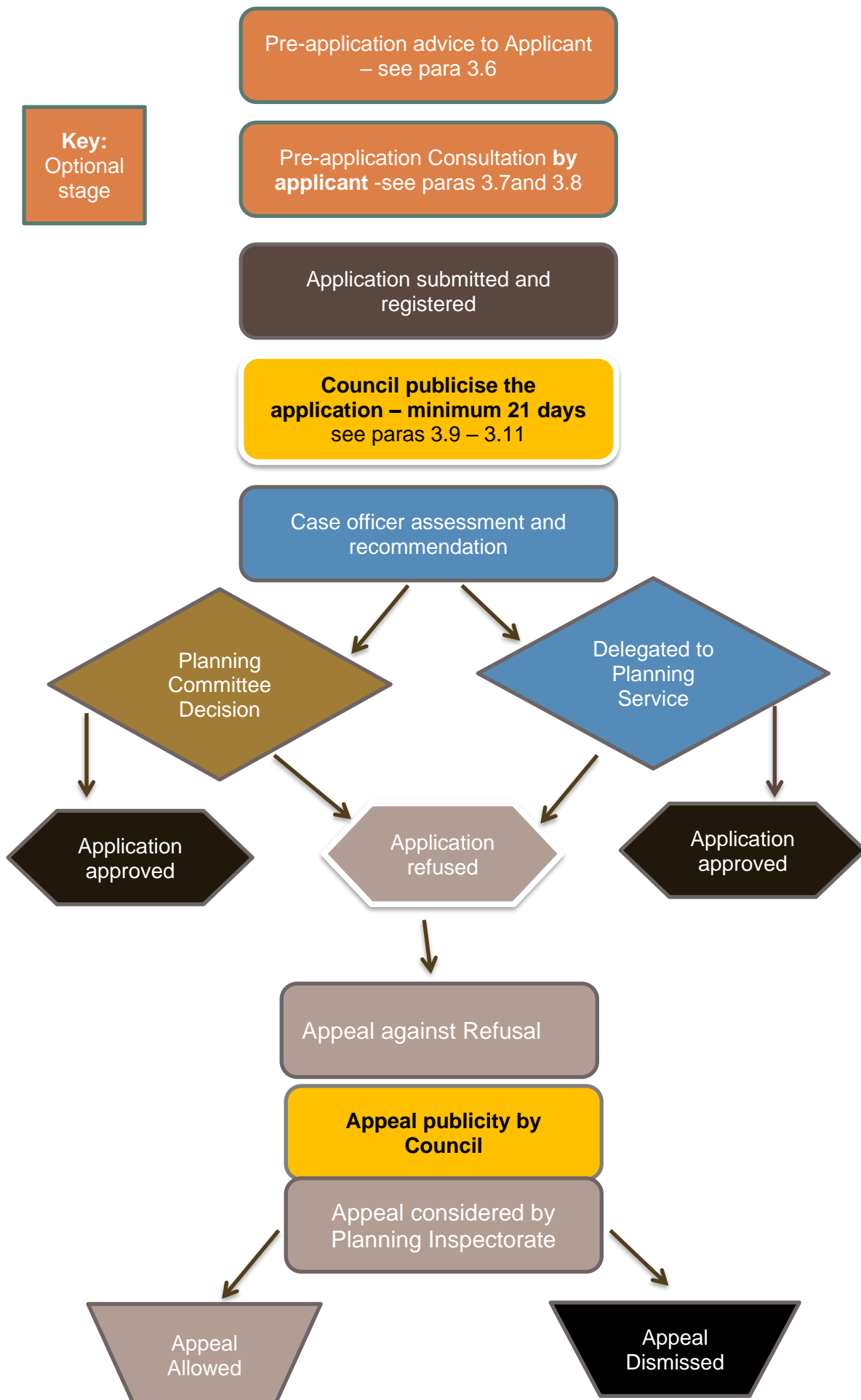
3.2 The Council is committed to engagement and consultation on planning applications in line with legal requirements. Site notices are posted in a prominent position outside of the site of the proposed development and where necessary, at the rear so that residents of adjoining properties are notified. On large sites or for major applications, normally more than one site notice is posted. In recognition that some people will have mobility or other issues that may restrict them leaving home to view a site notice the council make weekly lists of planning applications available to view online and advertise applications in the local press where required. People can request a copy of the weekly list and they are encouraged to make themselves known to the local planning authority. The notice will briefly describe the proposal and specify a date by which representations should be made (not less than 21 days from the date of posting). Representations must be made in writing either by letter or email or by posting this directly online using the facility on the council's website.

3.3 From Thursday 14 May 2020, the government introduced temporary regulations to supplement the existing statutory publicity arrangements for planning applications, listed building consent applications and environment statements for EIA in response to the coronavirus. It stated that local planning authorities (and applicants of EIA development under the TCPA) now have the flexibility to take other reasonable steps to publicise applications if they cannot discharge the specific requirements for site notices, neighbour notifications or newspaper publicity. These steps can include the use of social media and other electronic communications and must be proportionate to the scale and nature of the proposed development. Guidance to accompany these regulations has also been published to highlight what alternative publicity local planning authorities could undertake. In particular, if local newspapers are not circulating in their area, authorities should seek to use local online news portals in the first instance.

3.4 The Council encourages pre-application engagement and consultation in line with the NPPF (2019).

3.5 The following flow chart sets out the planning application process (opportunities for public involvement highlighted in yellow).

Planning Application Process



Pre-application discussions with applicant

3.6 Most applications can benefit from obtaining advice at the pre-application stage, before an application is submitted. Pre-application discussions provide greater certainty and clarity to applicants by identifying relevant planning issues and requirements that can influence the final scheme at an early stage, before it is submitted.

Pre-application consultation

3.7 Applicants are strongly encouraged to obtain pre-application advice on development proposals and to engage in pre-application consultation for major or potentially controversial development schemes where appropriate. Pre-application consultation provides an opportunity for developers to explain their proposals and allows the local community the opportunity to express their views and raise concerns directly with the applicant with the possibility of influencing the proposal prior to the submission of a planning application.

3.8 The Council recognises the importance of actively and creatively engaging the community in the shaping and development of the places where people live and work and the role this can have in fostering a sense of pride and ownership in a local area. To achieve this, the Council will consider the use of engagement forums and events to allow elected Councillors to liaise with invited local community leaders, schools, community groups, business representatives and other relevant key stakeholders. In this way, forums can participate in discussion to consider a site's future use, design and layout, before a proposed development scheme is submitted to the Council. This process aligns with the spirit of the Government's 'Localism' agenda. However, such engagement is temporarily not practical unless using digital techniques due to the restrictions in place.

How local communities are involved when a planning application is received

3.9 When a planning application is received, neighbours will be notified by site notice. Case officers will exercise discretion in posting more than the minimum number of site notices where large or complex developments. The public normally have 21 days (24 where the period includes a bank holiday) to make comments on any application proposal and the deadline date will be displayed on the site notice. Copies of application forms, plans and supporting documents are normally available for the public to view at the Council's offices and on the council's website. Temporarily, offices are closed due to the current restrictions in place.

3.10 The Council is under a statutory duty to publicise applications. At present weekly lists of all applications made and received by the Council are circulated to local newspapers. Copies of the weekly lists are also sent to the libraries, councillors, parish councils and neighbourhood forums and other groups and individuals who have requested them. Weekly and monthly lists are also published on the Council's website. There are temporary changes in places (as of 23 March 2020) to the full range of consultation and engagement methods that the council can use due to the social distancing restrictions from COVID-19. These changes include the closing of libraries, however document distribution to libraries will resume when government guidance changes.

3.11 In addition to the weekly lists, the Council has a statutory obligation to advertise specific types of applications within a local newspaper – in our case the Daily Echo. The Council publishes public notices to advertise the following types of applications:

- Applications for Major Development as set out in article 2 of the Development Management Procedure Order 2015.
- Major Applications accompanied by an Environmental Statement.
- Applications for Development within a Conservation Area
- Applications for Listed Building Consent where works to the exterior of the building are proposed.
- Applications affecting the setting of Listed Buildings.
- Applications which do not accord with (departures from) from the statutory Development Plan.
- Applications affecting a public right of way to which Part 3 of the Wildlife & Countryside Act 1981 applies.
- Certain development by Electronic Communications Code Operators

Who makes decisions on planning applications?

3.12 A wide variety of planning applications are received each year, ranging from small householder and minor applications, change of use, variation of conditions to large commercial, retail, housing or mixed-use developments. The Council makes decisions on these planning applications in one of two ways:

- The Head of Planning Services can determine applications under delegated powers. This accounts for more than 90% of all applications received.
- The Planning Committee deals with those other applications considered to be more contentious as set out in the BCP Constitution July 2019.

3.13 Planning application decisions are made taking into account the recommendation of planning officers, the adopted development plan and other relevant material considerations. Consultation arrangements and the application of planning policy is the same whichever route is chosen. Members of the public have the right to have their representations (in favour or against planning applications) read out at Planning Committee. Planning Committee is currently temporarily undertaken through video conferencing and broadcast live online on the council's website. It is also recorded. A temporary protocol has been introduced making provision for public statements to be taken into account in the decision-making process at virtual meetings of the Planning Committee.

3.14 Once a planning application has been determined, the decision will be available to view on the Council's website.

3.15 The following commitments set out our approach to how the planning application process will be undertaken and what information will be made available.

In undertaking the planning application process, we will:

- Encourage applicants to undertake pre-submission consultations with local communities on large or significant development proposals.
- Encourage applicants to engage in pre-application discussions with the Council for major or significant/controversial applications.
- Encourage householders to undertake informal discussions with neighbours over householder proposals, subject to social distancing requirements.
- Allow access to all planning files (except where confidentiality exclusions apply) and develop document management systems so that, progressively, all files are available electronically through the BCP website.
- Negotiate minor changes with applicants to improve the application.
- Make significant amendments to applications subject to renewed notification; However, major changes will require a new application to be submitted.
- Ensure that Council planning officers respond to emails seeking information and advice on applications.

Appendix 1: Glossary of planning terms and acronyms

Community Infrastructure Levy (CIL) - the financial contribution raised from new development that is used to fund the provision of infrastructure (e.g. transport schemes, flood defences, parks and green spaces etc), that is needed as a result of development.

Local Plan - key document that sets out the long-term spatial vision for an area, together with the spatial objectives, strategic policies and development management policies required to deliver that vision. The Local Plan has the status of a Development Plan Document.

Development Plan - as set out in Section 38(6) of the Planning and Compulsory Purchase Act, an authority's development plan consists of relevant documents contained within its Local Plan.

Duty to Cooperate - provision of the Localism Act 2011, that has created a duty on local authorities to cooperate with each other when making plans.

Overview and Scrutiny Board - advisory committee dealing with the development of planning policy.

Equalities Impact Assessment (EqIA) - an assessment tool used to ensure that policies, plans, programmes and strategies do not discriminate against any group or individual on the grounds of age, disability, sex, gender reassignment, pregnancy/maternity, marriage/civil partnership, race, religious belief or faith, sexual orientation, armed forces communities, social inequality or human rights.

General Consultation Bodies - defined in Part 1 of The Town and Country Planning (Local Planning) (England) Regulations 2012, examples given in Appendix 3.

Gunning Principles - following a landmark case in 1985 (*R v LB Brent ex parte Gunning*), Stephen Sedley QC proposed four consultation principles applicable to all public consultations by public bodies in the UK. These include ensuring consultation is undertaken when proposals are still at a formative stage, that there is sufficient information provided for the public to make an informed choice, that adequate time is given for consideration and response and, that consultation responses are conscientiously taken into account by decision makers.

Health Impact Assessment (HIA) - an assessment tool used in determining how policies, plans, programmes and strategies can contribute to improving the health and wellbeing of communities.

Annual Monitoring Report – Authorities monitoring the indicators of achievement and targets set out in the Local Plan. The monitoring report assists with identifying how well the Local Plan's key outcomes related to the strategic objectives are being implemented.

Local Development Plan (LDP) - the name for the portfolio of Local Development Documents.

Local Development Scheme (LDS) - a work programme showing when planning policy documents will be produced.

Localism Act 2011 - legislation that brought about a number of reforms to the planning

system which included the abolition of regional strategies; the duty to cooperate and introduction of neighbourhood planning.

National Planning Policy Framework (NPPF) (revised 2019) - document that sets out the Government's planning policies and how these are to be applied. It also provides the framework within which local people and their accountable Councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities.

Neighbourhood Planning – Introduced by the Localism Act 2011, this is a means by which local communities are provided with the rights and powers to decide the future of the places where they live and work by developing a Neighbourhood Plan. When made, the plan has the same status as the Local Plan.

Local Planning Authority (LPA) - term for the body as part of the Council that has responsibility for setting local planning policies and making decisions on planning applications.

Statement of Community Involvement (SCI) - sets out the standards which authorities will achieve with regard to involving local communities in the preparation of local development documents and development management decisions.

Strategic Environmental Assessment (SEA) - a generic term used to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment of certain plans and programmes, including those in the field of planning and land use'.

Supplementary Planning Document (SPD) - document that provides supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

Specific Consultation Bodies - defined in Part 1 of The Town and Country Planning (Local Planning) (England) Regulations 2012, examples given in Appendix 2.

Sustainability Appraisal (SA) - tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all local development documents.

Stakeholders - any individual or organisation who has an interest in the way an area develops. This may include residents, developers, community groups, employers etc...

The Regulations - Town & Country (Local Planning) (England) Regulations 2012 No. 767

Coronavirus (COVID-19): planning update

In response to the spread of Coronavirus (COVID-19), MHCLG has published an update on planning matters, including temporary measures to make it easier to operate the planning system.

Appendix 2: List of Specific Consultation Bodies as interpreted from the Town & Country Planning (Local Planning) (England) Regulations 2012

BCP Town and Parish Councils

Relevant Adjoining Local Planning Authorities:

Dorset Council
New Forest District Council

Relevant Adjoining Parish and Town Councils: (not exhaustive for BCP)

Arne
Colehill
Corfe Castle
Corfe Mullen
Ferndown
Lytchett Matravers
Lytchett Minster and Upton
Morden
Pamphill and Shapwick
Studland
Sturminster Marshall
Wareham St Martin
West Parley
Wimborne Minster

Electronic communications companies/owners or operators of telecommunications apparatus

BT
EE
Three
Openreach
SSE Telecoms
Telefónica UK Ltd (O2)
Vodafone Ltd

Licence granted under section 7(2) of the Gas act 1986(9): British Gas
Dorset Health and Wellbeing Board
English Heritage
Environment Agency
Highways England
Homes and Communities Agency
Marine Management Organisation
National Grid
Natural England
Network Rail
Licence granted under section 6(1)(b) or (c) of the Electricity Act 1989
Scottish and Southern Energy PLC
Bournemouth Water Ltd
Wessex Water

Appendix 3: List of General Consultation bodies as interpreted from The Town & Country (Local Planning) (England) Regulations 2012

General Consultee Bodies include the following:

Neighbourhood Forums
Resident and community groups
Places of worship and religious groups
Energy, environmental and sustainability groups
Heritage groups
Leisure and recreation groups
Culture and arts
Places of education and children and young peoples groups
Healthcare and community safety groups
Citizen, political and societal groups
Business and economy groups
Wider stakeholders and individuals
Non adjoining Local authorities
Non-adjoining Town and Parish Councils

The BCP Local Development Plan consultation database consists of consultees and agents comprising those who have requested to be kept informed of planning documents. The specific and general consultation bodies represent a proportion of these with the remaining organisations and interested parties consisting of residents and businesses that have particular interest in issues relevant to the area in which they are located. Interested parties can request to be added to the database at any time, by emailing the planning policy team at planning.poole@bcpcouncil.gov.uk



Appendix 2: Consultation Report

Statement of Community Involvement

⇒ BCP Council consulted on the draft Statement of Community Involvement (SCI) for 6 weeks from 7 October 2019 to 18 November 2019. The Council contacted everyone who registered an interest in being contacted about local planning consultations. The Communications teams raised awareness through social media and a press release. Hard copies of the SCI were displayed in every library in the BCP Council area and the SCI was available on the Council's website. The consultation attracted 27 responses, of which 7 responses were from organisations and 20 responses were from the public. As a result of the responses, Highcliffe & Walkford Parish Council was added to the BCP database of general consultees. There were changes made to the SCI to update CIL procedures and commitments, and to include support to town and parish councils in neighbourhood plan making. Additional minor modifications were made to update the SCI and set out temporary changes to public consultation arrangements as a result of COVID-19.

The table below shows the full representation, officer response and where relevant, the changes effected to the content of the SCI.

ID	Comment by:	Para	Representation, Officer response, Action
1	Cllr Nigel Brooks		<p>Representation: The Highcliffe & Walkford Parish Council has commenced (September 2019) the process of bringing forward a Neighbourhood Plan for its Parish area. The Parish has appointed Jo Witherden Bsc (Hons) DipTP DipUD MRTPI, Dorset Planning Consultant Ltd as its consultant adviser. In this respect please note that I am the contact for the Parish.</p> <p>Officer comment: Noted that the Parish Council formed in 2019.</p> <p>Actions: Check / Amend database contact. Add Highcliffe & Walkford Parish Council to the BCP database/list of General Consultees.</p>
2	Ms Jacqui Gissane		<p>Representation: I believe it is important that all neighbours of a development area are informed by letter. This does not just include immediate neighbours. This is for tree work as well. It is not up to the council employees to decide whether or not it affects neighbours. Council staff are sometimes not familiar at all with the area. Notices on poles fences lampposts et cetera do not always remain where they are fixed.</p> <p>Officer comment: Noted. Case officers will ensure that an appropriate number of site notices are erected to bring the matter to the attention of those affected. Consultation is carried out in accordance with the statutory requirement. Actions: None.</p>
3	Mr Allen Hodges		<p>Representation: I agree with your aims in the above and hope these are implemented in full, which in my opinion were not always followed by the previous Poole council. In my area (Merley) we have been informed by website and councillor flyers outlining surgery meetings. If the subject is of special interest, like the planning application for land north of Merley, we meet as required at Merley Social Club.</p> <p>Officer Comment: Support noted.</p> <p>Action: None.</p>
4	Mr Chris Kelly		<p>Representation: With the Brexit farrago still to be settled, I have absolutely no confidence that anything the public suggests / wants will have the slightest difference / influence on council decisions.</p> <p>Officer Comment: Noted. There is a statutory requirement for councils to produce a SCI every five years. When responses are received to local plan consultations, these are used to inform development of a plan..</p> <p>Action: None.</p>
5	Mr David Laidler		<p>Representation: All planning applications for HMOs should require letters to neighbours and site notices in the locality.</p> <p>Officer Comment: Noted. Case officers will ensure that an appropriate number of site notices are erected to bring the matter to the attention of those affected. Consultation is carried out in accordance with the statutory requirement. Action: None.</p>
6	Mr Richard Laws		<p>Representation: Regarding planning applications I consider it a retrograde step to reduce displays of the yellow notice of intended development that used to be automatically displayed for any development. It is of genuine public interest for all sorts of neighbours [not necessarily simply the neighbours either side especially where a proposed development could 'set a precedent' and may impact greatly on the larger community as a result.</p> <p>The planning officer may consider it a minor change/ development but that may not be the view of the larger community</p>

ID	Comment by:	Para	Representation, Officer response, Action
			<p>considering the long-term impact. Please consider reintroducing these for all planning applications.</p> <p>Officer comment: We are committed to engagement and consultation on planning applications in line with legal requirements. . See SCI Section 3, Table 1 which sets out statutory consultation requirements for various categories of planning application.</p> <p>Actions: None.</p>
7	Mr Martin Smalley		<p>Representation: I believe that plans that directly effect the neighbours of a planning application should be notified in person In addition details should be posted next to the property where the application is being made</p> <p>Officer comment: Noted. The statutory requirements for advertising and consulting on categories of planning application differ according to development type but where relevant these requirements are exceeded to ensure that notification reaches a wider audience to ensure affected parties are made aware of an application.</p> <p>Actions: None.</p>
8	Mr B Walker		<p>Representation: We live close to the new home building site, just by the junction of Hayes lane and Wimborne road west, that has several hundred houses being built. We were sent no details or plans of the site. We were not notified of details of the road works etc. The amount of houses being built is what it is, homes for people that need them. Not a problem, it's a matter of having to be built everywhere nationally.</p> <p>The problem is the lack of change of info structure. Wimborne road west is already falling to pieces. The large lorries are just totally destroying it. Is a new medical centre being built to assist our already very overcrowded Doctors surgery. Is the hospital at Poole going to get back an A & E rating. Is a new larger road planned to cope with all the increased traffic. Are the local (already overcrowded) schools being increased in size/ funding. Is a bus service actually going to run along Wimborne road west! Sorry, very boring questions I'm sure, but very important to all of this areas thousands of residents, very many of whom are not youngsters, but still pay all taxes and put many thousands of pounds into the areas economy. If nobody says anything, nothing gets done.</p> <p>Officer comment: Noted. Comments relate to the local plan and planning application processes. , The BCP SCI sets out that the council is committed to engagement and consultation on planning applications and plan making in line with legal requirements. On large sites or for major applications, normally more than one site notice is posted and site allocations are subject to public consultation through the local plan process.</p> <p>Actions: None.</p>
9	Mr Oliver Ward		<p>Representation: In response to your news email about "Community Involvement in planning" I think there needs to be serious consideration to the whole neighbourhood/community when considering planning applications for Houses of Multiple Occupancy / Bedsits. I don't think there is enough consideration to the impact these can have on more than just the houses adjacent to the proposed site. Having gone through this personally (a HMO backs onto our property) and raising complaints /</p>

ID	Comment by:	Para	Representation, Officer response, Action
			<p>challenges to the proposal, I think if you had considered the whole neighbourhood then there would be some serious challenges to having one of these in an area that is predominantly a family neighbourhood with close proximity to a school. The impact of a HMO is the increase in waste, more vehicles, anti-social behaviour (in our case the first occupants who's room was within a couple of metres of our garden were very boisterous with a poor choice in language who stayed up late – not great in a family location!) I know that the law allows these properties to be converted with limited planning approval but I'm sure the council has the power to control where these properties are built/converted, especially if the whole community was made aware and rejected the proposal.</p> <p>Officer comment: Noted. We are committed to engagement and consultation on planning applications in line with legal requirements. See SCI Section 3, Table 1 which sets out statutory consultation requirements for various categories of planning application.</p> <p>Actions: None.</p>
10	Mr M Watts	2.29	<p>Representation: If 'Community Involvement' is a key objective of these proposals then I believe that 'The Community' should have more involvement in how Community Infrastructure Levy monies is spent. I would like to see some proposals on how priorities for spending CIL monies is determined such as; Those living closest to the development that is funding the CIL would be involved, Local Planning Groups in the affected area would be involved, proposals for the spend could be published or notified for residents to comment, Communities are asked to propose schemes for CIL involvement and a register of them kept/published for residents to 'vote' on best use of the monies....</p> <p>Officer comment: 15% of CIL is set aside in a neighbourhood portion fund (or 25% in areas where there is an adopted neighbourhood plan). Any community group or individual affected by development can apply for funding for community projects via the bidding process for that area, set up for communities to identify how they want their neighbourhood portion to be spent. The Council is currently reviewing the 3 legacy area approaches to CIL spend to align across the BCP area.</p> <p>Actions: Update CIL spend procedure.</p>
10	Mr M Watts	3.0	<p>Representation: I object strongly to proposed changes in section 3 where BCP propose to make sending letters to neighbouring properties, an alternative option to a site notice, subject to Officer discretion.</p> <p>I object to this proposal because I believe <u>it reduces Community Involvement</u> for residents in Poole</p> <p>I believe it will lead to Officers always or in the most part, opting for a site notice. This proposal will effectively <u>reduce Community Involvement</u> as it is a big step to removing individual neighbouring residents from the consultation process and leaving things solely to the discretion of the BCP Planning Dept. who have other interests than protecting neighbours from intrusive developments, it has a high risk of residents being completely unaware of proposed developments opposite or next door to them.</p> <p>Site notices posted on nearby lamp posts <u>do not satisfactorily replace a letter</u> to neighbouring residents, as there are many householders who are unable to scour the street every day looking for site notices, and the site notices get deliberately cut</p>

ID	Comment by:	Para	Representation, Officer response, Action
			<p>down or 'blown away' (Possibly by the applicant so that they get fewer objections), they are more likely to mean that the time to comment has closed before a resident spots the notice. This part of the proposal should be rejected in favour of ensuring property owners that 'neighbour' proposed developments should be individually notified by letter (or eMail if the resident has agreed that option).</p> <p>Officer comment: Noted. Case officers will ensure that an appropriate number of site notices are erected to bring the matter to the attention of those affected. Consultation is carried out in accordance with the statutory requirement.</p> <p>Actions: None.</p>
11	D.T Wootten		<p>Representation: Good morning, Firstly, I don't live in the Bournemouth part of the BCP patch. However along with, and I suspect many others, I have long been uncomfortable with the idea of one part of The Council, the BID, applying to another part for planning permission. To me this smacks of "marking your own homework !!" Quite how you sort this I don't know, apart from importing some independent "consultants " and that sounds very expensive</p> <p>Officer comment: Noted.</p> <p>Actions: None</p>
12	N Maclaren		<p>Representation: When a planning application is submitted it would be helpful if leaflets could go out to all households in the nearby streets. All those with land and property that directly joins the land that the planning application is for at the very least could receive a letter. The current method of putting a small, coloured notice on a lamp post is just too easy to miss.</p> <p>Officer comment: We are committed to engagement and consultation on planning applications in line with legal requirements. See SCI Section 3, Table 1 which sets out statutory consultation requirements for various categories of planning application.</p> <p>Actions: None</p>
13	Gorny. K.		<p>Representation: I believe neighbour notification letters should be sent out as well as posting site notices. It should also be the Council's responsibility to remove out-of-date site notices, including the string or ties that affix them to lampposts or other street furniture.</p> <p>Officer comment: We are committed to engagement and consultation on planning applications in line with legal requirements. See SCI Section 3, Table 1 which sets out statutory consultation requirements for various categories of planning application.</p> <p>Actions: None.</p>
14	Jayne Browning		<p>Representation: Please consider an easily accessible app for all local statutory services (health and social care) local charities , schools, clubs , local business initiatives (ie philanthropy groups) etc to be able to advertise their events or activities . This could also be individuals setting up groups. A great social prescription service directory that all in the community can feel part of will be invaluable.</p> <p>Put in your postcode or interest for a list of events nearby. Or be able to put a call out for help with a project or to suggest a</p>

ID	Comment by:	Para	Representation, Officer response, Action
			<p>c25k event or put together a bh live or Poole park associates free walking event aimed at age groups , shared car shopping trips , carers events and a help link for bcp staff to put travel plans together to enable people to attend.. I could go on and on! I'm an occupational therapist in bcp Asc Poole and know just how invaluable this resource would be for staff as well as public. It would need to be managed by full time staff with a commitment to keep the adds up to date, relevant and authenticated. I have another suggestion regarding transport issues please forward to correct area for consideration ... why not consider a boardwalk style pathway along the entire beachfront . So that Bikes , scooters , skateboarding is allowed and encouraged .. pedestrians have to wait to cross - think LA Venice beach . Our beach is as good as that but the shared pedestrian walkway causes accidents and prevents commuting opportunities. It's lovely and flat and a great way to join Christchurch Bournemouth and Poole together easily. What would be nicer than hiring a beryl bike and doing all three towns when on holiday.</p> <p>Officer comment: Noted. Feedback forwarded to corporate team responsible for BCP Community Engagement Strategy.</p> <p>Actions: None.</p>
15	Judiith Atkinson	1.2	<p>Representation: My husband and I were involved in the planning process and seriously engaged in deciding the fate of houses 5 and 7 Clarendon Road, by writing our objections along with many other residents. However, at Appeal all our "engagement" was for nothing as the houses and gardens are to be demolished and replaced by 19 flats. Why would residents and myself bother to become involved and engaged in planning again if all to no avail? I agree with paragraph 1.10, but again, what is the point if the Appeal Inspector grants planning permission to the developer after the community objects to the development? Is this system really democratic when large numbers of residents object to planning proposals, and time and time again they are overruled on Appeal</p> <p>Officer comment: Noted.</p> <p>Actions: None.</p>
16	Gladman Developments		<p>Representation: It is noted that the Council has also prepared a Statement of Community Involvement (SCI) published alongside the Issues Consultation. The SCI sets out policy on the involvement of those who have an interest in matters relating to development in their area. Section 19 of the Planning & Compulsory Purchase Act 2004 (as amended) requires development plans to be prepared in accordance with the Local Development Scheme, to have regard to national policies and guidance and to the Sustainable Community Strategy and to comply with the Statement of Community Involvement. Incorporating the requirements of the 2004 Act, BCP Council will need to ensure that the plan has been prepared in accordance with the SCI and that the outcomes of consultation submitted with the plan. Ultimate the Council must demonstrate that the SCI accords with its aim of engaging a wide section of the community. In taking the plan forward through the various consultation stages, the Council should satisfy itself that it has met statutory consultation requirements and that it continues to proceed in accordance with its SCI.</p> <p>Officer comment: Noted.</p> <p>Actions: None.</p>

ID	Comment by:	Para	Representation, Officer response, Action
17	Mrs Diane Campbell		<p>Representation: Have read this statement but disagree that you listen to the community. I think you have decided what you want to do and no amount of comments will change this plan. I have spoken with the Leader and other councillors and we collected over 2000 signatures to support an Ice rink for Poole after we were unsuccessful in keeping the Ark rink open after councillors refused to support it We have tried in vain to get a meeting with Councillors. What are young people supposed to do in the evenings/weekends and holidays in Poole. A Christmas rink in Bournemouth is not the answer (and SO expensive) The council say they are concerned about drugs and crime figures for young people but that is rubbish if they are not willing to support healthy/affordable activities for the people who will soon be voting for their local councillors. When is this new council going to wake up and REALLY going to put the residents first. I am not sure why I am wasting my time writing this as I know it will be disregarded but I am going to send it anyway.</p> <p>Officer comment: Noted.</p> <p>Actions: None.</p>
18	Dorset Local Nature Partnership		<p>Representation:</p> <p>The Dorset Local Nature Partnership (DLNP) was established in 2012 with a role to:</p> <ul style="list-style-type: none"> • Provide leadership for those working to protect and enhance the environment in Dorset; • Advocate the good management of Dorset's natural environment for its own sake and the many benefits it offers; • Articulate the importance of Dorset's natural environment to economic and social wellbeing; <p>• Ensure that the natural environment is taken into account in policy and decision-making.</p> <p>DLNP welcomes this opportunity to comment on the BCP Council's SCI consultation. We support the principles set out within the SCI; however we are disappointed that there is no mention of engagement with (or any reference to) DLNP. We recently responded to the Council Plan consultation and were pleased to see the inclusion of '<i>Sustainable environment: leading our communities towards a cleaner, sustainable future that preserves our outstanding environment for generations to come</i>' as a priority area within the plan – we therefore see that BCP is committed to investing in the area's natural environment so we hope the missing reference to DLNP was simply an oversight.</p> <p>While Local Nature Partnerships are not covered under the Duty to Cooperate there is clear guidance that we should be engaged with in the development of local plans and other planning documents:</p> <p>1) <i>The Guidance on Plan-Making</i>¹ (September 2018 – updated March / July 2019) states: a. <i>Statement of Common Ground: signatories and arbiters - who are additional signatories to the statement of common ground? (Paragraph: 023)</i></p> <ul style="list-style-type: none"> • <i>Additional signatories will be those bodies who have a role in the matters covered in a statement of common ground, and with whom an authority needs to cooperate in order to plan for these matters. These may include: other relevant public bodies (such as: Local Enterprise Partnerships, Local Nature Partnerships, and the Marine</i>

ID	Comment by:	Para	Representation, Officer response, Action
			<p><i>b. Paragraph 030: Are other public bodies subject to the duty to cooperate? c. Paragraph 043: What evidence might be needed to plan for the natural environment and biodiversity?</i></p> <p><i>Management Organisation in coastal areas); other authorities (such as county councils, combined authorities without plan-making powers, and strategic policy-making authorities outside of the area covered by the statement); infrastructure providers; or any other non-government organisations (such as advisory bodies) the authority cooperates with to address strategic matters through the plan-making process.</i></p> <p><i>Certain other public bodies are also subject to the duty to cooperate. These are prescribed in the Town and Country Planning (Local Planning) (England) Regulations 2012 as amended. These organisations are required to cooperate with local planning authorities and county councils in England, and the other prescribed bodies. All parties should approach the duty in a proportionate way, tailoring cooperation according to where they can maximise the effectiveness of plans. Local Enterprise Partnerships and Local Nature Partnerships are not subject to the requirements of the duty, but local planning authorities and county councils in England, and prescribed public bodies must cooperate with them. Local planning authorities must have regard to their activities when they are preparing their local plans, so long as those activities are relevant to plan-making. All planning policies and decisions need to be based on up-to date information about the natural environment and other characteristics of the area including drawing, for example, from River Basin Management Plans, Areas of Outstanding Natural Beauty Management Plans, Green Infrastructure Plans (including environmental net gain and Nature Recovery Networks), Tree and Woodland Strategies, and landscape character assessments. Working with Local Nature Partnerships and other public bodies where appropriate, this should include an assessment of existing and potential components of ecological networks, biodiversity resources and landscapes.</i></p> <p><i>2) The National Planning Policy Framework² (February 2019) states: a. Paragraph 25: Strategic policy-making authorities should collaborate to identify the relevant strategic matters which they need to address in their plans. They should also engage with their local communities and relevant bodies including Local Enterprise Partnerships, Local Nature Partnerships, the Marine Management Organisation, county councils, infrastructure providers, elected Mayors and combined authorities (in cases where Mayors or combined authorities do not have plan-making powers).</i></p> <p><i>3) The Natural Environment Guidance³ (updated 21 July 2019) states: a. Paragraph 007: The green infrastructure strategy can inform other plan policies, infrastructure delivery requirements and Community Infrastructure Levy schedules. In view of their potential scope and use, authorities need to collaborate with neighbouring authorities and stakeholders such as Local Nature Partnerships, Health and Wellbeing Boards and Local Enterprise Partnerships when developing green infrastructure strategies.</i></p> <p><i>b. Paragraph 10: Planning authorities and neighbourhood planning bodies can work collaboratively with other partners, including Local Nature Partnerships, to develop and deliver a strategic approach to protecting and improving the natural</i></p>

ID	Comment by:	Para	Representation, Officer response, Action
			<p><i>environment based on local priorities and evidence. Equally, they need to consider the opportunities that individual development proposals may provide to conserve and enhance biodiversity and geodiversity and contribute to habitat connectivity in the wider area (including as part of the Nature Recovery Network).</i></p> <p><i>c. Paragraph 11: Local Nature Partnerships and similar partnerships working to conserve wildlife can be a useful source of information for existing ecological networks.</i></p> <p>We therefore recommend that the DLNP is included within the SCI and we would welcome reference being made to our <i>Strategy and Vision4</i> (2014) and the engagement with BCP and other stakeholder in line with the inclusion of the Dorset Local Enterprise Partnership. BCP is represented on the DLNP Board by Cllr Felicity Rice (with substitute representation from Cllr Chris Rigby) and with officer support from Kate Ryan and Larry Austin, and we are keen to continue engaging with the Planning Policy Team.</p> <p>DLNP has worked with the former councils since its formation and we have continued to engage with BCP Council on areas of work including green infrastructure (including the Stour Valley Park), nature-based health and wellbeing and climate change. We look forward to continuing to work with BCP Council including in the development implementation of the Local Plan and associated documents and strategies. I hope you find the above comments helpful. Please contact me on the details above should you require further clarification regarding this response.</p> <p>Officer comment: Noted. The SCI signposts the Specific and General Consultee bodies as defined in Town & Country Planning Regulations 2012 (in Appendix 3). The SCI also clarifies that BCP hold a consultation database of those who have requested to be kept informed of emerging development plan and supplementary planning documents. The DLNP is an existing consultee on the BCP consultation database and will always be consulted on local plans and other planning documents and the ongoing working relationship with the DLNP will be welcomed.</p> <p>Action: None.</p>
19	P Fenning	3.10	<p>Representation: The current planning system is not working as BCP Planning Committee moves from Christchurch to Bournemouth to Poole. This discourages a Christchurch Resident from attending say a planning meeting in Poole when a Christchurch planning application is debated. A starting time at 1pm or 2pm discourages many working people from attending. The planning system should be bottom up not top down. I consider that recent comments about public participations shows an active disrespect for the views of local residents. Often local residents have a greater knowledge of their area than a planning committee councillor is who is elected in Poole and has to decide on a Christchurch planning application. Frequently Christchurch Planning officers do not know local planning issues because they do not reside in Christchurch. It is high time that the practice of permitting amendments to an application during public consultations means more work for officers and engenders a hearty disrespect for BCP and its officers. QW eave a case here where an application has forced 3 bouts of consultation by last minute changes. The case is 8/19/1212. Neighbour consultation had been completed to a deadline of 9.10.2019 – public consultation had a deadline of 18/10.2019. But site notice stated 15/10/2019. On 18/10/2019, new</p>

ID	Comment by:	Para	Representation, Officer response, Action
			<p>information and drawings were added to the website and consultation extended to 31/10.2019. Now new items are being added to the website but not yet there (on15/11/2019) and the deadline for comments extended to 5/12/2019. Do the officers really expect the public to keep an eye on this website daily? It is high time that applicants submit an application and that is it. Applicants do not bother to pre-discuss with planners, and then when viewing residents comments, make amendments and cause re-consultation. This must stop as certain developers use this procedure on a regular basis. Are some applicants charged financially for the time taken in carrying out such reconsultations? I attend regular meetings of our town centre residents (Christchurch Citizens Association) and there is an increasing air of disgust and discomfort on such planning matters. I agree to come forward with constructive proposals to involve the public.</p> <p>Officer comment: Noted. The decision was taken to rotate planning committees across the offices of the three preceding council areas. Residents are able to sign up on the council's website to receive notifications of planning applications submitted in their local area. Residents and interested parties can also access weekly lists of applications within defined ward boundaries. Currently due to the COVID-19restrictions planning committee is being held virtually.</p> <p>Actions: None.</p>
20	Hurn Parish Council		<p>Representation: Councillors consider Parish Councils to be very important representatives of residents within their area. They understand the local issues of their residents. The Parish Council is currently a consultee on planning applications with their Parish area, but consider that they should also be a statutory consultee on all tree applications in the Parish. Being a rural Parish, this is very important. Councillors are very keen to work with BCP on all stages of the development of the Local Plan for the benefit of residents.</p> <p>Officer response: BCP Council (Christchurch) consult a small number of parish and town councils that have requested to be notified of tree work applications in their area, including Hurn Parish Council. Treework applications are accessible via the Council's planning applications search facility. Customers can use the online system to search weekly lists/updates of treework applications within defined ward boundary.</p> <p>Action: None.</p>
21	Broadstone Neighbourhood Forum	3.10	<p>Representation: While the concept of a flexible approach to publicising planning applications was appreciated it was felt that to leave the decision as to how a specific planning application notification should be communicated to the public to a single officer could restrict the level of public awareness. This could disadvantage residents who might otherwise want to express a view. It is the opinion of the Forum that letters of notification should be sent to all directly interested parties ie those whose properties are in direct contact with the application site, or are directly opposite since they could be most affected. In addition site notices should be posted. In other words follow what was the process adopted by the former Borough of Poole.</p>

ID	Comment by:	Para	Representation, Officer response, Action
			<p>Officer comment: Noted. We are committed to engagement and consultation on planning applications in line with legal requirements. See SCI Section 3, Table 1 which sets out statutory consultation requirements for various categories of planning application.</p> <p>Actions: None.</p>
22	Christchurch Town Council	After 2.28.	<p>Representation: It is with deep regret that the draft Statement of Community Involvement does not seek to extend its principles of advising and assisting in the neighbourhood planning process other than helping those groups establish themselves as a neighbourhood forum under the Regulations/Act. There is no acknowledgement whatsoever of extending “advice and assistance” to the existing parish councils and indeed the newly established Christchurch Town Council and Highcliffe and Walkford Parish Council. This seems like a missed opportunity for BCP Council in willing to engage with one of its key partner Councils and indeed conurbation communities within its own jurisdiction.</p> <p>This is all the more amplified by the position taken by BCP Council’s immediate neighbouring Local Planning Authority – Dorset Council. Dorset Council’ emerging Statement of Community Involvement extends such advice and assistance to a “qualifying body” which encapsulates Town and Parish Councils as well as those seeking to establish themselves as “Forums” under a forum application. To quote directly from Dorset Council’s draft Statement of Community Involvement there is a clear endorsement in seeking to work in partnership and empower all those bodies who qualify under the Act/Regulation:</p> <p><i>Dorset Council will also offer support, advice and assistance to groups undertaking neighbourhood planning activities. The support offered will be tailored to the needs of the group, but may include attendance at meetings, providing information and advice by email and over the phone, and directing the group to external sources of advice and assistance.”</i></p> <p>There is a clear direction of travel here and the type of support, advice and assistance available. BCP’s draft currently seeks to exclude offering this advice to Parish and Town Councils despite Dorset Council having a very significantly larger number of parish/town councils within its area.</p> <p>It is with regret that the opportunity to help both Christchurch Town and its neighbour Highcliffe and Walkford Parish council here in advancing their public commitments to start the Neighbourhood Plan process may be missed.</p> <p>Secondly, this may create BCP Council and its GIS, Planning Policy teams further resource implications in having to respond to numerous Freedom of Information Act 2000 and Environmental Information Regulations 2004 requests from both this Town council and/or its neighbours given that BCP Council is preparing its new Development Plan Documents also. The resource argument here may not be well-founded. In the spirit of co-operation; especially if the Town or its neighbouring parish councils</p>

ID	Comment by:	Para	Representation, Officer response, Action
122			<p>wishes to have housing allocation policies in the emerging Neighbourhood Plans, it would serve surely to have an emerging BCP Local Plan and Christchurch Town Council Neighbourhood Plan in general conformity from the outset, rather than an end product as the law requires. This would save repeated requests from numerous retained consultants about any evidence-base(s) being used and would help feed into the philosophy of plans being community led documents.</p> <p>Currently the approach to Neighbourhood Planning seems to exclude rather than promote inclusivity and this siloed approach may undermine lean and agile solutions to shared planning related issues.</p> <p>Council's response: The SCI complies with the <i>Neighbourhood Planning Act 2017</i> which introduced a requirement on LPAs to include within their SCIs their policies for giving advice or assistance on making and modifying neighbourhood development plans and on making neighbourhood development orders. The <i>Neighbourhood Planning (General) Regulations 2012</i> provide further details of the process of Neighbourhood Planning, including requirements for consultation and publication of neighbourhood areas, forums and plans. The SCI has set out a table which states how we will discharge these requirements. However, we can amend the text where appropriate to promote inclusivity for Town and Parish Councils where they wish to develop a neighbourhood plan.</p> <p>Action: Insert at para 2.28 on the last sentence after “neighbourhood forums” as well as Town or Parish Councils to become qualifying bodies. Insert at third bullet point after “neighbourhood forum” Town or Parish Councils</p>
23	Dr Felicity Rice		<p>Representation: I feel that community engagement going forwards will be essential to all the changes that are going to be happening over the next decade. I would like you to consider much earlier engagement with communities using skilled facilitators, from within BCP, and external community organisations such as Courage to Thrive CIC (or train up staff within the council on various innovative facilitation tools) (but mostly, it's about being brave enough to engage at the beginning with residents and explain the pros and cons in a way that allows discussion, questions and enough time).</p> <p>I also feel it is absolutely essential to engage in the younger population that will have to suffer the effects of climate change and need to be enabled to act in a positive way. The tool 'Commonplace' is a web platform that allows fair voice to all residents, which helps to balance input to any consultation process.</p> <p>Supportive and no comments on the scope or content which appear to be compliant with the requirements of the document.</p> <p>Officer Comment: Noted. The SCI clarifies in para 1.11 that when undertaking engagement with local communities on planning matters, BCP Council as the local planning authority will apply the Gunning Principles to promote engagement at a</p>

ID	Comment by:	Para	Representation, Officer response, Action
			<p>formative stage. We will consult widely reaching as many residents and groups as possible. We also have aspirations to change our methods of engagement and consultation as digital technology changes. However resources will be used to ensure the most cost effective methods of consultations are employed, coordinating consultations where we can and provide a high quality service. This is set out in the SCI in paras 2.31 – 2.32</p> <p>Action: None</p>
24	Holdenhurst Village Parish Meeting		<p>The process of Community Involvement is abusive when a Council uses the might of its power over the wishes and fears of local people. The principle of Community Involvement is pivotal and must be much more than empty words.</p> <p>The new Statement of Community Involvement must contain strategies to ensure the “Gunning Principles” are implemented rather than aspirational.</p> <p>The Wessex Fields planning application and the Hicks Farm proposals deeply affect two ancient villages that are Conservation Areas. Local residents who understand the fragility and vulnerability of these areas have been ignored and thoughtful alternatives are dismissed without proper consideration</p> <p>Wessex Fields:</p> <ul style="list-style-type: none"> • Council is landowner, applicant and developer • 2,500 responses from local people were simply ignored and the entire process led to mistrust with the Council • No consultation at the formative stage. Residents were presented with a ‘fait accompli.’ • Holdenhurst Village Parish Meeting, although a tier of the local authority and consisting of local residents with a wealth of local knowledge, was ignored and refused “stakeholder” status • “Information days” were well attended, but only a few selected questions were subsequently addressed. The remainder were simply ignored. • Development Team used Council P.R. resources to promote the scheme in the press, website and public media, emails to businesses and canvassing • Initial application was closed and 2,500 objections therefore invalidated. Almost identical second application opened immediately leaving only a short window and those against the weighty scheme did not have adequate time to object. • Council planning officers with reservations about the scheme were ignored and a new person was externally sourced to push it through <p>Hicks Farm and the Hicks Farm SANG proposals</p>

ID	Comment by:	Para	Representation, Officer response, Action
124			<ul style="list-style-type: none"> ➤ Council is again landowner, applicant and developer of these proposals ➤ “Early” consultation was a heavily weighted questionnaire, ignoring any negative aspects ➤ Consultation mainly took place outside of the Village. Views of the local community were ignored over those of visitors to the area ➤ The genuine concerns of the local community are being over-ridden ➤ Good alternative suggestions have been dismissed out of hand, without adequate reason <p>Although all these proposals have the ability to affect both Villages in the long run and all of the Green Belt adjacent to them, there was no engagement with the conjoined sister villages.</p> <p>Holdenhurst Village Parish Meeting would like to see advice on how and who to appeal to when residents feel they are not being seriously involved in matters concerning their own areas.</p> <p>Officer comment: Noted. When running consultation on planning applications or strategic planning sites, policies and plans, the SCI clarifies at para 1.11 that the Gunning Principles will be applied. As the local planning authority we will apply the Gunning Principles to promote engagement at a formative stage. It is our aim to consult widely, reaching as many residents and groups as possible and gather feedback to help inform decision making. It is outside the scope of the SCI to comment directly on particular planning applications. Actions: None.</p>
25	Emily Kinson	3.10	<p>Representation:</p> <p>I think it is extremely important to maintain sending by post notice of planning applications to immediate neighbours, as you do currently in Poole, otherwise people might not find out until the workmen turn up on site!!</p> <p>Lamppost notices are not enough and most people don't read the Echo - I have seen people removing signs from lampposts so that neighbours don't see them. Some people also don't have the time or the access to keep looking at your planning website online. Neighbourhood building work has such a huge capacity to impact people's homes and daily lives, cause stress, anxiety and loss of amenity, etc, that I think it is essential that our Council continue to send out letters via the post.</p> <p>Officer comment : Case officers will ensure that sufficient site notices will be erected to bring the matter to the attention of those affected. Consultation is carried out in accordance with the statutory requirements.</p> <p>Action: None.</p>
26	Conor Niall O'Luby		<p><u>Transport Analysis Guidance</u></p> <p>Local Highways Authorities must follow this guidance when planning transport interventions.</p>

ID	Comment by:	Para	Representation, Officer response, Action
			<p>TAG gives detail on “the process of appraisal and associated requirements for transport interventions – from initial intervention genesis to the detailed appraisal required to support preparation of business or investment cases to support subsequent approval stages and through to post-implementation evaluation”. As I will show, Bournemouth failed to follow this guidance from the outset.</p> <p>‘1.1.2 The three stages in the Transport Appraisal Process are as follows</p> <ul style="list-style-type: none"> ● Stage 1 – option development. This involves identifying the need for intervention and developing options to address a clear set of locally developed objectives which express desired outcomes. These are then sifted for the better performing options to be taken on to further detailed appraisal in Stage 2. ● Stage 2 – Further Appraisal of a small number of better performing options in order to obtain sufficient information to enable decision-makers to make a rational and auditable decision whether or not to proceed with intervention. The focus of analysis is on estimating the likely performance and impact(s) of interventions in sufficient detail. ● Stage 3 – Implementation, Monitoring and Evaluation <p>At ‘1.1.5’ the document summarises the key principles that should be followed in the appraisal process</p> <ul style="list-style-type: none"> ● There must be a clear rationale for any proposal and it must be based upon a clear presentation of problems and challenges that establish the ‘need’ for a project ● <i>There must be consideration of genuine, discrete options, and not an assessment of previously selected option against some clearly inferior alternatives</i> (my italics). A range of solutions should be considered across networks and modes. ● There should be an auditable and documented process which identifies the best performing options to be taken forward for further appraisal. ● <i>There should be an appropriate level of public and stakeholder participation and engagement at suitable points in the process. In most cases this should inform the evidence-base which establishes the need for an intervention, guide the option generation, sifting and assessment steps, as well as informing further appraisal in Stage 2.</i>

ID	Comment by:	Para	Representation, Officer response, Action
			<p>As the document makes clear at '2.2 Core elements of the process' (Appendix 17), stakeholder engagement is at the heart of Stage 1 i.e. the start of the process.</p> <p>"Stage 1 should be informed by engagement with stakeholders on an on-going basis, tailored to the specific circumstances to ensure the approach is proportionate to the scale and complexity of the intervention.</p> <p>All interested parties – including <i>local people</i> (my italics), local authorities, regional partners, statutory bodies, businesses, <i>environmental interests</i> (my italics), transport users and operators – <i>will need to be involved in the study and help shape decisions. Wide participation and consultation will be a key factor in gaining public support and gauging acceptability for options put forward in the studies</i> (my italics). A strategy for involving these groups will need to be established early on in the study process...</p> <p>The document goes on to give some considerable further guidance as to engagement with stakeholders – including the public – at this initial stage. At 'Generating options, 2.8.10' it states:</p> <p>"a range of sources and approaches can be used to generate ideas" e.g.</p> <p>feedback from local stakeholders, colleagues, consultants, neighbouring authorities, <i>and the public – it will be useful to seek views from people living and travelling within the affected geographical area on the types of intervention they consider appropriate</i> (my italics).</p> <p>Still at Stage 1 of the process, at 'Development and assessment of potential options, 2.10.18 – Public consultation':</p> <p>"It is good practice to draw on evidence about the view of the public regarding potential options to gauge the level of public support and identify any (previously unidentified) public acceptability issues. These views can then be accounted for in selecting the better performing options to be taken forward for further appraisal in Stage 2".</p> <p><u>Inherent bias, no meaningful local engagement, failure to follow guidance</u></p> <p>It is clear from the above that local people have to be involved in the earliest stages of transport intervention appraisal and options development, and that they must have the ability to influence the choice of options that might finally come forward.</p>

ID	Comment by:	Para	Representation, Officer response, Action
			<p>However, in the development of the A338-Wessex Fields Link plans, local people and others – e.g. local ward members, environmental organisations – were only brought in at a late stage, when the option had already been decided upon, essentially to allow the Council to ‘tick’ a consultation box.</p> <p>In fact, as will become obvious, in complete contradiction to the requirements of the Transport Analysis Guidance, there never really were any options to consider, since the Council always intended to find a way to go ahead with the scheme, whatever the outcome of any so-called ‘optioneering’ and ‘engagement’.</p> <p><u>Involvement of the Local Enterprise Partnership</u></p> <p>The role of LEPs and their opaque nature is also a concern. To quote the National Audit Office Report on LEPs</p> <p>“LEPs themselves are not as transparent to the public as we would expect given that they are now responsible for significant amounts of taxpayers’ money. The Department did not set clear objectives for what it wanted to achieve through Growth Deals, meaning that it is difficult to assess their success”.</p> <p><u>Conclusions</u></p> <p>The public and their local representatives were not involved at the start of the appraisal process, as is required by the Transport Analysis Guidance. In addition, the ‘options selection’ process was biased towards confirming the A338-Wessex Fields Link as the final choice. Thus the whole process was flawed from the start.</p> <p>Such failures must be avoided in future consultations.</p> <p>Officer Comment: Noted. The scope of the SCI is limited to strategic planning and planning applications, as such it does not include methods of consultation used by BCP as a highways authority. It is beyond the scope of an SCI to comment on particular planning applications. However your comments may inform the development of the emerging BCP Community Engagement Strategy. Your comments have been passed to the Community Engagement team and to transport policy.</p> <p>Action: None.</p>
27	Viewpoint Residents		Representation:

ID	Comment by:	Para	Representation, Officer response, Action
	Association		<p>A few comments on Planning Process which I hope you will consider.</p> <p>There is a lot of emphasis on the Council wanting to include the public and community bodies in the early stages of applications. This is both laudable and prudent if done properly as it identifies potential issues thus reducing both time and man hours in future decision making, with the added benefit of avoiding conflict with the local community. However, this does not appear to be currently happening - the 'Community Working Group' is in limbo and earlier 'local forums' stopped. There needs to be an active body to enable active Council : Community interface. Maybe this could happen at a local level when pre-application advice is sought.</p> <p>Also, the 21 day period during which members of the public can make comments can be completely missed by residents if the application is registered in July, August or December. During these months either there could be an automatic extension to the 'comments time', or applications not accepted during the main holiday periods. The latter would have the added benefit of enabling an overloaded Planning Department to catch up on outstanding applications.</p> <p>It would appear that applications are assessed in isolation, and other local applications not taken into consideration. Surveys can take place without realising that close or adjacent properties have approval for development, but the work has not begun. This can lead to over-development, with considerable impact on local infrastructure, increased traffic and on-street parking. Maybe a map showing where applications have been approved, and new applications submitted may show this more readily. Transparency of the website – unfortunately the website is not easy to navigate;</p> <ul style="list-style-type: none"> - it is inconsistent in recording street names, e.g. St Peters Rd & St Peter's Rd (appears twice, with and without the apostrophe); - searches throw up a lot of irrelevant information. A couple of examples - 'Cherry Close' throws up 'Cherry Court' in Wetherby Close and tree applications for cherry trees; and Mount Road includes 'Crichel Mount' - and on roads such as North Road, Sea View and even Mount Road, you have to be precise on the location, as the road is deemed to be 'too long !' <p>It is very easy to completely miss applications as they don't readily surface in what you believe to be a valid search. And, when a development has subsequent variations, it would be very useful to have the original outline permission refreshed i.e. the original application details so that a proper assessment can be made without trolling through multiple applications of 'variations'.</p> <p>Officer comment: Noted. The scope of the SCI cannot address operational issues with the website. Further, it will apply the statutory periods of time for consultation across the BCP area which maintains a consistent approach. Residents are able to sign up on the council's website to receive notifications of planning applications submitted in their local area. Residents and</p>

ID	Comment by:	Para	Representation, Officer response, Action
			<p>interested parties can also access weekly lists of applications within defined ward boundaries. Residents can also use Planning Finder, https://www.planningfinder.co.uk/ to view applications in their local area.</p> <p>Action: None</p>

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Appendix 3 - Summary of Draft SCI Consultation Responses

- Support for the aims of the SCI – 3 respondents.
- Support for keeping notification letters – 3 respondents.
- Support for of site notices – 1 respondent.
- Support for notification and site notices – 3 respondents.
- Object to letters as an alternative to a site notice – 1 respondent.
- General concerns that public consultation has no impact on final decisions taken by the council – 3 respondents.
- Concerns that public consultation has no impact on the planning inspectorate (PINS) appeal decisions – 1 respondent.
- Request to be added to list of database of general consultees for planning policy – 1 respondent.
- Concern that all affected residents should be notified on applications for large residential schemes – 1 respondent.
- Consultation on planning applications for houses in multiple occupation (HMO) should be extended to whole local community due to the wider environmental and social impacts – 1 respondent.
- Communities should have more involvement on how Community Infrastructure Levy (CIL) monies are spent – 1 respondent.
- Leaflets should be distributed to local residents notifying them of planning applications – 1 respondent.
- The SCI must accord with its aims of engaging a wide selection of the community– 1 respondent.
- Ensure the natural environment is taken into account in policy and decision making – 1 respondent.
- Request for reference to engagement with the Dorset Local Nature Partnership – 1 respondent.
- The Business Improvement District (BID) should not be able to apply for planning permission – 1 respondent.
- Provide an accessible app for all local statutory services – 1 respondent.
- Permitting amendments to live planning applications causes confusion for residents due to extended consultation periods – 1 respondent.
- Concern about the rotation of planning committees across BCP area and the impacts on local decision making – 1 respondent.

- Reinstate local engagement forums, reduce incorrect information on the website. Make the website easier to navigate and search for applications – 1 respondent.
- Request to be explicit in the SCI that the council will support established Parish and Town Councils to progress neighbourhood plans – 1 respondent. .
- Carry out early engagement with communities using skilled facilitators and consider using web platform “Commonplace” to involve young people – 1 respondent.
- Concern over no consultation on treework applications – 1 respondent.
- Gunning Principles in the SCI must be implemented in decision making – 1 respondent.
- Suggestion to follow same guidance used for transport interventions – 1 respondent.

CABINET



Report subject	Housing scheme at Cabbage Patch St Stephens Rd Bournemouth
Meeting date	29 July 2020
Status	Public Report
Executive summary	<p>The BCP owned site is currently a staff car park with 27 spaces.</p> <p>The current proposal presents a new build scheme of 11 apartments and associated parking to be provided on the site. These homes will help towards imminent new Local Plan housing targets and will also contribute significantly to unmet housing need by delivering Council homes at social rents.</p>
Recommendations	<p>It is RECOMMENDED that:</p> <ol style="list-style-type: none"> 1. Cabinet Approve the proposed £2.369m housing scheme for progression to Council for subsequent approval request: <ol style="list-style-type: none"> a. Approval to tender, commencement and completion of build subject to the conditions set out in the Financial Strategy and authorises the Corporate Director for Environment and Community to approve necessary appropriations and contractual and legal agreements in consultation with the Monitoring Officer and Chief Finance Officer. b. Approve the financial strategy for the scheme as set out in paragraphs 29 to 52 with specific approval for: <ol style="list-style-type: none"> i) The appropriation of land from the General Fund to the Housing Revenue Account (HRA) to enable the development of the Council housing valued at £350k. ii) £815k of prudential borrowing to be repaid over 50 years used to finance the Housing Revenue Account (HRA) social rented homes.

	<p>iii) The capping of rental income to Social Rent levels.</p> <p>c. Authorise the Section 151 Officer in consultation with the Portfolio Holder for Finance to determine the detailed funding arrangements.</p> <p>d. Authorise the Corporate Property Officer in consultation with the Monitoring Officer to agree the detailed contract provisions and to approve entry into the final form agreements.</p>
Reason for recommendations	To enable the proposed housing scheme to progress with the agreed funding arrangements through to construction and subsequent completion in order to deliver the wide range of benefits to the Council and local communities.

Portfolio Holder(s):	Cllr Kieron Wilson, Portfolio Holder for Housing
Corporate Director	Kate Ryan, Corporate Director of Environment and Community
Report Authors	Lorraine Mealings, Director of Housing Jon Thornton, Housing Development Manager
Wards	Bournemouth Central
Classification	For Decision

Background

Housing Market Context

1. Levels of unmet housing demand in Bournemouth, Christchurch and Poole (BCP) are very high, with housing demand exceeding supply. Providing more housing is a key priority of the council.
2. The government has set out a new methodology for calculating Local Plan housing targets and as a result the BCP Council area will need to increase its housing delivery significantly to approximately 2,600 new homes to be built every year. This will need a step change from current delivery levels and is one of the key housing challenges locally, as well as nationally.
3. There is a need for additional homes across all tenures and in particular, the demand for Council housing at sub-market rates is very high. There are c6,000 households on the Housing Register for the Bournemouth, Poole and Christchurch area waiting for housing in the form of either Council Housing or Housing Association properties.

Council's direct delivery of new homes

4. BCP Council now has a well-established Housing Development Team who are well placed to help deliver the future pipeline of in-house residential new-build developments.
5. Cabbage Patch is a potential development scheme for Council housing within the conurbation that could be developed directly by the Council for Social rent, for those in housing need.

Site background information

6. The site is owned by BCP within the General Fund and currently contains a 27-space staff car park.
7. The site has been determined as surplus to requirements as a staff car park and agreed for residential use through the Corporate Property Group

Proposed scheme

8. The proposed development will provide a total of 11 apartments. Subject to consents the proposed commencement date is November 2020 with the scheme ideally due to be completed in February 2022.
9. It is recommended that the site is developed directly by the Council to provide a residential scheme comprising the following: -

- Social Rent (11 homes) 7x1-bed and 4x2-bed apartments

Plans for the proposed scheme are included in Appendix 5.

10. This tenure mix has been developed after consideration of numerous factors including the need for financial viability and return, housing demands, site specifics and the need to ensure a sustainable community. The Council Housing team and the Housing Options and Partnerships team have been closely involved in the development of this scheme to help ensure that it adequately meets housing needs and is designed in such a way to be sustainable and to enable good quality housing management.
11. As noted earlier, the need for Council housing, including social rented housing, is high across BCP.
12. The scheme is designed in one block, principally within the central site area, to have minimal effect on the existing trees. The proposed block has access and stair core to the St Stephens Road elevation. The building will provide self-contained homes with a mix of one bed and two bed apartments.
13. The scheme will provide 9 parking spaces in line with the existing parking policy.
14. The scheme gained full planning permission on 10th October 2019.

Environmental build standards

15. The development will provide a highly energy efficient scheme which will help address the Climate and Ecological Emergency.

16. We intend to build the scheme to Passiv Haus standard, if site constraints do not allow full accreditation, Passiv Principles will be followed. The scheme aims to have Photovoltaic panels on the roof to provide power to the hot water system and communal lighting. The building will be fully Building Regulation compliant whereby energy usage and insulation standards are higher than the historical Code for Sustainable Homes Level 3. The scheme was originally designed with individual gas boilers. We are now investigating alternative non-gas heating systems that are appropriate for this block.

Summary of key benefits

17. The following summarises the key benefits of the proposed scheme:-

- Maximise the Council's land assets to bring about financial gains, as well as delivering the Council's housing aspirations.
- Provide much needed additional homes to meet unmet housing demands and housing needs within the BCP area.
- Provision of 11 self-contained homes to help address the challenging Local Plan housing targets and help meet local housing demands.
- Provide 11 new Council homes at social rent levels to meet housing need which comprises 100% of the total homes on the proposed site and is significantly higher than the 40% required within the Affordable Housing Planning Policy.
- Utilisation of £604k Right to Buy receipts to help fund the scheme. If these are not spent within 3 years of receipt, they cannot be used locally and need to be returned to central government.
- Use of £350k Section 106 monies to help fund much needed Council housing provision on the site.
- The scheme will bring improvements to the area with the provision of good quality and well managed homes.
- It will deliver high levels of sustainability in terms of design and will help address fuel poverty for tenants.
- It will generate employment during the construction phase to help grow the local economy.

Development Feasibility Work already undertaken

18. Surveys undertaken to date include:

- a. Arboricultural
- b. Topographical
- c. Acoustic
- d. Services locations
- e. Legal Report on Title
- f. Valuations
- g. Heating and hot water assessment

19. Design development has been completed as Full Planning Permission has been gained.

Consultation

20. Public consultation was conducted by letter, sent to residents in the adjacent homes around the site in March 2019. No comments were received.

21. Ward Councillor consultation was also carried out in March 2019. One comment was received, noting that the scheme should not be for rented accommodation, but for Shared Ownership. Feedback from the Housing Options and Partnerships team was that we should provide for the greatest need, which was and remain for rented

accommodation. This scheme is to provide rented homes to people on the housing waiting list, let at Social rent levels. Ward Councillors were updated with scheme progress in March 2020.

22. Internal consultation within BCP Council teams has continued through the design development stage, with further consultation required prior to Cabinet and Council. This has included colleagues from Estates, Planning, Highways and Finance. Further detailed consultation will include Finance and Legal.
23. On the 18th June 2019, the scheme was discussed by the area's Design Review Panel, which is a team of independent development professionals who provide design advice for new schemes. The Panel is set up by (and shadowed by) BCP planning urban design team. The panel gave the scheme an 'Amber rating – requires revision'. Since the review, design changes have been made, that include:
 - a. Enhancement to footpath and open space
 - b. Increased balcony sizes
 - c. Acoustic survey undertaken, and glazing specification enhanced to allow for noise from the Wessex Way
24. During the planning application process, no public comments were received.

Financial overview

25. Appendix One, sets out the proposed financial profile of the scheme for the Housing Revenue Account (HRA).
26. The total scheme costs are estimated to be £2.369m profiled over the next 2-year period as the construction phase moves ahead.
27. Around 65% of this total scheme cost will be funded through capital receipts, HRA reserves and s106 contributions; whilst £815k of Prudential borrowing is required within the HRA.
28. Appendix Two shows the long-term cashflow for the scheme. Appendix Three sets out the financial appraisal assumptions.

Financial Strategy

29. The tenure mix of the properties (and associated rental stream) provides a balance in terms of financial returns required by the Council and ensuring low rents. This has been considered in the context of the whole HRA development pipeline identified to date.
30. Estimated long term cash flows presented in Appendix Two indicates the positive contribution in terms of cashflow to the HRA from the first year after completion (Year 1), once constructed and fully occupied. The forecast demonstrates that Prudential Borrowing will be repaid over 50 years, producing annual net surpluses in each year, apart from in years 10-17, where (as a result of annual major repairs provision) small deficits arise. The **cumulative** cashflow remains in surplus from years 1 to 50).

31. Funding identified for the scheme consists of the following:

	£000
HRA Capital Reserves	600
S106 Housing Contributions	350
Right to Buy Receipts	604
Prudential Borrowing	815
Total Funding	2,369

Grants and 3rd party funding

32. A total of £350k Section 106 monies will be used to part fund the 11 social rented homes. Due diligence has been undertaken to establish that this sum has been received and is available to be used in support of this scheme.

33. Contact with Homes England has not been made regarding bidding for Grant for this scheme. The Right to Buy receipts (RTBr) of £604k and s106 contributions of £350k for this scheme total £954k (equivalent to £87k/home). It is unlikely that Homes England would provide grant levels at or above this level.

Capital funding

34. Due diligence has been undertaken around the Right to Buy funding stream to ensure that this is achievable. £604k of Right to Buy funds will be used to part fund the 11 social rented homes scheme.

35. £600k of HRA capital reserves are available to allocate to the scheme, as shown within the overall housing development programme.

Land appropriation

36. The land on which the homes will be developed needs to be appropriated (transferred) to the HRA from the General Fund because of the legislation around where affordable housing needs to be accounted for within the Council. The RICS Valuer from Estates has valued the parcel of land containing the affordable homes at £350k which is proposed to form the appropriation value paid from the HRA to the General Fund.

37. The land value for the appropriation of the HRA element of the site is set at market value, £350k and works by reducing the historical General Fund debt position and increasing the historical HRA debt position. This reduction enables the General Fund to then take on an additional £350k of debt without changing its base budgeted position. Summary of financial implications across both the General Fund and HRA is provided in table below:

	HRA	General Fund
Capital Implications		
Capital Financing Requirement before transfer (as at 1 April 2019)	139,687,000	271,140,000
Market Value of Land funded transferred	350,000	(350,000)
Adjusted Capital Financing Requirement after transfer	140,037,000	270,790,000
Revenue Implications		
Minimum Revenue Provision (HRA nil)	0	(14,000)
Interest on borrowing (Item 8)	3,500	(3,500)
Net revenue impact	3,500	(17,500)

38. The funding for this HRA scheme of £2.369m is already named within the Bournemouth Neighbourhood 2020/21-2021/22 HRA Major Project Capital Programme as part of the recognised Housing Development programme which was approved by the BCP Cabinet (agenda Item 8, Appendix F) and Council in February 2020, subject to 'further approval required'. There is sufficient budget to cover the £114k (difference between the £2.255m noted in the budget and the £2.369m noted within this report) within the same programme from 'New build and Acquisition TBC'. The increase is to allow for a higher build standard (Passiv Haus or Passiv Haus principles).

Taxation

39. A tax evaluation has not been undertaken as this is a newbuild housing scheme and will be zero rated.
40. Stamp Duty Land Tax (SDLT) has also been considered but discounted as a land transfer between the General Fund and HRA will not constitute a chargeable consideration for SDLT purposes.
41. VAT – Both the HRA and General Fund are part of the Council, the land transfer between the two 'funds' is treated as a non-business transaction.
Any VAT incurred on construction cost will be fully reclaimable as the spend will relate to the statutory function of the Council.

State Aid

42. State Aid is not applicable as no State resource is given to the Council.

Prudential Borrowing

43. The Council can borrow under the Prudential Code as long as it is affordable and can be repaid over the life of the asset. The proposed scheme is predicated on £815k of prudential borrowing repaid over 50 years at an annual cost (including interest) of £35k.
44. Appendix Two demonstrates a positive contribution to the HRA up to and including year 9. Years 10 to year 17 show a small deficit as a result of the inclusion of additional annual budget for major repairs. The forecast cashflow resumes net positive cash inflows from year 18 onwards. The loan is repaid at year 50. This is after provision has been made for both capital and interest repayments as well as management, maintenance and major repair costs, and an adjustment to the rental income to cover void costs. Any potential capital growth has been ignored for the purposes of this modelling. The financial modelling assumes the use of flexible short-term funding (at an interest rate of 3.5%) during the construction period before entering into a long-term arrangement (at an interest rate of 3.5%). The 3.5% interest rate is the current 'low risk' investment rate within the Council's Invest to Save Framework and includes risk premium allowance. The Council's actual cost of external borrowing will be lower, and could benefit further from access to the Government's new lending rates for social housing (estimated to be 100 basis points below published PWLB rates).
45. Furthermore, any funding will only be drawn down when required and not in advance of need.

Value for Money

46. The financial appraisals set out in Appendix One, Two and Three show that the scheme is viable in the short, medium and long term for the Council. Although the Total scheme

cost of £2.369m is greater than the Gross Development Value (Market value of the completed properties) of £1.915m, the scheme provides a surplus in the long term cumulative cashflow from year 1 to year 50 when the loan is repaid. Beyond year 50 the surplus will be in excess of £75k per annum to the HRA.

47. Whilst the cost is an average of c£215k/home compared to a value of £174k/home, the value of the proposed homes does not take into consideration that these are new homes and built to Passiv Haus Standards, so will have a much lower cost to run. There is no intention to sell these homes, so no loss will be realised by the Council. Right to Buy could apply, but there is adequate protection for the Council due to the 'cost floor' within the legislation.
48. Without this scheme proceeding, the Right to Buy funding of £604k would likely be returned to central government. The greatest value to this scheme is the provision of Affordable homes which would not otherwise be provided in the marketplace and outweighs a perceived short-term loss.
49. The construction costs are based on a relatively high build value of £2490m² which has been provided by David Richards Practice Ltd (our Employers Agent). The total construction costs include a 5% contingency budget. At this level, the scheme remains viable in terms of costs and an additional 5% contingency budget has been included in the financial appraisal. Conditions have been set to revisit the scheme through Cabinet/Council should costs further exceed this as set out below.

Approval Conditions

50. Should the build cost increase across the scheme, the RTBr can be increased accordingly, and to pay the balance, the Prudential Borrowing would need to be increased to maintain a near steady state for the long-term cash flow.
51. Should costs reduce, typically the funding will reduce proportionately.
52. It is therefore suggested that approval is sought here subject to some conditions as follows whereby deviation from these will require further Cabinet or Council approval: -
 - a) **Changes to approved budget** - Any changes to the scheme budget resulting in a reduction to costs or additional costs greater than £1m will require the scheme to be reapproved by *Council*.
 - b) **Changes to approved budget** - Any changes to the scheme budget resulting in a reduction to costs or additional costs of greater than £500k will require the scheme to be reapproved by *Cabinet*.
 - c) Any changes to the scheme causing the positive cumulative cashflow to be achieved later than currently modelled (Year 1) shall require approval by Council.
 - d) **Changes to funding strategy** - Any changes to the current approved funding strategy that result in a greater utilisation of combined BCP resource (e.g. earmarked capital reserves, capital receipts, prudential borrowing) than as outlined in this paper will be reported to Cabinet or Council, depending on value of change.

Options Appraisal

53. The following options have been considered but discounted: -

Option 1 : Market disposal of site

54. One option would be to dispose of the site for development. The valuation made by BCP Estates colleagues for the site is £350k and would be a potential capital receipt to the Council's General Fund. If planning permission was gained on this site prior to disposal then the value could be higher. This option however would not deliver the wider

corporate aims around housing need and homelessness, as well as long term surpluses into the HRA.

55. Whilst the site would need to comply with the affordable housing planning policy requiring up to 40% affordable housing subject to viability, there would be no certainty about the scale of affordable housing that would subsequently be agreed and subsequently delivered by the developer.
56. The disposal of this site would take 12-18 months for tender and sale to be completed.
57. Having already worked the scheme up prior to seeking planning, a decision to dispose of the land will incur abortive costs for the Council although some of the costs would be partially recouped through the sale price. Costs incurred and committed so far total approximately £23k including professional costs and site surveys. This has been funded through the HRA Housing development budget.

Option 2: Alternative tenure provision (to Affordable Rent)

58. If the 11 Social rented homes were alternatively delivered based on higher Affordable rent levels, this would reduce the amount of HRA Reserves used in the current scheme, from £600k down to £500k; a reduction of £100k. The Affordable rent levels are pegged at Local Housing Allowance levels to ensure they remain affordable for those who may be benefit reliant.
59. A mix of affordable rented and social rented homes is not recommended within the same scheme because there would be no logical basis for distinguishing homes as one or the other and would create an inequitable charging policy between neighbouring tenants.
60. As part of the wider housing development programme, we are currently working towards a mixed approach, providing up to 50% new homes (which have yet to have scheme approval) to be let at Social rent and 50% Affordable rent. . This mix of social rented and affordable rented enables a balance between delivering homes at low rents whilst still being able to finance a good number of additional much needed homes.

Option 3: Alternative tenure provision (to Private Rent)

61. If the 11 Social rented homes were alternatively delivered based on higher Private rent levels, the long-term cashflow does not move to surplus until after year 25 when the loan is repaid. The peak deficit is in year 19 (at £490k deficit in the cumulative cashflow). The market rent levels alongside assuming 40% affordable provision onsite are such that they do not make the overall scheme viable unless alternative capital is used, such as £857k of funds to allow for a positive cumulative long-term cash flow. This option has been discounted.

Summary of financial implications

62. Provided within the body of the report.

Summary of legal implications

63. Section 9 of the Housing Act 1985 gives the Council as local housing authority the power to provide housing accommodation by erecting houses on land acquired for housing purposes. The land is held for parking purposes and is surplus to those purposes. As a

result there is an opportunity to appropriate for alternative purposes, and consideration has been given to the power under which this might be done.

64. Section 19 of the Housing Act 1985 provides that “[a] local housing authority may appropriate for the purposes of this Part [housing purposes] any land for the time being vested in them or at their disposal; and the authority have the same powers in relation to land so appropriated as they have in relation to land acquired by them for the purposes of this Part.”
65. Accordingly, the Council may exercise its statutory power to build the housing scheme once the site has been appropriated for housing purposes under section 19 of the 1985 Act.
66. Following the appropriation, the Council must make the requisite adjustments to the General Fund and the Housing Revenue Account as detailed above (section 24, Town and Country Planning Act 1959; section 74(1)(b), Local Government and Housing Act 1989).
67. The Council will need to comply with all relevant procurement requirements in undertaking the proposals contained within this Report and the Council will seek further procurement and legal advice in that respect.

Summary of human resources implications

68. The existing Housing Development Team will oversee the delivery of this scheme alongside the other new build schemes in the pipeline. The construction works will be tendered and other professionals have also been procured e.g. architects to bring this scheme forward.

Summary of environmental impact

69. Whilst the site is increased in housing density, it is providing much more energy efficient dwellings, with greater thermal insulation and more efficient heating systems.
70. As set out in the report, the scheme will have a ground source heat pump, photovoltaics panels and be built to Passiv haus or Passiv Haus principles.

71. A copy of the Environment Impact Assessment is included in Appendix Six.

Summary of public health implications

72. The housing scheme will create a sustainable good quality housing development and bring many benefits to the residents and the wider community. The proposed scheme gives careful consideration to the wider issues such as trees/amenity space to help create an attractive area which improves the wellbeing of the community.

Summary of equality implications

73. The housing scheme will provide accommodation for those who are on the Housing Register and in housing need. As such, many households will have protected characteristics and have vulnerabilities. The existing Allocation Policy for the Bournemouth area will help manage allocations to the scheme for those most in need.

74. A copy of the EINA is included in Appendix Four.

Summary of risk assessment

75. The following key risks have been identified alongside mitigating actions :

Overall Project Risk Rating		
Key Project Risks	Gross Risk Rating	Mitigating Actions
Rising construction costs render the project unaffordable	Low	Good project management will enable the close monitoring of progress and any issues that may arise to be dealt with promptly. Build cost budget set at £2,490m2 is an inclusive Design & Build cost provided by our Employers Agent and includes 5% contingency for the build and a further £97k contingency is included in our financial appraisals.
Scheme not gaining a satisfactory planning consent	Low	Housing Development Team have completed pre-application discussions with the Planning Team and shared the designs with the Design Review Panel; we have amended the designs in line with most of the comments.
Fall in housing need for accommodation tenure provided caused by changes to the housing market or economy	Low	Monitor through construction period requirement for tenure with the Strategic Housing Options team. Should a particular need reduce the Housing Development Team can appraise and suggest changes to tenure to suit need and financial viability as required.
Insufficient funding available, such as failure to secure funding from s106 Contributions or RTB receipts	Low	Monitor and review spend of such funding on other schemes within the development programme. Should insufficient funding be available, schemes will be prioritised and potentially some schemes put on hold until sufficient funding is available. Alternative tenure such as Shared Ownership would attract different funding, such as grant from Homes England, which could be used to ensure the scheme is brought forward.
Increased fire risk during construction phase	Low	Timber frame will not be permitted. External cladding of the building is to be majority brick. Design and construction will be closely monitored by Housing Development Team, Employers Agent and the Surveying Team.

76. Property development activity involves inherent risks but a cautious approach has been adopted here to minimise these risks as much as possible. Financial contingencies have been included and significant consultation has been undertaken to date to help ensure a sustainable scheme.

Background papers

- a) Refreshed Bournemouth Housing Strategy 2017 - 2020 - <https://www.bournemouth.gov.uk/Housing/help-with-housing/Documents/bournemouth-refreshed-housing-strategy-2017-2020.pdf>

b) Housing Strategy Refresh 2018-2020 Borough of Poole
<https://www.poole.gov.uk/council-and-democracy/strategies-plans-and-policies/housing-strategy-refresh-2018-2020/>

Appendices

Appendix One : Income and Expenditure Summary General Fund and HRA

Appendix Two : Financial Appraisal Long-term Cash flow

Appendix Three : Summary of Funding Assumptions

Appendix Four : Equality Impact Needs Assessment (EINA)

Appendix Five : Development proposal plans

- 8963/100F Site Block Location Plan
- 8963/101G Proposed floor plans
- 8963/102G Proposed Elevations
- 8963/103F Proposed bin store plans, proposed street scene and visual
- 8963/104F Proposed SUDs Plan
- 8963/105B Detail design elements

Appendix Six : Health and Safety Assessment Tool (HASAT)

Appendix Seven : Environmental Impact Assessment

Appendix Eight : Project Plan

**Appendix 1 - Cabbage Patch Housing Development:
HRA Income and Expenditure**

		Housing Revenue Account
		11
		50
		Social Rented £000s
Scheme Costs		
Works	inc demo, contingency 5%	1,820
Fees & Other Costs	inc contingency 5%	185
Interest (during Build Phase)		14
Land Acquisition costs		350
Total Scheme Cost		2,369
Scheme Funding		
Homes England Grant - TBC Affordable Housing Grant		
Homes England Grant - Accelerated Construction		
Affordable Housing s106 Contributions		350
Sales - Shared Ownership		
Housing Revenue Account		
- Capital Funding - 1 for 1 Right to Buy Receipts		604
- Capital Funding - Reserve allocation		600
Prudential Borrowing - additional borrowing		815
Total Scheme Funding		2,369
Net Cost		0

Appendix 2 - Cabbage Patch Housing Development: Financial Appraisal Long-term Cash flow

Long-Term Cashflow	Year	1	2	3	4	5	6	7	8	9	10	11	12
Gross Residential Rent	3.5% inc YRS 1-3, 2.5% inc Yrs 4-25	(56,619)	(58,601)	(60,652)	(62,168)	(63,722)	(65,315)	(66,948)	(68,622)	(70,337)	(72,096)	(73,898)	(75,746)
Voids	2% of Gross residential rent	1,132	1,172	1,213	1,243	1,274	1,306	1,339	1,372	1,407	1,442	1,478	1,515
Gross Rent after allowance for Voids		(55,487)	(57,429)	(59,439)	(60,925)	(62,448)	(64,009)	(65,609)	(67,249)	(68,931)	(70,654)	(72,420)	(74,231)
RSL Management	2.5% CPI	9,688	9,930	10,178	10,433	10,694	10,961	11,235	11,516	11,804	12,099	12,401	12,711
Maintenance	2.5% CPI	9,740	9,984	10,233	10,489	10,751	11,020	11,295	11,578	11,867	12,164	12,468	12,780
Major Repairs	2.5% CPI	0	0	0	0	0	0	0	0	0	18,186	18,641	19,107
Annual operational spend		19,428	19,914	20,412	20,922	21,445	21,981	22,531	23,094	23,671	42,449	43,510	44,598
Net Income before debt repayment		(36,059)	(37,515)	(39,027)	(40,003)	(41,003)	(42,028)	(43,079)	(44,156)	(45,259)	(28,205)	(28,910)	(29,633)
Repayment of Borrowing (interest)		27,972	27,754	27,529	27,296	27,054	26,804	26,546	26,278	26,001	25,715	25,418	25,111
Repayment of Borrowing (principal)		6,220	6,437	6,663	6,896	7,137	7,387	7,646	7,913	8,190	8,477	8,773	9,081
Cash outflow / (inflow)		(1,867)	(3,324)	(4,836)	(5,811)	(6,811)	(7,837)	(8,887)	(9,964)	(11,068)	5,986	5,281	4,559
Cumulative cash outflow / (inflow)		(1,867)	(5,191)	(10,026)	(15,838)	(22,649)	(30,486)	(39,373)	(49,337)	(60,405)	(54,419)	(49,137)	(44,579)

Appendix 2 - Cabbage Patch Housing Development: Financial Appraisal Long-term Cash flow

Long-Term Cashflow	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Gross Residential Rent	(77,639)	(79,580)	(81,570)	(83,609)	(85,699)	(87,842)	(90,038)	(92,289)	(94,596)	(96,961)	(99,385)	(101,869)	(104,416)	(107,027)	(109,702)
Voids	1,553	1,592	1,631	1,672	1,714	1,757	1,801	1,846	1,892	1,939	1,988	2,037	2,088	2,141	2,194
Gross Rent after allowance for Voids	(76,087)	(77,989)	(79,938)	(81,937)	(83,985)	(86,085)	(88,237)	(90,443)	(92,704)	(95,022)	(97,397)	(99,832)	(102,328)	(104,886)	(107,508)
RSL Management	13,029	13,355	13,689	14,031	14,382	14,741	15,110	15,488	15,875	16,272	16,679	17,096	17,523	17,961	18,410
Maintenance	13,099	13,427	13,762	14,106	14,459	14,821	15,191	15,571	15,960	16,359	16,768	17,187	17,617	18,057	18,509
Major Repairs	19,584	20,074	20,576	21,090	21,617	22,158	22,712	23,280	23,862	24,458	25,070	25,696	26,339	26,997	27,672
Annual operational spend	45,713	46,856	48,027	49,228	50,458	51,720	53,013	54,338	55,697	57,089	58,516	59,979	61,479	63,016	64,591
Net Income before debt repayment	(30,374)	(31,133)	(31,911)	(32,709)	(33,527)	(34,365)	(35,224)	(36,105)	(37,007)	(37,933)	(38,881)	(39,853)	(40,849)	(41,870)	(42,917)
Repayment of Borrowing (interest)	24,793	24,464	24,124	23,771	23,407	23,029	22,638	22,234	21,816	21,382	20,934	20,470	19,990	19,493	18,978
Repayment of Borrowing (principal)	9,398	9,727	10,068	10,420	10,785	11,162	11,553	11,957	12,376	12,809	13,257	13,721	14,202	14,699	15,213
Cash outflow / (inflow)	3,818	3,058	2,280	1,482	665	(174)	(1,033)	(1,913)	(2,816)	(3,741)	(4,689)	(5,661)	(6,658)	(7,679)	(8,726)
Cumulative cash outflow / (inflow)	(40,761)	(37,703)	(35,422)	(33,940)	(33,276)	(33,449)	(34,482)	(36,395)	(39,211)	(42,952)	(47,642)	(53,303)	(59,961)	(67,640)	(76,366)

Appendix 2 - Cabbage Patch Housing Development: Financial Appraisal Long-term Cash flow

Long-Term Cashflow	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42
Gross Residential Rent	(112,445)	(115,256)	(118,137)	(121,091)	(124,118)	(127,221)	(130,402)	(133,662)	(137,003)	(140,428)	(143,939)	(147,537)	(151,226)	(155,006)	(158,882)
Voids	2,249	2,305	2,363	2,422	2,482	2,544	2,608	2,673	2,740	2,809	2,879	2,951	3,025	3,100	3,178
Gross Rent after allowance for Voids	(110,196)	(112,951)	(115,775)	(118,669)	(121,636)	(124,677)	(127,794)	(130,988)	(134,263)	(137,620)	(141,060)	(144,587)	(148,201)	(151,906)	(155,704)
RSL Management	18,870	19,342	19,826	20,321	20,829	21,350	21,884	22,431	22,992	23,566	24,156	24,759	25,378	26,013	26,663
Maintenance	18,972	19,446	19,932	20,430	20,941	21,465	22,001	22,551	23,115	23,693	24,285	24,892	25,515	26,153	26,806
Major Repairs	28,364	29,073	29,800	30,545	31,308	32,091	32,893	33,716	34,559	35,423	36,308	37,216	38,146	39,100	40,078
Annual operational spend	66,206	67,861	69,557	71,296	73,079	74,906	76,778	78,698	80,665	82,682	84,749	86,868	89,039	91,265	93,547
Net Income before debt repayment	(43,990)	(45,090)	(46,217)	(47,373)	(48,557)	(49,771)	(51,015)	(52,290)	(53,598)	(54,938)	(56,311)	(57,719)	(59,162)	(60,641)	(62,157)
Repayment of Borrowing (interest)	18,446	17,895	17,324	16,734	16,123	15,491	14,836	14,159	13,458	12,732	11,981	11,203	10,399	9,566	8,704
Repayment of Borrowing (principal)	15,746	16,297	16,867	17,457	18,068	18,701	19,355	20,033	20,734	21,460	22,211	22,988	23,793	24,625	25,487
Cash outflow / (inflow)	(9,799)	(10,898)	(12,026)	(13,181)	(14,365)	(15,579)	(16,824)	(18,099)	(19,406)	(20,746)	(22,120)	(23,527)	(24,970)	(26,449)	(27,965)
Cumulative cash outflow / (inflow)	(86,164)	(97,063)	(109,089)	(122,270)	(136,635)	(152,215)	(169,038)	(187,137)	(206,544)	(227,290)	(249,409)	(272,937)	(297,907)	(324,357)	(352,322)

Appendix 2 - Cabbage Patch Housing Development: Financial Appraisal Long-term Cash flow

Long-Term Cashflow	43	44	45	46	47	48	49	50	Total
Gross Residential Rent	(162,854)	(166,925)	(171,098)	(175,376)	(179,760)	(184,254)	(188,860)	(193,582)	
Voids	3,257	3,338	3,422	3,508	3,595	3,685	3,777	3,872	
Gross Rent after allowance for Voids	(159,597)	(163,586)	(167,676)	(171,868)	(176,165)	(180,569)	(185,083)	(189,710)	(5,513,487)
RSL Management	27,330	28,013	28,713	29,431	30,167	30,921	31,694	32,487	
Maintenance	27,476	28,163	28,867	29,589	30,329	31,087	31,864	32,661	
Major Repairs	41,079	42,106	43,159	44,238	45,344	46,478	47,640	48,831	
Annual operational spend	95,886	98,283	100,740	103,258	105,840	108,486	111,198	113,978	3,168,539
Net Income before debt repayment	(63,711)	(65,304)	(66,936)	(68,610)	(70,325)	(72,083)	(73,885)	(75,732)	
Repayment of Borrowing (interest)	7,812	6,889	5,933	4,944	3,921	2,861	1,765	630	894,805
Repayment of Borrowing (principal)	26,379	27,303	28,258	29,247	30,271	31,330	32,427	33,562	814,766
Cash outflow / (inflow)	(29,519)	(31,112)	(32,745)	(34,418)	(36,133)	(37,892)	(39,694)	(41,541)	(635,376)
Cumulative cash outflow / (inflow)	(381,842)	(412,954)	(445,698)	(480,117)	(516,250)	(554,142)	(593,835)	(635,376)	

Appendix 3 - Cabbage Patch Housing Development Scheme

Accommodation Schedule

First Floor			Second Floor			Third Floor			Fourth Floor		
Number of units	Unit size m2	Unit type	Number of units	Unit size m2	Unit type	Number of units	Unit size m2	Unit type	Number of units	Unit size m2	Unit type
2	48	1b2p	2	48	1b2p	2	48	1b2p	1	52	1b2p
1	63	2b3p	1	63	2b3p	1	63	2b3p	1	62	2b3p
3			3			3			2		

Rent Levels This scheme will be charged at Social Rent level:

	LHA level for info	Affordable Rent for info	Social Rent
1-bed	£137.74pw	£128.78pw	£93.40pw
2-bed	£174.90pw	£147.18pw	£107.82pw

Market rent equivalent including service charge and parking spaces

1-bed	£160.98pw
2-bed	£183.98pw

Affordable Rent

Service Charges £5pw additional to Social rent

Build costs £2490m2 inc 5% contingency

Contingency 5% additional build contingency (£91k); oncost contingency £500/unit (£5.5k)

Void and bad debts 2%

Management £930 unit/pa Based on historic variable costs per unit

Maintenance £935 unit/pa Based on historic variable costs per unit

Major Repairs 0.8% of build cost deferred to Yr10 As agreed with Principal Surveying Manager

Loan interest rate % 3.5% Short term; 3.5% Long term

Loan term and type 50 year annuity

On costs/Fees element	Amount
Acoustic Engineer	£ 1,050
Arbo report	£ 760
Architects fee (up to planning)	£ 3,995
Asbestos, needles, clear	£ -
Bat survey	£ -
CIL and Heathland mitigation	£ 3,662
Daylighting assessment	£ -
Demolition inc notices	£ -
Design review panel, pre-app, Consultation	£ -
Development Team	£ 55,000
Ecological survey and BMP	£ -
Elec Disconnection	£ -
Employers Agent fee	£ 11,000
Fire consultant	£ -
Gas disconnection	£ -
Ground investigation	£ 3,372
Heritage consultant	£ -
Highways consultant	£ -
Landscape consultant	£ -
Legal sales fee	£ -
M+E Engineer	£ -
Marketing	£ -
Principle Designer	£ 3,000
Planning application fee	£ 5,082
Structural Engineer and Drainage	£ -
Topographical	£ -
Tree protection and plan	£ -
Utilities and sustainability assessment	£ 1,162
Valuation	£ 450
Water disconnection	£ -
Total	£ 88,533

Note: On costs/fees are split by number of units to each financial appraisal

Equality Impact Needs Assessment

The Diversity Promise - *Better for all*

1. Title of Policy/Service/Project	Development at Cabbage Patch Carpark, St Stephens Road, Bournemouth
2. Service Unit	Housing (Development)
3. Lead Responsible Officer and Job Title	Jonathan Thornton, Housing Development Manager
4. Members of the Assessment Team:	Mark Sheppard, Project Manager
5. Date assessment started:	19 th March 2020
6. Date assessment completed:	20 th March 2020

About the Project:

7. What type of project is this?	New build housing project
8. What are the aims/objectives of the policy/service/project? (please include here all expected outcomes)	<p>To provide additional sustainable affordable housing. The completed project will provide much needed additional social rented housing within the conurbation.</p> <p>The project will provide an increase in job opportunities within the construction sector during the construction phase.</p> <p>The scheme will generate a long-term surplus to the Housing Revenue Account and debt transfer from the General Fund (or a capital receipt) for the land.</p>

9. Are there any associated services, policies or procedures? No
<p>10. List the main people, or groups of people, that this policy/service/project is designed to benefit and any other stakeholders involved?</p> <p>This project will benefit singles/couples/families which are either homeless or they may live in unsuitable or under/over occupied housing.</p>
<p>11. Will this policy/service/impact on any other organisation, statutory, voluntary or community and their clients/service users?</p> <p>No.</p>

Consultation, Monitoring and Research

Where there is still insufficient information to properly assess the policy, appropriate and proportionate measures will be needed to fill the data gaps. Examples include one-off studies or surveys or holding informal consultation exercises to supplement the available statistical and qualitative data.

If there is insufficient time before the implementation of the policy to inform the EINA, specific action points will need to be clearly set out in the action plan. Steps must include monitoring arrangements which measure the actual impact and a date for a policy review.

Consultation:

<p>12. What involvement/consultation has been done in relation to this (or a similar) policy/service/project and what are the results?</p> <p>Consultation with the Housing Portfolio Holder on the strategic approach to new council owned affordable housing has been held: Ward Councillor and Portfolio Holder consultation on this individual scheme has been completed; and relevant council staff and have been briefed. Local residents have been consulted by letter prior to the planning application and also had opportunity during the planning process to comment.</p>
--

13. If you have not carried out any consultation, or if you need to carry out further consultation, who will you be consulting with and by what methods?

N/A

Monitoring and Research:

14. What data, research and other evidence or information is available which is relevant to this EINA?

The unit type and mix has been informed from housing register statistics including the number of applicants on the housing register and the average waiting time. The completed units will be let and managed on the same basis as our existing housing stock and all EINA's and other policies which apply to our existing stock will apply to these new units.

15. Is there any service user/employee monitoring data available and relevant to this policy/service/project? What does it show in relation to equality groups?

Annual CORE data and resident surveys.

Admission for new residents to the scheme will be by objective eligibility criteria, which will be operated and monitored by Housing Solutions, who undertake property allocations for the Council to ensure that the properties are let to those in housing need.

16. If there is a lack of information, what further information do you need to carry out the assessment and how are you going to gather this?

N/A

Assessing the Impact

	Actual or potential positive benefit	Actual or potential negative outcome
17. Age	Admission for new residents to the scheme will be by objective eligibility criteria, which will be operated by Housing Solutions, who undertake property allocations for the Council to ensure that the properties are let to those in housing need.	The properties are designed for families, couples and single people. There will be no loss of existing provision for other client groups as a result of this project.
18. Disability	Properties will be constructed to Building Control Approved Document Part M (access to and use of buildings).	No issues regarding disability have been identified but this factor will be considered and monitored along with any service user identified needs.
19. Gender	Properties will be eligible for all eligible applicants on the housing register.	No issues regarding gender have been identified but this factor will be considered and monitored along with any service user identified needs.
20. Gender reassignment	Properties will be eligible for all eligible applicants on the housing register.	No issues regarding gender reassignment have been identified but this factor will be considered and monitored along with any service user identified needs.
21. Pregnancy and Maternity	Properties will be eligible for all eligible applicants on the housing register.	No issues regarding pregnancy and maternity have been identified but this factor will be considered and monitored along with any service user identified needs.
22. Marriage and Civil Partnership	Properties will be eligible for all eligible applicants on the housing register.	No issues regarding marriage and civil partnership have been identified but this factor will be considered and monitored along with any service user identified needs.
23. Race	Properties will be eligible for all eligible applicants on the housing register.	No issues regarding race have been identified but this factor will be considered and monitored along with any service user identified needs.
24. Religion or Belief	Properties will be eligible for all eligible applicants on the housing register.	No issues regarding religion or belief have been identified but this factor will be considered and monitored along with any service user identified needs.

	Actual or potential positive benefit	Actual or potential negative outcome
25. Sexual Orientation	Properties will be eligible for all eligible applicants on the housing register	No issues regarding sexual orientation have been identified but this factor will be considered and monitored along with any service user identified needs.
26. Any other factor/ groups e.g. socio- economic status/carers etc	Properties will be eligible for all eligible applicants on the housing register.	No other issues have been identified but these factors will be considered / monitored along with any service users identified needs.
27. Human Rights	Will facilitate Article 11 of the International Covenant on Economic, Social and Cultural Rights - the right of everyone to an adequate standard of living for themselves and their family, including adequate food, clothing and housing.	No human rights issues have been identified but these factors will be considered / monitored along with any service users identified needs.

Stop - Any policy which shows actual or potential unlawful discrimination must be stopped, removed or changed.

28. If impacts have been identified include in the action plan what will be done to reduce these impacts, this could include a range of options from making adjustments to the policy to stopping and removing the policy altogether. If no change is to be made, explain your decision:

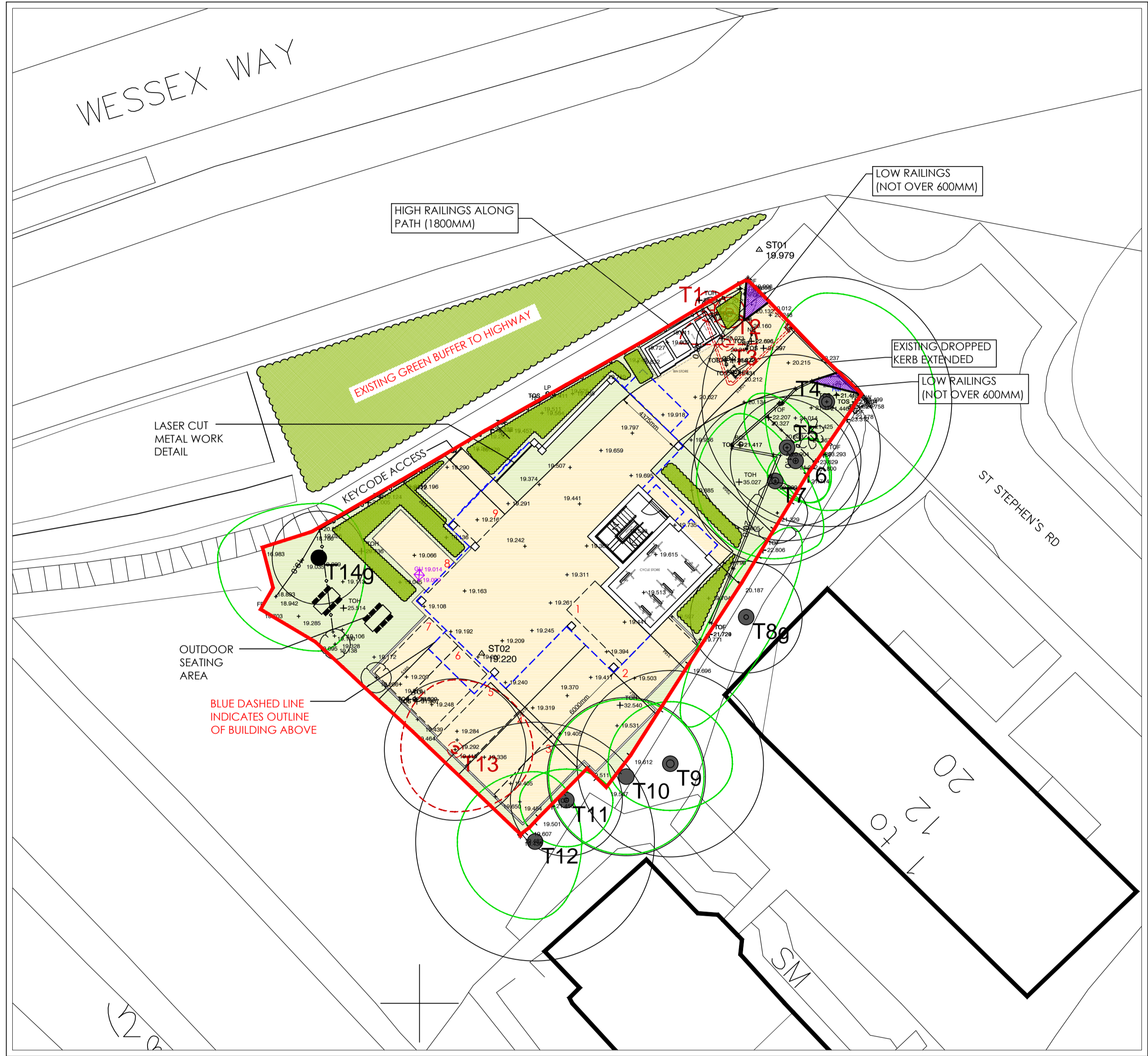
The Social rented properties will be available to all eligible applicants on the housing register.

Action Plan

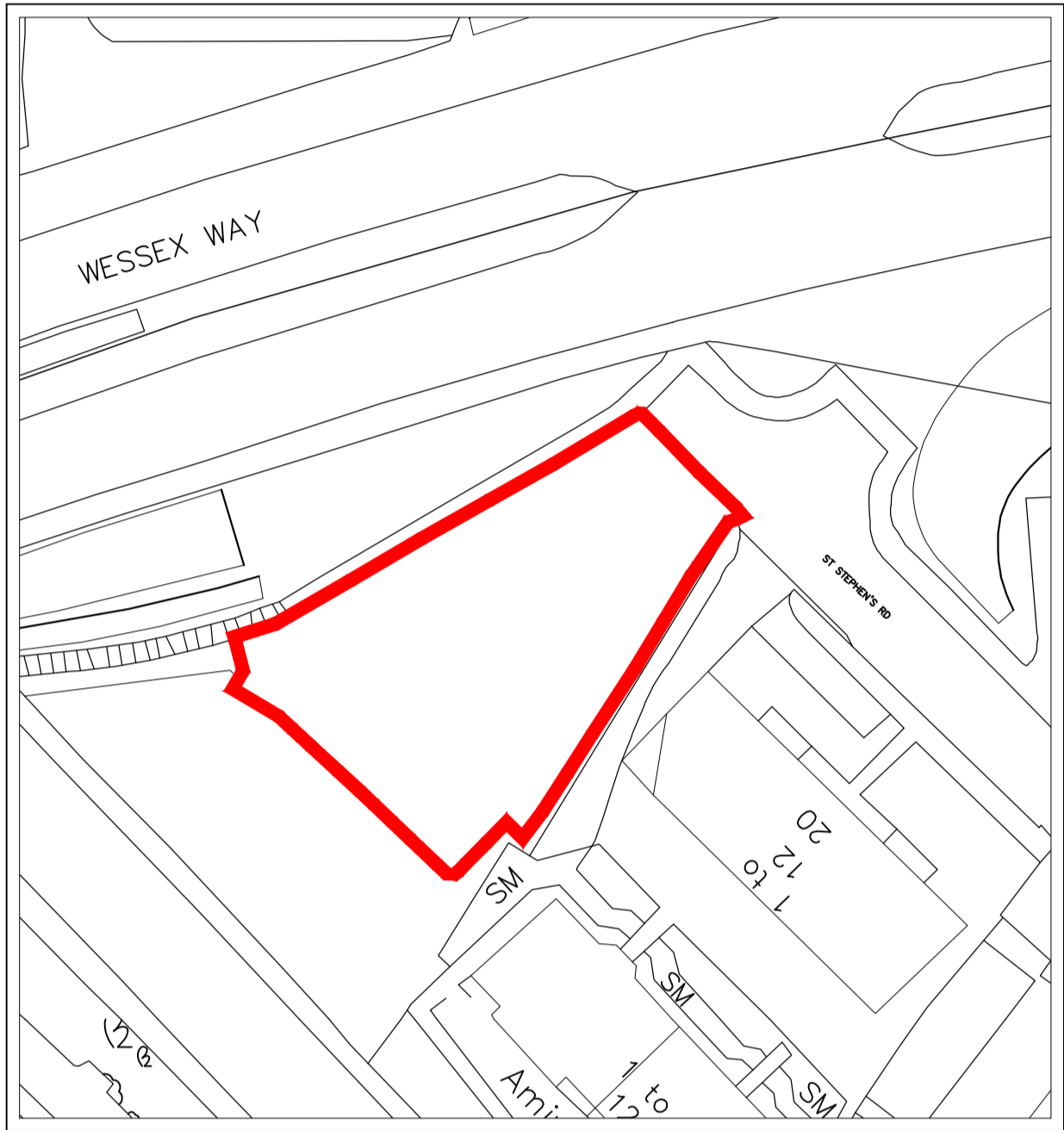
Include:

- What has/will be done to reduce the negative impacts on groups as identified above.
- Detail of positive impacts and outcomes
- The arrangements for monitoring the actual impact of the policy/service/project

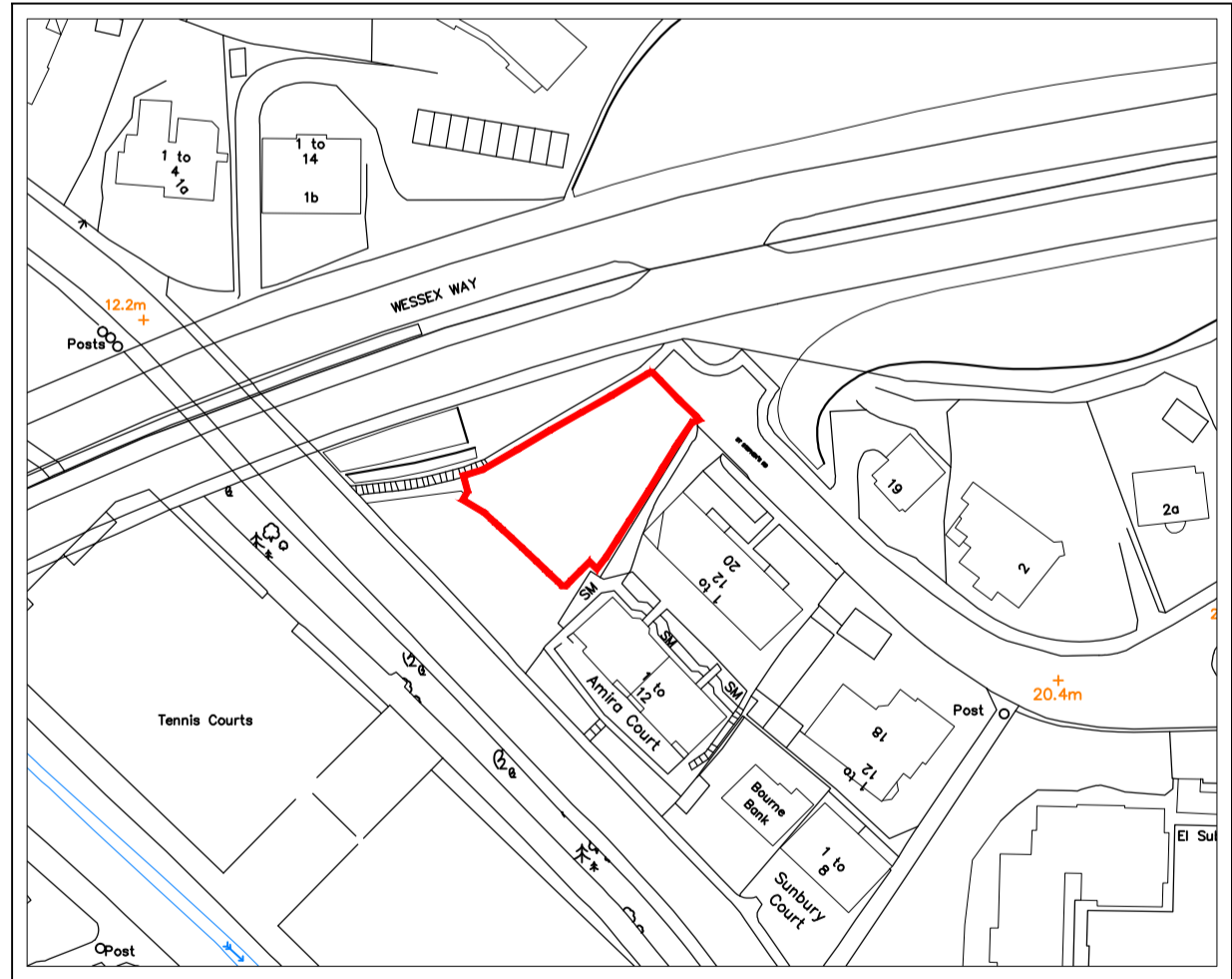
29. Issue identified	Action required to reduce impact	Timescale	Responsible officer	Which Business Plan does this action link to e.g. Service Equality Action Plan/Team Plan
The properties are designed for families, couples, single people – a mix of 1 and 2 bed flats.	<p>Limited amount of larger family accommodation on this site. This can be offset by the delivery of housing on other sites across the Conurbation.</p> <p>One and two bed flats can be more suitable for those occupying larger properties than they need. Subsequent downsizing will free up larger family homes.</p> <p>The identification of housing need for specific client groups within the neighbourhood will be monitored as part of the ongoing Housing Strategy process.</p>	Ongoing	Affordable Housing & Resettlement Manager	Housing Strategy



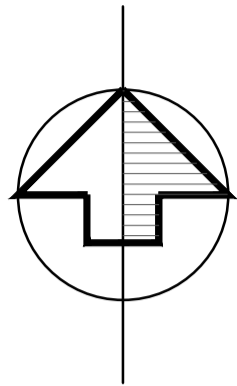
PROPOSED SITE PLAN SCALE 1:200
BASED ON TOPO INFORMATION



BLOCK PLAN SCALE 1:500
BASED ON O/S MAP
Ordnance Survey Licence No: 100007080



LOCATION PLAN SCALE 1:1250
BASED ON O/S MAP
Ordnance Survey Licence No: 100007080



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 - Subject to S.E approval.
 - Layout Subject to change in accordance with Building Regulations requirements.

- ### LEGEND
- SITE BOUNDARY
 - EXISTING TREES TO BE REMOVED
 - EXISTING WALL TO BE REMOVED
 - EXISTING TREES TO BE RETAINED
 - OUTLINE OF BUILDING ABOVE UNDERCROFT PARKING
 - 2M X 2M VISIBILITY SPLAYS - NO OBSTRUCTIONS OVER 600MM

SCHEDULE			
SITE AREA: 0.067 HECTARES / 0.165 ACRES 9 X PARKING SPACES (UNALLOCATED)			
3 X 2 BEDROOM FLATS @ 63 SQ.M / 678 SQ.FT 1 X 2 BEDROOM FLAT @ 62 SQ.M / 667 SQ.FT 6 X 1 BEDROOM FLATS @ 48 SQ.M / 516 SQ.FT 1 X 1 BEDROOM FLAT @ 52 SQ.M / 560 SQ.FT PROPOSED BIN STORE GIA = 8 SQ.M / 86 SQ.FT			
TOTAL = 11 UNITS			
PROPOSED GIA (Inc communal space, cycle and bin stores) = 732 SQ.M			
F	Planning officer changes	18.09.19	TC
E	Design panel changes	29.08.19	TC
D	Design panel changes	10.07.19	TC
C	Design panel changes	10.07.19	TC
B	Internal checks	12.03.19	TC
A	Planning application	26.02.19	TC
No.	Revision.	date	by

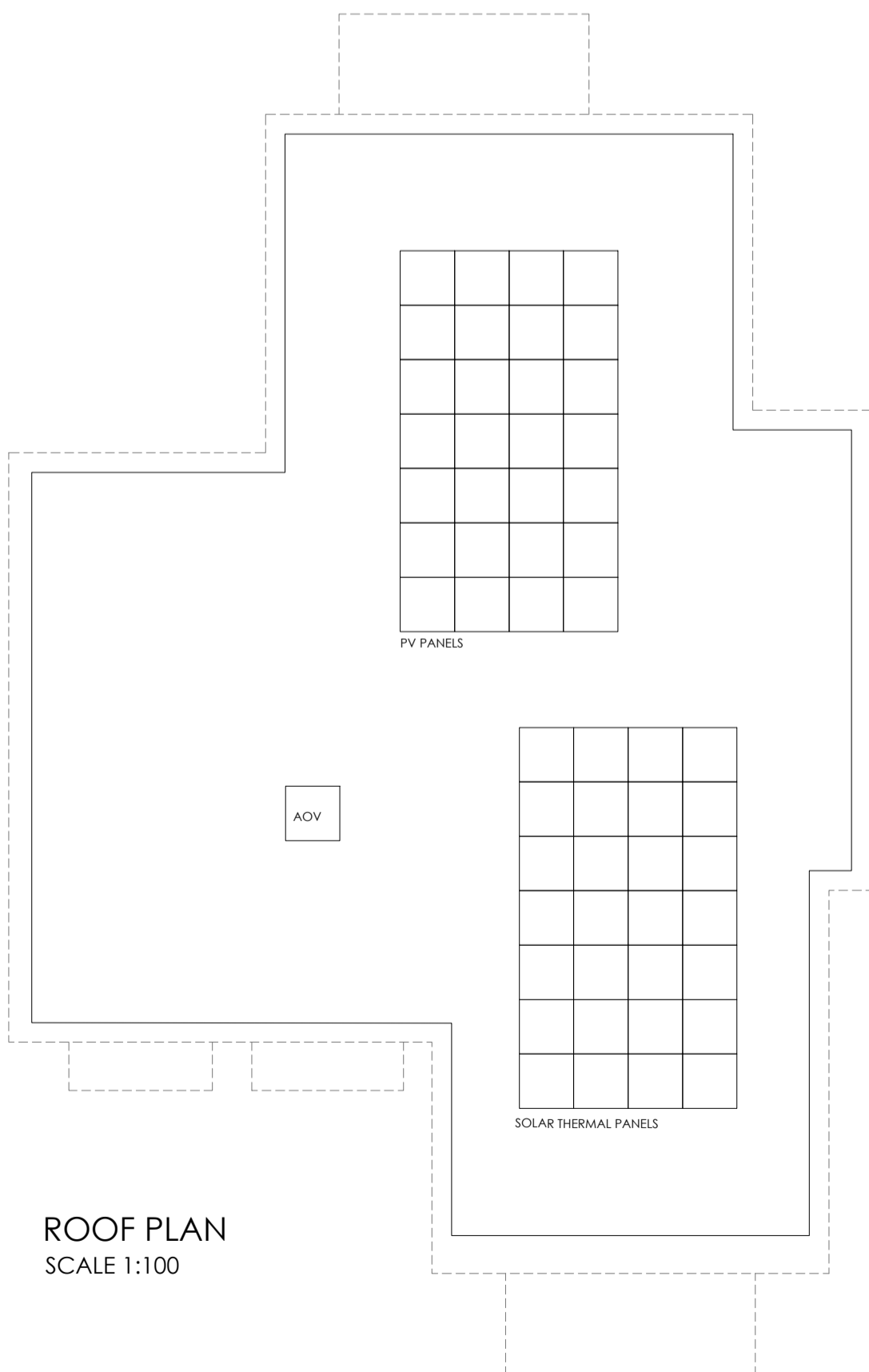
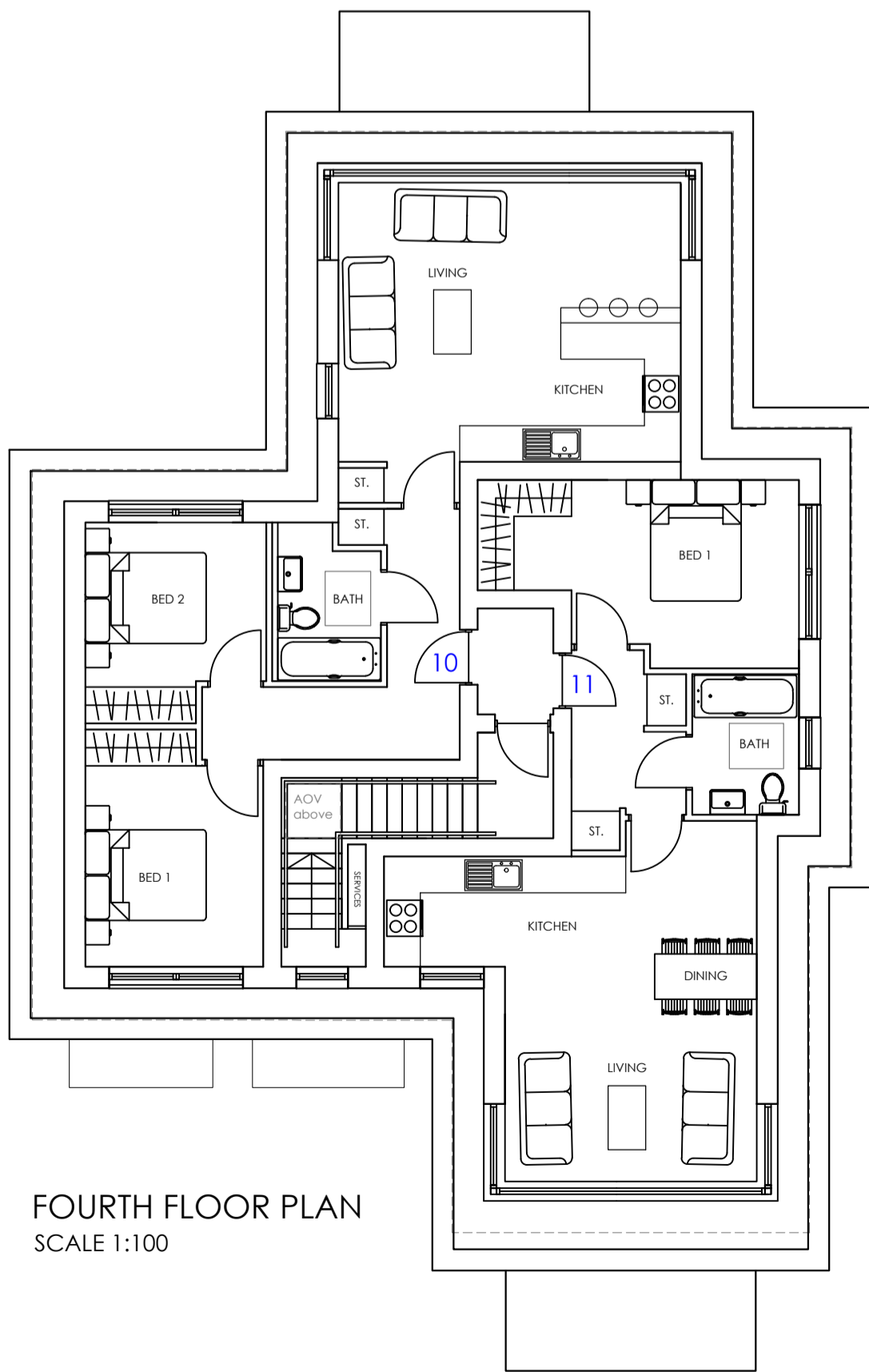
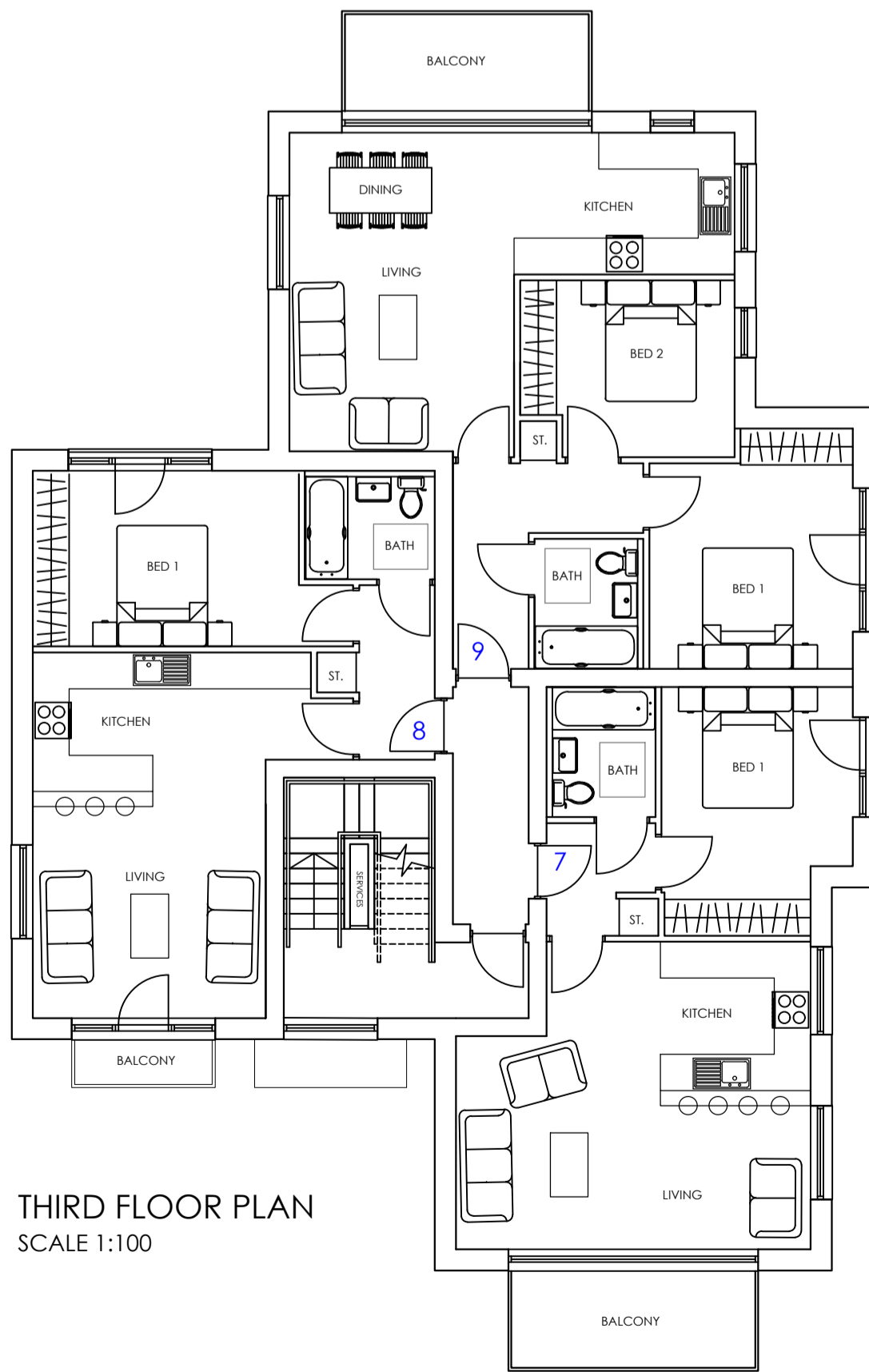
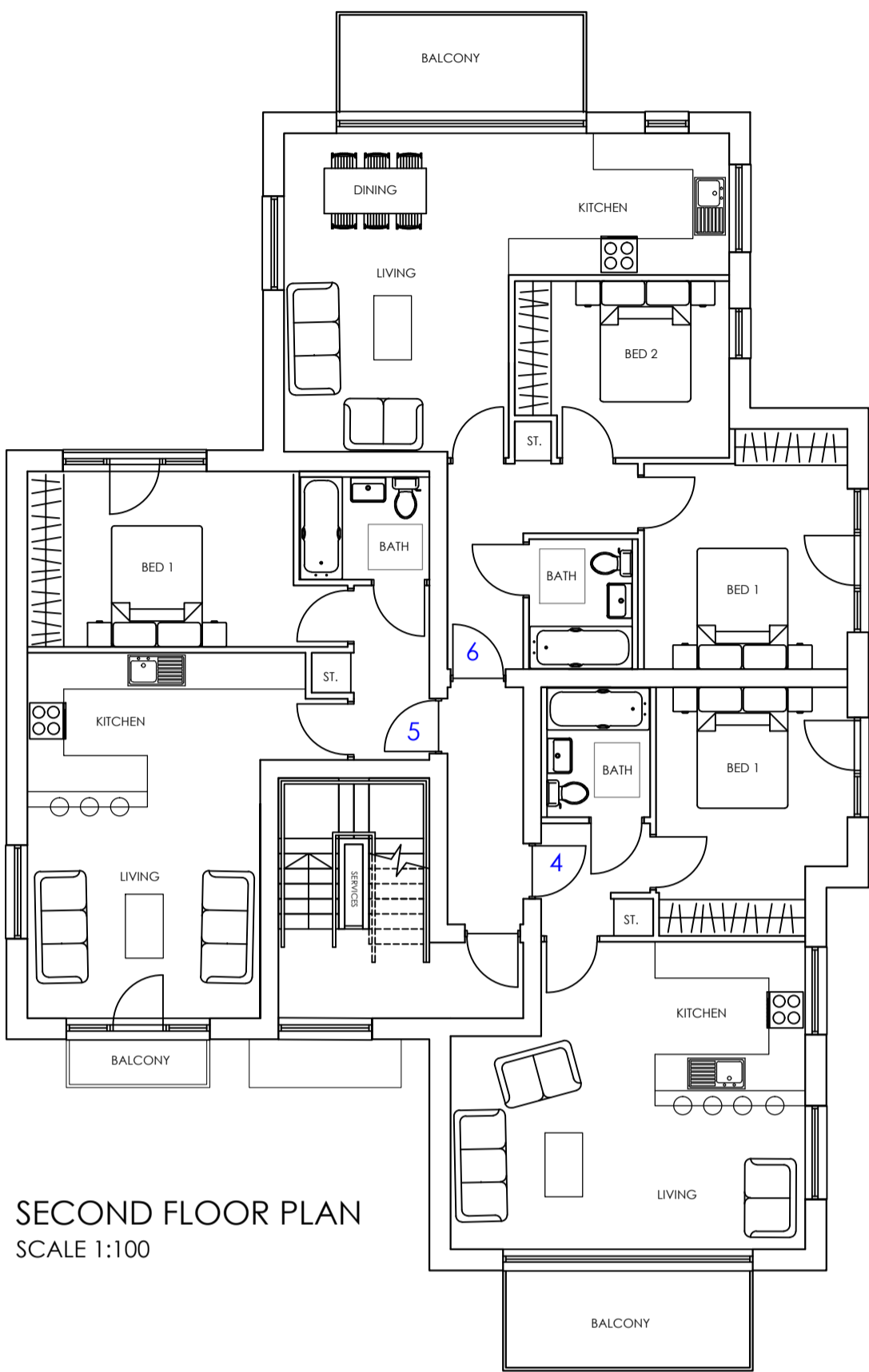
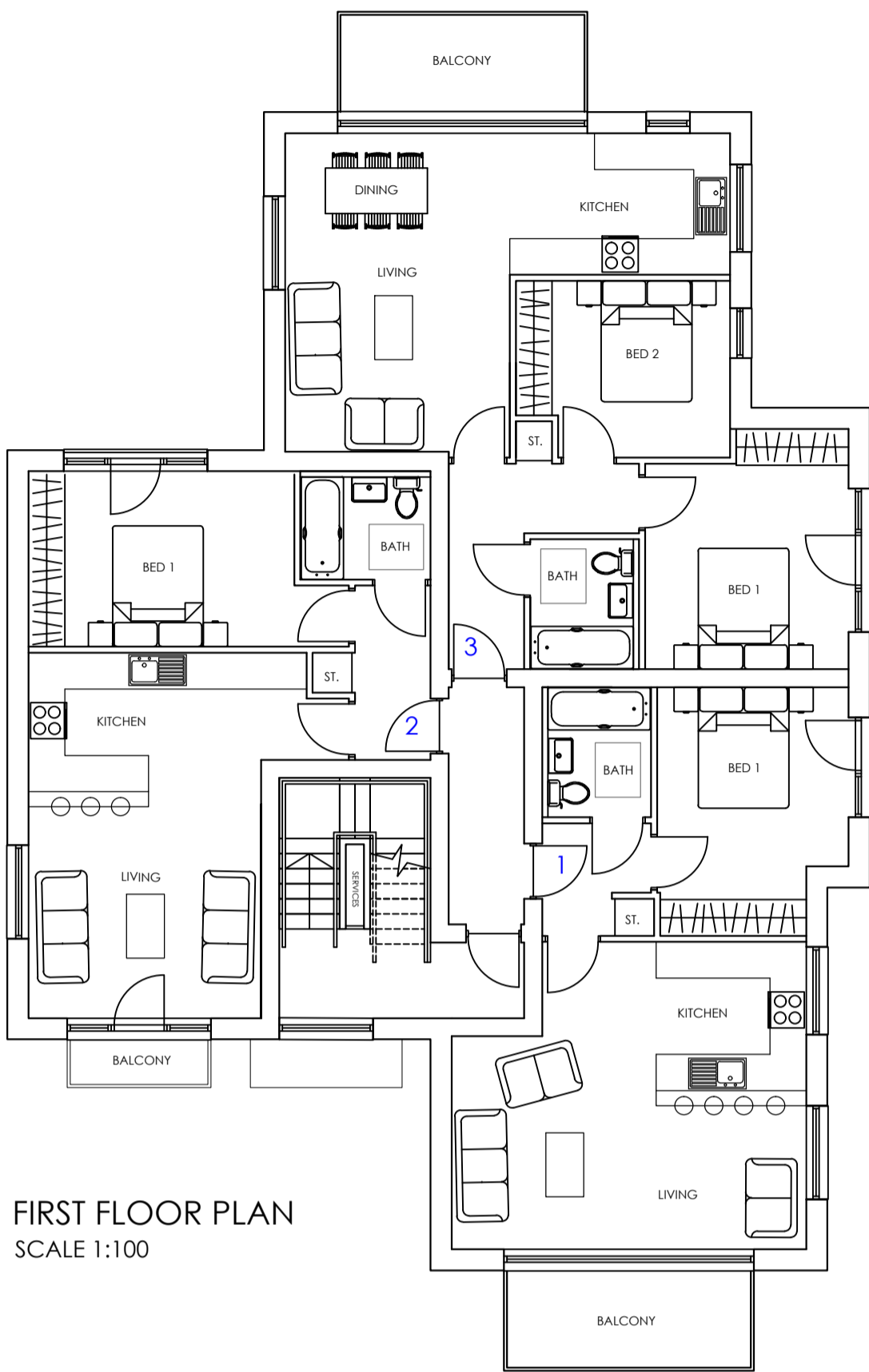
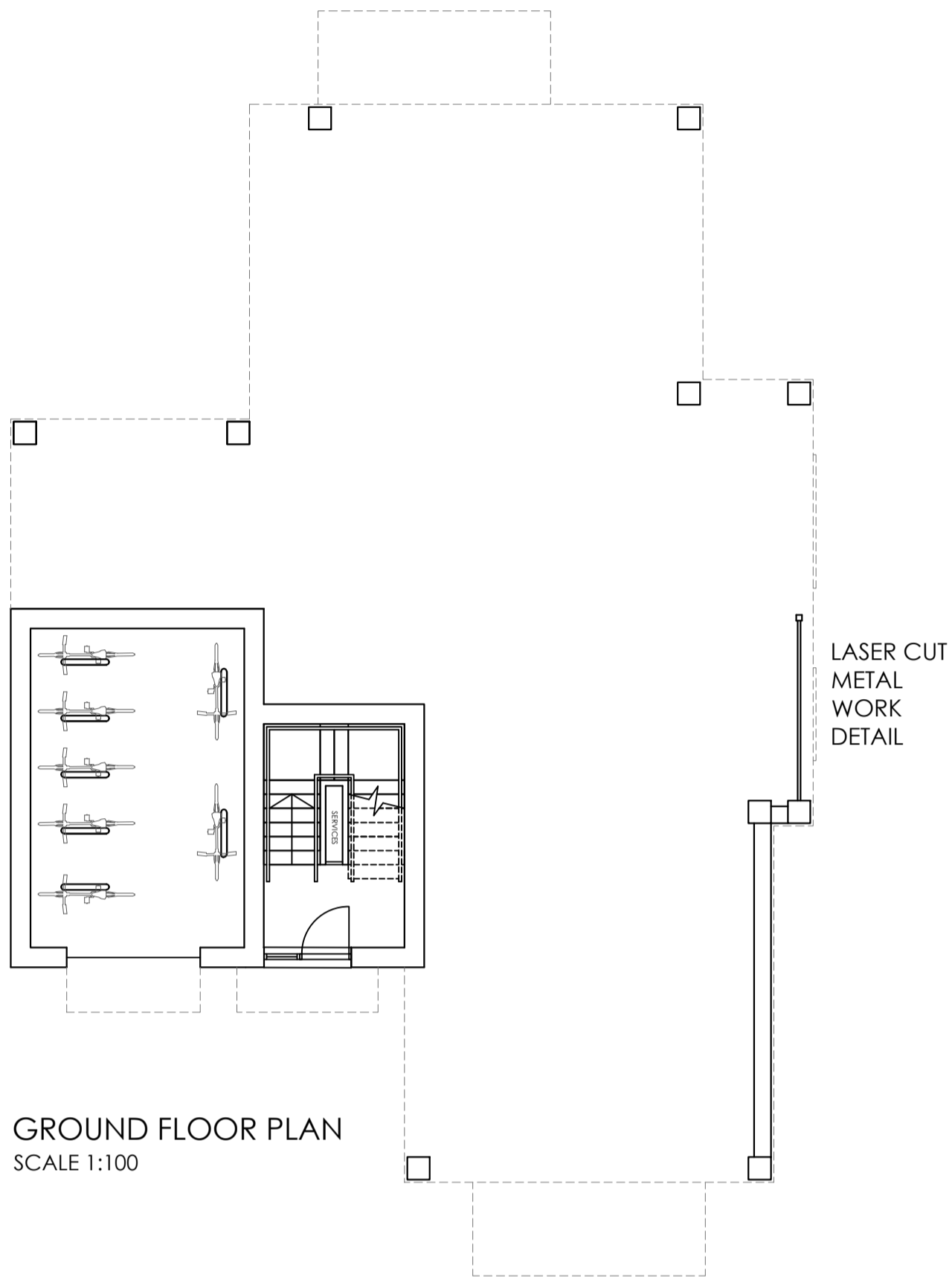
PROPOSED DEVELOPMENT
CABBAGE PATCH CAR PARK
BOURNEMOUTH
DORSET
BH2 6JU

SITE, BLOCK, LOCATION PLAN			
scale	AS SHOWN @ A1	checked	CS
date	SEPTEMBER 2019	drawn	TC
8963/ 100			
ARC Architecture Ltd.			

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Christchurch, Dorset, BH23 1EP

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10m @ 1:100

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SCHEDULE

SITE AREA: 0.067 HECTARES / 0.165 ACRES
9 X PARKING SPACES (UNALLOCATED)

3 X 2 BEDROOM FLATS @ 63 SQ.M / 678 SQ.FT
1 X 2 BEDROOM FLAT @ 62 SQ.M / 667 SQ.FT
6 X 1 BEDROOM FLATS @ 48 SQ.M / 516 SQ.FT
1 X 1 BEDROOM FLAT @ 52 SQ.M / 560 SQ.FT

PROPOSED BIN STORE GIA = 8 SQ.M / 86 SQ.FT

TOTAL = 11 UNITS

PROPOSED GIA (Inc communal space, cycle and bin stores) = 732 SQ.M

G	Admin changes	29.08.19	TC
F	Design panel changes	10.07.19	TC
E	Design panel changes	10.07.19	TC
D	Internal checks	12.03.19	TC
C	PV panels and AOV added	05.03.19	TC
B	Planning application	26.02.19	TC
A	Floor plan revised	17.12.18	GR

No.	Revision.	date	by
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PROPOSED DEVELOPMENT
CABBAGE PATCH CAR PARK
BOURNEMOUTH
DORSET
BH2 6JU

PROPOSED FLOOR PLANS

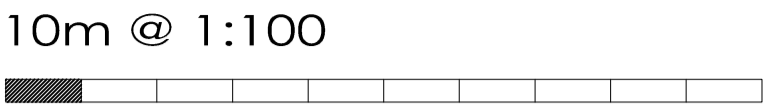
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date	AUGUST 2019	drawn	TC
8963/ 101		A	B
		C	D
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		G	

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BEDROOM GLAZING TO BE 10.12.6.4 PVB IN ACCORDANCE WITH CLOVER ACOUSTICS SPECIFICATION

LIVING / DINING GLAZING TO BE 10.12.6 IN ACCORDANCE WITH CLOVER ACOUSTICS SPECIFICATION

- MATERIAL SCHEDULE:
- WALLS :
- 1. RED BRICK TONES
 - 2. PROFILED BRICKS
 - 3. GREY CLADDING BALCONYS
 - 4. GREY BRICK TOP FLOOR
- ROOF :
- 1. SINGLE PLY MEMBRANE
- WINDOWS :
- 1. GREY WINDOW FRAMES

SCHEDULE	
SITE AREA: 0.067 HECTARES / 0.165 ACRES 9 X PARKING SPACES (UNALLOCATED)	
3 X 2 BEDROOM FLATS @ 63 SQ.M / 678 SQ.FT 1 X 2 BEDROOM FLAT @ 62 SQ.M / 667 SQ.FT 6 X 1 BEDROOM FLATS @ 48 SQ.M / 516 SQ.FT 1 x 1 BEDROOM FLAT @ 52 SQ.M / 560 SQ.FT PROPOSED BIN STORE GIA = 8 SQ.M / 86 SQ.FT	
TOTAL = 11 UNITS	
PROPOSED GIA (inc communal space, cycle and bin stores) = 732 SQ.M	

G	Planning officer changes	18.09.19	TC
F	Design panel changes	30.08.19	TC
E	Design panel changes	29.08.19	TC
D	Glazing spec notes added	31.07.19	TC
C	Design panel changes	10.07.19	TC
B	Design panel changes	10.07.19	TC
A	Internal checks	12.03.19	TC

No.	Revision.	date	by
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PROPOSED DEVELOPMENT
CABBAGE PATCH CAR PARK
BOURNEMOUTH
DORSET
BH2 6JU

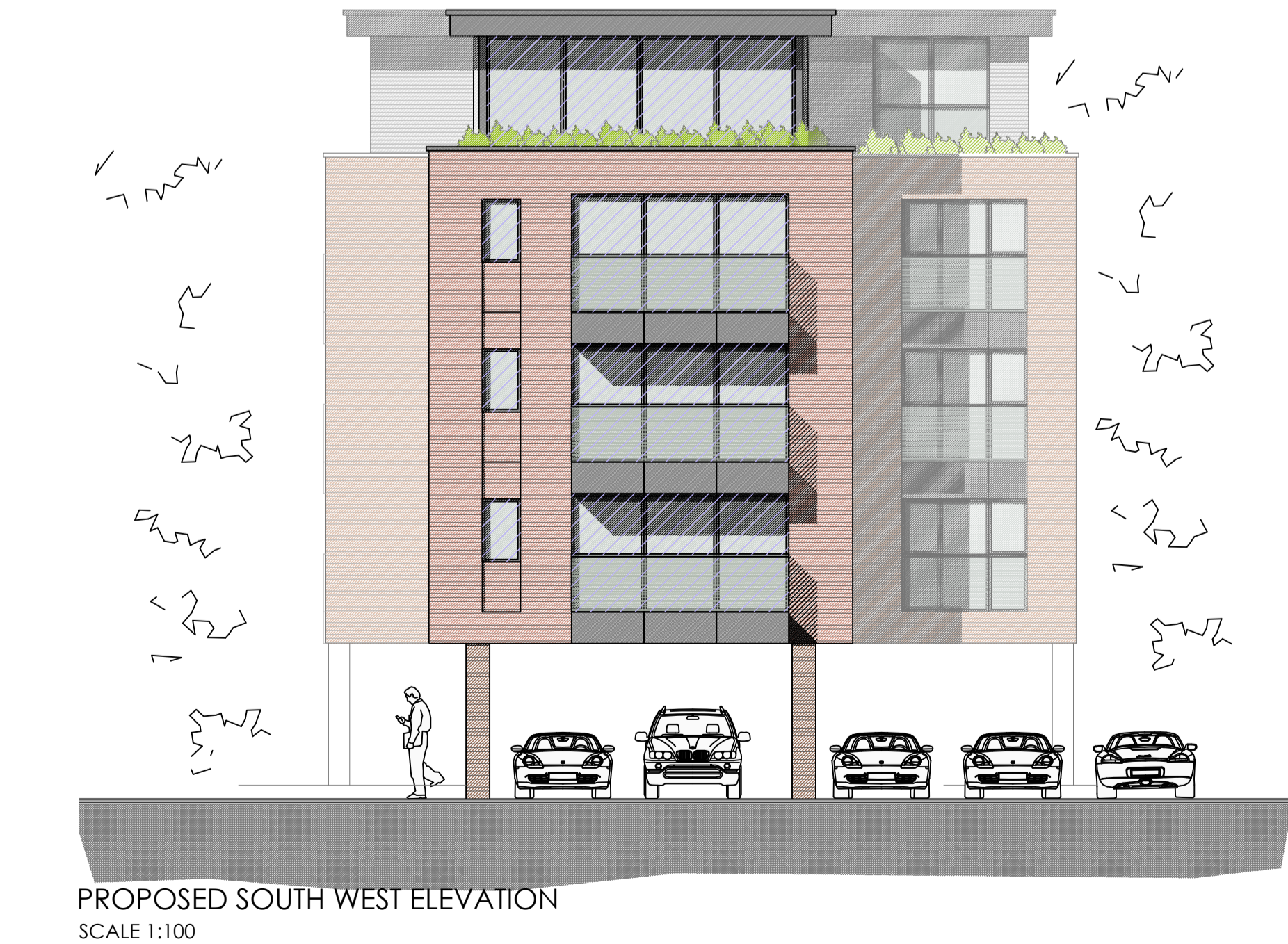
PROPOSED ELEVATIONS

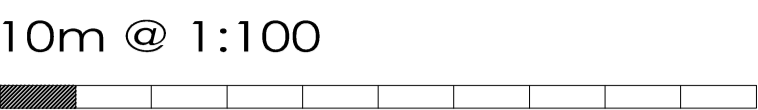
scale	AS SHOWN @ A1	checked	CS
date	SEPTEMBER 2019	drawn	TC
8963/ 102		A	B
		C	D
		E	F
		G	

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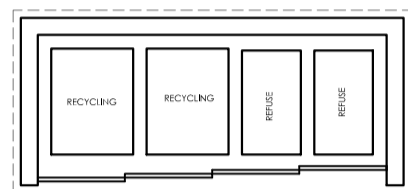




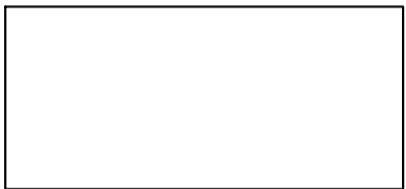
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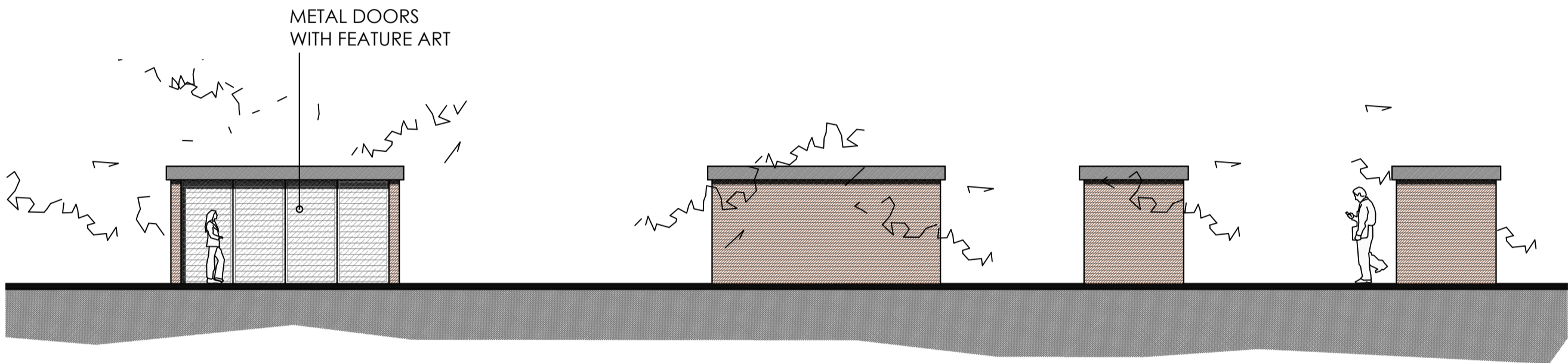
PROPOSED INDICATIVE STREET SCENE (ST STEPHEN'S ROAD)
SCALE 1:100



PROPOSED FLOOR PLAN
SCALE 1:100



PROPOSED ROOF PLAN
SCALE 1:100



PROPOSED ELEVATIONS
SCALE 1:100



PROPOSED INDICATIVE STREET SCENE (WESSEX WAY)
SCALE 1:100



PROPOSED INDICATIVE VISUALISATION

SCHEDULE	
SITE AREA: 0.067 HECTARES / 0.165 ACRES 9 X PARKING SPACES (UNALLOCATED)	
3 X 2 BEDROOM FLATS @ 63 SQ.M / 678 SQ.FT 1 X 2 BEDROOM FLAT @ 62 SQ.M / 667 SQ.FT 6 X 1 BEDROOM FLATS @ 48 SQ.M / 516 SQ.FT 1 X 1 BEDROOM FLAT @ 52 SQ.M / 560 SQ.FT	
PROPOSED BIN STORE GIA = 8 SQ.M / 86 SQ.FT	
TOTAL = 11 UNITS	
PROPOSED GIA (inc communal space, cycle and bin stores) = 732 SQ.M	

F	Planning officer changes	18.09.19	TC
E	Design panel changes	29.08.19	TC
D	Design panel changes	29.08.19	TC
C	Design panel changes	10.07.19	TC
B	Design panel changes	10.07.19	TC
A	Internal checks	12.03.19	TC

No.	Revision.	date	by
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PROPOSED DEVELOPMENT
CABBAGE PATCH CAR PARK
BOURNEMOUTH
DORSET
BH2 6JU

PROPOSED BIN STORE PLANS, PROPOSED
STREET SCENE AND VISUAL

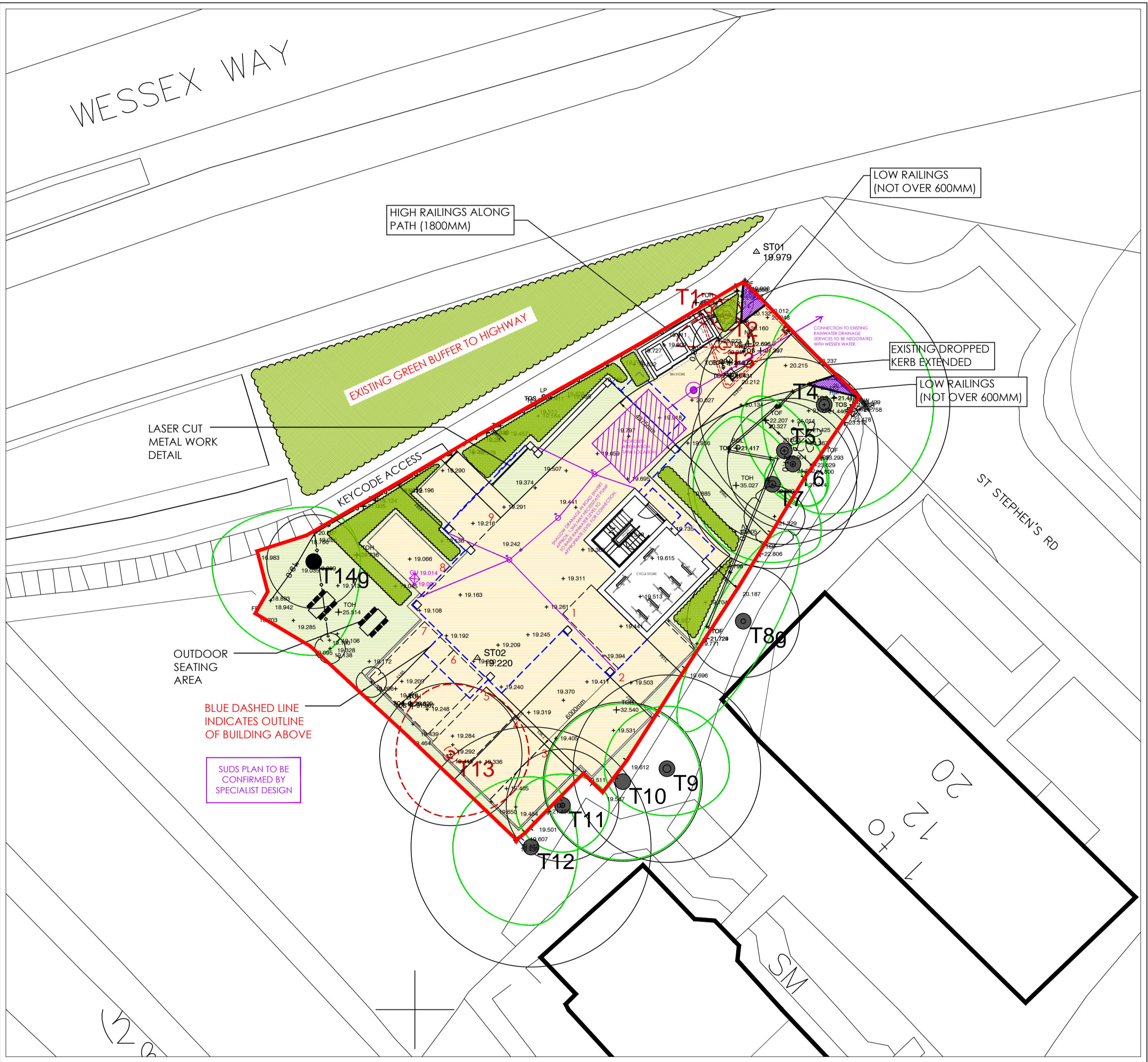
scale	AS SHOWN @ A1	checked	CS						
date	SEPTEMBER 2019	drawn	TC						
8963/ 103		A	B	C	D	E	F		

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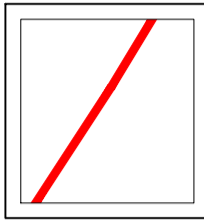
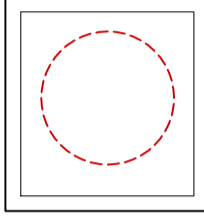
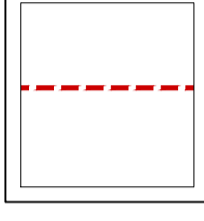
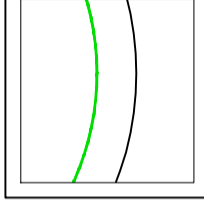
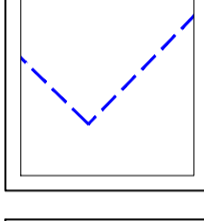
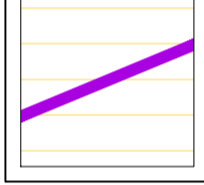




PROPOSED SUDS PLAN SCALE 1:200
BASED ON TOPO INFORMATION

10m @ 1:200

- NOTES**
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-  SITE BOUNDARY
-  EXISTING TREES TO BE REMOVED
-  EXISTING WALL TO BE REMOVED
-  EXISTING TREES TO BE RETAINED
-  OUTLINE OF BUILDING ABOVE UNDER CROFT PARKING
-  SUDS PLAN INFORMATION TO BE CONFIRMED BY SPECIALIST DESIGN

E	Planning officer changes	18.09.19	TC
D	Design panel changes	29.08.19	TC
C	Design panel changes	10.07.19	TC
B	Design panel changes	10.07.19	TC
A	Internal checks	12.03.19	TC

No.	Revision.	date	by
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PROPOSED DEVELOPMENT
CABBAGE PATCH CAR PARK
BOURNEMOUTH
DORSET
BH2 6JU

PROPOSED SUDS PLAN

scale	AS SHOWN @ A1	checked	CS					
date	SEPTEMBER 2019	drawn	TC					
8963/ 104		A	B	C	D	E		

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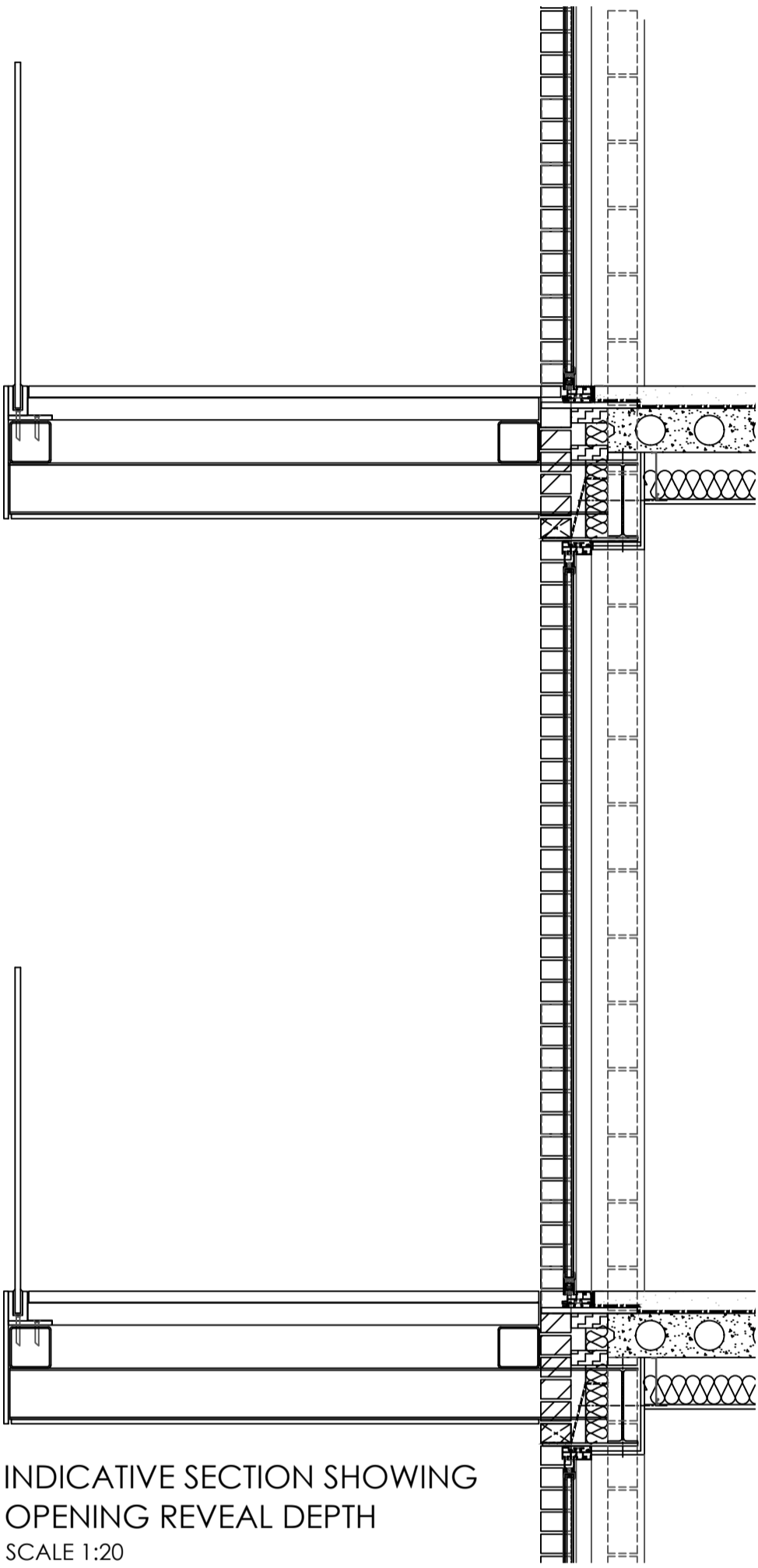


10m @ 1:100



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COLUMN SIGNAGE



TIMBER AND L.E.D SOFFIT



METAL SCREEN / DOORS WITH FEATURE ART



PROFILED BRICK AREAS

B	Planning officer changes	18.09.19	TC
A	Design panel changes	30.08.19	TC
No.	Revision.	date	by

PROPOSED DEVELOPMENT
CABBAGE PATCH CAR PARK
BOURNEMOUTH
DORSET
BH2 6JU

DETAIL DESIGN ELEMENTS

scale	AS SHOWN @ A1	checked	CS
date	SEPTEMBER 2019	drawn	TC
8963/ 105		A	B

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Health & Safety Assessment Tool

Completed by

Name	Jonathan Thornton
Business Unit	Housing Development
Date	19th March 2020

Please save this document to your computer and complete by entering your responses in the boxes provided. Information about the HASAT is available on BIZ within the Corporate H&S pages. When complete please email to health.safety@bpcouncil.gov.uk

1	<u>Name of Project</u>
Cabbage Patch, St Stephens Road, Bournemouth	

2	<u>Project Number</u>

6	<u>Is this project notifiable under the CDM Regulations 2015</u>
YES	

7	<u>Aspects of the project</u> Please see the HASAT guidance template on the 2nd tab of this document.			
	<u>ITEM</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
1	Risk Assessment	YES		The tender will contain a designers risk assessment highlighting any project specific risks to the contractors tendering for the work. A Construction Phase Health and Safety Plan including risk assessments and method statements will be submitted before the commencement of the construction phase.
2	Contractors	YES		Evidence of competence of the Principal Contractor should be provided. This should include any sub contractors.
3	Manual Handling	YES		As part of their CDM duty the Designer will try where practicable to design the project in a manner that reduces the potential of this hazard. Before construction works commence the Principal Contractor will be obliged to submit an examples of manual handling risk assessments.
4	Fire Safety Impacts	YES		As part of their CDM duty the designer will try where practicable to design the project in a manner that reduces the potential of this hazard. Fire service will be a consultee to the planning process. Fire Risk Assessment to be completed at practical completion.

5	Working at Heights	YES	As part of their CDM duty the designer will try where practicable to design the project in a manner that reduces the potential of this hazard. Before construction works commence the the Contractor will be obliged to submit a Construction Phase Health and Safety Plan which will include a risk assessments and method statements to address this hazard.
6	Accident recording	YES	Before construction works commence the the Principal Contractor will submit their arrangements for incident reporting.
7	CDM Notification to the HSE	YES	The Principal Contractor will notify the HSE of the project and forward evidence.
8	Requirement of continued monitoring	YES	Before construction works commence the the Contractor will be obliged to submit their arrangements for continued health monitoring.
9	Need for specialist equipment / tools	YES	As part of their CDM duty the designer will try where practicable to design the project in a manner that reduces the potential of this hazard. Please forward a list of any specialist equipment or tools needed for the construction including risk assessments and maintenace records.
10	Exposure to hazardous substances	YES	The Designer will where practicable, design the project in a manner that reduces the exposure to hazardous substances. Before construction works commence the Principal Contractor will be obliged to submit examples of COSHH assessments for substances that will be used in the construction.

8	Please provide a list of all persons, who have been consulted regarding H&S for this project
Employers Agent & Principle Designer - David Richards Practice. Architect - Anders Roberts Cheer. Principal Contractor - TBC. Building Control - LABC	

CORPORATE HEALTH & SAFETY SECTION	
Is a 'Advanced Health & Safety Assessment' required.	
Comments from H&S Advisor	
No comments required	
SIGN OFF BY CORPORATE HEALTH & SAFETY	
ASSESSED BY ADVISOR	
DATE	



Environment Impact Checklist for all Cabinet Reports

Issue: Housing Development at **Cabbage Patch, St Stephens Road, Bournemouth**
 Meeting Date: 20th March 2020.
 Accountable Manager: Lorraine Mealings, Director Housing
 Impact Assessor: Jonathan Thornton ☎ 01202 458347 ✉ jonathan.thornton@bcpcouncil.gov.uk

Key	
+	Balance of positive Impacts
?	Balanced or unclear impacts
-	Balance of negative impacts
n/a	Not applicable

Impact Criteria	Impact	Comments
Natural resources impact on use of natural resources – for example energy, water, raw materials	?	The redevelopment of this site will have a negative effect on the use of natural resources. However, the tarmacadam surfacing will remain on site and be used as a piling mat and temporary site surface during the construction phase. This will reduce soil deposits on the adjacent highway and the need for washing down of vehicles leaving site.
Quality of environment contribution to safe and supportive environments for living, recreation and working	+	A new, high quality building on this site could make a positive contribution to the quality of the environment. The development of new homes on the site will improve natural surveillance of the area, contributing to a safer environment, particularly to the public footpath adjacent to the site. A number of trees are retained in the current scheme proposals, including a buffer of trees/landscaped areas between the proposed building and the Wessex Way and also to the retained homes adjacent. Outside space is limited in the proposed development, balconies are provided where possible; access to the remaining open space will be available. The site is well located and walkable to the town centre of Bournemouth.

Bio-diversity protects and improves wildlife and habitats	?	The site is currently still in use as a staff car park. Existing trees/landscaped areas on the perimeter of the site (around the tarmacadam surfacing) are retained to ensure safety of wildlife and trees.
Waste and pollution effects on air, land and water from waste and emissions	-	This redevelopment will result in intensified use of the site (from zero homes to 11 homes), resulting in additional waste and emissions. However, the new buildings will be built to high energy efficiency standards of Passiv Haus/Passiv Haus Principles.
Council Priority and Objectives for Improving our Environment: <ul style="list-style-type: none"> • Reduce traffic congestion • Improve streetscene • Improve recycling & energy management • Respond to climate change • Improve quality of existing space 	?	<p>There will be an expected reduction in vehicular movements to and from the site compared to its previous use. There will also be cycle storage in the ground floor area adjacent to the main entrance.</p> <p>The Street scene will be greatly improved by the redevelopment.</p> <p>The roof will be used to host Photovoltaic panels to generate electricity for the heating/hot water system and communal lighting.</p>

RAG rating	G
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			2018					2019					2020					2021					2022					2023																			
Task	Lead Officer	No Months	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Architect Appointment initial design	Sarah Longthorpe	3																																													
Scheme transfer to HRA lead scheme	Jonathan Thornton	1																																													
Architect Appointment and design development	Jonathan Thornton	6																																													
Valuations - land and property OMR and OMs	Jonathan Thornton	2																																													
Ground Investigation tender, works and report	Jonathan Thornton	3																																													
Ecological/tree Surveys tender, works and report	Jonathan Thornton	2																																													
Pre planning application	Sarah Longthorpe	1																																													
Legal report request and searches	Jonathan Thornton	8																																													
Public Consultation by letter and Ward Councillor Consultation	Jonathan Thornton	1																																													
Employers Agent appointment	Jonathan Thornton	1																																													
Planning application period	Jonathan Thornton	6																																													
Design Review Panel	Jonathan Thornton	1																																													
Acoustic tender and reports	Jonathan Thornton	2																																													
Seeking Legal advice concerning defective title insurance and restrictive covenant issues.	Jonathan Thornton	8																																													
Seek BCP approvals (Property Group, CMB, Cabinet, Council) for appropriation of land and spend	Jonathan Thornton	5																																													
Main Contractor Procurement Tender exercise	Jonathan Thornton	3																																													
Mobilisation	Main Contractor	1																																													
Construction Phase	Main Contractor	15																																													
Snagging	Main Contractor	1																																													
Handover & letting of completed units	Seamus Doran	1																																													
Rectification Period	Main Contractor	12																																													

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CABINET



Report subject	Youth Justice Plan 2020-21
Meeting date	29 July 2020
Status	Public Report
Executive summary	To present the Youth Justice Plan for 2020/21. There is a statutory requirement to publish an annual Youth Justice Plan which must provide specified information about the local provision of youth justice services. This report summarises the Youth Justice Plan for 2020/21, with a copy of the Plan appended. The Youth Justice Plan needs to be approved by the full Council.
Recommendations	<p>It is RECOMMENDED that:</p> <p>Cabinet endorse the Youth Justice and recommend its approval to the Full Council</p>
Reason for recommendations	<p>Youth Offending Teams are required to publish an annual Youth Justice Plan which should be approved by the Local Authority for that Youth Offending Team and by the Youth Justice Board. Dorset Combined Youth Offending Service works across both Bournemouth, Christchurch and Poole Council and Dorset Council. Approval is therefore sought from Bournemouth, Christchurch and Poole Council, as well as from Dorset Council.</p> <p>The Children's Services Overview and Scrutiny Committee considered the Youth Justice Plan at its meeting on 30 June 2020. The Committee supported the Plan and made comments to request an update on KPI performance in 6 months; to encourage the collection of mental health data for young people on the YOS caseload; to note the concerns about BAME over-representation and the need for further actions to address this issue.</p>

Portfolio Holder(s):	Councillor Sandra Moore, Portfolio Holder Children's Services
Corporate Director	Judith Ramsden, Corporate Director Children's Services
Report Authors	David Webb, Manager, Dorset Combined Youth Offending Service
Wards	Not applicable
Classification	For Recommendation

Background

1. Under the Crime and Disorder Act 1998 Youth Offending Teams are required to publish an annual youth justice plan. The Youth Justice Board provides guidance about what must be included in the plan and recommends a structure for the plan. The draft Youth Justice Plan for the Dorset Combined Youth Offending Service is attached at Appendix One. A brief summary of the Youth Justice Plan is provided in this report. The production of the Youth Justice Plan this year has been delayed by the covid19 lockdown. Actions to support the priorities in the Plan are already underway.

Summary of Contents

2. The Youth Justice Plan provides information on the resourcing, structure, governance, partnership arrangements and performance of the Dorset Combined Youth Offending Service. The Plan also describes the national and local youth justice context for 2020/21 and sets out our priorities for this year.
3. The Youth Justice Board continue to monitor three 'key performance indicators' for youth justice. The first indicator relates to the rate of young people entering the justice system for the first time. Local performance in this area had declined in the previous two years but improved during 2019/20. The latest data, relating to the 12 months to September 2019, shows a rate of 269 per 100,000 10-17 year olds entering the justice system for the first time. This compares with a figure of 357 per 100,000 10-17 year olds in the year to September 2018. The improvement is welcome and further steps are planned for 2020/21.
4. The other two national indicators relate to reducing reoffending and minimising the use of custodial sentences. The reoffending rate fluctuates, partly because of the current counting rules for this measure. Our local reoffending rate has for the most part remained below the national rate. Local analysis shows that young people who are more likely to reoffend are also more likely to have more complex speech, language and communication needs and to find it hard to access education or training. The Youth Justice Plan sets out some of the actions that have been taken and future plans to address these issues. These actions include close alignment with and participation in the development of adolescent services in Bournemouth, Christchurch and Poole.
5. Dorset Combined Youth Offending Service has low rates of custodial sentences, below the regional and national averages. Young people who are sentenced to custody have often experienced significant trauma in their earlier life, affecting their

current behaviour. The Youth Offending Service is currently implementing a plan to become a trauma informed service, using the Youth Justice Board's 'Enhanced Case Management' model. This model of trauma-informed practice will contribute to local work with children at significant risk of child exploitation.

Options Appraisal

6. Councillors have the option of whether or not to endorse the Youth Justice Plan for 2020/21 before it is considered by Cabinet. Cabinet will then decide whether to recommend approval of the Youth Justice Plan to the full Council.

Summary of financial implications

7. The Youth Justice Plan reports on the resourcing of the Youth Offending Service (YOS). Local authority and other partner contributions remained static from 2014/15 to 2018/19 when a cost of living increase to local authority contributions was agreed, along with a redistribution of the funding proportions to reflect Local Government Reorganisation. There was no cost of living increase in the local authority contributions for 2020/21. The annual Youth Justice Grant has reduced from £790,000 in 2014/15 to £600,482 in 2020/21.
8. The creation of the pan-Dorset Youth Offending Service in 2015 increased the service's resilience and ability to adapt to reduced funding and increased costs. The management of vacancies, and the deletion of some posts, has enabled a balanced budget to be achieved. It is recognised that the local authority is now facing additional financial pressures which may affect funding available for the Youth Offending Service.

Summary of legal implications

9. Local authorities are legally required to form a youth offending team with the statutory partners named in the Crime and Disorder Act 1998. The Act also stipulates that youth offending partnerships must submit an annual youth justice plan setting out how youth justice services in their area will be provided, how the youth offending team will be composed and funded, how it will operate and what functions it will carry out. The Youth Justice Plan for 2020-21 meets these legal obligations

Summary of human resources implications

10. Local Authority YOS staff members who were previously employed by Poole and Dorset transferred to become employees of Bournemouth Borough Council in 2015. Local Government Reorganisation in April 2019 led to a further TUPE transfer of local authority employees to the new Bournemouth, Christchurch and Poole council. The YOS also includes employees of the partner agencies who have been seconded to work in the team and who remain employed by the partner agency.
11. The Crime and Disorder Act 1998 also contains statutory requirements for the staffing composition of youth offending services. The Youth Justice Plan shows how Dorset Combined Youth Offending Service meets these requirements.

Summary of sustainability impact

12. No adverse environmental impact has been identified. The Youth Justice Plan notes that the Covid-19 lockdown has led to changes in the working arrangements of the

Youth Offending Service. These changes include significant reductions in staff travel, both to and from work and to visit service users, with more activities being carried out remotely.

Summary of public health implications

13. Young people in contact with youth justice services are known to be more likely than other young people to have unmet or unidentified health needs. The Youth Offending Service includes seconded health workers who work directly with young people and who facilitate their engagement with community health services.

Summary of equality implications

14. It is recognised nationally that young people from minority ethnic groups, and young people in the care of the local authority, are over-represented in the youth justice system and in the youth custodial population. It is also recognised that young people known to the YOS may experience learning difficulties or disabilities, including in respect of speech, language and communication needs. YOS interventions to support young people with their speech, language and communication needs are shared with other local authority services and education providers in order to support transition for children entering adulthood with Special Educational Needs and Disabilities. Information from Dorset Combined Youth Offending Service records, summarised in the Youth Justice Plan, shows that these issues of over-representation also apply locally. Actions have been identified in the Youth Justice Plan to address these issues.

Summary of risk assessment

15. The Youth Justice Plan sets out local priorities and actions to prevent and reduce offending by young people. These priorities and actions have been developed in response to identified risks and concerns. The recommendation for councillors to endorse the Youth Justice Plan is intended to support the Youth Offending Service to reduce the risks associated with youth offending. No specific risks have been identified as arising from this recommendation.

Background papers

None

Appendices

Appendix 1 – Dorset Combined Youth Offending Service Youth Justice Plan 2020-21.

DORSET COMBINED YOUTH OFFENDING SERVICE



National
Probation
Service



*Youth
Justice
Plan*

2020/21

Version	Superseded Version(s)	Date	Author	Changes made
V0.2				
V0.1		22.05.20	David Webb	

Contents

Dorset Combined Youth Offending Service Statement of Purpose.....	4
Who We Are and What We Do.....	4
Introduction.....	5
Service Targets.....	5
Headline Strategic Priorities for 2020/21	5
Structure and Governance: The	6
YOS Partnership Board.....	6
Linking the Youth Justice System to other Plans and Structures.....	7
Partnership Arrangements	8
Safeguarding and Public Protection	8
Child Exploitation	8
Reducing Re-Offending	8
Risk Assessment Panels	8
Harmful Sexual Behaviour	8
Preventing Violent Extremism	9
Safe Schools and Communities Team	9
Restorative Justice and Support for Victims.....	9
Reducing Youth Detentions in Police Custody	9
Operational Links between YOS and Partner Agencies	10
Resources and value for money.....	11
Staffing information.....	13
DCYOS Achievements and Performance during 2019/20	14
First Time Entrants into the Youth Justice System	14
Reducing Re-Offending	16
Custodial Sentences.....	17
National Standards Self-Assessment completed in 2019/20	18
Learning Reviews	19
Service User Feedback.....	19
Summary of local and national issues that inform our priorities for 2020/21	21
National Context	21
Local Context.....	21
Strategic Priorities for 2020-21	22
Covid-19	23
Approval	24
Appendix A – Glossary of Terms.....	25

Dorset Combined Youth Offending Service Statement of Purpose

Dorset Combined Youth Offending Service works with young people in the local youth justice system. Our purpose is to help those young people to make positive changes, to keep them safe, to keep other people safe, and to repair the harm caused to victims.

This means we can support the national Youth Justice Board Vision that:

‘Every child should live a safe and crime-free life and make a positive contribution to society’.

Who We Are and What We Do

Dorset Combined Youth Offending Service (DCYOS) is a statutory partnership between Bournemouth, Christchurch and Poole Council, Dorset Council, Dorset Police, National Probation Service Dorset and NHS Dorset Clinical Commissioning Group.

We are a multi-disciplinary team which includes youth justice officers, restorative justice specialists, parenting workers, education and employment workers, police officers, probation officers, nurses, speech and language therapists and a psychologist.

More information about the YOS partnership and the members of the YOS team is provided later in this document.

The team works directly with young people who have committed criminal offences to help them make positive changes and to reduce the risks to them and to other people. We also work directly with parents and carers to help them support their children to make changes.

We make contact with all victims of crimes committed by the young people we work with. We offer those victims the chance to take part in restorative justice processes so we can help to repair the harm they have experienced.

The organisations in the YOS partnership also work together to improve the quality of our local youth justice system, and to ensure that young people who work with the YOS can access the specialist support they need for their care, health and education.

The combination of work to improve our local youth justice and children’s services systems, and direct work with young people, parents and victims, enables us to meet the Youth Justice Board’s ‘System Aims’:

- Reduce the number of children in the youth justice system
- Reduce reoffending by children in the youth justice system
- Improve the safety and well-being of children in the youth justice system
- Improve outcomes for children in the youth justice system.

Introduction

This document is the Youth Justice Strategic Plan for the Dorset Combined Youth Offending Service (YOS) for 2020/21. It sets out the key priorities and targets for the service for the next 12 months as required by the Crime & Disorder Act 1998. This Plan has been developed under the direction of the YOS Partnership Board after consultation with YOS staff and taking into account feedback from YOS service users.

The Youth Justice Strategic Plan:

- summarises the YOS structure, governance and partnership arrangements
- outlines the resources available to the YOS
- reviews achievements and developments during 2019/20
- identifies emerging issues and describes the partnership's priorities
- sets out our priorities and actions for improving youth justice outcomes this year.

This document sets out the YOS's strategic plan. A delivery plan underpins this document.

Service Targets

The Dorset Combined YOS target for 2020/21 is to outperform regional and national averages for the three national performance indicators for youth offending which are:

- The number of young people entering the youth justice system for the first time ('First Time Entrants')
- The rate of proven re-offending by young people in the youth justice system
- The use of custodial sentences for young people.

Headline Strategic Priorities for 2020/21

- Reducing first-time entrants into the youth justice system
- Black, Asian and Minority Ethnic over-representation
- Resettlement planning
- Child exploitation and youth violence
- Education, Training and Employment

The reasons for identifying these priorities are explained later in this document and are summarised on page 21, with actions to achieve these priorities outlined on pages 22-23.

Structure and Governance: The

YOS Partnership Board

The work of the Dorset Combined YOS is managed strategically by a Partnership Board. The Partnership Board consists of senior representatives of the statutory partner organisations, together with other relevant local partners.

Membership:

- Dorset Council (current chair)
- Bournemouth, Christchurch and Poole Council (current vice-chair)
- Dorset Police
- Dorset Local Delivery Unit Cluster, National Probation Service
- NHS Dorset Clinical Commissioning Group
- Public Health Dorset
- Dorset Healthcare University Foundation Trust
- Her Majesty's Court and Tribunal service
- Youth Justice Board for England and Wales
- Office of the Police and Crime Commissioner
- Ansbury (Connexions Provider)

The Partnership Board oversees the development of the Youth Justice Plan, ensuring its links with other local plans.

The YOS Manager reports quarterly to the Partnership Board on progress against agreed performance targets, leading to clear plans for performance improvement. The Board also requests information in response to specific developments and agendas, and monitors the YOS's compliance with data reporting requirements and grant conditions.

Representation by senior leaders from the key partners enables the YOS Manager to resolve any difficulties in multi-agency working at a senior level, and supports effective links at managerial and operational levels.

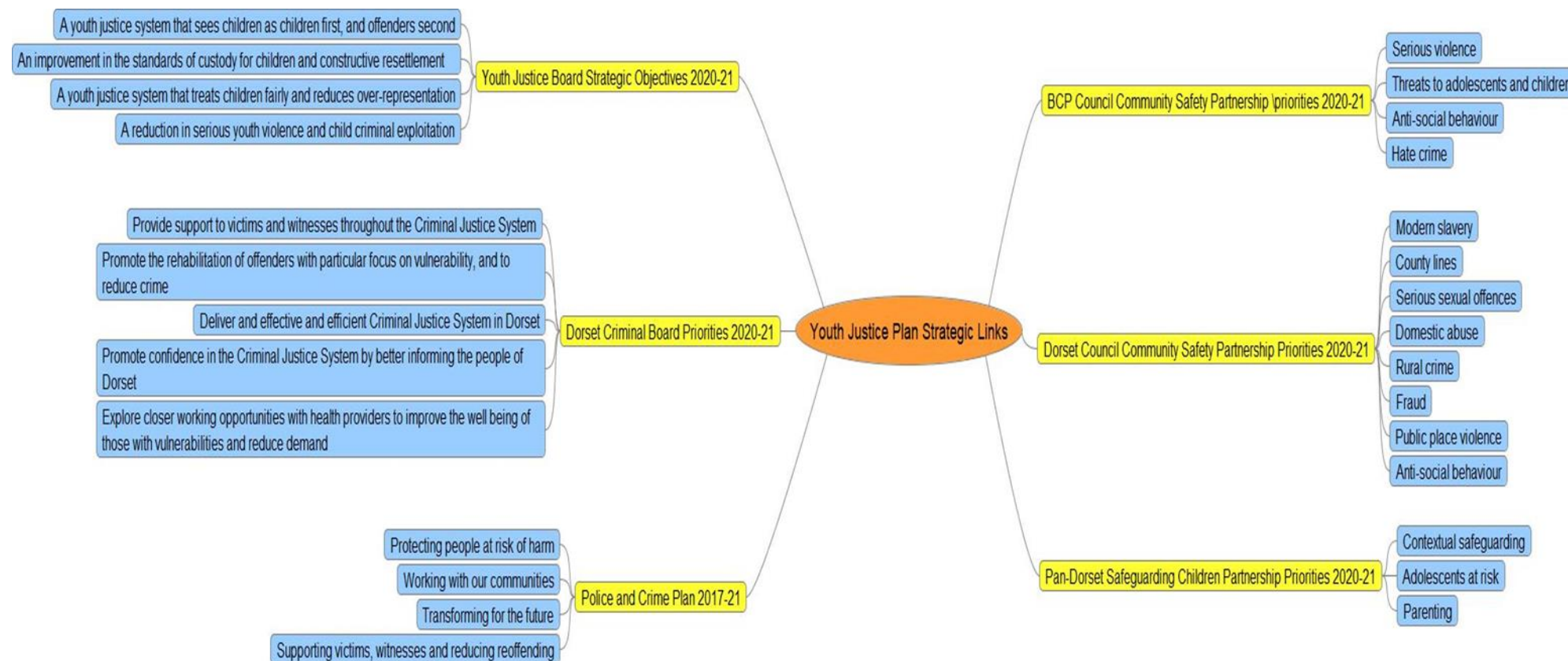
The YOS participates in local multi-agency agreements for information sharing, for safeguarding and for the escalation of concerns.

The Partnership Board oversees activities by partner agencies which contribute to the key youth justice outcomes, particularly in respect of the prevention of offending.

The YOS Partnership Board also provides oversight and governance for local multi-agency protocols in respect of the criminalisation of children in care and the detention of young people in police custody. The YOS Manager chairs multi-agency operational groups for each protocol and reports on progress to the YOS Partnership Board.

The YOS is a statutory partnership working with children and young people in the criminal justice system and the community safety arena. The map on the next page gives an overview of how the YOS fits with other strategic partnerships and plans.

Linking the Youth Justice System to other Plans and Structures



The membership of the YOS Partnership Board enables the work of the Dorset Combined YOS to be integrated into strategic planning for Safeguarding, Public Protection, Criminal Justice, Community Safety and Health & Well-Being. The YOS Manager sits on the Dorset Criminal Justice Board, attends the two Community Safety Partnerships, the MAPPA Strategic Management Board and the Dorset Council Strategic Alliance for Young People.

Partnership Arrangements

The previous section outlined the strategic links between the YOS and the other strategic groups and partnerships. Similar links exist at operational levels, enabling the YOS to integrate and coordinate its work with the work done by partners such as the two local children's social care services, Special Educational Needs services, other criminal justice agencies, and the Child and Adolescent Mental Health Services across Dorset.

Safeguarding and Public Protection

As well as participating in Child Protection Conferences and Multi-Agency Public Protection Arrangements (MAPPA) meetings in respect of specific individuals and families, YOS managers also attend MARAC meetings, local Community Safety Partnership operational meetings, local complex needs panel meetings and meetings in respect of early help and Troubled Families activities in the two local authorities.

Child Exploitation

Young people known to the YOS can also be at risk of child exploitation. YOS managers participate actively in the Child Exploitation Tactical Groups for each local authority. The YOS participates in local multi-agency information sharing arrangements and meetings to identify and protect children at risk of exploitation. A seconded YOS Police Officer attends weekly meetings with the Police 'Impact' team to enable effective joint work for children at risk of exploitation.

Reducing Re-Offending

The YOS Manager chairs the pan-Dorset Reducing Reoffending Strategy Group, reporting to the Dorset Criminal Justice Board and the two Community Safety Partnerships. Although the group's main focus is on adult offenders, attention is also paid to the youth perspective, particularly for those young people about to transition to adult services, and for the children of adult offenders.

Risk Assessment Panels

The YOS instigates a Risk Assessment Panel process for young people under YOS supervision who have been identified as being at high risk of causing serious harm to others, or of experiencing significant harm themselves. These meetings are attended by workers and managers from the other agencies who are working with the young person. The aim is to agree the risk assessment and devise, implement and review plans to reduce the risks posed by and to the young person.

Harmful Sexual Behaviour

The YOS works with the two local authorities, and with the Police, to agree the best way to respond to young people who have committed harmful sexual behaviour. Some of these young people are also known to the local authority social care service so it is important that we coordinate our work and, where possible, take a joint approach. The YOS and the local authorities use recognised assessment and intervention approaches for young people who commit harmful sexual behaviour.

Preventing Violent Extremism

All relevant YOS staff have received training in raising awareness of 'Prevent'. A YOS Team Manager has lead responsibility for this area of work and attends the pan-Dorset Prevent Group to ensure that our work is aligned with local initiatives. The YOS has sight of the local assessment of extremism risks. The seconded YOS police officers act as a link to local police processes for sharing intelligence in respect of possible violent extremism.

Young people convicted of extremism related offences will be managed robustly in line with the YOS Risk Policy, with appropriate referral to the local MAPPA process and clear risk management plans, including paired working arrangements and support from the seconded YOS police officers.

Safe Schools and Communities Team

The Safe Schools and Communities Team (SSCT) is a partnership between Dorset Police, the Office of the Police and Crime Commissioner and Dorset Combined YOS. The SSCT plays an important role in preventing offending by young people across Dorset, Bournemouth, Christchurch and Poole. The team provide education, awareness and advice to students, schools and parents. The work of the team is reported to the YOS Partnership Board as an important element of the YOS Partnership's work to prevent youth offending. The SSCT's School Incidents Policy is an important part of local work to reduce the number of youths entering the justice system, helping schools to manage incidents without the need for a criminal outcome.

Restorative Justice and Support for Victims

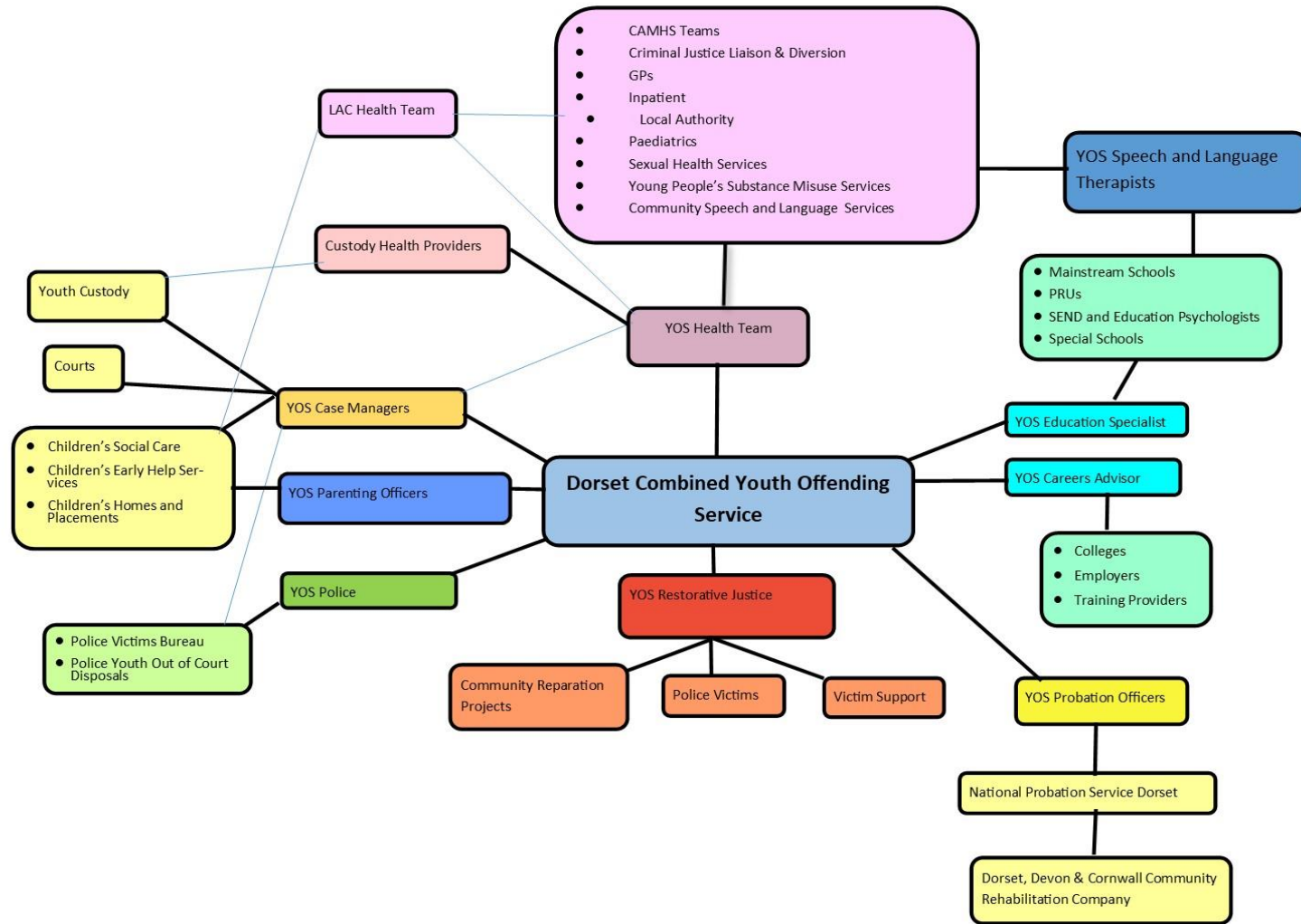
The YOS Restorative Justice Practitioners provide Restorative Justice activities and support for victims of offences committed by young people. The YOS also links with other agencies through the Victims and Witnesses Sub-Group of the Dorset Criminal Justice Board. The YOS plays an important part in delivering the Police and Crime Commissioner's Restorative Justice Strategy for Dorset, taking the lead on offences committed by young people and supporting the development of good practice with other Restorative Justice providers.

Reducing Youth Detentions in Police Custody

The YOS Manager chairs a multi-agency group, reporting to the YOS Partnership Board, which works to ensure that as few young people as possible are detained in police custody and to limit the duration of youth custody detentions.

In addition to the team's involvement in these different partnership groups, there is ongoing daily interaction with other local services. These links are illustrated on the following page:

Operational Links between YOS and Partner Agencies



Resources and value for money

The funding contributions to the YOS partnership budget are listed below. Local authority staff are employed by Bournemouth, Christchurch and Poole Council. Other staff are seconded from Dorset Police, the National Probation Service Dorset and Dorset HealthCare University

NHS Foundation Trust. Like all public services, the YOS operates in a context of reducing resources. Ensuring value for money and making best use of resources is a high priority for the service.

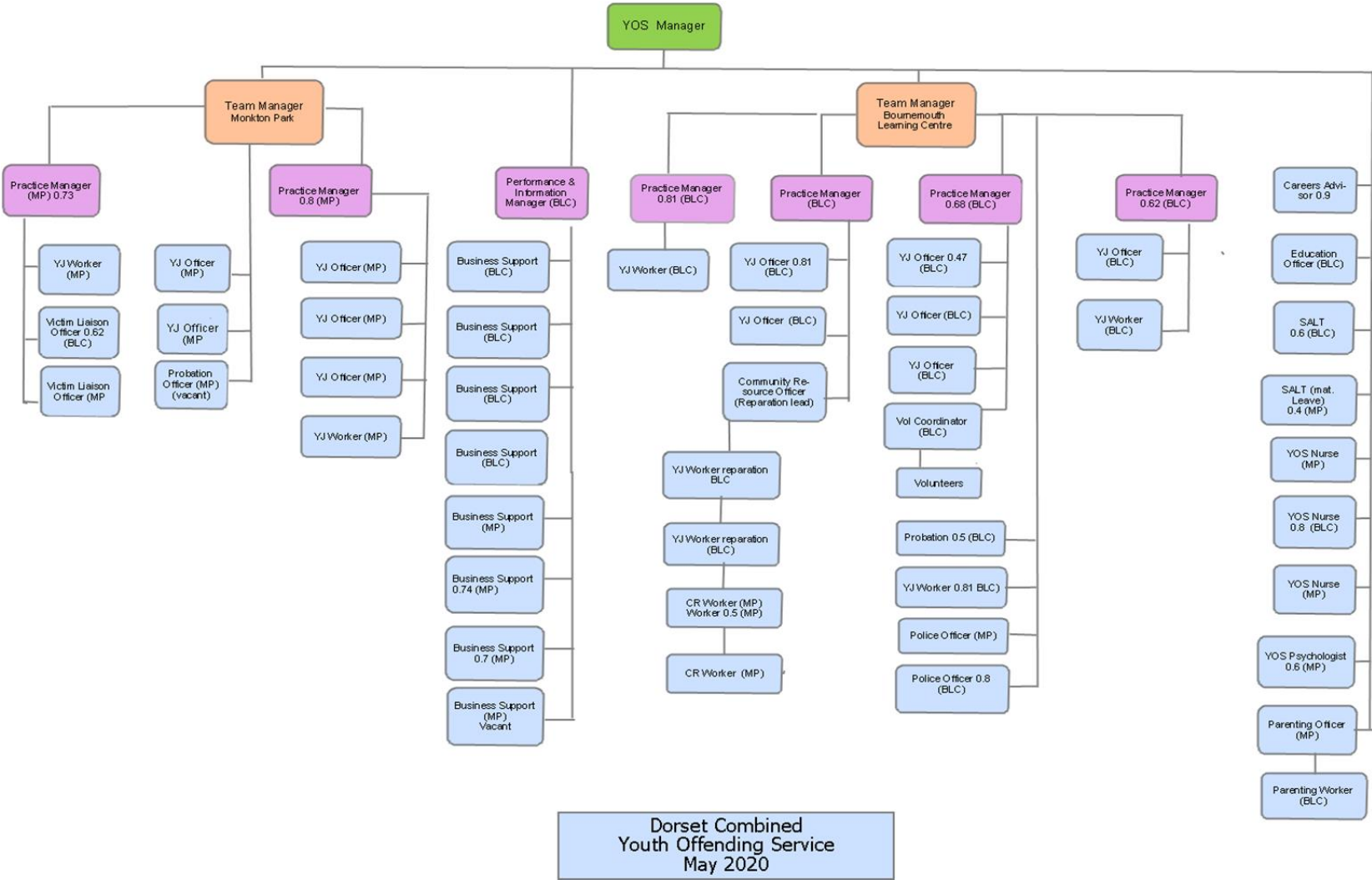
Partner Agency	20/21 Revenue excluding recharges	Movement 14/15 to 20/21 – including disaggregation movements between DC and BCP Councils	Staff
Dorset Council	£492,800	£-39,100	
Bournemouth, Christchurch and Poole Council	£577,700	£26,670	
Police and Crime Commissioner for Dorset	£75,301	£-78,149	2.0 Police Officers. Funding reduction from 14/15 to 15/16 reflects funding of SSCT directly by the OPCC to the Police, no longer via the YOS
National Probation Service Dorset	£5,000	£1,826	1.0 Probation Officer (reduction from 2.6 to March 2015, from 2.0 to March 2018 and from 1.5 to March 2020, with adjusted funding contribution, after national review)
Dorset Clinical Commissioning Group	£22,487	£0	2.8 FTE Nurses, 0.8 Psychologist, 1.0 Speech and Language Therapist
Youth Justice Board Good Practice Grant	£600,482	£-189,932	
Total	£1,766,996	£-285,459	

The YOS has also obtained funding from NHS England for a Speech and Language Therapist for 6 months. This funding will be spread pro rata throughout the year.

NHS England funding was secured for 2019/20 to support DCYOS becoming a 'trauma-informed service'. Some of this funding has been carried over to support implementation of this model.

Staffing information

This chart shows the YOS structure in May 2020. DCYOS meets the minimum staffing requirements of the Crime and Disorder Act 1998.

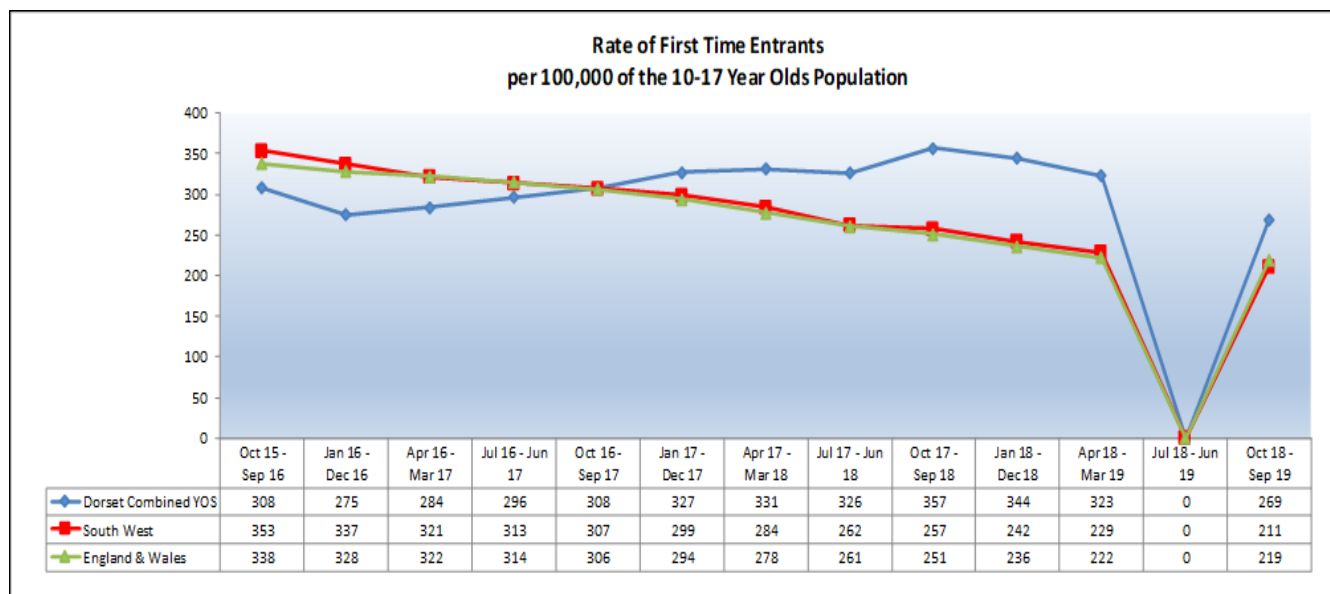


DCYOS Achievements and Performance during 2019/20

Youth Offending Teams continue to be judged against 3 key performance indicators:

- Reducing First Time Entrants into the Youth Justice System;
- Reducing Re-Offending by young people in the Youth Justice System;
- Appropriately Minimising the use of Custodial Sentences.

First Time Entrants into the Youth Justice System



Between late 2016 and late 2018 there was a steady increase in the rate of first time entrants to the youth justice system in Dorset. This coincided with a fall in the regional and national averages for this indicator, meaning that Dorset moved above those benchmark figures. Since late 2018 the rate of first time entrants in Dorset has fallen each quarter. The national and regional averages have continued to decline but the gap is narrowing.

During 2019 the Youth Offending Service and the Police Youth Out of Court Disposals team continued to work together to review all the first time entrants in 2018/19 who had received a Youth Caution. Information was also sought from other youth offending teams and police force areas to seek learning and opportunities for improvement.

The review of Youth Caution decisions in 2018/19 showed a clear and proportionate rationale for each decision. The quality of youth out of court disposal decision-making is consistently upheld by the independent Out of Court Disposals Scrutiny panel which is led by the Police and Crime Commissioner.

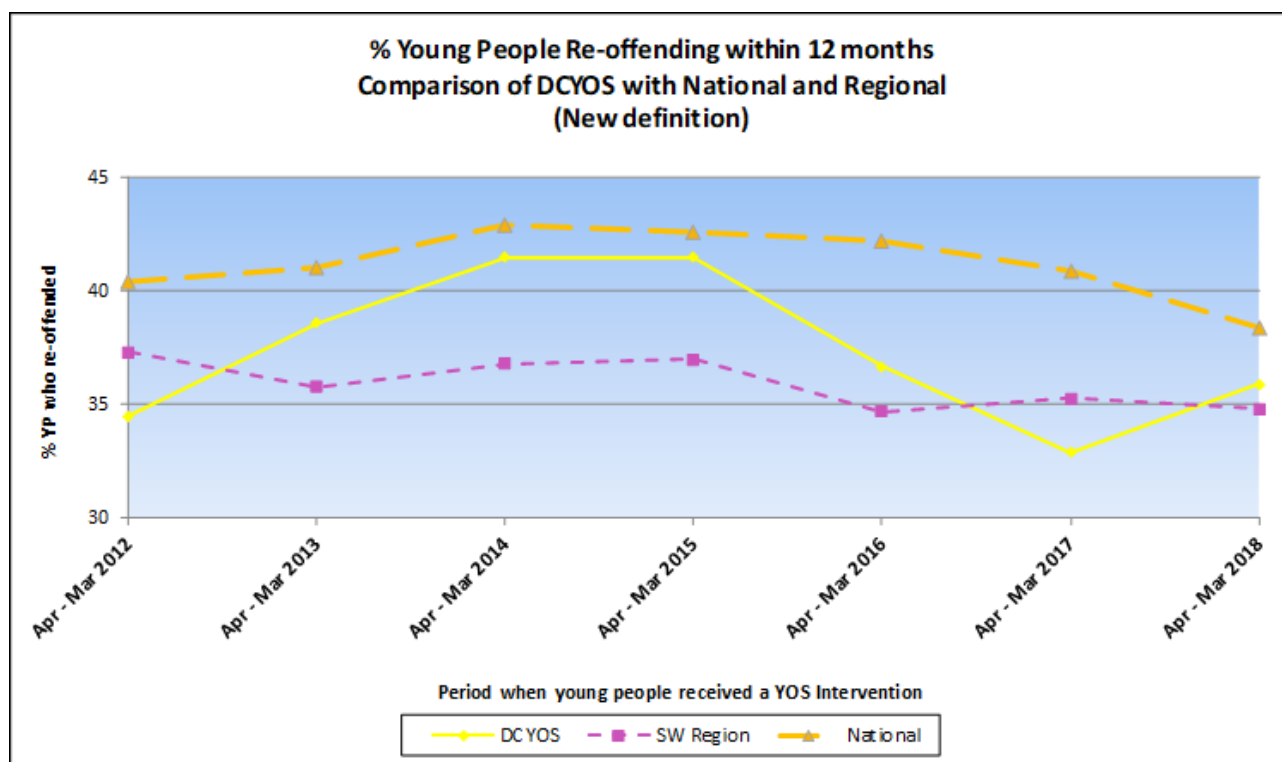
During 2019 the Youth Offending Service and the Police Youth Out of Court Disposals team adjusted their decision-making process to include a weekly meeting to review any cases that needed more scrutiny and to avoid any cases being delayed. The YOS Team Managers gather information from other services, like children's social care and children's early help services, before attending this meeting. Alternatives to a formal youth justice outcome are always considered. About 38% of youth cases are dealt with informally, through a 'Youth Restorative Disposal'.

The following table shows youth justice outcomes over the last two years. Some low level disposals are managed by the Safe Schools and Communities Team (SSCT).

Outcome	2018-19			2018-19 Total	2019-20			2019-20 Total
	SSCT	DCYOS	No intervention		SSCT	DCYOS	No intervention	
Youth Restorative Disposal	230	79		309	193	76		269
Youth Caution	33	134		167	7	111		118
Youth Conditional Caution	1	76		77		50		50
Absolute Discharge			2	2			1	1
Anti Social Behaviour (Criminal) (Crasbo)		1		1				
Community Rehabilitation + Conditions (PO)						1		1
Community Rehabilitation Order (PO)		1		1		1		1
Community Resolution (Non Substantive/Voluntary)		4		4				
Conditional Discharge			51	51			42	42
Criminal Behaviour Order		3		3		2		2
Curfew		1		1		2		2
Curfew + Tag (Electronic Monitoring)						2		2
Detention + Training Order (Custody)		5		5		10		10
Fine			24	24			23	23
OOCD Decision		4		4		2		2
Recall to Custody						2		2
Referral Order		93		93		109		109
Referral Other						1		1
Reparation Order (YOT)		3		3				
Section 91 Order		1		1		2		2
Supervision + Curfew (Other) (So)						1		1
Supervision + Curfew (YOT) (So)						2		2
Youth Rehabilitation Order		60		60		59		59
Youth Rehabilitation Order ISS Extended		1		1				
Youth Rehabilitation Order ISS High Intensity Band 1		2		2				
Youth Rehabilitation Order ISS Requirement		1		1				
Grand Total	264	469	77	810	200	433	66	699

In October 2019 the YOS Partnership Board supported proposals to develop more 'diversion' options for offences involving the possession of cannabis. Repeat offences would previously have led to a Youth Caution. Although this may still happen in some cases, Dorset Police have worked with partner agencies including drug treatment services to develop new protocols for youths who are found in possession of cannabis. These arrangements were due for implementation in April 2020, were delayed by the covid19 lockdown but will go ahead from June 2020.

Reducing Re-Offending



The national re-offending figures relate to the further re-offending of groups of young people in the 12 months after they received a caution or court conviction. Each quarter a different group of young people is tracked; for example, the most recent data relates to those young people who received a justice outcome in the period January to March 2018.

The numbers in each quarterly group of young people are relatively low, meaning that the reoffending rate figures are subject to fluctuation each quarter. The January to March 2018 group was comprised of 75 young people, 33 of whom were convicted of further offences within the next 12 months.

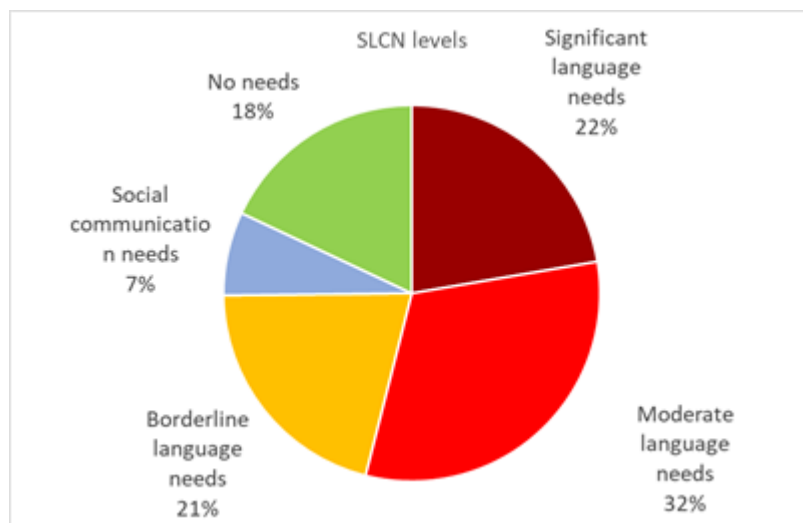
Due to delays in the youth justice system it is possible that the subsequent conviction may actually relate to an offence that was committed before the counting period began.

There is a time lag on the national data, to allow time for reoffending, conviction and police recording, which means that the most recent data relates to young people whose contact with the YOS occurred about 2 years ago.

Like other youth offending teams, DCYOS also analyses local reoffending data to give us more recent and more nuanced information. This data is reported to the YOS Partnership Board to help inform and shape the partnership's strategic plans. An example of this scrutiny process was a request by the Board for more detailed analysis of the female reoffenders from our local reoffending data. This analysis demonstrated that most of these young people had significant speech and language deficits, including developmental language disorder in several cases.

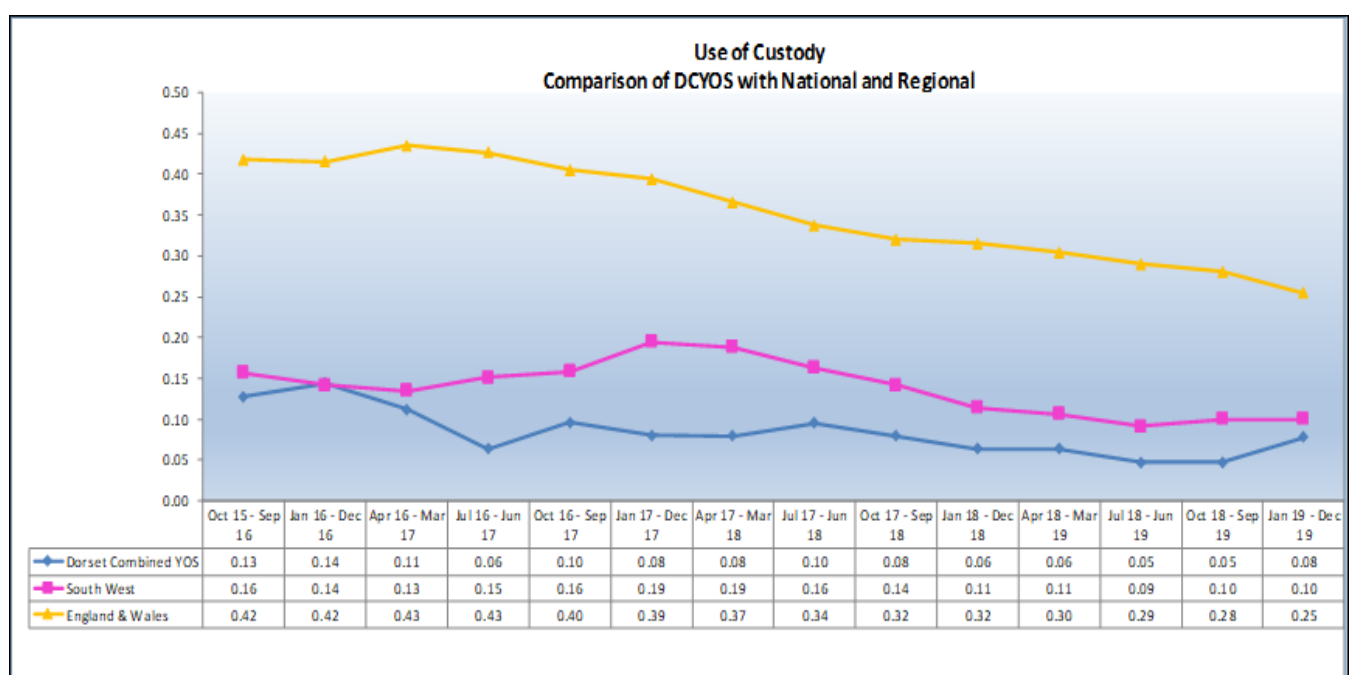
During 2019/20 funding was secured for at least one more year for the YOS Speech and Language Therapist post. The post holder assesses all young people who receive a court order or a second out of court disposal, regardless of whether speech and language difficulties are suspected. The reason for this approach is the evidence from elsewhere, and from our own work since the YOS Speech and Language Therapist joined our team in

March 2018, that most young people in contact with youth justice services have speech, language or communication needs. The following chart demonstrates the speech and language needs of the 138 young people assessed so far by the YOS Speech and Language Therapists:



The prevalence of speech and language needs among the young people we work with and other special educational needs contribute to difficulties in engaging with education, training or employment. Young people known to the YOS tend not to be educated in mainstream schools; those who have left school can find it hard to access college or other post-16 education and training opportunities. In recent years there has been a reduction in the range of education and training provision locally for this group of young people. Our service user feedback showed that 'education' was the issue that most young people said the YOS had helped them with. Part of our plan for 2020/21 is to enhance our work with this group through the use of ASDAN short courses and attainment level assessments for Maths and English.

Custodial Sentences



Although there was an increase in custodial sentences in 2019, DCYOS remains below the regional and national averages for the rate of young people receiving a custodial sentence. The data in the table above shows the rate of custodial sentences per 1,000 10-17 year-olds in the local population.

During 2019/20 8 young people in our two local authority areas received a total of 10 custodial sentences. All of these young people were males, 7 of them were from the Bournemouth, Christchurch and Poole Council area and 1 was from the Dorset Council. 4 of the 8 young people were Black, Asian or Minority Ethnic (BAME). National data shows that BAME children are more likely to enter custody than other children with around 50% of the youth custody population in England and Wales being from BAME backgrounds.

Although the actual numbers locally are low, and therefore statistical conclusions need caution, it is notable that our rates of BAME young people in custody reflect the national over-representation of this group in custody despite lower proportions of BAME people in our local population. This was also noted in our Youth Justice Plan last year, indicating a lack of progress in improving this issue. The Lammy Review (2017) noted the need for multi-agency responses to address disadvantage across multiple services which leads to over-representation in the justice system. The Lammy Review also called for open decision-making and for leadership if change is to be achieved.

Most of the 8 males who received custodial sentences have been identified as being at significant risk of child exploitation. The seriousness of their offending indicates the level of risk that they pose to others and the level of risk that they themselves face. Some of these young people are children in care. Finding the right accommodation for these children for their release from custody can be difficult; sometimes this is not resolved until very close to their release date.

During 2019/20 DCYOS developed its plans for becoming a trauma-informed service. All YOS practitioner staff attended a 3-day trauma training course in February 2020 to enable the YOS to start operating the 'Enhanced Case Management' model. This model is an evidence-based approach to working with young people who have experienced developmental trauma which is reflected in their risky behaviours. Most of the 8 young people who received custodial sentences in 2019/20 would fit this description.

National Standards Self-Assessment completed in 2019/20

The Ministry of Justice and the Youth Justice Board published a new set of national standards for youth justice which came into effect in April 2019. 'Standards for Children in the Youth Justice System 2019' places more emphasis on achieving suitable outcomes for children, with less prescription about processes to be followed.

The Youth Justice Board required all youth offending teams to assess their compliance with the new Standards by April 2020. The self-assessment process entailed a review of all the 'strategic standards' and an audit of cases for the 'operational standards'. The self-assessment was intended to create a baseline of initial performance and to identify areas for development.

The DCYOS self-assessment identified high levels of compliance with the new Standards. There are some specific aspects of our work which we need to develop in order to enhance our compliance with the Standards. These areas are included in our priorities and plans for 2020-21.

Learning Reviews

The YOS contributed to a multi-agency Serious Case Review undertaken by Waltham Forest Safeguarding Children's Board. The subject of the review, Child C, was a young person who was murdered in Waltham Forest. Three months prior to his murder he had been arrested in Bournemouth, detained in police custody and then returned to London. An Appropriate Adult provided by DCYOS supported the young person for part of his time in police custody in Bournemouth.

This Serious Case Review highlighted the prevalence and seriousness of risks relating to child exploitation. Although Child C was only briefly in our local area, other children in our area and visiting our area continue to be at risk. The Serious Case Review emphasises the importance of coordinated, multi-agency responses to these risks. DCYOS is prioritising trauma-informed responses to adolescent risk in its own work and to promoting more effective multi-agency working with children who are at risk of exploitation.

Service User Feedback

Feedback from the young people working with DCYOS has been mainly positive.

70% said that working with the YOS made things better for me with 19% being neutral on this question.

81% felt their worker thought they would make positive changes in their life (worker optimism is an important factor in positive outcomes).

89% were satisfied or very satisfied that 'my worker listens to me and helps me find my own solutions' (change is more likely if the service user hears themselves making the case for change).

56% would change nothing about the way the YOS works. Other answers suggested changing the length or time of YOS appointments and one respondent wanted to change the duration of YOS work.

The YOS also seeks feedback about specific areas of our work.

Almost all young people we work with undertake some 'reparation' activity. This is a form of unpaid work to make amends for their offence.

85% of respondents to the reparation feedback survey said that they enjoyed their reparation session.

94% of respondents said that they enjoyed working with their reparation worker.

56% said they found their reparation work to be interesting, 41% said it was educational, 22% said they were doing something new, 20% felt proud of what they had done, 11% said it was boring and 2% said it was a waste of time.

Some of the young people in contact with the YOS are referred to our health team for direct support.

100% of young people who provided feedback on their contact with our health team said that the health worker treated them respectfully.

87% found it helpful or very helpful to see their YOS health worker and a further 9% found it quite helpful.

77% said that they had mostly or fully met the goals they agreed with their health worker and a further 21% felt they had partially met their goals.

YOS workers also receive 'spontaneous' feedback from service users and other professionals. In 2020/21 we aim to improve our methods for collecting this feedback.

Summary of local and national issues that inform our priorities for 2020/21

National Context

The Youth Justice Board Strategic Plan 2019-2022 sets out its priorities for the youth justice system:

- Improving Local Practice
- Resettlement and Transitions
- Safety and Education in Custody
- BAME Disproportionality
- Reducing Serious Youth Violence
- Secure Schools

These priorities have been developed in a context of national concerns about serious youth violence, child exploitation, over-representation of minority ethnic groups in the justice system and concerns about the safety and effectiveness of the custodial estate.

The priorities to improve local practice, enhance resettlement and transitions, address BAME disproportionality and reduce youth violence have particular resonance for us locally.

The Youth Justice Board plan to improve local practice includes promotion of trauma-informed practice through the Enhanced Case Management model.

Local Context

DCYOS self-assessment, performance and activities during 2019/20, reported above, shows some key areas of work that we want to focus on in 2020/21:

- Reducing first-time entrants – we need to continue reducing the rate of local young people entering the justice system, building links with the new adolescent services in our two local authorities
- Black, Asian and Minority Ethnic over-representation – we need to work with other agencies locally to reduce the disadvantage experienced by BAME young people
- Resettlement planning – the safety of young people coming out of custody, and the risk of them reoffending and causing harm to others, depends largely on suitable accommodation being identified well in advance of the release date so that effective release plans, including education and health support, can be implemented.
- Child exploitation and youth violence – the YOS will work with partners to improve the identification of and response to children who are at risk of exploitation. This will include implementation of trauma-informed practice through the YJB's 'Enhanced Case Management' model
- Education, Training and Employment – we need to work with young people, local authority colleagues and education providers to increase young people's opportunities to engage in education and training. The YOS will develop its use of ASDAN short courses and attainment level assessments for Maths and English.

Strategic Priorities for 2020-21

The strategic priorities for the Dorset Combined YOS align with:

- our three main performance indicators
- the strategic priorities of other local partnerships (such as the Safeguarding Children's Partnership, Community Safety Partnerships and the Criminal Justice Board)
- relevant local initiatives to reduce offending, protect the public and safeguard young people
- areas identified for YOS improvement, including feedback from YOS staff and service users
- the emerging issues summarised on the previous page.

The following priority areas will be supported by a more detailed action plan used by the YOS team.

Reducing First-Time Entrants

- Dorset Police, DCYOS, local authority children's services and local substance misuse services to implement additional diversion options for specific offence types, starting with possession of cannabis offences
- DCYOS and Dorset Police to agree referral routes into the new adolescent and early help services in our local authorities to enable suitable young people to receive additional support without the need for a youth justice response

Black, Asian and Minority Ethnic over-representation

- Work with partner agencies in our criminal justice system to monitor rates of BAME young people at different stages of the system, using the Lammy principles of 'Explain or Reform' to respond to any identified over-representation
- Review compliance and breach rates within the YOS caseload to identify and respond to any groups that are over-represented
- Work with children's services and criminal justice partners to promote a multi-agency response to Black, Asian and Minority Ethnic children in receipt of local services, extending beyond the justice system

Resettlement Planning

- Develop more detailed reporting to the YOS Partnership Board on the experiences and outcomes of young people who receive custodial sentences
- The YOS Partnership Board to monitor the timeliness of accommodation being identified for children before their release from custody and to take appropriate remedial action if necessary

- YOS specialist workers (health, education, speech and language) to continue to link with colleagues in secure establishments and locally to ensure continuity of health and education planning for children coming out of custody

Child Exploitation and Youth Violence

- Implement the Enhanced Case Management model to embed trauma-informed practice in the YOS and with partner agencies working with the same young people
- Participate actively in Child Exploitation Tactical Groups in our two local authorities to enhance the safety planning for children at risk of exploitation and to play an active role in other local service developments for these young people
- Share assessments and plans by YOS case managers and specialist workers (health, education, speech and language) with other services working with the same young people (subject to relevant information sharing protocols)
- Continue to exchange intelligence with Dorset Police colleagues in the IMPACT, MOSOVO and Neighbourhood Policing Teams in order to safeguard children and to disrupt and pursue the perpetrators of exploitation.

Education, Training and Employment

- Develop our use of ASDAN short courses to help young people improve their chances of accessing education, training and employment
- Register with 'BKSB' so that YOS workers can enable young people to undertake attainment level assessments for Maths and English
- YOS ETE workers to collaborate with local authority colleagues to enable more young people to attend school or post-16 education, training or employment

Covid-19

This plan has been written during the covid-19 'lockdown'. Like all services, DCYOS has radically changed its working arrangements and working practices in response to the lockdown restrictions. These circumstances are likely to shape our work during 2020/21. As we move into the recovery and rebuilding phases, after the lockdown, we will review the changes we have made so that we can identify new ways of working that should be sustained in the longer term.

Approval

Signatures of YOS Board Chair and YOS Manager

Theresa Leavy (YOS Board Chair)
Executive Director People - Children
Dorset Council

Signed:

Date:

David Webb
Dorset Combined Youth Offending Service Manager
Bournemouth, Christchurch and Poole Council

Signed:

Date:

Appendix A – Glossary of Terms

AssetPlus	Nationally Accredited Assessment Tool
BAME	Black, Asian and Minority Ethnic
CAMHS	Child and Adolescent Mental Health Services
CJS	Criminal Justice System
CSP	Community Safety Partnership
ETE	Education Training and Employment
FTE	First Time Entrant into the Youth Justice System
ISS	Intensive Supervision and Surveillance
IT	Information Technology
LSCB	Local Safeguarding Children's Board
MAPPA	Multi-Agency Public Protection Arrangements
NEET	Not in Education, Employment or Training
O OCD	Out Of Court Disposals
PCC	Police & Crime Commissioner
RJ	Restorative Justice
SEND	Special Educational Needs and Disabilities
SSCT	Safe Schools and Communities Team
VLO	Victim Liaison Officer
YJ	Youth Justice
YJB	Youth Justice Board
YOS/YOT	Youth Offending Service/Team
YRD	Youth Restorative Disposal
YRO	Youth Rehabilitation Order

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OFFICER DECISION RECORD

This form should be used to record Executive decisions taken by Officers

Decision Ref. No:			
Service Area:	Chief Executive	Date:	1 September 2020
Contact Name:	Graham Farrant	Tel No:	Tel: 01202 451130 Mob: 07917 067264
E-mail:	graham.farrant@bcpcouncil.gov.uk		
Subject:	Appointment of interim Corporate Director for Children's Services (DCS)		
Decision taken: To confirm the appointment of Elaine Redding as interim Corporate Director for Children's Services (DCS), effective 1 September 2020, until a subsequent interim or permanent appointment can be made.			
Reasons for the decision: To ensure that the Council has a designated DCS as required by law to discharge and oversee the education and children's social care functions of the Council. This decision has been taken by the Chief Executive pursuant to his urgency powers exercisable to protect the Council's interests and ensure compliance with statutory requirements by ensuring that we have a continued appointment of DCS between Council meetings..			
Background: <ol style="list-style-type: none"> 1. The Council must appoint a DCS to undertake the duties as set out in section 18(2) of the Children Act 2004. 2. Judith Ramsden has decided to leave the Council having delivered the first stage of harmonisation for the service, creating a new leadership team, new strategic partnerships and creating the comprehensive improvement framework and plan which will deliver the changes needed in Children's Services. She has brought into BCP strong support from the Department for Education and the Local Government Association and developed the external professional relationships required to achieve our aims and has decided now is the right time to move on and for someone else to continue the transformation programme. Judith has completed the work she was leading on improvement planning work before she left. 			

3. I have appointed Elaine Redding as interim DCS, who has been working for us as an interim director on the improvement journey for the last few months. She is familiar with the organisation, the requirements of the role and has the capabilities to continue to progress the transformation agenda.
4. Ms Redding has over 25 years of experience working with Children and Young People within the public sector. Her most recent role was as interim Director of Children's Services at Newham where she was asked by the Chief Executive, Partners and Stakeholders to lead Children's Services by becoming the statutory Director of Children's Services following the departure of the Director of Social Care (DCS). Tasked immediately to lead at a crucial moment period for the Borough, whereby during this period, the Ofsted inspection confirmed Ms. Redding's findings and subsequent direction. Also as Deputy Director for Children's Services Improvement at Reading Borough Council, Ms. Redding led the statutory Children's Service Improvement plan post Ofsted and successfully delivered significant progress and delivered a successful Recruitment and Retention strategy to develop a stable and permanent workforce. A brief outline of Ms. Redding's work experience and CV is attached at Appendix 2.
5. I will review the needs of the service and look to inform Council of the longer term intentions regarding the DCS role as soon as possible, which will probably involve an external appointment process to appoint to the vacant post.
6. The decision to appoint Elaine Redding as Interim Corporate Director for Children's Services has been discussed with the Leader and Portfolio Holder (Lead Member for Children's Services).
7. The options are either:
 - to appoint permanently to the post of Corporate Director of Children's Services – this is not recommended immediately due to the time needed to recruit;
 - to appoint Ms Redding as the Interim Corporate Director of Children's Services on an interim basis - **this is the recommended option**; or
 - to appoint another Officer of the Council - this is not recommended as there is limited capacity from within existing resources for the interim appointment.

Consultations undertaken:

The interim appointment has been made by the Chief Executive under his urgency powers following consultation with the Leader of the Council.

Finance and Resourcing Implications:

There are no financial implications arising from the report. The interim appointment will be in line with the budget for the Service.

Legal Implications:

Under section 18(2) of the Children Act 2004 the Council must appoint a Director of Children's Services (DCS).

The DCS has professional responsibility for children's services, including operational matters, and has, together with the Lead Member for Children's Services, the Chief Executive and Leader a key leadership role both within the local authority and working with other local agencies to improve outcomes for children and young people.

The DCS is a politically restricted statutory chief officer post and should be a first tier officer reporting directly to the Chief Executive.

A full list of the DCS responsibilities and delegated powers is included within the Council's Constitution.

Risk Assessment:

This decision will reduce risk in ensuring the statutory duties of a Director of Children's Services are fulfilled and provides the leadership capacity to the organisation that will be able to continue to deliver services and progress the required improvements. Risks identified in regards to remote working have been mitigated using technology to ensure the interim candidate can fulfil all of the duties of the role in a virtual environment.

Name: Lucy Eldred

Date: 1 September

Impact Assessments:

There are no environmental, public health or specific equalities implications arising from this report. There are no public health implications arising from this report.

Information for publication / not for publication

For publication

Background Papers

None

Any declaration of interest by the
Officer responsible for the decision

Nature of Interest

No*

Note: No Officer having an personal financial interest in any matter should take a decision on that matter. Other interests of a non-disqualifying matter should be recorded here.

Any conflict of interest declared by a Cabinet Member who is consulted by the Officer taking the decision	Name of Cabinet Member	Nature of interest	Details of any dispensation granted by the Monitoring Officer
No*			

Decision taken by: (print name and designation)

Graham Farrant - Chief Executive

Signature:

Redacted

Date of Decision: 1 September 2020

Date Decision Effective: 1/9/2020

Date of Publication of record of decision: (to be inserted by Democratic Services)

Appendix 1 - Job Description Corporate Director Children's Services

Directorate	Children's Services
Reports to	Chief Executive
Responsible for	Service Directors, Heads of Service
Number of posts	1

Job Overview

To improve the quality of life for residents by providing outstanding strategic and organisational leadership to ensure that the needs of children, young people and their families are understood, and the Council strives towards positive outcomes for all.

Key Responsibilities

- Statutory function for the Director of Children's Services (DCS) and Caldicott Guardian
- Engage the Executive Leadership Team and elected Members to support the creation of a meaningful vision and strategy that translates into operational reality, championing horizontal and vertical collaboration across the Council
- Provide dynamic and inspirational leadership to the directorate, role modelling a high performing, supportive culture to managers that can be embedded at all levels
- Ensure the balanced delivery of the directorate budget
- To develop and implement effective policy and strategy on all matters relating to Children's Services
- To provide leadership and to co-ordinate the combined efforts of services to deliver improved educational outcomes and secure effective social care support, safeguarding and protection services through multi-agency delivery
- Lead pupil place planning and the capital programme to support the delivery of plans in cooperation with schools
- Provide leadership and work closely with schools around the dedicated schools grant
- To be accountable for education and improvement outcomes in maintained schools
- Be responsible for the statutory functions set out in Section 18 of the Children Act, 2004
- Act as the office holder under the Safeguarding Vulnerable Groups Act of 2006
- Work closely with the Lead Member for Children's Services to provide a clear and unambiguous line of local accountability for Children's Services, exchange information and views and be open to challenge, in order to fulfil statutory responsibilities effectively
- Develop and deliver strategic direction for the Council's Children's Services ensuring all offered services contribute to improving outcomes for children and young people and meet legal and statutory obligations

- To promote the interests of children, young people and families across the full range of local public services, including planning, housing, transport and leisure
- Maintain a strategic overview of all education issues, including the sufficiency of school and early years' places, the effectiveness of schools and settings and the outcomes achieved
- To be accountable for education and improvement outcomes in maintained schools
- Lead the development of shared priorities, governance arrangements and performance standards with multi-agency partners to deliver citizen-focused, integrated services for children, families and young people across the areas of: looked after children; safeguarding; school improvement; learning and development; SEN and disabilities; alternative education provision; targeted youth support; early help and intervention for vulnerable children and young people
- Be responsible for safeguarding, Cabinet Member liaison and attending multi-agency groups such as the Children's Trust Board
- Act as the lead on child protection, looked after children and other vulnerable children, young people and families
- Lead officer for OFSTED
- Lead the arrangements across the Council to hear the Voice of the Child to inform the development of thought-out, customer centric services
- Develop world-leading relationships with a range of stakeholders including business, government agencies, community, local authorities, universities and community planning partners at both a local, national and international level
- Demonstrate a forward-thinking and commercial focus, which delivers the provision of essential services through a model that reduces cost and creates income generation opportunities
- Translate the plethora of future strategic demands into tangible and measurable policies, projects and programmes that add value
- Lead a culture of continuous improvement within the directorate that encourages creativity and innovation
- Champion individual and collective learning and development opportunities, enriching the development of the directorate workforce to maximise engagement and productivity
- Promote and celebrate the diversity represented in BCP and ensure that this is central to service delivery in terms of policy development and implementation and also to the style and culture of the organisation as a provider and employer
- Drive the digital agenda for the council creating new customer-centric operating models using the newest available technology to achieve greater efficiency
- To participate in the Council's Duty Gold on-call rota, providing resilience and major incident response leadership when required, and to undertake appropriate training as set out in the emergency response plan and ensure these skills are kept up to date
- To ensure appropriate business continuity plans and emergency response procedures are in place for the directorate

Specific Qualifications and Experience

- Evidence of continuing professional development to demonstrate up-to-date knowledge and understanding of the legislation pertaining to the wider field of Children's Services
- In-depth experience at a senior managerial level of successfully managing significant Children Services initiatives with a detailed understanding of the role of Children's Services and experience of programmes targeted at disadvantaged groups
- Experience leading successful change programmes that focus on improved service delivery to end users and increased value for money
- Significant experience working in Children Social Services
- Significant experience in the preparation and presentation of complex social care strategy and policy documents and reports
- Experience of developing successful cross-sector and or multi-disciplined partnerships working both as a contributor and in a leadership role

Personal Qualities & Attributes

- Demonstrates a broad and sophisticated repertoire of leadership behaviours underpinned by strong ethics and personal values
- Ability to operate at both an operational and strategic level and understand the difference
- Maintains good self-awareness through personal reflection, analysis of performance and by regularly seeking feedback from others
- Able to generate support and loyalty at all levels, winning hearts and minds and overcoming barriers
- Innovative, flexible and a champion of change
- Resilient, courageous and tenacious in seeing things through
- Maintains good work/life balance and a lifestyle that supports effective performance and resilience levels

Job Requirements

- Must hold a valid UK driving licence and have access to either their own car or a pool car to undertake the duties of the role

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

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OFFICER DECISION RECORD

This form should be used to record Executive decisions taken by Officers

Decision Ref. No:			
Service Area:	Chief Executive	Date:	1 September 2020
Contact Name:	Graham Farrant	Tel No:	Tel: 01202 451130 Mob: 07917 067264
E-mail:	graham.farrant@bcpcouncil.gov.uk		
Subject:	Appointment of Interim Director Law & Governance and Monitoring Officer		
Decision taken:			
<p>To confirm the appointment of Sian Ballingall as Interim Monitoring Officer until the Council's recently appointed Director of Law & Governance and Monitoring is available to commence that post.</p>			
Reasons for the decision:			
<p>To ensure the Council has a designated Monitoring Officer as required by law pending commencement in post of the newly appointed Director of Law & Governance and Monitoring Officer.</p> <p>Due to an unforeseen change in circumstances, the Interim Director of Law Governance and Monitoring Officer has notified the Council that she is unable to continue in post with immediate effect. Since the appointment of an alternative Monitoring Officer must be taken in the agreed timeframe due to the legislative requirements, this decision is now taken by the Chief Executive pursuant to his urgency powers exercisable to protect the Council's interests and legal compliance.</p>			
Background:			
<ol style="list-style-type: none"> 1. Following unforeseen events, the current Monitoring Officer has decided to step down from her current position as Interim Director of Law & Governance. The Council must designate an officer of the Council to act as the Monitoring Officer to undertake the duties as set out in section 5 of the Local Government and Housing Act 1989. 2. The proposed designation has been recommended by the current Interim Director of Law Governance and Monitoring Officer. Sian Ballingall is the Council's current Head of Legal Services and Deputy Monitoring Officer and has around 9 years' experience of working local government following several years 			

experience as a solicitor specialising in real estate in a large City law firm. She has experience of working at two of the preceding unitary Councils prior to LGR and has acted as Deputy Monitoring Officer to Bournemouth Borough Council since early 2014, to both Bournemouth and Poole Borough Councils since October 2017 and subsequently to this Council, advising members and officers on a variety of complex legal and governance issues.

3. The decision to designate the Council's current Deputy Monitoring Officer as interim Monitoring Officer has been discussed and agreed with the Leader of the Council in consultation with the Director of Finance and both the current and proposed Interim Monitoring Officer..
4. The options are either:
 - to appoint an external candidate to the post of Interim Director of Law & Governance and Monitoring Officer – this is not recommended due to the commencement in post of the Director of Law & Governance and Monitoring Officer on 8 October;
 - to designate Sian Ballingall as the Interim Monitoring Officer and for her to undertake a number of the responsibilities of the Director – Law & Governance role (as described in Appendix 1) on the basis that short term additional resource is engaged to provide support within Legal Services during the period of this appointment - **this is the recommended option.**

Consultations undertaken:

The interim appointment has been made by the Chief Executive under his urgency powers following consultation with the Leader of the Council.

Finance and Resourcing Implications:

There are no financial implications arising from the report. The interim appointment will be fulfilled on a secondment basis with no immediate backfill so will be under the current budget for the Service.

Legal Implications:

Under Section 5 of the Local Government & Housing Act 1989 (as amended), the Council has a duty to designate the role of Monitoring Officer to an officer of the authority. Neither the Head of Paid Service nor the Chief Finance Officer may be designated as the Council's Monitoring Officer.

The Monitoring Officer has several statutory duties and responsibilities relating to the Council's Constitution and our arrangements for effective governance. These duties include maintaining the Constitution, ensuring that no decision or omission of the Council is likely to give rise to illegality or maladministration and promoting high standards of conduct. A full list of the Monitoring Officer's responsibilities and delegated powers is included within the Council's Constitution. Whilst there is no statutory requirement to do so, designation of the role to a legally qualified officer is

often considered best practice in light of the nature of their duties and responsibilities.

The arrangements for appointment are detailed in paragraph 3 above following legal advice from external advisers as to the requirement.

Risk Assessment:

This decision will reduce risk in ensuring the duties of the Director of Law and Governance and Monitoring Officer are undertaken and provides the capacity to the organisation.

Name: Lucy Eldred

Date: 1 September 2020

Impact Assessments:

There are no environmental, public health or specific equalities implications arising from this report. There are no public health implications arising from this report.

Information for publication / not for publication

For publication

Background Papers

None

Any declaration of interest by the
Officer responsible for the decision

Nature of Interest

No*

Note: No Officer having an personal financial interest in any matter should take a decision on that matter. Other interests of a non-disqualifying matter should be recorded here.

Any conflict of
interest declared
by a Cabinet
Member who is
consulted by the
Officer taking the
decision

Name of
Cabinet
Member

Nature of
interest

Details of any
dispensation
granted by the
Monitoring Officer

No*

Decision taken by: (print name and designation)

Graham Farrant - Chief Executive

Signature: **Redacted**

Date of Decision: 1 September 2020

Date Decision Effective:

Date of Publication of record of decision: (to be inserted by Democratic Services)

Appendix 1

Job Description

Director – Law and Governance (Monitoring Officer)

Role Profile	Leadership Grade tbc ()
Service/Team	Law and Governance
Reports to	Chief Executive

My job improves the quality of life for the people of Bournemouth, Christchurch & Poole Council by...

Providing strategic and organisational leadership to ensure that the council provides highly effective law & governance services, which is aligned and supports the council's objectives, values and behaviours.

Key Responsibilities

- Lead with initiative, ambition and clarity of vision for a variety of functions and services with a legal, governance, democratic and regulatory focus, engaging positively and proactively with the Executive Leadership Team and elected Members.
- Provide strategic leadership to ensure the governance framework, including the Constitution and democratic decision-making arrangements enable the Council to achieve its objectives effectively, transparently and efficiently
- Develop and embed policies and strategies to promote and achieve high standards of probity and ethical standards across the organisation at member and officer level
- Direct, lead and foster a high performing culture within the Law & Governance Directorate, embedding a culture which promotes excellence and high expectations, and a drive for continuous improvement, best practice and value for money.
- Act as the Council's statutory Monitoring Officer (Local Government and Housing Act 1989) to ensure the Council, its officers and members, maintain the highest standards of conduct and act lawfully and in accordance with the adopted governance and decision-making framework
- Provide strategic legal and governance advice at a corporate level in respect of major decisions; statutory obligations and regulatory matters
- Ensure the provision of a high-quality legal service to the Council through the in-house team and through commissioning external advice
- Lead and manage the following functions:
 - Legal Services
 - Information Governance
 - Democratic and Members Support;
 - Mayoralty/Civic
 - Elections and Electoral Registration Services
 - Registration Services
 - Local Land Charges

- Maintain, monitor and review the Council's Constitution and decision-making framework to ensure it enables effective, transparent and efficient decision making
- Provide advice and support to all elected members to enable members to fulfil their ward role and any other role to which they have been appointed by the Council
- Ensure all members understand their obligations in respect of registration and declaration of interests, and the Council's Code of Conduct, and to effectively manage the arrangements for dealing with complaints against elected members
- Ensure robust performance management exists within the Law & Governance Directorate and drive service improvement, creativity, innovation and new ways of working, and ensure the strategic vision is translated into agreed objectives and operational plans
- Operate effectively within a framework of partnerships at a national, sub-regional and local level
- Achieve and maintain a high level of staff engagement, motivation and clarity as to roles, responsibilities and lead an effective and empowered workforce
- Manage the directorate budget and resources efficiently and develop solutions to achieve effective value for money solutions to financial challenges
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Establish meaningful departmental measures that ensure the continual improvement of the service in alignment with the corporate direction, priorities and values

Qualifications and Experience

- Significant post qualification experience as a solicitor with evidence of continual professional development
- Up to date knowledge of statutory and legislative framework for the areas of responsibility
- Experience of leading and delivering large and complex organisational and cultural change projects and initiatives, to time and budget, with clear consideration of the legal implications
- Management qualification or equivalent experience
- Substantial experience in both strategic and operational management across a range of services and functions within a large and complex organisation including experience of working within a political organisation which involves day to day relationships with elected members
- Leadership of high profile innovative projects which have a wide-ranging impact and reputational risk for the Council
- Substantial understanding of the local and national environment context

Personal Qualities & Attributes

- Demonstrable commitment to continuous professional development and active participation in regional and national networks within area of focus

- Demonstrates a broad and sophisticated repertoire of leadership behaviours underpinned by strong ethics and personal values
- Ability to operate at both an operational and strategic level and understand the difference
- Maintains good self-awareness through personal reflection, analysis of performance and by regularly seeking feedback from others
- Able to generate support and loyalty at all levels, winning hearts and minds and overcoming barriers
- Innovative, flexible and a champion of change
- Resilient, courageous and tenacious in seeing things through
- Maintains good work/life balance and a lifestyle that supports effective performance and resilience levels

Job Requirements

- Must hold a valid UK driving licence and have access to either their own car or a pool car to undertake the duties of the role

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Full Council Meeting

Report subject	BCP Local Outbreak Management Plan and delegation of powers.
Meeting date	15 September 2020
Status	Public Report
Executive summary	BCP Council published its Local Outbreak Management Plan on 30 June 2020. This sets out how the Council will respond to significant outbreaks, and or increasing COVID-19 infection rates in our communities. Councils have local powers available to them under the coronavirus health protection regulations, to support prompt public health action. This paper updates Councillors on the Local Outbreak Management Plan and recommends powers are delegated to the Chief Executive, as advised by the Director of Public Health.
Recommendations	<p>It is RECOMMENDED that:</p> <p>Council notes that the Chief Executive has delegated authority to exercise the local powers available to the Council under the Health Protection (Coronavirus, Restrictions) (England) (No.3) Regulations 2020 (the “Regulations”) should the need arise in connection with any outbreak or significant increase in coronavirus cases.</p>
Reason for recommendations	To ensure there is a clearly understood process for the exercise of the new powers pursuant to the Regulations to stop the spread of coronavirus, in line with our local outbreak management plan.

Portfolio Holder(s):	Councillor Lesley Dedman
Corporate Director	Sam Crowe, Director of Public Health
Contributors	Kelly Ansell Peter Haikin Rachel Partridge Sian Ballingal
Wards	All Wards
Classification	For Decision

Background

In July 2020 the Government published the national Contain strategy which set out the framework for national oversight and intervention where necessary in response to an outbreak of COVID-19. In addition, Directors of Public Health (DPH) are accountable for controlling local outbreaks, working with Public Health England (PHE)¹ and local COVID-19 health protection boards. The delivery of this work is guided by Local Outbreak Management Plans, which are being written by each top-tier local authority, supported with resources deployed through the Test and Trace Grant, led by council chief executives. Local Outbreak Engagement Boards are responsible for the communication and engagement with local communities in any outbreak, led by council leaders.

Six principles support effective implementation of an integrated national and local system:

- the primary responsibility is to make the public safe;
 - build on public health expertise and use a systems approach;
 - be open with data and insight so everyone can protect themselves and others;
 - build consensus between decision-makers to secure trust, confidence and consent;
 - follow well-established emergency management principles;
 - consider equality, economic, social and health-related impacts of decisions.
1. As part of the Contain Framework, all top tier Local Authorities in England were required to produce their own Local Outbreak Management Plan to identify the plans they have to prevent, prepare for and respond to a local outbreak of COVID19 in their area.

¹ Public Health England will merge with the NHS Test and Trace service to form a new National Institute for Health Protection, announced in August. The Institute does not become a legal entity until 1 April 2021.

2. BCP council published their Local Outbreak Management Plan in July in line with the national timetable. <https://www.bcpCouncil.gov.uk/News/News-Features/COVID19/coronavirus-covid-19.aspx>.
3. BCP Council Health and Wellbeing Board [approved](#) the outbreak management plan in July, along with the terms of reference supporting the Board to function as the Local Outbreak Engagement Board.
4. To support the national Contain Framework, upper tier local authorities also now have new powers to respond to a serious and imminent threat to public health and to prevent COVID-19 transmission in our area where this is necessary and proportionate.
5. These new regulations include powers to:
 - restrict access to, or close, individual premises
 - prohibit certain events (or types of event) from taking place
 - restrict access to, or close, public outdoor places (or types of outdoor public places)
6. To make a direction under the Regulations BCP Council will need to be satisfied that the following three conditions are met:
 - the direction responds to a serious and imminent threat to public health
 - the direction is necessary to prevent, protect against, control or provide a public health response to the incidence or spread of infection
 - the prohibitions, requirements or restrictions imposed by the direction are a proportionate means of achieving that purpose.
7. Before making a direction, BCP Council will need to gather sufficient evidence from a range of sources, including the Local Resilience Forum, NHS Test and Trace and PHE, and must consult the Police. BCP Council must also have regard to any advice given by the Director of Public Health, who will accordingly inform the initial response and guide policy.
8. BCP Council must communicate any directive action to the Secretary of State, the persons whom the direction applies and those impacted. The Secretary of State may require the Council to issue a direction where conditions above have been met and can also revoke an existing direction where the conditions are no longer met. The Council must review a direction at least every seven days and must have due regard to the Public Sector Equality Duty.
9. Those directly impacted by any direction, including the owner or occupier of premises or event organiser against whom a direction applies, have the right of appeal to a local magistrate and may make representations to the Secretary of State.

10. It is requested to be noted that the Chief Executive holds the power on behalf of BCP Council, will seek advice from the Director of Public Health and any enforcement is then delegated to the appropriate officers.
11. It is recommended that any enforcement of these powers should be via delegation to existing staff who are familiar with this type of work, such as the Council's Environmental Health Officers and Trading Standards Officers (or any other appropriately designated officers) or Police officers / PCSOs in liaison with the Chief Constable.
12. Guidance is available through the 'COVID-19 contain framework: a guide for local decision-makers', which includes advice on escalation within individual settings, a local authority area, and cross regional boundaries (see appendix 1).

Implementing the Powers

13. The following section describes the process by which it is proposed that the Council enacts the Coronavirus powers, if it becomes necessary as a last resort. The preferred and primary approach would be through engagement and consent.
14. The 'Our Dorset Covid-19 Health Protection Board' meets weekly and has a broad representation of key local agencies who are working together to prevent and prepare for any local outbreaks. This board is supported by the Epicell, which pulls together regular reports from a range of data sets to inform and produce a regular assessment of the current situation. The Health Protection Board meetings will maintain oversight of data and trends for early warning and reporting. The board includes key representatives such as the BCP Council COVID Silver and the chair of the Local Resilience Forum Tactical Coordinating Group (TCG) to ensure strong links with the Local Authority and links to the Local Resilience Forum.
15. If the COVID-19 Health Protection Board identifies an increasing trend in infection rates or escalating outbreaks this will be reported to the BCP Council Corporate Incident Management Team (CIMT), which is currently meeting at least weekly.
16. The Local Outbreak Engagement Board provides leadership, communications and engagement, and oversight to the health protection response to COVID-19, under the Local Outbreak Management Plan. It was established as a function of the BCP Council Health and Wellbeing Board in July. Should any situation arise in which infection rates rise significantly, or there are multiple outbreaks requiring local action or consideration of powers, the LOEB will be convened rapidly. It comprises Council Leader, Chief Executive, Director of Public Health, Dorset CCG Accountable officer (vice-chair of Health and Wellbeing Board).
17. The CIMT will urgently review the situation and, in discussion with the Director of Public Health, will make the decision to convene the Local Outbreak Engagement Board to engage with the community and key stakeholders in the event of the need to use the powers. It will also consider whether a multiagency approach is required to support the response through the Local Resilience Forum (LRF).

18. If the decision is made by the Chief Executive in consultation with the Local Outbreak Engagement Board to exercise local powers this will need to be communicated rapidly both to the premise involved, context or area, as well as to Government (see flowchart in appendix 2). The powers will be delegated from the Chief Executive through the appropriate Directorate Scheme of Delegations for enactment by officers in the regulatory services team (Environmental Health Officers or Trading Standards Officers).

Summary of financial implications

19. The financial implications of the Local Outbreak Management Plan will be influenced by the scale, volume and duration of any outbreaks and responses in BCP council area. The Test and Trace Grant allocation of £1.8M for BCP Council supports the mobilisation of resources needed to respond to outbreaks, and support prevention and preparation for outbreak planning.

Summary of legal implications

20. The powers under the Regulations are exercisable by BCP Council's Cabinet in line with The Local Authorities (Functions and Responsibilities) (England) (Amendment) Regulations 2001. Pursuant to paragraph 18.1 of Part 3 of the Constitution, the Chief Executive has delegated authority to enact the local powers available under the Health Protection (Coronavirus, Restrictions) (England) (No3) Regulations 2020 should the need arise in connection with any outbreak or significant rise in coronavirus cases.
21. The key legal requirements for the exercise of the powers are set out in the body to this report and further legal advice can be provided by Legal Services on a case by case basis where needed, including in relation to any enforcement powers.

Summary of human resources implications

22. It is proposed that the Chief Executive delegates authority to implement any agreed local powers to the Regulatory Service. This will mean that the Service must be resourced in a way that it can respond urgently to any requirement to implement local powers. The Test and Trace Grant is being used to fund additional capacity from environmental health officers to support local outbreak management.

Summary of environmental impact

23. Having a clear scheme of delegation to support any use of powers in the event of an increase in coronavirus cases means BCP Council can be confident to continue with recovery and reset work, including work on responding to the climate and ecological emergency locally.

Summary of public health implications

24. Ensuring there is a clear process for decision making about any use of powers under the Regulations will enable BCP Council to take prompt public health action to limit the spread of coronavirus and protect the health of residents.

Summary of equality implications

25. Officers enacting local powers will have full regard to the Council's duties under Equalities legislation. In addition, the principles supporting local outbreak management and the Contain framework require BCP Council to consider any equalities considerations arising in connection with the enactment of any powers. The Council and its partners will be working to proactively engage all members of the local community through the Trusted Voices programme, in understanding the risks from the virus to particular communities, and how best to work with those communities to ensure prompt public health action can be taken in the event of any increase in COVID-19 cases. This work is led by the Leader of the Council, through the local outbreak engagement board.

Summary of risk assessment

26. The risk of further outbreaks of coronavirus requiring the use of powers to enforce public health action is considered high currently, due to the country still being at Alert level 3 with a pandemic in general circulation and no approved vaccine. Having a clear process for enacting powers under the Regulations means that the risks of further transmission in any outbreak can be mitigated if necessary, to protect the public.

Background papers

'COVID-19 contain framework: a guide for local decision-makers'

<https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers>

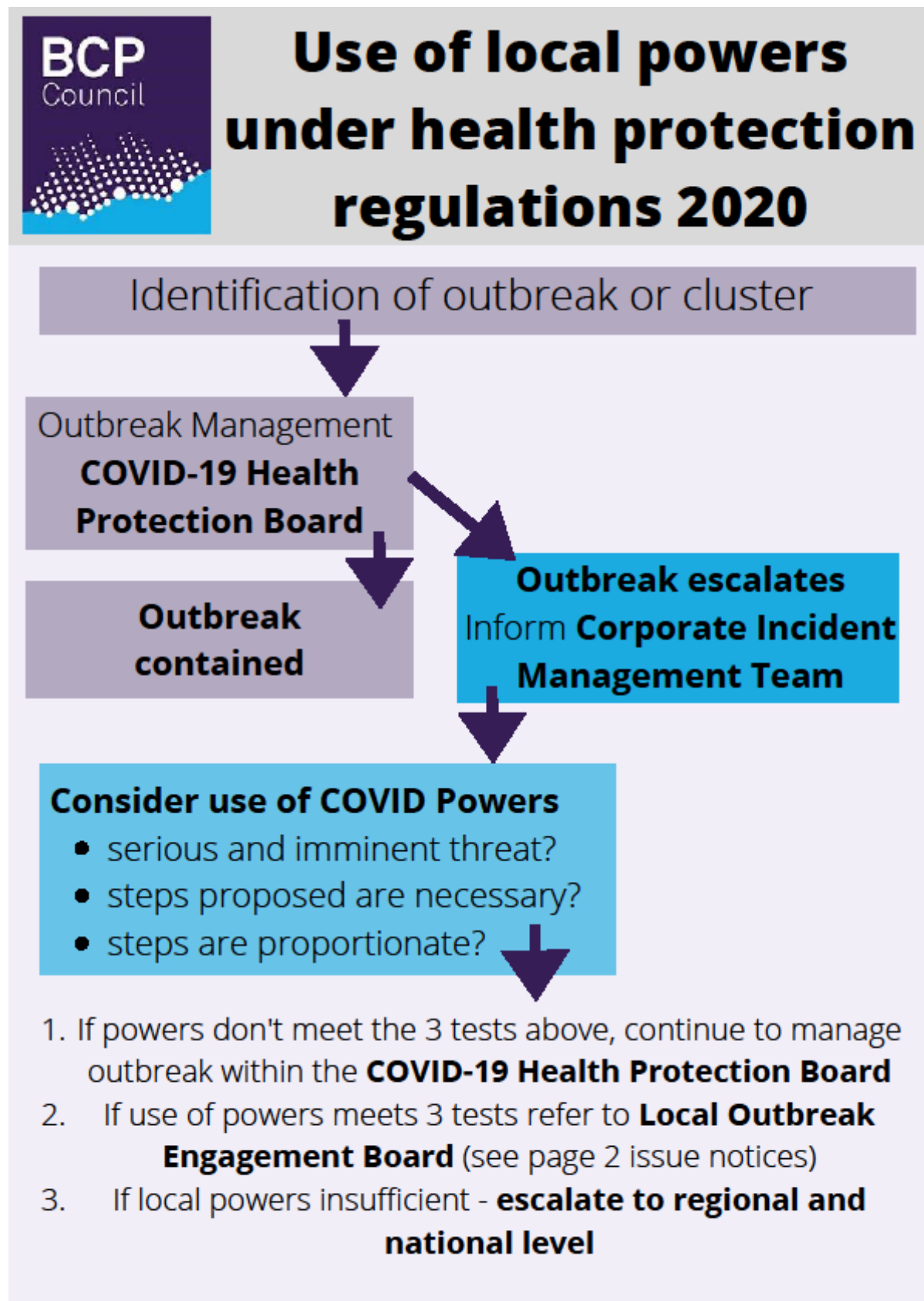
Appendices

Appendix 1: Summary of Key roles for managing outbreaks at individual, local authority and regional levels.

Appendix 2: BCP Draft process for use of Local Powers under the Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations 2020

Appendix 1: the key roles for managing outbreaks within an individual setting, within a local authority area, and which cross regional boundaries.

Level	Decision-maker(s)	Coordination, advice and engagement
Individual setting (for example restaurant, school, factory)	Setting owner – with appropriate support.	
May vary depending if the setting is deemed a setting of national significance.	PHE (local health protection teams) Director of Public Health NHS Test and Trace and PHE setting specific action cards	
Within a local authority area	Decisions may be taken by the chief executive, Director of Public Health or Head of Environmental Health	COVID-19 Health Protection Board (including NHS, faith, community partners, PHE) Local Strategic Co-ordination Group Local Outbreak Control Board or other political oversight bodies
Regional (cross-boundary)	N/A – agreed cross-boundary decisions will be implemented at local authority level	Local resilience forums (LRFs) Mayoral and combined authorities Integrated care systems Regional health directors (PHE and NHS)





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COUNCIL



Report subject	Review of the Political Balance of the Council and the allocation of seats on Committees
Meeting date	15 September 2020
Status	Public Report
Executive summary	The Council is asked to consider and approve the review of the political balance of the Council, the allocation of seats on Committees to each political group and the appointment of Councillors to Committees.
Recommendations	<p>It is RECOMMENDED that:</p> <ul style="list-style-type: none"> (a) the revised political balance of the Council, as set out in Table 1 of this report, be approved; (b) the allocation of seats to each political group, as set out in Table 2 of this report, be approved, subject to any changes; (c) the appointment of Councillors to Committees and Boards taking into account the membership, as detailed in Table 3 and any nominations submitted by political groups, be approved.
Reason for recommendations	To ensure compliance with the Local Government and Housing Act 1989 and associated Regulations in reviewing and approving the political balance of the Council and the allocation of seats together with any other associated issues.

Portfolio Holder(s):	Councillor Vikki Slade, Leader of the Council
Corporate Director	Graham Farrant, Chief Executive
Report Authors	Richard Jones, Head of Democratic Services Karen Tompkins, Deputy Head of Democratic Services
Wards	Council-wide
Classification	For Decision

Background

1. A review of the political balance of the Council is required following the death of Councillor Pete Parrish. Set out below are the revised membership calculations based on 74 seats.

Table 1

	No of Seats	% of total seats	Seat entitlement*
Conservative	36	48.65	47.19
Liberal Democrats	14	18.92	18.35
Christchurch Independents	6	8.11	7.86
Poole People and ALL	6	8.11	7.86
Bournemouth Independent & Greens	4	5.41	5.24
Labour	3	4.05	3.93
Non-aligned	5	6.76	6.55
Total	74	100.00	97.00
Vacant	2		
Total	76		

* Please note the increase in the seat entitlement relates to the Investigation and Disciplinary Committee which is referenced in paragraph 4 below.

2. Set out below is the proposed allocation of seats to the Political Groups. The following principles are contained within Section 15 of the Local Government and Housing Act 1989, they have been amended under the regulations to take account of the fact that not all the seats are held by members of political groups, they need to be applied in order:
 - (a) Not all the seats on a committee are allocated to the same political group.
 - (b) Where a group has a majority of seats on the Authority it should have the majority of seats on each committee.

- (c) The third rule provides that, without being inconsistent with the first two rules, the number of seats allocated to each political group on all the ordinary committees taken together be as near as reasonably practicable proportionate to their proportion of seats as a proportion of the authority as a whole.
- (d) Finally, so far as is consistent with the above each group should be allocated seats on each committee to reflect their proportion of seats on the authority.

Table 2

	Planning Committee	Licensing Committee	Standards Committee	Appeals Committee	Audit & Governance Committee	Overview and Scrutiny Board	Health & Adult Social Care O&S Committee	Children's Services O&S Committee	Investigation and Disciplinary Committee	Total	Variance (+/-)
Conservative	8	8	3	3	4	8	5	5	3	47	+ 0
Liberal Democrats	2	3	1	1	3	3	2	2	1	18	+ 0
Christchurch Independents	2	1	0	1	1	0	1	1	1	8	+ 0
Poole People and ALL	1	1	1	1	0	1	1	1	1	8	+ 0
Bournemouth Independent & Greens	1	0	1	0	0	1	1	1	0	5	+ 0
Labour	0	1	0	1	0	1	0	1	0	4	+ 0
Non-aligned	1	1	1	0	1	1	1	0	1	7	+ 0
Total	15	15	7	7	9	15	11	11	7	97	

- In accordance with the revised political balance of the Council Members are asked to consider the proposed allocation of seats as detailed above. The last column in the above table identifies the variances in the allocation of seats compared to calculations set out in Table 1.
- The Council at its meeting on 9 June 2020 agreed that an Investigation and Disciplinary Committee be established as a Committee of the Council in accordance with the recommendations of the Audit and Governance Committee. The Committee consisting of seven councillors must include the Leader of the Council and another member of the Cabinet. The calculations now include the membership of this Committee.
- The following table sets out the membership of Committees and Boards, in accordance with the previous wishes of the Political Groups and decisions of Council. The Political Groups may at any time alter the Group's membership of Committees and Boards but any seats allocated to the unaligned Members must be

approved by the Council. Members are asked to consider the following and any revised nominations submitted by the political groups. Please note that the table also identifies the proposed membership for the Investigation and Disciplinary Committee.

Table 3

	Planning Committee	Licensing Committee	Standards Committee	Appeals Committee	Audit & Governance Committee	Overview and Scrutiny Board	Health & Adult Social Care O&S Committee	Children's Services O&S Committee	Investigation and Disciplinary Committee
Conservative	Davies Decent Hall Kelsey Lawton O'Neill Stribley Vacancy	S Anderson J Butt Decent Dion Dove Dunlop Farr Kelsey	Borthwick Jones Stribley	S Anderson Filer Hedges	Beesley Williams Dunlop White	Broadhead Haines M Anderson Fear M Greene N Greene Iyengar Mellor	Allen Edwards C Johnson Rampton Rocca	Coope Dunlop Kelly Phillips White	TBD x 3
Liberal Democrats	T Johnson Le Poidevin	Burton T Johnson Earl	Andrews	Le Poidevin	Andrews Brooke Cox	Brooke Earl Trent	Matthews Robson	Burton Maidment	Slade
Christchurch Independents	McCormack Hilliard	Flagg	-	Hilliard	McCormack	-	Geary	Geary	TBD x 1
Poole People and ALL	Baron	Baron	Baron	Miles	-	Miles	Evans	Evans	TBD x1
Bournemouth Independent & Greens	Bull	-	Rigby	-	-	Rigby	Northover	Northover	-
Labour	-	Farquhar	-	Farquhar	-	Farquhar		Lewis	-
Non-aligned	Bartlett	Bagwell	Brooks	-	D Butt	Bartlett	Butler	-	TBD x 1

Summary of financial implications

- There are no financial implications associated with this report for the current financial year in respect of the current scheme of allowances.

Summary of legal implications

- The Council is required to comply with the relevant legislation and regulations when considering and approving the political balance of the Council and the allocation of seats.

Summary of human resources implications

8. There are no human resources implications associated with this report.

Summary of sustainability impact

9. There are no sustainability implications associated with this report.

Summary of public health implications

10. There are no public health implications associated with this report.

Summary of equality implications

11. There are no equality implications associated with this report.

Summary of risk assessment

12. There are no risk implications associated with this report.

Background papers

None.

Appendices

There are no appendices to this report.

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COUNCIL



Report subject	Review of Article 15 - Covid-19 Interim Decision-Making Arrangements
Meeting date	15 September 2020
Status	Public Report
Executive summary	<p>The Council adopted, under urgency provisions, an Article for the Constitution which enabled effective and transparent decision-making to continue during the Covid-19 crisis, including provisions relating to the holding of virtual meetings. The Article included provisions for review and indicated that, in any event, the Article would be reviewed by the end of September 2020.</p> <p>This report therefore seeks Council's approval for a revision to this Article in light of working practices and latest guidance. The report outlines options for conducting meetings of the council during the pandemic and recommends that virtual meetings should continue.</p>
Recommendations	<p>It is RECOMMENDED that:</p> <p>the revised Article 15 – Covid-19 Interim Decision-Making Arrangements, as set out in Appendix 1 to this report, be approved.</p>
Reason for recommendations	<p>To ensure the Council is able to continue to make effective and transparent decisions during the continued Covid-19 crisis in accordance with the various legal requirements, whilst maintaining compliance with local and national public health protection guidance.</p>

Portfolio Holder(s):	Councillor Vikki Slade, Leader of the Council
Corporate Director	Graham Farrant, Chief Executive
Report Authors	Richard Jones, Head of Democratic Services
Wards	Council-wide
Classification	For Decision

Background

1. In response to the Coronavirus pandemic, the Secretary of State made regulations permitting public meetings of local authorities to be held in a virtual space rather than at a physical premise. The Regulations came into force on 4 April 2020 and shall apply until 7 May 2021.
2. In response to the Regulations, the Chief Executive, under urgency provisions, approved an additional Article for the Constitution which enabled effective and transparent decision-making to continue during the Covid-19 crisis, including provisions relating to the holding of virtual meetings. The Article included provisions for review and indicated that, in any event, the Article would be reviewed by the end of September 2020.
3. Council is therefore asked to consider to the content of Article 15 (Covid-19 Interim Decision-Making Arrangements) and the changes proposed as shown with track changes in Appendix 1 to this report.
4. Meetings of the Council, Cabinet, Committees, Boards and Sub-Committee have been held as virtual meetings since April 2020. Whilst initially, meetings were only convened to consider business deemed to be essential or for statutory purposes, the full schedule of meetings is now functioning.

Current Covid-19 Guidance

5. The Government advice in response to the Covid-19 pandemic is constantly evolving in response to the crisis. The government has set out its plan to return different sectors to as near normal as possible and as quickly and fairly as possible in order to safeguard livelihoods, but in a way that continues to protect communities and the NHS.
6. There is no specific guidance for local authority meetings, however, social distancing requirements would limit the number of attendees in one location, and potentially require the wearing of face-covering by those in attendance.
7. Work is underway on establishing the Bournemouth Town Hall as the main civic centre base for the Council. To aide in this process, office-based staff are continuing to work from home as the default position, with space available for those required to work from the office. Councillors who do not have a space to work from home or where their broadband is not adequate for videoconferencing may work from a civic office to join a meeting remotely; working in isolation and adhering to social distancing requirements.

Options Appraisal

8. There are three core options for conducting meetings of the council.
 - a. Return to on-premise meetings only with all participants required to be present in person;
 - b. Maintain the status quo and continue with virtual meetings only;
 - c. Adopt a hybrid approach with councillors, officers and the public attending in person or remotely.
9. **Returning to on-premise meetings** only is contrary to the national public health guidance. Compliance with social distancing guidelines would significantly limit the number of attendees and prevent the public from attending the meeting. The technology is not currently in place to broadcast meetings held at the Town Hall and therefore compliance with the Access to Information provisions would not be possible. This option is not recommended for consideration at the current time.
10. **The convening of virtual meetings** has proved successful and has been popular with the public. The number of online viewers has varied between meetings, however, many meetings have attracted views of several hundred with one meeting exceeding 7,000. In comparison, attendance at ordinary meetings on site is limited to 30 – 50 depending upon the meeting space. Councillors and officers have embraced the use of virtual meetings and whilst, for some, it presents challenges and requires additional support, meetings have generally operated smoothly. Some meetings have been quite lengthy, however, decision-making has been effective and transparent.
11. **The adoption of hybrid style meetings**, which effectively is an arrangement for some participants to be present in person in a normal committee room with others joining the meeting remotely, is appealing and would allow a degree of personal preference to be exercised. To enable such an arrangement, on-site participants would typically use desktop microphones and in-room automatic cameras to capture images, with remote participants using their laptops. Remote attendees would be shown on a large screen in the meeting room and the meeting broadcast to the public. Unfortunately, the existing meeting spaces are not equipped with suitable or compatible technology to enable such an arrangement. At the current time, all participants in a shared meeting space would be required to use their laptop with headphones; effectively replicating remote attendance. It is desirable to facilitate effective hybrid meetings in the future to promote smarter working arrangements and reduce travel time, however, this will require investment in appropriate technology. The Town Hall accommodation project will be exploring options for civic and meeting space and it is considered appropriate for that project to lead on evaluating the delivery options.
12. Reconvening on-premise or hybrid meetings will also present a number of operational challenges and potentially impact upon other services, including but not exhaustive:-
 - Arrangements would be required to control entering and exiting the Town Hall to avoid conflicting with other public services (e.g., weddings, registrations, etc.).
 - Additional cleaning schedules would be required for all touch points

- Additional staffing would be needed to manage comfort breaks in a controlled manner and to prevent the use of other facilities (e.g., the resource room, refreshments, etc.).
- Meeting spaces would require full ventilation to comply with current guidance, potentially resulting in the coming months to variable room temperatures.

Public Participation

13. One of the consequences of conducting virtual meetings has been the impact upon the public from physically attending to present their questions, statements or petitions. However, all representations and responses to questions have been published online the day before the relevant meeting or read out in full by an officer of the Council.
14. There are increased risks and operational overheads of supporting remote attendance by members of the public. Some councils have experienced embarrassing interruptions to meetings where access has been widened, and it is considered important to protect the reputation of the council by limiting access to the live broadcast. However, it is recognised for some items of business, particularly overview and scrutiny, that it may be considered necessary and conducive to effective decision-making to allow third parties to address a meeting. It is proposed that discretion is permitted to allow the Chairmen of Overview and Scrutiny Board and Committees to invite third parties to address a particular meeting. This provision should be used sparingly, and consideration must be given on the operational impact for Democratic Services staff.

Summary of financial implications

15. There are no financial implications arising from this report.

Summary of legal implications

16. The legislation relating to access to information ordinarily requires the provision of facilities to allow members of the public to attend meetings of the council. Regulations made pursuant to the Coronavirus Act 2020 temporarily suspended that legislative requirement for the period to 7 May 2021 to allow access to be virtual and the Council has streamed all public meetings to comply.

Summary of human resources implications

17. There are no human resource implications arising from this report.

Summary of sustainability impact

18. There are no sustainability impact issues arising from this report, however, it should be noted that the transition to virtual meetings has significantly reduced the impact of travelling to and from meetings for both councillors and officers. In addition, the cessation of paper agenda packs and the associated postage and delivery has further reduced the environmental impact of meetings.

Summary of public health implications

19. The protection of public health and the well-being of councillors and officers is paramount at this time. A return to on-site meetings to conduct business which can

adequately be delivered through virtual meetings, unnecessarily increases the risk of spreading the virus.

20. The Council should seek to protect those members of the community, councillors and staff who are at greatest risk should they contract the virus, and therefore retaining the ability for remote connection to a meeting should be maintained.

Summary of equality implications

21. There are no specific equality implications arising from this report. However, the protection of those protected characteristic groups who are at greater risk if they contract the virus is critical. The report proposed the continuation of virtual meetings to allow councillors, officers and residents to participate or observe local democracy in action.

Summary of risk assessment

22. The recommendation proposes the continuation of virtual meetings which is considered to be the lowest risk option in terms of risk to public health. However, the continuation of virtual meetings will continue to be a challenge for some councillors and officers. To mitigate this risk, Democratic Services support staff have continuously offered one-to-one support both prior to, and during meetings. This support will continue to be made available.

Background papers

Published Works

Appendices

Appendix 1 – Revised Article 15 – Covid-19 Interim Decision-Making Arrangements

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Article 15 – Covid-19 Interim Decision-Making Arrangements

1. Introduction

- 1.1. This Article shall apply until 7 May 2021 or such earlier time as the Council shall consider is necessary. ~~This Article shall be reviewed immediately the social distancing or other similar restrictions are lifted, but shall, in any event, be reviewed by the Council before the end of September 2020.~~
- 1.2. The arrangements within this Article are made pursuant to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the Regulations”) made by the Secretary of State on 1 April 2020 and which came into force on 4 April 2020.

2. Definitions

- 2.1. In this Article:
 - (a) “Clear working days” shall not include the day of the meeting, the day of the notice, weekends, public holidays, or any other days the Council determines to be non-working days.
 - (b) “Interim Period” is the period during which time this Article remains in place.

3. Interim Arrangements

- 3.1. During the Interim Period the other provisions of this Constitution will be modified by the arrangements in this Article to the extent that they are not disapplied by the Regulations.
- 3.2. If there is any uncertainty about the interpretation or application of this Article, the decision of the Monitoring Officer shall be final.
- 3.3. Detailed procedures setting out practical guidance and requirements in respect of the establishment and running of virtual meetings during the Interim Period will be produced, published and regularly reviewed by the Council and shall be read in conjunction with the requirements of this Article.

4. Meetings in Public

- 4.1. During the Interim Period, it will not be possible to convene physical meetings of the Council and comply with requirements on social distancing, the Council's guidance on working in council buildings and related public health measures. Consequently, this Article seeks to put in place alternative and appropriate measures to safeguard the Council's underlying principles of open and transparent decision making, whilst balancing this with the interests of public health protection.

- 4.2. The Regulations require the live streaming of meetings to the extent necessary to enable the public to view and/or hear the proceedings as they take place. These services will be made available using appropriate video conferencing and live streaming technologies and retained for a period of at least six months.

5. Access to Information Provisions

- 5.1. Subject to the general provisions of this Article, the Council's Access to Information provisions as set out in the Constitution shall continue to apply, with the exception of the following specific provisions during this interim period:-
- Any references to copies of documents being made available for public inspection at the offices of the council shall not apply. All such documents shall be published online for public inspection or sent electronically upon request.
 - Any references and required provisions relating to meetings of the Cabinet in private shall not apply to ordinary meetings of the Cabinet which cannot be held in public during this interim period.
 - Notices of meetings shall only be served electronically to members of the relevant meeting. Councillors requiring a printed copy will do so using their own personal facilities and at their own cost.

6. Voting Arrangements

- 6.1. Unless secure arrangements are in place to capture electronic votes and subject to paragraph 6.2 below, voting at all virtual meetings shall be by rollcall where each voting member present is requested by the Chairman to indicate whether they are for or against the motion, or if they wish to abstain.
- 6.2. Where, in the opinion of the person presiding, there is consensus for the motion during a debate, the person presiding may seek to secure such agreement whilst providing an opportunity for any dissenting or abstaining members to be heard.

7. Decision Making

- 7.1. This Article draws together the existing decision-making procedures available to the Council with necessary adjustments. *Inclusion of each procedure does not require or imply that the decision method will be exercised.*
- 7.2. Article 12 of the Constitution sets out the Principles of Decision Making. These principles shall continue to apply requiring that when the Council takes a decision it will do so in accordance with the following:-
- (a) Be clear about what the Council wants to happen and how it will be achieved;
 - (b) Ensure that the decision and the decision-making processes are lawful;
 - (c) Consider the Public Sector Equality Duty and its obligations under the Human Rights Act;
 - (d) Consult properly and take professional advice from Officers;

- (e) Have due regard to appropriate national, strategic, local policy and guidance;
- (f) Ensure the action is proportionate to what the Council wants to happen;
- (g) Ensure the decisions are not unreasonably delayed;
- (h) Explain what options were considered and give the reasons for the decision;
- (i) Make the decision public unless there are good reasons for it not to be.

7.3. This Interim Article shall further:-

- (a) Enable decisions to be taken transparently, efficiently and effectively.
- (b) Provide appropriate opportunities for an effective overview and scrutiny function to continue.
- (c) Ensure that a decision will not be reviewed or scrutinised by anyone who was directly involved in making a decision.
- (d) Ensure that those responsible for decision making can be clearly identified and that they can explain the reasons for their decisions.

Urgency Provisions

- 7.4. Where urgent action is necessary to protect the Council's interests or enable it to undertake its statutory duties, then, after consultation with the Leader of the Council, or in their absence the Deputy Leader of the Council, and the Monitoring Officer and Section 151 Officer, the Chief Executive may authorise action and incur expenditure.
- 7.5. Any action taken in this way shall be published online as soon as practicably possible, but within three working days at the latest. An email notification shall be sent to all councillors upon publication.

Key Decisions

- 7.6. A Key Decision, which must be included in the Leader's Forward Plan, is a Cabinet or Leader decision which is likely to meet one or more of the following criteria:-
- (a) It will result in the Council on its own or in partnership with other organisations spending or saving £500,000 or more, with the exception of operational expenditure or savings identified within the agreed Service Plan and Budget;
 - (b) It is likely to have a significant impact or effect on two or more electoral wards.
- 7.7. Subject to the general provisions of this Article, a Key Decision shall continue to be made in accordance with the Cabinet Procedure Rules, with the exception of the following specific provisions during this Interim Period:-

- The forward plan shall only be made available online. Any reference to copies of documents being made available to the public at the offices of the council shall not apply.

Individual Cabinet Member Decisions

- 7.8. Subject to the general provisions of this Article, individual Cabinet Member Decisions will be made in accordance with the Procedures set out in the Constitution, with the exception of the following specific provisions during this Interim Period:-
- Individual cabinet member decisions shall be published on the web site at least five clear working days before the intended date of the decision. This period shall allow relevant members of the council, ward members and other interested parties to make representations to the cabinet member.

Major Operational Decisions taken by Officers

- 7.9. A Major Operational Decision is an officer decision which is not a Key Decision and which is likely to meet one of the following criteria:
- (a) It will result in the Council incurring expenditure - including the loss of income – in excess of £100,000, with the exception of operational expenditure identified within the agreed Service Plan and Service Budget
 - (b) It is a decision which has been specifically delegated to Officers – for example to conclude an agreement or contract within the outline terms agreed by the Cabinet
 - (c) It is a decision which is controversial and/or politically sensitive in nature or is, in the opinion of the Director, of such significance that a published record of the decision would ensure transparency and accountability in relation to decision making within the Council.
- 7.10. Subject to the general provisions of this Article, major operational decisions taken by officers will be made in accordance with the Procedures set out in the Constitution.

Day to day Operational Decisions taken by Officers

- 7.11. A day to day operational decision is an Officer decision which is not a Key or Major Operational Decision and meets all of the following criteria:
- (a) It is within an agreed Service Plan and Service Budget
 - (b) It is not in conflict with the Budget and Policy Framework or other approved policies of the Council
 - (c) It does not raise new issues of policy.
- 7.12. Subject to the general provisions of this Article, day to day operational decisions taken by officers will be made in accordance with the Procedures set out in the Constitution.

8. Overview and Scrutiny Function

- 8.1. During the Interim Period, the Council will continue to operate with the three Overview and Scrutiny Boards and Committees and the Chairmen of the three Committees will liaise with each other with a view to ensuring effective and efficient methods of undertaking Scrutiny during the Interim Period. This will take into account the need for effective and focused scrutiny during the emergency period and impact on officer resource.
- 8.2. The Overview and Scrutiny Board as the body responsible for overall co-ordination of the Council's scrutiny function will co-ordinate the scrutiny of the Council's response to Covid-19 to ensure that this is done in a way that takes account of issues that may be cross-cutting across both the Overview and Scrutiny Committees and the Overview and Scrutiny Board. This will be done in full consultation with the Chairmen of the other two Committees and does not prevent the other Committees exercising their statutory functions as set out in the Constitution should this be necessary during the Interim Period.
- 8.3. To ensure scrutiny engagement in decision making is timely, the Overview and Scrutiny Board may consider any matter within the remit of other Overview and Scrutiny Committees where there is an urgent need for scrutiny and/or to ensure efficiency and avoid duplication where there are cross-cutting issues arising from the current situation. Where an item will be included on an Overview and Scrutiny Board agenda that would ordinarily be within the remit of another Overview and Scrutiny Committee, the Chairman of that Committee will be invited to attend the meeting and participate in debate.
- 8.4. The Chairman of the relevant meeting shall permit other parties to address a virtual meeting if they consider it necessary and conducive to effective decision-making. The decision of the Chairman shall be final.
- 8.3.8.5. Subject to the general provisions of this article, the Overview and Scrutiny procedure rules as set out in the Constitution shall continue to apply, with the exception of the following specific provisions during this Interim Period:-
- Where it is not conducive to convene a meeting of the relevant Overview and Scrutiny Board or Committee, the Chairman or Vice-Chairman of the relevant Board or Committee shall seek the views of the members and present these to Cabinet in place of recommendations from a formal meeting. Views submitted to Cabinet in this way may be varied and do not have to be based on consensus.

9. Other Committees

- 9.1. During the Interim Period, other committees and sub-committee appointed by the Council shall continue to be convened, ~~but only to consider business considered to be essential or for statutory purposes.~~ When a Committee or sub-committee is convened in accordance with this provision it shall continue to operate in accordance with the Constitution, subject to the general provisions of this Article. ~~Where there is no business which is considered to be essential or which is required for a statutory purpose, a meeting will not be held.~~

10. Public Participation

- 10.1. Subject to the general provisions of this Article, the Public Questions, Statements and Petitions Meeting Procedure Rules, and the Protocols for Licensing Committee/Sub-Committee and the Appeals Committee, shall continue to apply, with the exception of the following specific provisions during this Interim Period:-
- (a) Any references to requiring attendance at a meeting shall not apply.
 - (b) Questions, Statements, Petitions and representations validly made in accordance with the provisions of the Constitution will be published on the Council's website the day before the date of the relevant meeting. A link to the Question/Statement/Petition will be sent by email to all members of the relevant Committee.
 - (c) Where a response to a question is available before the meeting this shall also be published on the Council's website before the meeting commences. If this is not possible the response shall be read out at the meeting.
 - (d) The Chairman will make a statement at the relevant part of the meeting referring to the submissions received, that they have been published on the website and, where appropriate, what action is to be taken.
 - (e) The reference in paragraph 12 of the Protocol for Public Speaking at Licensing Committee and Sub-Committees shall be amended for this interim period by the removal of the words "*and that decision delivered by the Chair to all parties at the conclusion of the hearing as appropriate*". Participants will be notified in writing following the decision.
- 10.2. The Planning Committee Protocol for Public Speaking shall not apply during the Interim Period and the provisions of this Article shall apply to statements and representations to be made at Planning Committee. It is recognised that due to its quasi-judicial role in determining planning applications the Planning Committee will need to have particular regard to representations made by members of the public, applicants and ward councillors. The Planning Committee, at the meeting held on 21 May 2020, approved an interim protocol for public statements at virtual meetings of the committee. ~~and t~~ The Committee shall have authority to agree further specific procedures in due course to supplement those provided for in this Article. For the avoidance of doubt the deadline for submission of statements and representations in respect of matters before the Planning Committee is 12:00 noon the day before the meeting. This deadline may be changed should the Planning Committee agree further specific procedures as referenced in this paragraph.

COUNCIL

Report subject	Report under Section 5 of the Local Government and Housing Act 1989
Meeting date	15 September 2020
Status	Public Report
Executive summary	The Report provides information on a minor omission to make available for public inspection the draft Annual Governance Statement in June 2019. It is presented to the Council for information only as changes were made to the relevant processes in 2019 when the omission came to light and the omission is unlikely to recur.
Recommendations	<p>It is RECOMMENDED that:</p> <p>(i)The report be noted</p>
Reason for recommendations	The omission occurred in June 2019 and relates to the 2018/19 Annual Governance statement of the legacy Bournemouth Borough Council (BBC) and Borough of Poole Council (BOP). Processes are now in place to ensure that a further omission does not re-occur.

Portfolio Holder(s):	Councillor Vikki Slade - Leader
Corporate Director	The Monitoring Officer
Report Authors	Anne Brown - former Interim Director of Law and Governance and Monitoring Officer
Wards	Council-wide
Classification	For Information

1. Background

- 1.1. Under Section 5(2) of the Local Government Act 1989 the Council's Monitoring Officer is under a duty to report to Council, if it at any time it appears to her that any proposal, decision or omission on behalf of the Authority has given rise to or is likely to or would give rise to a contravention of any enactment or rule of law. This provision does not give the Monitoring Officer any discretion and requires the reporting of the smallest, most inconsequential breaches of legislation, including those that cannot be remedied and for which the impact is small. The Monitoring Officer is required to consult the Head of Paid Service (the Chief Executive) and Finance Officer (section 151 Officer) in the preparation of this report. In addition, the Council's Head of Audit has also been consulted and the Chairman of Audit and Governance has been informed. Members of the Authority are required to consider the report within 21 days of its issue.
- 1.2. The Audit and Accounts Regulations 2015 ("the Regulations") were made under the Local Audit and Accountability Act 2015 ("the Act"). One of the main purposes of both the Act and Regulations is to reiterate provisions contained in earlier legislation replaced by the Act, relating to the preparation and approval of the Authority's accounts and local electors ability to raise an objection to the statement of accounts with the independent auditor. The right of an elector to raise an objection is set out in section 26 of the Act. This provides a very limited right to raise an objection on matters that may justify either the issue of a public interest report or an application to the court by the independent auditor for a ruling that an item of account is unlawful. The objection must be made in a very short timeframe during a statutory public inspection period and successful objections are very rare. The date for public inspection of the statement of accounts is set out within the Regulations so that any objection can be considered by the independent auditor before completion of the audit of the accounts and members final approval of the Council's statement of accounts.
- 1.3. The Regulations also provide (Regulation 6) that the Authority prepare and approve an annual governance statement ("the AGS"). Regulation 15(2) provides that the AGS is also made available for public inspection at the same time as the statement of accounts, at this stage the AGS will, for the majority of authorities, still be in draft format.
- 1.4. In 2019 there was a failure to make available for public inspection the AGS at the time the statement of accounts was made available. The statutory public inspection period for Statement of Accounts for 2018/19, was from 3 June to 12 July 2019.

Unfortunately, the omission occurred because of the reliance in the first year of the new Authority to rely upon the predecessor authority procedures (BBC and BOP). It appears that there was a failure to pick up the legislative omission and adapt the process by the predecessor authorities.

- 1.5 The draft AGS was published on 17 July 2019 as part of the Committee reports and upon its adoption the completed AGS was published on the website along with agreed statement of accounts. There was no objection raised by any electors to the accounts nor did the Council receive a request to make available the said draft AGS prior to the end of the publication period.
- 1.6 When the issue was raised by a member of the public as a Public Issue at the Audit & Governance Committee on the 10 October 2019 the then Monitoring Officer gave verbal assurance to the Committee the member of the public would be provided with a written response, (minute number 23 refers) and the minutes of the meeting were provided to full Council .
- 1.7 Councillors can be assured that the relevant processes have now been amended and this year the draft AGS was made available for public inspection with the statement of accounts in compliance with the relevant provision.
2. **Options Appraisal**
As this is an information report there are no options considered necessary.
3. **Summary of financial implications**
There are no direct financial implications in relation to this issue.
4. **Summary of legal implications**
As set out in the background section of the report.
5. **Summary of human resources implications**
There are no direct human resource implications.
6. **Summary of sustainability impact**
There is no sustainability impact associated with the report.
7. **Summary of public health implications**
There are no public health implications associated with the report.
8. **Summary of equality implications**
There are no equality implications associated with the report.
9. **Summary of risk assessment**
The impact of the omission to publish the AGS is unclear but is probably minor. Clearly had the AGS been published any comments made by the public would have been taken into account when considering its content. However, the ability of an elector to raise an objection to the content of the draft AGS alone under section 26 without some linkage to the statement of accounts and meet the relevant criteria is very unlikely.

Background papers

None

Appendices

There are no appendices to this report.