

Notice of Council

Date: Tuesday, 26 April 2022 at 7.00 pm

Venue: Council Chamber, BCP Civic Centre, Bournemouth BH2 6DY



Chairman:

Cllr N Hedges

Vice Chairman:

Cllr T O'Neill

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 L Fear
Cllr A Filer
Cllr D A Flagg
Cllr S Gabriel
Cllr N C Geary
Cllr M Greene
Cllr N Greene
Cllr A Hadley
Cllr M Haines
Cllr P R A Hall
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 S Phillips
Cllr M Phipps
Cllr K Rampton
Cllr Dr F Rice
Cllr V Ricketts
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

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=4814>

If you would like any further information on the items to be considered at the meeting please contact: Karen Tompkins on 01202 096660 or democratic.services@bcpCouncil.gov.uk. Press enquiries should be directed to the Press Office: Tel: 01202 118686 or email press.office@bcpCouncil.gov.uk

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

GRAHAM FARRANT
CHIEF EXECUTIVE

14 April 2022



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



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
(susan.zeiss@bcpcouncil.gov.uk)

Selflessness

Councillors should act solely in terms of the public interest

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty & Integrity

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

Leadership

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

AGENDA

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

1. Apologies

To receive any apologies for absence from Councillors.

2. Declarations of Interests

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

Declarations received will be reported at the meeting.

3. Confirmation of Minutes

To confirm and sign as a correct record the minutes of the Meeting held on 22 February 2022.

7 - 50

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, which is available to view at the following link:

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

The deadline for the submission of a public question is 4 clear working days before the meeting.

The deadline for the submission of a public statement is midday the working day before the meeting.

The deadline for the submission of a petition is 10 working days before the meeting

6. Recommendations from Cabinet and other Committees

Please refer to the recommendations detailed below.

- 6 (a) Cabinet 9 March 2022 - Minute No 141 - LTP Capital Programme 2022-23

51 - 78

RECOMMENDED that Council: -

- (A) approve the proposed 2022/23 Local Transport Plan Capital Programme funding as set out in Appendix A; and**
- (B) approve the indicative 2023/24 and 2024/25 Highways Maintenance Programmes as set out in Appendix B;**

6	<p>(b) Licensing Committee 10 March 2022 - Minute No 25 - Statement of Licensing Principles - Gambling Act Policy 2022 - 2025</p> <p>In addition to the suggested changes in the report which the Committee approved, further amendments were agreed as follows:</p> <ul style="list-style-type: none"> • Appendix 1, Direct Consultation List – The Committee agreed that Neighbourhood Forums and Neighbourhood Watch Associations should be added to the list of consultees for all future Licensing Policy public consultations • Section 7.2 – ‘Located on the Jurassic Coast’ – The Committee asked that this statement be checked for factual accuracy and removed as required. • Section 7.3 – ‘Two Universities’ – The Committee asked that this statement be checked for factual accuracy and amended to three as required. • Section 7.3 – The Committee agreed to add the words ‘and ferry port’ after ‘airport’. • Section 19.1 – The Committee agreed that the word ‘like’ as well as ‘most’ be deleted to read ‘that are adult only amusement arcades.’ • Section 31.2 – The Committee agreed that the reference to ‘Criminal Records Bureau’ be updated to read ‘Disclosure and Barring Service’ • The Committee also agreed that any incorrect references to a ‘premise’ in the document be amended to ‘premises’. <p>RECOMMENDED that having considered the public consultation and the recommendations put forward by the Members’ Workshop, the Statement of Licensing Principles – Gambling Act Policy 2022 – 2025 as amended and agreed by the Licensing Committee at its meeting on 10 March 2022 be adopted.</p>	79 - 156
6	<p>(c) Audit and Governance Committee 17 March 2022 - Minute No 92 - Financial Regulations - Annual evolution for the financial year 2022/23</p> <p>RECOMMENDED That the evolutionary annual changes to the BCP Council Financial Regulations as shown in Appendix A of the report to the Audit and Governance Committee be approved and adopted.</p> <p>Note – the decision taken under delegated powers concerning BCP Debt Management Policy - Appendix B referenced in the report is not before the Council for consideration.</p>	157 - 226
6	<p>(d) Audit and Governance Committee 31 March 2022 - Minute No 99 - Development of the Overview and Scrutiny Function</p> <p>RECOMMENDED:</p> <p>(A) That Option 3 (establish a new structure of four Overview and Scrutiny Committees, each meeting six times per year) be adopted as the future structure of the BCP</p>	227 - 324

		Council overview and scrutiny function;	
		<p>(B) That revisions to Part 2, 3 and 4 of the BCP Council Constitution consistent with Option 3 and as set out in Appendix 4 of the report to the Audit and Governance Committee be adopted;</p> <p>(C) That necessary and consequential technical and formatting related updates and revisions to the Constitution be made by the Monitoring Officer in accordance with the powers delegated.</p>	
6	(e)	<p>Cabinet 13 April 2022 - Minute No 151 - Housing Management Model</p> <p>RECOMMENDED that: -</p> <p>i. Council approves the Termination Agreement to describe and novate all current assets and liabilities from PHP into BCP Council</p> <p>ii. Council approves the termination of the PHP management agreement and delegates authorisation for the final decisions in relation to the closure of PHP and the establishment of BCP Homes to the Chief Operating Officer in consultation with the Cabinet Member for People and Homes</p> <p>Note – resolutions iii and iv were determined by the Cabinet and are subject to the outcome of the above.</p>	325 - 370
6	(f)	<p>Cabinet 13 April 2022 - Minute No 152 - Local Cycling and Walking Infrastructure Plan</p> <p>RECOMMENDED that the Local Cycling and Walking Infrastructure Plan is approved.</p>	371 - 654
6	(g)	<p>Cabinet 13 April 2022 - Minute No 153 - Council Newbuild Housing and Acquisition Strategy (CNHAS) A 6-month review and Project approvals</p> <p>RECOMMENDED that Council approves:</p> <p>(A) Annex 1 for Hillbourne project, including an increase in indicative capital budget approved from £24.4 million to £25.1 million;</p> <p>(B) Annex 2 for 43 Bingham Road project, including the repurposing of £1.2 million CNHAS capital budget from scheme no longer progressing;</p> <p>(C) Annex 3 for Crescent Road project, including the repurposing of £1.7 million CNHAS capital budget from scheme no longer progressing; and</p> <p>(D) Annex 4 for A35- Roeshott Hill, a new scheme to be included within CNHAS with capital budget of £10.9</p>	655 - 860

million.

7. Notices of Motion in accordance with Procedure Rule 9

The following motion submitted in accordance with Procedure Rule 9 of the Meeting Procedure Rules has been proposed by Councillor Lesley Dedman and seconded by Councillor Mike Cox:-

BCP Council is deeply disturbed by the unprovoked aggression against Ukraine, which has caused horrific devastation, and created an escalating humanitarian crisis with millions displaced or affected. In light of this, and as a way of expressing support for the people of Ukraine and members of our communities who are from or who have ties with Ukraine this Council;

a. Condemns the unprovoked Russian invasion of Ukraine and stands in solidarity with the people of Ukraine and their families and friends, including those local to BCP.

b. Stands ready to provide support and open our arms to innocent people displaced and affected by this unprovoked Russian aggression.

c. Will work with and support the efforts of our local communities to provide help, support and comfort to those in need.

d. Will evaluate the potential use of Council owned assets, including the Christchurch and Poole civic centres, to be emergency accommodation and/or relief collection points if practicable.

e. Will continue to fly the Ukrainian flag until the invasion ceases, acknowledging the provisions of the Council's Flag Flying Policy.

8. Questions from Councillors

The deadline for questions to be submitted to the Monitoring Officer is 14 April 2022.

9. Urgent Decisions taken by the Chief Executive in accordance with the Constitution

The Chief Executive to report on any decisions taken under urgency provisions in accordance with the Constitution. See detailed below:

- Dorset CCG Section 256 Agreements Transfer

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 22 February 2022 at 7.00 pm

Present:-

Cllr N Hedges – Chairman

Cllr T O'Neill – 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 Butt, Cllr J J Butt, Cllr E Coope, Cllr M Cox, Cllr M Davies, 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 L Fear, Cllr S Gabriel, Cllr M Greene, Cllr N Greene, Cllr A Hadley, Cllr M Haines, Cllr P R A Hall, 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 R Maidment, Cllr C Matthews, Cllr S McCormack, Cllr D Mellor, Cllr P Miles, Cllr S Moore, 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 M White and Cllr L Williams

137. Apologies

Apologies were received from Councillors D Butler, D Flagg, N Geary, L Lewis, L Northover, T Trent and K Wilson.

Councillors Decent and Filer were not in attendance at the meeting but joined remotely. In accordance with the provisions of the relevant legislation these Councillors were not able to vote.

138. Declarations of Interests

The Chief Executive reported that the following dispensation had been granted to all affected BCP Councillors to enable them to participate fully and vote at this meeting.

A dispensation is granted to all Councillors who are owners, licensees and leaseholders of any beach hut in the BCP area under s 33 (2) (b) of the Localism Act 2011, to allow Councillors to participate and vote on matters relating to beach huts and which may come before Council on 22 February 2022. This dispensation is limited to this meeting only.

The Chief Executive reported that Councillors Mellor and Broadhead have been granted a dispensation in accordance with the relevant legislation by virtue of their directorships on companies.

The following declarations were made:

Councillors M Brooke, N Brooks and B Dunlop

- Councillor M Brooke, N Brooks and B Dunlop declared for transparency purposes an interest as a Board Member of BDC in respect of item 6f – Cabinet 9 February 2022 – Minute No 128 – Budget and Medium Term Financial Plan (MTFP) 2022/23

139. Confirmation of Minutes

The minutes of the Ordinary Council meeting held on 11 January 2022 were confirmed.

140. Announcements and Introductions from the Chairman

Civic Activities

The Chairman took the opportunity to refer to some of the engagements that he had attended since the last Council meeting as detailed below:

- Planting of the Queen's Platinum Jubilee tree at Highcliffe Castle unveiled by the Lord Lieutenant, Mayor of Christchurch, Mayor of Bournemouth and Mayor of Poole.
- High Sheriff's Reception at the Dorset Museum Dorchester where we were introduced to the next High Sheriff, Mrs Sibyl Fine King
- Visit to the ECO PARK Chapelgate
- Visit to the New Earth Recycling Centre at Canford Arena
- Visit to HomeStart South East Dorset at Kinson
- Attended the North Bournemouth Crime Prevention Panel

141. Public Issues

The Chairman advised that a number of public issues had been submitted for the meeting:

A – Public Questions

Public Question from Nancy Curtis

Her Majesty The Queen celebrates her Platinum Jubilee this year, with events to take place in June. Could the Council please advise what plans they have for celebrating this unique event across Bournemouth, Christchurch and Poole, and how the community can get involved?

Reply from Councillor Beverley Dunlop, Portfolio Holder for Culture and Vibrant Places

Thank you to Mrs Curtis for her question and her perfect timing because today saw the first BCP press release to get us all in the mood to celebrate

this remarkable occasion of Her Majesty's 70 years on the throne and highlight how residents can get involved.

The 4-day celebration culminates with The Big Lunch on Sunday 5th June, and we are encouraging our residents to get together for street parties. National Thank you Day, where we say thank you to our communities is also being held on the same day and is hoping to break the record for Britain's biggest ever national party as part of the Queen's Jubilee celebrations.

Street parties are a fantastic opportunity to bring people together and say thank you to our neighbours and community after all we've been through over the last two years. It can be a small gathering, or you can go the Full Monty and have trestle tables right down the street, with a bit of entertainment.

We are working with a variety of partners to encourage as many people as possible to join in and try our best to make sure everyone gets the opportunity to enjoy a party. And I encourage our hospitality sector to join in and host parties, too.

What we have done, is made it easy to apply to close your road and we are removing road closure charges for community street parties. But there is a deadline of April 22nd to get your application in.

So, to anyone thinking of organising a party I say go for it, but don't forget your elderly neighbour, the struggling family, or the people you don't normally speak to. Lets all sit down, share some food, mix it up and make new friends.

And finally, to my fellow Councillors I say, you've all got parks so go organise a party!

Public Question from Chrissie Morris Brady (read out by the Deputy Head of Democratic Services)

Why isn't wood being used in new builds? It is sustainable and absorbs carbon. Wooden buildings are proven to have health benefits too.

Students learn better in a wooden building as heartrates lower, and so stress is less. This is the same for homes.

I learnt these facts from 39 Ways To Save The Planet 29 01 22 but I knew before.

Our current building materials contribute 8% of carbon emissions. It has to stop.

Reply from Councillor Philip Broadhead, Deputy Leader of the Council and Portfolio Holder for Development, Growth and Regeneration

Most new build development will already incorporate some use of wood within their construction. However, the Building Regulations were also updated at the end of 2021 to ensure that from June 2022, new build development will have to achieve a 30% reduction in carbon emissions on the current standards. Ultimately it is a choice for developers and builders what materials they use but with the forthcoming increase in standards, it is very likely that the use of wood and other sustainable materials will be a key part of the Industry's response to meeting these updated and I think ambitious Building Regulations.

Public Question from Susan Stockwell

The safer cycling corridor from Sandbanks and Lilliput to Sterte and Holes Bay, across Poole High School catchment is currently on hold.

Will this council now restore this route as School Streets, filtering out through traffic at Keyhole Bridge, Bird's Hill and Tatnam Road?

This could allay fears for the future of other traffic calmed roads in Poole, including but not limited to Green Road, Alverton Avenue, Kingston Road, Shaftesbury Road, Danecourt Road, Valley Road, Livingstone Road and others. These are often in place to protect children and young adults walking or cycling to school or college.

Reply from Councillor Mike Greene, Portfolio Holder for Sustainability and Transport

The route from Sandbanks and Lilliput to Sterte and Holes Bay is one of 76 such corridors identified in the Draft Local Cycling and Walking Infrastructure plan to be examined for potential interventions over the next decade or so. None of those 76 are "On Hold".

Nor has any part of this route ever been a School Street. School Streets are short closures to motor vehicles during morning drop-off and afternoon pick-up, to improve the conditions immediately outside the school gates, and BCP Council is just in the process of introducing four of these at the moment as trials. Should these trials prove successful, we would look to roll them out to further locations. However, there are no main school entrances on any of the corridor mentioned by Ms Stockwell and it is therefore extremely unlikely that those roads would be considered as potential School Streets.

I would like to reassure Ms Stockwell that the Council carries out regular reviews of road traffic accidents on all BCP roads in line with the current highway legislation. The latest BCP road safety report is available online and it should be noted that no parts of this particular route are identified as Cycle Collision Cluster Sites.

Public Question from Steve Robinson

With the recognition of Age Friendly Communities in the Corporate Strategy we are working with the Lead Member for Communities, forming a partnership in applying to the WHO to become an internationally recognised Age Friendly Community, a benchmark of how the Strategy can be become actionable activities.

Working together, creating opportunities for Older People to remain part of their local community, living healthy and active later lives with knowledge and expertise, gained over many years, celebrated, and shared intergenerationally as they participate in activities that they value and enjoy.

Leader, will you on behalf of the Council, support the application?

Reply from Councillor Drew Mellor, Leader of the Council and Portfolio Holder for Finance and Transformation

Thank you, Mr Robinson, for your question.

BCP Council are committed to recognising and valuing local communities as being at the heart of everything they do. Many Bournemouth, Christchurch and Poole residents within our communities are in their mid or later life, or perhaps living with some kind of vulnerability which makes everyday life - and feeling that they belong to their local community - just that bit more challenging for them.

We are delighted to work with you at Prama, a local charity, well respected and known for your commitment to local older people. We are also very pleased to support the joint application to WHO to become an Age Friendly Community as part of our Corporate Strategy to help people lead active healthy and independent lives, adding years to life and life to years.

Our strength-based approach to community work means that we embrace an inclusive ethos across all generations including those residents who have valuable experience and lifetime skills to share.

Key features of an age-friendly community include;

- good transport, communication and outdoor spaces,
- volunteering and employment opportunities,
- leisure and community services and, of course,
- health, dignity and social inclusion.

We know that the vision of Prama is for a world where no one is disadvantaged or excluded because of age or infirmity and where every person can enjoy life as they age. Our joint ambition would therefore be to work together towards making this area a place where older people are able to remain a key part of their local community as they live healthy and

active later lives. Older people's knowledge and expertise, gained over many years, will be celebrated, and shared intergenerationally as they participate in the activities that they value and enjoy.

Of course, many of these activities already exist across BCP but need to be more widely known. Our engagement with our Older Population needs to be developed, finding existing strengths - as well as gaps to be filled - and to listen to ideas and suggestions from the residents who have lived experience, and can thus contribute to future strategy.

The short answer to your question, Mr Robinson, is yes, we will give our full support to this application so that we can publicly celebrate our older population and enable them to fully enjoy their retirement years.

Public Question from Conor O'Luby (read out by the Deputy Head of Democratic Services)

Netting over the thatched buildings on Bridge Street, Christchurch have led to the death of several birds, either from stress, dehydration, starvation, or a combination of all these things. This is cruel and unacceptable. Can the Council please explain what they are going to do to prevent any further unnecessary deaths?

Reply from Councillor Philip Broadhead, Deputy Leader of the Council and Portfolio Holder for Development Growth and Regeneration

Thank you to Conor O'Luby for his question and for raising his concerns regarding the netting over thatched buildings on Bridge Street. We are currently reviewing the legislative position on this, although would highlight that the Council may not have any control over installation of netting as it appears a matter of how individuals want to maintain their own private property. We understand the concern, however, and have therefore referred the matter to Natural England as the lead for protection on the natural environment, and who may have greater influence on this matter at a national level.

Public Question from Roger West

It is not generally recognised the great debt we all owe to the Indian Army. Their courage particularly in Europe at the beginning of the Great War was of the utmost importance. In Bournemouth you have an opportunity to right this wrong. In November 2014 the Mont Dore Hotel, now Bournemouth Town Hall, was taken over by the Government and became a hospital for Indian Soldiers. Would you agree with me that this fact should be recognised by having a plaque fitted near the entrance?

Reply from Councillor David Kelsey

Thank you for the question, Mr West

The building in question was the Mont Dore hotel but in 1914 it was taken over by the war office to become a hospital for injured soldiers who served with the Indian Army Corps, in 1915 it became a British Military Hospital and in 1916 it accepted ANZAC troops in 1917 it became a convalescence home for British Officers.

As we can see the Building has served many Nationalities and faiths I believe that there is a plaque inside the entrance but I will check and will also look into whether one can be placed outside to commemorate its usage as a military Hospital.

Public Question from Susan Chapman (read out by the Deputy Head of Democratic Services)

Zero Carbon Dorset's vision gives us a chance of heading off the worst of the horror story ahead as small island nations and much of Africa can sadly already testify.

BCP's climate report has strangely not been shared with residents. Yet firefighters on our incinerating home are overdue. BCP's Plans so far are hopelessly inadequate and factual survival information for the public is missing.

Please can BCP ensure the broadcasting of a public information programme enlightening all that the natural world is in crisis and that everyone's effort is needed to prevent the collapse of all living systems?

Reply from Councillor Mike Greene, Portfolio Holder for Sustainability and Transport

BCP Council has a robust Climate Action Plan to achieve Net Zero in its own operations by 2030, and to enable the area as a whole to become Carbon neutral by 2050 at latest. Contrary to Mrs Chapman's assertions, the Annual Report and Climate Action Plan were published last month, extensively challenged, discussed and supported by the Overview and Scrutiny Board in a meeting open to the public, and endorsed by the Cabinet in public too. It is included in today's agenda, and I hope that it will be formally adopted by the Council later this evening.

Through press releases, email bulletins and BH Life Magazine, the Council frequently provides updates and information about Climate Action in what I believe is an appropriate manner.

The Chairman reported that the public questions not dealt with would receive a written response in accordance with the provisions of the Constitution.

B – Statements

Public Statement from Jamie Dunn, which was read out by Graham Farrant, Chief Executive

Many residents living near to Upton Country Park's perimeter continuously see many users choose not to park in the two car parks available. Instead finding free residential roads and impacting on accessibility for emergency vehicles.

Lowering daily charges to respectable amounts and improved advertising of the yearly £40 charge, will see more vehicles using the main car park. Recent summers tend to be a quarter or half full, which I have evidence of. The main reason is high charges for short periods of time. It's understandable why many park in residential roads.

I kindly request these charges are reviewed.

Public Statement from the Branch Secretary, UNISON which was read out by Graham Farrant, Chief Executive

UNISON calls on the political leadership of the Council to reconsider its political choice not to raise the base rate of Council Tax. The Government assumes this increase when calculating the local government funding settlement figures for councils. These choices make clear investment in staff is not your priority. Expecting staff to do more with less while not investing in the workforce is leaving staff dismayed by your choice not to invest in levelling up wages. Cabinet made budget choices while staff are expected to deliver the Big Plan. The staff need fair pay now, not in 2024.

C – Petitions

There were no petitions submitted for this meeting.

142. Recommendations from Cabinet and other Committees

Item 6a – Cabinet 12 January 2022 – Minute 113 – Council Tax – Tax Base 2022/23

Councillor Mellor, Leader of the Council presented the report on the Tax Base 2022/23 as set out on the agenda and outlined the recommendations. He explained that it was a technical requirement to approve the Tax Base in advance of setting the Council Tax. The recommendations presented a calculation of the tax base for Council tax setting purposes. Councillor Broadhead seconded the proposal.

Voting – Unanimous.

The recommendations arising from the Cabinet on 12 January 2022 as set out on the agenda were carried.

Item 6b - Cabinet 12 January 2022 - Minute No 117 - Climate Action Annual Report 2020/21

Councillor Mike Greene, Cabinet Member for Transport and Sustainability presented the report on the Climate Action Annual Report 2020/21 and outlined the recommendations as set out on the agenda. He asked the Council to receive the report as an update on activities to address the climate and ecological emergency for the period July 2020 to June 2021. Councillor Greene explained that it had been an unusual year due to the pandemic and also a transitional one. He commented on the budget provision, the approach taken by the previous administration and the reinstatement of funding and increase in budget put in place by the current administration. Councillor Greene referred to the significant disruption the removal on the budget had caused to the creation of a suitably sized team to tackle the problem. Councillors were advised nevertheless that headline figures were encouraging showing the Council's own emissions declining by 11% and area wide emissions reducing by 3.7% for the most recent year available. Councillor Greene suggested caution before celebrating. He explained that the area-wide data was the change from 2017 to 2018 before BCP Council was in existence as a local authority and whilst the true reduction in the Council's own emissions was likely to prove greater than the 11% once contributions from leased out buildings was updated the impact of the pandemic was unknown. Councillor Greene referred to the second recommendation which asked the Council to support the adoption of, ongoing development and delivery of the BCP Council Climate action plan. He explained that it was based on the draft plan agreed by the Council in 2019, which had been tweaked according to emerging guidance primarily from Friends of the Earth and the response to the extensive public engagement which was undertaken early in 2021. Councillors were advised that the plan reflected a shift in priorities the largest possible reduction in emissions for the least possible cost to the Council taxpayer while still recognising the non-financial benefits of some actions. Councillor Greene reported that the actions were divided into five themes with each of them having a cross party portfolio holder support group to help monitor and if necessary to modify the actions to ensure that the overall targets were met. In addition, a rag status has been introduced for each action to assist and increase transparency. Councillor Greene emphasised that this was a comprehensive structured and achievable plan for the Council to reach its twin targets of net zero emissions by 2030 for the Council itself and 2050 at latest for the BCP area as a whole and he urged Council to give the Action Plan its unanimous support. Councillor Mark Anderson in seconding the proposal outlined some of the projects that were being undertaken including the Urban Tree Challenge Fund and the planting of nearly 5000 native trees in several locations across the area, reduction in the distance that waste travels and that a proportion was treated locally, the green wood food waste initiative and that street sweepings continued to be treated and recycled locally, three companies that manage over 94% of the Council's waste had all made zero or negative carbon emission declarations, the Council's Waste Collection vehicles were trialling a new fuel hydro treated vegetable oil (HVO) which was an advanced renewable and sustainable fuel that offers 90% reduction in carbon dioxide emissions.

Councillors in discussing the recommendations raised a number of issues including the proposals for BCP to join the UK 100 Club. Councillor Broadhead explained the purpose of the UK 100 Club which was a network of highly ambitious Local Government Leaders and Councils around the Country which were looking to devise and implement plans for the transition to clean energy but to do it in a way that was ambitious, cost effective and crucially takes the public and businesses with them. Councillor Broadhead outlined the opportunities in joining the UK 100 Club in particular national dialogue with leaders and world leading businesses and industry which were now focussed on climate change because it was the commercially savvy approach to take. He explained that the Club also brings the benefit of sharing knowledge and ideas. Councillor Broadhead highlighted that climate action should permeate through everything that the Council does and across the BCP area. He referred to the ecological aspects and the proposal to be one of the first Council's in the Country to embed biodiversity net gain into everything that the Council does and when adopted would have to be included in each development that comes forward in the future which demonstrates how the Council would be caring about nature. Councillors were informed that the climate and ecological emergency was also being embedded into the development of the Local Plan. Councillor Toby Johnson reported on what he referred to as one of the most generous home insulation grant schemes in the Country which provided the opportunity for residents to make an application for a grant to increase the efficiency of their property to the national average of grade D or if not the highest possible rating. He highlighted the support that this would provide to residents particularly in light of the significant increase in energy costs and the potential savings that could be achieved.

Councillor Slade referred to the approach taken by the previous administration relating to the budget provision. She explained that three weeks prior to the global pandemic the previous administration had taken the decision to pause its political priorities whilst dealing with the pandemic and were then removed from office at a time when clarity had not been provided about the replacement of funding. Councillor Slade reported that about two weeks after the change of administration the funding was restored, and additional funding was found. She highlighted that had that not happened the funding that was paused would have returned. Councillor Slade reported that the Overview and Scrutiny Board welcomed but did not agree with the Plan explaining that they had agreed with the actions but did not agree the climate plan was a plan, the Board felt that it was a list of tasks. Councillor Slade referred to the significant set of recommendations submitted to the Portfolio Holder which were not in time for the Cabinet in doing so she highlighted that the Board felt that it was a surface only list of actions, it was missing a strategy and risk assessment. Councillor Slade reported that the Board had welcomed the excellent appointment of Dr Matthew Montgomery as the Head of Climate and acknowledged that in order for him to do the job well that we should not set out a list of actions that we wanted done but allow him as the expert to determine how the Council took it forward before it came back to the Overview and Scrutiny Board in September. Councillor Slade expressed her disappointment that

no reference had been made to the recommendations from the Overview and Scrutiny Board referred to above.

Councillor Bull thanked the officers for the work undertaken with limited resources who were now part of the expanded team and he welcomed Dr Montgomery. He referred to the reduction in emissions which was welcome, but he was unsure if the increase due to Council employees working from home had been fully accounted for. Councillor Bull emphasised that time was short and referred to the effect of the storm locally the previous week. He commented on the implications of flooding in 50 years due to weather events highlighting how important it was to address the emergency, that whilst welcoming the papers work needs to be done and actions need to be ambitious and transformational. Councillor Felicity emphasised the severity of the situation and in doing so thanked Sue Chapman for her email correspondence including the comments and statements that she has made to full Council. Councillor Rice requested that training be provided for all Councillors on climate change and asked that the Portfolio Holder commit to arranging training. Councillor Hadley indicated that the introduction to the report highlights the recognition that the climate emergency was a human-driven global catastrophe. He highlighted that the target was only eight years away and there had been less than 10% change which was not a lot. He also referred to the recommendations from the Overview and Scrutiny Board and that the papers had remained unchanged he highlighted the difficulties in how Councillors can influence some of the proposals. Councillor Hadley explained that he had been working on climate issue for decades including working with the Borough of Poole and the climate lead officer on various projects. Councillor Hadley emphasised the need to move at pace as the climate was getting more extreme. He welcomed the report which felt was very much a starting point and needed development to achieve the targets. Councillor Burton, for clarity, highlighted page 68 of the agenda pack and the tables referring to units in kilowatt hours he explained that the word watt should start with a capital W.

Councillor Mike Greene in summing up explained that if the Council was to achieve the ambitious emission targets it was necessary to have the support of residents, businesses and other stakeholders and achieve balance. He thanked the Overview and Scrutiny Board for its contributions and explained that the Council was already doing or propose to do almost everything contained in the recommendations apart from including working from home due to current guidelines. He thanked Councillor Toby Johnson for highlighting the home insulation grant which he felt was the most comprehensive and generous in the Country and showed the Council's dedication to both tackling emissions from buildings and protecting the finance of residents. Councillor Mike Greene thanked Councillor Mark Anderson for the reference to the carbon savings being made by the Council's fleet fuel change and the move towards electrifying the fleet. He also commented on the Council's efforts to join the UK 100 Club and his hope that the Council was one of the premier leaders with the aim of bringing forward the area's net zero target. Councillor Greene reported that the area was one of only 11 in the Country and 95 in the world to get an A

rating from the carbon disclosure project which really demonstrated what the Council was achieving. Councillor Greene explained that fighting climate change has to be a team effort, he thanked those working within the portfolio holder support groups and that with the budget provision there was now a fantastic and well-resourced officer team headed up by Dr Montgomery which he thanked for the incredible job they were doing as the Council move forward in achieving net zero targets.

The Council then took a vote on the recommendations arising from the Cabinet meeting on 12 January 2022 as set out on the agenda which were carried as follows:

Voting – Unanimous

Item 6c - Cabinet 9 February 2022 - Minute No 129 - 2021/22 Budget Monitoring Quarter 3

Councillor Mellor, Leader of the Council presented the report on the 2021/22 Budget Monitoring Quarter 3 and outlined the recommendation as set out on the agenda. He explained that the report had been to Overview and Scrutiny Board and Cabinet. In summary he explained that it was a positive update whilst this had been a very challenging year due to one off pressures related to covid the Council was moving towards a balanced better budget position and he was confident in delivering a surplus in year. Councillor Mellor took the opportunity that thank all officers and in particular the Finance Team. Councillor Mellor asked the Council to formally approve the capital virement. Councillor Broadhead seconded the proposals and in doing so echoed Councillor Mellor's comments on the expected surplus.

Councillor Cox indicated that the update was not positive and that it indicated a significant turnaround in the Council's finances. He referred Councillors to paragraph 4 and a reference to a failure to control costs within the Council and a failure to make transformational savings with a £5m write-off of an existing special purpose vehicle which were not positive updates. Councillor Cox referred to paragraph 5 highlighting that the above were all being covered by one-offs and therefore next year would be worse. He indicated that it was for the Cabinet Members to take responsibility for their own budgets, and he felt they clearly were not.

Councillor Mellor in summing up explained that a prudent approach had been taken in respect of financial management. He highlighted that it had been a challenging year, but the net position was a surplus with record investment in services. Councillor Mellor reported on the positive choices taken on the transformation programme and explained that for the first time the Council was looking towards a largely balanced MTFP over five years. He emphasised that it was a prudent and well managed financial performance.

Councillor Rocca arrived at 8.00 pm

The Council then took a vote on the recommendation arising from the Cabinet meeting on 9 February 2022 as set out on the agenda which was carried as follows:

Voting – For – 61, Against – 0, Abstentions – 4

The Chairman reported that the following issues recommended from the Cabinet meeting held on 9 February 2022 related to the budget and therefore Members were reminded that, under Regulation 2 of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 votes taken at key budget decision meetings must be recorded in the minutes.

Item 6d - Cabinet 9 February 2022 - Minute No 130 - Housing Revenue Account (HRA) Budget Setting 2022/23

Councillor Karen Rampton, Cabinet Member for People and Homes presented the report on the Housing Revenue Account (HRA) Budget Setting 2022/23 and outlined the recommendations as set out on the agenda.

Councillor Rampton explained that that HRA was a separate account from the General Fund which ring fenced the income and expenditure associated with the Council housing stock in Bournemouth and Poole which consisted of some 9,500 rented properties plus 1,100 leasehold properties and a small number of low-cost ownership properties with a combined rent roll of £45m. Councillor Rampton explained that the report sought approval for the proposed budget, proposals for rent, service charge and other charges to tenants and the plans for expenditure for 2022/23. Councillors were informed that the HRA delivers against a number of corporate objectives including new homes, energy efficiency measures and engagement with residents. Councillor Rampton reported that the income to the HRA could only be spent on services to residents, management of their homes and provision of new homes for future tenants and leaseholders. She explained that it was important that the level of income was maintained and maximised to support the 30-year plan. Councillor Rampton emphasised that new homes were needed and the development of homes within the HRA would help the Council priority to deliver at least 1,000 homes of mixed tenure in the next five years. In addition, Councillors were informed that the strategic objectives of the HRA were outlined at paragraph 73 in the report with the three key areas detailed at paragraph 75 – revenue income, revenue expenditure and capital expenditure. In referring to the recommendations Councillor Rampton indicated that it was proposed that dwelling rents increase by 4.1% which was a formulae of CPI plus 1% which was inline with most other local authorities which was an average increase of less than £4 per week which would only affect some residents as around 68% were in receipt of universal credit or housing benefit which helped with housing costs. Councillors were informed that residents pay service charges for items such as heating, communal power, gardening and cleaning and it was proposed that an increase of 22.6% be applied to charges for

communal heating and power which reflects the increase in energy costs but it was proposed that this was capped to offer protection to residents from energy price increases of 50% plus as residents who receive their power through a communal supply were not protected by the price cap. Councillor Rampton explained that this mitigation does mean a loss to the HRA of approximately £120,000 of income but it does offer residents protection from increasing costs with additional support available to residents through winter fuel payments and the household support fund.

Councillors were informed that as part of the planned maintenance programme the Council would spend up to £15m improving Council homes and the HRA supported several corporate objectives through the provision of new homes, supporting and engaging with residents and making homes more energy efficient. Councillor Rampton reported that £1m additional money had been set aside to kickstart investment in energy efficiency programmes as approved and would deliver work to ensure the Council achieves the most for residents. Councillors were informed that Appendix 6 to the report set out how up to £48m would be spent providing new homes and other major projects with delivery plans for each neighbourhood set out in Appendices 7 and 8 setting out the actions in 2022/23 and subject to future approval of the housing management model these delivery plans would align into one programme. Councillor Rampton thanked all officers involved in compiling such an excellent report and the amount of work that had gone into preparing it and sought approval for the recommendations. Councillor Mellor in seconding the proposals reserved his right to speak.

Councillor Broadhead commented on the projects referenced in Appendix 6 to the report which formed part of the Council house delivery programme and the new CNAS programme. He referred to the Cabbage Patch Car Park Scheme and the Luckham Road scheme which Councillor Broadhead had welcomed the first residents into in the last couple of weeks. He highlighted climate action work and ensuring that these homes were as efficient as possible which was important in view of the rise in energy costs. Councillor Broadhead reported that the Luckham Road development not only complied to passive house standards but also was the very first of the Council's developments that had ground source heat pumps. In addition, he commented on the Princess Road development which was now going through final approval and was a mixed-use development protecting some of the most vulnerable providing plenty of affordable homes and including a hostel element. He reminded Councillors that the Herbert Avenue Scheme had also been approved. Councillor Broadhead thanked the Planning Committee for approval of the scheme for the Hillbourne School Site providing 100% affordable homes.

The Council then took a vote on the recommendations arising from the Cabinet meeting on 9 February 2022 as set out on the agenda which were carried as follows:

For - 65

Cllr Hazel Allen	Cllr Bryan Dion	Cllr David Kelsey
Cllr Lewis Allison	Cllr Bobbie Dove	Cllr Bob Lawton
Cllr Mark Anderson	Cllr Beverley Dunlop	Cllr Marion LePoidevin
Cllr Sarah Anderson	Cllr Millie Earl	Cllr Rachel Maidment
Cllr Marcus Andrews	Cllr Jackie Edwards	Cllr Chris Matthews
Cllr Julie Bagwell	Cllr L-J Evans	Cllr Simon McCormack
Cllr Steve Baron	Cllr George Farquhar	Cllr Drew Mellor
Cllr Stephen Bartlett	Cllr Duane Farr	Cllr Pete Miles
Cllr John Beesley	Cllr Laurence Fear	Cllr Sandra Moore
Cllr Derek Borthwick	Cllr Sean Gabriel	Cllr Susan Phillips
Cllr Philip Broadhead	Cllr Mike Greene	Cllr Margaret Phipps
Cllr Mike Brooke	Cllr Nicola Greene	Cllr Karen Rampton
Cllr Nigel Brooks	Cllr Andy Hadley	Cllr Felicity Rice
Cllr David Brown	Cllr May Haines	Cllr Chris Rigby
Cllr Simon Bull	Cllr Peter Hall	Cllr Mark Robson
Cllr Richard Burton	Cllr Paul Hilliard	Cllr Roberto Rocca
Cllr Daniel Butt	Cllr Mark Howell	Cllr Vikki Slade
Cllr Judes Butt	Cllr Mohan Iyengar	Cllr Mike White
Cllr Eddie Coope	Cllr Cheryl Johnson	Cllr Lawrence Williams
Cllr Mike Cox	Cllr Toby Johnson	Cllr Tony O'Neill
Cllr Malcolm Davies	Cllr Andy Jones	Cllr Nigel Hedges
Cllr Lesley Dedman	Cllr Jane Kelly	

Against - 0

Abstentions – 1

Cllr Ann Stribley		
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(Note Councillor Stribley indicated that she had not heard all of the debate as she arrived at 20.03 and therefore abstained from the vote)

Item 6e - Cabinet 9 February 2022 - Minute No 133 - Mainstream Schools and Early Years Funding Formulae 2022/23

Councillor Nicola Greene, Cabinet Member for Council Priorities and Delivery presented the report on the Mainstream Schools and Early Years Funding Formulae and outlined the recommendations as set out on the agenda. She reported that the paper set out the way in which the dedicated schools grant totalling £322m was to be distributed complying with national requirements and local preferences within a prescribed financial framework. Councillors were reminded that the overall funding available comes directly from central government and covers most of the educational sector funding mainstream schools to year 11, special schools and early years settings as well as bespoke educational packages for children with special educational needs and disabilities and some central functions required to support the education sector including admissions. Councillor Greene reported that at first sight an increase in spending of £23m stands out as a significant sum and was welcomed. She explained in recognising that this would have a positive impact in mainstream

schools it needed to be considered in the wider context of the historic and ongoing deficit within the high needs block which was the part of the grant which funds the needs of children and young people with educational health and care packages some of which were very costly. Councillor Greene explained that in making their recommendations the School Forum wanted to support the early years sector recognising the huge positive impact that early diagnosis of a child's additional needs can have for that child and indeed the negative outcome of undiagnosed need later on as a child passes through their school years. The Forum further recognised the pressure which particularly face many of the providers within that sector who were private, voluntary and independent organisations who do not have the ability to cross subsidise with both staffing and expertise. Councillor Greene reported that Members were aware that considerable work was ongoing to address the challenges within the High Needs Block highlighting that BCP Council was not alone in feeling this pressure as it has been a longstanding concern for the sector across the country with Local Government Association continuing to lobby on behalf of Councils.

Councillors were informed that the local approach had been to establish a High Needs Block recovery Board chaired by the Chief Executive with a focus on reducing the deficit and the ongoing pressures, by a variety of means which dovetails with practice improvements and wider sectoral partnership co-production with parents and carers at the heart led by the SEND Improvement Board's Independent Chair. Councillor Greene reported that it draws on the findings of the Appreciative Inquiry which had been referred to Cabinet in the Autumn and links with the SEND Capital Investment approved by Council which was focused on the delivery of high-quality school places for children and young people with additional needs in the heart of BCP Communities. Councillor Greene emphasised that she welcomed the expressions of interest received to develop ways of keeping BCP children within our existing schools and academies limiting the number of those whose needs can only be met by non-local provision. She reported that evaluation was underway on this proposal, and she looked forward to bringing those developments forward in due course.

Councillor Greene thanked the Council's School Finance team, and she expressed her gratitude to the Schools Forum for their forensic understanding of the issues and their determination to ensure that the needs of our children and young people were at the forefront of any decision to do with funding. Councillor White seconded the proposals.

The Council then took a vote on the recommendations arising from the Cabinet meeting on 9 February 2022 as set out on the agenda which was carried as follows:

For – 66

Cllr Hazel Allen	Cllr Bryan Dion	Cllr David Kelsey
Cllr Lewis Allison	Cllr Bobbie Dove	Cllr Bob Lawton
Cllr Mark Anderson	Cllr Beverley Dunlop	Cllr Marion LePoidevin
Cllr Sarah Anderson	Cllr Millie Earl	Cllr Rachel Maidment
Cllr Marcus Andrews	Cllr Jackie Edwards	Cllr Chris Matthews

Cllr Julie Bagwell	Cllr L-J Evans	Cllr Simon McCormack
Cllr Steve Baron	Cllr George Farquhar	Cllr Drew Mellor
Cllr Stephen Bartlett	Cllr Duane Farr	Cllr Pete Miles
Cllr John Beesley	Cllr Laurence Fear	Cllr Sandra Moore
Cllr Derek Borthwick	Cllr Sean Gabriel	Cllr Susan Phillips
Cllr Philip Broadhead	Cllr Mike Greene	Cllr Margaret Phipps
Cllr Mike Brooke	Cllr Nicola Greene	Cllr Karen Rampton
Cllr Nigel Brooks	Cllr Andy Hadley	Cllr Felicity Rice
Cllr David Brown	Cllr May Haines	Cllr Chris Rigby
Cllr Simon Bull	Cllr Peter Hall	Cllr Mark Robson
Cllr Richard Burton	Cllr Paul Hilliard	Cllr Roberto Rocca
Cllr Daniel Butt	Cllr Mark Howell	Cllr Ann Stribley
Cllr Judes Butt	Cllr Mohan Iyengar	Cllr Vikki Slade
Cllr Eddie Coope	Cllr Cheryl Johnson	Cllr Mike White
Cllr Mike Cox	Cllr Toby Johnson	Cllr Lawrence Williams
Cllr Malcolm Davies	Cllr Andy Jones	Cllr Tony O'Neill
Cllr Lesley Dedman	Cllr Jane Kelly	Cllr Nigel Hedges

Against - 0

Abstentions – 0

Item 6f - Cabinet 9 February 2022 - Minute No 128 - Budget and Medium-Term Financial Plan (MTFP) 2022/23

Prior to consideration of the recommendations Councillor Dedman asked the following question

On 25 January the Daily Echo carried an article headed 'Beach hut plan key to BCP Council's budget proposal'. This set out the plan included in the Cabinet papers to set up a company to buy BCP council's beach huts, as part of the 'non-traditional approach' included in the Conservative Administration's budget proposals. The plan is designed to raise £54million for the council, and as the article says, is a keystone of the whole budget.

This budget plan was by then in the public domain, and of course the newspaper article itself gave the news to any reader of the Echo.

As a Christchurch Borough Councillor, I worked closely with the Associations concerned with the beach huts on Christchurch's estate. I was contacted by one of the chairs of the Beach Hut Association who informed me that the first he knew of the plan was by actually seeing this article in the Echo. He told me that none of the five chairs of the Beach Hut Associations had been informed or consulted. The chairs were naturally concerned and angry both at the news, and at the way they found out about it.

The plan will by its very nature necessitate changes for the beach hut associations, so why was there no communication to these associations about a plan which so closely concerns them?

Reply from Councillor Drew Mellor, Leader of the Council

I would like to thank Councillor Dedman for her question and am grateful for the opportunity to respond in some detail to the issue she raises.

Every budget is underpinned by a number of assumptions about income and expenditure. As we will see in the budget paper later this evening, our assumption is that we need to pay for our council improvement plan to ensure that it is as efficient, productive and accessible as it can be, in order to deliver services for our residents. Rather than making an assumption that we sell assets externally as was proposed in the past, we are instead proposing to bring forward a plan which not only keeps those assets but improves them and sets them to work for all our council taxpayers.

Regarding the use of assets that we are proposing I will take the opportunity to be clear what is proposed and what isn't. It is entirely traditional and business as usual for councils to explore the use of different vehicles to hold and operate its assets as we do successfully through PHP, Aspire, Tricuro, Seascope to name a few. Any income generated is restricted to either investment in new capital assets or investment in our transformation programme which will deliver a 50m a year asset in itself.

Work is underway in drilling into the detail of the plan, but I must clarify something to save everyone's time. It's possible that members of the minority groups will be speculating at length about an extensive and detailed report from KPMG that the administration does not want to be made public. Let me be clear – such a completed report doesn't exist. As part of exploring whether this new plan, our approach to avoid selling our assets, was possible, we undertook a series of workshops which were very much focussed on high level principles and in doing so we received comfort from KPMG, CIPFA and our external auditor, Grant Thornton, that this approach was valid, legitimate and within our accounting rules. If this external comfort hadn't been delivered our highly diligent and professional S151 officer would not have authorised inclusion in this budget paper.

In providing assurance to the residents Councillor Dedman has spoken to, I would like to set out the process which will follow on from this evening. There is much work to do and it will involve a number of stakeholders including the beach hut associations, along with those who are not represented by these groups. A report finalising how we will make this work to the benefit of everyone will be prepared for Cabinet and onwards to Overview and Scrutiny and Council for approval. Prior to this, I'm sure Councillors will be very interested in the proposals and I will work with the Chairman of Overview and Scrutiny Board to bring this forward at the earliest opportunity.

So, in summary, there is an assurance from KPMG and CIPFA that this new plan will be possible and financially correct. The detail will come later and we will be working across all parties and stakeholders to flesh out how we can achieve the very best outcome for all.

Councillor Dedman reiterated her question and asked when would the beach hut owners and the Beach Hut Associations be told. As a supplementary question she asked the Leader if he had spoken to the Beach Hut Associations yet. In response Councillor Mellor reported that the Beach Hut Associations would not be told they would be consulted, and it was proposed to bring forward the report in quarter one of the 2022/23 financial year.

Councillor Mellor, Leader of the Council made his budget statement presented the report on the Budget and Medium-Term Financial Plan (MTFP) 2022/23 and outlined the detail of the recommendations as set out on the agenda. In presenting the budget Councillor Mellor thanked the S151 Officer, Adam Richens and his Finance Team for their support and engagement in preparing the budget. He also recognised the debt of gratitude to Officers across the conurbation who work daily to provide the services that residents value. Councillor Broadhead seconded the proposals and reserved his right to speak.

Councillor Cox as the Liberal Democrat representative commented on the Budget and Medium-Term Financial Plan for 2022/23 and in doing so thanked Adam Richens for the time that he provided in assisting him in understanding the complexities of the budget and the risks which lie within in it. He also thanked Mr Richens and the Finance Team for the work undertaken in preparing the budget reports. He outlined his concerns on the budget which had been presented, including the use of reserves even having received additional funding from central government, the approach to financial management, not achieving 70% of transformational saving targets, capitalising on future income and proposals for a reverse equity scheme without consultation and examination by the Overview and Scrutiny Board. Councillor Cox referred to the proposal for the use of Council assets and that Councillors had not had access to any report. Councillor Cox indicated that the Cabinet had failed to take ownership and responsibility for the overspending and that the Cabinet Member responsible for transformation had failed to understand, manage and control the transformation budget indicating that the expected savings would not be achieved. Councillor Cox stressed that there were some good initiatives such as the green futures fund, the commitment to spending what was needed on adult and children's services and providing the food waste collections in Poole. He explained that the opposition would prefer to support a budget which balanced but there were risks with the proposed budget which cannot be reconciled. He called for the budget to be delayed until the facts were provided to Councillors of the risks and they were adequately addressed.

Councillor Cox then proposed the following motion without notice under procedure rule 10.1.4

To refer this matter to a special meeting of Councillor to be held before 11 March 2022

As stated in para 70-80 on page 268-270 of the budget the receipt of proceeds from the sale of the Beach Hut revenues for the next 20 years is fundamental to the Councils 2022-23 budget.

The advice received from KPMG and in particular any conditions or inherent risks identified in respect of this proposal is central to Councillor's ability to evaluate this proposal.

Despite requests to have sight of this report from KPMG from the Chair of the Overview and Scrutiny Committee and opposition Councillors nothing has been received.

In view of this lack of information and transparency this Council defers any budget decision until all councillors are given copies of all relevant reports into the establishment of the New Special Purpose Vehicle which will pay BCP the relevant proceeds.

The meeting was adjourned at 20:35 – 20:50

The Chief Executive reported that he wanted to check the legality of the process and what the process would be for Members before any debate. He indicated the impact of such a motion being brought forward without advance notice as officers could have worked out what the process would be.

Councillor Cox raised a point of order and indicated that he did submit the motion in advance having cleared it with the Monitoring Officer, the Head of Democratic Services and the S151 Officer. The Chief Executive indicated that the above was not a point of order. The Chairman indicated that notice means in writing 2-3 days before the meeting according to the Monitoring Officer. The Chief Executive explained that it was difficult to make such decisions and get the correct advice in terms of the process. He commented on the KPMG report if it were to be received and advised that there would a requirement for 5 days notice of a meeting. Members were informed that the schedule was such that the 1 March was the deadline for getting the Council Tax bills prepared and sent out with the 11 March being the statutory deadline that might require an intervention from the Secretary of State. It would be necessary to identify when the Council would receive the report from KPMG and could 5 days notice be provided for the meeting without that report being circulated. The Chief Executive asked Councillors to consider the timescale and that there would be a cost to the Council in terms of delayed issuing of direct debits which cannot be estimated at this stage.

Councillor Cox asked for clarity on whether there was a report in view of comments made by the Leader of the Council and the Chief Executive. The Chief Executive explained that there was no report received from KPMG which was finalised. He clarified that his previous comments were if the Council was to receive a finalised report from KPMG.

Councillor Lesley Dedman seconded the motion without notice proposed by Councillor Cox as detailed above. She felt that the proposal to defer was right and outlined the concerns raised by residents who had indicated that the budget as presented was contrary to good financial practice. Councillor Dedman emphasised that residents deserve better than a Council whose budget was built on “shifting sands” and asked how the budget can be considered when the detail had not been seen. She explained that she had challenged the Leader at the Overview and Scrutiny Board on the Beach Hut proposals and he reported that there was not a written business plan.

Councillors considered the motion without notice as detailed above. Councillor Bartlett reported that he liked a lot of the proposed budget including the additional funding for Children’s Services, the Cleaner Greener Safer project and the additional funding for climate change. He explained that he did have concerns about the proposal that underpins the financial strategy of the Council explaining that in principle he had nothing against using assets to grow businesses, but he had concerns about the scale of the proposal. Councillor Bartlett referred to the expected financial benefits but asked was it too good to be true in view of the red flags and warnings from the S151 Officer. He also indicated that when he requested the information that informs the budget he had not been allowed access as it had not been published as a key decision on the Cabinet Forward Plan which would have then given an opportunity to really look at the detail of the proposal. Councillor Bartlett explained that to take a decision of such magnitude without all Councillors being aware of the detail was unreasonable however, he did not want to put the Council through the difficulties outlined with the statutory deadlines in setting the budget and the Council tax.

Councillor Hilliard indicated that Councillors were being asked to approve a budget based on several key assumptions and without sight of key documents that underpin savings projections. He felt that the risk to residents and the Council could not be quantified. Councillor Hilliard referred to the initial transformation report from KPMG which had been presented in a public Cabinet meeting in November 2019 by the previous administration which was based on a Corporate Strategy. He reported that the current administration had not proposed to change the Strategy appreciating the public involvement in preparing it. Council Hilliard emphasised that residents deserved an open and transparent Council where budget schemes and other proposals have had full consultation and engagement. Councillor Hadley indicated that whether a draft report exists there was a need for clear guidance on what the assumptions were based upon and the fact that Councillors had not seen such guidance suggests that it contains further information that should be of concern to both Councillors and residents. He also referred to a response central

government provided to a local MP indicating that Local Authorities should not create companies to circumvent the requirements of the capital framework. Councillor Hadley reported that this was an unconventional poorly conceived approach underpinning the budget and greater clarity was needed for the public as they should not be used as a ‘cash cow’ creating increased debt and reduced revenue.

Councillor Mellor indicated that the Council had been supported in this matter by KPMG and the model has been referred to CIPFA for consultancy and the external auditor for consideration. He explained that a separate formal report would be brought back to the Council for approval in the first quarter of the 2022/23 financial year following the further due diligence including value for money assessments. Councillor Mellor highlighted that early advice and feedback recognised the reasons for the financial accounting aspects of this proposal. He explained that it was entirely reasonable as an assumption, as all budgets were based on significant assumptions for the purposes of producing a balance budget. Councillor Mellor confirmed that such a completed report that was being requested does not exist but when it does exist it would come through the normal process and at that point there would be consultation with stakeholders and the Overview and Scrutiny process to look at it in detail. In referring to the motion without notice as proposed by Councillor Cox he emphasised that the opposition did not have a plan.

Councillor Mark Howell raised a point of order on the process and order of speakers. The Chairman confirmed that this was a motion without notice.

Councillor Mellor continued and in doing so indicated that an alternative budget had not been submitted by the opposition.

Officers were asked to explain again what would happen if the motion without notice was supported. The Chief Executive indicated that this would depend on the timescale in which the Council could get a report from KPMG, 5 days notice of a meeting would be required if that was done tomorrow the earliest we could hold the meeting would be 3 March 2022 and any budget decision after 1 March 2022 would result in delays to the Council Tax bills being issued which involved a cost and therefore any agreement of this motion would delay the setting of the Council tax. A report from KPMG would need to be checked in terms of content to ensure that exempt information was not being published and then Members would need time to read the document and the available time between 1 – 11 March when the Secretary of State could intervene was very tight. The Monitoring Officer also referred to potential issues with the availability of the Council Chamber which could result in further cost to the Council in renting another venue.

Councillor Howell commented on the availability of a report and that he had been denied access to the report. He indicated that the members of the Overview and Scrutiny Board were entitled to documents that had been used in the decision-making process by Portfolio Holders unless the Leader makes a decision to refuse because the documents were in draft. He

suggested that such a draft document from KPMG existed but felt there would be qualifications until the final report was published. Councillor Howell indicated that he could not draw any other conclusion than the report was deliberately being held in draft so that it was not released.

Councillor Brown supported the deferral as Councillors were being asked to make a key Council decision when only a limited number of Councillors were aware of the full supporting information, advice and any qualifications regarding the strategy. He highlighted that the Council was living beyond its means and expenditure was higher than permanent sources of income emphasising that it was critical to get the decision right in view of the long term implications. Councillor Brown in referring to the obligations of all Councillors in approving the budget and setting the Council tax suggested moving to the reserve date. Councillor Allison asked for clarification on what documents had actually been used by KPMG in the assurances that the administration has used to form the beach hut aspect of the budget as presented. Councillor Phipps emphasised that the budget was based on risks and assumptions with huge future debt proposed and Councillors needed to see the evidence to enable them to make an informed decision.

Councillor Nicola Greene referred to comments made by the proposer and felt that moving this motion without notice shows a disrespect to the Chairman, officers and fellow members and that there was no reason why the motion could not have been submitted earlier. Councillor Howell raised a point of order. Councillor Mike Greene raised a point of order indicating that the Constitution was clear on what has to be stated during a point of order and it was not sufficient to shout the words point of order and start speaking. Councillor Mike Greene asked the Chair to clarify how this meeting should proceed. The Chairman allowed Councillor Howell to continue as it related to a previous speech where his name was mentioned. Councillor Howell reported that he had been accused of opposing for opposing sake which was not true, and that Councillors needed to hold the administration to account and scrutinise them. Councillor Nicola Greene clarified that she was not in particular making a point at Councillor Howell for his opposition it was a general point and to oppose was a state of mind and a personal decision that sits with any member.

Councillor Slade asked if it was possible for the Section 151 Officer to clarify what information requested by Councillor Allison had been provided. She understood the issues that had been raised in respect of any deferral and commented on resources whilst asking why would Councillors be put under pressure to make decisions tonight when over £50m was at stake for a project that we do not yet know was legal and whilst having had assurances from the Leader all Councillors and resident were not permitted to know. Councillor Slade raised her concerns regarding the inconsistency in the availability of information to all Councillors and that the KPMG report should have been available prior to the Council meeting so that if Members asked it could be provided. She also commented on the timing of the submission of the motion without notice from Councillor Cox and the associated reasons having been provided with advice from Officers.

Councillor Cox in summing up on his motion without notice highlighted the increasing risks which were evident from the Section 151 Officers report and were not normal. He explained that he fully appreciated the timing issues, but numerous requests had been made for the documents and they had not been provided. Councillor Cox outlined the reasons why he had not submitted an alternative budget due to the level of risk.

Councillor Mellor advised that there had been a clear explanation of the documents that exist which included a series of workshop sessions with Grant Thornton and that work had then been reviewed by CIPFA and the external auditors with the papers before the Council clearly saying that this was in line with the accounting procedures. He reported that when there was a completed report with full due diligence this would be considered in quarter one of the 2022/23 financial year. The Section 151 Officer Adam Richens reported that this was a non-traditional approach and with such an approach a high level of due diligence was required. The due diligence was being undertaken based on a draft report and must be absolutely watertight and sound as part of due process. Councillors were advised that once the report was finalised that it would then be used to support the report going to Cabinet in June and Council in July when actually the formal decision would be made. The Section 151 Officer reported that the budget and the financial plan were based on a series of assumptions based on the income and expenditure of the Council and the requirement was that they balance. He explained that the beach hut project was a key assumption used in the presentation of a balanced budget and that in the Section 25 report at Appendix 3 the S151 Officer clearly articulates the risk associated with the proposals and if it was not endorsed by Council in July the consequences the Council would have to take to rectify that position. He emphasised as part of normal financial management arrangements it was necessary to monitor the budget making sure that the Council continues to have a balance for the year.

The Council then took a vote on the motion without notice proposed by Councillor Cox and seconded by Councillor Dedman as detailed in bold type above which was lost as follows:

For – 26

Cllr Lewis Allison	Cllr Millie Earl	Cllr Simon McCormack
Cllr Marcus Andrews	Cllr L-J Evans	Cllr Pete Miles
Cllr Stephen Bartlett	Cllr George Farquhar	Cllr Sandra Moore
Cllr Mike Brooke	Cllr Andy Hadley	Cllr Margaret Phipps
Cllr David Brown	Cllr Paul Hilliard	Cllr Felicity Rice
Cllr Simon Bull	Cllr Mark Howell	Cllr Chris Rigby
Cllr Richard Burton	Cllr Marion LePoidevin	Cllr Mark Robson
Cllr Mike Cox	Cllr Rachel Maidment	Cllr Vikki Slade
Cllr Lesley Dedman	Cllr Chris Matthews	

Against – 40

Cllr Hazel Allen	Cllr Bobbie Dove	Cllr Jane Kelly
Cllr Mark Anderson	Cllr Beverley Dunlop	Cllr David Kelsey
Cllr Sarah Anderson	Cllr Jackie Edwards	Cllr Bob Lawton
Cllr Julie Bagwell	Cllr Duane Farr	Cllr Drew Mellor
Cllr Steve Baron	Cllr Laurence Fear	Cllr Susan Phillips
Cllr John Beesley	Cllr Sean Gabriel	Cllr Karen Rampton
Cllr Derek Borthwick	Cllr Mike Greene	Cllr Roberto Rocca
Cllr Philip Broadhead	Cllr Nicola Greene	Cllr Ann Stribley
Cllr Nigel Brooks	Cllr May Haines	Cllr Mike White
Cllr Daniel Butt	Cllr Peter Hall	Cllr Lawrence Williams
Cllr Judes Butt	Cllr Mohan Iyengar	Cllr Tony O'Neill
Cllr Eddie Coope	Cllr Cheryl Johnson	Cllr Nigel Hedges
Cllr Malcolm Davies	Cllr Toby Johnson	
Cllr Bryan Dion	Cllr Andy Jones	

Abstentions – 0

The Council continued to debate the original recommendations.

Councillor Mike Brooke indicated that there were items in the budget that he would be happy to support were it not for the fact that it was predicated on several very high-risk processes as well as being unsustainable. He explained that the 2021/22 and 2022/23 budgets had depended on the financial resilience of reserves for support of £66m which significantly reduced the Council's future financial flexibility and resilience. Councillor Brooke reported that the 2023/34 budget would have to address a £28m funding gap and commented on the approach being proposed and the expected level of debt which would reach £836m by 2027 while barely increasing earmarked reserves. He continued by explaining that by end of March 2023 there would be insufficient earmarked reserves to tackle the continually increasing overspend in the high needs block. Councillor Brooke indicated that should the Government fail to extend the current arrangements beyond that date then the Council could face a section 114 notice and all that such a notice entails. He also referred to other elements that were dependent upon the Government doing the right thing such as retaining the flexible use of capital receipts so that the transformation programme can be funded. Councillor Brooke reported that with costs spiralling and savings dwindling resulting in the programme being reprofiled and pushed back there was no confidence that the requisite £50m savings would materialise. Councillor Brooke commented on the beach hut project, that there was a strong possibility that pay equalisation would not be cost neutral and with inflation predicted to rise to over 7.5% and interest rates likely to continue to rise all of these issues would impact negatively on the budget. Council Brooke proposed the following amendment to the recommendations in agenda item 6(f) by adding an additional item as follows:

“(F) that budget monitoring reports are brought to every Overview and Scrutiny Board meeting”

He explained that this would increase the level of budget monitoring and respond to the concerns expressed in the section 25 report. The above amendment was seconded by Councillor Slade.

Councillor Broadhead sought clarification from the Monitoring Officer on whether the Council could instruct the Overview and Scrutiny Board to include an issue on its agenda. The Monitoring Officer explained that Council can request that the Overview and Scrutiny Board look at various issues, but it cannot dictate what the Board considers on its Forward Plan because the purpose of the Board was to be independent and to present a balance to the Executive.

Councillors commented on the proposed amendment including the monitoring of the budget by the Overview and Scrutiny Board on a quarterly basis, that the Board should not have any agenda items imposed upon it but should determine its own agenda and the lack of alternative budget from the opposition.

Following a point of order, the Chairman asked Councillor Mike Greene if he could address the amendment.

Councillor Slade explained that there was a good reason why there was not an alternative budget because of the issues with the proposed budget. She commented on the amendment and indicated it would be appropriate to ask the Chairman of the Board to consider monitoring the budget at each meeting as it was not safe to wait for a quarterly update on the budget.

Councillor Howell reported that the budget was predicated on successful transformation, but Councillors had not received any evidence that it would be achieved as indications were that it was behind schedule and over budget. He expressed his comments on the transformation to date.

Councillor Dunlop raised a point of order and indicated that all Members should speak to the amendment. Councillor Howell apologised. Councillor Cox indicated that all the amendment does was to enable more scrutiny of the budget on a monthly basis which he suggested would support the Cabinet to do a better job. Councillor Brown reinforced the benefits of the amendment in enabling the Overview and Scrutiny Board to focus on risks enabling all Councillors to discharge their responsibilities on the budget in accordance with the provisions of the Constitution.

Councillor Brooke in summing up on his amendment highlighted that the budget required more scrutiny particularly in view of the lack of certainty on capital and funding coming into the Council. He expressed his disappointment about the comments from the Chairman of the Overview and Scrutiny Board. Councillor Bartlett for the purpose of personal clarification reported that he had not indicated that he wanted less scrutiny, highlighting that the Board was receptive to issues raised but it was independent and sets its own agenda and did not require a vote at full council for further scrutiny to be undertaken.

The Council then took a vote on the amendment proposed by Councillor Brooke and seconded by Councillor Slade as detailed in bold type above which was lost as follows:

For – 19

Cllr Lewis Allison	Cllr Lesley Dedman	Cllr Simon McCormack
Cllr Marcus Andrews	Cllr Millie Earl	Cllr Sandra Moore
Cllr Mike Brooke	Cllr Paul Hilliard	Cllr Margaret Phipps
Cllr David Brown	Cllr Mark Howell	Cllr Mark Robson
Cllr Simon Bull	Cllr Marion LePoidevin	Cllr Vikki Slade
Cllr Richard Burton	Cllr Rachel Maidment	
Cllr Mike Cox	Cllr Chris Matthews	

Against – 42

Cllr Hazel Allen	Cllr Bryan Dion	Cllr Andy Jones
Cllr Mark Anderson	Cllr Bobbie Dove	Cllr Jane Kelly
Cllr Sarah Anderson	Cllr Beverley Dunlop	Cllr David Kelsey
Cllr Julie Bagwell	Cllr Jackie Edwards	Cllr Bob Lawton
Cllr Steve Baron	Cllr Duane Farr	Cllr Drew Mellor
Cllr Stephen Bartlett	Cllr Laurence Fear	Cllr Susan Phillips
Cllr John Beesley	Cllr Sean Gabriel	Cllr Karen Rampton
Cllr Derek Borthwick	Cllr Mike Greene	Cllr Chris Rigby
Cllr Philip Broadhead	Cllr Nicola Greene	Cllr Roberto Rocca
Cllr Nigel Brooks	Cllr May Haines	Cllr Ann Stribley
Cllr Daniel Butt	Cllr Peter Hall	Cllr Mike White
Cllr Judes Butt	Cllr Mohan Iyengar	Cllr Lawrence Williams
Cllr Eddie Coope	Cllr Cheryl Johnson	Cllr Tony O'Neill
Cllr Malcolm Davies	Cllr Toby Johnson	Cllr Nigel Hedges

Abstentions – 5

Cllr L-J Evans	Cllr Andy Hadley	Cllr Felicity Rice
Cllr George Farquhar	Cllr Pete Miles	

Councillor Le Poidevin commented on the budget as a whole and indicated that she could not support it for a number of reasons. She outlined the implications and responsibilities not just to current taxpayers but future generations due to the potential debt and borrowing implications. Councillor Le Poidevin emphasised that a debt was not solved by borrowing more. She commented on the proposals relating to the beach huts and the timing for seeking the necessary approval which she indicated should have been undertaken in the development of the budget for 2022/23 to assist in formulating policies and information should be made available to Councillors to consider before approving the budget.

Councillor Allen felt that the Leader and the administration were putting people at the heart of the budget including identifying lead members for wellbeing and mental health, communities and levelling up as well as homelessness. She focussed on some of the key projects including the

initiatives for the homeless and the provision of wrap around support undertaken in conjunction with partners.

Councillor White as the Portfolio Holder for Children and Young People welcomed the budget which reinforced the Council's Corporate commitment to making Children's Services a top priority with a £12.3m budget this year an increase of 18%. He indicated that over the last two years the budget had increased by 35%. Members were advised of the three key areas namely staffing costs associated with meeting the significant increase in referrals following the pandemic, meeting an increase in numbers of young people needing higher cost settings and meeting increased SEND transportation costs following an increase in the number of education health and care plans.

Councillor Stribley left at 22.08

Councillor Dedman reported that the ambition for residents in Christchurch and across the conurbation was for a Council run on sound finances, that delivered services from a solid and stable basis and with a budget that people can understand. She highlighted that the Council should be run for the benefit of residents whilst highlighting the potential impact on the Council of the proposed budget.

Councillor Hadley acknowledged that there were elements in the budget such as homelessness and children's services that needed to be funded but it was the method being used including the slowness in which benefits from the transformation programme were being released, extending the life of the transformation programme and the work for external management consultants who were reaping the benefits. He emphasised that Council taxpayers' money needed to be safeguarded whilst highlighting the potential long-term implications for public assets.

Councillor Mark Anderson welcomed the budget and outlined various projects including the opening of the Poole toilets and the Poole Park Railway, investment in road maintenance and pothole repairs and ensuring that streetlights were maintained and protected. He highlighted that as part of the commitment to the ecological emergency and biodiversity the Council had applied for and received a grant of £224,000 which would be used to run a nature recovery programme transforming numerous parks into wildlife rich sites and creating species resilience. Councillor Anderson also referred to engagement with communities and encouraging participation in the initiative. He commented on the investment in the commercial waste team which would allow the Council to reduce the reliance on agency staff as well as starting to improve and increase the Council's Commercial waste operation to meet the Council's aspirations and the Government's Environment Bill. Members were informed of the investment in the new Waste Strategy and the continuation of gulley cleansing and road sweeping in Christchurch which was missing pre LGR.

Councillor Howell commented on the transformation programme stating that it was behind schedule and over budget. He referred to a number of departments being in crisis and the pressure being put on officers by the administration because it changed the strategy for transformation by deciding to reduce the number of officers before making technical improvements. He emphasised that there was no indication that transformation was going to be successful. Council Howell referred to the flexible use of capital receipts legislation which may not be renewed in March which would create a funding gap of £54m. He proposed the following amendment

“add (E) that the administration urgently develops a Plan B in the event the government cancels or amends the Flexible Use of Capital Receipts regulations leaving a hole up to £54 million in the 2022/23 budget”

The above amendment was seconded by Councillor Allison who pointed out to Members that it was exactly the same wording proposed at the Overview and Scrutiny Board and Cabinet chose to ignore the recommendation passed by the Board.

Councillors commented on the proposed amendment including Councillor Mellor highlighting that if assumptions change then the budget would change. He also explained that there was a lack of fiscal understanding to suggest that there was a £54m risk in the 2022/23 budget and therefore the wording of the amendment was wrong. Councillor Mellor explained that across the Council alternatives were being developed and he had complete confidence in the way the budget had been prepared. He reported that the recommendation passed at the Overview and Scrutiny Board was discussed and the Cabinet took the view that it was business as usual. Councillor Broadhead reported that the Cabinet had disagreed with the recommendation from the Board and explained the implications of the amendment whilst highlighting the constant analysis of all risks. He also commented on the tone of the debate and lack of comment on the content of the budget and that no alternative ideas had been submitted. Councillor Brown suggested that this may be due to the amount of concern about the risk in the proposed budget. In commenting on the amendment, he suggested that the Government may change the rules even if the regulations relating to the flexible use of capital receipts were extended which would impact on the budget. Councillor Moore expressed her concern about use of reserves and the risks concerning the high needs block and the potential for the Council to be the subject of a Section 114 Notice. Councillor Bartlett asked for details of how the risk would be mitigated.

Councillor Howell in summing up explained that it was clear from the section 25 report that there would need to be a review in the event that the Government do not continue with the Regulations and outlined the potential impact for the Council if there was a £54m funding gap.

The Council then took a vote on the amendment proposed by Councillor Howell and seconded by Councillor Allison as detailed in bold type above which was lost as follows:

For – 26

Cllr Lewis Allison	Cllr Millie Earl	Cllr Simon McCormack
Cllr Marcus Andrews	Cllr L-J Evans	Cllr Pete Miles
Cllr Stephen Bartlett	Cllr George Farquhar	Cllr Sandra Moore
Cllr Mike Brooke	Cllr Andy Hadley	Cllr Margaret Phipps
Cllr David Brown	Cllr Paul Hilliard	Cllr Felicity Rice
Cllr Simon Bull	Cllr Mark Howell	Cllr Chris Rigby
Cllr Richard Burton	Cllr Marion LePoidevin	Cllr Mark Robson
Cllr Mike Cox	Cllr Rachel Maidment	Cllr Vikki Slade
Cllr Lesley Dedman	Cllr Chris Matthews	

Against – 39

Cllr Hazel Allen	Cllr Bryan Dion	Cllr Toby Johnson
Cllr Mark Anderson	Cllr Bobbie Dove	Cllr Andy Jones
Cllr Sarah Anderson	Cllr Beverley Dunlop	Cllr Jane Kelly
Cllr Julie Bagwell	Cllr Jackie Edwards	Cllr David Kelsey
Cllr Steve Baron	Cllr Duane Farr	Cllr Bob Lawton
Cllr John Beesley	Cllr Laurence Fear	Cllr Drew Mellor
Cllr Derek Borthwick	Cllr Sean Gabriel	Cllr Susan Phillips
Cllr Philip Broadhead	Cllr Mike Greene	Cllr Karen Rampton
Cllr Nigel Brooks	Cllr Nicola Greene	Cllr Roberto Rocca
Cllr Daniel Butt	Cllr May Haines	Cllr Mike White
Cllr Judes Butt	Cllr Peter Hall	Cllr Lawrence Williams
Cllr Eddie Coope	Cllr Mohan Iyengar	Cllr Tony O'Neill
Cllr Malcolm Davies	Cllr Cheryl Johnson	Cllr Nigel Hedges

Abstentions – 0

Councillor Dunlop reported that she takes her duty and responsibilities relating to the budget seriously. She advised of the development and initiatives within the cultural budget. In referring to the Big Plan she commented on the three core values, Children, Community and Culture. Councillor Dunlop emphasised that culture has a positive impact it has the power to be life changing for many especially, those in deprived areas, minority groups, those with chaotic lives and backgrounds, those with special needs, the elderly and children. Councillor Dunlop explained that the budget included funds to develop new festivals including a new Christmas maritime event for Poole, support for public art and festival coast live which delivered so much to so many using mainly local talent. Members were also advised of the direct allocation for the development of community arts and that culture participation that has the power to add the most value to the lives of the most marginalised. Councillor Dunlop indicated that her role as Portfolio Holder was to connect people through culture in a way that improves their wellbeing, and the role of the Council was to enable those connections to a wide range of cultural activities.

Councillor Fear outlined how the budget had been developed putting the needs of residents at the core of everything the Council does. He highlighted how the budget would deliver on the wellbeing for residents including investment in two new mental health worker posts teaming up with the nationally recognised charity MIND, delivering on the Carers Strategy and teaming up with Carers UK. In conclusion he highlighted the increased investment in services across the Council.

Councillor Moore referred to the £12m funding for Children's Services which was welcome and much needed to improve the service. However, she was concerned about the cap on Children's Services of 2.99% for the future and given the obvious need for improvement she questioned the restriction on growth and referred to the report on the potential funding gap over the next five years. Councillor Moore reiterated that this was an unconventional budget full of risks. She stressed that she wanted to improve Children's Services, but this needed to be balanced against the level of risk involved in approving the proposed budget.

Councillor Phipps referred to LGR the expected level of savings and financial position. She indicated that the administration had failed to control expenditure with the section 25 report setting out the true situation. Councillor Phipps reported that the focus should be on the provision of services and operating within its means not to gamble or speculate exposing the Council to risk. Councillor Allison expressed his concern relating to the number of warnings and risk identified within the report highlighting the impact of the administrations financial approach. He emphasised that there were many elements of the budget which he could support but it could be so much more, and one issue was the reduction in funding by the Government and the opportunity to lobby on the loss of resources.

Councillor Brown referred to previous comments emphasising that borrowing was up, the debt ceiling was up, and interest payments were also up. He could not support the budget as it was overspending on its in-year service budgets and under achieving on its transformation savings. He commented on the 5 year Medium Term Financial Plan and the approach to borrowing and debt.

Councillor Toby Johnson reported on the investment in the equalities budget to deal with issues and ensure that residents know that their Council would approach them on a level playing field. He focussed on the budget providing an opportunity for levelling up to be at the core. Councillor Kelsey as Chairman of the Planning welcomed the additional funding for the planning service which would support the harmonisation of planning, backlog clearing and sustained performance improvements. He also touched on the opportunity to work effectively with Future Places.

Councillor Rigby acknowledged that there were good elements of the budget, and he welcomed the additional investment in green funds with the hope that this would increase as the Council reached the net zero deadlines. However, he was concerned that the budget was built on

borrowing and future generations would be paying for it therefore the risk outweighed the benefit. Councillor McCormack and Hilliard as previously indicated highlighted the impact of the budget presented and the need to act in the interest of residents. Councillor Hilliard welcomed the investment in Adults and Children's Services and the development of the Carers Strategy. He emphasised that the Adult Social Care precept should have been taken last year and additionally Children's services needed extra investment last year to bring about positive decisive change not a year later.

Councillor Mike Greene emphasised the impact of the previous administration pausing the £240,000 allocated for climate change whilst highlighting the approach to climate action taken by the current administration to ensure that there was appropriate investment. Councillors were informed of the difference that the investment makes including forming a hard-hitting cohesive and dynamic team of up to 14 under its own Head of Service. Councillor Greene explained that the major role of the team would be to look for projects which can contribute on a large scale to the Council's fight against climate change. This links to the first ever green futures fund of £20m available for capital projects with the current administration ensuring that it was well spent on projects which either produce a positive return to the Council taxpayer or would lower emissions at a suitably low pound per tonne of carbon cost ratio. Councillor Greene explained that the budget put climate action at the heart of what the Council does and scales up the potential to act and was an absolute game changer.

Councillor Bartlett referred to Government Policy and reduction in funding which had forced the Council into Local Government Reorganisation and to find ways of raising additional resources to pay for services. He indicated that there were limited choices whilst welcoming new ideas and business principles being applied to Local Government. He emphasised that he had confidence in the Financial Officers and was sure that they would manage the potential risks and that any issues would be reported to Council for consideration.

Councillor Evans indicated that she supported the essential investments proposed for Adults and Children's Services but had huge concerns about the risks and assumption in the budget.

The meeting adjourned from 23:00 to 23:19

Councillor Julie Bagwell left at 23:00

Councillor Brooks reported on the need for improvements in our high streets and district centres. He highlighted that it was about what residents, businesses and retailers need in support and that he had led a district centre action planning process with the Council's economic development team which was a vital project in supporting the business community. Councillor Brooks touched on the decision taken by Cabinet to support businesses getting back on their feet with pilot centres in Broadstone, Kinson and Highcliffe shortly due to receive Government funding. The

funding would provide the opportunity to promote the centres, make improvements and arrange events with the most valuable element being all the relevant stakeholders coming together. Councillor Brooks reported that this work would be rolled out across the conurbation.

Councillor Maidment reiterated previous comments stating that whilst supporting many elements of the budget raised concerns about the fundamental method of funding the budget through increased borrowing which would result in significant debt for future generations.

Councillor Kelly in fully supporting the budget highlighted that it demonstrated full commitment to the communities the Council serves with the freezing of the Council tax base rate helping all residents to manage the increasing cost of living. She indicated that allocating additional resources to adults and children social care would be welcomed by the many residents who rely on these services daily. Councillor Kelly reported that the health and wellbeing of residents was considered and provided for in all areas of the budget but the proposed growth in the community's budget was the most exciting which would enable the delivery of the Council's strength-based community development work on the ground and in priority areas encouraging everyone to be involved in decision making. She touched on the initiatives that had already started and the benefits for communities to encourage residents to live active healthy and independent lives with appropriate engagement.

Councillor Iyengar referred to the missed opportunity by the opposition to submit an alternative budget and commented on lobbying Government on funding emphasising that this was actively undertaken including through the Local Government Association and Local MPs. Councillor Iyengar reported on the projects within his portfolio including summer readiness, the Seafront Strategy, Tourism with a big campaign coming up to welcome tourists including residents, Public Health with the link to the CCG as it becomes the Integrated Care System, what the Council was doing to modernise and expand leisure centres and the Council's outdoor health and wellbeing offer.

Councillor Rampton highlighted the £12.1m investment in adult social care and the additional investment which would allow the Council to keep pace with growth, demand and uplift costs to providers. She explained there was a demographic growth in learning disabilities and mental health services with a growth in demand for care packages for people with long-term conditions. Members were informed that home care packages had increased by approximately a third pre-covid and there was a greater complexity of need and therefore the budget supported the Council's most vulnerable residents.

Councillor Nicole Greene highlighted the lack of understanding of how the Council operates across a wide spectrum of services including some delivered to the most vulnerable residents and in doing so outlined some of the key services. She highlighted that what matters to residents was the service which was delivered and that it was accountable through the

democratic process and that all need to understand the complexity and the risk.

Councillor Broadhead responded to some of the issues raised during debate including that the Council would be retaining its assets and the level of investment in the most vulnerable residents. He also highlighted that freezing Council tax keeps money in residents' pockets.

Councillor Mellor in summing up outlined the key elements of the budget as presented including the freeze in council tax, the investments in the pride agenda, making BCP cleaner, greener and safer, increases in earmarked reserves and moves to the most balanced five year medium term financial plan with long term financial sustainability, maintains the Council's position with one of lowest debt levels amongst its peers, stops the fire sale of assets and maintains and enhances assets for future generations. Councillor Mellor explained that the financial plan was transformation to deliver £1 billion of savings to the taxpayer over the next 20 years and was not a plan that saddles our children with debt but delivers assets into the future alongside a streamlined world-class Council.

The Council then took a vote on the recommendations (A) - (E) including the Council Tax Resolution and Council Tax levels for 2022/23 proposed by Councillor Mellor and seconded by Councillor Broadhead which were carried as follows:

For – 39

Cllr Hazel Allen	Cllr Bryan Dion	Cllr Toby Johnson
Cllr Mark Anderson	Cllr Bobbie Dove	Cllr Andy Jones
Cllr Sarah Anderson	Cllr Beverley Dunlop	Cllr Jane Kelly
Cllr Steve Baron	Cllr Jackie Edwards	Cllr David Kelsey
Cllr Stephen Bartlett	Cllr Duane Farr	Cllr Bob Lawton
Cllr John Beesley	Cllr Laurence Fear	Cllr Drew Mellor
Cllr Derek Borthwick	Cllr Sean Gabriel	Cllr Susan Phillips
Cllr Philip Broadhead	Cllr Mike Greene	Cllr Karen Rampton
Cllr Nigel Brooks	Cllr Nicola Greene	Cllr Roberto Rocca
Cllr Daniel Butt	Cllr May Haines	Cllr Mike White
Cllr Judes Butt	Cllr Peter Hall	Cllr Lawrence Williams
Cllr Eddie Coope	Cllr Mohan Iyengar	Cllr Tony O'Neill
Cllr Malcolm Davies	Cllr Cheryl Johnson	Cllr Nigel Hedges

Against – 19

Cllr Lewis Allison	Cllr Millie Earl	Cllr Rachel Maidment
Cllr Marcus Andrews	Cllr George Farquhar	Cllr Chris Matthews
Cllr Mike Brooke	Cllr Andy Hadley	Cllr Simon McCormack
Cllr David Brown	Cllr Paul Hilliard	Cllr Sandra Moore
Cllr Richard Burton	Cllr Mark Howell	Cllr Margaret Phipps
Cllr Mike Cox	Cllr Marion LePoidevin	Cllr Vikki Slade
Cllr Lesley Dedman		

Abstentions – 6

Cllr Simon Bull	Cllr Pete Miles	Cllr Chris Rigby
Cllr L-J Evans	Cllr Felicity Rice	Cllr Mark Robson

Councillor Allen left at 23:43

Councillor Rocca left at 23:44

Councillor Cheryl Johnson left at 23:46

Item 6g - Overview and Scrutiny Board 31 January 2022 - Motion referred from Council

Councillor Mike Greene, Cabinet Member for Sustainability and Transport reported that the motion as set out on the agenda submitted by Councillor Chris Rigby had been referred back to the Council by the Overview and Scrutiny Board who felt that they did not have capacity within its forward plan to be able to carry out the research that would be needed. Councillor Greene emphasised that nor did any officers within the relevant department and therefore the motion was ready for debate.

Councillor Rigby, having brought forward the motion, indicated that it was not asking for hours of officer time or considerable research to be undertaken all it was asking for was for BCP Council to add its voice to an increasing number of cities and local authorities around the world to speak as one demanding a just transition away from fossil fuels to renewable energy. Councillor Rigby explained that this would mean working towards removing fossil fuels from everyone's lives and transitioning the workers in the oil and gas industry who have a great skill set to more sustainable employment which was needed to prevent the climate crisis. Councillor Rigby reported that burning fossil fuels was responsible for around 80% of the carbon dioxide emissions since the industrial revolution, with the fossil fuel non-proliferation treaty seeking to end exploration of oil, gas and coal production and phase it out in a fair and equal manner with a commitment to 100% renewable energy globally and to develop new economic measures to support the transition. Councillor Rigby stressed that this was an opportunity to lead the way on making green commitments. Councillor Bull in seconding the motion indicated that it was a logical step to follow on from the climate and ecological emergency declaration and the work reported on earlier in the meeting therefore the Council should take the lead.

Councillor Mike Greene reported that he supported the direction and underlying will of the motion whilst highlighting that the research required to fully understand the implications of the moratorium would be immense and on receiving the referral back from the Overview and Scrutiny Board, he could see that would be far beyond the resources for whichever part of the Council might be tasked with commissioning it. Councillor Greene highlighted items 5, 8 and 11 of the motion and emphasised that he did not have the evidence to support it. He referred to the shift in demand for gas which had almost doubled domestic fuel bills and stressed the potential impact of a reduction in fossil fuel availability to bills and industries and which could force millions into fuel poverty whilst not predicting that this

would happen, he had no evidence on the impact. Councillor Greene indicated that the Overview and Scrutiny Board was correct to recognise the capacity issues on the potential research needed and that such research was an issue suitable at a national and international level.

Councillor Slade in referring to the motion explained that what was being asked was for the Portfolio Holder to write to the Government and the remainder was to note. She referred to the approved budget whereby the administration wanted to invest in the green futures fund and indicated that the motion provided that opportunity and yet the administration was putting obstacles in the way. Councillor Hadley emphasised that the market in fossil fuels was already unstable and that it was not being innovative or leading to ignore how we migrate with speed away from fossil fuels. He highlighted the lobbying from the industry to remain with fossil fuels and the need to use our voice as a Council and pressure the Government to transition away from fossil fuel whilst highlighting renewable energies were delivering and were much cheaper.

Councillor Rigby in summing up commented on the Governments maximum extraction policy on fossil fuels with recent announcements from the Chancellor for more investment into new fossil fuels. He asked if the administration wanted to see oil rigs coming back offshore in Poole Bay because that was where the maximum extraction policy was heading.

Councillor May Haines left prior to the recorded vote.

In accordance with the Constitution a recorded vote was taken on the motion, as set out on the agenda, proposed by Councillor Rigby and seconded by Councillor Bull which was lost as follows:

For – 25

Cllr Lewis Allison	Cllr Millie Earl	Cllr Chris Matthews
Cllr Marcus Andrews	Cllr L-J Evans	Cllr Simon McCormack
Cllr Stephen Bartlett	Cllr George Farquhar	Cllr Pete Miles
Cllr Mike Brooke	Cllr Andy Hadley	Cllr Sandra Moore
Cllr David Brown	Cllr Paul Hilliard	Cllr Felicity Rice
Cllr Simon Bull	Cllr Mark Howell	Cllr Chris Rigby
Cllr Richard Burton	Cllr Marion LePoidevin	Cllr Mark Robson
Cllr Mike Cox	Cllr Rachel Maidment	Cllr Vikki Slade
Cllr Lesley Dedman		

For – 34

Cllr Mark Anderson	Cllr Bobbie Dove	Cllr Andy Jones
Cllr Sarah Anderson	Cllr Beverley Dunlop	Cllr Jane Kelly
Cllr Steve Baron	Cllr Jackie Edwards	Cllr David Kelsey
Cllr John Beesley	Cllr Duane Farr	Cllr Bob Lawton
Cllr Derek Borthwick	Cllr Laurence Fear	Cllr Drew Mellor
Cllr Philip Broadhead	Cllr Sean Gabriel	Cllr Susan Phillips
Cllr Nigel Brooks	Cllr Mike Greene	Cllr Karen Rampton
Cllr Daniel Butt	Cllr Nicola Greene	Cllr Mike White

Cllr Judes Butt	Cllr Peter Hall	Cllr Lawrence Williams
Cllr Eddie Coope	Cllr Mohan Iyengar	Cllr Tony O'Neill
Cllr Malcolm Davies	Cllr Toby Johnson	Cllr Nigel Hedges
Cllr Bryan Dion		

Abstentions – 1

Cllr Margaret Phipps		
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143. Non-compliance with Standards Complaints Process Decision

Councillors were circulated with a copy of the report for information on the above which appears as Appendix 'A' to these Minutes in the Minute Book.

The report indicated that in order for this complaint to be drawn to a close it had been necessary to report that the subject councillor had not complied with the findings of the Standards Committee complaints process.

The Chairman reported that the process for dealing with complaints under the Member Code of Conduct was set out in the BCP Council Constitution to which all Councillors have signed up. Standards Committee has delegated authority from Council to implement this process. This report was to bring to Council's attention that a Councillor has not complied with a decision made by the Chair of Standards in consultation, under the process. He explained that the report was before the Council for information only and not for debate.

144. Notices of Motion in accordance with Procedure Rule 9

Set out on the agenda was a motion proposed by Councillor L-J Evans and seconded by Councillor Dedman on becoming a Marmot Community.

The Chairman reported that Councillor Evans had notified that she wished to seek the Council's consent to alter the wording of the motion in accordance with procedure 13.12 of Part 4D of the Constitution as follows:

“That BCP Council takes the opportunity provided by the Government's Levelling Up paper ~~to work~~ to explore becoming a Marmot Community.”

Council agreed to the above altered motion.

Councillor Evans presented the altered motion explaining that whilst BCP was a wonderful place it had marked disparities between areas from the highly affluent to some of the most deprived in England. She explained that life expectancy was no longer increasing but had actually started to fall and this was much more apparent in lower income areas. In addition, Councillor Evans highlighted that there had been a decrease in the proportion of our lives that we can expect to live in good health with poorer people disproportionately affected. Councillor Evans explained that action to

reduce health inequality was not only morally correct but also benefits society as a whole. Members were informed that reducing illness results in economic gains and reduced pressures on services. Councillor Evans referred to the work of Sir Michael Marmot and the report he published in February 2020 which showed how health inequalities were driven by the so-called social determinants of health which included how children spend their early years, education, adequate housing, access to healthy environments and good jobs. She explained that after a decade of austerity the 10 year review showed that while there had been progress in some areas inequalities were actually widening and life expectancy was stalling. Members were reminded that the Government had just published its levelling up white paper which provided a real opportunity to improve health and reduce inequalities in BCP. Councillor Evans reported that one way to do this was by becoming a Marmot Community which was a region working across sectors to achieve six common goals as follows:

1. Give every child the best start in life
2. Enable everyone to maximise their capabilities and have control over their lives
3. Create fair employment and good work for all
4. Ensure a healthy standard of living
5. Create and develop healthy and sustainable places and communities
6. The prevention of ill health

Councillor Evans reported that Councils who were given the status of a Marmot Community were those that provided evidence that the above principles were upheld through local policy and decision making and that improving health and reducing inequalities were at the centre of everything that they do. She highlighted that it would take work, time and investment but that BCP Council was up to the challenge. Councillor Dedman in seconding the motion provided background information on Professor Marmot and his work which was focussed on improving the health and life chances of people all over the world.

Councillor Toby Johnson proposed the following amendment seconded by Councillor Judes Butt:

“That BCP Council takes the opportunity provided by the Government’s Levelling Up paper to ~~work to become a Marmot Community~~ uphold the six principles of the Marmot report by continuing to grow our commitment to the Levelling Up ‘missions’ set out in the recent Government White Paper and the 14 Levelling Up Goals.”

Councillor Johnson explained that he wholeheartedly supported the six principles set out in Professor Marmot’s report and hoped that all Members believed in them strongly. He explained the reason for the amendment was the lack of a suitable metrics by which any level of success could be

recorded or measured. Members were informed that Marmot city was the latest term used which may raise potential concerns with some members. Councillor Johnson reported that three quarters of Health and Wellbeing Boards had Marmot principles at their centre and BCP was already one of them. He explained that this was why the amendment proposed to link with the Government led missions as set out in the Levelling Up White Paper. He explained that the amendment had not been changed in view of the altered motion and that there was already a draft report that gives an in-depth look at health inequality within BCP with the research team and in particular in Public Health taking into account the Marmot principles. Councillor Johnson emphasised that the original and altered motion although well intentioned was not needed as the work was already being done. He highlighted that health inequality was referenced in the report considered by Cabinet in January. Councillor Butt seconded the amendment and indicated that she would have expected a detailed report to explain and illustrate why it was prudent and necessary for the Council to support the motion, as the principles were required minimums which the Council was already doing and why the Council should join the Marmot branding when the principles were enshrined in the Council's own policies.

Councillor Hadley commented on the amendment and highlighted the benefit of a network of other regions that the Council could compare with and monitor progress. He emphasised that it would be useful within levelling up that the Council was taking account particularly of public health and social needs as the previous paper was about economic benefits and working with the private sector. Councillor Hadley hoped that that Council exceeds the principles in its own levelling up actions.

Councillor Johnson in summing up provided assurance that health inequalities would be at the forefront in light of the number of members who had raised it as a concern at a previous Member seminar.

Councillor Evans in summing up explained that Councillor Johnson had discussed his concerns with the motion and the reasons for suggesting the amendment and that he believed that the Council was already working under the principles. She addressed the concerns at working with the Institute of Health Equity emphasising that it was essential that Council have clear policies and strategies to enable them to achieve their vision. Councillor Evans reported that working with the Institute of Health Equity would be considered a great investment and remove some of the burden of work from the Council's overstretched officers and the Institute's work would be complementary to the levelling up agenda not in opposition to it. Councillor Evans provided further detail on the Institute including the support that they provided. Members were informed that the financial commitment was in the region of £100,000 for an initial cost. Councillor Evans touched on the partnership working with Public Health England and the Dorset Integrated Care System who she was sure supported the original motion and other partners including the police, fire, schools, the business community and voluntary sectors. Councillor Evans emphasised that this was not just about commitment but about action including

accountability, strategy, showing effective leadership and pooling resources learning and expertise.

The Council then voted on the amendment moved by Councillor Toby Johnson and seconded by Councillor Judes Butt as detailed in bold type above which was carried.

Voting – For - 37, Against – 25, Abstentions - 0

The Council then voted on the following substantive motion which was carried unanimously

“That BCP Council takes the opportunity provided by the Government’s Levelling Up paper to uphold the six principles of the Marmot report by continuing to grow our commitment to the Levelling Up ‘missions’ set out in the recent Government White Paper and the 14 Levelling Up Goals.”

Councillor Mike Greene under procedure rule 9.15 proposed that the meeting was now adjourned. The Monitoring Officer advised that if the meeting was adjourned it had not closed and would stay open until another date which would mean that the budget has not been agreed. Councillor Mike Greene then withdrew his proposal.

145. Questions from Councillors

The Chairman advised that there were now only two questions to deal with.

Councillor Mark Anderson proposed that the answers to the questions be provided in writing. The Chairman indicated that there was a request to hear the responses, so he asked that they be dealt with.

Question from Councillor Margaret Phipps

Both I and a resident asked questions at Council on 14th September last year about why a deliverability score had been increased facilitating £70,000 being given to a speculative lagoon project in Hurn, as bounce back grant, when the lagoon does not exist.

You replied to me: “The team were quite clear that this proposed grant, which was to fund a planning application, which already had match funding, was clearly deliverable.”

You replied to the resident:

“The Council’s ED team in their screening of the grant applications prior to the judging panel, saw that the grant request was actually only to bring the scheme to submitted planning application stage

By specific invitation you attended a Hurn Parish Council Meeting on 11th October. Present were Hurn Parish Councillors, my co-Ward Cllr. Vanessa Ricketts and a room full of Hurn residents.

One resident asked - is the money time limited? You replied – the money is to be spent by the end of March 2022. “The developer seemed very serious, I will be surprised if it is not a good application”.

The perception and understanding of every single person I have spoken to, public and Councillors, is that taxpayers bounce back grant money was given to this non-existent operation to fund a planning application, by the due date – the end of March 2022. I now have in writing from the BCP Economic Development Team that this is not the case, and the money was only for phase one - to fund feasibility, landscaping and architectural studies and meetings relating to these. Therefore the £70,000 went straight into a planning consultant's pocket to deliver a few reports, not a submitted application as you said.

Can the Portfolio Holder explain why he said in public on numerous occasions that the score was changed, and grant money was awarded, to fund a planning application by the deliverable date - when it wasn't. In fact, it was to pay a planning consultant for a few reports for a speculative development proposal. Why did he mislead, this Council, Hurn Parish Council and residents?

Reply from Councillor Philip Broadhead, Deputy Leader of the Council and Portfolio Holder for Development, Growth and Regeneration

This question has already been answered at the Audit and Governance Committee and previously versions at Full Council. At all stages to be clear, the government guidance and local scheme was followed completely. The recipients of this grant are delivering on what they proposed to deliver, and full monitoring is taking place in line with the conditions of the grant award.

Councillor Phipps indicated that that the above response did not answer the question she asked, and she reiterated the question and previous comments made relating to the delivery of the application. Councillor Broadhead in response explained that his answer was brief because the Audit and Governance Committee had considered this issue in detail as well as numerous other questions that had been asked on both the specific scheme and the bounce-back challenge fund, which was an innovative way the Council was able to help the whole area bounce back after giving grants to help businesses survive. He emphasised that as he pointed out in his original answer every single scheme that had come forward was assessed against a criteria put forward and he had confirmed from the officers that the criteria put forward was being met and was being monitored.

Question from Councillor David Brown

It is now a year since this Council debated and agreed significant changes to BCP Taxi Licensing Policy to align policy across the three towns. This new policy has now been implemented and has no doubt had some impact on the taxi trade across Poole, Christchurch and Bournemouth.

Could the Chair of Licensing Committee and/or the Portfolio Holder for Community Safety and Regulatory Services, please advise what mechanisms have been put in place to allow the taxi trade to feed back their views and experiences of these changes?

Further, could they advise what processes are in place to review the policy to allow any necessary amendments to ensure that the implementation addresses the needs and concerns of the taxi trade at this difficult time for the taxi industry?

Reply from Councillor Judes Butt, Chairman of the Licensing Committee

I thank the Councillor for his questions, I am happy to answer both.

The first, to advise the Councillor of the mechanisms in place to assist feedback from the Taxi trade re the new BCP Taxi policies.

BCP Taxi and Private Hire Policies were implemented on 21st June 2021. The Taxi trade are commended for how well they have adapted to these new policies.

Our BCP Licensing Manager is the Council's direct operational contact for all taxi trade representatives, via email, text, telephone, teams and letter and also on a face to face basis via pre LGR established quarterly taxi trade meetings.

The Taxi Trade wished these meetings to be face to face during Covid, so they have not met since 2021, safety of our officers being paramount during this time. However, all other communication platforms remained in place during Covid, in order to receive feedback and for the trade to be advised and supported. Now Covid is hopefully mitigated by vaccination, meetings were reconvened face to face this February.

Your second question – to advise on processes in place to review policy, allowing any necessary amendments, to ensure that implementation addresses needs and concerns of the taxi trade

Feedback from the February Trade Meeting re monitoring new Taxi Policies, will be heard by the Licensing Committee this March 10th, by way of a substantive report from our Licensing Manager. I have invited taxi trade reps to attend, to share their contributions re the evaluation of the policies.

I kindly remind the Councillor that all Taxi Policies have separate working documents for Drivers, Vehicles and Operators and can be amended at any time to correct errors, inconsistencies, clarify guidance and statutory changes.

Taxi Policies were unanimously supported on 4th February 2021 by the Licensing Committee and as the Licensing Chair I added and confirmed, and I quote from the minutes of that meeting;

“that the Taxi and Private Hire Policies for 2021 –2025 would remain on the Forward Plan for monitoring...”

Our new Taxi Policies require effective interaction with the Taxi trade and the public per se, re accessing and communicating the work and operation of our Taxi policies and the full suite of Licensing policies and their applications.

Therefore, the BCP’s Transformation Programme presents a valuable opportunity to improve how our licensing services are delivered and our licensing team is currently working hard on service redesign with our transformation team.

We aim to streamline processes and provide more information to support applicants going forward. We need information about Licensing to be an easily accessible portal and we’ll continue to develop our public engagement methods as we transform the service.

To conclude, the Licensing Committee, with their remit to create and deliver effective policies for taxis and all Taxi drivers and operators, remain on message to ensure that the ongoing implementation addresses the needs and concerns of the Taxi Trade.

Councillor Brown asked that previously at Borough of Poole Council Councillors used to meet with the taxi trade. He asked if the Chair could look at this as well as allowing the taxi trade to make representations at the next meeting and permitting a two-way discussion with the taxi trade and Licensing Committee Members on their concerns, views and to get their input into any future review. Councillor Butt indicated that she would give that her consideration.

146. Urgent Decisions taken by the Chief Executive in accordance with the Constitution

The Chairman reported there were no urgent decisions to be reported.

The Chief Executive reported apologies from Councillor Vanessa Ricketts which had been missing earlier in the meeting.

The meeting ended at 0.35 am

CHAIRMAN

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CABINET



Report subject	LTP Capital Programme 2022-23
Meeting date	9 March 2022
Status	Public Report
Executive summary	<p><i>At the time of writing this report the Department for Transport (DfT) have yet to confirm exact funding values for 2022/23 and beyond and therefore an assumption has been made that the grant award will remain at least at the level received in 2021/22.</i></p> <p>This report sets out and seeks financial approval for investment of the 2022/23 Local Transport Plan (LTP) grant allocation (capital funding) from the Department for Transport (DfT).</p> <p>It is expected that the 2022/23 LTP Capital grant allocation for the Council will be £7.9 million comprising £3.1 million of Integrated Transport Block (ITB) funding and £4.8 million of Highway Maintenance funding (including Pothole Funding).</p>
Recommendations	<p>It is RECOMMENDED that:</p> <p>(a) Cabinet approve the proposed 2022/23 Local Transport Plan Capital Programme funding as set out in Appendix A</p> <p>(b) Cabinet approve the indicative 2023/24 and 2024/25 Highways Maintenance Programmes as set out in Appendix B</p> <p>(c) Cabinet approve delegation of authority to make LTP Capital Programme amendments once actual DfT grant allocations have been confirmed to Director of Transport & Engineering in consultation with the Portfolio Holder for Sustainability & Transport</p>
Reason for recommendations	<p>Recommendation (a).</p> <p>The approval would enable the continuation of existing Local Transport Plan capital programme schemes, delivery of schemes that are currently being planned, consulted upon and/or designed and the development of future years schemes.</p>

	<p>Recommendation (b).</p> <p>The approval would reduce the risk of loss of funding associated with the incentive fund element of the Structural Maintenance Block.</p> <p>Recommendation (c).</p> <p>The approval would enable adjustments to the programme in line with any revised funding allocation; reducing delays to delivery and the need to return to Cabinet for further decision making.</p>
Portfolio Holder(s):	Cllr Mike Greene - Cabinet Member for Sustainability & Transport
Corporate Director	Jess Gibbons – Chief Operations Officer
Report Authors	Bob Askew – Transport Improvement Manager
Wards	All
Classification	For Decision

Background

1. The Local Transport Plan Capital Programme implements schemes that align with the Council's Local Transport Plan (LTP) 3, corporate objectives and priorities, including those set out in the Core Strategy and those set out in the BIG plan.
2. The Local Transport Plan covers the period from 2011 to 2026 and came into effect from April 2011. In south east Dorset, the LTP3 draws heavily on the South East Dorset Transport Study. Local Transport Plan objectives include:
 - Reducing the need to travel
 - Manage and maintain the existing network more efficiently
 - Active travel and 'greener' travel choices
 - Public transport alternatives to the car
 - Car parking measures
 - Travel safety measures
 - Strategic infrastructure improvements
3. Government funding is provided by the Department for Transport (DfT) to deliver the Local Transport Plan through the Local Transport Plan Capital Block Funding (Integrated Transport and Highway Maintenance) Specific Grant. The proposed delivery plan for expenditure of the block funding in 2022/23 is shown in Appendix A.
4. During 2022/23, the Council will be in the third full year of delivery of the Transforming Cities Fund programme, with £47.24 million of activity scheduled for delivery. The proposed 2022/23 LTP programme includes a combined total of £0.5 million that was

committed as a local contribution towards the SE Dorset City Regions Transforming Cities Fund (TCF) programme.

5. There is also an allocation of funding for the completion of Phase 2 Wallisdown Road (Bryant Road to Benbow Crescent (East)) which is part of the previously approved Dorset Local Enterprise Partnership (DLEP) Ferndown, Wallisdown, Poole (FWP) programme.
6. There is also an ongoing commitment to deliver over £1 million of schemes as part of the Active Travel Fund award secured and approved by Cabinet in 2021.
7. The DfT reduced the amount of needs-based funding allocated to each local authority for maintenance in 2016/17. Since this financial year authorities have had to secure additional funding on an 'incentive' basis and/or from the Competitive Challenge Fund Tranches. The amount shown for highways maintenance in Appendix A includes an estimate of the amount of "incentive based" funding expected in 2022/23 and is based on Bournemouth, Christchurch and Poole (BCP) Council operating at and maintaining Band 3 level.
8. Within the structural maintenance section of the programme there is an ongoing commitment to deliver over £2 million of additional highway maintenance schemes as part of the Challenge Fund award secured and approved by Cabinet in 2020.
9. To satisfy the 'incentive' requirements for Band 3 status Councils must have a rolling 3-year Highways Maintenance Programme published on their websites. Appendix B comprises proposed Highways Maintenance Programmes for 2023/24 & 2024/25. The 3-year Highways Maintenance Programme is compiled using the principles within the Highways Asset Management Policy and Strategy, previously approved by Cabinet in 2021.

Summary of financial implications

- 10. At the time of writing and submitting this report, final confirmation of funding levels for 2022/23 and beyond had not been received from Department for Transport (DfT). Therefore, the values included are indicative and are based on an assumption that funding levels will remain the same as in the current year (2021/22).**
11. It is anticipated that DfT will confirm the grant award between now and end of March 2022. To ensure continuity with delivery this report seeks approval of the proposed programme including delegation of authority to amend the LTP capital programme to the Director of Transport & Engineering in consultation with Portfolio Holder for Sustainability & Transport.
12. Approval is sought to deliver the LTP Capital Programme 2022/23 as set out in Appendix A. Appendix A is consistent with the 2022/23 highways capital programme approved by Council in February 2022 (through the Budget MTFP report).

13. Appendix A assumes an indicative allocation of £7.9million LTP grant in 2022/23. This is based on prior year allocations that are yet to be formally confirmed. It also assumes £2.1 million Pothole Grant funding in 2022/23 – also an indicative value based on previous years that is yet to be confirmed. Clearly planned utilisation of both grants will have to be revised should final grant allocations differ significantly from values assumed.
14. As in previous financial years, DfT has indicated that the 2022/23 Local Transport Plan grant will be allocated to the Council for expenditure on transportation improvements and highways maintenance.
15. Appendix A also includes £0.7 million DfT capital grant funding to support Neighbourhood Services planned maintenance / pre-patching work. This allocation has been factored into the Council's revenue budget for 2022/23. Consideration to the level of capital funding available for revenue purposes needs to be considered against the terms of conditions of the grant and the need to demonstrate value for money. Utilisation of LTP grant funding is subject to annual audit and requires Chief Internal Auditor and s151 Officer sign off. All LTP funded spend must be evidenced as legitimate capital spend. As in previous years, in the event of a significant change in LTP and Pothole grant funding in 2022/23 to that currently assumed (either additional or reduced funding), the annual allocation to Neighbourhood Services will be reconsidered. Consideration of available funding should be made in compliance with BCP's adopted Asset Management Strategy/Policy. Failure to demonstrate value for money and compliance with the Asset Management Strategy/Policy with the DfT can impact on the Council maintaining its Band 3 level, which will subsequently impact on the amount awarded for the 'incentive based' funding in future years.
16. The ability to maintain a similar level of annual allocation to Neighbourhood Services for the remainder of the MTFP (2023/24 and 2024/25) will be confirmed once final LTP and Pothole allocations are formally announced. Whilst the Council's MTFP assumes annual allocation of £0.7 million throughout the period of the MTFP, this is an indicative estimate only, to be reviewed once actual grant allocations are known. Any reduction in funding of the structural maintenance programme can impact on the deliverability of other programmes some of which may be reliant on the funding as a local contribution to secure monies from other grants. Although the structural maintenance and integrated transport block programmes are presented as separate schedules to ensure that it is clear to DfT that the funding in each area is invested in line with the conditions of the grants, some allocations within these programmes are intrinsically linked (i.e. include structural maintenance improvement works) and are therefore planned years in advance due to the lead in times for the associated engagement, design and legal processes that are required to make changes to the highway.
17. As in previous years LTP funding will be used to fund direct staff time allocated to delivering the capital programme.

18. The current LTP programme assumes planned completion of phase 2 of the Ferndown-Wallisdown-Poole project. Options are being explored to utilise Transforming Cities Fund (TCF) grant funding (instead of LTP grant). This would be subject to approval by the TCF Programme Board and through liaison with DfT
19. The Council is required to publish a 3-year Highways Maintenance Programme on its website to maintain Band 3 status. If this is not done the Highways Maintenance element of the grant shown in both Appendix A and B may be reduced significantly (to Band 2 status funding).
20. Before the end of the 2022/23 financial year the Council's Section 151 Officer will be presented with evidence that demonstrates that BCP Council is performing at Band 3 level with regards to 'incentive' funding criteria and be asked to sign a declaration to that effect for passing onto DfT
21. The Integrated Transport Block (ITB) programme in Appendix A identifies local contribution funding in support of the Transforming Cities Fund programme award (March 2020). The commitment to government in accepting the funding award was that BCP Council would provide a local contribution to the programme utilising LTP funding to deliver schemes locally that continue to promote walking, cycling and bus and rail usage.
22. The LTP Capital Programme in Appendix A (pages 1 & 2) also identifies other funding commitments (highlighted rows) to which defined contributions are specified.

Summary of legal implications

23. The programme includes local contribution funding to the TCF programme; these local contributions are committed to in agreements between BCP Council and DfT as part of the funding award process.

Summary of human resources implications

24. Continuity of delivery of the LTP Capital Programme for 2022/23 is subject to securing appropriate resources, both within the Transport and Engineering Structure and through our ongoing partnering contract

Summary of sustainability impact

25. Refer to Appendix C – Decision Impact Assessment (DIA) Report 187

Summary of public health implications

26. LTP schemes aim to promote sustainable/active travel and/or minimise congestion and as such aim to deliver improvements to air quality and increase levels of activity.

Summary of equality implications

27. The programme has been Equality Impact Assessment (EQIA) screened and a full EQIA for the programme itself is not required, however, individual projects within the

programme would need to be EQIA screened and full EQIAs completed should a need be identified during screening.

Summary of risk assessment

28. Primary risk is funding uncertainty due to lack of confirmation from the DfT
29. No significant risk implications with regards to approval of the respective programmes have been identified.
30. Schemes of significant scale would be subject to specific risk assessments and risk registers as part of the overarching programme delivery process.
31. Risks associated with not getting the programme approved in advance of the commencement of the 2022/23 financial year are summarised in Reason for recommendations.

Appendices

1. Appendix A - 2022/23 Local Transport Plan Capital Programme
2. Appendix B - 2023/24 and 2024/25 Highways Maintenance Programmes
3. Appendix C – DIA 362: Local Transport Plan (LTP) Capital Programme

Appendix A - Local Transport Plan 2022/23 BCP Capital Programme Integrated Transport Block element of (note the column in bold type and shaded within the programme is that for which approval is being sought in this report) – sheet 1 of 2

Integrated Transport Block Schemes	Funding Source		
	Total funding for scheme in 2022/23 [£]	2022/23 LTP Funding [£]	Other funding sources [£]
Strategic network improvements			
South East Dorset Strategic Transport Model	65,000	65,000	
DLEP: Ferndown, Wallisdown, Poole (FWP) Corridors	1,216,000	516,000	700,000
Advanced design for future year schemes	300,000	200,000	100,000
STB, DfT, LCWIP, OBC Development & Bidding	350,000	225,000	125,000
Sub-total	1,931,000	1,006,000	925,000
Travel Safety Measures			
Road Safety – Safety improvements - 20mph zones	10,000	10,000	
Road Safety – Safety improvements - Pedestrian Crossings	188,000	130,000	58,000
Road Safety – Casualty reduction measures/cluster sites	200,000	200,000	
Safer Routes to Schools - inc TCF LTP Local Contribution (£150k)	200,000	150,000	50,000
Durley Car Park - School Zone (Developer funded)	290,000		290,000
	888,000	490,000	398,000
Active travel & 'greener' travel choices			
Walking and Cycling (priorities derived from LCWIP)	150,000	150,000	
Accessibility improvements	100,000	100,000	
Public Rights of Way	70,000	20,000	50,000
Business Travel Network	10,000	0	10,000
Electric Vehicle Infrastructure	20,000	20,000	
TCF LTP local contribution - Work place and school facilities	100,000	100,000	
TCF Delivery Programme 2022/23	47,238,000	0	47,238,000
Sub-total	47,688,000	390,000	47,298,000
Public transport alternatives to the car			
National Passenger Travel Information	25,000	25,000	
Bus Facilities	351,000	351,000	
TCF LTP local contribution - Bus Shelters/RTI	240,000	240,000	
TCF local contribution - Westbourne	100,000		100,000
TCF local contribution - Gervis Place	193,000		193,000
TCF local contribution - E- Bike Sharing and E-Bikes	400,000		400,000

Sub-total	1,309,000	616,000	693,000
Manage and maintain the existing network more efficiently			
Intelligent Transport Systems (ITS) & Data Collection	400,000	400,000	
Network efficiency measures. (Tower Park Roundabout)	100,000	100,000	
Minor Transportation Schemes	50,000	50,000	
Sub-total	550,000	550,000	0
Programme Management Fees	50,000	50,000	
Active Travel Fund (ATF): Tranche 2			
ATF- Whitecliff/Baiter cycleway	946,000		946,000
ATF- Permanent Tranche 1 schemes	160,000		160,000
ATF- Programme Monitoring	100,000		100,000
Sub-total	1,206,000		1,206,000
Total for integrated transport combined	53,622,000	3,102,000	50,520,000

Notes:

Other funding sources includes: Developer contributions and slippage from previous years LTP Capital Programme

Highlighted rows within the programme represent committed values

Figures provided in the table above are indicative and are subject to possible variation based on DfT confirmation of allocations. DfT funding levels for 2022/23 and beyond are not yet confirmed and therefore an assumption has been made that they will at least remain at 2021/22 funding level.

Appendix A continued - Local Transport Plan **2022/23** BCP Capital Programme
Highways Maintenance element: sheet 2 of 2

Highway Maintenance Schemes	Funding Source		
	Total funding for scheme in 22/23 [£]	2022/23 LTP Funding [£]	Other funding sources [£]
Structural Maintenance			
Resurfacing Programme	1,600,000	1,600,000	
Surface Treatments (Micro asphalt, prevention treatments, pre-patching etc)	900,000	900,000	
Neighbourhood Services (Streetscene) -Pothole investment	500,000	500,000	
Planned/ Pre-Patching (Neighbourhood Services)	200,000	200,000	
Footways (resurfacing & footway slurry)	150,000	150,000	
Special Drainage	100,000	100,000	
Surveys & software	100,000	100,000	
Maintenance Programme Management Fees	110,000	110,000	
Challenge Fund schemes	2,255,000		2,255,000
Sub-total combined	5,915,000	3,660,000	2,255,000
Bridge & Structures Maintenance			
Bridge Maintenance	1,010,000	450,000	560,000
Principal Inspection	100,000	100,000	
Sub-total combined	1,110,000	550,000	560,000
Street Lighting Maintenance			
Street Lighting Maintenance	400,000	400,000	
Street Lighting Investment	440,000		440,000
Sub-total combined	840,000	400,000	440,000
Signals & Sensor Maintenance			
UTMC	176,000	176,000	
Sub-total combined	176,000	176,000	0
Total for maintenance combined	8,041,000	4,786,000	3,255,000

Figures provided in the table above are indicative and are subject to possible variation based on DfT confirmation of allocations. DfT funding levels for 2022/23 and beyond are not yet confirmed and therefore an assumption has been made that they will at least remain at 2021/22 funding level.

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Local Transport Plan **2023/24** Highways Maintenance element of BCP Capital Programme:

Highway Maintenance Schemes	Funding Source
	2023/24 LTP Funding [£]
Structural Maintenance	
Resurfacing Programme	1,600,000
Surface Treatments (Micro asphalt, prevention treatments, pre-patching etc)	900,000
Neighbourhood Services (Streetscene) -Pothole investment	500,000
Planned/ Pre-Patching (Neighbourhood Services)	200,000
Footways (resurfacing & footway slurry)	150,000
Special Drainage	100,000
Surveys & software	100,000
Maintenance Programme Management Fees	110,000
Challenge Fund schemes	
Sub-total combined	3,660,000
Bridge & Structures Maintenance	
Bridge Maintenance	450,000
Principal Inspection	100,000
Sub-total combined	550,000
Street Lighting Maintenance	
Street Lighting Maintenance	400,000
Sub-total combined	400,000
Signals & Sensor Maintenance	
UTMC	176,000
Sub-total combined	176,000
Total for maintenance combined	
	4,786,000

Figures provided in the table above are subject to possible variation based on DfT confirmation of allocations. DfT funding levels for 2023/24 and beyond are not yet confirmed and therefore an assumption has been made that they will at least remain at 2021/22 funding level.

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Local Transport Plan **2024/25** Highways Maintenance element of BCP Capital Programme:










Highway Maintenance Schemes	Funding Source
	2024/25 LTP Funding [£]
Structural Maintenance	
Resurfacing Programme	1,600,000
Surface Treatments (Micro asphalt, prevention treatments, pre-patching etc)	900,000
Neighbourhood Services (Streetscene) -Pothole investment	500,000
Planned/ Pre-Patching (Neighbourhood Services)	200,000
Footways (resurfacing & footway slurry)	150,000
Special Drainage	100,000
Surveys & software	100,000
Maintenance Programme Management Fees	110,000
Challenge Fund schemes	
Sub-total combined	3,660,000
Bridge & Structures Maintenance	
Bridge Maintenance	450,000
Principal Inspection	100,000
Sub-total combined	550,000
Street Lighting Maintenance	
Street Lighting Maintenance	400,000
Sub-total combined	400,000
Signals & Sensor Maintenance	
UTMC	176,000
Sub-total combined	176,000
Total for maintenance combined	4,786,000

Figures provided in the table above are subject to possible variation based on DfT confirmation of allocations. DfT funding levels for 2024/25 and beyond are not yet confirmed and therefore an assumption has been made that they will at least remain at 2021/22 funding level.

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Proposal Title: Local Transport Plan (LTP) Capital Programme

Impact Summary

Climate Change & Energy	Green - Only positive impacts identified	
Communities & Culture	Green - Only positive impacts identified	
Waste & Resource Use	Amber - Minor negative impacts identified / unknown impacts	
Economy	Green - Only positive impacts identified	
Health & Wellbeing	Green - Only positive impacts identified	
Learning & Skills		
Natural Environment	Amber - Minor negative impacts identified / unknown impacts	
Sustainable Procurement		
Transport & Accessibility	Green - Only positive impacts identified	

Answers provided indicate that the score for the carbon footprint of the proposal is: **3.5**

Answers provided indicate that the carbon footprint of the proposal is:	Low	
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Proposal Title: Local Transport Plan (LTP) Capital Programme

Proposal ID: **362**

Proposal Title: **Local Transport Plan (LTP) Capital Programme**

Type of Proposal: **Other**

Brief description:

The LTP Capital Programme implements schemes that align with the Council's Local Transport Plan 3 (LTP 3), corporate objectives and priorities, including those set out in the Core Strategy and those set out in the BIG plan. Local Transport Plan objectives include: • Reducing the need to travel • Manage and maintain the existing network more efficiently • Active travel and 'greener' travel choices • Public transport alternatives to the car • Car parking measures • Travel safety measures • Strategic infrastructure improvements Government funding is provided by the Department for Transport (DfT) to deliver the Local Transport Plan through the Local Transport Plan Capital Block Funding (Integrated Transport and Highway Maintenance) Specific Grant.

Proposer's Name: **Susan Fox**

Proposer's Directorate: **Regeneration & Economy**

Proposer's Service Unit: **Growth & Infrastructure**

Estimated cost (£): **Above OJEU threshold**

If known, the cost amount (£): **£7,900,000**

Ward(s) Affected (if applicable):

All Wards Broadstone

Sustainable Development Goals (SDGs) supported by the proposal:

3. Good Health and Well Being 8. Decent Work and Economic Growth 9. Industry, Innovation and Infrastructure 10. Reduced Inequalities 11. Sustainable Cities and Communities 13. Climate Action

Proposal Title: Local Transport Plan (LTP) Capital Programme

Climate Change & Energy

Is the proposal likely to have any impacts (positive or negative) on addressing the causes and effects of climate change? **Yes**

If the answer was No, then the explanation is below (in this case there are no answers to subsequent questions in this section):

- 1) Has the proposal accounted for the potential impacts of climate change, e.g. flooding, storms or heatwaves? **No**
- 2) Does it assist reducing CO2 and other Green House Gas (GHG) emissions? E.g. reduction in energy or transport use, or waste produced. **Yes**
- 3) Will it increase energy efficiency (e.g. increased efficiency standards / better design / improved construction technologies / choice of materials) and/or reduce energy consumption? **Yes**
- 4) Will it increase the amount of energy obtained from renewable and low carbon sources? **Partially**

How was the overall impact of the proposal on its ability to positively address the cause and effects of climate change rated?

Green - Only positive impacts identified



The reasoning for the answer (details of impacts including evidence and knowledge gaps):

The LTP programme is largely centred around the promotion of sustainable transport and behaviour change. The programme delivers bus infrastructure, cycle lanes and cycle parking, pedestrian crossings, road safety measures and a well-lit, and well-maintained network of roads and pavements, which encourage people to consider changing to low carbon and active travel modes such as public transport, walking and cycling as an alternative to the car.

Details of proposed mitigation/remedial action and monitoring (inc. timescales, responsible officers, related business plans etc):

N/A

Proposal Title: Local Transport Plan (LTP) Capital Programme

Communities & Culture

Is the proposal likely to impact (positively or negatively) on the development of safe, vibrant, inclusive and engaged communities? **Yes**

If the answer was No, then the explanation is below (there are no answers to subsequent questions in this section):

- 1) Will it help maintain and expand vibrant voluntary and community organisations? **Partially**
- 2) Will it promote a safe community environment? **Yes**
- 3) Will it promote and develop cultural activities? **Not Relevant**

How would the overall impact of the proposal on the development of safe, vibrant, inclusive and engaged communities be rated?

Green - Only positive impacts identified



Reasoning for the answer (details of impacts including evidence and knowledge gaps):

A number of schemes within the programme aim to deliver safer, accessible links within and between neighbourhoods, reducing severance, increasing connectivity and addressing travel mode inequalities. The Transforming Cities Fund, part-funded by the LTP grant, is delivering six new sustainable transport corridors, which will link the urban area together and aims to make sustainable travel modes the preferred travel choice for local journeys. Safer travel choices for schools and businesses, including trip end facilities such as cycle and scooter storage.

Details of proposed mitigation/remedial action and monitoring (inc. timescales, responsible officers, related business plans etc):

Proposal Title: Local Transport Plan (LTP) Capital Programme

Waste & Resource Use

Is the proposal likely to have any impacts (positive or negative) on waste resource use or production and consumption? **Yes**

If the answer was No, then the explanation is below (there are no answers to subsequent questions in this section):

- 1) Will it prevent waste or promote the reduction, re-use, recycling or recovery of materials? **Yes**
- 2) Will it use sustainable production methods or reduce the need for resources? **Partially**
- 3) Will it manage the extraction and use of raw materials in ways that minimise depletion and cause no serious environmental damage? **No**
- 4) Will it help to reduce the amount of water abstracted and / or used? **No**

How would the overall impact of the proposal on the sustainable production and consumption of natural resources be rated?

Amber - Minor negative impacts identified / unknown impacts



The reasoning for the answer (details of impacts including evidence and knowledge gaps):

The annual LTP programme includes significant (£4.8m in 2022/23) investment in the maintenance of BCP Council's highway infrastructure, which includes resurfacing roads and pavements, street lighting and bridge maintenance. The council will consider the whole life impacts of maintenance decisions in order to achieve the highway infrastructure asset management objectives as well as the Council's environmental objectives. <https://www.bcpCouncil.gov.uk/Roads-and-transport/Maintaining-our-roads/Highways-asset-management/Highways-asset-management.aspx> Examples include the choice of resurfacing methods which re-use or recycle materials, or treatments which aim to preserve the existing surfacing so minimal new materials are needed; replacement LED street lighting and ELV (Extra Low Voltage) traffic signals .

Details of proposed mitigation/remedial action and monitoring
(inc. timescales, responsible officers, related business plans etc):

Opportunities to reuse and recycle materials; preserve the existing infrastructure, and install lower energy infrastructure will be taken where appropriate. Procurements within the LTP programme are subject to individual DIAs.



Proposal Title: Local Transport Plan (LTP) Capital Programme

Proposal Title: Local Transport Plan (LTP) Capital Programme

Economy

Is the proposal likely to impact (positively or negatively) on the area's ability to support, maintain and grow a sustainable, diverse and thriving economy? **Yes**

If the answer was No, then the explanation is below (there are no answers to subsequent questions in this section):

- 1) Will the proposal encourage local business creation and / or growth?

Yes

- 2) Will the proposal enable local jobs to be created or retained?

Yes

- 3) Will the proposal promote sustainable business practices?

Yes

=How would the overall impact of the proposal on it's potential to support and maintain a sustainable, diverse and thriving economy be rated?

Green - Only positive impacts identified



The reasoning for the answer (details of impacts including evidence and knowledge gaps):

Both the LTP and the Transforming Cities Fund, part-funded by the LTP grant, support economic growth in the South East Dorset city region through tackling congestion and creating reliable and resilient, efficient, sustainable transport networks linking employment, housing and town centres. Better accessibility will improve access to employment for residents and access to skills for employers. To support the wider network improvements, BCP Council is working with local businesses through the LTP-funded Business Travel Network providing practical advice and resources to help their staff benefit from more sustainable travel choices and access to funding for workplace trip end facilities, such as cycle parking, lockers and showers etc.

Details of proposed mitigation/remedial action and monitoring (inc. timescales, responsible officers, related business plans etc):

N/A

Proposal Title: Local Transport Plan (LTP) Capital Programme

Health & Wellbeing

Is the proposal likely to impact (positively or negatively) on the creation of a inclusive and healthy social and physical environmental for all? **Yes**

If the answer was No, then the explanation is below (there are no answers to subsequent questions in this section):

- 1) Will the proposal contribute to improving the health and wellbeing of residents or staff?
Yes
- 2) Will the proposal contribute to reducing inequalities?
Yes
- 3) Will the proposal contribute to a healthier and more sustainable physical environment for residents or staff?
Yes

How would the overall impact of the proposal on the creation of a fair and healthy social and physical environmental for all be rated?

Green - Only positive impacts identified



The reasoning for the answer (details of impacts including evidence and knowledge gaps):

Delivered by enabling use of sustainable/active modes of travel, improved road safety and network efficiencies. All helping to improve air quality by reducing vehicle emissions. People currently less likely to use sustainable travel modes could potentially benefit as new infrastructure/initiatives will make it more attractive and safer to do so and encourage opportunities for healthy lifestyles through integrating active travel into people's everyday lives, particularly for shorter trips.

Details of proposed mitigation/remedial action and monitoring (inc. timescales, responsible officers, related business plans etc):

N/A

Proposal Title: Local Transport Plan (LTP) Capital Programme

Learning & Skills

Is the proposal likely to impact (positively or negatively) on a culture of ongoing engagement and excellence in learning and skills? **No**

If the answer was No, then the explanation is below (there are no answers to subsequent questions in this section):

Not applicable to this programme.

- 1) Will it provide and/or improve opportunities for formal learning?
- 2) Will it provide and/or improve community learning and development?
- 3) Will it provide and/or improve opportunities for apprenticeships and other skill based learning?

How would the overall impact of the proposal on the encouragement of learning and skills be rated?

Green - Only positive impacts identified



The reasoning for the answer (details of impacts including evidence and knowledge gaps):

Details of proposed mitigation/remedial action and monitoring (inc. timescales, responsible officers, related business plans etc):

Proposal Title: Local Transport Plan (LTP) Capital Programme

Natural Environment

Is the proposal likely to impact (positively or negatively) on the protection or enhancement of local biodiversity or the access to and quality of natural environments?

Yes

If the answer was No, then the explanation is below (there are no answers to subsequent questions in this section):

Not applicable to this programme.

- 1) Will it help protect and improve biodiversity i.e. habitats or species (including designated and non-designated)? **Partially**
- 2) Will it improve access to and connectivity of local green spaces whilst protecting and enhancing them? **Yes**
- 3) Will it help protect and enhance the landscape quality and character? **Partially**
- 4) Will it help to protect and enhance the quality of the area's air, water and land? **Yes**

How would the overall impact of your proposal on the protection and enhancement of natural environments be rated?

Amber - Minor negative impacts identified / unknown impacts



The reasoning for the answer (details of impacts including evidence and knowledge gaps):

Programme includes construction/highway maintenance elements which can have minor impacts on the natural environment.

Details of proposed mitigation/remedial action and monitoring (inc. timescales, responsible officers, related business plans etc):

Offsetting any impact on natural habitat as a result of construction by creating new habitat, new tree planting and creation of additional green space wherever practical. Measures to protect existing habitats during construction eg tree protection zones and construction methods; compliance with Conservation of Habitats and Species Regulations 2017.

Proposal Title: Local Transport Plan (LTP) Capital Programme

Sustainable Procurement

Does your proposal involve the procurement of goods, services or works? **No**

If the answer was No, then the explanation is below (there are no answers to subsequent questions in this section):

Procurements within the LTP programme are subject to individual DIAs.

Has or is it intended that the Strategic Procurement team be consulted?

No

If the Strategic Procurement team was not consulted, then the explanation for this is:

- 1) Do the Government Buying Standards (GBS) apply to goods and/or services that are planned to be bought?
- 2) Has sustainable resource use (e.g. energy & water consumption, waste streams, minerals use) been considered for whole life-cycle of the product/service/work?
- 3) Has the issue of carbon reduction (e.g. energy sources, transport issues) and adaptation (e.g. resilience against extreme weather events) been considered in the supply chain?
- 4) Is the product/service fairly traded i.e. ensures good working conditions, social benefits e.g. Fairtrade or similar standards?
- 5) Has the lotting strategy been optimised to improve prospects for local suppliers and SMEs?
- 6) If aspects of the requirement are unsustainable then is continued improvement factored into your contract with KPIs, and will this be monitored?

How is the overall impact of your proposal on procurement which supports sustainable resource use, environmental protection and progressive labour standards been rated?



The reasoning for the answer (details of impacts including evidence and knowledge gaps):

Proposal Title: Local Transport Plan (LTP) Capital Programme

Details of proposed mitigation/remedial action and monitoring (inc. timescales, responsible officers, related business plans etc):

Proposal Title: Local Transport Plan (LTP) Capital Programme

Transport & Accessibility

Is the proposal likely to have any impacts (positive or negative) on the provision of sustainable, accessible, affordable and safe transport services - improving links to jobs, schools, health and other services? **Yes**

If the answer was No, then the explanation is below (there are no answers to subsequent questions in this section):

- 1) Will it support and encourage the provision of sustainable and accessible modes of transport (including walking, cycling, bus, trains and low emission vehicles)?
Yes
- 2) Will it reduce the distances needed to travel to access work, leisure and other services? **Yes**
- 3) Will it encourage affordable and safe transport options?
Yes

How would the overall impact of your proposal on the provision of sustainable, accessible, affordable and safe transport services be rated?

Green - Only positive impacts identified



The reasoning for the answer (details of impacts including evidence and knowledge gaps):

Local Transport Plan objectives include: • Reducing the need to travel • Manage and maintain the existing network more efficiently • Active travel and 'greener' travel choices • Public transport alternatives to the car • Car parking measures • Travel safety measures • Strategic infrastructure improvements

Details of proposed mitigation and monitoring (inc. timescales, responsible officers, related business plans etc):

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LICENSING COMMITTEE



Report subject	Statement of Licensing Principles- Gambling Act Policy 2022 - 2025
Meeting date	10 March 2022
Status	Public Report
Executive summary	<p>The Council is required to publish a Statement of Licensing Principles under section 349 of the Gambling Act 2005 (the Act) every three years. The purpose of the Statement is to define how the Licensing Authority will exercise its responsibilities under the Act. This will be the first Statement of Licensing Principles to be published by BCP Council since its creation in April 2019. The draft policy was approved by committee on 16th September 2021 and public consultation took place for 12 weeks between October and December 2021.</p> <p>In total 9 responses were received, and these were considered by a member's workshop on 26th January 2022. The draft policy is now offered for final consideration by the committee taking into account the consultation responses received and any recommendations put forward from the member's workshop.</p>
Recommendations	<p>It is RECOMMENDED that members consider the public consultation and recommendations put forward by the members workshop and either</p> <ul style="list-style-type: none"> I. Agree the final version of the policy as presented II. Amend the policy and agree final wording of policy
Reason for recommendations	<p>Section 349 of the Gambling Act 2005 requires Licensing Authorities to prepare and publish a Statement of Licensing Principles that they propose to apply in exercising their functions under the Act. The Statement of Licensing Principles is reviewed every three years and reflects the expectations placed on local operators by the Licensing Authority in making applications and maintaining licences.</p>

Portfolio Holder(s):	Councillor Bobbie Dove - Community Safety and Regulatory Services
Corporate Director	Jess Gibbons - Chief Operations Officer
Report Authors	Nananka Randle – Interim Head of Service - Licensing
Wards	Council-wide
Classification	For Decision

Background

1. The Gambling Act 2005 (the Act) requires Licensing Authorities to prepare and publish a Statement of Licensing Principles (Statement of Gambling Policy) which is reflective of local issues, local data, local risk and the expectations that the Licensing Authority has of operators.
2. The Statement of Gambling Policy is one means by which the Licensing Authority can make clear their expectations of gambling operators and pubs and clubs who site gaming machines, so they can proactively mitigate risks to the licensing objections, namely
 - a. preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
 - b. ensuring that gambling is conducted in a fair and open way; and
 - c. protecting children and other vulnerable persons from being harmed or exploited by gambling.
3. The purpose of the Statement of Gambling Policy is to reflect the local gambling concerns and circumstances, set out the Council's wider strategic objectives and provide a point of reference for gambling activity.
4. In addition to setting out how the Licensing Authority intends to promote the licensing objectives, and the Authority's expectations of licensed premises operators and applicants, the Authority is also able to direct licence holders and applicants to conduct Local Area Risk Assessments based on the risks present within the locality of the premises.
5. As required by the Act and guidance issued by the Gambling Commission, the Council, in carrying out its licensing functions under the Act will aim to permit the use of premises for gambling as long as it is considered to be:
 - In accordance with any relevant code of practice issued by the Gambling Commission,
 - in accordance with any relevant guidance issued by the Commission,
 - reasonably consistent with the licensing objectives and
 - in accordance with this Policy Statement published under section 349 of the Act.

6. Nothing in the Statement of Principles will override the right of any person to make an application under the Act and have that application considered on its individual merits. Equally, nothing in the draft Statement of Principles will undermine the right of any person to make representations to an application or seek a review of a licence where there is a legal power to do so.

Consultation responses

7. The Licensing Committee agreed the draft policy on 16th September 2021 and a 12-week consultation period started on 8th October and ended on 31 December 2021. The consultation was hosted by the Insight, Policy and Performance team on the council's consultation pages. The public were advised of the consultation via the councils Facebook page.
8. In addition, the Licensing Manager emailed the consultation directly to statutory and other identified interested groups (as set out in Appendix 1) on the 8th October 2021.
9. 8 responses were received via the consultation pages and 1 direct response to the Licensing Manager. Each response has been given a reference A-I.
10. The Insight, Policy and Performance team confirmed that due to the low number of responses there was not enough information to provide any demographic breakdown on the responses. The responses received were from 7 individuals, and the Police and Crime commissioner (PCC). (see Appendix 2)
11. The direct response to the Licensing Manager was from Gosschalks solicitors on behalf of the Betting and Gaming Council (see Appendix 3)

Consultation Consideration and recommendations

12. The members workshop consisting of Councillors Butt, Bagwell, Kelsey, Johnson, Williams met on 26th January 2022 and considered all the responses received. The discussion and any subsequent recommendations are contained in the Appendix 4)
13. The current draft version of the report with highlighted yellow sections where changes have been suggested by the consultation feedback or as detailed below is attached at Appendix 5.
14. During this workshop the legal advisor also made some suggested amendments to the wording of sections connected to the feedback. These are as follows
15. Paragraph 1.4 amend the last bullet point to add wording *subject to the above bullet points* as highlighted in the policy document.
16. In connection to the recommended amendment to paragraph 18.1 within the consultation responses and member workshop comments it is also proposed to amend the wording of paragraphs 14.15 and 15.8 to make reference to the Local Risk Assessments as highlighted in the policy document.
17. The current wording of paragraph 19.1 does not make sense. It is suggested that the word *most* is deleted.

Options Appraisal

18. Members are asked to consider the draft policy together with the consultation feedback responses and either
 - a. Agree the final version of the policy as presented, or

- b. Amend the policy and agree final version of the policy.
- 19. Once the final version of the policy has been agreed it will be presented to Full Council on 27th April for ratification.

Summary of financial implications

- 20. The Licensing Committee, at its meeting on 10th December 2020 agreed the fee structure for BCP. All costs in the implementation of this policy will be covered by the fees which are set on a cost recovery basis.

Summary of legal implications

- 21. It is a legal requirement to produce and reissue the policy every three years. The Legal advisor has reviewed the draft policy.
- 22. Failure to produce a new policy can put the council at risk of judicial review

Summary of human resources implications

- 23. The policy will be administered within existing team resources.

Summary of sustainability impact

- 24. Not applicable

Summary of public health implications

- 25. One of the licensing objectives is to protect children and vulnerable adults from harm or exploitation from gambling.

Summary of equality implications

- 26. A full Equalities Impact Assessment (EIA) has been undertaken.
- 27. The BCP Council EIA panel reviewed the EIA documentation (Appendix 6) on 24th February 2022 and the document was approved.

Summary of risk assessment

- 28. As with any policy, this will be open to potential review.
- 29. A clear and transparent process has been followed to develop the policy.
- 30. Evidence has been sort from the public, campaign groups, the Police and partners. However, following a clear process may not be sufficient to mitigate against a challenge.

Background papers

Gambling Act 2006

<https://www.legislation.gov.uk/ukpga/2005/19/contents>

The Gambling Act (Licensing Authority Policy Statement) England and Wales
Regulations 2006

<https://www.legislation.gov.uk/uksi/2006/636/contents/made>

Guidance for Licensing Authorities

<https://www.gamblingcommission.gov.uk/guidance/guidance-to-licensing-authorities>

BCP Council – Local Area Profile

[Local Area Profile \(LAP\) \(bcpcouncil.gov.uk\)](http://bcpcouncil.gov.uk)

Appendices

Appendix 1– direct consultation list

Appendix 2– consultation website responses received

Appendix 3– direct consultation response from Gosschalks

Appendix 4– consultation responses and recommendations from the member's workshop

Appendix 5 – policy documents with highlights for ease of reference

Appendix 6– EIA documentation

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CONSULTATION OF GAMBLING ACT POLICY REVIEW 2021

Age Concern Bournemouth	info@ageukbournemouth.org.uk ;
Arts University Bournemouth	hello@aub.ac.uk ;
Association of British Bookmakers	mail@abb.uk.com ;
BH Live	peter.gunn@bhlive.co.uk ;
Bingo Association	info@bingo-association.co.uk ;
Bishop of Salisbury	bishop.salisbury@salisbury.anglican.org ;
Bishop of Winchester	andrew.robinson@winchester.anglican.org ;
Blake Morgan, Solicitors	jon.wallsgrove@blakemorgan.co.uk ;
Bournemouth & District Law Society	office@bournemouthlaw.com ;
Bournemouth and Poole Rough Sleepers Team, Assertive Outreach Worker (Alcohol)	mark.hawkins@cri.org.uk ;
Bournemouth Accommodation and Hotel Association	info@bhhotels.co.uk ;
Bournemouth Area Hospitality Association	bha@bha.org.uk ;
Bournemouth Branch of the Federation of Small Businesses	matthew@escapeyachting.com ;
Bournemouth Chamber of Trade & Commerce	president@bournemouthchamber.org.uk ;
Bournemouth Community Church	office@bournemouthcommunitychurch.com ;
Bournemouth Islamic Centre and Central Mosque	info@salaam.co.uk ;
Bournemouth Town Centre BID	gregg@towncentrebids.co.uk ;
Bournemouth Town Centre Chaplaincy	chaplain@clubchaplain.com ;
Bournemouth Town Centre Parish (The Diocese of Winchester)	ianterry@live.co.uk ;
Bournemouth Town Watch	jon.shipp@bcpcouncil.gov.uk ;
Bournemouth University	enquiries@bournemouth.ac.uk ;
Bournemouth YMCA	enquiries@bournemouthymca.org.uk ;
British Amusement, Catering and Traders Association	info@bacta.org.uk ;
British Casino Operators Association	gensec@coa-uk.org.uk ;
Burton and Winkton Parish Council	burton@dorset-aptc.gov.uk ;
CAMRA (Campaign for Real Ale)	camra@camra.org.uk ;
Charminster Traders Association	info@experiencecharminster.info ;
Christchurch Bid	chris@heartflood.co.uk ;

Christchurch Chamber of Commerce	office@christchurchbusiness.co.uk ;
Christchurch Town Council	townclerk@christchurch-tc.gov.uk ;
Citizens Advice Bureau	admin@bournemouthcab.co.uk ;
College at Lansdowne	enquiries@bpc.ac.uk ;
Dorset Healthcare University NHS Foundation Trust	ron.shields@dhft.nhs.uk ;
Equalities and Diversity Manager	Sam.johnson@bcpcouncil.gov.uk ;
Events	jon.weaver@bcpcouncil.gov.uk ;
Gala Casino, Bournemouth	manager.bournemouth.casino@galacasino.co.uk ;
Gamblers Anonymous	infor@gamblersanonymous.org.uk ;
Gamble Aware	info@gambleaware.co.uk ;
Gambling Commission, Area Manager	n.dowse@gamblingcommission.gov.uk ;
Gamcare	info@gamcare.org.uk ;
Genting Casinos	info@genting.com ;
Gosschalks Solicitors	lucy_knaggs@gosschalks.co.uk ;
HM Revenue & Customs (National Registration Unit)	nrubetting&gaming@hmrc.gsi.gov.uk ;
Highcliffe and Walkford Parish Council	trish.jamieson@highcliffewalkford-pc.gov.uk ;
Hurn Parish Council	hurnparishcouncil@talktalk.net ;
Home Office (Immigration)	alcohol@homeoffice.gsi.gov.uk ;
Innpacked	Info@innpacked.com ;
Institute of Licensing	info@instituteoflicensing.org ;
JCP Law, Licensing Solicitor	julia.palmer@jcplaw.co.uk ;
John Gaunt & Partners, Licensing Solicitors	JWallsgrave@john-gaunt.co.uk ;
Kuits Solicitors	anthonylyons@kuits.com ;
Laceys, Licensing Solicitors	P.Day@laceyssolicitors.co.uk ;
Lansdowne Baptist Church	office@lansdownebaptistchurch.org.uk ;
Lotteries Council	frank@lotteriescouncil.org.uk ;
Throop and Holdenhurst Village Council	townclerk@christchurch-tc.gov.uk ;
NatCen Social Research	Info@natcen.ac.uk ;
National Organisation of Residents Associations	chairman@nora-uk.co.uk ;
Pokesdown Community Forum	Pokesdown.cf@gmail.com ;
Police and Crime Commissioner	pcc@dorset.pnn.police.uk ;
Poole Chamber of Commerce	info@poolechamber.org.uk ;

Poole Dolphin Centre Manager	John.grinnell@dolphinshoppingcentre.co.uk ;
Poole Harbour Commissioner	pooleharbourcommissioners@phc.co.uk ;
Poole Town Centre Manager	info@pooletowncentre.com ;
Poppleston Allen, Licensing Solicitors	R.Bradley@popall.co.uk ;
Robert Sutherland, Keystone Law	robert.sutherland@keystonelaw.co.uk ;
Sacred Heart Catholic Church, Bournemouth	office.sacredheart@btinternet.com ;
Safer & Stronger Communities	Andrew.williams@bcpcouncil.gov ;
Salvation Army	info@salvationarmy.org.uk ;
Samaritans	jo@samaritans.org ;
Seafront and Business Development	Chris.saunders@bcpcouncil.gov.uk ;
South Western Ambulance Service	wayne.darch@swast.nhs.uk ;
St Swithun's Church	tim@stswithuns.me ;
Steele Raymond, Solicitors	info@steeleraymond.co.uk ;
Stonegate Pub Company Limited, Operations Director	paul.wright@stonegatepubs.com ;
Throop and Holdenhurst Village Council	townclerk@christchurch-tc.gov.uk ;
Trethowans	Sandra.Graham@trethowans.com ;
UK Youth Parliament	info@ukyouthparliament.org.uk ;
Wallisdown Info	admin@wallisdown.info ;
Winton Traders Association	execofficer@bournemouthchamber.org.uk ;

IN ADDITION THE FOLLOWING GROUPS HAVE BEEN CONSULTED:-

Adult Safeguarding	bcpsafeguardingadultsboard@bcpcouncil.gov.uk ;
Communities Manager	cat.mcmillan@bcpcouncil.gov.uk ;
Children's Services	child.protection@bcpcouncil.gov.uk ;
Child Safeguarding Partnership	pandorsetsafeguardingchildrenpartnership@bcpcouncil.gov.uk ;
Dorset Police – Drug & Alcohol Harm Reduction, Prevention Department	licensing@dorset.pnn.police.uk
Dorset and Wiltshire Fire Rescue Service	fire.safety@dwfire.org.uk ;
Planning	planning@bcpcouncil.gov.uk ;
Environmental Health	pollution@bcpcouncil.gov.uk ;

Responses to public consultation

Appendix 2

	Q1	Q2
Response Reference	Having read the draft policy of Statement of Licensing Principles, is there anything you would like us to change, add or improve?	Do you have any other comments in relation to the draft policy?
A		Did it really need to be 32 pages? Could you not have produced something that was more succinct and easy to read?
B	Yes	Gambling premises adds very little to society, but they take a great deal. They plague our most deprived areas, further exaggerating social disparities between rich and poor. I would urge BCP to use this policy to place limits on the number of gambling shops, notably using the deprivation factor as a limiting key on where they can be based.
C	Change somehow that young people especially think they can beat the machines? I have personal experience how people can put all of their income into a fruit machine?	Gambling should be considered as bad as drunk driving it ruins lives !
D		
E		We rank the third highest in the country for people struggling to afford food. Gambling should not even be a priority until we aren't famous for poverty. We should be leading an example to other seaside resorts and famous for blue flag beaches but we are not. We are known for raw sewage being pumped straight into the sea and being the third highest area for poverty. Gambling addictions only contribute to the overstretched mental health services and NHS.

F	Add some definition throughout the document as to what will happen and what the "gambling scene" will look like in the borough	It's just "ticking the boxes" and lacks any real tangible facts about what is going to happen and how many gambling establishments are to be allowed. there are already too many in my view
G	Every effort should be made to educate citizens and young people about the risks incurred by gambling in all forms except when used by registered charities.	The survey assumes that some form of gambling can be a recognised business and is quite acceptable. It is not, and the barrage of advertising by gambling companies is extremely dangerous.
H		The Dorset Police and Crime Commissioner supports the proposed BCP Council's Statement of Principles 2022 to 2025 on the Gambling Act 2005 – subject to the request that BCP Council's Licensing Department effectively monitors, where within its powers, the licenced gambling premises in line with the risks caused by gambling harm. This is particularly in light of the Government's recently published national report - In 2019, the Department of Health and Social Care commissioned PHE to undertake a review of the evidence on gambling harms which was published on 18 October 2021. It highlighted that the harms associated with gambling cost at least £1.27 billion in 2019 to 2020 in England alone.

	Q3	Q4
Response Reference	Are there any positive or negative impacts of this proposal that you believe that BCP Council should take into account in relation to equalities or human rights? If so, are you able to provide any supporting information and suggest any ways in which the organisations could reduce or remove any potential negative impacts and increase any positive impacts?	Are you responding as an individual or on behalf of a business or organisation?
A	No	Individual
B		Individual
C	Education in schools explaining how much profit the gaming machines make? You can not make a living playing fruit machines!	Individual
D	Gambling addiction is a big problem in this country affecting everyone from all classes regardless of race, gender, class and status, causing massive social problems, don't encourage young people to gamble or allow new places to open.	Individual
E	Close all existing betting shops and minimise the amount of arcades. Turn them into health centers where people can access vital services such as transgender services.	

F	no	Individual
G	The only way to reduce or remove the potential adverse effects is to ban all advertising for gambling schemes.	Individual
H	No impacts identified	A business or organisation Office of the Police and Crime Commissioner (PCC) for Dorset

BY EMAIL ONLY
LICENSING DEPARTMENT
BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCILS

Please ask for: Richard Taylor
Direct Tel: 01482 590216
Email: rjt@gosschalks.co.uk
Our ref: RJT / MJM / 123267.00001
#GS4240832
Your ref:
Date: 07 December 2021

Dear Sirs,

Re: Gambling Act 2005 Statement of Licensing Principles for Gambling

We act for the Betting and Gaming Council (BGC) and are instructed to respond on behalf of the BGC to your consultation on the review of your Gambling Act 2005 Statement of Principles.

The Betting and Gaming Council

The Betting and Gaming Council (BGC) was created in 2019 as the new standards body for the UK's regulated betting and gaming industry. This includes betting shops, online betting and gaming businesses, bingo and casinos. Its mission is to champion industry standards in betting and gaming to ensure an enjoyable, fair and safe betting and gaming experience for all of its members' customers.

BGC members support 119,000 jobs and account for £4.5 billion to the Treasury annually in tax. Recent study also showed that BGC members contributed around £7.7 billion in gross value added to the UK economy in 2019. London's casinos alone contribute over £120 million to the tourism economy each year.

The gambling industry is integral to the survival of sport. Betting companies spend over £40 million a year on the English Football League (EFL) and its clubs. Horse racing, an industry estimated to be worth £3.5 billion a year to the UK economy and which generates 85,000 jobs receives over £350 million per annum through the Horse Racing Industry Levy, media rights and sponsorship. Darts and Snooker receive in excess of £10 million per annum which represents 90 % of all sponsorship revenue.

The BGC has four objectives. These are to –

- create a culture of safer gambling throughout the betting and gaming sector, with particular focus on young people and those who are vulnerable
- ensure future changes to the regulatory regime are considered, proportionate and balanced
- become respected as valuable, responsible, and engaged members of the communities in which its members operate

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- safeguard and empower the customer as the key to a thriving UK betting and gaming industry

Before we comment on your draft policy document, it is important that the backdrop against which the comments are made is established.

Betting and Gaming in the UK

Betting and gaming is widely enjoyed in the UK. Around 30 million people participate in some sort of gambling, whether that is on the National Lottery, placing a bet in betting shops, playing in casinos or at bingo. The overwhelming majority of these people do so safely without reporting any problems.

Any consideration of gambling licensing at the local level should also be considered within the wider context.

- the overall number of betting shops is in decline. The latest Gambling Commission industry statistics show that the number of betting offices (as of March 2020) was 7681. This is reducing every year and has fallen from a figure of 9137 in March 2014. Covid 19 had a devastating effect on the betting industry. The number of betting offices in June 2020 was down to 6461.
- planning law changes introduced in April 2015 have increased the ability of licensing authorities to review applications for new premises, as all new betting shops must now apply for planning permission.
- In April 2019 a maximum stake of £2 was applied to the operation of fixed odds betting terminals
- successive prevalence surveys and health surveys tells us that problem gambling rates in the UK are stable and possibly falling.

This consultation comes at a time when many BGC members with land-based premises are recovering from the devastating impact of the pandemic. Premises were closed for much of 2020 and throughout much of 2021. The casino sector, for example, was closed for over half of 2020 and for over half of 2021 (to date). The pandemic has put an enormous strain on the company balance sheets of casino operators.

Problem Gambling

Problem gambling rates are static or possibly falling. The reported rate of 'problem gambling' (according to either the DSM-IV or the PGSI) was 0.8% of the adult population in 2015, in 2016 it was 0.7% and in 2018 it was 0.5% of the adult population.

Figures published by the Gambling Commission in October 2021 show that the rate of problem gambling in the year to September 2021 was 0.3%, having fallen from 0.6% the previous year. The moderate risk rate has also decreased significantly to 0.7% in the year to September 2021 compared to 1.2% in the year to September 2020.

Rates of 'problem gambling' in the UK are low by international standards – compared to France (1.3%), Germany (1.2%), Sweden (2.2%) and Italy (1.27%).

The raft of measures that have been put in place recently both by the industry (in terms of protecting players from gambling-related harm), the Gambling Commission and the Government (a ban on credit cards, restrictions to VIP accounts, new age and identity verification measures and voluntary restrictions on advertising) have contributed to problem gambling rates now being lower than they were at the passage of the 2005 Gambling Act.

Both the Gambling Commission and Government have acknowledged that problem gambling levels have not increased. It has reduced.

In June 2020, the BGC's five largest members committed to increasing the amount they spend on research, education and treatment (RET) services from 0.1 per cent to 0.25 per cent of their annual revenue in 2020, 0.5 per cent in 2021, 0.75 per cent in 2022 and 1 per cent in 2023. The five operators confirmed they will provide £100 million to GambleAware charity to improve treatment services for problem gamblers.

The BGC supported the creation of the new NHS gambling treatment clinics who have promised 22 clinics, 3 of which are open now. We are pleased that the NHS have committed to work to increase the number of clinics in the UK in addition to existing services delivered by Gordon Moody Association and GamCare's 120 treatment centres located throughout the UK.

The BGC also recognises the Gambling Commission's National Strategy as a way of accelerating progress on responsible gambling and tackling problem gambling. Our members are fully committed to meeting this challenge and are working to deliver new responsible gambling initiatives including technology that tackles problem gambling and increased funding for problem gambling clinics.

Differentiation between Licensing Act 2003 and Gambling Act 2005 applications

When considering applications for premises licences, it is important that a clear distinction is made between the regimes, processes and procedures established by Gambling Act 2005 and its regulations and those that are usually more familiar to licensing authorities – the regimes, processes and procedures relating to Licensing Act 2003.

Whilst Licensing Act 2003 applications require applicants to specify steps to be taken to promote the licensing objectives, those steps being then converted into premises licence conditions, there is no such requirement in Gambling Act 2005 applications where the LCCP provide a comprehensive package of conditions for all types of premises licence.

It should continue to be the case that additional conditions in Gambling Act 2005 premises licence applications are only imposed in exceptional circumstances where there are clear reasons for doing so. There are already mandatory and default conditions attached to any premises licence which will ensure operation that is consistent with the licensing objectives. In the vast majority of cases, these will not need to be supplemented by additional conditions.

The LCCP require that premises operate an age verification policy. The industry operates a policy called "Think 21". This policy is successful in preventing under-age gambling. Independent test

purchasing carried out by operators and submitted to the Gambling Commission, shows that ID challenge rates are consistently around 85%.

When reviewing draft statements of principles in the past, we have seen statements of principles requiring the operation of Challenge 25. Unless there is clear evidence of a need to deviate from the industry standard then conditions requiring an alternative age verification policy should not be imposed.

The BGC is concerned that the imposition of additional licensing conditions could become commonplace if there are no clear requirements in the revised licensing policy statement as to the need for evidence. If additional licence conditions are more commonly applied this would increase variation across licensing authorities and create uncertainty amongst operators as to licensing requirements, over complicating the licensing process both for operators and local authorities

Working in partnership with local authorities

The BGC is fully committed to ensuring constructive working relationships exist between betting and gaming operators and licensing authorities, and that where problems may arise that they can be dealt with in partnership. The exchange of clear information between councils and betting and operators is a key part of this and the opportunity to respond to this consultation is welcomed.

Considerations specific to the Gambling Act 2005 Draft Statement of Licensing Principles 2022 to 2025

On behalf of the BGC, we welcome the light touch approach to the Statement of Principles and accordingly have very few comments to make upon it.

Paragraph 14 is headed “Promotion of Licensing Objectives”. This title should be re-drafted to avoid any confusion with Licensing Act 2003 duties/obligations. Under Gambling Act 2005, applications must be reasonably consistent with the licensing objectives and there is no duty upon any body to promote the licensing objectives save for the Gambling Commission.

Paragraph 14.15 suggests that the applicant proposes conditions. This paragraph should be re-drafted, again to avoid any confusion with regard to the application requirements. Whereas in Licensing Act 2003, applicants are required to specify the steps that are to be taken to promote the licensing objectives and those steps are translated into premises licence conditions, there is nothing similar within Gambling Act 2005 or the prescribed application forms.

The mandatory and default conditions under Gambling Act 2005 are designed to ensure operation which is consistent with the licensing objectives and in the circumstances, it is unlikely that additional conditions will ever be required.

As far as an applicant is concerned, this section should be clear that additional conditions will only be imposed where there is clear evidence of a risk to the licensing objectives which is not already

adequately addressed by the policies, procedures and mitigation measures described in an applicant's risk assessment.

It is important that these policies, procedures and mitigation measures are dealt with via the risk assessment rather than by way of licensing conditions as the risk assessment is a dynamic document which (in accordance with SR code provision 10.1.2) must be reviewed if there is a significant change in local circumstances. As risks change or new risks are identified, the policies, procedures and mitigation measures to address those identified risks may be changed very quickly. However, if the mitigation measures are the subject of premises licence conditions, then an application for variation of the premises licence will be required to change those conditions. This could delay any change and would cause unnecessary expense and administration for both operators and the Licensing Authority.

Paragraph 15 explains the requirements for local risk assessments. Paragraphs 15.3, 15.4 and 15.4 contain lists of bullet points that the Licensing Authority expect to be considered when conducting a local risk assessment. These lists of bullet points need to be re-drafted to remove considerations that have no bearing on whether the application is consistent with the licensing objectives.

For example, in paragraph 15.3, the final two bullet points are "*known problems in the area such as problems arising from street drinkers, youth participating in antisocial behaviour, drug dealing activity etc.*" and "*the proximity of churches, mosques, temples or any other place of worship.*" Neither of these considerations are relevant to an assessment of risk to the licensing objectives. The former bullet point details issues which are largely nuisance and have no bearing on the licensing objectives. The second bullet point needs to be expanded if it is to be included as whilst it is to be accepted, that churches, mosques or temples may drive footfall, the mere presence of one of these religious buildings cannot have any bearing on the licensing objectives.

Paragraph 15.4 contains a bullet point that reads "*gambling trends that may mirror financial payments such as paydays, payday loans or benefit payments.*" This should be removed as this infers that any person in either paid employment or receiving benefits is automatically vulnerable. There is no evidence to support this.

Finally, paragraph 15.4 contains a bullet point which again refers to antisocial behaviour, graffiti, tagging and underage drinking. For the reasons given above, none of these considerations are relevant to any assessment of risks to the licensing objectives and therefore this bullet point should be removed.

Paragraph 18 explains the Licensing Authority's approach to the imposition of conditions on premises licences. This section would be assisted by a clear explanation that the mandatory and default conditions are designed to ensure operation that is consistent with the licensing objectives and that further conditions will only be required if there is clear evidence of risk to the licensing objectives that is not dealt with by the applicant elsewhere.

Conclusion

On behalf of the BGC, we thank you for the opportunity to comment on your draft statement of principles and hope that these comments above are useful. The BGC will work with you to ensure that its members' operation of its premises will operate in accordance with the licensing objectives.

Yours faithfully,



GOSSCHALKS LLP

Consultation Reference	Consultation comment	Workshop Member recommendation/comments
A	Did it really need to be 32 pages? Could you not have produced something that was more succinct and easy to read?	No comment
B	Gambling premises adds very little to society, but they take a great deal. They plague our most deprived areas, further exaggerating social disparities between rich and poor. I would urge BCP to use this policy to place limits on the number of gambling shops, notably using the deprivation factor as a limiting key on where they can be based.	Section 153(1) of the Gambling Act places a requirement on licensing authorities to <i>“aim to permit the use of premises for gambling”</i>
C	Change somehow that young people especially think they can beat the machines? I have personal experience how people can put all of their income into a fruit machine?	<p>This policy and the legislation are unable to address the points made here.</p> <p>Overall, the policy objectives aim to protect children and vulnerable adults.</p> <p>Members cannot express personal opinions but acknowledge these issues do exist.</p>

	<p>Gambling should be considered as bad as drunk driving it ruins lives !</p> <p>Education in schools explaining how much profit the gaming machines make? You can not make a living playing fruit machines!</p>	
D	<p>Gambling addiction is a big problem in this country affecting everyone from all classes regardless of race, gender, class and status, causing massive social problems, don't encourage young people to gamble or allow new places to open.</p>	<p>The policy and the licensing objectives are to protect children to ensure they do not access inappropriate gambling premises and also to protect vulnerable adults from gambling harm.</p> <p>Some education is covered in schools in personal development classes which includes highlighting the risks of harm from addictions such as drugs alcohol and gambling</p> <p>The Equalities Impact Assessment has addressed the impacts on protected characteristics such as age.</p> <p>The application process will address these concerns for any new proposed premises.</p>
E	<p>We rank the third highest in the country for people struggling to afford food. Gambling should not even be a priority until we aren't famous for poverty. We should be leading an example to other seaside</p>	<p>The statistics stated cannot be verified.</p> <p>The policy objectives are to address problem gambling and protect children and vulnerable adults.</p> <p>The Licensing Authority has no powers within the legislation to close down existing premises or change their use.</p>

	resorts and famous for blue flag beaches but we are not. We are known for raw sewage being pumped straight into the sea and being the third highest area for poverty. Gambling addictions only contribute to the overstretched mental health services and NHS. Close all existing betting shops and minimise the amount of arcades. Turn them into health centres where people can access vital services such as transgender services.	
G	<p>Add some definition throughout the document as to what will happen and what the "gambling scene" will look like in the borough. It's just "ticking the boxes" and lacks any real tangible facts about what is going to happen and how many gambling establishments are to be allowed. there are already too many in my view</p>	<p>When applications are submitted each one is assessed on its own merits.</p> <p>The applications will be granted or refused based on the criteria expressed within the document and the statutory guidance provided and what is contained in the local risk assessment which will be part of the application. Unlike the planning regime there is no overarching local plan in respect of gambling, and we have no power to restrict numbers.</p> <p>Numbers of licenced premises are gradually declining as more gambling is moved on line.</p>

G	<p>Every effort should be made to educate citizens and young people about the risks incurred by gambling in all forms except when used by registered charities.</p> <p>The survey assumes that some form of gambling can be a recognised business and is quite acceptable. It is not, and the barrage of advertising by gambling companies is extremely dangerous.</p> <p>The only way to reduce or remove the potential adverse effects is to ban all advertising for gambling schemes.</p>	<p>Education is covered in schools in personal development classes which includes highlighting the risks of harm from addictions such as drugs alcohol and gambling.</p> <p>Gambling is recognised under legislation, and it is not in the power of the Licensing Authority to ban or put limits on the number of establishments. The policy sets out how premises should be operated and regulated and what the Licensing Authority would expect to be considered by any applicant as they draft their Local Risk Assessment</p> <p>All advertisements are regulated by the Advertising Standards Authority, and it is not within the remit of BCP Council to stop or ban such advertising. The Licensing Authority are aware of recent commitments from Government and the Industry, aimed at supporting those more vulnerable to effects of Gambling/Advertising</p>
H	<p>The Dorset Police and Crime Commissioner supports the proposed BCP Council's Statement of Principles 2022 to 2025 on the Gambling Act 2005 – subject to the request that BCP Council's Licensing Department effectively monitors, where within its powers, the licenced</p>	<p>All applications will be accompanied by a risk assessment which will be peer reviewed by officers at the time of submission. Licensing officers assessing applications will ensure appropriate engagement with local partners and organisations to ensure the assessment is fit for purpose</p> <p>The Licensing Manager used the document referred to within the EINA assessment process and the policy objectives are to reduce harm associated with gambling whilst recognising that this is a legally accepted activity.</p>

	<p>gambling premises in line with the risks caused by gambling harm. This is particularly in light of the Government's recently published national report - In 2019, the Department of Health and Social Care commissioned PHE to undertake a review of the evidence on gambling harms which was published on 18 October 2021. It highlighted that the harms associated with gambling cost at least £1.27 billion in 2019 to 2020 in England alone.</p>	
I	<p>Paragraph 14 is headed "Promotion of Licensing Objectives". This title should be re-drafted to avoid any confusion with Licensing Act 2003 duties/obligations. Under Gambling Act 2005, applications must be reasonably consistent with the licensing objectives and there is no duty upon anybody to promote the</p>	<p>The wording used in the Gambling Commission guidance to Local Authorities advises that the purpose of the Statement of Gambling Principles is to promote the licensing objectives. The workshop members as advised see no reason to amend this.</p>

	licensing objectives save for the Gambling Commission.	
I	Paragraph 14.15 suggests that the applicant proposes conditions. This paragraph should be re-drafted, again to avoid any confusion with regard to the application requirements. Whereas in Licensing Act 2003, applicants are required to specify the steps that are to be taken to promote the licensing objectives and those steps are translated into premises licence conditions, there is nothing similar within Gambling Act 2005 or the prescribed application forms.	The wording of the paragraph allows for the option for conditions proposed by the applicant (usually by way of the risk assessment) to be added by the licensing authority should it feel that the issue is not covered by the mandatory conditions as per the guidance. Members did not feel it was detrimental to keep this in as an option if necessary.
I	The mandatory and default conditions under Gambling Act 2005 are designed to ensure operation which is consistent with the licensing objectives and in the circumstances, it is unlikely that additional conditions will ever be required.	The guidance to local authorities issued by the Gambling Commission guidance section 9.1 sets out licences may be subject to conditions in a number of ways which includes that they may be attached to premises licences by licensing authorities. It may be unlikely that it is necessary, but members felt we would not want to fetter our discretion if thought it proportionate to add further conditions.

I	<p>Paragraph 15 explains the requirements for local risk assessments. Paragraphs 15.3, 15.4 and 15.5 contain lists of bullet points that the Licensing Authority expect to be considered when conducting a local risk assessment. These lists of bullet points need to be re-drafted to remove considerations that have no bearing on whether the application is consistent with the licensing objectives.</p> <p>For example, in paragraph 15.3, the final two bullet points are “known problems in the area such as problems arising from street drinkers, youth participating in antisocial behaviour, drug dealing activity etc.” and “the proximity of churches, mosques, temples or any other place of worship.” Neither of these considerations are relevant to an assessment of risk to the licensing</p>	<p>Known issues with problems from street drinkers, in the bullet point are not purely to do with antisocial behaviour which we accept is outside this policy, however these behaviours are indicative of vulnerable individuals who may be more susceptible to harm from gambling and such this is a relevant consideration for applicants when formulating their local risk assessment.</p> <p>The second bullet point references the proximity to churches and mosques. This is covered within with Equalities assessment and is relevant in protecting people from some ethnic groups. Studies show that gambling-related harm is influenced by cultural norms, so some gamblers and their close associates experience additional harm like shame and isolation if seen going into gambling premises near where they worship.</p> <p>It is not proposed to amend or remove these bullet points.</p>
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	objectives. The former bullet point details issues which are largely nuisance and have no bearing on the licensing objectives. The second bullet point needs to be expanded if it is to be included as whilst it is to be accepted, that churches, mosques or temples may drive footfall, the mere presence of one of these religious buildings cannot have any bearing on the licensing objectives.	
I	Paragraph 15.4 contains a bullet point that reads “gambling trends that may mirror financial payments such as paydays, payday loans or benefit payments.” This should be removed as this infers that any person in either paid employment or receiving benefits is automatically vulnerable. There is no evidence to support this.	<p>The inclusion of this bullet point is to ensure that any local trends that emerge relating to pay day loans and gambling harm will be addressed in premises risk assessments. The use of pay day loans and other benefit payments to fund gambling habits would indicate harmful levels of gambling.</p> <p>If such trends emerge the Licensing Authority would require that the premise address this within their premises risk assessment. If there are no such trends it is not required.</p> <p>Members did not feel as advised that the inclusion of this bullet point inferred that all those in employment or in receipt of benefits were deemed to be vulnerable and as such do not support removal of this bullet point</p>
	Finally, paragraph 15.5 contains a bullet point	This has been addressed in the previous response to 15.3. We accept these types of behaviours are antisocial and ASB is not a separate consideration for the Licensing

	<p>which again refers to antisocial behaviour, graffiti, tagging and underage drinking. For the reasons given above, none of these considerations are relevant to any assessment of risks to the licensing objectives and therefore this bullet point should be removed.</p>	<p>Authority in these applications. But it must consider the Licensing Objectives and evidence of such ASB in a local area could be indicative of wider issues. This type of behaviour is often displayed by vulnerable individuals who may be more susceptible to harm from gambling and such this is a relevant consideration to be included in the local a risk assessment.</p>
	<p>Paragraph 18 explains the Licensing Authority's approach to the imposition of conditions on premises licences. This section would be assisted by a clear explanation that the mandatory and default conditions are designed to ensure operation that is consistent with the licensing objectives and that further conditions will only be required if there is clear evidence of risk to the licensing objectives that is not dealt with by the applicant elsewhere.</p>	<p>This is acknowledged and a suggested addition to 18.1 is recommended which is highlighted in yellow.</p> <p>Premises licences will be subject to the requirements set out in the Act and regulations, as well as specific mandatory and default conditions which will be detailed in regulations issued by the Secretary of State for each category of premises. The Licensing Authority will consider the Local Risk Assessment undertaken by the Applicant where required, as part of any application for a premises licence and may exclude default conditions if appropriate and attach others where it is believed to be necessary</p>

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Gambling Act 2005

Statement of Licensing Principles

2022 - 2025

Draft

Licensing

Author: Licensing Manager
Version: 4
Review Date: 2025



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1. Purpose Statement

- 1.1 Section 349 of the Gambling Act 2005 (the Act) requires the Licensing Authority to prepare a statement of principles that they propose to apply in exercising their functions under this Act.
- 1.2 Any decision taken by the Licensing Authority in regard to the determination of licences, permits and registrations under the Act should aim to permit the use of premises for gambling in so far as it is reasonably consistent with the licensing objectives, which are:
 - Preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime
 - Ensuring that gambling is conducted in a fair and open way
 - Protecting children and other vulnerable persons from being harmed or exploited by gambling (“the Licensing Objectives”)
- 1.3 The Licensing Authority will follow any regulations and statutory guidance issued in accordance with the Act and will have regard to any codes of practice issued by the national gambling regulator, the Gambling Commission.
- 1.4 In making decisions about premises licences and temporary use notices it should aim to permit the use of premises for gambling in so far as it is:
 - In accordance with any relevant code of practice issued by the Gambling Commission
 - In accordance with any relevant guidance issued by the Gambling Commission
 - Reasonably consistent with the licensing objectives and
 - In accordance with the authority’s statement of licensing policy **subject to the above bullet points**
- 1.5 The Policy provides advice to applicants about the procedure and approach to take when making an application and aims to ensure that activities covered under the Gambling Act 2005 operate in a safe and fair manner and are sensitive to the local area in which they are situated.
- 1.6 In producing this licensing policy statement, the Licensing Authority has had regard to the Licensing Objectives of the Gambling Act 2005, the Guidance issued by the Gambling Commission, and responses received from those consulted on the policy statement.

2. Who the policy applies to

- 2.1 This Statement of Licensing Policy will assist applicants, members of the Licensing Committee, and persons making representations, in the consideration of the relevant issues regarding applications, and ensuring they are dealt with fairly in line with the law.
- 2.2 This Policy also affords members of the Licensing Committee and officers alike, to consider the concerns of the public and other recognised bodies, and to take appropriate measures where the objectives of the Licensing Act 2003 are put in jeopardy after licences have been issued.
- 2.3 Should you have any comments about this policy statement please send them via e-mail to licensing@bcpcouncil.gov.uk or letter to the following contact:

The Licensing Manager
The Licensing Team
Civic Centre

3. This policy replaces

- 3.1 This policy replaces the previous Gambling Act 2005 Statement of Licensing Policies that covered Bournemouth Borough Council, Christchurch Borough Council and The Borough of Poole.

4. Approval process

- 4.1 BCP Council as the Licensing Authority has delegated the Licensing Committee to oversee the development and review of its Gambling Act 2005, Statement of Licensing Principles. Once finalised the Statement will be presented to Council for ratification.
- 4.2 This Statement of Licensing Principles was approved at a meeting of the full council on XX-XX-XXXX and will run for a period of three years commencing on XX-XX-XXXX.
- 4.3 This Statement will be applied in the exercise of the Licensing Authority's functions under the Act during that period.
- 4.4 The Statement will be reviewed from time to time, and in the light of any such review, it may be revised. Any such revision will be published before it takes effect.

5. Policy Consultation

- 5.1 Section 249 of the Act requires that licensing authorities consult with the following on their policy statement or any subsequent revision:
- the Chief Officer of Police;
 - one or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area;
 - one or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005
- 5.2 In developing this statement, the Licensing Authority followed best practice as set by the Code of Practice on Consultation. Full public consultation took place for 12 weeks between October and December 2021 and the results of this were considered by the Licensing Committee on 10 March 2022 prior to recommendation to Council for approval.

6. Links to Council Strategies

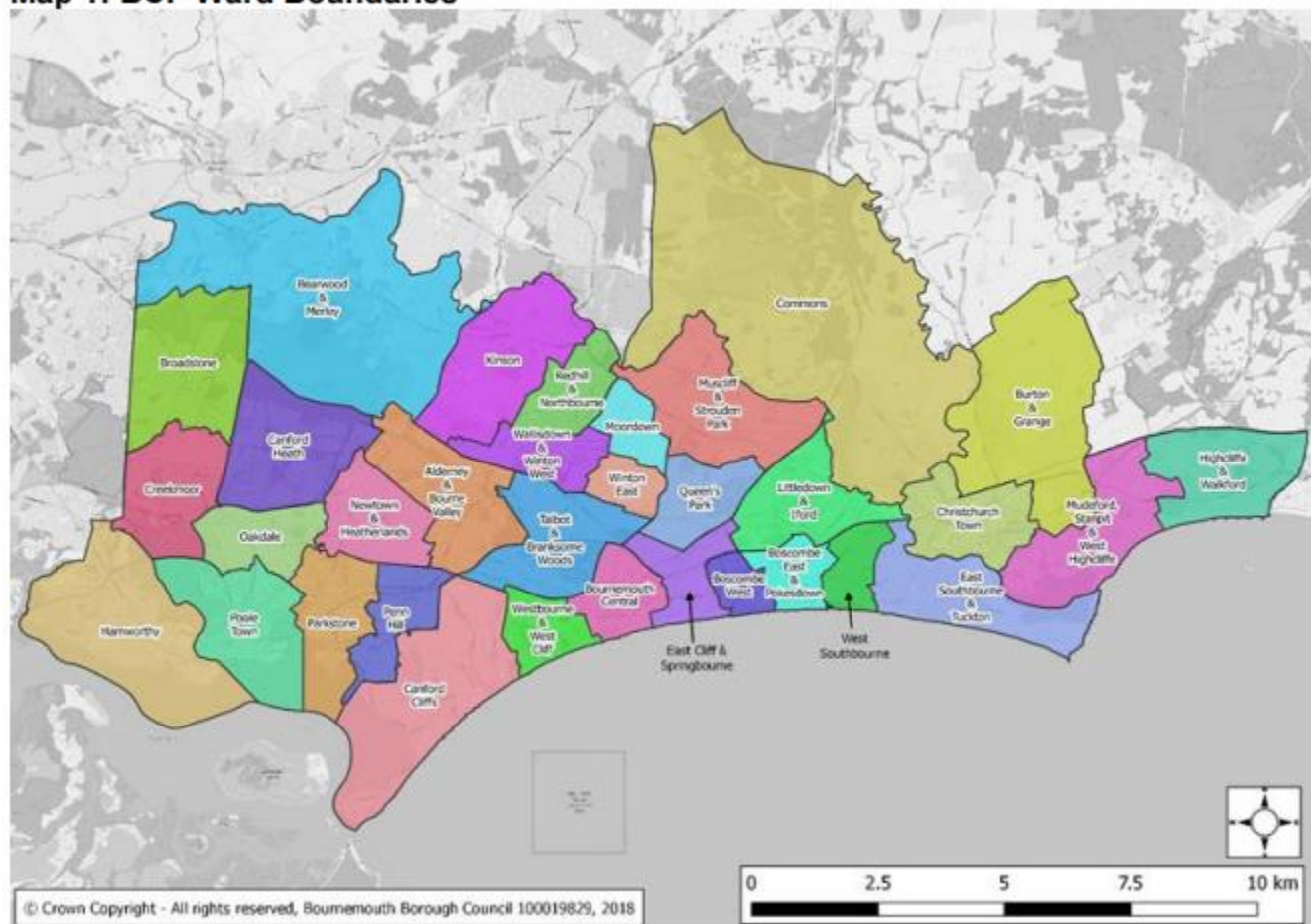
- 6.1 This Policy supports the BCP Council Corporate Strategy
<https://www.bcpCouncil.gov.uk/About-the-council/Strategies-plans-and-policies/CorporateStrategy/Corporate-Strategy.aspx>.
- 6.2 The Council's vision is to create vibrant communities with outstanding quality of life where everyone plays an active role. Effective licensing of controlled premises and activities is key to achieving this strategic vision for our communities.
- 6.3 The Licensing Authority aims to meet the BCP Council Corporate priorities regarding Dynamic Places and Connected Communities by ensuring the licensing process supports local businesses. We aim to help them to meet their statutory obligations and keep residents and visitors to our licensed venues safe, whilst still having an enjoyable leisure experience.
<https://www.bcpCouncil.gov.uk/About-BCP-Council/bcp-council-docs/BCP-Corporate-Strategy.pdf> <https://www.dorset.police.uk/media/2768/bpd-alcohol-drugs-strategy-2016-2020.pdf>
- 6.4 During the preparation of this policy document due consideration has been given to the following key BCP Council Strategies.
- Corporate Plan
 - Health & Wellbeing Strategy
 - Safeguarding Strategy
 - Communities Engagement Strategy
 - Crime & Disorder Reduction Strategy
 - Equality & Diversity

Part A

7. Geographical Area

- 7.1 Bournemouth Christchurch and Poole Council (BCP Council) was formed on 1st April 2019 following a restructure of previous local government arrangements. The council is one of two unitary authorities within Dorset.
- 7.2 Located on the Jurassic Coast, BCP Council covers an area of 161km² with 15 miles of coastline. It is the 12th largest council in England with a population of 395,800 residents. It is predominantly urban with associated suburban areas and 6,200 acres of open spaces parks and gardens.

Map 1: BCP Ward Boundaries



- 7.3 It has long established road and rail links to London, the Midlands and the South West and benefits from an international airport. It has two Universities, an innovative and business focused college and business strengths in the creative, digital, finance, aerospace, marine and environmental technology sectors.
- 7.4 It is one of the Country's main holiday destinations and benefits from 15 miles of coastline with world recognised Blue Flag beaches. It is renowned for its water sports, music and arts festivals and its annual air festival. Bournemouth's night-time economy has been accredited with the prestigious Purple Flag status for the last 10 years which is awarded to town and city centre's that meet or surpass the standards of excellence in managing the evening and night-time economy.

- 7.5 The area offers a vibrant mix of entertainment facilities for residents and visitors alike with two established theatres, restaurants, cinemas, concert venues, museums and historic sites. The entertainment economy is well served with a wide variety of restaurants, pubs, bars and clubs.
- 7.6 Further information and statistics relating to BCP Council can be found via the following link: <https://www.bcpCouncil.gov.uk/Council-and-Democratic/Consultation-And-Research/Local-Data/Local-Data.aspx>

8. Licensing Framework

- 8.1 The Gambling Act 2005 brought about changes to the way that gambling is administered in the United Kingdom. The Gambling Commission is the national gambling regulator and has a lead role in working with central government and local authorities to regulate gambling activity.
- 8.2 The Gambling Commission issues operators licences and personal licences. Any operator wishing to provide gambling at a certain premise must have applied for the requisite personal licence and operator licence before they can approach the council for a premises licence. In this way the Gambling Commission can screen applicants and organisations to ensure they have the correct credentials to operate gambling premises.
- 8.3 The Licensing Authority's role is to ensure premises are suitable for providing gambling in line with the three licensing objectives and any codes of practice issued by the Gambling Commission. The Licensing Authority also issues various permits and notices to regulate smaller scale and or ad hoc gambling in various other locations such as pubs, clubs and hotels.
- 8.4 The Licensing Authority does not licence large society lotteries or remote gambling through websites. These areas fall to the Gambling Commission. The National Lottery is not licensed by the Gambling Act 2005 and is regulated by the Gambling Commission under the National Lottery Act 1993.
- 8.5 In carrying out its functions the Licensing Authority will regulate gambling in the public interest. Any application received will be considered on its individual merits and in accordance with the requirements of the Act.
- 8.6 The Licensing Authority will seek to avoid any duplication with other regulatory regimes so far as possible. There is a clear separation between the Gambling Act, the Licensing Act 2003 and planning legislation and that licensing applications will be viewed independently of applications under the Licensing Act 2003 and planning.
- 8.7 The Licensing Authority will, in particular, when considering its functions in relation to applications and enforcement have regard to the Human Rights Act 1998.
- 8.8 The Licensing Authority is aware of issues relating to online gambling but has not regulation and enforcement powers. This is dealt with by the Gambling Commission.

9. Declaration

- 9.1 This statement of licensing policy will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.

- 9.2 In producing this document, the Licensing Authority declares that it has had regard to the licensing objectives of the Gambling Act 2005, the guidance issued by the Gambling Commission, and any responses from those consulted on the policy statement.

10. Responsible Authorities

- 10.1 The Act empowers certain agencies to act as Responsible Authorities (RA) so that they can use their expertise in a particular area to help promote the licensing objective. The RA's are able to make representations about licence application or apply for a review of an existing licence. They may also offer advice and guidance to applicants.
- 10.2 The Licensing Authority is required under section 157(h) of the Act to designate, in writing, a body competent to advise the Licensing Authority about protection of children from harm, the following principles are applied:
- the need for the body to be responsible for an area covering the whole of the Licensing Authority's area;
 - the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group; and
 - whether the body has experience in relation to protection of children issues.
- 10.3 The Licensing Authority designates the Children's Social Care Services of BCP Council Safeguarding Partnership for the purpose of providing advice about protection of children from harm.

11. Interested parties

- 11.1 Interested parties are people or organisations that have the right to make representations about licence applications or apply for a review of an existing licence. These parties are defined in the Act as a person who
- lives sufficiently close to the premises to be likely to be affected by the authorised activities;
 - has business interests that might be affected by the authorised activities; or
 - represents persons who satisfy either of the two sub-paragraphs above.
- 11.2 The Licensing Authority is required to state the principles it will apply to determine whether a person is an interested party. Each case will be decided upon its own merits. The Licensing Authority will not apply a rigid rule to its decision making and will consider examples provided in the Gambling Commissions Guidance to local authorities.
- 11.3 In order to determine if an interested party lives or has business interests, sufficiently close to the premises to be likely to be affected by the gambling activities, the Licensing Authority will consider factors such as
- the size of the premises
 - the nature of the activities taking place
 - distance of the premises from the location of the interested parties
 - other such factors as it considers are relevant.
- 11.4 In determining whether a business interest is "likely to be affected", the Licensing Authority will have regard to such of the following factors as it considers appropriate to the circumstances:

- the size of the premises;
- the “catchment” area of the premises (i.e. how far people travel to visit);
- the nature of the business that it is suggested might be affected; and
- such other factors as it considers are relevant.

11.5 In determining whether a person is regarded as representing a person in either of the other two Interested Party categories, the Licensing Authority in particular considers that the following may fall within this category:

- Members of Parliament or Elected Councillors
- Legal Representation
- Residents’ and tenants’ associations
- Trade unions and trade associations

11.6 The Licensing Authority will not necessarily consider a person as representing one of the other categories of Interested Party unless the person can demonstrate:

- that they have specifically been requested in writing to represent that person and / or business in relation to the submission of the representation; and / or
- that, in the case of a body, it represents a significant number of persons that have made submission with regard to the representation.

12. Exchange of information

12.1 Licensing Authorities are required to include within their policy statement the principles it will use to exchange information between it and the Gambling Commission as well as other parties listed in Schedule 6 of the Act.

12.2 The Licensing Authority will act in accordance with the provisions of the Act in its exchange of information which includes the provisions that the General Data Protection Regulations and the Data Protection Act 2018 will not be contravened.

12.3 The Licensing Authority will exchange information with other regulatory bodies and will establish protocols in this respect. In exchanging such information, the Licensing Authority will meet the requirements of data protection and freedom of information legislation.

12.4 Any matters of noncompliance will be reported to the Gambling Commission.

13. Licensing Authority functions

13.1 Licensing authorities are responsible under the Act for:

- licensing premises where gambling activities are to take place by issuing premises licences
- issuing provisional statements
- regulating members’ clubs and miners’ welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
- issuing Club Machine Permits to commercial clubs
- granting permits for the use of certain lower stake gaming machines at Unlicensed Family Entertainment Centre’s
- receiving notifications from alcohol licensed premises (under the Licensing Act 2003) of the use of two or less gaming machines

- granting Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where more than two machines are required
- registering small society lotteries below prescribed thresholds
- issuing Prize Gaming Permits
- receiving and endorsing Temporary Use Notices
- receiving Occasional Use Notices (for tracks)
- providing information to the Gambling Commission regarding details of licences issued (see section above on 'Exchange of information')
- maintaining registers of the permits and licences that are issued under these functions.

13.2 The Licensing Authority cannot license remote gambling. This is dealt with by the Gambling Commission via operator licences.

14. Promotion of licensing objectives

Preventing gambling from being a source of, or being associated with crime or disorder, or being used to support crime

- 14.1 The Gambling Commission will take a lead role in keeping gambling crime free through its vetting process for applicants for personal and operator licences.
- 14.2 The council's main role is to try and promote this area with regard to actual premises. Thus, where an area has known high levels of organised crime the council will consider carefully whether gambling premises are suitable to be located there and whether conditions may be required such as the provision of door supervision.
- 14.3 Issues of disorder or anti-social behaviour will be considered as activities that are more serious and disruptive than mere nuisance. In order to make the distinction, when incidents of this nature occur, the Licensing Authority will consider a number of factors such as whether police assistance was required and how threatening the behaviour was to those who heard or saw it.
- 14.4 Issues of nuisance cannot always be specifically addressed by the Gambling Act provisions however problems of this nature can be addressed through other legislation as appropriate.

Ensuring Gambling is conducted in a fair and open way

- 14.5 The Licensing Authority is aware that except in the case of tracks generally, the Gambling Commission does not expect licensing authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences.
- 14.6 However, the Licensing Authority will communicate any concerns to the Gambling Commission about misleading advertising, or any absence of required game rules or other matters as set out in the Gambling Commission's Licence Conditions and Code of Practice.

Preventing children and other vulnerable persons from being harmed or exploited by gambling

- 14.7 This licensing objective requires that the Licensing Authorities will ensure that the premises have taken steps to prevent children from accessing most types of gambling. This will include

for example adequate supervision of entrances and access to machines, the layout of the premises and segregation of areas.

14.8 If the operator fails to satisfy the licensing authority that the risks are sufficiently mitigated, it may be appropriate to conduct a review of the premises licence

14.9 The Licensing Authority will pay particular attention to the Gambling Commission Code of practice on access to casino premises by children and young persons.

14.10 The Act does not seek to prohibit particular groups of adults from gaming in the same way as it prohibits children. There is no definition of a vulnerable adult within the Act, but for regulatory purposes the Gambling Commission assumes this group includes people who gamble more than they want to, people who gamble beyond their means and people who may not be able to make informed or balanced decisions about gambling due to, for example, mental health, a learning disability or substance misuse relating to alcohol or drugs.

14.11 In the case of premises licences the Licensing Authority is aware of the extensive requirements set out for operators in the Gambling Commission's Code of Practice regarding social responsibility.

14.12 All applicants should familiarise themselves with the operator licence conditions and codes of practice relating to this objective and determine if these policies and procedures are appropriate in their circumstances. The council will communicate any concerns to the Gambling Commission about any absence of this required information.

14.13 Applicants should consider the following proposed measures for protecting and supporting vulnerable people, for example:

- leaflets offering assistance to problem gamblers being available on gambling premises, in a location that is both prominent and discreet, such as toilets
- training for staff members which focuses on building an employee's ability to maintain a sense of awareness of how much (e.g. how long) customers are gambling, as part of measures to detect people who may be vulnerable (see 12.4.1).
- trained personnel for the purpose of identifying and providing support to vulnerable people
- self-exclusion schemes
- operators should demonstrate their understanding of best practice issued by organisations that represent the interests of vulnerable people
- posters with GamCare Helpline and website in prominent locations
- windows, entrances and advertisements not to be positioned or designed to entice children or vulnerable people.

14.14 It should be noted that some of these measures form part of the mandatory conditions placed on premises licences.

14.15 The Licensing Authority may consider any of the above or similar measures as licence conditions, should these not be adequately addressed by any mandatory conditions, default conditions or conditions proposed by the applicant **as part of their Local Risk Assessment.**

15. Local risk assessments

15.1 The Gambling Commission's Licence Conditions and Codes of Practice (LCCP) Social Responsibility Code 10.1.1 require all premises providing gambling facilities to assess the local risks to the licensing objectives and have policies, procedures and control measures to

reduce those risks. In undertaking risk assessments licensees will be expected to take into consideration relevant matters identified in this Statement of Licensing Principles.

15.2 The LCCP goes on to say that licensees must review (and update as necessary) their local risk assessments:

- to take account of significant changes in local circumstance, including those identified in this Statement;
- when there are significant changes at a licensee's premises that may affect their mitigation of local risks;
- when applying for a variation of a premises licence; and
- in any case, undertake a local risk assessment when applying for a new premises licence

15.3 The Licensing Authority will expect the local risk assessment to consider as a minimum:

- The proximity of the premises to schools.
- The commercial environment.
- Factors affecting the footfall.
- Whether the premises is in an area of deprivation.
- Whether the premises is in an area subject to high levels of crime and/or disorder.
- The ethnic profile of residents in the area.
- The demographics of the area in relation to vulnerable groups.
- The location of services for children such as schools, playgrounds, toy shops, leisure centres and other areas where children will gather.
- The range of facilities in the local area such as other gambling outlets, banks, post offices, refreshment and entertainment type facilities.
- Known problems in the area such as problems arising from street drinkers, youths participating in anti-social behaviour, drug dealing activity, etc.
- The proximity of churches, mosques, temples or any other place of worship.

15.4 In any case, the local risk assessment should show how vulnerable people, including people with gambling dependencies, are protected.

- The training of staff in intervention when customers show signs of excessive gambling, the ability of staff to offer intervention and how the manning of premises affects this.
- Information held by the licensee regarding self-exclusion schemes and incidences of underage gambling.
- Arrangements in place for local exchange of anonymised information regarding self-exclusion and gambling trends.
- Gambling trends that may mirror financial payments such as pay days, pay day loans or benefit payments.
- Arrangements for monitoring and dealing with underage people and vulnerable people, which may include:
 - dedicated and trained personnel,
 - leaflets and posters,
 - self-exclusion schemes,
 - window displays and advertisements designed to not entice children and vulnerable people.
- The provision of signage and documents relating to game rules, gambling care providers and other relevant information be provided in both English and the other prominent first language for that locality.

- The proximity of premises that may be frequented by vulnerable people such as hospitals, residential care homes, medical facilities, doctor surgeries, council community hubs, addiction clinics or help centres, places where alcohol or drug dependent people may congregate.

15.5 The local risk assessment should show how children are to be protected:

- The proximity of institutions, places or areas where children and young people frequent such as schools, youth clubs, parks, playgrounds and entertainment venues such as bowling allies, cinemas, etc.
- The proximity of places where children congregate such as bus stops, cafes, shops.
- Areas that are prone to issues of youths participating in anti-social behaviour, including activities such as graffiti, tagging, underage drinking etc.

15.6 Other matters that the assessment may include:

- Details as to the location and coverage of working CCTV cameras, and how the system will be monitored.
- The layout of the premises so that staff have an unobstructed view of people using the premises and in particular the gaming machines and fixed odds betting terminals.
- The number of staff that will be available on the premises at any one time. If at any time that number is one, confirm the supervisory and monitoring arrangements when that person is absent from the licensed area or distracted from supervising the premises and observing those people using the premises.
- Where the application is for a betting premises licence, other than in respect of a track, the location and extent of any part of the premises which will be used to provide facilities for gambling in reliance on the licence.
- Provisions to ensure the health and welfare of staff engaged in lone working.

15.7 Such information may be used to inform the decision the council makes about whether to grant the licence, to grant the licence with special conditions or to refuse the application.

15.8 This Statement does not preclude any application being made and each application will be decided on its own merits, with the onus being upon the applicant to show how the concerns can be mitigated, in their Local Risk Assessment.

16. Local area profile

16.1 Each locality has its own character and challenges. To assist applicants, where there is an issue in a local area which impacts on how the applicant should complete their risk assessment, the Licensing Authority has published a Local Area Profile (LAP). Operators will need to consider the types of premises and their operation in the local area surrounding the premises in relation to the local profile that the Licensing Authority considers sensitive, these include:

- Educational facilities
- Community centres
- Vulnerable groups or venues relating to vulnerable groups i.e. homeless or rough sleeper shelters
- Hospitals
- Mental health care providers
- Gambling care providers
- Religious establishments

- 16.2 The LAP provides a better awareness of the local area and risks. Importantly, risk in this context includes potential and actual risks, thereby considering possible future emerging risks, rather than reflecting current risks only.
- 16.3 Information is already available on the Council's website www.bcpccouncil.gov.uk and can be obtained here <https://www.bcpccouncil.gov.uk/Council-and-Democratic/Consultation-And-Research/Local-Data/Local-Data.aspx>
- 16.4 The Local Area Profile should be given careful consideration when making an application. Applicants may be asked to attend a meeting with licensing officers and representatives of Responsible Authorities to discuss the profiles, appropriate measures to mitigate risk in the area and how they might be relevant to their application. The Local Area Profile will be presented to any subsequent licensing sub-committee when it determines an application that has received representations.
- 16.5 The Licensing Authority are aware that it is not a mandatory requirement to have a LAP but recognises the benefits of having one. However, an applicant who decides to disregard the profile may face additional representations and the expense of a hearing as a result.

17. Enforcement

Enforcement Principles

- 17.1 The Licensing Authority will work closely with the responsible authorities in accordance with a locally established joint enforcement protocol and will aim to promote the licensing objectives by targeting known high risk premises following government guidance around better regulation
- 17.2 Any enforcement will be taken having regard to guidance issued by the Gambling Commission and will endeavour follow these principles to be:

Proportionate	regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised
Accountable	regulators must be able to justify decisions, and be subject to public scrutiny
Consistent	rules and standards must be joined up and implemented fairly
Transparent	regulators should be open, and keep regulations simple and user friendly
Targeted	regulation should be focused on the problem, and minimise side effects

- 17.3 The Licensing Authority will endeavour to avoid duplication with other regulatory regimes so far as possible.
- 17.4 The main enforcement and compliance role for the Licensing Authority in terms of the Gambling Act 2005 will be to ensure compliance with the premises licences and other permissions which it authorises. The Gambling Commission will be the enforcement body for the operator and personal licences.
- 17.5 Concerns about the manufacture, supply or repair of gaming machines will not be dealt with by the council but will be notified to the Gambling Commission.

17.6 In circumstances where the council believes a premises requires a premises licence for gambling activities and no such licence is in force, the council will alert the Gambling Commission.

Part B

18. Premises Licences

General Requirements

18.1 Premises licences will be subject to the requirements set out in the Act and regulations, as well as specific mandatory and default conditions which will be detailed in Regulations issued by the Secretary of State for each category of premise. Licensing Authority will consider the Local Risk Assessment undertaken by the Applicant where required as part of any application for a premise licence and may exclude default conditions if appropriate and attach others where it is believed to be necessary.

18.2 Premises licences are issued to allow premises to be used for certain type of gambling. For example, premise licences will be issued to amusement arcades, bingo halls, book makers and casinos.

18.3 Applicants should also be aware that the Gambling Commission has issued Codes of Practice for each operational area for which they must have regard. In determining any application, the Licensing Authority will also have regard to these Codes of Practice.

18.4 Definition of premises

18.5 Premises is defined in the Act as “any place”. Different premises licences cannot apply in respect of a single premises at different times. However, it is possible for a single building to be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. Whether different parts of a building can properly be regarded as being separate premises will always be a question of fact in the circumstances.

18.6 Particular care will be taken in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular the entrances and exits from parts of a building covered by one or more licences will need to show that they are separate and identifiable, so that the separation of different premises is not compromised and that people do not ‘drift’ into a gambling area.

18.7 The Licensing Authority will pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed). Issues that will be considered before granting such applications include, whether children can gain access, compatibility of the two establishments and the ability to comply with the requirements of the Act. In addition, an overriding consideration will be whether taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would, or should, be prohibited under the Act.

18.8 An applicant cannot obtain a full premises licence until they have the right to occupy the premises to which the application relates.

Premises Licences – conditions

18.9 The Act, associated regulations and guidance enable mandatory conditions to be attached to such Premises Licences as may be specified.

18.10 Where there are specified risks or problems associated with a particular locality or premises or class of premises the Licensing Authority will attach specific conditions to address.

18.11 Any conditions attached to a licence will be proportionate and will be:

- relevant to the need to make the proposed building suitable as a gambling facility;
- directly related to the premises and the type of licence applied for, and/or related to the area where the premises is based;
- fairly and reasonably related to the scale, type and location of premises;
- consistent with the licensing objectives, and;
- reasonable in all other respects.

18.12 Decisions about individual conditions will be made on a case by case basis, there will be a number of control measures the council will consider using, such as supervision of entrances, supervision of adult gaming machines, appropriate signage for adult only areas etc. There are specific comments made in this regard under each of the licence types in this policy. The Licensing Authority will also expect the applicant to offer his/her own suggestions as to the way in which the licensing objectives can be met effectively

18.13 Where certain measures are not already addressed by the mandatory/default conditions or by the applicant, the council may consider licence conditions to cover issues such as:

- Proof of age schemes.
- CCTV.
- Supervision of entrances.
- Supervision of machine areas.
- A reduction in the number of betting machines (betting premises).
- The manning of premises.
- Physical separation of areas.
- Location of entrance points.
- Notices/signage.
- Specific opening hours.
- A requirement that children must be accompanied by an adult (in premises where children are allowed).
- Enhanced DBS checks of the applicant and/or staff.
- Staff training in brief intervention, conflict resolution, basic knowledge of mental health, learning disabilities and addiction, including substance misuse.
- Support to people with gambling addiction, including brief intervention.
- Policies to address seasonal periods where children may more frequently attempt to gain access to premises and gamble such as pre and post school hours, half term and school holidays.
- Policies to address the problems associated with truant children who may attempt to gain access to premises and gamble.
- Obscuring windows where appropriate and labelling premises so it's clear that they are gambling premises.

18.14 The list provided above is not mandatory or exhaustive and is merely indicative of examples of certain measures which may satisfy the requirements of the licensing authority and the responsible authorities, depending on the nature and location of the premises and the gambling facilities to be provided.

18.15 It is noted that there are conditions the Licensing Authority cannot attach to premises licences, which are:

- any condition on the premises licence which make it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated); and
- conditions in relation to stakes, fees, winning or prizes.

Door supervision

18.16 The need for door supervision will be assessed in terms of the licensing objectives of protection of children and vulnerable people from being harmed or exploited by gambling, and also in terms of preventing premises becoming a source of crime.

18.17 It is noted though that the Gambling Act 2005 has amended the Private Security Industry Act 2001 and that door supervisors at casinos or bingo premises are not required to be licensed by the Security Industry Authority.

18.18 Where door supervisors are provided at these premises the operator should ensure that any people employed in this capacity are fit and proper to carry out such duties. Possible ways to achieve this could be to carry out a criminal records (DBS) check on potential staff and for such personnel to have attended industry recognised training.

19. Adult Gaming Centres

19.1 Adult Gaming Centre (AGC) are a category of premises that **most** are like adult only amusement arcades. The Premises Licence is granted to make certain prescribed gaming machines available only to persons aged eighteen years and over.

19.2 Details of the machine categories and number permitted on a Premises License are in [Appendix C](#)

19.3 The Licensing Authority will have regard to the licensing objectives relating to children and vulnerable adults, as such it is expected that applicants must set out sufficient measures to ensure that those under 18 years old do not have access to the premises.

19.4 Where certain measures are not already addressed by the mandatory and default conditions the Gambling Commission Codes of Practice or by the applicant, the Licensing Authority may consider attaching licence conditions to address such issues.

20. Licensed Family Entertainment Centres

20.1 The Act creates two classes for FEC,s. This part deals with Licensed Family Entertainment Centres (FEC's) which provide category C and D machines and require a premises licence.

20.2 Licenced FEC's are commonly those premises that provide a range of amusements such as computer games, penny pushers and may have a separate section set aside for adult only gaming machines with higher stakes and prizes.

- 20.3 Licensed FEC's are able to make available unlimited category C and D machines where there is clear segregation in place so children do not access the areas where the category C machines are located (see Appendix C which outlines gaming machine categories).
- 20.4 The Licensing Authority will ensure that premises have suitable levels of staffing and supervision arrangements in place to prevent access to and to challenge children or young people from using Category C machines.

21. Casino

- 21.1 At the date of adoption of this Policy, the Licensing Authority has not passed a resolution preventing the grant of Casino Premises Licenses in accordance with Section 166 of the Gambling Act 2005 but is aware that it has the power to do so. Should the Licensing Authority decide in the future to pass such a resolution, it will update this statement with details of that resolution.

22. Bingo

- 22.1 There is no official definition for bingo in the Gambling Act 2005 however there is a category of premises licence specifically for bingo premises, which is used by traditional commercial bingo halls for both cash and prize bingo.
- 22.2 In addition this premises licence will authorise the provision of a limited number of gaming machines in line with the provisions of the Act (see Appendix C).
- 22.3 It is important that if children are allowed to enter premises licensed for bingo that they do not participate in gambling, other than on category D machines.

23. Betting Premises

- 23.1 Betting premises are premises such as bookmakers where various types of gambling are authorised to take place. The Act contains a single class of licence for betting premises however within this single class there are different types of premises which require licensing such as high street bookmakers, bookmakers located in self-contained facilities at race courses as well as the general betting premises licences that track operators will require.
- 23.2 The Licensing Authority will specifically have regard to the need to protect children and vulnerable people from harm or from being exploited by gambling in these premises. The Licensing Authority will expect applicants to satisfy the authority that there will be sufficient measures in place to ensure that those 18 year old do not have access to the premises.
- 23.3 There is an expectation that licence holders will keep a record of any damage caused to any Fixed Odds Betting Terminals (FOBTs) by patrons; this report shall be made available to Council officers or the police on request. In cases of damage which result in the police being called to the premises, we expect this to be reported to the appropriate authority within 48 hours; notwithstanding the premises obligations of data collection for the annual regulatory return to the Gambling Commission.

Betting machines

- 23.4 The Licensing Authority is aware that Section 181 of the Act contains an express power for licensing authorities to restrict the number of betting machines, their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence. When considering whether to impose a condition to restrict the number of

betting machines in particular premises, the council, amongst other factors, will take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines.

- 23.5 Where an applicant for a betting premises licence intends to offer higher stake category B gaming machines (categories B2-B4) including FOBTs, then applicants should consider the control measures related to the protection of vulnerable people.

24. Tracks

- 24.1 Tracks are sites (including horse racecourses and dog tracks) where races or other sporting events take place.
- 24.2 For betting to take place on a track a Betting Premises Licence will be required unless an Occasional Use Notice or Temporary Use Notice is in place.
- 24.3 Tracks may be subject to more than one Premises Licence, provided each area relates to a specified area of the track without overlap.
- 24.4 Children, young persons and other vulnerable persons are permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horseracing takes place. But having regard to the need to protect persons under eighteen from harm they should still be prevented from entering areas where gaming machines (other than category D machines) are provided.
- 24.5 In addition to the above and other relevant factors, the Licensing Authority in having regard to the need to protect children, young persons and other vulnerable persons from harm, will normally when making a decision, have regard to the size of the premises, the counter positions available for person- to-person transactions and the ability of staff to monitor the use of machines.

25. Travelling Fairs

- 25.1 Travelling fairs have traditionally been able to provide various types of low stake gambling without the need for a licence or permit, provided that certain conditions are met. This provision continues under the 2005 Act.
- 25.2 Travelling fairs have the right to provide an unlimited number of category D gaming machines and/or equal chance prize gaming (without the need for a permit) provided the gambling amounts to no more than an ancillary amusement at the fair (see Appendix C.)

26. Provisional Statements

- 26.1 The Licensing Authority will consider the issue of a premises licence for buildings completed to the satisfaction of the Licensing Authority, who will take into account the guidance from the Gambling Commission when deciding if premises are finished.
- 26.2 A provisional statement may be applied for where the Licensing Authority has deemed the premises incomplete or, not completed to the satisfaction of the Licensing Authority.
- 26.3 Following the grant of a provisional statement and on application for a premises licence, no further representations from relevant authorities or interested parties can be taken into account unless:

- they concern matters which could not have been addressed at the provisional statement stage; or
- in the authority's opinion, they reflect a change in the applicant's circumstances.

26.4 The Licensing Authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- which could not have been raised by objectors at the provisional statement stage; or
- which in the authority's opinion reflect a change in the operator's circumstances

27. Reviews

27.1 A review is a process defined in the legislation which ultimately leads to a licence being reassessed by the Licensing Committee with the possibility that the licence may be revoked, suspended or that conditions may be amended, or new conditions added.

27.2 Requests for review can be made by interested parties or responsible authorities, however, it is for the Licensing Authority to decide whether the review is to be carried out. A request for the review should be

- in accordance with any relevant code of practice issued by the Gambling Commission
- in accordance with any relevant guidance issued by the Gambling Commission
- reasonably consistent with a breach of any of the licensing objectives or
- in accordance with this Authority's Gambling Act 2005 - Statement of Licensing Policy

27.3 In addition, the Licensing Authority may also reject the application on the grounds that the request is frivolous, vexatious, will not cause this authority to wish to alter, revoke or suspend the licence, or is substantially the same as previous representations or requests for review.

27.4 The Licensing Authority can also initiate a review of a licence for any reason, which it thinks is appropriate.

Part C

28. Permits

- 28.1 Permits are required when premises provide a gambling facility but either the stakes and prizes are very low or gambling is not the main function of the premises. The permits regulate gambling and the use of gaming machines in a specific premise.
- 28.2 Holders of permits for gaming machines (except unlicensed family entertainment centres) will be required to comply with codes of practice, drawn up by the Commission on the location and operation of machines. Information on these codes can be found on the Commission's website.
- 28.3 Licensing authorities may only grant or reject an application for a permit. No conditions may be attached to a permit.

29. Unlicensed Family Entertainment Centres

- 29.1 The term unlicensed FEC is defined in the Act as a premises which are able to offer category D machines only subject to the issue of a permit.
- 29.2 Applications for this permit cannot be made if a Premises licence has been granted under this Act.

Statement of principles

- In considering any application for an unlicensed FEC the Licensing Authority will expect the application to show that there are policies and procedures in place to protect children from harm. Harm is not limited to the harm from gambling but includes wider child protection considerations.
- The Licensing Authority will consider each application on its own merits and consideration will be given to the following:
 - appropriate measures and training for staff as regards suspected truant children on the premises
 - measures and training covering how staff would deal with unsupervised young children being on the premises
 - measures and training covering how staff would deal with children causing perceived problems on or around the premises
 - the arrangements for supervision of premises either by staff or the use of CCTV. Any CCTV system installed should cover both the interior and the entrance, working to the latest Home Office and ACPO standards and to the satisfaction of Dorset Police and the licensing authority. The system must record images clearly and these recordings be retained for a minimum of 31 days. If the equipment is inoperative, the police and licensing authority must be informed as soon as possible, and immediate steps taken to make the system operative. Notices must be displayed at the entrances advising that CCTV is in operation
- Due to the nature of these premises, which are attractive to children, applicants who employ staff to supervise the premises should consult with the Disclosure and Barring Service to determine if their staff need to undertake a DBS check.
- The Licensing Authority will also expect, as per the Gambling Commission Guidance, that applicants demonstrate:

- A full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs
- That the applicant has no relevant conviction (those that are set out in Schedule 7 of the Act), and
- That staff are trained to have a full understanding of the maximum stakes and prize, which are permissible.
- In accordance with the Act, while the council cannot attach conditions to this type of permit, the council can refuse applications if they are not satisfied that the issues raised in the “Statement of Principles” have been addressed through the application.
- Applicants only need to address the “Statement of Principles” when making their initial applications and not at renewal time.

30. Gaming Machines in premises licenced for the sale of alcohol

- 30.1 The Act provides an automatic entitlement to alcohol premises licenced holders to make available two gaming machines of category C or D. The premises has to notify the Licensing Authority of this.
- 30.2 In certain circumstances the Licensing Authority will use its power to remove this right.
- 30.3 If the premises want more than two machines, an application for a permit will be required and the Licensing Authority will consider the application based on the licensing objectives, the guidance issued by the Gambling Commission and any such matters that are considered relevant to the application.
- 30.4 The Licensing Authority will consider such matters on a case by case basis, but generally it is expected that the applicant will demonstrate consideration of the need to protect children and vulnerable adults from harm, or from being exploited by gaming. Policies and procedures for the supervision of machines, to ensure children and young people do not have access to adult gaming machines, will be required.
- 30.5 The Licensing Authority can decide to grant the permit with a smaller number of machines and/or a different category of machines than that applied for.
- 30.6 The holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine(s).
- 30.7 It is recognised that some alcohol licensed premises may apply for a premises licence for their non- alcohol licensed areas. Any such application would need to be dealt with under the relevant provisions of the Act.
- 30.8 Alcohol licensed premises are able to provide some limited equal chance gaming. Licensees are referred to the advice provided by the Gambling Commission and Appendix D of this document.

31. Prize Gaming

- 31.1 The Act defines gaming as prize gaming if the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming. The prizes will be determined by the operator before play commences. Prize gaming can often be seen at seaside resorts in amusement arcades where a form of bingo is offered and the prizes are displayed on the walls.

31.2 In addition to the statutory requirements, as part of any application for a Prize Gaming Permit, the Licensing Authority will require the following, in writing from the applicant, in order to ensure that adequate information is provided to enable a proper assessment to be made:

- an up to date enhanced Criminal Records Bureau check
- details of any permit granted to the applicant that has previously been refused, lapsed, surrendered or forfeited
- details of any other permit held by the applicant in respect of other premises
- the nature of the prizes
- the proposed frequency of prize gaming at the premises
- details of any training and/or training programme on the limits of stakes, prizes and permissible gambling relating to such permits and
- details of any proposed precaution to secure the prevention of harm to persons under the age of eighteen and measures for implementing the same

Statement of principles

31.3 In considering any application the Licensing Authority will normally have regard to the following:

- each case will be considered on its merits
- measures and training covering how staff would deal with unsupervised very young children being on the premises
- measures and training covering how staff would deal with children causing perceived problems on or around the premises
- the arrangements for supervision of premises either by staff or the use of CCTV. Any CCTV system installed should cover both the interior and the entrance working to the Home Office and ACPO standards as described PSDB leaflet 09/05 and to the satisfaction of Dorset Police and the local authority. The system must record images clearly and these recordings be retained for a minimum of 31 days. If the equipment is inoperative the police and local authority must be informed as soon as possible and immediate steps taken to make the system operative. Notices must be displayed at the entrances advising that CCTV is in operation

31.4 Due to the nature of these premises, which are attractive to children, applicants who employ staff to supervise the premises should consult with the Disclosure and Barring Service to determine if their staff need to undertake a DBS check.

31.5 The council will also expect, as per the Gambling Commission Guidance, that applicants demonstrate:

- A full understanding of the maximum stakes and prizes of the gambling that is permissible
- That the gaming offered is within the law

31.6 In line with the Act, while the council cannot attach conditions to this type of permit, the council can refuse applications if they are not satisfied that the issues raised in the "Statement of Principles" have been addressed through the application.

31.7 Applicants only need to address the "Statement of Principles" when making their initial applications and not at renewal time.

32. Club gaming and club machines

- 32.1 Members clubs and miners' welfare institutes may apply for a 'club gaming permit' or a 'club machine permit'. The 'club gaming permit' will enable the premises to provide gaming machines (three machines of categories B4, C or D), equal chance gaming. i.e., poker, bingo etc. A 'club machine permit' will enable the premises to provide gaming machines (three machines of categories B4, C or D).
- 32.2 Commercial clubs may apply for a 'club machine permit' only.
- 32.3 To qualify for these special club permits a member's club must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of the Royal British Legion and clubs with political affiliations.
- 32.4 In circumstances where a club is only able or interested in the provision of gaming machines (as opposed to other forms of gaming), a Club Gaming Machine Permit authorises establishments to provide gaming machines where the establishment is a member's club as referred to above.
- 32.5 Clubs must have regard to the protection of children and vulnerable people from harm or being exploited by gambling. They must provide sufficient measures to ensure that under 18-year-olds do not use the adult only gaming machines. These measures may include.
- the machines being in close proximity to the bar, or in any other area where they are capable of being adequately supervised
 - notices and signage
 - the provision of information leaflets / helpline numbers for organisations such as GamCare
- 32.6 Before granting the permit, the council will need to satisfy itself that the premises meets the requirements of a members' club and that the majority of members are over 18.
- 32.7 The Licensing Authority may only refuse an application on the grounds that.
- a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which they have applied
 - b) the applicant's premises are used wholly or mainly by children and/or young people
 - c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities
 - d) a permit held by the applicant has been cancelled in the previous ten years or
 - e) an objection has been lodged by the Commission or the police
- 32.8 There is also a 'fast-track' procedure available for premises which hold a club premises certificate under the Licensing Act 2003. Under the fast-track procedure there is no opportunity for objections to be made by the Gambling Commission or the police, and the ground upon which the Licensing Authority can refuse a permit is reduced. The grounds on which an application under the process may be refused are.
- a) that the club is established primarily for gaming

- b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming or
- c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

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Part D - Notices

33. Temporary Use Notices

- 33.1 Temporary use notices allow the use of premises on not more than 21 days in any 12-month period for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that may use this provision would include hotels, conference centres and sporting venues.
- 33.2 Temporary Use Notices allow the use of premises for any form of equal chance gambling where those participating in the gaming are taking part in a competition which is intended to produce a single overall winner.
- 33.3 Only people or companies holding a relevant operating licence can apply for a temporary use notice to authorise the particular class of gambling permitted by their operating licence.
- 33.4 A temporary use notice must be lodged with the Licensing Authority not less than three months and one day before the day on which the gambling is due to take place. Detailed information about how to serve a temporary use notice will be available in a separate guidance note.

34. Occasional Use Notices

- 34.1 Where there is betting on a track on 8 days or less in a calendar year, betting may be permitted by an Occasional Use Notice without the need for a Premises Licence.
- 34.2 The Act prescribes the requirements and process for using such Notices; this includes giving notice to the Licensing Authority and copying it to prescribed parties.
- 34.3 There is very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. However, the Licensing Authority will consider the definition of a 'track' and whether the applicant is entitled to benefit from such a notice.

35. Further information and evidence

The Gambling Act 2005	http://www.legislation.gov.uk/ukpga/2005/19/contents
Gambling Commission	www.gamblingcommission.gov.uk
The Gambling Commission Licence Conditions and Codes of Practice (LCCP)	www.gamblingcommission.gov.uk/PDF/LCCP/Licence-conditions-and-codes-of-practice.pdf
Dorset Public Health	www.publichealthdorset.org.uk
Gambling Aware	https://www.begambleaware.org/
Gamcare	https://www.gamcare.org.uk/
When the Fun Stops, Stop	http://www.whenthefunstops.co.uk/
Gaming Machine Stakes and Prizes:	http://www.gamblingcommission.gov.uk/for-gambling-businesses/Compliance/Sector-specific-compliance/Arcades-and-machines/Gaming-machine-categories/Gaming-machine-categories.aspx

Appendix A – Glossary of terms

Term	Description
ATM	Auto teller machine or cash machine
Betting	Betting is defined as making or accepting a bet on the outcome of a race, competition or other event or process or on the outcome of anything occurring or not occurring or on whether anything is or is not true. It is irrelevant if the event has already happened or not and likewise whether one person knows the outcome or not. (Spread betting is not included within this definition).
Betting machine/Bet receipt terminal	Betting machines can be described as automated betting terminals where people can place bets on sporting events removing the need to queue up and place a bet over the counter
Bingo	There are essentially two types of bingo: cash bingo, where the stakes paid make up the cash prizes that can be won and prize bingo, where various forms of prizes can be won, not directly related to the stakes paid.
Book	Running a 'book' is the act of quoting odds and accepting bets on an event. Hence the term 'Bookmaker'.
Casino games	A game of chance, which is not equal chance gaming. Casino games includes Roulette and blackjack etc
Chip	Casinos in the UK require you to use chips to denote money. They are usually purchased and exchanged at a cashier's booth
Coin pusher or penny falls machine	A machine of the kind which is neither a money prize machine nor a non-money prize machine
Crane grab machine	A non-money prize machine in respect of which every prize which can be won consists of an individual physical object (such as a stuffed toy) won by a person's success in manipulating a device forming part of the machine so as to separate, and keep separate, one or more physical objects from a group of such objects
Default condition	These are prescribed in regulations and will be attached to all classes of premises licence, unless excluded by the council.
Equal chance gaming	Gaming which does not involve playing or staking against a bank
Fixed odds betting	If a gambler is able to establish what the return on a bet will be when it is placed, (and the activity is not 'gaming' see below), then it is likely to be betting at fixed odds
Fixed odds betting terminals (FOBTs)	FOBTs are a type of gaming machine which generally appear in licensed bookmakers. FOBTs have 'touch-screen' displays and look similar to quiz machines familiar in pubs and clubs. They normally offer a number of games, roulette being the most popular
Gaming	Gaming can be defined as 'the playing of a game of chance for winnings in money or monies worth, whether any person playing the game is at risk of losing any money or monies worth or not'.
Gaming Machine	Any type of machine allowing any sort of gambling activity including betting on virtual events but not including home computers even though users can access online gaming websites
Lottery	A lottery generally refers to schemes under which prizes are distributed by chance among entrants who have given some form of value for their chance to take part. A lottery is defined as either a simple lottery or a complex lottery. A simple lottery is one where people are required to pay to participate and one or more prizes are allocated to one or more

Term	Description
	members of a class and the prizes are allocated by a process which relies wholly on chance. A complex lottery is where people are required to pay to participate, and one or more members of a class and the prizes are allocated by a series of processes where the first of those processes relies wholly on chance. Prize means money, articles or services provided by the members of the class among whom the prize is allocated. (It should be noted that the National Lottery is not included in this definition of lottery and is regulated by the National Lottery Commission)
Mandatory condition	A condition which will be set by the Secretary of State (some set out in the Act and some to be prescribed by regulations) which will be automatically attached to a specific type of premises licence. The council will have no discretion to alter or remove these conditions.
Money prize machine	A machine in respect of which every prize which can be won as a result of using the machine is a money prize.
Non money prize machine	A machine in respect of which every prize which can be won as a result of using the machine is a non-money prize. The winner of the prize is determined by: <ul style="list-style-type: none"> (i) the position in which the coin or token comes to rest after it has been inserted into the machine, together with the position of other coins or tokens which have previously been inserted into the machine to pay a charge for use, or (ii) if the insertion of a single coin to pay the charge for use enables the person using the machine to release one or more tokens within the machine, the position in which such tokens come to rest after being released, together with the position of other tokens which have previously been so released.
Odds	The ratio to which a bet will be paid if the bet wins, e.g. 3-1 means for every £1 bet, a person would receive £3 of winnings.
Off- course betting operator	Off-course betting operators may, in addition to premises away from the track, operate self-contained betting premises within a track premises. Such self-contained premises will provide facilities for betting on both events taking place at the track (on-course betting), as well as other sporting events taking place away from the track (off-course betting). In essence such premises operate like a traditional high street bookmakers. They will however only normally operate on race days.
On-course betting operator	The on-course betting operator is one who comes onto on a track, temporarily, while races are taking place, and operates at the track side. On-course betting operators tend to offer betting only on the events taking place on the track that day (on-course betting).
Pool betting	For the purposes of the Gambling Act, pool betting is made on terms that all or part of the winnings: <ul style="list-style-type: none"> 1) Shall be determined by reference to the aggregate of the stakes paid or agreed to be paid by the people betting 2) Shall be divided among the winners or 3) Shall or may be something other than money. For the purposes of the Gambling Act, pool betting is horse-race pool betting if it relates to horse-racing in Britain.
Representation	In the context of the Gambling Act representations are either positive statements of support or negative objections which are made in relation

Term	Description
	to a licensing application. Representations must be made in time, e.g. during a designated notice period.
Responsible authority (RA)	RA's are agencies which have been appointed by the Gambling Act or regulations to fulfil a designated role during the licensing process. RAs must be sent copies of all licensing applications and have the power to make representations about such applications. RAs also have the power to ask for licences to be reviewed.
Skill machine/ Skill with prizes machine	The Act does not cover machines that give prizes as a result of the application of pure skill by players. A skill with prizes machine is one on which the winning of a prize is determined only by the player's skill – any element of chance imparted by the action of the machine would cause it to be a gaming machine. An example of a skill game would be trivia game machines, popular in pubs and clubs, which require the player to answer general knowledge questions to win cash prizes.
Spread betting	A form of investing which is more akin to betting and can be applied either to sporting events or to the financial markets. Spread betting is regulated by the Financial Services Authority.
Stake	The amount pledged when taking part in gambling activity as either a bet, or deposit to the bank or house where the house could be a gaming machine
Statement of principles document	A document prepared by the council which outlines the areas that applicants need to consider before applying for gaming permits.
Table gaming	Card games played in casinos.
Tote	"Tote" is short for Totaliser, a system introduced to Britain in 1929 to offer pool betting on racecourses.
Track	Tracks are sites (including horse tracks and dog tracks) where races or other sporting events take place.

Appendix B - Gaming Machines

This appendix describes the categories of gaming machine as set out in the Act (and in regulations) and the number of such machines that may be permitted in each type of gambling premises.

- Table 1 below sets out the different categories with the maximum stakes and prizes that apply.
- Table 2 shows the maximum number of machines permitted and in the case of casinos the ratios between tables and machines.

Table 1

Category of machine	Maximum Stake	Maximum Prize
A	Unlimited	Unlimited
B1	£5	£10,000 (with the option of a max £20,000 linked progressive jackpot on a premises basis only)
B2	£100	£500
B3	£2	£500
B3A	£2	£500
B4	£2	£400
C	£1	£100
D – money prize	10p	£5
D – non-money prize (other than a crane grab machine)	30p	£8
D – non-money prize (crane grab machine)	£1	£50
D – combined money and non- money prize (other than a coin pusher or penny falls machine)	10p	£8 (of which no more than £5 may be a money prize)
D – combined money and non- money prize (coin pusher or penny falls machine)	20p	£20 (of which no more than £10 may be a money prize)

Table 2

Premises Type	Machine category						
	A	B1	B2	B3	B4	C	D
Large casino (machine/table ratio of 5-1 up to maximum)		Maximum of 150 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 150 (subject to machine/table ratio)					
Small casino (machine/table ratio of 2-1 up to maximum)		Maximum of 80 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 80 (subject to machine/table ratio)					
Pre-2005 Act Casinos (no machine/table ratio)		Maximum of 20 machines categories B to D (except B3A machines), or any number of C or D machines instead					
Betting premises and tracks operated by pool betting		Maximum of 4 machines categories B2 to D (except B3A machines)					
Bingo Premises¹				Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4*		No limit C or D machines	
Adult gaming centre²				Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4*		No limit C or D machines	
Licensed family entertainment centre³						No limit C or D machines	
Family entertainment centre (with permit)							No limit on category D machines
Clubs or miners' welfare institutes with permits⁴				Maximum of 3 machines in categories B3A or B4 to D*			
Qualifying alcohol licensed premises						1 or 2 machines of category C or D automatic upon notification	
Qualifying alcohol licensed premises with licensed premises gaming machine permit						Number of category C-D machines as specified on permit	
Travelling fair							No limit on category D machines
	A	B1	B2	B3	B4	C	D

Appendix C – Summary of gaming entitlements for clubs and pubs

	Members' club or MW institute with club gaming permit	Bridge or whist club	Members' club or commercial club with club machine permit	Members' club, commercial club or MW institute without a club gaming permit	Pubs and other alcohol-licensed premises
Equal chance gaming	Yes	Bridge and/or whist only	Yes	Yes	Yes
Limits on stakes	No limit	No limit	<u>Poker</u> £1000 per week £250 per day £10 per person per game <u>Other gaming</u> No limit	<u>Poker</u> £1000 per week £250 per day £10 per person per game <u>Other gaming</u> No limit	<u>Cribbage & dominoes</u> No limit <u>Poker</u> £100 per premises per day <u>Other gaming</u> £5 per person per game
Limits on prizes	No limit	No limit	<u>Poker</u> £250 per game <u>Other gaming</u> No limit	<u>Poker</u> £250 per game <u>Other gaming</u> No limit	<u>Poker</u> £100 per game <u>Other gaming</u> No limit
Maximum participation fees – per person per day	<u>Bridge and/or whist*</u> £20 <u>Other gaming</u> £3	£18 (without club gaming permit) £20 (with club gaming permit)	<u>Bridge and/or whist*</u> £18 <u>Other gaming</u> £3 (commercial club) £1 (members club)	<u>Bridge and/or whist*</u> £18 <u>Other gaming</u> £1	None permitted
Bankers or unequal chance gaming	Pontoon Chemin de Fer	None permitted	None permitted	None permitted	None permitted
Limits on bingo	Maximum of £2,000 per week in stakes/ prizes. If more then will need an operating licence.	No bingo permitted	Maximum of £2,000 per week in stakes/ prizes. If more then will need an operating licence.	Maximum of £2,000 per week in stakes/ prizes. If more then will need an operating licence.	Maximum of £2,000 per week in stakes/ prizes. If more then will need an operating licence.

Purpose

Policy/Service under development/review:

Gambling Act 2005 Statement of Licensing Principles

1. What sources of research and evidence do we currently have and what does it tell us?

Evidence source: Research, local demographic information, Gambling participation and perceptions figures released by Gambling Commission dated 27 Feb 2018 and Public Consultation

What could this mean for people with protected characteristics (see table at the end of the form) affected by policy/service under development/review?:

This policy will be applicable to 64 licenced gaming premises with the conurbation, these consist of 1 bingo premises, 4 Adult Gaming Centres, 4 Licenced Family Entertainment Centres, 4 casinos, 1 track and 50 betting shops.

The Gambling Commission (GC) is the national regulatory authority for commercial gaming in the UK and we support that regulation by issuing local licences for gambling activities. The GC provides codes of practices and guidance for operators and local authorities.

The GC Gambling participation in 2019 behaviour, awareness and attitudes annual report 2020

<https://assets.ctfassets.net/j16ev64qyf6l/7ulxjm1SNQMygdOFV2bzxN/ea74db1104925f015edb11db0596f98b/Gambling-participation-in-2019-behaviour-awareness-and-attitudes.pdf>

Headline findings:

- Research found that overall, gambling participation has remained stable compared to 2018 with 47% of respondents aged 16+ having participated in at least one form of gambling in the past four weeks in 2019 (46% in 2018).
- By age, the highest level of gambling participation was found among the 45-54 age group (53%) however, if those who only participated in NL draws are excluded, those in the age group 25-34 had the highest participation level (41%).
- Amongst respondents:
 - The National Lottery draws remain the most popular gambling activity, followed by other lotteries and scratchcards.
 - Football and horse racing are the most popular betting activities.
 - Over half of past four week gamblers (51%) gamble at least once a week.
 - 21% of all respondents have gambled online in the past four weeks, a significant increase since 2018.

Perception and attitudes to gambling provided by the GC annual report

Overall, 29% of respondents think that gambling is conducted fairly and can be trusted. Whilst the figure is stable since 2018, it does represent a significant decline over the past 10 years.

In total, 43% think that gambling is associated with criminal activity (a significant decline since 2018). Options on gambling were drawn from news on TV (40%)

Gambling addicts stealing to carry on gambling was the crime that respondents associate the most with gambling.

In addition, 82% of respondents think there are too many opportunities for gambling nowadays and 73% think that gambling is dangerous for family life, however, 60% of respondents think that people should have the right to gamble whenever they want.

Having the best odds and the reputation of a company for being fair and trustworthy were the top factors that were important for to gamblers when first selecting an operator to gamble with.

Public consultation took place for 12 weeks between October to December 2021 via the councils' website for and this was advertised via social media. The link to the consultation and policy was sent directly to consultees which are listed at appendix A.

The public consultation resulted in 7 responses from members of the public and comments from the Police and Crime Commissioner (PCC) and the Betting and Gaming Council.

The opinions and feedback provided by the members of the public expressed concerns about access to gambling premises by young people and the need for education, they also expressed concerns relating to advertising. The policy objectives clearly address protecting children from gambling and premises must produce a written risk assessment to address this. The other aspects such as education is already dealt with by schools within the curriculum for personal development and advertising is regulated by the Advertising Standards agency.

The PCC and Betting and Gaming Council generally supported the document.

Enquiries were made to see if there were any groups who are involved in gambling addiction to see if there are any local groups/communities who should be considered in our policy and local area risk assessments, apart from gamblers anonymous there were not a known group locally identified.

Local Area Profile

Age

There are nearly 80,000 children in the BCP area under the age of 18, this is 20% of the population.

Actions and objectives are stated in the policy that will help protect vulnerable and young people and it is proposed to consult with the BCP community safety partnership on this Statement of Principles. It is not however anticipated that the proposed policy will have a negative effect on the grounds of age.

Disability

There are nearly 67,000 people within the BCP area who have day to day activities limited by long term disability this is this is 18% of the population.

In the policy applicants are requested to have regard to the type of people that are likely to visit their premises in their application when identifying the steps they will take to promote the licensing objectives. Applicants will be expected to propose steps to ensure that the physical layout of the premises does not present any risks to 'vulnerable' people, some of whom may be disabled.

It is not however anticipated that the proposed policy will have a negative effect on the grounds of disability.

Sex/Gender

Statistics from NatCen social research that works for society website show overall, men were more likely to participate in most forms of gambling than women.

- Among women, gaming was more popular than betting, with 26% of GGY for 'gaming' coming from women compared to 6% for betting.
- Among accounts which spent £5,000 or more over the year, over 95% were held by men, typically in their 40s.

<https://www.natcen.ac.uk/news-media/press-releases/2021/march/new-interim-research-findings-detail-gambling-habits-from-140,000-online-gambling-accounts-in-great-britain/>

<https://www.natcen.ac.uk/media/2031903/Investigating-the-association-between-physical-and-mental-health-conditions-and-gambling-in-England-and-Scotland.pdf>

Offline bingo was the only activity where men were less likely to participate than women (3% and 7%, respectively). Men were significantly more likely than women to have used an online bookmaker (13% and 2%, respectively) and to have placed an offline bet on a horse (12% and 7%, respectively) in the past year. Slot machines were also more popular among men than women (8% and 4%, respectively). And men were also more likely to have bet on sports events offline than women, with 9% of men and 1% of women.

<https://www.gamblingcommission.gov.uk/PDF/survey-data/Gambling-behaviour-inGreat-Britain-2016.pdf>

2. What additional research do we need?

Police statistics into crime related in and around the venues is required

3. Are there any relevant policies/strategies that need to be considered as part of this process?

Statement of Licensing Policy, Equality and Diversity Policy, Corporate Strategy, Crime and Disorder Reduction Strategy,

4. What do we still need to know?

Findings

144	Please tick any characteristic that will be affected – there can be more than one.	Age ¹	Disability ²	Sex	Gender reassignment ³	Pregnancy and Maternity	Marriage and Civil	Race	Religion or Belief	Sexual Orientation	Armed Forces Community	Human Rights	Any other factors/groups e.g. socio-economic status/carers etc ⁴
	Positive outcomes												
	Robust systems in place to safeguard and supervise to prevent underage use	✓	✓	✓									✓
	Robust policies and procedures in place to safeguard vulnerable adults from harm	✓		✓									
	Robust systems in place to protect staff from harm	✓		✓									✓
	Local area profiles will be used to determine applications received Including the proximity to any religious premises, rehab centres or schools, playgrounds	✓		✓					✓				✓

¹ Under this characteristic, The Equality Act only applies to those over 18.

² Consider any reasonable adjustments that may need to be made to ensure fair access.

³ Transgender refers people have a gender identity or gender expression that differs to the sex assigned at birth.

⁴ People on low incomes or no income, unemployed, carers, part-time, seasonal workers and shift workers

Layout of premises considered on application which will include protecting vulnerable people some of whom may be disabled	✓	✓										✓
Negative outcomes												
Gambling associated with crime	✓	✓	✓								✓	✓

List of Consultees

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Age Concern Bournemouth
Arts University Bournemouth
Association of British Bookmakers
BH Live
Bingo Association
Bishop of Salisbury
Bishop of Winchester
Blake Morgan, Solicitors
Bournemouth & District Law Society
Bournemouth and Poole Rough Sleepers Team, Assertive Outreach Worker (Alcohol)
Bournemouth Accommodation and Hotel Association
Bournemouth Area Hospitality Association
Bournemouth Branch of the Federation of Small Businesses
Bournemouth Chamber of Trade & Commerce
Bournemouth Community Church
Bournemouth Islamic Centre and Central Mosque
Bournemouth Town Centre BID
Bournemouth Town Centre Chaplaincy
Bournemouth Town Centre Parish (The Diocese of Winchester)
Bournemouth Town Watch
Bournemouth University
Bournemouth YMCA
British Amusement, Catering and Traders Association
British Casino Operators Association
Burton and Winkton Parish Council
CAMRA (Campaign for Real Ale)
Charminster Traders Association
Christchurch Bid
Christchurch Chamber of Commerce
Christchurch Town Council

Citizens Advice Bureau
College at Lansdowne
Dorset Healthcare University NHS Foundation Trust
Equalities and Diversity Manager
Events
Gala Casino, Bournemouth
Gamblers Anonymous
Gamble Aware
Gambling Commission, Area Manager
Gamcare
Genting Casinos
Gosschalks Solicitors
HM Revenue & Customs (National Registration Unit)
Highcliffe and Walkford Parish Council
Hurn Parish Council
Home Office (Immigration)
Innpacked
Institute of Licensing
JCP Law, Licensing Solicitor
John Gaunt & Partners, Licensing Solicitors
Kuits Solicitors
Laceys, Licensing Solicitors
Lansdowne Baptist Church
Lotteries Council
Throop and Holdenhurst Village Council
NatCen Social Research
National Organisation of Residents Associations
Pokesdown Community Forum
Police and Crime Commissioner
Poole Chamber of Commerce
Poole Dolphin Centre Manager
Poole Harbour Commissioner
Poole Town Centre Manager
Poppleston Allen, Licensing Solicitors

Robert Sutherland, Keystone Law
Sacred Heart Catholic Church, Bournemouth
Safer & Stronger Communities
Salvation Army
Samaritans
Seafront and Business Development
South Western Ambulance Service
St Swithun's Church
Steele Raymond, Solicitors
Stonegate Pub Company Limited, Operations Director
Throop and Holdenhurst Village Council
Trethowans
UK Youth Parliament
Wallisdown Info
Winton Traders Association

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Adult Safeguarding
Communities Manager
Children's Services
Child Safeguarding Partnership
Dorset Police – Drug & Alcohol Harm Reduction, Prevention Department
Dorset and Wiltshire Fire Rescue Service
Planning
Environmental Health

Equality Impact Assessment: Report and EIA Action Plan

Purpose

Policy/Service under development/review:	Gambling Act 2005 Statement of Principles
Service Lead and Service Unit:	Nananka Randle Communities
People involved in EIA process:	Nananka Randle Sarah Rogers Andy Williams
Date EIA conversation started:	1 July 2021

Background

Licensing authorities are required by the Gambling Act 2005 (the Act) to publish a Statement of Principles that they propose to apply when exercising their functions under the 2005 Act. The Statement must be published at least every three years and can be reviewed from “time to time” with any amended parts re-consulted upon

This will be the first BCP wide policy. The policy sets out the framework to facilitate consideration of applications in respect to these premises.

The purpose of the Statement is to enable BCP Council to have clear guidelines in relation to the licensing of gambling activities in its area for applicants, residents and workers. This policy ensures a transparent consistent approach that gives direction and focus to the Licensing Committee in determining applications.

There are two types of permissions for gambling activities granted under this policy:-

Premises licences which cover adult gaming centres (AGC), casinos, betting, bingo, tracks and licensed family entertainment centres (FEC's) and travelling fairs

Permits - unlicensed FEC's, gaming machines in premises licenced for the sale of alcohol, prize gaming, club gaming and club machines,

The authority must have regard to the licensing objectives as set out in section 1 of the Act these are :

- Preventing gambling from being a source of crime and disorder, being associated with crime or disorder or being used to support crime.
- Ensuring gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

The Licensing Authority aims to permit the use of premises for gambling:

- In accordance with any relevant Code of Practice issued by the Gambling Commission.
- In accordance with any guidance issued by the Gambling Commission
- Reasonably consistent with the licensing objectives
- In accordance with the Authority's Statement of Licensing Principles

Equality Impact Assessment: Report and EIA Action Plan

The 2022-2025 Statement was circulated for consultation for a period of 12 weeks. There were 8 responses received

The main service users who will benefit from the policy include Licensed premises, residents and workers within the venues.

The Gambling Statement of Principles has scope to advance equality by promoting good relations and reduce inequality/protect vulnerable persons. The Statement supports a culture of openness where appropriate information can be accessed by all parties, hearings are generally held in public and enforcement is in line with the principles promoted within the enforcement concordat.

Partnership working and exchange of information (within legal constraints) is also supported by the Statement. In this way we hope to promote understanding between those providing gambling opportunities and those potentially affected by them.

As with applications under other laws such as the Licensing Act 2003, we will seek to mediate between applicants and objectors and reach negotiated settlements wherever possible.

From April 2016 gambling operators must conduct local risk assessments for their premises to demonstrate that they understand local issues and to show what measures they propose to introduce to mitigate against the risk of harm to children and vulnerable persons. (Gambling Commission's Licensing Conditions and Codes of Practice responsibility code provision 10.1.1)

Vulnerable people should be protected from harm. Who 'vulnerable people' are or the ways in which they may be vulnerable is not defined by the 2005 Act, though the Gambling Commission states that for regulatory purposes this is likely to include: "people who gamble more than they want to, people who gamble beyond their means and people who may not be able to make informed or balanced decisions about gambling due to, for example, mental health, a learning disability or substance misuse relating to alcohol or drugs." (GC, 2012)

The Gambling Commission's Licence Conditions and Codes of Practice and Social Responsibility Code Provisions state that licensees must review (and update as necessary) their local risk assessments:

- to take account of significant changes in local circumstance, including those identified in this policy;
- when there are significant changes at a licensee's premises that may affect their mitigation of local risks;
- when applying for a variation of a premises licence; and
- in any case, undertake a local risk assessment when applying for a new premises licence

The Licensing Authority will expect the local risk assessment to consider the following:

- The proximity of the premises to schools.
- The commercial environment.
- Factors affecting the footfall.
- Whether the premises is in an area of deprivation.
- Whether the premises is in an area subject to high levels of crime and/or disorder.
- The ethnic profile of residents in the area.
- The demographics of the area in relation to vulnerable groups.
- The location of services for children such as schools, playgrounds, toy shops, leisure centres and other areas where children will gather.

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- The range of facilities in the local area such as other gambling outlets, banks, post offices, refreshment and entertainment type facilities.
- Known problems in the area such as problems arising from street drinkers, youths participating in anti-social behaviour, drug dealing activity, etc.
- The proximity of churches, mosques, temples or any other place of worship.

In any case, the local risk assessment should show how vulnerable people, including people with gambling dependencies, are protected.

- The training of staff in intervention when customers show signs of excessive gambling, the ability of staff to offer intervention and how the manning of premises affects this.
- Information held by the licensee regarding self-exclusion schemes and incidences of underage gambling.
- Arrangements in place for local exchange of anonymised information regarding self-exclusion and gambling trends.
- Gambling trends that may mirror financial payments such as pay days, pay day loans or benefit payments.
- Arrangements for monitoring and dealing with underage people and vulnerable people, which may include:
 - dedicated and trained personnel,
 - leaflets and posters,
 - self-exclusion schemes,
 - window displays and advertisements designed to not entice children and vulnerable people.
- The provision of signage and documents relating to game rules, gambling care providers and other relevant information be provided in both English and the other prominent first language for that locality.
- The proximity of premises that may be frequented by vulnerable people such as hospitals, residential care homes, medical facilities, doctor surgeries, council community hubs, addiction clinics or help centres, places where alcohol or drug dependent people may congregate.

The local risk assessment should show how children are to be protected:

- The proximity of institutions, places or areas where children and young people frequent such as schools, youth clubs, parks, playgrounds and entertainment venues such as bowling allies, cinemas, etc.
- The proximity of place where children congregate such as bus stops, cafes, shops.
- Areas that are prone to issues of youths participating in anti-social behaviour, including activities such as graffiti, tagging, underage drinking etc.

Other matters that the assessment may include:

- Details as to the location and coverage of working CCTV cameras, and how the system will be monitored.
- The layout of the premises so that staff have an unobstructed view of people using the premises and in particular the gaming machines and fixed odds betting terminals.
- The number of staff that will be available on the premises at any one time. If at any time that number is one, confirm the supervisory and monitoring arrangements when that person is absent from the licensed area or distracted from supervising the premises and observing those people using the premises.

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- Where the application is for a betting premises licence, other than in respect of a track, the location and extent of any part of the premises which will be used to provide facilities for gambling in reliance on the licence.
- Provisions to ensure the health and welfare of staff engaged in lone working.

These factors do not preclude an application as each is assessed on its own merits

Findings

• ***Different Ages***

Negative Outcome: The extent of gambling among children and young people is lower than drinking alcohol but higher than using e-cigarettes, smoking tobacco cigarettes, or taking illegal drugs. There may also be a relationship between these other harmful activities and gambling. Compared with children who have not gambled, those who have spent their own money on gambling are more likely to have consumed alcohol, taken drugs, or smoked either a tobacco cigarette or an e-cigarette.

Nearly double the number of boys (13%) reported participating in any gambling activity in the past 7 days than girls (7%), and participation was higher in children aged 14 to 16 years (12%) compared to those aged 11 to 13 years (9%). Electronic gaming (fruit and slot) machines were often identified as the first experiences of gambling among children and young people although National Lottery, scratch cards, and placing private bets with friends were the most common forms of gambling reported. As young people got older there was a significant increase in online gambling among boys

Positive Outcome: No under 18s permitted robust systems in place to safeguard against underage use. Including assessments of access and supervision.

Some functions are aimed at children specifically (FEC's) in these cases the protection of harm is considered to include wider safeguarding concerns and on applications DBS may be required safeguard children when on site.

On application, the location of venues will take into consideration as part of the local risk assessment and local area plan.

From the Department of Health and Social Care - review of gambling related harm. States that the proportion of children and young people who reporting any gambling in the last 12 months reduced from 39% in 2018 to 36% in 2019.

• ***Those with physical disabilities***

Positive Outcome: Layout of premises considered on application which will include protecting vulnerable people some of whom may be disabled

• ***Those with mental disabilities***

Negative Outcome: A high quality quantitative study showed that people with gambling disorder have an increased risk of dying from any cause, in a given time period, relative to the general population. This was greater in gamblers aged between 20 and 49.

Two quantitative studies reported that deaths from suicide were significantly higher among adults with gambling disorder or problems compared to the general adult population. One of these found that some participants, particularly women, had already experienced suicidal events before starting to gamble. This suggests that gambling may trigger suicidal events in some people already prone to suicidal ideation. The link between gambling and suicide and self-harm was supported by qualitative studies.

Positive Outcome: The protection of vulnerable adults is a licensing objective which is considered on application and during inspections.

Equality Impact Assessment: Report and EIA Action Plan

When considering applications, the proximity to rehabilitation units and care accommodation for vulnerable persons who may be recovering from gambling and other addictions will be considered. Strict conditions as part of the policy are imposed to protect vulnerable patrons from gambling harm and in particular premises who provide betting terminals and other such activities must demonstrate compliance with Gambling Commission codes of practice and social responsibility including self-exclusions and links with support organisations such as Gamcare

- **People from different ethnic groups**

Negative Outcomes: Cultural harms refer to the tensions between gambling and cultural practices and beliefs, and 'normalisation' (where an activity and the associated harms become thought of as 'normal'). We found 14 low to moderate quality qualitative studies related to cultural harms from gambling. These studies showed that gambling-related harm is influenced by cultural norms, so some gamblers and their close associates experience additional harm like shame and isolation. Gambling is normalised in society so harms can be passed on to the next generation.

Positive Outcome: On application, the location of venues will take into consideration the local community cultural profile and proximity of religious premises and places of worship

- **People with different religions or beliefs**

Positive Outcome: On application, the location of venues will take into consideration the proximity of religious premises and places of worship.

- **People in different socio-economic groups**

Negative Outcomes :The highest rates of gambling participation are among people who have higher academic qualifications, people who are employed, and among relatively less deprived groups. People who are classified as at-risk and problem gamblers are more typically male and in younger age groups. The socio-demographic profile of gamblers appears to change as gambling risk increases, with harmful gambling associated with people who are unemployed and among people living in more deprived areas. This suggests harmful gambling is related to health inequalities.

Positive Outcomes:On application and during the course of the licence all premises must consider the local area profile which takes into account areas of deprivation and unemployment. Premises must ensure they consider the local area and provide the necessary support for their customers. This includes self exclusion.

New applications would be refused based on the proximity to deprivation indicators and care provision.

Conclusion

Overall, the policy will have a positive impact because it will regulate the location and operation of any gambling establishments within the conurbation.

On application and during the course of the licence the premises must undertake a risk assessment which takes into account factors such as indices of deprivation.

Once licenced there are strict conditions to safeguard young people and vulnerable adults who may experience gambling related harm. They must have staff properly vetted with Criminal Records Checks. Staff must be trained to support customers experiencing gambling harm and signpost them to support services and their own self exclusion services.

Equality Impact Assessment: Report and EIA Action Plan

Equality Impact Assessment Action Plan

Please complete this Action Plan for any negative or unknown impacts identified above. Use the table from the Capturing Evidence form to assist.

Issue identified	Action required to reduce impact	Timescale	Responsible officer

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AUDIT AND GOVERNANCE COMMITTEE

Report subject	Financial Regulations - Annual evolution for the financial year 2022/23
Meeting date	17 March 2022
Status	Public Report
Executive summary	<p>Evolutionary changes to the Council's Financial Regulations are summarised in this report and shown in red text throughout the document at Appendix A.</p> <p>The use of gender specific language has been removed.</p> <p>Part G, Procurement and Contract Procedures, has been subject to changes to the format, numbering and ordering to more naturally follow the order of activity associated in a procurement process. Whilst this appears as red text, indicating a change from the previous year, in practice the actual regulation requirements have not significantly changed.</p> <p>In line with government requirements, all contract value estimations, when applying to thresholds, are VAT inclusive.</p> <p>The heading 'Pooled Budgets' has been added to the External Arrangements, Part H so there is no ambiguity that Pooled Budgets are a form of external arrangement.</p> <p>A new BCP Debt Management policy, at Appendix B, brings together legacy policies and details the Council's corporate approach to billing, collection and recovery of monies due to the Council. Director Strategy Group approved the policy on 22 February 2022 and it is now being brought to Audit & Governance Committee as part of the annual evolution of Financial Regulations as it contains key supplementary detail.</p>
Recommendations	<p>It is RECOMMENDED that Audit & Governance Committee:</p> <ul style="list-style-type: none"> • approve the Financial Regulations as shown in Appendix A before referral to Council for adoption. • note the new BCP Debt Management Policy as shown in Appendix B.
Reason for recommendations	The Council's Financial Regulations are subject to annual evolution to align to the start of each financial year.
Portfolio Holder(s):	Cllr Drew Mellor, Leader of the Council
Corporate Director	Graham Farrant, Chief Executive

Report Authors	Nigel Stannard Head of Audit & Management Assurance ☎01202 128784 ✉ nigel.stannard@bcpcouncil.gov.uk
Wards	Council-wide
Classification	For Recommendation Approval

Background

1. BCP Council's Financial Regulations currently form Part 5 of The Constitution.
2. Council agreed that the Financial Regulations (the Regulations) will be subject to a business as usual 'annual evolution' so they remain up-to-date and receptive to the rapidly changing internal and external environment in which the Council operates. Such 'annual evolution' will be approved by Council.
3. As far as is practical, subject to when Council meetings fall, the evolution of the Regulations will align to as close to the start of the financial year as possible. For 2022/23 Council meets on 26 April so this evolution of Financial Regulations will be live from 27 April.
4. Evolutionary changes are show in red text; this method transparently highlights the changes and negates the need for a page turn comparison to find out what has changed. Only the latest evolution is shown in red text, changes from previous year revert to standard black text.
5. The Chief Finance Officer (CFO) is responsible for maintaining and updating the Regulations and the Corporate Schedule of Financial Delegations, which is appendix 1 of the Regulations. The CFO had delegated authority from Council to make in-year amendments and editing changes which may be occasionally necessary, such as in cases of new or revised legislation or UK law or to correct errors, ambiguity or where unintended interpretation matters arise.
6. This annual evolution is formally known as BCP Financial Regulations EVO22.v1, where 22 stands for the financial year and v1 stands for the version agreed by Council. If the CFO makes any delegated amendments as per paragraph 5 above then this will be shown as v2, v3 and so on, as required.

Changes in BCP Financial Regulations EVO22.v1

7. The list below summarises the evolutionary changes made:
 - The use of gender specific language has been removed – phrases such as him/her and she/he when referring to responsibilities are not required.
 - Part G, Procurement and Contract Procedures, has been subject to changes to the format, numbering and ordering to more naturally follow the order of activity associated in a procurement process. Whilst this appears as red text, indicating a change from the previous year, in practice the actual regulation requirements have not significantly changed.
 - In line with Government requirements, all contract value estimations, for use when applying to thresholds requirements, must be VAT inclusive.
 - The term Corporate Management Team has been replaced with Corporate Management Board, to more accurately reflect the name of the Council's senior leadership group.

- The heading 'Pooled Budgets' has been added to the External Arrangements, Part H, so there is no ambiguity that Pooled Budgets are a form of external arrangement.
 - Clarification of requirements for Procurement Decision Records (PDR's) and waivers.
8. There are no material changes in any other sections of the Regulations; some very minor acronym changes are explained in the section they have been made.

BCP Debt Management Policy

9. This new BCP policy, at Appendix B, brings together legacy policies and details the Council's corporate approach to billing, collection and recovery of monies due to the Council. It balances the collection of income efficiently and effectively with the need to respect and support debtors where vulnerable and/or in financial difficulties.
10. The policy covers the overarching recovery of debt and ensures all debts across the Council are recovered in an aligned way and will be evolved with transformation and centre of excellence principles as well as Financial Regulations.
11. The Director Strategy Group approved the policy on 22 February 2022 and it is now being brought to Audit & Governance Committee as part of the annual evolution of Financial Regulations as it contains key supplementary detail.
12. Audit & Governance Committee are asked to note the new policy.

Options Appraisal

13. The Council could choose to update, refresh, evolve the Financial Regulations on a less frequent basis than annually. There is an inherent and obvious risk with such an approach that the Financial Regulations could become out of date and fail to keep pace with the rapidly changing internal and external environment in which the Council operates.

Summary of financial implications

14. The Financial Regulations provide the governance framework for managing the Council's financial affairs. 'How to' guidance and procedures are in place to compliment the specific requirements of the Regulations.

Summary of legal implications

15. The Financial Regulations are Part 5 of the Council's Constitution and apply to every councillor and officer acting behalf of the Council.
16. The Local Government Act 1972 (Section 151) makes the Chief Finance Officer responsible for the proper administration of the Council's financial affairs. The Regulations are issued pursuant to these responsibilities.

Summary of human resources implications

17. The Financial Regulations apply to every councillor and officer acting behalf of the Council.

Summary of sustainability impact

18. Part G of the Financial Regulations includes requirements for commissioning officers and the Strategic Procurement Team (SPT) to follow to ensure the Council considers environmental sustainability when procuring works, goods and services.

19. A requirement to obtain local supplier quotes (BH, DT and SO postcodes) is included for purchases which are less than £25,000.
20. In the case where open tendering is required (purchases over £25,000), a minimum 10% sustainable evaluation criteria must be included within the quality element of the tender evaluation process (and thus also factored into tender specifications).

Summary of public health implications

21. There are no direct public health implications from this report.

Summary of equality implications

22. There are no direct equality implications from this report.

Summary of risk assessment

23. Lack of compliance and awareness is the most significant and impactful risk in a Financial Regulations context. A continuous and evolving training, supporting and promoting programme exist utilising a range of activities including formal training, one-off bespoke awareness sessions, blogs and staff communications.

Background papers

None

Appendices

Appendix A - BCP Financial Regulations EVO22.v1
Appendix B - BCP Debt Management Policy

PART 5

FINANCIAL REGULATIONS

BOURNEMOUTH, CHRISTCHURCH AND POOLE (BCP) COUNCIL



FINANCIAL REGULATIONS

Live from 27-04-2022 (EVO22v1)

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APPENDIX 1	CORPORATE SCHEDULE OF FINANCIAL DELEGATIONS
APPENDIX 2	FUNCTIONS OF THE AUDIT & GOVERNANCE COMMITTEE
APPENDIX 3	MINOR AMENDMENTS AND EDITING LOG

Within these Regulations **Chief Finance Officer (CFO)** means:

- Officer with statutory responsibility for the proper administration of the Council's financial affairs in accordance with S151 of the Local Government Act 1972, i.e. Chief Operating Officer.
- Or those officers authorised to act on **their** behalf. (in accordance with Financial Services Scheme of Delegation)

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PART A STATUS OF FINANCIAL REGULATIONS

PURPOSE

- 1 These Financial Regulations (Regulations) provide the governance framework for managing the Council's financial affairs.

STATUTE

- 2 The Local Government Act 1972 (Section 151) makes the Chief Finance Officer (CFO) responsible for the proper administration of the Council's financial affairs. These Regulations are issued pursuant to these responsibilities and form part of the Council's Constitution (part 5).

SCOPE

- 3 The Regulations set out the Council's requirements in respect of:
 - Financial management roles and responsibilities
 - Financial planning and budgeting
 - Financial monitoring and control
 - Internal control, audit and risk
 - Financial systems and procedures
 - Procurement activity
 - External arrangements
- 4 The Regulations apply to the control of both the General Fund finances (including BCP maintained schools) and the Housing Revenue Account (including any neighbourhood accounts therein). Wholly owned companies of BCP Council will adhere to the Regulations unless exceptions are agreed by their respective Boards. For the avoidance of doubt the Regulations apply to Poole Housing Partnership (PHP) where projects, programmes and resources are charged directly to the BCP Housing Revenue Account (Poole neighbourhood account).
- 5 Appendix 1 to the Regulations comprises the 'Corporate Schedule of Financial Delegations' which sets out the approved financial limits within which officers and councillors may conduct the Council's business. This schedule does not apply to BCP maintained schools who will operate their own schemes of delegation.
- 6 The Regulations are supported by a series of financial procedures and strategies which provide more detailed direction on the arrangements in respect of:
 - Anti-fraud and corruption policy (including money laundering guidance and reporting)
 - Risk management strategy
 - Financial document retention
 - Income collection and local debt recovery systems
 - Asset management including disposals and acquisitions
 - Procurement strategy and code

COMPLIANCE

- 7 These Regulations, and the appendices, apply to every councillor and officer of the Council and to anyone acting on its behalf, including agencies and partnerships with whom the Council does business and for whom the Council is the relevant accounting body.
- 8 All councillors and officers have a general responsibility for taking reasonable action to provide for the security of assets under their control and for ensuring that the use of

these resources is undertaken in accordance with the law, properly authorised, and achieves value for money. In doing so, proper consideration must be given at all times to matters of probity and propriety in managing the assets, income and expenditure of the Council.

- 9 Failure to comply with any part of these Regulations may constitute misconduct and lead to formal disciplinary action.
- 10 The term 'Manager' used throughout the Regulations refers to members of the Council's extended management team including the Chief Executive, Corporate Directors, Service Directors, Heads of Service and Team Managers as appropriate and as they relate to the specific matters set out within these Regulations. For maintained schools the Governing Body is defined as the 'Manager' for the purposes of these Regulations.
- 11 If decisions have been formally delegated to others, such as to The Head Teacher or to individuals as specified in Service Schemes of Delegation, reference to the term 'manager' in these Regulations should be read as referring to them.

MAINTAINING AND UPHOLDING THE REGULATIONS

- 12 The CFO is responsible for:
 - a. Maintaining and updating these Regulations and the Corporate Schedule of Financial Delegations. Minor amendments and editing changes, including in year changes necessary to align with new or revised legislation or UK law, are logged on page 61.
 - b. Ensuring that any revisions affecting the powers of councillors are approved by Council on the recommendation of the Council Leader and in consultation with the Monitoring Officer (MO).
 - c. Reviewing and reissuing the financial procedures as necessary to support the effective operation of these Regulations.
 - d. Reporting, where appropriate, any breaches of these Regulations to councillors on at least an annual basis.
 - e. Reporting to councillors all waivers and exemptions of Regulations, requested by Services and approved (by the CFO) during the course of any financial year which **they have** delegated authority to determine.
 - f. Interpreting and/or arbitrating should any uncertainty or dispute arise pursuant to these Regulations in consultation with the MO.
- 13 The Regulations are subject to an annual 'evolution' which will be approved by Council and will incorporate:
 - a. Minor amendments and editing changes, described at 12a above, into the relevant section of the Regulations.
 - b. Changes of a more fundamental nature, as identified by a proportionate officer working group made up from representatives of Services and Schools.
- 14 For transparency purposes all changes in the annual 'evolution' will be flagged using red text, this will enable both experienced and inexperienced users of the Regulations to clearly identify where changes have occurred year on year. Changes from previous years 'evolution' will be incorporated into standard colour text, only the latest 'evolution' is shown in red text.

PART B FINANCIAL MANAGEMENT ROLES & RESPONSIBILITIES

PRINCIPLES

- 1 A transparent framework of financial management responsibilities and decision making is essential to the effective management of the Council's financial affairs.
- 2 All councillors and officers have a common duty to abide by the highest standards of integrity and propriety when making decisions about the use of public monies.

COUNCILLORS

- 3 Councillors' responsibilities for the overall management of the Council's financial affairs are exercised through:
 - **Council**, which is responsible for approving the Council's Key Policy Framework as defined within the Constitution and for setting the budget.
 - **The Leader and Cabinet – “the Executive”**, which is responsible for recommending the key policy framework and budget to Council; making decisions in respect of the executive functions of the Council in accordance with the Key Policy Framework and Budget approved by Council. Executive decision making can be delegated to a formally constituted committee of the Cabinet, an individual cabinet member, an officer or a joint committee in accordance with the Scheme of Delegation as set out in the Council's Constitution.
 - **The Audit & Governance Committee**, which is responsible for maintaining a continuous review of the Council's regulatory framework, approving the Annual Statement of Accounts for publication, oversight of audit, governance, counter fraud and corruption, risk management and treasury management activity. This Committee's full functions and responsibilities are set out in Appendix 2.
 - **The Standards Committee**, which is responsible for promoting and maintaining high standards of conduct amongst councillors. In particular, it is responsible for advising the Council on the adoption and revision of the Councillors' Code of Conduct, and for monitoring the operation of the Code.

OFFICERS

- 4 Officer responsibilities for the overall management of the Council's financial affairs are variously set out by legislation, the provisions of the Council's Constitution and the Council's Corporate and Service Schemes of Delegation.
- 5 Certain legislation requires the Council to designate particular officers as the 'appropriate officer' for the performance of certain functions. 'Appropriate Officer' functions include the responsibilities of the Head of Paid Service (HPS), the Monitoring Officer (MO) and Chief Finance Officer (CFO) in managing the overall financial affairs of the Council. Formal recognition is also given to the particular responsibilities and functions of the Council's Chief Internal Auditor (CIA) in accordance with best practice advice and guidance. The role of the CIA is set out in CIPFA's 'The Role of The Head of Internal Audit'.

THE HEAD OF PAID SERVICE (HPS)

- 6 The HPS is designated as the Chief Executive and is responsible for the corporate and strategic management of the Council. The HPS is responsible for establishing the management style, direction and leadership of the organisation including overall staff management arrangements, monitoring performance and achievement. The HPS is responsible, together with the MO, for the system of record keeping in relation to Councils' decisions.

THE MONITORING OFFICER (MO)

- 7 The MO is responsible for promoting and maintaining high standards of financial conduct and provides support to the Standards Committee. The MO is also specifically responsible for:
- Reporting any actual or potential breaches of the law or maladministration to Council and/or to Cabinet.
 - Ensuring that procedures for recording and reporting key decisions are operating effectively.
 - Ensuring that Cabinet decisions and the reasons for them are made public.
 - Ensuring that all councillors are aware of decisions made by the Cabinet and of those made by cabinet member, officers, or a joint committee which has delegated Cabinet responsibility.
 - Advising all councillors and officers about who has authority to take a particular decision.
 - Maintaining an up-to-date Constitution and reporting any proposed changes to Council for approval.

THE CHIEF FINANCE OFFICER (CFO)

- 8 The CFO has statutory and delegated duties in relation to the financial administration and stewardship of the Council. The statutory responsibilities cannot be overridden and arise from:
- Section 151 of the Local Government Act 1972
 - The Local Government Finance Act 1988
 - The Local Government and Housing Act 1989
 - The Accounts and Audit Regulations 2015 (and as amended)
 - The Local Authorities Goods and Services Act 1970
 - The Local Government Acts 2000 and 2003
 - The Localism Act 2011
- 9 The CFO's responsibilities include:
- The proper administration of the Council's financial affairs including all arrangements concerning financial planning, financial control, accounting, taxation, income, debt management, insurances, investments, banking, bonds, loans, leasing, borrowing, trust and pension funds, and the payment of creditors, salaries, wages and pensions.
 - Determining the contents of Financial Procedures and ensuring compliance with these and Financial Regulations.
 - Preparing the Revenue Budget and reporting to the Council on the robustness of the estimates and the adequacy of reserves.

- d. Preparing the Capital Programme, ensuring effective forward planning and sound financial management in its compilation.
 - e. Ensuring that accurate and timely financial information is available to enable effective budget monitoring and reporting and taking action if overspends or shortfalls in income emerge.
 - f. Reporting to Council if it is likely that any proposed action or decision will lead to unbudgeted or unlawful expenditure or activity.
 - g. Advising on the systems of internal control necessary for sound financial management and decision making, and to ensure that public funds are properly safeguarded and used economically, efficiently, and effectively.
 - h. Maintaining an adequate and effective internal audit function and effective counter theft, fraud and corruption arrangements.
 - i. Preparing the Council's risk management strategy and advising on the management of strategic, financial and operational risks.
 - j. Determining the accounting procedures and records for the Council and ensuring that they are applied consistently.
 - k. Preparing and publishing the Council's annual statement of accounts and governance statement for approval by Audit & Governance Committee in accordance with all applicable codes of practice on local authority accounting.
 - l. Making proper arrangements for the audit of the Council's accounts in accordance with statutory and legislative provisions.
 - m. Preparing and implementing an effective treasury management strategy and effecting all investments and borrowings within the limits imposed by the Council.
 - n. Advising on, monitoring and reporting on performance in relation to Prudential Indicators set by the Council for capital expenditure, external debt and treasury management.
 - o. Ensuring that effective asset management arrangements are in place.
 - p. Advising on the risks and financial implications associated with joint working, external funding and trading opportunities.
- 10 The CFO may allocate **their** day-to-day responsibilities to an appropriate representative in accordance with the Financial Services Scheme of Delegated Authority to Officers and/or the Corporate Schedule of Financial Delegations.

THE CHIEF INTERNAL AUDITOR (CIA)

- 11 The CIA is designated by the CFO as part of **the** Service Scheme of Delegation further to Part 3 (Schedule 1) of the Council's Constitution and plays a key role in providing assurance to the councillors, the CFO, the HPS and Corporate Management **Board** about the probity, practical deployment and effectiveness of financial management at the Council.
- 12 The CIA has rights of access to information and data held by officers or councillors of the Council at all reasonable times and is responsible for the overall co-ordination and deployment of external and internal audit resources at the Council. **The CIA** also has the right to report on any relevant matter of concern to senior management and councillors outside normal line management arrangements should **they** deem this necessary in protecting the interests of the Council and/or local tax payers.

MANAGERS

- 13 Whilst the CFO has overall responsibility for the finances of the Council, managers are responsible for the day-to-day management of their respective Unit's finances. Their responsibilities in relation to financial management include:
- a. Promoting and ensuring compliance with these Regulations and associated Financial Procedures and taking corrective action in the event of any non-compliance.
 - b. Preparing annual Revenue Budget estimates and Capital Programme estimates in accordance with the guidance issued by the CFO.
 - c. Ensuring that the financial implications of all proposals, or any matter which is liable to materially affect the resources of the Council, are agreed with the CFO or **their** nominated representative in advance of any decision making report to councillors.
 - d. Managing service delivery and containing expenditure within the agreed revenue and capital budgets.
 - e. Maintaining sound systems of internal control and implementing agreed internal and external audit recommendations.
 - f. Complying with the Council's counter theft, fraud and corruption policy and reporting suspected fraud and financial irregularities immediately to internal audit for investigation.
 - g. Complying with the Council's risk management strategy and notifying the CFO immediately of significant risks to the Council's financial position.
 - h. Ensuring that all financial transactions are recorded through the main accounting system.
 - i. Assisting cash flow through timely billing of income due and minimising advance payments wherever possible.
 - j. Ensuring that all expenditure incurred complies with the requirements of these Regulations, the procurement code and has the necessary budgetary approval.
 - k. Controlling resources and containing staff numbers within approved establishment and budget levels and ensuring that all employee appointments and payments are properly authorised in compliance with the Council's policies.
 - l. Ensuring that all claims for funds, including grants, are compiled and submitted by the due dates.
 - m. Ensuring the proper security and safe custody of all assets under their control.
 - n. Ensuring that the risks and financial implications associated with joint working, external funding and trading opportunities are properly evaluated, and that no such arrangements are entered into without the prior approval of the CFO.
 - o. Ensuring that financial authorities are operated in accordance with the limits contained within the Corporate Schedule of Financial Delegations (Appendix 1), and that a written record of authorised officers is maintained.

ALL EMPLOYEES

- 14 In addition to the specific responsibilities set out above the Council expects all employees to:
- a. Act in good faith, adopting the highest standards of integrity, propriety and impartiality in accordance with the 'Nolan principles' (7 principles of public life which apply to all people appointed to work in local government).

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office 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.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office 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.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behavior. They should actively promote and robustly support the principles and be willing to challenge poor behavior wherever it occurs.

- b. Exercise due care in relation to all resources, assets, income and expenditure within their care or control.
- c. Ensure that proper records and documentation are maintained of the Council's assets and financial transactions in accordance with advice and requirements of the CFO.
- d. Comply with these Regulations, the associated financial procedures and any additional guidance issued to ensure the effective control of the Council's resources.
- e. Co-operate in audits of the Council's financial systems.
- f. Report any suspected financial irregularities for investigation to the Chief Internal Auditor.

PRINCIPLES

- 1 The purpose of financial planning and budgeting is to set out and communicate the Council's objectives, resource allocations and related performance targets, and to provide an agreed basis for subsequent management control, accountability and reporting.
- 2 Budgets are needed so that the Council can plan, authorise, monitor and control the way money is allocated and spent. The Budget is the financial expression of the Council's ambitions and priorities. The budget process must ensure that resources are:
 - Required in accordance with the law and properly authorised.
 - Used only for the purpose of achieving approved policies, objectives and service priorities.
 - Held securely for use when required.
 - Used appropriately to avoid waste, inefficiency and/or loss.

It is unlawful for the Council to budget for a deficit.

- 3 As such the Budget sets agreed parameters around the annual resource allocations, activities and functions of Services and is constructed within the context of a medium term financial plan (MTFP). The MTFP represents a multi-year forecast (usually 3 or more years) to identify and address those issues which have medium to long term implications for the Council.
- 4 The Capital Programme sets out the resource allocations to be made to capital schemes. Capital expenditure involves acquiring or enhancing fixed assets with a long-term value to the organisation, such as land, buildings, and major items of plant, equipment and vehicles.
- 5 To enable councillors to make informed decisions, all Council, Cabinet and Committee reports must incorporate a separate section on 'financial implications'. Reports must show the costs or savings of proposals together with any approved budget provision, future commitments, potential risks, tax implications, and any other financial consequences which may arise from the options and recommendations and must be produced in consultation with the CFO or **their** nominated representative.

COUNCILLORS

- 6 Councillors' responsibilities for financial planning and budgeting are exercised through:
 - **Council**, which is responsible for approving the Council's key policy framework and for setting the Budget. This approval encompasses:
 - All the plans and strategies making up the Policy Framework, including the Council's corporate plan/strategy.
 - The MTFP.
 - The revenue budget (The Budget), proposed by the Cabinet to Council for approval on the advice of the CFO. The Budget will include details of proposals for local taxation levels, contingency funds and use of and levels of all reserves.
 - The capital budget (The Capital Programme).

Council may amend the Budget and the Capital Programme or ask the Cabinet to reconsider it before approving in exceptional circumstances in consultation with the CFO. Any councillor or group of councillors who wish to submit alternative budget proposals must do so no less than 3 clear working days before the Budget setting meeting. The CFO will only support alternative proposals which deliver a balanced budget to be taken forward to the Council for consideration.

- **The Cabinet** is responsible for proposing the key policy framework and budget to Council. Cabinet is also responsible for monitoring performance against revenue and capital budgets and taking executive decisions to deliver priorities, within the Budget and key policy framework agreed by the Council. It is responsible for issuing guidance on the detail of the Budget in consultation with the CFO as soon as possible following the Budget's approval by Council.

REVENUE BUDGET (THE BUDGET)

7 The CFO is responsible for:

- a. Advising the Council on the Cabinet's budget proposals in accordance with **their** responsibilities under S151 of the Local Government Act 1972. (Council may amend the Revenue Budget or ask the Cabinet, in consultation with the CFO, to reconsider it before approving)
- b. Ensuring that an annual Revenue Budget and Council Tax Report are prepared in the context of a medium term financial plan for consideration by Cabinet and approval by Council.
- c. Maintaining a resource allocation process that properly reflects the Council's policy framework, ambitions and priorities.
- d. Advising the Cabinet on the format of the budget and its responsibility for issuing guidance on budget preparation taking due account of:
 - legal requirements
 - medium-term planning prospects and known issues
 - the corporate strategy and Council priorities
 - available resources
 - spending pressures
 - government initiatives and public policy requirements
 - internal policy directives
- e. Advising the Cabinet and Council on a prudent level of reserves and any appropriate contingency provisions.
- f. Undertaking the statutory consultation with NDR payers.
- g. Issuing detailed procedures to managers on the preparation of Revenue Budget estimates.

8 Managers are responsible for:

- a. Preparing annual Revenue Budget estimates in accordance with the guidance issued by Cabinet and the detailed procedures issued by the CFO, ensuring that these are a realistic reflection of agreed priorities, and advising cabinet members on service implications. (see d. above)
- b. Establishing detailed budgets for each service area in advance of the financial year (along with indicative estimates for the two years thereafter) and requiring such budgets to be properly managed by responsible named budget holders.
- c. Integrating financial and budget plans with service planning.
- d. Ensuring that any earmarked reserves held are applied to their intended purposes.
- e. Giving due and proper regard to the asset management concerns of the wider organisation in planning service delivery, consulting in advance with the Corporate

Property Officer (CPO) in any financial planning or budgeting decision to be made relating to the use of Council land and property.

CAPITAL BUDGET (THE CAPITAL PROGRAMME)

9 The CFO is responsible for:

- a. Ensuring that a multi-year rolling Capital Programme (usually 3,4 or 5 years) is prepared for consideration by the Cabinet for recommendation to Council for approval as part of the MTFP and annual budget setting process.
- b. Issuing strategic guidance on capital schemes and controls and defining what will be regarded as capital having proper regard to Government regulations and accounting conventions.
- c. Issuing detailed guidelines which take account of legal, regulatory and code of practice requirements, medium-term planning prospects, affordability and whole life costing.
- d. Ensuring that the revenue implications of the Capital Programme are contained within the Revenue Budget and MTFP.
- e. Ensuring that all schemes relying on the use of prudential borrowing powers are properly appraised and provide value for money.
- f. Reporting to Cabinet on the overall position and the availability of resources to support the Capital Programme.
- g. Issuing detailed procedures to managers on the preparation of capital budget estimates.
- h. Ensuring that sources of funding (general fund, capital grants, self-financing, etc.) are identified for the entire Capital Programme.

10 Managers are responsible for:

- a. Complying with the guidance issued by the CFO regarding capital schemes and controls and in the preparation of the Capital Programme.
- b. Ensuring that all capital schemes put forward for consideration have been properly appraised and that each scheme and estimate includes a project plan, progress targets, and sets out the funding sources including all associated revenue expenditure.
- c. Undertaking a comprehensive annual review of the Capital Programme and consequential revenue expenditure, for inclusion in the MTFP.

FINANCIAL IMPLICATIONS OF DECISIONS

11 The CFO is responsible for:

- a. Issuing guidance in relation to the presentation of financial implications within the Council's decision making processes.
- b. Ensuring the adequacy of the financial implications information presented within individual decision making reports and for appropriate sign-off.

12 Managers are responsible for:

- a. Ensuring that all decision making reports properly set out the financial implications of the proposed actions in accordance with guidance issued by the CFO.
- b. Arranging for all financial implications to be validated and formally signed-off by the CFO, or **their** nominated representative, prior to their progression through the approval process.
- c. Consulting with relevant parties where there may be financial implications for other cabinet members, committees or services.

PRINCIPLES

- 1 To ensure the Council does not exceed its overall budget, Services (and appropriate corporate projects and programmes where relevant) are required to manage their own income and expenditure within the cash limited budgets allocated to them to be spent on agreed service activities and functions.
- 2 Any forecasted revenue overspends or income shortfalls should be mitigated through a compensating underspend or over-achievement of income elsewhere. Any under-spending or over-achievement of income cannot be carried forward from one year to the next without the approval of the CFO and should generally be restricted to specific items of a 'one off' nature where monies will be spent for an identified purpose in the following financial year.
- 3 No expenditure may be incurred on a capital project unless the project has been approved in accordance with the Corporate Schedule of Financial Delegations (Appendix 1) or as part of the annual Council approval of the Capital Programme. Any forecast overspending must be contained within the overall Capital Programme and reported to the approved senior officer Capital Programme Board. Similarly, variations to the approved budgets for capital schemes and re-phasing or slippage between years must be reported to the approved senior officer Capital Programme Board and approved in accordance with the limits set out in the Corporate Schedule of Financial Delegations (Appendix 1).
- 4 The term virement refers to transfers of budgets between or within cost centres. Virement may only be used in the very specific circumstances set out in the Regulations and the Corporate Schedule of Financial Delegations (Appendix 1).

CONTROL OF REVENUE BUDGETS

- 5 The CFO is responsible for:
 - a. Establishing and maintaining a robust framework of budget management and control which ensures that:
 - Budget management is exercised within annual cash limits and the MTFP.
 - Appropriate, accurate and timely information is available to Corporate Management Board, managers and budget holders that enable budgets to be monitored and controlled effectively.
 - Revenue expenditure is recorded on the Council's financial systems and is committed only against approved budget headings and associated structure of detailed cost centres.
 - All officers responsible for committing expenditure comply with these Regulations.
 - Each cost centre is allocated to a named budget holder determined by the relevant manager.
 - Significant variances from budget are investigated and reported by budget holders on a regular basis.
 - b. Monitoring and controlling the quantum of income and expenditure against budget allocations overall. They must ensure monitoring reports are prepared for Corporate Management Board and councillors' consideration on a regular basis

throughout the financial year (to be determined and advised by the CFO) and a report after the year end setting out the revenue outturn.

- c. Ensuring that budget monitoring reports include:
- Sufficient information and explanatory notes to allow cabinet members to fully exercise their duties in respect of the resources for which they have portfolio responsibilities.
 - Explanations of all variations to cost centres which are projected to be in excess of £100,000.
 - Information which summarises the delivery of any savings programmes.
 - Information which summarises available contingencies, balances and reserves.

6 Managers are responsible for:

- Ensuring that effective budgetary control arrangements exist and are observed within their respective Service, or in respect of any projects or programmes for which they are responsible in accordance with these Regulations.
- Ensuring spending remains within the relevant cash limits by controlling income and expenditure, monitoring performance and taking corrective action where variations from budget are forecast.
- Ensuring that expenditure is coded correctly and committed only against approved budget headings.
- Supporting the regular reporting of financial performance, variances, and forecasts within the areas of their responsibility to Cabinet by the CFO.
- Reporting to Cabinet and Council as necessary the financial implications of any new in-year proposal or amendment that will:
 - Create financial commitments in future years;
 - Change existing policies, initiate new policies or result in existing policies ceasing to operate;
 - Materially extend or reduce the Council's services.

CONTROL OF CAPITAL BUDGETS

7 The CFO is responsible for:

- Ensuring that governance arrangements are in place to regularly review progress against the Capital Programme.
- Maintaining a record of the current capital budget and expenditure on the Council's financial systems and ensuring compliance with financial reporting standards.
- Reporting to Cabinet the financial position against the approved Capital Programme.
- Ensuring that governance arrangements are in place, via an approved senior officer Capital Programme Board, to review proposed changes to the Capital Programme before subsequent approval by Cabinet.

8 Managers are responsible for:

- Ensuring that no expenditure is incurred on a capital project prior to its agreed inclusion within the Capital Programme and until a financial report has been approved by Cabinet. Equally, no scheme requiring Government or other body sanction and/or funding either in full or part may begin until the sanction and/or funding has been officially confirmed.
- Support the monitoring and reporting of capital expenditure and receipts against approved capital budgets, on project slippage and variations, and on any changes in projected expenditure.

- c. Reporting to Cabinet if proposed sources of funding are not secured.
- d. Ensuring that adequate records and audit trails are maintained in respect of all capital contracts.

VIREMENT

- 9 The term virement refers to transfers of resources between or within approved cost centres or budget headings and Service/Business Plans for both revenue and capital purposes. A virement does not create any net additional budget. Instead the virement mechanism exists to enable the Cabinet, Managers and their staff to manage their budgets with a degree of flexibility within the overall Policy Framework and Budget set by Council, thereby optimising the use of resources throughout the financial year. The virement schemes for revenue and capital do not exist as a means of remedying poor budgetary control or financial planning for known commitments and service priorities, or otherwise excuse Managers and budget holders from the need to manage their budgets prudently and responsibly. Nor may virements be affected after the year end to retrospectively fund over or under spending unless approved in advance by the CFO.
- 10 The CFO is responsible for:
 - a. Controlling and administering the virement mechanism in accordance with guidance and limits set out in the Corporate Schedule of Financial Delegations, Appendix 1.
 - b. Recording approved virements in the Council's financial systems and reflecting the impact of these in budget monitoring reports to the Cabinet.
- 11 Managers are responsible for:
 - a. Ensuring all proposed virements complies with the limits and approval requirements set out in the Corporate Schedule of Financial Delegations, Appendix 1.
 - b. Notifying all proposed virements in writing to the CFO or **their** representative.
- 12 Council shall approve allocations of resources from approved contingencies and reserves in excess of the approved contingencies and reserves recommended by Cabinet.
- 13 Cabinet shall approve allocations of resources from approved contingencies and reserves.

REVENUE CARRY FORWARDS (VIREMENTS) BETWEEN YEARS

- 14 Medium term financial planning (usually between 3 to 5 years) allows the Council to think beyond the constraints of any given financial year and annual budget and prepare for future events. In doing so it is important to ensure a suitable mechanism to allow for the carry forward of in-year budget under or overspends - in effect a virement of resources between accounting years – as deemed necessary by the CFO for MTFP purposes. The ability to choose to do so can serve to:
 - Empower budget holders to think beyond immediate service needs and plan over longer time frames to achieve significant changes and improvements and make best use of resources.
 - Hold budget holders to account for their budget management performance in so far as budget overspends will not be written down at the end of each financial year but will have to be dealt with on an on-going basis.

- 15 Carry forwards (virements) between years are not 'automatic' and will not be routinely determined. Where they are determined to be necessary by the CFO, in the context of the MTFP, and are subsequently approved by the Cabinet:
- Carry forward (previous year) overspending will constitute a first call on in year service budgets.
 - Carry forward (previous year) underspending must normally be spent in year on one-off proposals/projects usually of an 'invest to save' nature aimed at reducing on-going service pressures in future.
- 16 All internal surpluses arising from in-house trading activities/business units shall be retained for the benefit of the Council subject to any provision to do otherwise set out in the MTFP.
- 17 BCP maintained schools' balances will be treated in accordance with the provisions set out in the agreed LMS Framework.

PART E INTERNAL CONTROL, AUDIT AND RISK MANAGEMENT (including prevention of theft, fraud and corruption)

PRINCIPLES

- 1 Sound systems of internal control are essential to the proper economic, efficient and effective use of resources, the achievement of objectives, and the safeguarding of public funds.
- 2 Audit is a key management tool that councillors and senior officers should rely on to provide an independent and objective assessment of the probity, legality and value for money of Council arrangements.
- 3 Legislation requires that the Council provides for both internal and external audit.

External audit provides an independent assessment of the Council's financial statements and the adequacy of its arrangements for securing value for money.

Internal audit evaluates and reports on the adequacy of the Council's control systems in securing the proper, economic, efficient and effective use of resources.

- 4 There is a basic expectation that councillors and all officers will act with integrity and with due regard to matters of probity and propriety, and comply with all relevant rules, regulations, procedures and codes of conduct, including those in relation to receipt of gifts and hospitality and declaration of conflicts of interest.
- 5 The Council will not tolerate fraud or corruption in the administration of its responsibilities, whether perpetrated by councillors, employees, customers of its services, third party organisations contracting with it, or other agencies or individuals with which it has any business dealings.
- 6 Risk management is an integral part of effective management and planning. It is concerned with identifying and managing key obstacles to the achievement of objectives.

COUNCILLORS

- 7 Councillors' responsibilities for internal control, audit and risk management are exercised through:
 - **Council**, which has formal responsibility for upholding proper practice and the good governance of the Council as a whole.
 - **The Cabinet**, which is responsible for ensuring effective systems of management and financial control are exercised across the organisation.
 - **The Audit & Governance Committee**, which is responsible for keeping under review all aspects of the Council's audit and governance arrangements, risk management framework and internal control environment. A full list of the Audit & Governance Committee's responsibilities can be found at Appendix 2.
- 8 Councillors have a role to support and promote a zero-tolerance culture towards theft, fraud and corruption.

INTERNAL CONTROL

9 The CFO is responsible for:

- a. Advising on effective systems of internal control to ensure that public funds are properly safeguarded and used economically, efficiently, and in accordance with statutes, regulations and other relevant statements of best practice.
- b. Conducting an annual review of the effectiveness of the system of internal control and publishing the results of this within the Annual Governance Statement (AGS) for inclusion in the Council's Annual Statement of Accounts.

10 Managers are responsible for:

- a. Implementing effective systems of internal control including adequate separation of duties, clear authorisation levels, and appropriate arrangements for supervision and performance monitoring.
- b. Complying with the controls set down in these Regulations and any financial procedures.
- c. Taking corrective action in respect of any non-compliance by staff with relevant rules, regulations, procedures and codes of conduct.
- d. Planning, appraising, authorising and controlling their operations in order to achieve continuous improvement, economy, efficiency and effectiveness and for achieving their objectives, standards and targets.

INTERNAL AND EXTERNAL AUDIT (and other inspections)

11 The CFO is responsible for:

- a. Maintaining an adequate and effective internal audit service in accordance with the Accounts and Audit Regulations Act 2015 and further to Section 151 of the Local Government Act 1972.
- b. Ensuring that the rights and powers of internal and external auditors and fraud investigators are upheld at all times across the organisation.
- c. Ensuring that the statutory requirements for external audit are complied with and that the external auditor is able to effectively scrutinise the Council's records.
- d. Ensuring that audit plans and resulting activities are reported to the Audit & Governance Committee.

12 The CIA is responsible for:

- a. Notifying the External Auditors of any matter that they would rightly expect to be informed of in order to support the function of an effective and robust external audit service.
- b. Ensuring effective liaison between internal and external audit functions.
- c. Overseeing the management, planning, reporting and conduct of all internal audits and counter fraud work.
- d. Preparing an Annual report and opinion for councillors' consideration.

13 Managers are responsible for:

- a. Ensuring that auditors (internal and external) have access to all documents and records for the purposes of the audit and are afforded all facilities, co-operation and explanation deemed necessary.

- b. Cooperating in the production of annual audit plans by highlighting any areas of risk that may benefit from audit review.
 - c. Implementing audit recommendations within agreed timescales.
- 14 The Council may be subject to audit, inspection or investigation by external bodies such as HM Revenues & Customs, and various other Inspectors of service at any time, all councillors and officers of the Council will cooperate fully with such inspections as necessary.

PREVENTION OF THEFT, FRAUD AND CORRUPTION (including Bribery)

- 15 The CFO is responsible for:
- a. Developing, maintaining and implementing an Anti-Fraud & Corruption Policy (and in conjunction with Human Resources a Whistleblowing Policy) that stipulates the arrangements to be followed for preventing, detecting, reporting and investigating suspected fraud and irregularity.
 - b. Advising on the controls required for fraud prevention and detection.
 - c. Appointing a Money Laundering Reporting Officer and Deputy to ensure that systems are in place to counter opportunities for money laundering and that appropriate reports are made.
 - d. Ensuring that effective preventative measures are in place to reduce the opportunity for bribery occurring in accordance with statutory requirements of the Bribery Act 2010. *(or as updated)*
- 16 The Chief Internal Auditor (CIA) has the right to:
- a. Determine the nature of any investigation work required in respect of any allegation of wrong doing, and/or any other action required.
 - b. Require any councillor or staff of the Council to provide any information or explanation needed in the course of an investigation subject to the lawful limits set out in relevant legislation.
 - c. Refer investigations to the Police in consultation with the CFO and MO; under normal circumstances the relevant service manager would also be consulted.
 - d. Access all Council premises and property, all data, records, documents, and correspondence relating to any financial matter or any other activity of the Council.
 - e. Refer cases directly to the Police, in consultation with the CFO and MO, if it is believed an internal enquiry would compromise the integrity of the investigation and /or otherwise prejudice the interests of the Council or the general public.
- 17 Managers are responsible for:
- a. Complying with the Council's Anti-Fraud & Corruption Policy.
 - b. Ensuring that there are sound systems of internal control within their respective service areas for fraud prevention and detection.
 - c. Reporting cases of suspected theft, fraud or irregularity to the Chief Internal Auditor immediately for investigation and complying with the Council's Whistleblowing Policy.
 - d. Reporting any vulnerabilities or suspicions of money laundering in accordance with guidance issued by the Money Laundering Reporting Officer.
 - e. Maintaining local staff registers of interest, gifts and hospitality within their service areas.

- 18 All employees are responsible for:
- a. Complying with the Council's Anti-Fraud & Corruption Policy.
 - b. Reporting cases of suspected theft, fraud or irregularity immediately for investigation, if needs be via the Council's Whistleblowing Policy.
 - c. Reporting any vulnerabilities or suspicions of money laundering in accordance with guidance issued by the Money Laundering Reporting Officer.
 - d. Ensuring that they are familiar with the Employee Code of Conduct or Code of Conduct for School Employees and requirements to declare personal interests and record offers of gifts and hospitality.

RISK MANAGEMENT

- 19 The CFO is responsible for preparing the Council's Risk Management Strategy and its promotion throughout the Council and for advising on the management of strategic, financial and operational risks.
- 20 Managers are responsible for:
- a. Implementing the Council's Risk Management Strategy.
 - b. Integrating risk management within business planning and performance management arrangements.
 - c. Mitigating, monitoring and reporting on risks.
 - d. Maintaining and testing business continuity plans.
 - e. Giving due regard to specialist advice in areas such as health and safety, insurance, crime and fire prevention.

PRINCIPLES

- 1 Good systems and procedures are essential to the effective management and administration of the Council's financial affairs. A financial system is defined as any system (computerised or not) and associated procedures used for making and recording the financial transactions of the Council. This includes:
 - **Accounting**-The main accounting system provides the prime source of financial data for management accounts, statutory accounts and government returns. It is essential that this system complies with legislation and proper accounting practice and that all information is recorded accurately, completely and in a timely manner, and that any errors are detected promptly and rectified. Financial information recorded in the main accounting system should require a minimum amount of manipulation in order to create management accounts, returns and budget reports.
 - **Income**-Effective systems are necessary to ensure that all income due is collected, receipted, recorded and banked properly. Where possible income should be collected in advance to improve cash flow and avoid costs of debt collection. All reasonable efforts will be made to collect monies owed to the Council and debts will only be written off once all reasonable actions to pursue the debt have been exhausted or where it would prove uneconomical to pursue. The CFO agreed corporate system must be used unless agreed.
 - **Expenditure on works, goods and services**-Expenditure may only be incurred where budgetary provision is available. Payment should be made through the corporate ordering and invoicing process, using a corporately approved purchasing card, by entering into a formal contract arrangement or through raising a purchase order. Exceptionally a payment requisition may be raised.
 - **Expenditure on salaries, wages, allowances and expenses**-Expenditure may be incurred where budgetary provision is available and where payment is made through the Council's combined human resource and payroll system.
 - **Banking**-All transactions through the Council's bank accounts must be properly processed, recorded and reconciled. Reconciliations must be subject to management review and sign off in a timely manner.
 - **Treasury management, financing and leasing**-Decisions relating to the management of the Council's investments, cash flows, borrowing and leasing must be in accordance with the annual Treasury Management Strategy Statement.
 - **Taxation**-Effective systems must be in place to ensure that all tax liabilities and obligations are properly reported and accounted for and that losses, fines and penalties are avoided. Procedures must be in place to ensure that taxation issues are properly considered during the options appraisal stage of projects.
 - **Asset management**-The Council's assets must be properly recorded, safeguarded from loss/harm and utilised effectively, and any acquisitions/disposals undertaken in accordance with the Corporate Schedule of Financial Delegations, Appendix 1.
 - **Insurance**-Appropriate insurance cover is necessary to indemnify the Council against the possibility of financial costs which may arise from certain unplanned events and claims such as damage to its property, injury to employees or to the public.
 - **Recharges and internal trading accounts**-Where required for financial reporting purposes, back office costs should be allocated to services using a relevant basis of apportionment and in accordance with accounting codes of practice. Where

relevant and strictly necessary, internal charges between services should be accounted for on a timely basis using CFO agreed recharge mechanisms.

ACCOUNTING

2 The CFO is responsible for:

- a. Determining the Council's main accounting (and budgeting) system for the preparation of the Council's accounts and for monitoring all income and expenditure.
- b. Determining any other financial systems which may sit outside of the main accounting system and ensuring that these are sound and properly integrated and interfaced. It is a requirement that the options appraisal for new systems should include ease of integration and interfacing with the main accounting system. Any such interface must require little or no manual intervention.
- c. Issuing guidance on the use and maintenance of the main accounting system and related financial systems and ensuring that supporting records and documents are retained.
- d. Ensuring that regular balance sheet and holding account reconciliations are undertaken.
- e. Preparing the Council's consolidated accounts, balance sheet and Annual Governance Statement (AGS) for audit and publication and issuing guidance (including a detailed timetable and plan) to ensure achievement of the statutory deadline.
- f. Ensuring all relevant staff are trained and competent in the use of the main accounting system and any subsidiary finance systems managed under the CFO's control.
- g. Ensuring there is a documented and tested disaster recovery plan as part of an agreed business resilience strategy for the Council's main accounting system and any subsidiary finance systems.

3 Managers are responsible for:

- a. The financial management of services, cost centres, projects or programmes for which they are responsible, further ensuring that proper accounting and financial systems exist incorporating adequate internal controls to safeguard against waste, loss or fraud.
- b. Ensuring that the main accounting system is used to accurately record financial transactions in accordance with guidance issued by the CFO.
- c. Ensuring an adequate audit trail of financial information and compliance with the Council's policies in respect of the retention of documents.
- d. Ensuring that the use of any service specific financial system (and changes to existing, including upgrades/new versions) has the express approval of the CFO, and is adequately documented, tested and interfaced with the main accounting system and all relevant staff have been properly trained in its use. It is a requirement that the option appraisal for new systems should include ease of integration and interfacing with the main accounting system, and that automatic interfaces that require no manual intervention are required.
- e. Complying with the timetables required by the CFO to enable the production of consolidated accounts, budgets and statutory information.
- f. Ensuring staff are aware of and have access to these Regulations and any supplementary advice and guidance issued by the CFO.
- g. Ensuring there is a documented and tested disaster recovery plan as part of an agreed business resilience strategy for any service specific financial system.

4 The CFO is responsible for:

- a. Providing all necessary corporate systems for the administering of invoicing, credit notes, income collection and debt recovery.
- b. Approving any local Service specific procedures, systems and documentation used where for whatever good reason corporate systems cannot be used.
- c. Ensuring that claims for Government grants and other monies are made properly and promptly.
- d. Ensuring that all monies received are properly receipted and recorded and banked promptly.
- e. Administering the process for writing off irrecoverable debts and monitoring and reporting on write off levels.
- f. Issuing advice and guidance on the detailed procedures to be followed in writing off bad debts from the accounts.
- g. Recommending and implementing the Council's debt management policy in consultation with Corporate Management Board.

5 Managers are responsible for:

- a. Using the CFO approved corporate systems for invoicing, income collection and debt recovery.
- b. Administering any local systems for invoicing, income collection and debt recovery as approved by the CFO which must properly segregate duties between staff raising accounts and those responsible for income collection. (where the CFO has agreed that compliance with 5a. is not possible or in the Council's best interest).
- c. Ensuring that fees and charges for the supply of goods and services are reviewed at least annually, consulting with the CFO and cabinet member on the financial effect of the review and obtaining Cabinet approval for any proposal to introduce new charges. (For managers in BCP maintained schools consultation/approval is instead required from the Chair of Governors)
- d. Collecting all income from within the budgets for which they are responsible.
- e. Collecting payment at point of sale wherever possible, to improve cash flow, using the system provided by the CFO.
- f. Timely initiation of 'sales invoices' in respect of all fees and charges due using the system provided by the CFO.
- g. Complying with the Corporate Schedule of Financial Delegations, Appendix 1, when writing off debts, when waiving, suspending or refunding fees, charges or contributions and maintaining appropriate records of those decisions.
Once raised on the accounting system, no bona fide debt can be cancelled except by full payment or by being formally written off in the accounts. Cancellations/Credit notes can only be issued to correct a factual inaccuracy or administrative error in the calculation and/or billing of the original debt and must not be used for any other purpose.
- h. Providing operational data and information to ensure that claims for Government grants and other monies due are made properly and promptly.
- i. Issuing official receipts for all cash and cheque income and maintaining all other documentation for income collection purposes and ensuring controlled stationery is securely stored. (except in BCP maintained schools where the Chair of Governors can agree proportionate arrangements)
- j. Keeping all income received in secure storage prior to banking and ensuring cash holdings do not exceed insurance limits.
- k. Ensuring that cash income is never used to cash personal cheques or used to make any other payments.
- l. Ensuring that where post, likely to contain money, is opened locally at least two staff are present to properly identify, record and safeguard. (It is accepted this may not always be practical, in such cases managers must agree alternative arrangements with the CFO).

- m. Ensuring all income received is paid in fully and promptly in the form in which it was received into an approved Council bank account, income kiosk or cash office, also ensuring all details are properly recorded on paying in slips which are retained for audit purposes.
- n. Reporting immediately, to the Money Laundering Reporting Officer (MLRO) (the Chief Internal Auditor), all instances of attempts by customers to pay for works, goods or services in cash:
 - that are in excess of £5,000 but lower than £10,000;
 - that are suspicious in any way such as, but not limited to, multiple use of high denomination notes, multiple and frequent disaggregation of payment of a higher value outstanding debt;

In such instances the Manager must accept the cash and not make any further enquiries into the matter themselves or share the information with anyone except the MLRO and their respective Service Director. Under no circumstance should the customer handing over the cash be told of the reporting to the MLRO nor should a formal record on any personal file of the reporting to the MLRO be made otherwise a criminal offence may be committed.

- o. Any cash payment in excess of £10,000 must be refused.

EXPENDITURE ON WORKS, GOODS AND SERVICES

6 The CFO is responsible for:

- a. Ensuring that an effective overarching Procurement Strategy is in place (Purpose, Principles and Priorities).
- b. Ensuring that effective Procurement Regulations (Part G) are in place and which are supported by detailed procurement guidance on the ordering, certification and payment for all works, goods and services. (The Procurement Code).
- c. Agreeing any exceptions to the normal procurement process outlined in the Procurement Regulations (Part G).
- d. Providing a corporate purchase to pay system for the electronic ordering, receipt and payment for works, goods and services.
- e. Processing all payments due on receipt of a valid invoice or contract certificate which satisfies VAT regulations, and confirmation that works, goods and services have been received.
- f. Agreeing any exceptions to the requirement to raise purchase orders for all works, goods and services outside of the Council's main purchasing/ordering system.
- g. Agreeing the use and administering the issuing of p-cards and processing of resulting payments.
- h. Agreeing the use of all pre-loaded payment cards.
- i. Approving any payment in advance for goods or services exceeding £25,000 or in excess of 6 months if the amount exceeds £1,000.
- j. Approving any payments in advance for works.

7 Managers incurring expenditure on works, goods and services are responsible for:

- a. Complying with the requirements of the Council's Procurement arrangements set out in Part G of these Regulations.
- b. Ensuring that all purchase orders are raised using the Council's corporate purchasing system prior to any works, goods and services being received or paid for. The Council has a "No Purchase Order, No Pay Policy" except for the following circumstances where a purchase order is not required for:
 - payments made on the basis of a formal stage payment contract
 - payments made on the basis of a formal periodic payment contract (the periodic payment may be fixed or variable in value)
 - statutory or legislative charges, levies or fines (including those for taxation, pension fund)
 - purchases appropriately made through p-card (procurement /payment cards) or pre-loaded card

- continuous charges for utilities supply
 - periodic payments such as rents or rates
 - treasury management payments
 - payments to volunteers
 - expenditure incurred on the Poole neighbourhood Housing Revenue Account (Managed by Poole Housing Partnership) (or where the CFO has agreed that Poole Housing Partnership may incur expenditure on the Council's behalf posting directly to the General Fund)
 - payments made from CFO approved interfaced Council database systems (such as Children's and Adult Social Care systems and Libraries)
 - exceptions agreed with the CFO (for BCP maintained schools the Chair of Governors may agree other circumstances where purchase orders are not required)
- c. Ensuring that no purchase orders are placed without the proper approvals and financial authorities set out in the Corporate Schedule of Financial Delegations (Appendix1).
- d. Receipting all works, goods and services on the corporate purchasing system.
- e. Ensuring the proper completion and authorisation of payment certification vouchers, including confirming that the invoice has not previously been paid.

1 BCP maintained schools may use alternative purchase order systems

2 In exceptional circumstances, to be agreed by the CFO, verbal, email or in person orders may need to be raised retrospectively in the Council's corporate purchasing system using the 'Confirmation order' facility

- f. Ensuring that payments are made only where works, goods and services have been received to the correct price, quantity and quality standards.
- g. Gaining CFO approval for any payments in advance for goods or services exceeding £25,000 or in excess of 6 months if the amount exceeds £1,000.
- h. Gaining CFO approval for any payments in advance for works.
- i. Gaining CFO approval for the use of p-cards and pre-loaded cards.
- j. Ensuring that all p-cards and pre-loaded cards are appropriately controlled, that transactions are reviewed and authorised by the relevant line manager, are for proper business purposes and are supported by receipts which must be stored electronically on the 'receipt imaging' function.
- k. Reporting any lost or stolen p-cards or pre-loaded cards immediately to the Chief Internal Auditor.

EXPENDITURE ON SALARIES, WAGES, ALLOWANCES & EXPENSES (including making 'on-payroll' payments for non-salaries as directed in law by HMRC)

- 8 Council is responsible for determining how officer support for executive and non-executive roles within the Council will be organised. The Head of Paid Services/Chief Executive Officer is responsible for overall staff management arrangements including ensuring that proper systems of evaluation are used in determining remuneration.
- 9 The CFO is responsible for ensuring that the Head of Human Resources (HHR) operates sound arrangements for the payment of salaries, pensions and expenses to officers and councillors.
- 10 The HHR is responsible for:
- a. Providing a corporate payroll system for recording all payroll data and generating payments to employees and councillors, including payment of pensions and expenses.
 - b. Ensuring the corporate payroll system properly and efficiently interfaces with the main accounting system and that any chart of accounts held within the payroll system is kept up to date.
 - c. The proper calculation of all pay and allowances, National Insurance and pension contributions, income tax and other deductions.

- d. Completing all HM Revenues & Customs (HMRC) returns regarding PAYE and providing advice and guidance on employment related taxation.
- e. Maintaining an accurate and up to date record of the Council's establishment.
- f. Agreeing with BCP maintained schools the use of any local payroll arrangements having been adequately assured that the alternative system is well controlled, managed and resulting in the correct payments being made to the correct staff.
- g. Agreeing with managers all circumstances where a wage or salary is to be paid outside of the main HR/payroll system.
- h. Agreeing all 'on payroll' arrangements, required by HMRC, for payments to individuals not directly employed by the Council (e.g. IR35 tax).
- i. Agreeing the use of the corporate payroll system for recording payroll data and generating payments to employees of third-party organisations (and where a fee or charge is applied agreeing this with CFO).

11 Managers incurring expenditure on salaries, wages, allowances and expenses are responsible for:

- a. Controlling resources and containing staff numbers within approved establishment and budget levels.
- b. Ensuring that all employee appointments, including temporary staff, are made in compliance with the Council's policies.
- c. Ensuring that the HR/Payroll system is updated promptly of starters and leavers, and all information relating to employees pay and expenses.
- d. Ensuring that all payments made to employees are properly authorised in compliance with the requirements and financial limits set out in the Council's human resources policies.
- e. Ensuring that any overpayment (error) is recovered. Managers do not have delegated authority to write-off any overpayment.
- f. Ensuring that all expenses claims are reviewed and authorised by the relevant line manager prior to payment. Staff subsistence should never be paid or reimbursed using p-cards or pre-loaded cards, the Council's HR/payroll system must be used to reimburse staff expenses in all such cases.
- g. Ensuring that all persons employed by the Council are paid through the Council's corporate payroll system.
- h. Ensuring that any proposal to engage a person via a contract of service* (rather than a contract of employment) is assessed by the HHR for compliance with relevant legislation to determine if payments need to be 'on payroll' or 'off payroll' via invoice. This includes engagements via Employment Agencies and Single Person Companies or Partnerships.
*Where a Contract of Service is proposed see Appendix 1 section EX9 for required approval route
- i. Managers in BCP maintained schools must have the approval of the HHR if they wish to use their own alternative payroll arrangements.

BANKING (including 'Client Cash Floats' and local Bank Accounts)

12 It is the responsibility of Cabinet to approve the banking arrangements of the Council.

13 The CFO is responsible for:

- a. Managing the Cabinet approved banking contract on a day to day basis.
- b. Managing and operating all the Council's bank accounts and ensuring that all payment methods, whether physical or electronic, have the appropriate authorisations, approvals and signatures.
- c. Ensuring that adequate controls are in place for the control of payment methods (including cheques) covering access, ordering, custody, preparation, signing and despatch as appropriate.
- d. Ensuring regular reconciliations are carried out between all bank accounts and the financial records of the Council.

- e. Approving the operation of any 'client cash floats' for disbursement of cash to clients.
- f. The Council will not operate petty cash accounts and therefore no cash payments will be made to purchase works, goods or services.
- g. Approving the operation of any local bank accounts in Services.

14 Managers are responsible for:

- a. Ensuring that no bank accounts are opened in the name of the Council other than with the express written authority of the CFO.
- b. Reporting to the CFO on the nature and state of any bank accounts for which they are responsible. Reconciliations must be subject to management review and sign off in a timely manner.
- c. The proper administration of any 'client cash floats' or local bank accounts including record keeping, document retention, paying in income, reconciliation and control of cheques including ordering, custody and security, preparation, signing and despatch.
- d. Using 'client cash floats' for client cash disbursements only and ensuring such floats are not used to purchase works, goods or services or to reimburse staff expenses.

TREASURY MANAGEMENT, FINANCING AND LEASING

15 The CFO is responsible for:

- a. Preparing and presenting an annual Treasury Management Strategy to Audit & Governance Committee and/or Cabinet prior to submission to Council for approval.
- b. Implementing, reviewing and reporting on the progress and performance of the strategy and recommending any changes to Audit & Governance Committee on a quarterly basis.
- c. Effecting all investments and arranging borrowings within the limits imposed by the Council and reporting on the funding methods used.
- d. Advising on any proposal for leases, borrowings, credit arrangements, and hire purchase arrangements to Council for approval.
- e. Advising on any proposals to set up or acquire interest in a company, joint company, joint venture or partnership to Council for approval.
- f. Ensuring that the use of any financial derivatives is intra vires and properly risk assessed and monitored.
- g. Ensuring compliance with all applicable laws, regulations and codes of practice relating to treasury management and capital finance including the registration of all Council owned stocks, bonds, mortgages and loans.
- h. Ensuring that cash flow forecasting and monitoring systems are in place.

16 Managers are responsible for:

- a. Assisting cash flow through timely billing of income due, due consideration of contracts payment terms and minimising advance payments wherever possible.
- b. Supporting cash flow forecasting and notifying the treasury team in advance of any high value receipts or payments that may impact on investments and borrowings.
- c. Ensuring no loans or guarantees are given to third parties and that interest in companies, joint ventures or other enterprises are not acquired without the approval of Council and following advice from the CFO.
- d. Ensuring that no leases, borrowings, credit arrangements or hire purchase arrangements are entered into without the approval of Council and following advice from the CFO.

- e. Arranging for all trust funds to be held in the name of the Council wherever possible and ensuring that trust funds operate within the law and the specific requirements for each trust. All officers acting as trustees by virtue of their position with the Council shall deposit securities relating to the trust to the custody of the CFO unless the deeds specifically require otherwise;
- f. Arranging the secure administration of funds held on behalf of third parties and ensuring that the systems and controls for administering such funds are approved by the CFO and subject to regular audit.

TAXATION

17 The CFO is responsible for:

- a. Ensuring that transactions comply with relevant statutory requirements and authorities.
- b. Approving the systems for all PAYE returns to HM Revenues & Customs (HMRC).
- c. Completing a monthly return of VAT inputs and outputs to HMRC, ensuring prompt recovery of sums due, and reconciliation of tax records to the main accounting system.
- d. Making monthly Construction Industry Scheme returns to HMRC.
- e. Managing the Council's partial exemption position.
- f. Preparing and submitting Voluntary Disclosure Notices to HMRC and recovery of any revenues due.
- g. Providing advice and guidance on taxation issues.

18 Managers are responsible for:

- a. Ensuring that the correct VAT liability is attached to all income due and that all VAT recoverable on purchases complies with HMRC regulations.
- b. Seeking advice on the potential tax implication of any new initiatives for the delivery of Council activity and services.
- c. Ensuring that the taxation implications of proposed land and building acquisitions and sales and proposed capital schemes are properly identified and considered at the planning stage.
- d. Ensuring that contractors fulfil the necessary construction industry tax deduction scheme requirements where construction and maintenance works are undertaken.
- e. Ensuring that advice and guidance on taxation issued by the CFO is followed and adhered to by staff in their service, project or programme.
- f. Ensuring that all persons employed by the Council are added to the Council's payroll and tax deductions forms part of payments made to them. (with approved exceptions agreed by the CFO and HHR where individuals concerned are bona fide self-employed or are employed by a recognised agency)

ASSET MANAGEMENT

19 The CFO is responsible for:

- a. Ensuring that asset registers are maintained in the appropriate format for accounting purposes for all fixed assets valued in excess of the limit set out in the Schedule of Financial Delegations to Officers, and that valuations are made in accordance with the local authority accounting code of practice.
- b. Establishing an asset management plan that details short, medium and long term use of assets, and establishes arrangements for monitoring and reporting asset performance.
- c. Ensuring that all asset acquisitions and disposals are properly recorded within asset records by the CPO.
- d. Arranging for all assets to be adequately insured.

- e. Prescribing the records to be maintained for any stocks and stores and for inventories of moveable assets.
- f. Approving the write off of deficiencies in any stocks, stores and inventory items subject to the limits set out in the Schedule of Financial Delegation to Officers.

20 The Corporate Property Officer (CPO) is responsible for:

- a. Maintaining up to date records of all land and buildings, including values and plans, for inclusion in the corporate fixed asset register, and of the Council's housing stock in the format prescribed by the CFO and at least on an annual basis.
- b. Arranging for the regular valuation of assets for accounting purposes to meet the requirements specified by the CFO.
- c. Ensuring that all land and buildings are maintained so as to best protect and safeguard the Council's interests.
- d. Arranging the disposal of surplus assets in compliance with any approved asset management strategy/plan(s) that apply and subject to the necessary approvals.
- e. The acquisition of land and buildings on behalf of the Council in accordance with any asset management strategy/plan(s) that apply, Capital Programme and medium term financial plan, and subject to the necessary approvals.
- f. Notifying the CFO of acquisitions and disposals so that the accounting records can be updated.
- g. Ensuring all rents, charges or fees due in respect of investment land and buildings are raised and all income is collected and accounted for in the Council's accounting systems.
- h. Ensuring all lessees and other prospective occupiers of Council land or buildings are not allowed to occupy the property until a lease or agreement in a form approved by the Monitoring Officer has been completed.
- i. Ensuring all title deeds are passed to Legal Services who act as custodian for all title deeds for Council properties and land.

21 The Head of ICT & Customer Support is responsible for:

- a. Maintaining up to date records of all ICT equipment, including values, for inclusion in the corporate fixed asset register in the format prescribed by the CFO.
- b. Purchasing, maintenance and disposal of all ICT equipment.

22 Managers are responsible for:

- a. Providing the Corporate Property Officer (CPO) with all relevant information and documentation for the purposes of maintaining an up to date and complete fixed asset register.
- b. Ensuring the proper security and safe custody of assets under their day to day operational control and reporting any assets that are lost, stolen or destroyed to the insurance team, facilities management and internal audit as appropriate.
- c. Complying with guidance issued by the CFO on the disposal of assets including selling, gifting, swapping or donating the asset subject to the limits set out in the Schedule of Financial Delegations to Officers.
- d. Ensuring all rents, charges or fees due in respect of operational land and buildings, under their day to day service control, are raised and all income is collected and accounted for in the Council's accounting systems.
- e. Complying with guidance issued by the Head of ICT & Customer Support including the purchase, maintenance and security, maintenance of ICT asset register and disposal of ICT equipment.
- f. Maintaining local inventories of moveable assets (non-ICT) for all items with a purchase price exceeding £1,000 (and for determining a lower £ value if deemed appropriate, such as for desirable items e.g. digital cameras).

- g. Ensuring that stocks, stores and inventory items are held securely and kept to a minimum, proportionate to the needs of the service.
- h. Ensuring that any cash holdings are kept to a minimum, within insurance limits and held securely.
- i. Seeking approval to write off deficiencies in any stocks, stores, or inventory items, subject to the limits set out in the Corporate Schedule of Financial Delegations (Appendix 1).
- j. Ensuring that assets are used only in the course of the Council's business unless specific permission has been given otherwise by a designated officer as shown in the Corporate Schedule of Financial Delegations (AM10).

INSURANCE

- 23 The CFO is responsible for:
 - a. Determining the nature and level of insurance cover to be effected.
 - b. Effecting insurance cover and processing and settlement of all claims.
- 24 Managers are responsible for notifying the CFO promptly of:
 - a. All new risks, properties or vehicles which require to be insured.
 - b. Any alterations affecting insurance arrangements.
 - c. Any loss, damage or claim.
- 25 Managers must not effect any local insurance arrangements without the approval of the CFO.

RECHARGES AND INTERNAL TRADING ACCOUNTS

- 26 The CFO is responsible for:
 - a. Maintaining an appropriate system of internal recharges which ensures that the full cost of each service is identified in accordance with reporting requirements.
 - b. Where relevant and strictly necessary all internal charges and recharges should be processed in a regular and timely basis using relevant bases of apportionment, allocation or recharging mechanisms.
 - c. Advising on the operation of internal trading accounts.
- 27 Managers are responsible for:
 - a. Agreeing the basis of internal charges/recharges in advance of the financial year as part of the budget setting process.
 - b. Maintaining appropriate systems to calculate recharges or justify their apportionment.
 - c. Providing data to enable recharges to be processed on a regular and timely basis and responding in the event of any disputed charges.
 - d. Complying with guidance issued by the CFO in relation to the operation of trading accounts.

PART G PROCUREMENT & CONTRACT PROCEDURES

PRINCIPLES

1. Goods, services, works and concessions must be procured in a way that is lawful, ensure transparency and accountability, represents value for money (VFM) and serves to deter fraud and corruption. All procurement and contractual commitments made by the Council must:
 - a. Comply with all relevant statutory provisions including the Public Contracts Regulations 2015 (PCR15) and the Concession Contracts Regulations 2016 (CCR16) (or as amended).
 - b. Ensure goods, services, works and concessions are procured by the most efficient, transparent processes, by sustainable and ethical means, ensuring accountability, achieving value for money and deriving maximum benefit to support BCP Council's corporate strategies.
 - c. Cover the whole life value, from the initial definition of the business need through to the end of the useful life of the asset or service contract including any licensing upgrades, maintenance, parts, recycling, staffing costs and disposals.
 - d. Ensure that when calculating the estimated value of the contract, the contract value estimation should be inclusive of VAT.
 - e. Offer best value and protect the Council from any loss arising from the failure of a contractor to perform the contract.
 - f. Ensure that the Council pays a fair and proper price (or receives a fair and proper price in the case of concessions).
 - g. Follow procurement guidance which provides further advice and support pursuant to these Regulations (found on Financial Services - Procurement intranet pages).

STANDARDS

2. The following standards must be adopted:
 - a. The highest standards of probity and ethical governance are always maintained and adhered to.
 - b. All Officers and Councillors must declare any personal interest or conflict of interest in any procurement or contract, failure to do so could be deemed to be either corrupt practice or maladministration or could not withstand public scrutiny.
 - c. All suppliers are treated equally, and procurement takes place in an open and transparent manner which does not favour unfairly one supplier over another.
 - d. Legal, Finance, IT, Human Resources, Property, Sustainability Team, Insurance and other professional advice appropriate to the individual procurement exercise will be obtained.
 - e. The tender and procurement processes are as accessible as possible to SME/VCSE suppliers.
 - f. For contracts over £25,000, standard tender processes or documentation cannot be changed without the approval of the Head of Strategic Procurement.
 - g. After a tender or quotation has been accepted in writing (via BCP Councils e-tendering system if over £25,000) it must have a written contract and/or proper Council purchase order, in accordance with Part F (7), completed before goods are supplied, services delivered or works begin.

INVOLVEMENT OF THE STRATEGIC PROCUREMENT TEAM IN ALL PROCUREMENT PROCESSES OVER £25,000

3. Involvement of the Strategic Procurement Team over £25,000

The commissioning officer must ensure:

- a. The Strategic Procurement Team (SPT) is involved in all procurement processes where the whole life contract value is over £25,000.

DETERMINING THE CONTRACT VALUE

4. Aggregation of requirements to determine the contract value.

The commissioning officer must consult the SPT to ensure:

- a. The contract value of all goods, services and works, for the purposes of determining the correct threshold, is an aggregation of the whole life value from implementation to contract end, not just annual, including any optional extensions and including VAT (where applicable). Consideration should also be given to costs related to, but not limited to, licensing, implementation, upgrades, maintenance, parts, recycling, staffing costs and disposals.
- b. No disaggregation or fragmentation of requirements is allowed if the purpose is to circumvent procurement thresholds.
- c. That where the contract is a combination of goods, services and works, the element which has the greatest estimated value will determine the category of supply.

E-TENDERING SYSTEM

5. E-tendering system

- a. All tender processes over £25,000 are to be undertaken using the Councils e-tendering system unless other than agreed by the Head of Procurement (e.g. for a collaborative procurement where BCP Council is not the lead, or a Framework requires otherwise).

CONDUCTING PRE-PROCUREMENT PLANNING, MARKET RESEARCH AND PRE-MARKET ENGAGEMENT

6. Pre-procurement planning, market research and pre-market engagement

- a. Pre-Procurement Planning Process, Market Research and Pre-Market Engagement under £25,000

The commissioning officer must ensure:

- i. Relevant and proportionate pre-procurement planning, early market research and pre-market engagement is undertaken.
- b. Pre-Procurement Planning Process, Market Research and Pre-Market Engagement over £25,000

The commissioning officer in consultation with the SPT must ensure:

- i. Appropriate pre-procurement planning, early market research and pre-market engagement is undertaken.
- ii. Adequate timescales for pre-procurement planning, market research and pre-market engagement are applied depending on the scale and complexity of the requirement, unless where minimum timescales are specified by legislation.
- iii. Risks and opportunities associated with the potential procurement are reviewed.
- iv. The market research and pre-market engagement exercise must be conducted in a fair and transparent manner and must not be treated as a call for competition and a contract must not be awarded.

SPECIFICATION REQUIREMENTS

7. Specification Writing

- a. Under £25,000 the commissioning officer is responsible for ensuring a specification is created that describes the Councils requirements in sufficient detail including the considerations required in 8(a)(b)(c), 9(a)(b)(c), 10(a)(b)(c) and 11(a)(b)(c)(d) below, to enable the submission of equal and transparent competitive bids.
- b. Over £25,000 the commissioning officer must consult the SPT to ensure a specification is created that describes the Councils requirements in sufficient detail including the considerations required in 8(a)(b)(c), 9(a)(b)(c), 10(a)(b)(c) and 11(a)(b)(c)(d) below, to enable the submission of equal and transparent competitive bids.
- c. References are avoided within specifications which have the effect of favouring or eliminating any particular suppliers by specifying a particular material or a specific make.

RISK ASSESSMENT AND BUSINESS CONTINUITY

8. Risk Assessment and Business Continuity

The commissioning officer must ensure:

- a. That a relevant and proportionate risk assessment for the contract is prepared and considers any business continuity requirements.
- b. That where those business continuity requirements have been explicitly identified as critical in the Business Impact Assessment, those requirements are built into the specification and evaluation criteria in consultation with the SPT.
- c. The risk assessment and business continuity is monitored and updated accordingly during the life of the contract.

SUSTAINABILITY REQUIREMENTS

9. Sustainability Requirements

- a. Under £25,000 the commissioning officer in consultation with the Sustainability Team, is responsible for ensuring the Sustainability Decision Impact Assessment form (available from the Sustainability Team) must be completed on all procurements, giving consideration to how it will meet the Councils Carbon Neutral targets.

- b. Over £25,000 the commissioning officer in consultation with the Sustainability Team and the SPT, is responsible for ensuring the Sustainability Decision Impact Assessment form (available from the Sustainability Team) must be completed on all procurements, giving consideration to how it will meet the Councils Carbon Neutral targets.
- c. Identified sustainability requirements are built into the specification and evaluation criteria.

SOCIAL VALUE CONSIDERATIONS

10. Social Value Considerations

- a. Under £25,000 the commissioning officer is responsible for ensuring the requirements of The Public Services (Social Value) Act 2012 are applied to service contract specifications, where relevant and proportionate, giving consideration to;
 - i. How, what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area, and
 - ii. How, in conducting the process of procurement, it might act with a view to securing that improvement.
- b. Over £25,000 the commissioning officer in consultation with the SPT is responsible for ensuring the requirements of The Public Services (Social Value) Act 2012 are applied to service contract specifications, where relevant and proportionate, giving consideration to;
 - i. How, what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area, and
 - ii. How, in conducting the process of procurement, it might act with a view to securing that improvement.
- c. Identified social value requirements are built into the specification and evaluation criteria.

EQUALITY IMPACT ASSESSMENT

11. Equality Impact Assessment

- a. Under £25,000 the commissioning officer in consultation with the Equalities Team is responsible for ensuring that every key decision change to policy, contract, service provision or service provider demonstrates that it has considered, understood and reflected on the positive or negative impact it will have in terms of equality and the nine protected characteristics of the Equality Act 2010.
- b. Over £25,000 the commissioning officer in consultation with the Equalities Team and the SPT is responsible for ensuring that every key decision change to policy, contract, service provision or service provider demonstrates that it has considered, understood and reflected on the positive or negative impact it will have in terms of equality and the nine protected characteristics of the Equality Act 2010.
- c. The Council's equality impact assessment (EIA) screening tool is used to determine if a full EIA is required.
- d. Identified equalities requirements are built into the specification and evaluation criteria.

UK GENERAL DATA PROTECTION REGULATION (UK GDPR)

12. UK General Data Protection Regulation (UK GDPR)

The Commissioning officer in consultation with the SPT is responsible for ensuring:

- a. In accordance with the UK General Data Protection Regulation (UK GDPR) 2016 and the Data Protection Act 2018 (or as amended), determine if personal data processing activities are relevant to the procurement.
- b. Where personal data activity has been identified the GDPR generic terms along with Schedule A Processing, Personal Data and Data Subjects must be issued with the quotation or tender.

TRANSFER OF UNDERTAKINGS (PROTECTION OF EMPLOYMENT) REGULATIONS (TUPE)

13. Transfer of Undertakings (Protection of Employment) Regulations (TUPE)

The Commissioning officer in consultation with Legal Services and the SPT is responsible for ensuring:

- a. That when any employee either of the Council or of a service provider may be affected by any transfer arrangement, the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) are considered, and legal advice is obtained before proceeding with inviting tenders or quotations.
- b. Specific documents including staffing costs relating the transfer, including pension liabilities are provided to bidders at the time of tender.

USE OF CORPORATE CONTRACTS

14. Corporate Contracts

The Commissioning officer is responsible for ensuring:

- a. At all levels of spend, where an appropriate corporate contract exists, it must be used.
- b. Where there is not a corporate contract, the Commissioning Officer must follow the competition requirements in 19.
- c. Although such contracts are available to them, this is not a requirement for BCP maintained schools.

USE OF FRAMEWORKS

15. Frameworks

The Commissioning officer is responsible for ensuring:

- a. They consult with the SPT.
- b. The use of any new Framework is signed off by the Head of Procurement and access agreements and contracts must be reviewed and agreed.
- c. The rules of the Framework must be followed regarding further competitions or direct award.
- d. Only suppliers on that Framework can be invited to the competition.

LIGHT TOUCH REGIME

16. All procurement processes covered by the Light Touch Regime in PCR15 are agreed by the SPT and that only services contracts defined under the regulations can use this process.

INTERIM STAFF OR CONSULTANCY SERVICES

17. Where appointing interim staff or consultancy services (contract of employment or contract for service) refer to EX9, 10 & 11 in the Corporate Schedule of Financial Delegations in Appendix 1.

EVALUATION REQUIREMENTS

18. Evaluation Matrix

Over £25,000, the SPT is responsible for ensuring:

- That an evaluation matrix is prepared appropriately against quality derived from the requirements in the specification and price elements
- The evaluation criteria, weightings and price elements are issued with the tender and are clear and transparent to bidders.
- Tenders are to be assessed with a minimum of 10% of the quality score being allocated to sustainability, social value and equalities.

COMPETITION REQUIREMENTS

19. Competition Requirements

Where a corporate contract does not exist, at the relevant contract value (see 4) in the table below, the Commissioning officer is responsible for ensuring they:

Contract Value	a. £0 to £5,000	b. £5,000 to £25,000	c. over £25,000
Competition Requirements	<ol style="list-style-type: none">Obtain at least one written, value for money quote.Ensure verbal quotes are retrospectively followed up by a written quote (by email if preferred) before placing the order.	<ol style="list-style-type: none">Provide the same specification to suppliers and receive back a minimum of three comparative written quotations, at the same time, from suppliers prior to placing order.For BCP maintained schools the Department for Education statutory guidance in respect of schemes for financing schools (normally updated annually) requires three quotes to be obtained for all spend to exceed £10,000 in any one year.For quotes originally estimated to be under £25,000, the Commissioning Officer must ensure that, where the value of a requirement has subsequently been identified as being over £25,000, advice from the SPT must be sought.	<ol style="list-style-type: none">Contact the SPT who are responsible for selecting the most appropriate procurement route to market and tender processes.The SPT will identify if similar contracts are being let, or due to be let, with a view to aggregating requirements and/or modifying existing contracts.

Local Supplier	iii. The quote should, where possible, be from a local supplier prior to placing order. A local supplier is defined, for this purpose, as operating within the BH, DT and SO postcode regions.	iv. Ensure at least one of these quotes, where possible, must be from a local supplier. A local supplier is defined, for this purpose, as operating within the BH, DT and SO postcode regions.	iii. Not applicable
Advertising	iv. Not applicable	v. Not applicable	iv. The SPT must ensure a contract notice is placed on the Contracts Finder website and the Council's e-tendering portal. . v. In addition, for all procurements over the relevant PCR15 or CCR16 threshold, the SPT must publish a contract notice on the Find a Tender Service (FTS) website.
Award Notices	v. Not applicable	vi. Not applicable	vi. The SPT must ensure an award notice is placed on the Contracts Finder website, the Council's e-tendering portal and record the contract award in the Council's Contract Register. vii. In addition, for all procurements over the relevant PCR15 or CCR16 threshold, the SPT must publish an award notice on the Find a Tender Service (FTS) website.
Procurement Decision Record(s)	vi. Not applicable	vii. Complete a Procurement Decision Record (PDR) for all contracts let between £5,000 and £25,000 viii. A copy of the PDR must be sent to the SPT who will complete an entry on the council's Contract Register.	viii. See 24 and 28

CONCESSIONS

20. Concessions

The commissioning officer must ensure:

- a. Concession contracts at all contract values must be let in conjunction with the SPT.

The SPT is responsible for:

- b. The route to market and concession processes below and above CCR16 thresholds.

PAYMENT IN ADVANCE

21. Payment in Advance

The commissioning officer is responsible for ensuring:

- a. Approval for a payment in advance must be made in accordance with Part F (7)(g) & (h). Examples that may apply, but not limited to, include lease arrangements, ICT software licensing and support agreements, subscriptions, maintenance agreements and works, goods or services received from utility companies.
- b. Requirements of such must be included in the relevant specifications and T&C's and the payment in advance is limited to the actual requirement of the T&C's and no more.
- c. Whilst a contract and agreement may be for longer than 12 months, no payment in advance may exceed 12 months.

CONTRACT CONDITIONS

22. Contract Conditions – common to all types of goods, services and works

The Commissioning officer is responsible for ensuring:

- a. No goods will be delivered, nor services or works begun without a proper contractual commitment and purchase order being in place.
- b. All contracts must have a clearly defined duration, including extensions where required, provision(s) for modifications and termination and must not have a provision to automatically renew.
- c. Industry and/or Council standard contracts/terms/conditions must be used wherever possible as approved by Legal Services.
- d. Where bespoke advice or drafting of contracts is required, the MO must approve the document prior to tendering or obtaining quotes and in any event before any contract is executed and any terms and conditions must not be held against the best interests of the Council.
- e. No cap on liability or contract terms in relation to insurance can be accepted without the approval of the MO and the Insurance Manager.

PERFORMANCE BONDS

23. Performance Bonds

The commissioning officer is responsible for ensuring:

- a. In a contract for the execution of works the requirements for any performance bond or guarantee are as follows:
 - i. £0 to £500,000 - consider the requirement, or not, for and value of performance bond or guarantee further to his/her risk assessment.
 - ii. £500,000 up to PCR15 works threshold - consult the CFO and MO to consider the requirement, or not, for and value of performance bond or guarantee further to their joint risk assessment.

- iii. Over PCR15 works threshold - Bond or guarantee is normally required, the terms to be approved by the MO. The CFO must agree the value or percentage value of the contract of such a bond or guarantee.
- b. The risk assessment considers other ongoing contracts with the same contractor and the aggregate contract values in determining the need for a performance bond or guarantee.
- c. Such bonds or guarantees be taken up by the contractor with an insurance company, bank or other financial institution or body approved by the CFO. (Except for 'schedule of rates' contracts or any other contract exception agreed by the MO and CFO).
- d. Where the works contract has been let via an available Framework Agreement, then any retention or performance bond requirements of that framework agreement must prevail.
- e. No cap on liability or contract terms in relation to insurance can be accepted without the approval of the MO and the Insurance Manager.

APPROVAL TO PROCEED WITH PROCUREMENT OVER £25,000

24. Procurement Decision Record (to Publish) – Gateway One

The SPT is responsible for ensuring that a 'Procurement Decision Record' (PDR) to publish must be completed and signed in consultation with the commissioning officer before advertising (or at the release of tender documents in the case of a Framework Contract further competition stage) for all tenders over £25,000.

TENDER PROCESS AND EVALUATION OVER £25,000

25. Tender Process Clarifications

The SPT is responsible for ensuring that clarification questions (direct or public) received during the tender period are answered within the set tender period and appropriate responses provided by the Commissioning officer are uploaded via the e-Tendering system by the SPT.

26. Evaluation

The SPT is responsible for ensuring:

- a. Compliance and due diligence checks are undertaken before evaluation begins.
- b. Evaluators are provided with the compliant tender(s) and electronic scorecards with instructions for individual evaluation purposes.
- c. A date and time is agreed with the evaluators for the return of all evaluation scores and the evaluators record responses/comments against all criteria and are concise and accurately recorded for audit and transparency purposes.
- d. Evaluation of price and quality is in accordance with the tender and that evaluator scores are based on the question asked against the requirement (specification) and not a predefined opinion or experience.

27. Financial Appraisals

The SPT and Accountancy are responsible for ensuring:

- a. Financial appraisals must be completed for suppliers for contracts in excess of £150,000, using a method agreed by the CFO, before the contract is awarded.
- b. A record showing the results of each financial appraisal check is retained.

APPROVAL TO AWARD OVER £25,000

28. Procurement Decision Record (to Award) – Gateway Two

The SPT is responsible for ensuring that a 'Procurement Decision Record' (PDR) to award is completed and signed in consultation with the commissioning officer once the evaluation has been completed and the successful supplier is identified for all tenders over £25,000.

AWARD PROCESS OVER £25,000

29. Award process for all contracts between £25,000 and the relevant PCR15/CCR16 threshold

The SPT is responsible for ensuring that unsuccessful and successful letter(s) are issued to the relevant suppliers.

30. For tenders over the relevant PCR15/CCR16 threshold

The SPT is responsible for ensuring:

- a. The mandatory standstill period of a minimum of 10 calendar days is followed.
- b. The intention to award standstill letter(s) are issued to the successful and unsuccessful suppliers, giving the reasons for the decision and time to challenge the decision within the standstill period.
- c. No Officer of the council, other than those authorised from the SPT or Legal Services, should be in contact with the suppliers during the standstill period.
- d. That provided the standstill period has ended without challenge, the SPT will issue an award letter to the successful supplier(s).

CONTRACTS

31. Contracts

- a. That Legal Services support the drawing up of the contract documentation (derived from the original tender process) to be signed by both BCP Council and the successful supplier.
- b. That where certain contracts must be executed by deed (and sealed accordingly), this is done so in accordance with Appendix 3 or otherwise required by the MO.
- c. A Purchase Order is raised in accordance with Part F (7)(b).

32. Contract Mobilisation and Implementation

The Commissioning Officer is responsible for engaging with the Contractor after the contract has been awarded to ensure the implementation requirements are delivered,

activities identified, timescales are established, and expectations met as set out in the tender.

CONTRACT MANAGEMENT

33. Contract Management

- a. There is compliance with the specification, pricing and contract terms.
- b. Contract performance and key performance indicators (where applied) are monitored and enforced on a regular basis with any reduction in performance addressed.
- c. Regular budget monitoring and cost reconciliation of payments takes place to ensure the contract sum is not exceeded.
- d. Consulting the SPT where there is any deviation identified in (a), (b) & (c) above, to ensure compliance.

CONTRACT EXTENSIONS, RENEWAL OR END OF CONTRACT

34. Extensions, End of Contract or Renewal over £25,000

The Commissioning Officer must consult the SPT to ensure:

- a. Whether to extend a contract (where allowed for in the contract or not), terminate or re-tender in advance as required.
- b. When exiting a contract, preparation must be made for the end of the contract in advance of the expiry date and, as a minimum, that:
 - i. Any data is transferred from the supplier back to the Council.
 - ii. Suppliers' equipment is returned (if applicable).
 - iii. TUPE implications are considered.

CONTRACT MODIFICATIONS & VARIATIONS

35. Modifications & Variations over £25,000

The Commissioning Officer must consult the SPT to ensure:

- a. All proposed contract modifications (including where an extension is not available) or variations (i.e. scope, price, period) are made well in advance of the requirement.
- b. No contract modification or variation is permitted without a signed PDR from the SPT.

The SPT is responsible for ensuring;

- c. A contract notice is published on Contracts Finder and the Find a Tender Service (where applicable).
- d. The details of the updated contract are entered onto the Contract Register.

36. Document Retention

The Commissioning Officer and SPT are responsible for ensuring:

- a. Sufficient documentation is kept in accordance with the PDR to Publish and Award.
- b. A copy of the contract (including pricing and specification) must be sent to the SPT for recording on the Contracts Register.
- c. Proportionate records are maintained and retained throughout the life of the contract and retained for a further minimum of 7 years after the contract end date.

EMERGENCIES, WAIVERS AND BREACHES RELATING TO PART G

37. If it is not possible to comply with the normal financial regulations relating to procurement activity, service managers can request a 'waiver' from the CFO. Such requests must be submitted to the SPT in advance of the procurement.
- a. The ability of the CFO to approve waiver requests will be limited at all times by the specific requirements of the relevant legislation.
 - b. The Service Director will inform the Cabinet Member of his/her intention to seek a waiver if the amount of the waiver exceeds £150,000 or if in his/her opinion the granting of any other waiver may warrant Cabinet Member approval.
 - c. Where it is evident that any part of the financial regulations has not been followed then a breach has occurred.
 - d. The CFO will be responsible for producing an annual report on emergency expenditure, breaches and waivers of financial regulations and submit this report to the Audit & Governance Committee for scrutiny and potential follow up action.

EMERGENCIES (serious risk to life or serious and immediate risk of loss or damage)

38. This section of the financial regulations is limited to responding to extreme major incidents or unforeseen events such as a natural disaster and does not allow for accelerated procurement due to urgency, in which case the waiver process applies.
- a. In the case of an extreme emergency where there is immediate danger to the safety of persons or serious risk of immediate loss or damage to the Council's assets or interests, or the interests of another party, the Chief Executive, Corporate Director, CFO, MO or Service Director, may place such emergency contracts/orders as necessary by means that are reasonable under the circumstances.
 - b. The Chief Executive, Corporate Director, CFO, MO or Service Director may delegate another officer of the Council to place such emergency contracts/orders but remains accountable for any resulting expenditure or activity.
 - c. The CFO and appropriate Cabinet Member must be advised of any emergency contract/order within 5 working days.

WAIVERS AND PROCUREMENT DECISION RECORDS (PDR's)

39. Waivers and PDR's over PCR15 thresholds must be obtained in advance of any procurement, in sufficient time for proper consideration by the SPT and CFO. Waivers and PDR's will not be granted retrospectively, and any such requests will be treated seriously and constitute a breach and may result in disciplinary action.

- a. Service Directors are responsible for ensuring that a 'Waiver e-Form' or PDR is completed by the appropriate service manager, as guided by the e-Form process before submission to the SPT and CFO. (If e-Form is not available use paper form)
- b. The CFO may approve a waiver or PDR in the following procurement circumstances:

Circumstance	Over £5,000 up to £25,000	over £25,000 up to PCR15 thresholds	Over PCR15 thresholds
i. Accelerated procurement (in the case of urgency for example) where the Council would suffer significant negative impact if the full operational or strategic procurement approach is applied	PDR (£5,000 up to £25,000)	Waiver	PDR (Over Threshold)
ii. A known number of limited suppliers in the market, prior to commencement of the procurement process (unable to invite or obtain 3 quotes or tenders)	PDR (£5,000 up to £25,000)	Waiver	PDR (Over Threshold)
iii. Propose not to use an available Corporate Contract	PDR (£5,000 up to £25,000)	Waiver	Waiver
iv. Payments in advance for goods and services exceeding £25,000 or six months (and is also over £1,000) (except where T&C's approved by Legal Services apply)	Waiver (in the case of a six month payment in advance and is also over £1000)	Waiver	Waiver
v. Any payment in advance for works. (except where T&C's approved by Legal Services apply)	Waiver	Waiver	Waiver
vi. Where grant funding is either fully or part funding Council expenditure and the supplier is named as a condition of that funding, the conditions of the funding agreement must be recorded on the PDR	PDR (£5,000 up to £25,000)	PDR (Over Threshold)	PDR (Over Threshold)
vii. Where the Council has no influence over the supplier and that supplier has a contractual or other statutory or exclusive right to supply such as a utility company these must be recorded on the PDR.	PDR (£5,000 up to £25,000)	PDR (Over Threshold)	PDR (Over Threshold)

viii.	Where the Council has no influence over the supplier and a subscription is to be paid for a particular service, these must be recorded on the PDR.	PDR (£5,000 up to £25,000)	PDR (Over Threshold)	PDR (Over Threshold)
ix.	Limited supplier response to quote or tender request	PDR (£5,000 up to £25,000)	PDR (Over Threshold)	PDR (Over Threshold)

- c. Waiver approvals by the CFO are for a time limited period, normally not more than 2 years, in exceptional circumstances the CFO may agree to a period of up to 4 years (subject to PCR15 thresholds).
- d. Where a waiver has been granted, by the CFO, it is the responsibility of the service manager to review arrangements before the waiver period elapses to ensure that a subsequent breach does not occur.
- e. Where a waiver or PDR has been granted, the SPT are responsible for publishing a contract award notice on Contracts Finder and entering the details of the contract onto the Contract Register.

BREACHES

- 40. Breaches of financial regulations (Part G) are extremely serious matters and will be fully investigated and reported on following referral or discovery. Any breach of these Regulations could lead to disciplinary action being taken against the individual(s) concerned.
 - a. Service Directors and managers are responsible for reporting all known or discovered breaches of these Regulations to the CFO as soon as they become aware of such instances.
 - b. Service Directors may be required to supplement the CFO's annual report on waivers, exemptions and breaches to the Audit & Governance Committee with a more detailed report explaining the circumstances of the breach and the remedial action taken or planned by way of remedy.

PART H EXTERNAL ARRANGEMENTS

PRINCIPLES

- 1 All partnerships, shared services and joint working arrangements with outside bodies must be properly evaluated for risk before they are entered into and be supported by clear governance, accounting and audit arrangements.
- 2 External funding can prove an important source of income but funding conditions must be carefully examined and evaluated for risk before any agreement is entered into to ensure they are compatible with the aims and objectives of the Council.
- 3 Legislation enables the Council to trade and/or to provide discretionary services to third parties including the general public, in the main through the establishment of trading companies/other delivery models. All such work must be within the legal framework and the respective risks and financial benefits associated with such work must be properly considered and a proportionate business case approved before any trading activities take place.

PARTNERSHIPS, SHARED SERVICES, POOLED BUDGETS AND JOINT WORKING

- 4 The CFO is responsible for advising on the financing, accounting and control of partnership, shared service, **pooled budget** and joint working arrangements including:
 - a. Financial viability in current and future years.
 - b. Risk appraisal and risk management arrangements.
 - c. Resourcing and taxation.
 - d. Audit, security and control requirements.
 - e. Carry forward arrangements (between accounting periods).
- 5 The Monitoring Officer (MO) is responsible for advising on legal and legislative arrangements and for promoting and maintaining the same high standards of conduct in such arrangements as normally apply throughout the Council.
- 6 Managers are responsible for:
 - a. Ensuring that the CFO and MO are involved in the planning for any such arrangements at an early stage.
 - b. Ensuring that any such arrangements do not impact adversely upon Council services, that risk assessments have been carried out and that appropriate approvals have been obtained before entering into any agreements.
 - c. Ensuring that agreements and arrangements are properly documented.
 - d. Maintaining local registers of partnerships entered into.
 - e. Providing appropriate information to the CFO to enable relevant entries to be made in the Council's accounts.
 - f. Ensuring that appropriate mechanisms are in place to monitor and report on performance.
 - g. Consulting with the Corporate Property Officer if there is any proposal to utilise Council land or buildings in pursuit of a partnership, shared service, **pooled budget** or joint working initiative.

EXTERNAL FUNDING

- 7 The CFO is responsible for:
- Approving bids for external funding that may be put forward by councillors or managers prior to submission of any bid.
 - Ensuring that any match funding or part funding requirements are considered prior to entering into any agreement, that future Revenue Budgets reflect these requirements, and that any longer term sustainability costs have been properly assessed.
 - Approving bids where delegated to do so in line with the requirements of the Corporate Scheme of Financial Delegations (Appendix 1).
 - Ensuring that all external funding is received and properly recorded in the Council's accounts and in the name of the Council.
 - Maintaining a central register of external funding/grant arrangements.
 - Ensuring that all audit requirements are met.
- 8 Managers are responsible for ensuring that:
- The CFO is involved in preparing for, and approving, any bid for external funding prior to submission of such bids. (This includes joint bids where the Council is not lead body)
 - The sustainability of funding is assessed for risk; all agreements entered into are consistent with and support the Council's service priorities.
 - The necessary approvals are obtained to accept funding in line with the requirements of the Corporate Scheme of Financial Delegations (Appendix 1).
 - All claims for funds are made by the due date.
 - Work is progressed in accordance with the agreed project plan and all expenditure is properly incurred and recorded.

TRADING (including providing discretionary services to third parties and the public)

- 9 The MO is responsible for providing or obtaining all necessary legal advice to ensure that all such proposals are undertaken within the legal framework.
- 10 The CFO is responsible for:
- Issuing guidance on the assessment of trading opportunities and options.
 - Advising on and approving the financial implications of any proposed trading arrangements between the Council and third parties.
 - Advising on the establishment and operation of trading accounts to ensure that the accounting and control processes comply with Council and statutory requirements and that the results of trading operations are properly recorded and reported.
 - Ensuring appropriate insurance arrangements are in place.
- 11 Managers are responsible for:
- Identifying trading opportunities and evaluating the respective risks and financial benefits in accordance with the guidance issued by the CFO.
 - Obtaining all necessary legal advice to ensure the terms and conditions of all trading contracts are reasonable and are proportionately documented.
 - Obtaining business case approval, in line with the requirements of the Corporate Scheme of Financial Delegations (Appendix 1), before any negotiations are concluded to trade or work for third parties.
 - Maintaining a local register of all trading contracts entered into.
 - Collecting all contractual income due and ensuring the Council is not put at risk from any bad debts.

- f. Ensuring that no contract will be subsidised by the Council providing financial assistance either directly or indirectly.
- g. Ensuring that such contracts do not impact adversely impact upon services provided by the Council.
- h. Ensuring that the service has the appropriate expertise to undertake the contract.
- i. Complying with guidance issued by the CFO in relation to the operation of trading accounts and the proper recording and reporting of trading results.

Glossary of Common Terms

Budget	A plan expressed in financial terms that is an estimate of the resource required to deliver the services/priorities of the Council
Budget Heads	A main area of revenue or capital spend as defined by the Budget and/or Capital Programme
Business Plan	A plan defined for the purposes of service planning and reporting at the Council as specified by the Chief Executive
Cost centre	A budgeting level which usually reflects a whole service area, or main sub-category of a service. It encompasses a number of standard 'subjective' coding areas such as those used for staffing related costs, supplies & services, income etc.
Capital	The organisation's total assets less its liabilities
Capital expenditure	Expenditure to acquire fixed assets that will be of use for more than the year in which they are acquired and which adds to the Council's tangible assets rather than simply maintaining existing ones
Intra Vires	Acting within the statutory powers of the organisation
Joint Venture	Collaboration between two or more economically independent organisations (in practice one of which will be from the private sector) to achieve a joint aim, either contractually (gain/share) or through setting up a separate jointly owned entity
Outsourcing	The entering into of a contract with a provider (private sector, social enterprise/third sector, mutual or joint venture) to deliver services
Corporate purchase to pay system	An end to end system for managing Purchase Orders, receipts and invoices
p-cards	A term to describe all forms of 'purchasing/payment cards' including credit cards, debit card, store cards (excludes pre-loaded card)
Revenue	Income or expenditure, arising from or spent on, day to day activities and short-lived commodities or consumables
Service plan	A plan setting out priorities and service ambitions
A service specific financial system	Any system that supplements, integrates or interfaces with the main accounting system – examples (but not limited to) HR system, social care records system, asset management systems
Shared Service	A voluntary collaboration between public sector bodies to deliver services/provide facilities
Ultra Vires	Acting beyond the statutory powers of the organisation
Value for Money (VFM)	The simple National Audit Office definition is 'Optimal use of resources to achieve intended outcomes and purpose'. The more complex Audit Commission definition is 'obtaining maximum benefit over time with the resources available, achieving the right local balance between economy, efficiency and effectiveness, or spending less, spending well and spending wisely to achieve local priorities. VFM is high when there is optimum balance between all three elements, when costs are relatively and comparatively low, productivity is high and successful outcomes have been achieved'.

Acronyms

AGS	Annual Governance Statement
CCR16	Concession Contracts Regulations 2016
CFO	The Chief Finance Officer
CIA	The Chief Internal Auditor
CPO	Corporate Property Officer (the CFO)
CPV (code)	Common Procurement Vocabulary Code
CPQ	Construction Pre-qualification Questionnaire
FTS	Find a Tender Service (Replacement to OJEU as of 23:00 on 31.12.2020)
FMS	The budgeting and <u>financial management system</u> used at the Council (FUSION)
HHR	Head of Human Resources
HMRC	Her Majesty's Revenue and Customs
HPS	The Head of Paid Service (designated as the Chief Executive)
ICE	Institution of Civil Engineers
ITQ	Invitation to quote
ITT	Invitation to tender
LEA	Local Education Authority
LMS	Local Management for Schools Scheme
MO	The Monitoring Officer
MLRO	The Money Laundering Reporting Officer (the Chief Internal Auditor)
MTFP	Medium Term Financial Plan
NI(C)	National Insurance (contributions)
OJEU	Official Journal of the European Union – Replaced by UK e-Notification Service (Find a Tender Service - FTS) as of 23:00 on 31.12.2020
PAYE	Pay as you earn
PCR15	Public Contracts Regulations 2015
PCN	Penalty Charge Notice
SOPPs	Accounting <u>Standards of Professional Practice</u> (Code of Practice on Local Authority Accounting:)
SORP	Statement of Recommended Practice
SQ	Selection Questionnaire
TMS	Treasury Management Strategy
SeRCOP	Service (expenditure)Reporting Code of Practice
SPT	Strategic Procurement Team
VFM	Value for Money
VAT	Value Added Tax

CORPORATE SCHEDULE OF FINANCIAL DELEGATIONS

INTRODUCTION

- 1 The Corporate Schedule of Financial Delegations sets out the powers and duties delegated to various senior officers in the Council. Senior officers may appoint appropriate 'authorised officers' to act on their behalf (see 3 below), these delegations must be recorded in local Service Schemes of Delegation. (This schedule (appendix 1) does not apply to BCP maintained schools who will operate their own schemes of delegation).
- 2 This Corporate Schedule also sets out the approved financial limits within which senior officers may conduct the Council's business. Changes to the limits/values contained within this Corporate Schedule may only be made with the approval of the Chief Executive Officer. Additionally, any changes to councillor's approval levels also require the approval of Council.
- 3 For those items marked * (asterisk) the relevant senior officer has discretion to appoint appropriate authorised officers to act on **their** behalf. In all cases the relevant senior officer remains accountable for the effective operation of the financial thresholds and authorities and must:
 - Maintain a local written record of delegations to authorised officers and post this on the Council's intranet pages.
 - Provide the MO/CFO with the local written record of delegations to authorised officers at any time they require it (if not transparently posted on the intranet).
 - Ensure that an appropriate segregation of duties is in operation, for example between ordering and paying for goods, between claiming and approving expenses.
 - Ensure compliance (from those authorised officers) with the financial limits in this Schedule and any within the Financial Regulations (e.g. limits relating to waivers, extensions and variations) and HR Policies (e.g. limits relating to overtime, allowances, honoraria and expenses).

Note – If an individual has a formal 'Power to Deputise' delegation via a properly job evaluated Job Description then this Corporate Schedule of Financial Delegations can be read as apply to them (i.e. without formal delegation recording requirements as per 3 above).

- 4 This Corporate Schedule is not a standalone document and should be read in conjunction with the relevant section of the Council's Financial Regulations and Constitution which is shown in brackets at the top of each section within this Corporate Schedule. The 'Approver' is responsible for obtaining all appropriate advice from support services such as Human Resources (HR), Legal, Finance, ICT, Property services before making decisions to approve.
- 5 Legacy Councils in this schedule mean Bournemouth Borough Council, Christchurch Borough Council and Borough of Poole (but not Dorset County Council (DCC)).
- 6 The term cabinet member, in the approver column, means the appropriate or relevant cabinet member pertaining to the decision (not any available cabinet member). Alternatively, the Leader may determine who the appropriate or relevant cabinet member is.

FINANCIAL MONITORING AND CONTROL (FINANCIAL REGULATIONS – PART D)

REF	DESCRIPTION	LIMIT / VALUE / THRESHOLD	APPROVER
Revenue Virement (RV) - the term 'either individually or in aggregate for the financial year' is being used to prevent disaggregation or fragmentation of virement to circumvent the required approvals			
RV1	To approve any virement (either individually or in aggregate for the financial year).	Over £1M	Council (after advice from the CFO)
RV2	To approve any virement (either individually or in aggregate for the financial year).	Over £500k and up to £1M	Cabinet / cabinet member (after advice from the CFO)
RV3	To approve virement <u>within or between</u> Service/Business Plans and/or projects/programmes in their portfolio areas (either individually or in aggregate for the financial year).	Over £100k and up to £500k	Corporate Director (after advice from the CFO*)
RV4	To approve virement within their Service/Business Plans and/or within or between projects/programmes for which they are responsible (either individually or in aggregate for the financial year).	Up to £100k	Service Director* (after advice from the CFO*)
RV5	To approve virement from within existing Service/Business Plans or between Service/Business Plans, projects or programmes within their areas of responsibility into new or otherwise unplanned functions and activities if savings are available to be re-directed into the new activity.	Up to £100k	Service Director* (after advice from the CFO*)
RV6	To approve the correction of errors to initial budget load or approved virement within the main Financial System	Unlimited	CFO*
Revenue virement is only permissible in the following circumstances: <ul style="list-style-type: none"> to reflect a reorganisation/restructure to reflect a change in corporate priorities the receipt of additional income, grant or other funding (and the associated expenditure) the distribution or redistribution of centrally held budgets the correction of errors to initial budget load 			The following virement are generally not permitted <ul style="list-style-type: none"> virement between capital and revenue virement between controllable and non-controllable (recharges and capital financing) codes

FINANCIAL MONITORING AND CONTROL (FINANCIAL REGULATIONS – PART D)

REF	DESCRIPTION	LIMIT / VALUE / THRESHOLD	APPROVER
<u>Capital Virement (CV)</u>			
CV1	To approve virement between individually approved schemes	Over £1M	Council (via Budget Monitoring Report after advice from the CFO)
		Over £500k and up to £1M	Cabinet / cabinet member (after advice from the CFO)
		Over £100k and up to £500k	Corporate Director (after advice from the CFO*)
		Up to £100k	Service Director * (after advice from the CFO*)
CV2	To approve re-phasing between years of individually approved schemes.	Any value	Service Director * (after advice from the CFO*)
CV3	To approve the correction of errors to initial budget load or approved virement within the main Financial System.	Any value	CFO*
<u>The Capital Programme (CP) (approving new schemes in-year and approving changes to external funding in-year)</u>			
CP1	To approve a new project, programme or scheme that is not in the Capital Programme (as approved as part of the annual budget setting process) and where a new external capital grant(s) is awarded to cover the costs of the project, programme or scheme, or it is proposed to transfer a scheme from one Council Fund to another (e.g. General Fund to HRA)	As per CV1 above	As per CV1 above
CP2	To approve a new project, programme or scheme that is not in the Capital Programme (as approved as part of the annual budget setting process) and CP1 does not apply – so new borrowing or other new external funding sources is required to cover the costs of the project, programme or scheme.	As per CV1 above	As per CV1 above
CP3	To approve a project, programme or scheme if the external funding or borrowing sources are different from the external funding or borrowing sources agreed at the original approval point. (e.g. prudential borrowing approved but borrowing required is now greater/less)	As per CV1 above	As per CV1 above

FINANCIAL SYSTEMS AND PROCEDURES (FINANCIAL REGULATIONS – PART F)

INCOME

REF	DESCRIPTION	LIMIT / VALUE / THRESHOLD	APPROVER
INC1	<p>Sundry debt write-offs (not cancellation)</p> <p>(where these sundry debts have been raised on the Sundry Debtors System(s) the Service Director * is responsible for ensuring the write off, after approval, is passed to The Head of Revenues and Benefits * for processing)</p> <p>(Sundry debt 'cancellation' can only occur in circumstances where the original debt was raised in error, in all other circumstances this write-off procedure applies)</p>	Up to £1k	Service Director *
		£1k to £25k	Service Director
		£25k to £100k	Corporate Director in consultation with CFO and cabinet member
		Over £100k	Head of Paid Service in consultation with the CFO and Leader
INC2	Council tax, NDR, write offs and housing benefits overpayment recovery	Up to £1k	The Head of Revenues & Benefits*
		Over £1k and up to £10k	The Head of Revenues & Benefits
		Over £10k	CFO
INC3	Council Housing tenant rent arrears write offs (including former tenants)	Up to £1k	Service Director (for Housing) *
		Over £1k and up to £5k	Service Director (for Housing)
		Over £5k	Service Director, CFO and MO
INC4	Fees & charges	Increase/decrease of existing	Service Director in consultation with cabinet member & CFO
		Any waiving, suspending or refunding of existing	Service Director
		Agreeing any new	Cabinet (and Council if over £1M annual value)
INC5	Any means tested or assessed financial contributions	Waiving, suspending or refunding up to £1k (aggregate not individual)	Service Director *
		Waiving, suspending or refunding over £1k (aggregate not individual)	Service Director in consultation with CFO *
INC6	Penalty Charge Notices (PCN) write offs	Unlimited	Service Director (responsible for Parking Services) *

REF	DESCRIPTION	LIMIT / VALUE / THRESHOLD	APPROVER
EX9	<p>Appointment of Interim Staffing (contract of employment or contract for service)</p> <p>Individuals used to fill any temporary new post and existing posts, where there is a need to pay above the job evaluated rate, in circumstances where for whatever reason it is not possible and/or desirable to make a permanent appointment into the post. Such posts will generally be senior managerial or of a specialist professional nature, but where the post-holder is appointed on a temporary basis. The focus is on the individual and their specialist skills and knowledge. Interims may be considered appropriate at a time when the service or team concerned or the wider Council is in a phase of rapid transition or when there are specific legislative or national drivers for change which need to be implemented in a defined time period. Interims may be employed directly by the Council on a fixed-term contract (including by way of the Professional Register) or via a procurement process, either as an employee, if retained through the Professional Register, or as an agency worker, or on a self-employed basis under a contract for services. In the latter case, payment is normally negotiated on a day rate as opposed to an hourly rate and must be approved by the HHR.</p> <p>Business case must include identification of previously agreed budget source</p>	Up to £25k	Service Director * Additional approval of HHR if contract for service is preferred over a contract of employment to ensure IR35 tax compliance
		Over £25k and up to £100k	Service Director to complete a business case for approval by Corporate Director Additional approval of HHR if contract for service is preferred over a contract of employment to ensure IR35 tax compliance
		Over £100k (or if the day rate is greater than £750 per day)	Corporate Director complete a business case for approval by the Chief Executive Additional approval of HHR if contract for service is preferred over a contract of employment to ensure IR35 tax compliance
EX10	<p>Appointment of a Consultant (contract for service)</p> <p>Individuals or organisations used to provide objective advice and assistance of a specialist nature, where existing Council employees do not have the necessary relevant expertise or where in-house capacity is insufficient. Such arrangements may relate to the strategy, structure, management, or operations of the Council, or specific professional input to a project in pursuit of the Council's purposes and objectives (typically, there will be no corresponding Council post on the authorised staffing establishment). Consultancy assistance is provided outside the Council's established staffing structure and "business as usual" environment when in-house skills are not available. As a result, the use of consultants will be for a defined (and preferably short-term) period and to achieve specific outcomes.</p> <p>Business case must include identification of previously agreed budget source</p>	Up to £25k	Service Director *
		Over £25k and Up to £100k	Service Director to complete a business case for approval by Corporate Director
		Over £100k (or if the day rate is greater than £750 per day)	Corporate Director complete a business case for approval by the Chief Executive
EX11	<p>Approving where a 'Contract for Service' is to be offered to a bona fide self-employed individual who has held employment with the Council (or legacy Councils) in the last 3 years.</p>	Any value	Chief Executive (with advice from CFO and HHR)

EX12	Approving where a permanent or fixed term (exceeding 18 months) 'Contract of Employment' is to be offered to any individual made redundant (compulsory or voluntary) within the last 12 months from any role within the Council (or legacy Councils)	Any Value	Corporate Director (after advice from CFO and HHR)
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TREASURY MANAGEMENT, FINANCING & LEASING

REF	DESCRIPTION	LIMIT / VALUE / THRESHOLD	APPROVER
TM1	Placing of treasury investments and all approvals to borrow	In line with Treasury Management Strategy (TMS) and appended policies and within any operational lower limits	CFO* as authorised to transact in accordance with TMS. Any variation from TMS requires Council sign off.
TM2	Approving all leases, credit arrangements or hire purchase arrangements	All such arrangements	CFO* to determine approval route specific to the individual circumstance
TM3	Approving any funds (and the system of administration) to be held on behalf of third parties.	All such arrangements	Service Director* and CFO*

ASSET MANAGEMENT

REF	DESCRIPTION	LIMIT / VALUE / THRESHOLD	APPROVER
AM1	Writing off deficiencies in stocks, stores & inventories (limits/value/threshold is 'book' value/accounting value not estimated sales value)	Up to £1,000	Service Director *
		£1k to £50k	Service Director * and CFO
		Over £50k	Cabinet / cabinet member (after advice from CFO)
AM2	Acquisition of freehold & leasehold land & buildings. The acquisition of a freehold, leasehold, or any other interest in land or buildings subject to the purchase being no more than market value unless 'Special Purchaser' assumptions can be made.	Up to £350k (capital value)	Corporate Property Officer *
		£350k to £500k (capital value)	Cabinet / cabinet member
		Over £500k (capital value)	Council
AM3	Acquisition of freehold & leasehold land & buildings at more than market value and 'Special Purchaser' assumptions cannot be made.	Any value	Council
AM4	Disposal of freehold & leasehold land & buildings. Disposal by way of a sale, lease, licence, wayleave, easement, deed of variation, renewal, surrender, modification of covenant, or other disposal of an interest in land or buildings using any method that achieves best consideration.	Up to £350k (capital value)	Corporate Property Officer *
		£350k to £500k (capital value)	Cabinet / cabinet member
		Over £500k (capital value)	Council

AM5	Agreeing disposals of any land or building asset not to the highest bidder or where there is a difference between the estimated open market value (or best consideration) and the actual sales price. (Seek legal advice if land is open space).	Up to £350k (capital value)	Corporate Property Officer in consultation with the CFO
		£350k to £500k (capital value)	Cabinet / cabinet member
		Over £500k (capital value)	Council
AM6	Value for including items in fixed assets register	Over £10k	Service Director *
AM7	Disposal of surplus or obsolete plant and machinery or other non-land or buildings asset (and excluding ICT equipment) ** (limits/value/threshold is 'book' value/accounting value not estimated sales value)	Any disposal not to the highest bidder (or gifted at nil value)	Service Director* and CFO*
		Any disposal £0k to £100k to the highest bidder	Service Director* and CFO*
		Any disposal £100k to £500k to the highest bidder	Corporate Director* and CFO*
		Any disposal over £500k	Cabinet / cabinet member and CFO
AM8	Any acquisition of ICT equipment and ICT services	All acquisitions	By ICT services or with the approval of the Head of ICT *
AM9	Any disposal of ICT equipment including donations to schools or charities **	Any or nil value, no exceptions	All disposals through ICT Services
AM10	Approving the use of Council assets outside of normal Council business activity and after obtaining MO* and insurance advice from the CFO*	Any land or buildings	Corporate Property Officer *
		Non land or buildings (and excluding ICT equipment)	Service Director *
		ICT equipment	Head of ICT *

**Also refer to the Council's Corporate Disposals Policy

EXTERNAL ARRANGEMENTS (FINANCIAL REGULATIONS – PART H)

REF	DESCRIPTION	LIMIT / VALUE / THRESHOLD	APPROVER (after obtaining advice from the CFO, MO and HHR)
EA1	Entering the Council into partnership, shared service, pooled budget or joint working arrangements (including Memoranda of Understanding)	Any (including where a direct financial contribution is not obvious)	In accordance with the Council's Constitution Part 2, Article 12 - Decision making, Section 3 - Types of decisions).
EA2	External trading contracts, arrangements or concepts – business case approval, (providing discretionary services to a third party, including the public, in exchange for a fee)	Any contract up to £100,000	Service Director *
		New contracts between £100,000 and £0.5M	Corporate Director
		Incremental contracts between £100,000 and £0.5M	Service Director
		All Contracts over £0.5M	Cabinet / cabinet member
EA3	Submitting any bid for external funding (including joint bids where the Council is not lead body)	Any value	Service Director * with the agreement of the CFO *
EA4	Accepting external funding (BCP aggregate total including any 'match-funding' element and partner(s) share(s) if BCP is lead body or 'host')	Up to £100,000	Service Director * and CFO *
		Between £100,000 and £1.0M	Cabinet / cabinet member (with advice from the CFO)
		Over £1.0M	Council (with advice from the CFO)

For the purposes of EA2 above the following definitions apply:

- New (trading) contracts = the contract, arrangement/concept has not previously been traded
- Incremental (trading) contracts = the contract, arrangement/concept has already been approved applying the approval thresholds above, subsequent incremental trading growth through a series of additional contracts

OTHER DELEGATIONS - BUSINESS RATE RELIEF

REF	DESCRIPTION	APPROVER
BR1	To implement Central Government fully funded business rate relief schemes where implementation requires the Council to use its discretionary powers under either Section 47 of the Local Government Finance Act 1988 or Section 13A of the Local Government Finance Act 1992.	CFO

BCP COUNCIL - FUNCTIONS OF THE AUDIT & GOVERNANCE COMMITTEE

Functions of the Audit & Governance Committee are set out below. The Audit & Governance Committee cannot delegate for a decision any issues referred to it apart from any matter that is reserved to Council.

Statement of Purpose

Our Audit & Governance Committee is a key component of Bournemouth, Christchurch and Poole (BCP) Council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

The purpose of our Audit & Governance Committee is to provide independent assurance of the adequacy of the risk management framework and the internal control environment. It provides independent review of BCP Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

Governance, Risk & Control

To consider the arrangements for corporate governance including reviews of the Local Code of Corporate Governance and review and approval of the Annual Governance Statement (AGS).

To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.

To consider the council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.

To consider arrangements for risk management including the approval of the Risk Management Strategy and review of the Council's corporate risk register.

To consider arrangements for counter-fraud and corruption, including 'whistle-blowing' including approval of the Counter Theft, Fraud & Corruption Policy and the outcomes of any investigations in relation to this policy.

To review the governance and assurance arrangements for significant partnerships or collaborations.

Internal Audit

To approve the Internal Audit Charter.

To approve the risk-based Internal Audit Plan, including Internal Audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.

To approve significant interim changes to the risk-based Internal Audit Plan and resource requirements.

To consider reports from the Head of Internal Audit on Internal Audit's performance during the year, including the performance of external providers of internal audit services. These will include: a) updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work b) regular reports on the results of the Quality Assurance Improvement Programme (QAIP) c) reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards (PSIAS) and Local Government Application Note (LGAN), considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement (AGS).

To consider the Head of Internal Audit's annual report: a) The statement of the level of conformance with the PSIAS and LGAN and the results of the QAIP that support the statement – these will indicate the reliability of the conclusions of internal audit. b) The opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control together with the summary of the work supporting the opinion – these will assist the committee in reviewing the AGS.

To consider summaries of specific internal audit reports as scheduled in the forward plan for the Committee or otherwise requested by Councillors.

To receive reports outlining the action taken where the Head of Internal Audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.

To contribute to the QAIP and in particular to the external quality assessment of internal audit that takes place at least once every 5 years.

To commission work from the Internal Audit Service (with due regard to the resources available and the existing scope and breadth of their respective work programmes and the forward plan for the Committee).

External Audit

To support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by Public Sector Audit Appointments Ltd (PSAA).

To consider the external auditor's annual letter, relevant reports and the report to those charged with governance.

To consider all other relevant reports from the External Auditor as scheduled in the forward plan for the Committee as agreed with the External Auditor or otherwise requested by Councillors.

To comment on the scope and depth of external audit work and to ensure it gives value for money.

To commission work from External Audit (with due regard to the resources available and the existing scope and breadth of their respective work programmes and the forward plan for the Committee).

To liaise with the national body (currently Public Sector Audit Appointments (Ltd)) (PSAA) over the appointment of the Council's External Auditors.

To consider reports dealing with the management and performance of the External Audit function.

To consider and approve the Annual Plans of the External Auditor.

Financial Reporting

To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.

To consider the external auditors report to those charged with governance on issues arising from the audit of the accounts.

Accountability Arrangements

To report to full council and publish an annual report on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.

To report to full council and publish an annual report on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.

Other Functions

To consider arrangements for treasury management including approving the Treasury Management Strategy and monitoring the performance of this function.

To maintain an overview of the Council's Constitution in respect of financial regulations, working protocols and codes of conduct and behaviour (not otherwise reserved to the Standards Committee).

To consider breaches, waivers and exemptions of these Financial Regulations.

To consider any relevant issue referred to it by the Chief Executive, Chief Finance Officer (CFO), Chief Internal Auditor (CIA), Monitoring Officer (MO) or any other Council body or cabinet member.

To consider arrangements for information governance, health and safety, fire safety, emergency planning (including business continuity).

To consider any issue of Council non-compliance with its own and other relevant published regulations, controls, operational standards and codes of practice.

To consider gifts and hospitality registers relating to officers.

MINOR AMENDMENTS AND EDITING LOG (during 2022-23)

The Chief Finance Officer (CFO) has primary responsibilities for maintaining the Financial Regulations as outlined in Part A page 5. Where changes affect the powers or responsibilities of councillors, approval of Council is required.

It is recognised there may be a need to clarify certain elements of the Financial Regulations from time to time, this may require minor amendments or editing. The CFO has delegated to the Chief Internal Auditor (CIA) and Strategic Procurement Manager (SPM) the ability to make minor amendments and editing changes. Any such changes are logged in the table below.

No.	Description of amendments or editing	Page	Date
1			
2			
3			
4			

FINANCIAL REGULATIONS

BACK COVER ONLY

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AUDIT AND GOVERNANCE COMMITTEE

Report subject	Development of the Overview and Scrutiny Function
Meeting date	31 March 2022
Status	Public Report
Executive summary	In January 2022 Council requested that the Audit and Governance Committee consider the future model of the Overview and Scrutiny function. Council requested that any changes required to the function be implemented by the new municipal year. Options for Overview and Scrutiny have been developed in consultation with relevant stakeholders and are presented within this report for Audit and Governance Committee consideration.
Recommendations	<p>It is RECOMMENDED that:</p> <ul style="list-style-type: none"> (a) Audit and Governance Committee consider and select an option for the future of the Overview and Scrutiny function for recommendation to Council; (b) Draft pages of the Constitution, appended to this report, be considered and approved for recommendation to full Council in accordance with agreements made under (a) above; (c) necessary and consequential technical and formatting related updates and revisions to the Constitution be made by the Monitoring Officer in accordance with the powers delegated.
Reason for recommendations	To provide full Council with a recommendation for the Overview and Scrutiny function and appropriate constitution amendments that can be implemented in time for the 2022/23 municipal year.

Portfolio Holder(s):	Not applicable
Corporate Director	Graham Farrant (Chief Executive)
Report Authors	Lindsay Marshall (Overview and Scrutiny Specialist) Richard Jones (Head of Democratic Services)
Wards	Council-wide
Classification	For Recommendation

Background and previous decision making

1. Development of the Overview and Scrutiny (O&S) function was considered by the Audit and Governance (A&G) Committee in 2021, as part of a review of the Constitution. Considerations by the A&G Committee were informed by detailed work carried out by the Constitution Review Working Group and recommendations were passed from the A&G Committee to Council to consider in January 2022.
2. Proposals relating to the O&S function were based on amendments to the existing O&S committee structure, rather than a wholesale review of the structure which was not included within the scope of the Constitution Review Working Group.
3. The main proposal supported by the A&G Committee was for an additional 'Place Overview and Scrutiny Committee' to be introduced, transferring some of the remit of the O&S Board to provide a more even balance of scrutiny responsibilities across the O&S function. The proposal was for the committee to consist of 11 members, meeting six times a year on the same timetable as the Children's Services and Health and Adult Social Care O&S Committees.
4. Considerations were informed by discussions with all O&S Chairs, political group leaders and non-aligned councillors which identified an appetite to establish an additional O&S committee to transfer some of the responsibilities from the O&S Board's remit. Feedback from members of the O&S Board highlighted concerns at the level of workload experienced and the frequency of meetings for the Board. Board members also expressed a wish to create greater capacity within the workplan for more overview work to be undertaken.
5. Effective Governance workshops were held in November 2020 and April 2021 for all councillors, with support provided by the LGA. A general theme in the comments made by councillors was the need for non-executive councillors to be more engaged in decision making, and importantly at an earlier stage.
6. Prior to Council consideration in January 2022, an all member seminar was held to present proposals relating to constitutional changes and gather views.

Council views

7. Council agreed in January 2022 that recommendations relating to O&S be referred back to the A&G Committee for reconsideration. In making this decision,

councillors made various comments, including expressing a view that the function was not operating effectively in its current format, and a wish for a wider review of the whole O&S function to take place at this time, in readiness for any and all necessary changes to the function to be agreed prior to the next municipal year.

8. The Chairman of the A&G Committee undertook to use best endeavours to support the Committee to review all available options for O&S, in order that Council may consider the matter again in April 2022.
9. Since this direction provided by Council, the Chair and Vice Chair of the A&G Committee have held informal discussions with councillors and officers, including an informal meeting of all political group leaders and deputy leaders; unaligned members; the Chairs and Vice Chairs of current O&S bodies; the Chief Executive and the Monitoring Officer. The aim of these discussions has been to explore three possible options for the O&S structure and to understand where consensus and concerns may lie.
10. Underpinning discussions has been a focus on designing a stable O&S function that can remain in place for some time - in the lead up to the next Council elections and beyond – without the need for further change. The design must promote effective O&S outputs aligned to the principles of good scrutiny as detailed in the Constitution (see paragraph 13 below).
11. Options and associated considerations for the O&S committee structure are outlined in the body of this report. Where informal discussions have identified broad consensus on an issue from informal consultees, comments have been included. Consultees have also been encouraged to share the options outlined within their political groups and bring formal comments to the A&G Committee meeting on 31 March. All councillors are encouraged to provide their views to the meeting of the A&G Committee in order that proposals to Council can best reflect the majority view of councillors.

Options for the Overview and Scrutiny committee structure

12. It is widely accepted that there is no one suitable model for O&S and that any committee structure should instead fit with the organisation, its culture, political dynamics and aims and priorities.
13. The Constitution sets out six fundamental principles upon which O&S is based at BCP Council. These reflect accepted good practice. Any O&S model should be developed with the promotion of these principles in mind –
 - Contributes to sound decision making in a timely way by holding decision makers to account as a ‘critical friend’
 - A member led and owned function – seeks to continuously improve through self-reflection and development
 - Enables the voice and concerns of the public to be heard and reflected in the Council’s decision-making process
 - Engages in decision making and policy development at an appropriate time to be able to have influence
 - Contributes to and reflects the vision and priorities of the Council.
 - Agile – able to respond to changing and emerging priorities at the right time with flexible working methods.

14. Informal discussions have focussed on the three options outlined in table 1 below with the main related considerations outlined alongside. A more detailed outline of the breakdown of O&S committee remits is attached at Appendix 1.

Table 1 – Summary of O&S structure options and principal considerations

Option Summary	Considerations
<p>Option 1 – No change to current structure</p> <ul style="list-style-type: none"> Existing O&S function of one O&S Board and two O&S Committees remains unchanged. Structure was developed by the shadow authority in 2019 in order to create a ‘day one’ operating model. The model was designed to enable focussed scrutiny in the areas of children’s services and health and adult social care, and agile and timely scrutiny of Cabinet decisions at O&S Board. O&S Board was timetabled to track Cabinet as part of a robust governance framework for the new Council in light of the volume and complexity of decisions that were anticipated within the first few years of its operation. The structure has been successful in enabling this regular engagement in Cabinet decision making by O&S since vesting of the authority in 2019. 	<p>a. Retaining existing arrangements will provide no remedy for the high workload at O&S Board. O&S Board is highly focussed on Cabinet scrutiny. Additional meetings have been planned to accommodate this workload and the frequency of meetings is double the level originally anticipated by the shadow authority. This is considered to be unsustainable for councillors and officers to continue to accommodate within existing resources. Workload in the other two O&S Committees, meeting six times per year, is considered high but sustainable.</p>
	<p>b. The high level of Cabinet scrutiny taking place at O&S Board leaves limited room for proactive overview work to take place. All members have the right to request that a topic is considered by O&S, but it can be difficult to find appropriate opportunity within the O&S Board forward plan for such requests to be fulfilled.</p>
	<p>c. A benefit of the current structure is that opportunity exists for pre-decision scrutiny to take place in relation to any important Cabinet decisions with recommendations being made in a timely way. This is made possible because the O&S Board timetable tracks the Cabinet. This can be important if items are late to join the Cabinet Forward Plan and O&S feel it is important to engage in the decision before it is made. Special meetings, and the resource implications of establishing these, are therefore not often required.</p>

Option Summary	Considerations
<p>Option 2 – Introduce a ‘Place Overview and Scrutiny Committee’</p> <ul style="list-style-type: none"> • The function is developed according to the recommendations previously agreed by the A&G Committee, i.e. committee structure remains as is excepting the introduction of a ‘Place O&S Committee’ • There is a reduction in the number of O&S Board meetings in order to accommodate the additional committee. • The Place O&S Committee would have a remit as per the outline provided under ‘option 3’ below. • O&S Board would remain the designated body in place for consideration of i) cross-cutting matters which span more than one committee, ii) call-in, iii) oversight, resource use and reporting across the whole function. 	<p>d. This option will address concerns raised regarding workload balance across the function. The establishment of a more focussed committee on place related and environmental issues, and in turn a more defined remit for the O&S Board, should give rise to greater development of councillors’ knowledge as they focus on a smaller collection of topics. A natural consequence of this should be more targeted work planning, which may enable the committees to focus on their own work suggestions, rather than predominantly Cabinet related scrutiny.</p>
	<p>e. Improved agenda capacity would provide potential for greater and more effective space for community insight to play a bigger role in scrutiny. This has often been the first element to be lost from the O&S process when agendas are regularly too full.</p>
	<p>f. Retaining a ‘Cabinet tracking’ timetable at O&S Board will provide the agility to engage in Cabinet decisions and limit special meetings, as outlined in more detail at paragraph 18 above. However, this also risks O&S Board agendas continuing to be dominated by Cabinet scrutiny rather than a balance of Cabinet scrutiny and O&S led overview work.</p>
	<p>g. This structure would provide the authority with a wider spread of scrutiny workload across four bodies, rather than three. O&S Board meetings would continue on the same timetable but with one meeting per month rather than two which would enable resource to be used to support the new Place O&S Committee.</p>

Option Summary	Considerations
<p>Option 3 – establish a new structure of four O&S committees, each meeting six times per year</p> <ul style="list-style-type: none"> The structure is recast in the form of a total of four O&S committees each of equal status with no single committee having responsibility for oversight of the function, call-in or cross-cutting matters. The current Overview and Scrutiny Board would be disbanded. All of the four committees would meet on the same timetable of six times per year with 11 members on each committee. The focus of the four committees would be <ul style="list-style-type: none"> children’s services – remit as per current O&S committee, including acting as the council’s statutory education committee health and adult social care – remit as per current O&S committee, including statutory health scrutiny place – all housing and planning related services; all environmental matters - parks, beaches, flooding, waste services; sustainability, transport; statutory flood risk management. corporate & community – finance and transformation; regeneration, economic development and communication; culture, events, libraries, museums community safety, regulatory services, licensing; leisure, sport, tourism; statutory crime & disorder scrutiny. 	<p>h. This option will provide more defined remits for each O&S committee, and promote greater levels of overview work, as opposed to Cabinet scrutiny – as set out in more detail at ‘d’ above.</p>
	<p>i. This option will provide greater and more effective space for community insight to play a bigger role in scrutiny – as set out in more detail at ‘e’ above.</p>
	<p>j. The division of responsibilities outlined are based on the current division of Portfolio Holder responsibilities. This provides transparency to the fundamental role of O&S which is to hold decision-makers to account. Portfolio Holders may report to more than one O&S committee. This is not unusual in councils operating a multi-committee O&S structure. Portfolios are changeable, as are the way council services are organised under directorates. Modifications may be required to the remit of the O&S committees from time to time to ensure an efficient fit and clear lines of accountability. A more detailed breakdown of the proposed remit of each O&S committee is attached at Appendix 1.</p>
	<p>k. An O&S structure without one ‘leading’ committee would need to be complemented by robust arrangements for dealing with co-ordination of resource across the structure; cross-cutting matters and call-in. This is addressed in paragraphs below.</p>

Additional considerations across all options

Resource implications

15. The Authority originally agreed a total of 22 scheduled O&S meetings per year, plus one working group per committee at any one time. This was based on the resources available from Democratic Services and other officers in the wider Council to provide support.
16. Since 2019, the Council has absorbed 10 additional ordinary O&S Board meetings per year, whilst ongoing organisational review of staffing structures and budget constraints has resulted in an overall reduction in staffing levels within the team.
17. The current level of meetings is not sustainable. Officer support across the Council is stretched in its ability to support O&S to achieve effective outcomes. Direct support from the Democratic Services team is focussed highly on committee meeting support as opposed to support for proactive overview work - such as research, engagement with external partners, accessing public insight and provision of support to working groups. Reducing meetings of O&S will release capacity for officers to support O&S in more diverse ways to promote effective scrutiny outcomes.
18. The impact of alterations to the O&S function and meeting frequency are illustrated below in table 2. The introduction of any new O&S committees must be offset by a reduction of other O&S meetings if changes are to be accommodated within existing resources. Current meetings are at 32 per year which is ten higher than originally planned. The net result for option 2 would be a total of 28 meetings per year, and a total of 24 meetings per year for option 3, not including special meetings. Whilst all options are still a net increase above the number originally agreed for O&S in 2019, options 2 and 3 will be more sustainable for officers to support than the current arrangements.

Table 2 – Frequency of Overview and Scrutiny Committee meetings

O&S Committee	Meetings per year		
	Option 1	Option 2	Option 3
O&S Board	20	10	-
Children's Services	6	6	6
Health and Adult Social Care	6	6	6
Place	-	6	6
Corporate and Community	-	-	6
TOTAL	32	28	24

19. It is suggested that all meetings take place in the evening, commencing at 6pm, to allow working councillors to attend.
20. Under current arrangements, each O&S body can undertake one working group at a time. This will be continued and clarified within the constitution to ensure that

the structure and any work commissioned can be accommodated within existing resources.

21. Effective use of the Cabinet Forward Plan, and effective planning for O&S in decision making, will be essential to ensure that O&S can direct its resources appropriately. This will ensure that special meetings – which create a drain on resource and have potential to delay decision making - are not required on a regular basis. There is otherwise a risk that, where existing meeting timetables don't align to allow for timely scrutiny of a Cabinet decision, O&S members may wish to call special meetings to scrutinise particular reports to Cabinet. Call-in requests may also become more frequent if members feel that scrutiny is necessary but there has not been suitable opportunity provided for O&S to engage in a Cabinet decision. The convening of unplanned special meetings, including those for call-in, should be a rare occurrence to be used in exceptional circumstances.
22. The risks outlined at 21 above can be managed by ensuring that officers are supported by leadership to plan for O&S engagement in Cabinet decisions; the Cabinet forward plan is populated in a timely way to allow O&S to use this as an effective planning tool; and communications, both formal and informal, between executive members and O&S are effective so that O&S members have a good understanding of where to direct their resources. Current O&S committees relating to children and health are able to effectively engage in selected Cabinet decisions by applying these good practices to their forward planning.

Financial implications of an additional committee

23. Both option 2 and 3 would represent a net gain of one O&S committee. If an additional committee is established within the Overview and Scrutiny structure, there will be an additional Special Responsibility Allowance for the Chair of that Committee. The O&S Committee Chair SRA is £7,706, whilst the O&S Board SRA is £10,275. Anticipating changes to the O&S structure, an additional O&S Committee SRA was included within the current year's budget. All options can therefore be accommodated within existing budgets.

Membership and political balance

24. O&S Board has 15 members, and all other current and proposed O&S committees have/ would have 11. Consequently, option 1 requires a total of 37 seats to be filled across the O&S function. Option 2 would require 48 seats to be filled. Option 3 would require 44 seats to be filled.
25. All O&S committees are committees of the Council and must be politically balanced under the Local Government and Housing Act 1989 as far as practicably possible. The table below illustrates the total number of seats on all committees based on the three options and the overall entitlement for each political group based on the political balance of the Council. The final calculations and the allocations to each committee would be presented to full Council as a separate paper based on the preferred option, however, it can be observed that Option 2 would require Council to allocate seats other than by political balance or alter the total number of seats on other committees to achieve political balance.

Table 3 – Total seat allocation on all Council committees

	No of Seats on Council	% of Seats on Council	Option 1 Total Seats 97	Option 2 Total Seats 108	Option 3 Total Seats 104
			Entitlement	Entitlement	Entitlement
Conservative	41	53.95%	52	58	56
Liberal Democrats	13	17.11%	17	18	18
Christchurch Independents	7	9.21%	9	10	10
Poole Independents	5	6.58%	6	7	7
Bournemouth Independent & Greens	4	5.26%	5	6	5
Labour	3	3.95%	4	4	4
Unaligned	3	3.95%	4	4	4
Totals	76	100.00%	97 ✓	107 ✗	104 ✓

O&S Chairs responsibilities

26. Under current O&S arrangements, the Chairs and Vice Chairs of each O&S body meet on an informal basis with support officers throughout the year to maintain an oversight of the function, consider any cross-cutting areas of work, shared learning and development requirements. It is proposed that this be included as a requirement for O&S Chairs and Vice Chairs within the constitution under all options. This would represent a formalising of good practice, and under option 3, will provide a vital mechanism for maintaining regular oversight of the function and promoting effective outputs, in the absence of one O&S committee having overarching responsibility for the O&S function.
27. Under all options, accountability for the O&S function ultimately sits with full Council, which must receive a report on the work of the function on an annual basis. This is good practice and is already a requirement within the constitution.

Cross-cutting matters and joint committees

28. Occasionally, matters impact on the remit of more than one O&S committee. Under option 1 and 2 O&S Board will be the designated lead for such matters as is the current arrangement, with other Chairs being invited to attend and contribute to discussions at O&S Board as appropriate. The exception to this will be where matters are clearly within the remit of committees other than O&S Board – eg. a health matter with a children's services impact, in which circumstance the relevant chairs will discuss and determine the appropriate lead committee.
29. Under option 3 cross-cutting matters will be designated to a lead O&S committee, with representation and discussion invited from members of other O&S committees as appropriate. This will allow the greatest level of flexibility for the appropriate group of members to engage in a decision in an agile way.

30. Under option 3, and where it is considered necessary, a joint committee of more than one O&S committee may be established to consider a cross-cutting matter. Convening of a joint committee will usually require a special meeting and should be used only in exceptional circumstances and where the arrangements detailed at paragraph 29 above will not suffice. Where a joint committee is established, a Chair will be selected from the Chairs of those committees involved.
31. Under option 3, designation of a lead committee for a cross-cutting matter and the establishment of any joint committee will be determined by the Monitoring Officer in consultation with the O&S Chairs. Consultation will be informal and may take place virtually.
32. For the avoidance of doubt, under option 3, scrutiny of the council's finances and annual budget cycle will take place at the Corporate & Community Overview and Scrutiny Committee. This will not prevent other O&S committees considering budget matters within their areas and contributing to discussions by invitation, as appropriate.

Call-in

33. For executive key decisions that have been made but not implemented, scrutiny has statutory power to 'call-in' a decision in order to revisit it and delay its implementation. O&S cannot change the decision, but it can ask the Cabinet to take a second look at the decision in question. Call-in is an important tool in the governance framework of councils operating executive models, but one that should be used in exceptional circumstances and for issues of particular contention. To use it otherwise would prolong the decision-making process overall and create unnecessary tension between the executive and O&S. Effective pre-decision scrutiny will help to avoid the need for call-in.
34. The facility to call-in a decision will apply to key decisions under all options and will apply to decisions of a Portfolio Holder, Officer and the Cabinet. This reflects the intention of the related legislation. The grounds for call-in – which relate to concerns in the way that the decision was made, rather than an opposition to the decision itself - should remain as currently outlined in the constitution.
35. Under option 1 and 2, three or more members of the O&S Board may call-in a decision. Under option 3, three or more members of the O&S committee with the remit aligned to the decision topic may call-in a decision. Under all options, ten councillors who are not members of the Cabinet may also call-in a decision. Councillors should note that the Centre for Governance and Scrutiny (CfGS) highlights that setting the numbers of call-in signatories too high can act as a de facto bar to call-in being exercised, which should be avoided.
36. Under option 1 and 2 call-in requests will be considered by the O&S Board. Under option 3, call-in will be considered by the relevant O&S committee according to subject matter. Designation of the relevant committee for the purposes of call-in will be determined by the Monitoring Officer in consultation with the O&S Chairs. Consultation will be informal and may take place virtually.
37. No councillor should consider a call-in request where they have been involved in making the decision under review. Where the Monitoring Officer considers that an Overview and Scrutiny Committee has played a significant part in the decision subject to call-in (for example, through developing the policy in question in a working group), the Monitoring Officer may find it appropriate to designate an

alternative O&S Committee to consider the call-in request. This will apply under all options.

O&S / Executive engagement

38. The effectiveness of O&S is as much based on the culture within which it operates as the structure of committees operating. It is likely that a structure that does not track Cabinet meetings will lead to a higher level of policy development work taking place in O&S committees, however, it is important that this work is timely and well informed to ensure that it adds value to the priorities of the Council. Effective O&S outputs are the responsibility of both O&S members and Executive members, with meaningful and regular engagement with the executive being essential to ensure that the workplan of O&S can align to known and emerging policies and decisions for the Council. Good working practices, as outlined at paragraph 22 above will be important in maintaining the effectiveness of O&S.
39. Legislation includes a right for scrutiny to 'hold to account' Portfolio Holders and Officers. It is considered good practice to hold Portfolio Holders accountable for strategic direction of council policy and to seek detailed technical input from officers. How this right is best exercised is entirely within the gift of O&S councillors and individual O&S committees will wish to consider how to most appropriately enact the legislation to ensure that scrutiny outcomes are effective.
40. The BCP Executive currently operates a 'Cabinet plus' model which includes a number of lead members who support the Cabinet in designated areas, but who do not have any delegated powers to take individual decisions. These councillors are currently able to sit on a scrutiny committee provided there is no conflict between their Cabinet support work and the matters under consideration by O&S. It is recommended that this flexibility be maintained under all options with the ability for Cabinet lead members to sit on a scrutiny committee where there is no possible conflict. Guidance on this will be strengthened within the constitution under all options and is outlined in draft constitution pages at Appendices 2-4.

The relationship between A&G and O&S

41. The Audit and Governance Committee is a key component of the Council's corporate governance structure. It provides an independent and high-level focus on the governance and risk environment within the council to ensure it is effective and that financial management is fit for purpose. As such it has separate functions and sits firmly outside the structure of O&S which is concerned with the review of policy, its formulation and implementation.
42. CIPFA recommends independence between audit and overview and scrutiny to avoid conflicts of interest and loss of clarity between the important statutory functions of both. It is recommended that the constitution be strengthened under all options to require that the Chair and Vice Chair of the A&G Committee should not also be a member of any O&S committee.
43. Notwithstanding the need for independence between the committees, the functions of audit and scrutiny relate to similar areas meaning there will be matters of common interest and a need to collaborate and avoid duplication. Regular conversations between leading councillors for O&S and A&G will provide strength to the Council's governance arrangements through the sharing of insight. It is recommended that the Chair and Vice Chair of A&G be engaged as appropriate in O&S Chairs meetings as detailed at paragraph 26 above. This

will ensure good understanding of the separate committees' work programmes and responsibilities; mutual understanding of issues of emerging concern; and opportunity to discuss specific matters such as external auditor's opinions, the Annual Governance Statement and discussions over the robustness of the Council's budget process.

Work planning

44. Under all models, each committee will be responsible for its own work programme, although in option 1 and 2 the O&S Board will have additional responsibility for oversight of the use of the resource across the function.
45. The remit of O&S is broad and can extend to any matter which affects 'the authority's area or the inhabitants of the area'. Notwithstanding this statutory power, scrutiny resource is limited and the latest Government guidance on scrutiny suggests that councils will need to consider a more narrow focus for scrutiny activity which offers the opportunity for maximum impact. Under all options, O&S bodies are recommended to agree key 'themes' or areas of focus on annual basis, to guide their work plan selections and ensure effective direction of resource.

Changes to the Constitution

46. Under all options, minor Constitution changes have been drafted to strengthen or clarify an existing rule where required. Additional Constitution changes have been drafted to support options 2 and 3.
47. All changes, with the exception of minor typographical changes consistent with each option, have been included in Appendices 2-4. Changes are highlighted for ease of review. A&G Committee is asked to consider the drafts when making its decision on options and to refer updates to the Constitution to Council for approval as appropriate.
48. It is possible that consequential changes to wording and paragraph numbers may also be required as a result of recommendations to Council. A&G Committee is recommended to approve that these be updated by officers under delegated powers.

Consultation

49. Opportunity for informal consultation on the options for O&S was provided on 9 March to a meeting of all political group leaders, deputy leaders, unaligned members and the Chairs and Vice Chairs of O&S; led by the Chair of Audit and Governance.
50. Discussions highlighted consensus that the workload at O&S Board under current arrangements was too high, with meeting duration too long leading to the potential for scrutiny to be less effective. For this reason, there was a consensus that option 1 in its current form was an unsustainable way forward for O&S and some form of change was required. There was also a commonly held desire for more O&S led overview work to take place, as opposed to Cabinet report scrutiny. Consensus was also seen for all meetings to start at 6pm to allow for maximum attendance, as opposed to current Board meetings taking place at 2pm.
51. Some attendees expressed concerns regarding democratic access to decision making, such as how O&S would engage in Cabinet decisions if the Council were

to move away from a Cabinet tracking model. It was also highlighted that the current O&S Board, consisting of 15 members, allows for all political groups to be represented on the Board, as well as unaligned members. This representation would instead be spread across all O&S committees with the removal of the O&S Board with no one O&S committee representing all sections of the Council.

52. A number of attendees highlighted that discussions at O&S Board can be more overtly political than in the other current O&S Committees. A wish to depoliticize scrutiny was seen as a cross -party desire from those in attendance. It was also highlighted that, should option 3 be pursued, it would be important to promote effective scrutiny discussions and avoid politicisation in all O&S committees. It was felt that refreshed training to promote effective O&S behaviours was required to support the implementation of all options.

Options Appraisal

53. The options for the O&S function and implications are outlined in detail in the body of this report. In summary, the options are:

Option 1 – no change to the current O&S structure

Option 2 – introduction of a 'Place O&S Committee' with changes to the O&S Board remit and meeting frequency

Option 3 - establishment of a new structure of four O&S committees, each meeting six times per year.

54. Councillors are requested to consider the options and implications outlined in the body of this report and recommend to Council a suitable long -term option for O&S, along with consequential changes required to the Constitution.

Summary of financial implications

55. Both option 2 and 3 would represent a net gain of one O&S committee. If an additional committee is established within the Overview and Scrutiny structure, there will be an additional Special Responsibility Allowance for the Chair of that Committee. The O&S Committee Chair SRA is £7,706, whilst the O&S Board SRA is £10,275. Anticipating changes to the O&S structure, an additional O&S Committee SRA was included within the current year's budget. All options can therefore be accommodated within existing budgets.

Summary of legal implications

56. All options outlined in the report will ensure that the Constitution of BCP Council complies with relevant legislation.

Summary of human resources implications

57. There are no human resource implications arising from this report.

Summary of sustainability impact

58. There are no sustainability implications arising from this report.

Summary of public health implications

59. There are no public health implications arising from this report.

Summary of equality implications

60. The Constitution of BCP Council sets out the rights of public access to the democratic process.

Summary of risk assessment

61. The Constitution is a legally required document which prescribes the procedural and democratic arrangements for the proper governance of the Council.

Background papers

There are none.

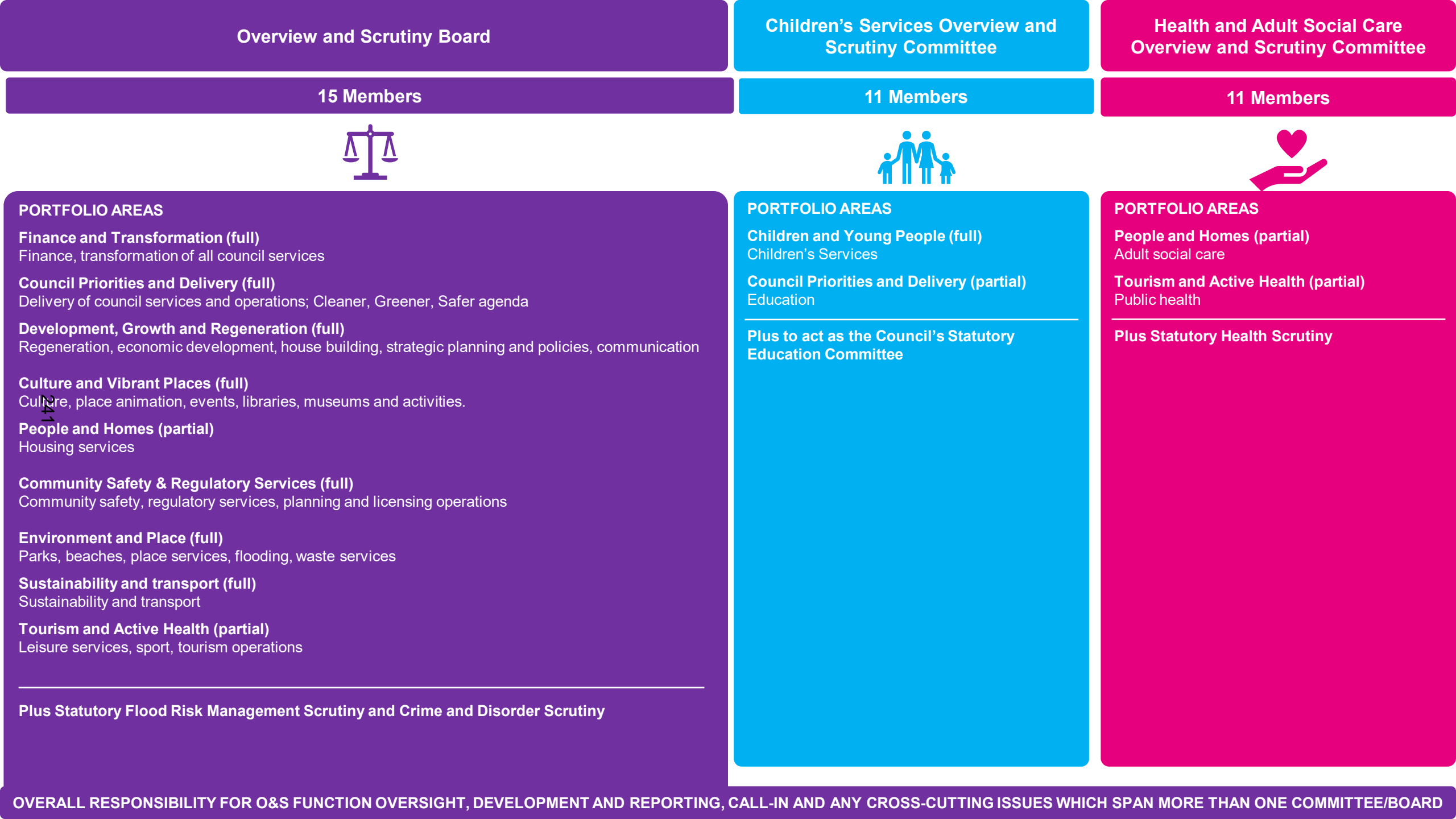
Appendices

Appendix 1 - Division of responsibilities across O&S committees

Appendix 2 – Draft revisions to Part 2,3 and 4 of the Constitution consistent with option 1

Appendix 3 – Draft revisions to Part 2,3 and 4 of the Constitution consistent with option 2

Appendix 4 – Draft revisions to Part 2,3 and 4 of the Constitution consistent with option 3



Overview and Scrutiny Board	Place Overview and Scrutiny Committee	Children’s Services Overview and Scrutiny Committee	Health and Adult Social Care Overview and Scrutiny Committee
15 Members	11 Members	11 Members	11 Members
			
<div>PORTFOLIO AREAS</div> <div> Finance and Transformation (full) Finance, transformation of all council services </div> <div> Council Priorities and Delivery (partial) Delivery of council services and operations </div> <div> Development, Growth and Regeneration (partial) Regeneration, economic development, communication </div> <div> Culture and Vibrant Places (full) Culture, place animation, events, libraries, museums and activities. </div> <div> Community Safety & Regulatory Services (partial) Community safety, regulatory services, licensing operations </div> <div> Tourism and Active Health (partial) Leisure services, sport, tourism operations </div> <div> Plus Statutory Crime and Disorder Scrutiny </div>	<div>PORTFOLIO AREAS</div> <div> Development, Growth and Regeneration (partial) House building, strategic planning and policies. </div> <div> Community Safety and Regulatory Services (partial) Planning operations </div> <div> People and Homes (partial) Housing services </div> <div> Council Priorities and Delivery (partial) Cleaner, Greener Safer agenda </div> <div> Environment and Place (full) Parks, beaches, place services, flooding, waste services </div> <div> Sustainability and transport (full) Sustainability and transport </div> <div> Plus Statutory Flood Risk Management Scrutiny </div>	<div>PORTFOLIO AREAS</div> <div> Children and Young People (full) Children’s Services </div> <div> Council Priorities and Delivery (partial) Education </div> <div> Plus to act as the Council’s Statutory Education Committee </div>	<div>PORTFOLIO AREAS</div> <div> People and Homes (partial) Adult social care </div> <div> Tourism and Active Health (partial) Public health </div> <div> Plus Statutory Health Scrutiny </div>
OVERALL RESPONSIBILITY FOR O&S FUNCTION OVERSIGHT, DEVELOPMENT AND REPORTING, CALL-IN AND ANY CROSS-CUTTING ISSUES WHICH SPAN MORE THAN ONE COMMITTEE/BOARD			



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Article 6 – Overview and Scrutiny

6.1. Overview and Scrutiny

6.1.1. As outlined in the Summary and Explanation at Part 1 of this Constitution, the Council has established arrangements for the Overview and Scrutiny function in line with six principles, those being that the Overview and Scrutiny Committees shall:

- a) contribute to sound decision making in a timely way by holding decision makers to account as a ‘critical friend’;
- b) be a Councillor led and owned function that seeks to continuously improve through self-reflection and development;
- c) enable the voice and concerns of the public to be heard and reflected in the Council’s decision-making process;
- d) engages in decision making and policy development at an appropriate time to be able to have influence;
- e) contribute to and reflect the vision and priorities of the Council; and
- f) be agile and be able to respond to changing and emerging priorities at the right time with flexible working methods.

6.2. Responsibilities of the Overview and Scrutiny Committees

The Overview and Scrutiny Committees have the functions set out at Part 3 of this Constitution.

6.3. Current Overview and Scrutiny Committees

6.3.1. There shall be three Overview and Scrutiny bodies:

- a) **Overview and Scrutiny Board** which shall comprise of 15 Councillors meeting approximately 10 times each year. Meetings shall take account of the calendar of meetings for the Cabinet, to enable the Board to make recommendations to the Cabinet;
- b) **Health and Adult Social Care Overview and Scrutiny Committee** which shall comprise of 11 Councillors meeting approximately six times each year; and
- c) **Children’s Services Overview and Scrutiny Committee** which shall comprise of 11 Councillors meeting approximately six times each year.

6.4. Membership

6.4.1. No member of the Cabinet may be a member of the Overview and Scrutiny Board or Committees or any group established by the Committees.

6.4.2. As they have no delegated powers to take individual decisions, Lead Members of the Cabinet may be a member of the Overview and Scrutiny Board or

Committees only where there is no conflict between their Cabinet support work and the matters under consideration by O&S.

6.4.3. The Chair and Vice Chair of the Audit and Governance Committee may not be a member of any Overview and Scrutiny Committee. This will maintain independence between the two functions of audit and scrutiny in line with good practice.

6.4.4. The Board and Committees are to be politically balanced in accordance with the requirements of the Local Government and Housing Act 1989.

6.4.5. Where the Chairs of the other Overview and Scrutiny Committees are not members of the Overview and Scrutiny Board they will be invited to attend meetings of the Board in order to report on activity within their Committees.

6.5. Substitutes

If a member is unable to attend a meeting their Group may arrange for a substitute to attend in their place in accordance with Part 4 of this Constitution.

6.6. Members of the Public

6.6.1. Members of the public can be invited to attend and contribute to meetings as required to provide insight to a matter under discussion. This may include but is not limited to subject experts with relevant specialist knowledge or expertise, representatives of stakeholder groups or service users. Members of the public will not have voting rights.

6.7. Children's Services Overview and Scrutiny Committee

6.7.1. As the functions and duties of the Children's Services Overview and Scrutiny Committee include making decisions in relation to the Council's education responsibilities, the Committee must include two church and two parent governor representatives as voting members in addition to the Councillors. Parent governor membership shall extend to a maximum period of four years and no less than two years. These co-opted education representatives are entitled to vote on any item relating to education.

6.7.2. The Children's Services Overview and Scrutiny Committee may also co-opt one representative from the Academy Trusts within the local authority area, to attend meetings and vote on matters relating to education.

6.8. Conduct of Overview and Scrutiny Committee meetings

Conduct of the proceedings at Overview and Scrutiny Committee meetings shall be in accordance with the Procedure Rules as set out in Part 4C of this Constitution.

6.9. Commissioned Work

6.9.1. In addition to Committee meetings, the Overview and Scrutiny Board and Committees may commission work to be undertaken in the following ways as considered necessary after taking into account the availability of resources, the

work programme and the matter under review. **The Board and each Committee is limited to one commission at a time to ensure availability of resources.**

- a) **Working Groups** – a small group of Councillors and Officers gathered to consider a specific issue and report back to a full committee, or make recommendations to Cabinet or Council within a limited timescale. Working Groups usually meet once or twice, and are often non-public;
- b) **Sub-Committees** – a group of Councillors delegated a specific aspect of the main Committee's work for ongoing, in-depth monitoring. May be time limited or be required as a long-standing committee. Sub-Committees are often well suited to considering performance based matters that require scrutiny oversight. Sub-Committees usually meet in public;
- c) **Task and finish groups** – a small group of Councillors tasked with investigating a particular issue and making recommendations on this issue, with the aim of influencing wider Council policy. The area of investigation will be carefully scoped and will culminate in a final report, usually with recommendations to Cabinet or Council. Task and finish groups may work over the course of a number of months and take account of a wide variety of evidence, which can be resource intensive. For this reason, the number of these groups must be carefully prioritised by scrutiny members to ensure the work can progress at an appropriate pace for the final outcome to have influence;
- d) **Inquiry Days** – with a similar purpose to task and finish groups, inquiry days seek to understand and make recommendations on an issue by talking to a wide range of stakeholders and considering evidence relating to that issue, within one or two days. Inquiry days have similarities to the work of Government Select Committees. Inquiry days are highly resource intensive but can lead to swift, meaningful outcomes and recommendations that can make a difference to Council policy; and
- e) **Rapporteurs or scrutiny member champions** - individual Councillors or pairs of Councillors tasked with investigating or maintaining oversight of a particular issue and reporting back to the main committee on its findings. A main committee can use these reports to facilitate its work prioritisation. Rapporteurs will undertake informal work to understand an issue – such as discussions with Officers and Portfolio Holders, research and data analysis. Rapporteur work enables scrutiny members to collectively stay informed of a wide range of Council activity. In this way the workload is spread between Councillors. This approach to the provision of information to scrutiny members also avoids valuable committee time being taken up with briefings in favour of more outcome-based scrutiny taking place at committee.

- s) making decisions on applications for renewals of Sex Establishment and Sexual Entertainment Licences where representations have been received and not withdrawn;
- t) making any decisions required to be made within the following legislative frameworks which have not been delegated by the Committee to Officers:
 - i. Caravan Site Act 1968 and Mobile Home Act 2013 and related legislation;
 - ii. Charities Act 1992 and related legislation;
 - iii. Street Trading Permits and Table and Chair permissions and related permissions; and
 - iv. Animal Welfare Licensing – where there are objections to licences;
- u) approving the level of fees charged by the Council; and
- v) making decisions on the tariffs charged by the Public Carriage Trade.

4. Overview and Scrutiny Function

Overview and Scrutiny Board

- 4.1. For the avoidance of doubt, any responsibility relating to an Overview and Scrutiny Committee in 4.2 below may also relate to the Overview and Scrutiny Board.
- 4.2. The Overview and Scrutiny Board has responsibility for:
 - 4.2.1. discharging the statutory duties for which the Overview and Scrutiny function is responsible, other than those that relate to Health, Adult Social Care and Children's Services;
 - 4.2.2. overseeing the Council's overall Overview and Scrutiny function including the preparation, implementation, monitoring and review of a work programme for Overview and Scrutiny;
 - 4.2.3. keeping the Overview and Scrutiny function under review, suggesting changes as appropriate to ensure that it remains fit for purpose;
 - 4.2.4. considering decisions that have been called-in pursuant to the Procedures set out in this Constitution for further scrutiny;
 - 4.2.5. reporting annually to Full Council on the output of the Overview and Scrutiny function providing an assessment of the value added by the work undertaken, taking into account the agreed principles on which the function is based;

- 4.2.6. maintaining oversight and establishing priorities for the training needs of the whole Overview and Scrutiny function;
- 4.2.7. establishing such commissioned work as appropriate after taking into account the availability of resources, the work programme and the matter under review;
- 4.2.8. scrutinising decisions of the Cabinet, offering advice or making recommendations on the matter;
- 4.2.9. referring to Full Council, the Cabinet or appropriate Committee/Sub-Committee any matter which, following scrutiny, the Overview and Scrutiny Board/Committee determines should be brought to the attention of the Council, Cabinet or the Committee or Sub-Committee;
- 4.2.10. offering any views or advice to the Cabinet **or Council** in relation to any matter referred to the Overview and Scrutiny Committee for consideration by the Cabinet **or Council**;
- 4.2.11. assisting the Council in the development of the Budget and Policy Framework by in-depth analysis of policy issues;
- 4.2.12. undertaking general policy reviews with a cross-service and multi-organisational approach wherever possible, and making recommendations to the Council or the Cabinet to assist in the development of future policies and strategies; and
- 4.2.13. monitoring the implementation of decisions to examine their effect and outcomes.

Health and Adult Social Care Overview and Scrutiny Committee

- 4.3. The Health and Adult Social Care Overview and Scrutiny Committee will carry out those duties as outlined in 4.2.7 to 4.2.13 above, in relation to matters regarding health, adult social care, public health, community care and any other issues relating to the delivery of health services by health service providers and NHS bodies affecting the residents of Bournemouth, Christchurch and Poole.
- 4.4. This Committee carries out all the Council's overview and scrutiny functions relating to health as required by legislation.

Children's Services Overview and Scrutiny Committee

- 4.5. The Children's Services Overview and Scrutiny Committee will be responsible for carrying out those duties as outlined in 4.2.7 to 4.2.13 above, in relation to matters which relate to the delivery of services for children in Bournemouth, Christchurch and Poole.
- 4.6. Education co-optees will be appointed to this Committee in line with legislation, as set out in this Constitution.

Changes to the functions of Overview and Scrutiny Boards and Committees

- 4.7 The remit of the Overview and Scrutiny Board and Committees is based on the division of Portfolio Holder responsibilities. Portfolio Holders may report to more than one Overview and Scrutiny Committee.
- 4.8 Portfolio Holder responsibilities are changeable and from time to time it may be necessary to modify the designation of functions across the Overview and Scrutiny Board and Committees to maintain an efficient fit and clear lines of accountability. Changes will be included as required within the annual report of the Overview and Scrutiny Board to Council.

5. Audit and Governance Committee

- 5.1. Functions of the Audit & Governance Committee are set out below. The Audit & Governance Committee cannot delegate for a decision any issues referred to it apart from any matter that is reserved to Council.

Statement of Purpose

- 5.2. The Audit & Governance Committee is a key component of the Council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
- 5.3. The purpose of our Audit & Governance Committee is to provide independent assurance of the adequacy of the risk management framework and the internal control environment. It provides independent review of the Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

Governance, Risk & Control

- 5.4. To consider the arrangements for corporate governance including reviews of the Local Code of Corporate Governance and review and approval of the Annual Governance Statement (AGS).
- 5.5. To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- 5.6. To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.
- 5.7. To consider arrangements for risk management including the approval of the Risk Management Strategy and review of the Council's corporate risk register.
- 5.8. To consider arrangements for counter-fraud and corruption, including 'whistle-blowing' including approval of the Counter Theft, Fraud & Corruption Policy and the outcomes of any investigations in relation to this policy.

PART 4B

CABINET PROCEDURE RULES

B. Cabinet Procedure Rules

1. The Cabinet

The Cabinet consists of the Leader of the Council and up to nine other Councillors appointed by the Leader, not being the Chair or Vice-Chair of the Council.

2. Application of the Cabinet Procedure Rules

These procedure rules shall apply to the exercise of all Cabinet decisions whether taken collectively or individually.

3. Frequency of Cabinet Meetings

The Cabinet will meet as indicated in the Council's Programme of Meetings. The Cabinet or the Leader may agree to change the date of any programmed meeting, to cancel a meeting or to arrange additional meetings as it/they see fit. Locations of meetings will be published in the Calendar of Meetings.

4. Public and Private Cabinet Meetings

- 4.1. The Cabinet may meet in public or in private, subject to legal requirements and the Access to Information Procedure Rules set out at Part 4A in this Constitution.
- 4.2. Attendance by other Councillors and the public shall be in accordance with the Access to Information Procedure Rules set out at Part 4A in this Constitution, by invitation under Rule 4.3 of this Part 4B, or as set out Rule 7 of this Part 4B.
- 4.3. The Cabinet may invite any person considered appropriate to its meetings to discuss matters of mutual interest or concern or to advise. Such persons may only be given access to Confidential and/or Exempt Information on terms to be decided by the Monitoring Officer so as to ensure that the Access to Information Procedure Rules are observed.

5. Quorum at Cabinet Meetings

The quorum for meetings of the Cabinet is as set out in the Meeting Procedure Rules at Part 4D of this Constitution.

6. Decision Making Process

- 6.1. Cabinet decisions, including those taken under delegated powers, shall not take effect until they have been recorded in writing, as required under the Access to Information Procedure Rules set out at Part 4A in this Constitution,
- 6.2. Cabinet decisions shall not be implemented where the right of Call-In has been exercised until that Call-In process has been concluded, unless the urgency procedure set out at Rule 14 of Part 4C of this Constitution applies.
- 6.3. Records of Cabinet decisions must be confirmed at the next meeting.

- 6.4. In taking decisions, the Cabinet must satisfy itself that it has before it adequate and appropriate advice from its service, legal and financial advisers who shall be present at any meeting where a decision is being taken and that advice is taken into consideration in determining the matter. Where there is any doubt about whether the Cabinet has the legal power to make the decision or an issue of probity arises then advice must be obtained from the Monitoring Officer and the Section 151 Officer.

7. Conduct of Cabinet Meetings

Chair of Cabinet Meetings

- 7.1. The Leader will chair meetings of the Cabinet or in their absence, the Deputy Leader will preside. Where both the Leader and Deputy Leader are absent, the members present, may appoint one member of the Cabinet to preside.

Councillors attending and speaking at Cabinet Meetings

- 7.2. The Chair of the Overview and Scrutiny Board shall be entitled to attend any formal public meeting of the Cabinet to refer to any recommendations made by the Board to that meeting of the Cabinet, and to speak to any matter on the agenda for that meeting.
- 7.3. Other Councillors not previously described above may also speak at such meetings with the permission of the Leader or person presiding in their absence.

Business to be conducted

- 7.4. The business to be transacted at meetings of the Cabinet will be set out in an agenda for the meeting in question, subject to any requirements or exemptions under the Access to Information Procedure Rules set out at Part 4A of this Constitution.
- 7.5. The Cabinet will, at each formal meeting, confirm the record of decisions taken at its previous meeting as a correct record.
- 7.6. The Cabinet is obliged to consider matters referred to it by the Overview and Scrutiny Board or Committees, or by the Full Council for consideration under the Overview and Scrutiny Procedure Rules set out at Part 4C of this Constitution.
- 7.7. The Access to Information Procedure Rules set out at Part 4A of this Constitution will apply to notice of meetings, agendas, and access to reports and background papers. Where matters are for decision, the agenda must stipulate those which are Key Decisions and those which are not, in accordance with the Access to Information Procedure Rules.

Agenda

- 7.8. The agenda may be supported by additional papers prepared by the Officers or by or on behalf of other bodies, subject to requirements about disclosure of Confidential or Exempt Information.

- 7.9. The Monitoring Officer or their nominated representative shall be responsible for preparing and distributing the Agenda for Cabinet meetings, attending meetings for the purpose of advising the Cabinet on matters within their area of responsibility and recording decisions as required under this Constitution.
- 7.10. Any member of the Cabinet may require the Monitoring Officer to place an item on the agenda for a stipulated meeting of the Cabinet.
- 7.11. The Monitoring Officer will ensure that any matters referred to the Cabinet by Full Council or the Council's Overview and Scrutiny Board or Committees are placed on the agenda for the next appropriate meeting of the Cabinet.
- 7.12. The Chief Executive, the Monitoring Officer and/or the Section 151 Officer can include an item for consideration on the agenda of a Cabinet Meeting. In pursuance of their statutory duties they can require that a Special Meeting of the Cabinet be convened.
- 7.13. Business cannot be conducted at formal meetings of the Cabinet unless it is included in the agenda for the meeting. Where it is urgent, the requirements of the Access to Information Procedure Rules set out at Part 4A of this Constitution must be complied with.

Questions

- 7.14. Questions, statements and petitions can be submitted by members of the public at meetings of the Cabinet in accordance with Rule 12 of Part 4D of this Constitution.

Key Decisions

- 7.15. The Cabinet will report to the Council as required under the Access to Information Procedure Rules set out at Part 4A of this Constitution on any matter which is classified as a Key Decision and is dealt with under special urgency procedures.

8. Voting at Cabinet Meetings

- 8.1. Voting at Cabinet meetings will be by a show of hands.
- 8.2. Any member may require, immediately after the vote is taken, that the record of decision of the meeting record how they voted or abstained.
- 8.3. Where there are equal votes cast, the Leader, or in their absence, the person presiding, will have a second and casting vote.
- 8.4. Voting for any office or appointment, including any paid appointment, where more than one person is nominated shall be by secret ballot conducted in accordance with Rule 18 of Part 4D of this Constitution.

9. Cabinet Committees/Sub-Committees

- 9.1. The Cabinet may appoint such Committees or Sub-Committees as it considers necessary and appropriate to assist in the discharge of its functions.

- 9.2. In making such appointments, the Cabinet must specify the name of the Committee/Sub-Committee, its membership (including its Chair and, if appropriate, Vice-Chair) and the terms of reference of the body.

10. Motion under Procedure Rule 9 of Part 4D

A mover of a motion under Procedure Rule 9 of Part 4D of this Constitution which has been referred to the Cabinet for consideration must attend the meeting of the Cabinet when their motion is under consideration and explain the motion. The mover of the motion will be advised of the date and time of the meeting when the matter is to be considered and they will be sent a copy of the relevant papers.

11. Resolving disputes

In the case of any dispute during the proceedings of the Cabinet the relevant parts of this Constitution will apply and after considering the application of the relevant provisions, the person presiding at the meeting will rule on the issue in question and their ruling will be final.

12. Reserves/substitute members

There shall be no reserve or substitute members of the Cabinet.

13. Conflicts of Interest

- 13.1. Where the Leader or any Cabinet member has a conflict of interest, they will follow the requirements of the Council's Code of Conduct for Councillors.
- 13.2. If all (or a majority) of the members of the Cabinet present have a conflict of interest then consideration will be given to applying to the Monitoring Officer for a dispensation from the provisions of the Council's Code of Conduct for Councillors.
- 13.3. If the discharge of a Cabinet function has been delegated to another body or individual and a conflict of interest arises, then it will fall to the body or individual who delegated the matter to take the decision. Where that body or individual also has a conflict of interest then action set out in Rule 13.2 of this Part 4B shall be considered.

PART 4C

OVERVIEW AND SCRUTINY PROCEDURE RULES

C. Overview and Scrutiny Procedure Rules

1. How Overview and Scrutiny operates

- 1.1. Any Procedure Rule applying to a Committee shall also apply to the Overview and Scrutiny Board.
- 1.2. The Board and Committees will perform the functions as set out in Article 6 at Part 2 of this Constitution.
- 1.3. No Councillor may be involved in scrutinising a decision in which they have been directly involved. Where the relevant Overview and Scrutiny Committee has been engaged as part of the decision-making process of a decision subject to Call-In the Monitoring Officer shall have discretion to refer the consideration of the Call-In to another Overview and Scrutiny Committee.

2. Overview & Scrutiny Work Plan/s

- 2.1. The proposed work of the Overview and Scrutiny Committees will be set out in a Work Plan which shall consist of work aligned to the principles for the function, as set out in this Constitution.
- 2.2. Once any Work Plan has been approved, a copy will be published with the agenda for each meeting of the Overview and Scrutiny Committees and available to any Councillor on request.
- 2.3. The Overview and Scrutiny Board will maintain oversight of all Work Plans relating to the Overview and Scrutiny function. The purpose of this oversight is to ensure a balance of resource is available across the function and all overview and scrutiny work is adding value to the Council as a whole. The Overview and Scrutiny Board may comment on or make recommendations in relation to the Work Plans of other Overview and Scrutiny Committees as it sees appropriate.

3. Consultation and Suggestions

- 3.1. The Overview and Scrutiny Committees will consult with other parts of the Council as appropriate, including the Cabinet, on the preparation of any Work Plan. They should also take into account the resources, including Councillor availability, Officer and financial resources, available to support their proposals.
- 3.2. The Overview and Scrutiny Committees may take suggestions from a variety of sources to form their Work Plans. This may include suggestions from members of the public, Officers of the Council, Portfolio Holders, the Cabinet and Council, members of the Committee, and other Councillors who are not on the Committee.
- 3.3. All suggestions for Overview and Scrutiny work will be accompanied by:
 - 3.3.1. detail outlining the background to the issue suggested;
 - 3.3.2. the proposed method of undertaking the work;

- 3.3.3. likely timescale associated with undertaking the work; and
- 3.3.4. the anticipated outcome and value to be added by the work proposed.
- 3.3.5. No item of work shall join the work plan of any Overview and Scrutiny Committee without an assessment of this information.
- 3.4. Members of the public may make suggestions for Overview and Scrutiny work. Suggestions will be made in writing and accompanied by the detail outlined at Rule 3.3 of this Part 4C.
- 3.5. A facility will be made for members of the public to make suggestions for Overview and Scrutiny work on the Council's website. Suggestions will be considered by the relevant Overview and Scrutiny Committee. The Overview and Scrutiny Committees will maintain oversight of suggestions made by the public and will assess the value to be added by the work suggested when determining whether to exercise their powers in this respect. Any member of the public raising an item under this Rule shall be precluded from raising the matter again for a period of 12 months from the date it is considered by the Committee.

4. Requests

- 4.1. Where Portfolio Holders, the Cabinet or Council request that Overview and Scrutiny Committees undertake a specified piece of work, the relevant Overview and Scrutiny Committee shall respond to the request as soon as it is possible to do so.
- 4.2. The Committee will assess the value to be added by the work suggested when determining whether to exercise its powers in this respect. Where it chooses to exercise its powers in relation to the request, it will report back its findings and any recommendations to Cabinet and/or Full Council in accordance with Rule 11 of this Part 4C.
- 4.3. Where the Committee chooses not to exercise its powers in relation to the request, it will provide reasons for this to the body that made the original request.
- 4.4. All Councillors have the right to suggest that an item be considered for Overview and Scrutiny provided that the item to which the suggestion is made must be relevant to the functions of the Overview and Scrutiny Committee. Councillors must make this suggestion in writing to the Scrutiny Officer who will arrange for the publication of the request on the next available agenda of the relevant Overview and Scrutiny Committee agenda. The request will be accompanied by the information as set out at 3.3 above. The Overview and Scrutiny Committee shall consider the request, assess the value to be added by the work proposed and determine whether the matter shall join the Work Plan. Where a decision is made by the Committee not to exercise its powers in relation to the matter the Committee must provide its decision to the Councillor making the request, giving reasons for this.

- 4.5. Any Councillor raising an item under Rule 4.4 of this Part 4C shall be precluded from raising the matter again for a period of 12 months from the date it is considered by the Committee.

5. Crime and Disorder Issues

The Overview and Scrutiny Board shall undertake Overview and Scrutiny of Crime and Disorder issues, as required by legislation, at least once a year.

6. Engagement with the Overview and Scrutiny Committee

- 6.1. Consideration will be given at the scoping stage as to how others, in addition to Councillors and Officers of the Council, may be engaged in the work of Overview and Scrutiny and the benefit that this engagement will bring to the work. This may include, but is not limited to, contribution from subject experts with relevant specialist knowledge and/or expertise; representatives of stakeholder groups and service users.
- 6.2. Overview and Scrutiny has a key role in the development of the Budget and Policies of the Council. The Overview and Scrutiny Committees may make proposals to the Cabinet or Full Council for development or review of key strategies, plans and policies to the extent that they relate to matters within the respective terms of reference for each Committee.

7. Commissioned Work

- 7.1. When considering additions to its Work Plan, the Overview and Scrutiny Committees may commission work to be undertaken outside of Committee meetings in accordance with Article 6 at Part 2 of this Constitution.

7.2. When commissioning work, the Committees will take into account the availability of resources as highlighted above. Committees may undertake one piece of commissioned work at a time to ensure availability of resource across all Committees.

- 7.3. Bodies commissioned by the Overview and Scrutiny Committees may have conferred upon them the power to act on behalf of the parent Committee in considering issues within the remit of the parent Committee and making recommendations directly to Portfolio Holders, Cabinet, Council or other bodies or people within the Council or externally as appropriate.

8. Rights of Overview and Scrutiny Committee members to information

- 8.1. The Overview and Scrutiny Committee will have access to the Cabinet's Forward Plan and timetable for decisions and intentions for consultation.
- 8.2. In addition to their rights as Councillors, members of the Overview and Scrutiny Committee have the additional right of access to documents, and to notice of meetings as set out in the Access to Information Procedure Rules set out at Part 4A of this Constitution.

- 8.3. Nothing in this paragraph prevents more detailed liaison between the Cabinet and the Overview and Scrutiny Committees as appropriate. Regular, informal dialogue between the two is considered good practice to ensure that the Overview and Scrutiny function can understand developing Cabinet priorities, discuss and assess the value that Overview and Scrutiny can provide and contribute in a timely way to policy development.

9. Councillors and Officers giving account

- 9.1. The Overview and Scrutiny Committees may scrutinise and review decisions made or actions taken in connection with the discharge of any Council function or matters which affect the Council's area or the inhabitants of that area. As well as reviewing documentation, in fulfilling its scrutiny role, it may require the Leader, any Portfolio Holder or Officer to attend before it to provide information in relation to matters within their remit. It is the duty of those persons to attend if so required. The Overview and Scrutiny Committees shall have sole discretion to determine which Councillors and Officers will be requested to attend and the format that discussions with invitees will take. All discussions will be based on respect and courtesy – consistent with the Code of Conduct - and will be undertaken with the aim of maximising the effectiveness of the scrutiny being conducted.
- 9.2. Where any Councillor or Officer is required to attend the Overview and Scrutiny Committee under this provision, the Chair of that Committee will inform the Scrutiny Officer, who will inform the Councillor or Officer in writing giving at least seven clear working days' notice of the meeting. The notice will state the nature of the item on which they are required to attend to give account and whether any papers are required to be produced for the Committee. Where the account to be given to the Overview and Scrutiny Committee will require the production of a report, then the Councillor or Officer concerned will be given reasonable notice to allow for its preparation.
- 9.3. Where, in exceptional circumstances, the Councillor or Officer is unable to attend on the required date, then the Committee shall consider, in consultation with the Councillor or Officer, an alternative date for attendance or whether another Councillor or Officer should attend in their place.
- 9.4. Officers should not be expected to enter, and should avoid being drawn into, discussions of politically contentious matters and any Officer input should be consistent with the requirements for political impartiality.
- 9.5. The requirements of any protocols on Councillor/Officer relationships and the Code of Conduct must be adhered to where an Officer is attending an Overview and Scrutiny Committee.

10. Attendance by others

- 10.1. With reasonable notice, the Overview and Scrutiny Committees may invite individuals other than those referred to in Rule 9 of this Part 4C to address it, to discuss issues of local concern and/or answer questions.

10.2. Where the Overview and Scrutiny Committees conduct investigations (for example with a view to policy development), the Committee may ask individuals to attend to give evidence at its meetings, which are to be conducted in accordance with the following principles:

- 10.2.1. the investigation is to be conducted fairly and all members of the Committee will be given the opportunity to ask questions of attendees, and to contribute and speak;
- 10.2.2. those assisting the Committee by giving evidence will be treated with respect and courtesy; and
- 10.2.3. the investigation will be conducted so as to maximise the efficiency of the investigation or analysis.

11. Reports from the Overview and Scrutiny Committees

11.1. The Overview and Scrutiny Committees will report on findings of their work to Cabinet and Full Council, as appropriate according to the matter under review and recommendations being made.

11.2. Once recommendations have been formed, the Overview and Scrutiny Committee will submit a formal report for consideration by the Cabinet, or where the Leader has delegated decision-making to a Portfolio Holder, the Portfolio Holder (if the proposals relate to an Executive Function and are consistent with the existing Budget and Policy Framework); or to Full Council as appropriate (if the recommendation would require a departure from or a change to the agreed Budget and Policy Framework).

11.3. Where recommendations have been submitted, Full Council or the Cabinet shall consider the report of the Overview and Scrutiny Committee within two months (or the next available meeting in the case of the Council). A response will be provided to the Overview and Scrutiny Committee indicating what action, if any, the Cabinet or Full Council proposes to take.

11.4. Where the Overview and Scrutiny Committee submits recommendations for consideration by a Portfolio Holder, the Portfolio Holder must consider the report and respond in writing to the Overview and Scrutiny Committee within two months of receiving it indicating what action, if any, the Portfolio Holder proposes to take. The Portfolio Holder must also attend a future meeting of the Overview and Scrutiny Committee to present their response.

12. Where the Decision Maker is an External, non-Council Organisation

12.1. Where that organisation has a statutory duty to respond to the Committee, a written response shall be requested within the timescale required or, if mutually agreed, by another set deadline so the response can be placed on the agenda of the next scheduled meeting of the Committee, if appropriate.

12.2. Where that organisation does not have a statutory duty to respond to the Committee, a written response shall be invited within 2 months.

12.3. Where scrutiny is being undertaken in relation to the Council's statutory Health or Crime and Disorder Scrutiny functions this will be done in accordance with the relevant legislation and statutory guidance.

13. Joint Committees

Joint Overview and Scrutiny Committees may be established with other councils to provide for effective Overview and Scrutiny of a particular matter. This includes making provision for joint Overview and Scrutiny Committees relating to Health, and to Crime and Disorder, as permitted under legislation.

14. Call-In

14.1. All requests for Call-In shall be considered by the Overview and Scrutiny Board.

14.2. Call-In is the exercise of Overview and Scrutiny's statutory power to review an Executive **Key** Decision which has been made but not carried out. Call-In should only be used in exceptional circumstances. This Rule shall apply to a **Key** Decision of the Cabinet, the Leader, Portfolio Holder or a Key Decision made by an Officer and there are reasonable grounds that one of the following is applicable:

14.2.1. the decision was not made in accordance with the principles of decision-making set out in Article 12 of this Constitution;

14.2.2. the decision was neither published in accordance with the requirements for the Cabinet Forward Plan and not subject to the 'general exception' or 'special urgency' procedures set out in this Constitution; or

14.2.3. the decision is not in accordance with the Key Policy Framework or Budget.

14.3. When a **Key** Decision is made by the Cabinet, a member of the Cabinet, or a Committee or Sub-Committee of the Cabinet, or by an Officer with delegated authority from the Cabinet; the decision shall be published, by electronic means, and shall be made available for inspection normally within 2 clear working days of being made. All Councillors will be sent an electronic record of all such decisions within the same timescale.

14.4. Subject to any urgency provisions a decision taken and to which Rule 14.3 of this Part 4C refers will not come into force, and may not be implemented, until the expiry of 5 clear working days after the decision was made, recorded and published in accordance with Rule 14.3 of this Part 4C.

14.5. Where a decision referred to in Rule 14.3 of this Part 4C has been made, any three or more members of the Overview and Scrutiny Board, or alternatively 10 Councillors who are not members of the Cabinet, may submit a Call-In notice, in

writing, within the period specified in Rule 14.4 of this Part 4C, to the Monitoring Officer or their nominated representative. Voting education members of an Overview and Scrutiny Committee may only sign a Call-In request when the matter relates to an education function. Where the notice is valid, the decision cannot be implemented until the procedures in this section have been followed. The Monitoring Officer will consider the Call-In request and confirm its validity or otherwise.

14.6. A valid Call-In request must comply with the following:

14.6.1. have the correct number of signatures; and

14.6.2. give reasons for the Call-In. The reasons must set out the grounds upon which the Call-In is based with reference to Rule 14.2 of this Part 4C and the evidence to support the grounds. Reasons must be legitimate and not designed to create an obstacle to or delay the proper transaction of business nor should they be vexatious, repetitive or improper in any other way.

14.7. Where, as a result of a corporate electronic system failure or planned shutdown, the issuing of or access to decisions is prevented; or the submission of a Call-In notice by electronic means in accordance with the Council's Call-In provisions is prevented, the periods for notification or submission shall be extended by the period of delay, provided that period is in excess of four hours. When, in the opinion of the Monitoring Officer, the period of delay is likely to extend beyond two clear working days, they shall agree with the Chair of the Overview and Scrutiny Board, alternative arrangements to avoid any delay in implementing Cabinet decisions not subject to Call-In.

14.8. The decision subject to Call-In will be referred to the first available meeting of the relevant Overview and Scrutiny Board, or to a specially convened meeting of the Board should the Chair of the Board consider this to be appropriate in the circumstances.

14.9. The Board, having considered the matter, will decide whether to refer the decision to Cabinet for reconsideration. Where the matter is referred for reconsideration, advice must be offered by the Overview and Scrutiny Board. The Board may decide to offer no advice in which case the decision may be implemented immediately. Where advice is offered, the Cabinet will reconsider the decision in light of the advice of the Board.

14.10. Where a matter is considered and advice is offered by the Overview and Scrutiny Board, its advice will be submitted to the Cabinet for a decision to be made on the matter. The Cabinet shall consider the advice, but shall not be bound to accept it in whole or in part. It shall have sole discretion to decide on any further action to be taken in relation to the decisions in question, including confirming, with or without amendment, the original decision or deferment pending further consideration, or making a different decision. There are no further rights to enable a Councillor to submit a Call-In notice. The decision may then be implemented.

14.11. Once the Overview and Scrutiny Board has decided to offer advice or not to offer advice, no further Call-In notices may be served in respect of that matter subject to the decision in question. This does not prevent the matter being scrutinised further by an Overview and Scrutiny Committee after the decision has been implemented in accordance with these Rules.

14.12. A submitted Call-In notice can only be withdrawn with the written consent of sufficient of the signatories such as to reduce the number of signatories to below the relevant threshold set out in Rule 14.5 of this Part 4C.

14.13. The Call-In facility does not apply to the determination of a Motion under Procedure Rule 9 of Part 4D (Notices of Motion).

15. Call-In and Urgency

15.1. The Call-In procedure set out above shall not apply where the **Key** Decision being taken by the Cabinet, the Leader, Portfolio Holder or an Officer is urgent.

15.2. A decision will be urgent if any delay, caused by the Call-In process, would be likely to seriously prejudice the Council's or the public's interests.

15.3. The Chair of the Overview and Scrutiny Board or, in their absence, the Vice-Chair or in their absence the Chair of the Council must agree that the decision should be treated as urgent, and that the Call-In procedure should not apply.

15.4. In the absence of the Chair of the Council, the Vice-Chair's consent shall be required. In the absence of all of the above Councillors, the Chief Executive's, or their nominee's, consent shall be required.

16. Councillor Call for Action

16.1. Any Councillor may submit a Councillor Call for Action.

16.2. The Councillor Call for Action is intended to be a process of last resort and therefore a Councillor must demonstrate that reasonable steps have been taken to resolve the matter including a response from the relevant Portfolio Holder and the Chief Executive.

16.3. The Councillor Call for Action will be placed on the next available agenda of the Overview and Scrutiny Board.

16.4. It is for the Overview and Scrutiny Board to determine how it wishes to respond to the Councillor Call for Action and, in the case of refusal to undertake a review, then reasons must be provided.

17. The Party Whip

The use of the Party Whip is incompatible with the role of Overview and Scrutiny and shall not be used.

18. Procedure at Overview and Scrutiny Meetings

18.1. Matters to be considered will be set out in an agenda, together with appropriate and relevant supporting papers.

18.2. The Overview and Scrutiny meeting shall consider the following business:

- 18.2.1. record of the last meeting;
- 18.2.2. declarations of interest;
- 18.2.3. public items;
- 18.2.4. consideration of any matter referred to the Committee by Full Council or by the Cabinet;
- 18.2.5. consideration of any matter referred to the Committee for advice in relation to Call-In of a decision;
- 18.2.6. responses of the Cabinet on reports of the Overview and Scrutiny meeting;
- 18.2.7. the business otherwise set out on the agenda for the meeting; and
- 18.2.8. the Overview and Scrutiny meeting's Work Plan, including requests for items of scrutiny from Councillors and members of the public in accordance with the procedure set out in this Constitution.

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Article 6 – Overview and Scrutiny

6.1. Overview and Scrutiny

6.1.1. As outlined in the Summary and Explanation at Part 1 of this Constitution, the Council has established arrangements for the Overview and Scrutiny function in line with six principles, those being that the Overview and Scrutiny Committees shall:

- a) contribute to sound decision making in a timely way by holding decision makers to account as a ‘critical friend’;
- b) be a Councillor led and owned function that seeks to continuously improve through self-reflection and development;
- c) enable the voice and concerns of the public to be heard and reflected in the Council’s decision making process;
- d) engages in decision making and policy development at an appropriate time to be able to have influence;
- e) contribute to and reflect the vision and priorities of the Council; and
- f) be agile and be able to respond to changing and emerging priorities at the right time with flexible working methods.

6.2. Responsibilities of the Overview and Scrutiny Committees

The Overview and Scrutiny Committees have the functions set out at Part 3 of this Constitution.

6.3. Current Overview and Scrutiny Committees

6.3.1. There shall be **four** Overview and Scrutiny bodies:

- a) **Overview and Scrutiny Board** which shall comprise of 15 Councillors meeting approximately 10 times each year. Meetings shall take account of the calendar of meetings for the Cabinet, to enable the Board to make recommendations to the Cabinet;
- b) **Health and Adult Social Care Overview and Scrutiny Committee** which shall comprise of 11 Councillors meeting approximately six times each year;
- c) **Children’s Services Overview and Scrutiny Committee** which shall comprise of 11 Councillors meeting approximately six times each year; and
- d) **Place Overview and Scrutiny Committee** which shall comprise of 11 Councillors meeting approximately six times each year.

6.4. Membership

6.4.1. No member of the Cabinet may be a member of the Overview and Scrutiny Board or Committees or any group established by the Committees.

6.4.2. As they have no delegated powers to take individual decisions, Lead Members of the Cabinet may be a member of the Overview and Scrutiny Board or Committees only where there is no conflict between their Cabinet support work and the matters under consideration by O&S.

6.4.3. The Chair and Vice Chair of the Audit and Governance Committee may not be a member of any Overview and Scrutiny Committee. This will maintain independence between the two functions of audit and scrutiny, in line with good practice.

6.4.4. The Board and Committees are to be politically balanced in accordance with the requirements of the Local Government and Housing Act 1989.

6.4.5. Where the Chairs of the other Overview and Scrutiny Committees are not members of the Overview and Scrutiny Board they will be invited to attend meetings of the Board in order to report on activity within their Committees.

6.5. Substitutes

If a member is unable to attend a meeting their Group may arrange for a substitute to attend in their place in accordance with Part 4 of this Constitution.

6.6. Members of the Public

6.6.1. Members of the public can be invited to attend and contribute to meetings as required to provide insight to a matter under discussion. This may include but is not limited to subject experts with relevant specialist knowledge or expertise, representatives of stakeholder groups or service users. Members of the public will not have voting rights.

6.7. Childrens Services Overview and Scrutiny Committee

6.7.1. As the functions and duties of the Children's Services Overview and Scrutiny Committee include making decisions in relation to the Council's education responsibilities, the Committee must include two church and two parent governor representatives as voting members in addition to the Councillors. Parent governor membership shall extend to a maximum period of four years and no less than two years. These co-opted education representatives are entitled to vote on any item relating to education.

6.7.2. The Children's Services Overview and Scrutiny Committee may also co-opt one representative from the Academy Trusts within the local authority area, to attend meetings and vote on matters relating to education.

6.8. Conduct of Overview and Scrutiny Committee meetings

Conduct of the proceedings at Overview and Scrutiny Committee meetings shall be in accordance with the Procedure Rules as set out in Part 4C of this Constitution.

6.9. Commissioned Work

6.9.1. In addition to Committee meetings, the Overview and Scrutiny Board and Committees may commission work to be undertaken in the following ways as

considered necessary after taking into account the availability of resources, the work programme and the matter under review. **The Board and each Committee is limited to one commission at a time to ensure availability of resources.**

- a) **Working Groups** – a small group of Councillors and Officers gathered to consider a specific issue and report back to a full committee, or make recommendations to Cabinet or Council within a limited timescale. Working Groups usually meet once or twice, and are often non-public;
- b) **Sub-Committees** – a group of Councillors delegated a specific aspect of the main Committee's work for ongoing, in-depth monitoring. May be time limited or be required as a long-standing committee. Sub-Committees are often well suited to considering performance based matters that require scrutiny oversight. Sub-Committees usually meet in public;
- c) **Task and finish groups** – a small group of Councillors tasked with investigating a particular issue and making recommendations on this issue, with the aim of influencing wider Council policy. The area of investigation will be carefully scoped and will culminate in a final report, usually with recommendations to Cabinet or Council. Task and finish groups may work over the course of a number of months and take account of a wide variety of evidence, which can be resource intensive. For this reason, the number of these groups must be carefully prioritised by scrutiny members to ensure the work can progress at an appropriate pace for the final outcome to have influence;
- d) **Inquiry Days** – with a similar purpose to task and finish groups, inquiry days seek to understand and make recommendations on an issue by talking to a wide range of stakeholders and considering evidence relating to that issue, within one or two days. Inquiry days have similarities to the work of Government Select Committees. Inquiry days are highly resource intensive but can lead to swift, meaningful outcomes and recommendations that can make a difference to Council policy; and
- e) **Rapporteurs or scrutiny member champions** - individual Councillors or pairs of Councillors tasked with investigating or maintaining oversight of a particular issue and reporting back to the main committee on its findings. A main committee can use these reports to facilitate its work prioritisation. Rapporteurs will undertake informal work to understand an issue – such as discussions with Officers and Portfolio Holders, research and data analysis. Rapporteur work enables scrutiny members to collectively stay informed of a wide range of Council activity. In this way the workload is spread between Councillors. This approach to the provision of information to scrutiny members also avoids valuable committee time being taken up with briefings in favour of more outcome-based scrutiny taking place at committee.

- s) making decisions on applications for renewals of Sex Establishment and Sexual Entertainment Licences where representations have been received and not withdrawn;
- t) making any decisions required to be made within the following legislative frameworks which have not been delegated by the Committee to Officers:
 - i. Caravan Site Act 1968 and Mobile Home Act 2013 and related legislation;
 - ii. Charities Act 1992 and related legislation;
 - iii. Street Trading Permits and Table and Chair permissions and related permissions; and
 - iv. Animal Welfare Licensing – where there are objections to licences;
- u) approving the level of fees charged by the Council; and
- v) making decisions on the tariffs charged by the Public Carriage Trade.

4. Overview and Scrutiny Function

Overview and Scrutiny Board

- 4.1. For the avoidance of doubt, any responsibility relating to an Overview and Scrutiny Committee in 4.2 below may also relate to the Overview and Scrutiny Board.
- 4.2. The Overview and Scrutiny Board has responsibility for:
 - 4.2.1. discharging the statutory duties for which the Overview and Scrutiny function is responsible, other than those that relate to Flood Risk Management, Health, Adult Social Care and Children's Services;
 - 4.2.2. overseeing the Council's overall Overview and Scrutiny function including the preparation, implementation, monitoring and review of a work programme for Overview and Scrutiny;
 - 4.2.3. keeping the Overview and Scrutiny function under review, suggesting changes as appropriate to ensure that it remains fit for purpose;
 - 4.2.4. considering decisions that have been called-in pursuant to the Procedures set out in this Constitution for further scrutiny;
 - 4.2.5. reporting annually to Full Council on the output of the Overview and Scrutiny function providing an assessment of the value added by the work undertaken, taking into account the agreed principles on which the function is based;

- 4.2.6. maintaining oversight and establishing priorities for the training needs of the whole Overview and Scrutiny function;
- 4.2.7. establishing such commissioned work as appropriate after taking into account the availability of resources, the work programme and the matter under review;
- 4.2.8. scrutinising decisions of the Cabinet, offering advice or making recommendations on the matter;
- 4.2.9. referring to Full Council, the Cabinet or appropriate Committee/Sub-Committee any matter which, following scrutiny, the Overview and Scrutiny Board/Committee determines should be brought to the attention of the Council, Cabinet or the Committee or Sub-Committee;
- 4.2.10. offering any views or advice to the Cabinet **or Council** in relation to any matter referred to the Overview and Scrutiny Committee for consideration by the Cabinet **or Council**;
- 4.2.11. assisting the Council in the development of the Budget and Policy Framework by in-depth analysis of policy issues;
- 4.2.12. undertaking general policy reviews with a cross-service and multi-organisational approach wherever possible, and making recommendations to the Council or the Cabinet to assist in the development of future policies and strategies; and
- 4.2.13. monitoring the implementation of decisions to examine their effect and outcomes.

Health and Adult Social Care Overview and Scrutiny Committee

- 4.3. The Health and Adult Social Care Overview and Scrutiny Committee will carry out those duties as outlined in 4.2.7 to 4.2.13 above, in relation to matters regarding health, adult social care, public health, community care and any other issues relating to the delivery of health services by health service providers and NHS bodies affecting the residents of Bournemouth, Christchurch and Poole.
- 4.4. This Committee carries out all the Council's overview and scrutiny functions relating to health as required by legislation.

Children's Services Overview and Scrutiny Committee

- 4.5. The Children's Services Overview and Scrutiny Committee will be responsible for carrying out those duties as outlined in 4.2.7 to 4.2.13 above, in relation to matters which relate to the delivery of services for children in Bournemouth, Christchurch and Poole.
- 4.6. Education co-optees will be appointed to this Committee in line with legislation, as set out in this Constitution.

Place Overview and Scrutiny Committee

- 4.7. The Place Overview and Scrutiny Committee will be responsible for carrying out those duties as outlined in 4.2.7 to 4.2.13 above, in relation to matters such as strategic planning, house building, homes, environment, cleansing, waste, transport and sustainability.
- 4.8. This Committee carries out all the Council's overview and scrutiny functions relating to flood risk management as required by legislation.

Changes to functions of the Overview and Scrutiny Board and Committees

- 4.9 The remit of the Overview and Scrutiny Board and Committees is based on the division of Portfolio Holder responsibilities. Portfolio Holders may report to more than one Overview and Scrutiny Committee.
- 4.10 Portfolio Holder responsibilities are changeable and from time to time it may be necessary to modify the designation of functions across the Overview and Scrutiny Board and Committees to maintain an efficient fit and clear lines of accountability. Changes will be included as required within the annual report of the Board to Council.

5. Audit and Governance Committee

- 5.1. Functions of the Audit & Governance Committee are set out below. The Audit & Governance Committee cannot delegate for a decision any issues referred to it apart from any matter that is reserved to Council.

Statement of Purpose

- 5.2. The Audit & Governance Committee is a key component of the Council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
- 5.3. The purpose of our Audit & Governance Committee is to provide independent assurance of the adequacy of the risk management framework and the internal control environment. It provides independent review of the Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

Governance, Risk & Control

- 5.4. To consider the arrangements for corporate governance including reviews of the Local Code of Corporate Governance and review and approval of the Annual Governance Statement (AGS).
- 5.5. To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.

PART 4B

CABINET PROCEDURE RULES

B. Cabinet Procedure Rules

1. The Cabinet

The Cabinet consists of the Leader of the Council and up to 9 other Councillors appointed by the Leader, not being the Chair or Vice-Chair of the Council.

2. Application of the Cabinet Procedure Rules

These procedure rules shall apply to the exercise of all Cabinet decisions whether taken collectively or individually.

3. Frequency of Cabinet Meetings

The Cabinet will meet as indicated in the Council's Programme of Meetings. The Cabinet or the Leader may agree to change the date of any programmed meeting, to cancel a meeting or to arrange additional meetings as it/they see fit. Locations of meetings will be published in the Calendar of Meetings.

4. Public and Private Cabinet Meetings

- 4.1. The Cabinet may meet in public or in private, subject to legal requirements and the Access to Information Procedure Rules set out at Part 4A in this Constitution.
- 4.2. Attendance by other Councillors and the public shall be in accordance with the Access to Information Procedure Rules set out at Part 4A in this Constitution, by invitation under Rule 4.3 of this Part 4B, or as set out Rule 7 of this Part 4B.
- 4.3. The Cabinet may invite any person considered appropriate to its meetings to discuss matters of mutual interest or concern or to advise. Such persons may only be given access to Confidential and/or Exempt Information on terms to be decided by the Monitoring Officer so as to ensure that the Access to Information Procedure Rules are observed.

5. Quorum at Cabinet Meetings

The quorum for meetings of the Cabinet is as set out in the Meeting Procedure Rules at Part 4D of this Constitution.

6. Decision Making Process

- 6.1. Cabinet decisions, including those taken under delegated powers, shall not take effect until they have been recorded in writing, as required under the Access to Information Procedure Rules set out at Part 4A in this Constitution,
- 6.2. Cabinet decisions shall not be implemented where the right of Call-In has been exercised until that Call-In process has been concluded, unless the urgency procedure set out at Rule 14 of Part 4C of this Constitution applies.
- 6.3. Records of Cabinet decisions must be confirmed at the next meeting.

- 6.4. In taking decisions, the Cabinet must satisfy itself that it has before it adequate and appropriate advice from its service, legal and financial advisers who shall be present at any meeting where a decision is being taken and that advice is taken into consideration in determining the matter. Where there is any doubt about whether the Cabinet has the legal power to make the decision or an issue of probity arises then advice must be obtained from the Monitoring Officer and the Section 151 Officer.

7. Conduct of Cabinet Meetings

Chair of Cabinet Meetings

- 7.1. The Leader will chair meetings of the Cabinet or in their absence, the Deputy Leader will preside. Where both the Leader and Deputy Leader are absent, the members present, may appoint one member of the Cabinet to preside.

Councillors attending and speaking at Cabinet Meetings

- 7.2. The Chair of the Overview and Scrutiny Board shall be entitled to attend any formal public meeting of the Cabinet to refer to any recommendations **made by the Board to that meeting of the Cabinet**, and to speak to any matter on the agenda for that meeting.
- 7.3. Other Councillors not previously described above may also speak at such meetings with the permission of the Leader or person presiding in their absence.

Business to be conducted

- 7.4. The business to be transacted at meetings of the Cabinet will be set out in an agenda for the meeting in question, subject to any requirements or exemptions under the Access to Information Procedure Rules set out at Part 4A of this Constitution.
- 7.5. The Cabinet will, at each formal meeting, confirm the record of decisions taken at its previous meeting as a correct record.
- 7.6. The Cabinet is obliged to consider matters referred to it by the Overview and Scrutiny Board or Committees, or by the Full Council for consideration under the Overview and Scrutiny Procedure Rules set out at Part 4C of this Constitution.
- 7.7. The Access to Information Procedure Rules set out at Part 4A of this Constitution will apply to notice of meetings, agendas, and access to reports and background papers. Where matters are for decision, the agenda must stipulate those which are Key Decisions and those which are not, in accordance with the Access to Information Procedure Rules.

Agenda

- 7.8. The agenda may be supported by additional papers prepared by the Officers or by or on behalf of other bodies, subject to requirements about disclosure of Confidential or Exempt Information.

- 7.9. The Monitoring Officer or their nominated representative shall be responsible for preparing and distributing the Agenda for Cabinet meetings, attending meetings for the purpose of advising the Cabinet on matters within their area of responsibility and recording decisions as required under this Constitution.
- 7.10. Any member of the Cabinet may require the Monitoring Officer to place an item on the agenda for a stipulated meeting of the Cabinet.
- 7.11. The Monitoring Officer will ensure that any matters referred to the Cabinet by Full Council or the Council's Overview and Scrutiny Board or Committees are placed on the agenda for the next appropriate meeting of the Cabinet.
- 7.12. The Chief Executive, the Monitoring Officer and/or the Section 151 Officer can include an item for consideration on the agenda of a Cabinet Meeting. In pursuance of their statutory duties they can require that a Special Meeting of the Cabinet be convened.
- 7.13. Business cannot be conducted at formal meetings of the Cabinet unless it is included in the agenda for the meeting. Where it is urgent, the requirements of the Access to Information Procedure Rules set out at Part 4A of this Constitution must be complied with.

Questions

- 7.14. Questions, statements and petitions can be submitted by members of the public at meetings of the Cabinet in accordance with Rule 12 of Part 4D of this Constitution.

Key Decisions

- 7.15. The Cabinet will report to the Council as required under the Access to Information Procedure Rules set out at Part 4A of this Constitution on any matter which is classified as a Key Decision and is dealt with under special urgency procedures.

8. Voting at Cabinet Meetings

- 8.1. Voting at Cabinet meetings will be by a show of hands.
- 8.2. Any member may require, immediately after the vote is taken, that the record of decision of the meeting record how they voted or abstained.
- 8.3. Where there are equal votes cast, the Leader, or in their absence, the person presiding, will have a second and casting vote.
- 8.4. Voting for any office or appointment, including any paid appointment, where more than one person is nominated shall be by secret ballot conducted in accordance with Rule 18 of Part 4D of this Constitution.

9. Cabinet Committees/Sub-Committees

- 9.1. The Cabinet may appoint such Committees or Sub-Committees as it considers necessary and appropriate to assist in the discharge of its functions.

- 9.2. In making such appointments, the Cabinet must specify the name of the Committee/Sub-Committee, its membership (including its Chair and, if appropriate, Vice-Chair) and the terms of reference of the body.

10. Motion under Procedure Rule 9 of Part 4D

A mover of a motion under Procedure Rule 9 of Part 4D of this Constitution which has been referred to the Cabinet for consideration must attend the meeting of the Cabinet when their motion is under consideration and explain the motion. The mover of the motion will be advised of the date and time of the meeting when the matter is to be considered and they will be sent a copy of the relevant papers.

11. Resolving disputes

In the case of any dispute during the proceedings of the Cabinet the relevant parts of this Constitution will apply and after considering the application of the relevant provisions, the person presiding at the meeting will rule on the issue in question and their ruling will be final.

12. Reserves/substitute members

There shall be no reserve or substitute members of the Cabinet.

13. Conflicts of Interest

- 13.1. Where the Leader or any Cabinet member has a conflict of interest, they will follow the requirements of the Council's Code of Conduct for Councillors.
- 13.2. If all (or a majority) of the members of the Cabinet present have a conflict of interest then consideration will be given to applying to the Monitoring Officer for a dispensation from the provisions of the Council's Code of Conduct for Councillors.
- 13.3. If the discharge of a Cabinet function has been delegated to another body or individual and a conflict of interest arises, then it will fall to the body or individual who delegated the matter to take the decision. Where that body or individual also has a conflict of interest then action set out in Rule 13.2 of this Part 4B shall be considered.

PART 4C

OVERVIEW AND SCRUTINY PROCEDURE RULES

C. Overview and Scrutiny Procedure Rules

1. How Overview and Scrutiny operates

- 1.1. Any Procedure Rule applying to a Committee shall also apply to the Overview and Scrutiny Board.
- 1.2. The Board and Committees will perform the functions as set out in Article 6 at Part 2 of this Constitution.
- 1.3. No Councillor may be involved in scrutinising a decision in which they have been directly involved. Where the relevant Overview and Scrutiny Committee has been engaged as part of the decision-making process of a decision subject to Call-In the Monitoring Officer shall have discretion to refer the consideration of the Call-In to another Overview and Scrutiny Committee.

2. Overview & Scrutiny Work Plan/s

- 2.1. The proposed work of the Overview and Scrutiny Committees will be set out in a Work Plan which shall consist of work aligned to the principles for the function, as set out in this Constitution.
- 2.2. Once any Work Plan has been approved, a copy will be published with the agenda for each meeting of the Overview and Scrutiny Committees and available to any Councillor on request.
- 2.3. The Overview and Scrutiny Board will maintain oversight of all Work Plans relating to the Overview and Scrutiny function. The purpose of this oversight is to ensure a balance of resource is available across the function and all overview and scrutiny work is adding value to the Council as a whole. The Overview and Scrutiny Board may comment on or make recommendations in relation to the Work Plans of other Overview and Scrutiny Committees as it sees appropriate.

3. Consultation and Suggestions

- 3.1. The Overview and Scrutiny Committees will consult with other parts of the Council as appropriate, including the Cabinet, on the preparation of any Work Plan. They should also take into account the resources, including Councillor availability, Officer and financial resources, available to support their proposals.
- 3.2. The Overview and Scrutiny Committees may take suggestions from a variety of sources to form their Work Plans. This may include suggestions from members of the public, Officers of the Council, Portfolio Holders, the Cabinet and Council, members of the Committee, and other Councillors who are not on the Committee.
- 3.3. All suggestions for Overview and Scrutiny work will be accompanied by:
 - 3.3.1. detail outlining the background to the issue suggested;
 - 3.3.2. the proposed method of undertaking the work;

- 3.3.3. likely timescale associated with undertaking the work; and
 - 3.3.4. the anticipated outcome and value to be added by the work proposed.
 - 3.3.5. No item of work shall join the work plan of any Overview and Scrutiny Committee without an assessment of this information.
- 3.4. Members of the public may make suggestions for Overview and Scrutiny work. Suggestions will be made in writing and accompanied by the detail outlined at Rule 3.3 of this Part 4C.
- 3.5. A facility will be made for members of the public to make suggestions for Overview and Scrutiny work on the Council's website. Suggestions will be considered by the relevant Overview and Scrutiny Committee. The Overview and Scrutiny Committees will maintain oversight of suggestions made by the public and will assess the value to be added by the work suggested when determining whether to exercise their powers in this respect. Any member of the public raising an item under this Rule shall be precluded from raising the matter again for a period of 12 months from the date it is considered by the Committee.

4. Requests

- 4.1. Where Portfolio Holders, the Cabinet or Council request that Overview and Scrutiny Committees undertake a specified piece of work, the relevant Overview and Scrutiny Committee shall respond to the request as soon as it is possible to do so.
- 4.2. The Committee will assess the value to be added by the work suggested when determining whether to exercise its powers in this respect. Where it chooses to exercise its powers in relation to the request, it will report back its findings and any recommendations to Cabinet and/or Full Council in accordance with Rule 11 of this Part 4C.
- 4.3. Where the Committee chooses not to exercise its powers in relation the request, it will provide reasons for this to the body that made the original request.
- 4.4. All Councillors have the right to suggest that an item be considered for Overview and Scrutiny provided that the item to which the suggestion is made must be relevant to the functions of the Overview and Scrutiny Committee. Councillors must make this suggestion in writing to the Scrutiny Officer who will arrange for the publication of the request on the next available agenda of the relevant Overview and Scrutiny Committee agenda. The request will be accompanied by the information as set out at 3.3 above. The Overview and Scrutiny Committee shall consider the request, assess the value to be added by the work proposed and determine whether the matter shall join the Work Plan. Where a decision is made by the Committee not to exercise its powers in relation to the matter the Committee must provide its decision to the Councillor making the request, giving reasons for this.

- 4.5. Any Councillor raising an item under Rule 4.4 of this Part 4C shall be precluded from raising the matter again for a period of 12 months from the date it is considered by the Committee.

5. Crime and Disorder Issues

The Overview and Scrutiny Board shall undertake Overview and Scrutiny of Crime and Disorder issues, as required by legislation, at least once a year.

6. Engagement with the Overview and Scrutiny Committee

- 6.1. Consideration will be given at the scoping stage as to how others, in addition to Councillors and Officers of the Council, may be engaged in the work of Overview and Scrutiny and the benefit that this engagement will bring to the work. This may include, but is not limited to, contribution from subject experts with relevant specialist knowledge and/or expertise; representatives of stakeholder groups and service users.
- 6.2. Overview and Scrutiny has a key role in the development of the Budget and Policies of the Council. The Overview and Scrutiny Committees may make proposals to the Cabinet or Full Council for development or review of key strategies, plans and policies to the extent that they relate to matters within the respective terms of reference for each Committee.

7. Commissioned Work

- 7.1. When considering additions to its Work Plan, the Overview and Scrutiny Committees may commission work to be undertaken outside of Committee meetings in accordance with Article 6 at Part 2 of this Constitution.
- 7.2. When commissioning work, the Committees will take into account the availability of resources as highlighted above. Committees may undertake one piece of commissioned work at a time to ensure availability of resource across all Committees.
- 7.3. Bodies commissioned by the Overview and Scrutiny Committees may have conferred upon them the power to act on behalf of the parent Committee in considering issues within the remit of the parent Committee and making recommendations directly to Portfolio Holders, Cabinet, Council or other bodies or people within the Council or externally as appropriate.

8. Rights of Overview and Scrutiny Committee members to information

- 8.1. The Overview and Scrutiny Committee will have access to the Cabinet's Forward Plan and timetable for decisions and intentions for consultation.
- 8.2. In addition to their rights as Councillors, members of the Overview and Scrutiny Committee have the additional right of access to documents, and to notice of meetings as set out in the Access to Information Procedure Rules set out at Part 4A of this Constitution.

- 8.3. Nothing in this paragraph prevents more detailed liaison between the Cabinet and the Overview and Scrutiny Committees as appropriate. Regular, informal dialogue between the two is considered good practice to ensure that the Overview and Scrutiny function can understand developing Cabinet priorities, discuss and assess the value that Overview and Scrutiny can provide and contribute in a timely way to policy development.

9. Councillors and Officers giving account

- 9.1. The Overview and Scrutiny Committees may scrutinise and review decisions made or actions taken in connection with the discharge of any Council function or matters which affect the Council's area or the inhabitants of that area. As well as reviewing documentation, in fulfilling its scrutiny role, it may require the Leader, any Portfolio Holder or Officer to attend before it to provide information in relation to matters within their remit. It is the duty of those persons to attend if so required. The Overview and Scrutiny Committees shall have sole discretion to determine which Councillors and Officers will be requested to attend and the format that discussions with invitees will take. All discussions will be based on respect and courtesy – consistent with the Code of Conduct - and will be undertaken with the aim of maximising the effectiveness of the scrutiny being conducted.
- 9.2. Where any Councillor or Officer is required to attend the Overview and Scrutiny Committee under this provision, the Chair of that Committee will inform the Scrutiny Officer, who will inform the Councillor or Officer in writing giving at least seven clear working days' notice of the meeting. The notice will state the nature of the item on which they are required to attend to give account and whether any papers are required to be produced for the Committee. Where the account to be given to the Overview and Scrutiny Committee will require the production of a report, then the Councillor or Officer concerned will be given reasonable notice to allow for its preparation.
- 9.3. Where, in exceptional circumstances, the Councillor or Officer is unable to attend on the required date, then the Committee shall consider, in consultation with the Councillor or Officer, an alternative date for attendance or whether another Councillor or Officer should attend in their place.
- 9.4. Officers should not be expected to enter, and should avoid being drawn into, discussions of politically contentious matters and any Officer input should be consistent with the requirements for political impartiality.
- 9.5. The requirements of any protocols on Councillor/Officer relationships and the Code of Conduct must be adhered to where an Officer is attending an Overview and Scrutiny Committee.

10. Attendance by others

- 10.1. With reasonable notice, the Overview and Scrutiny Committees may invite individuals other than those referred to in Rule 9 of this Part 4C to address it, to discuss issues of local concern and/or answer questions.

10.2. Where the Overview and Scrutiny Committees conduct investigations (for example with a view to policy development), the Committee may ask individuals to attend to give evidence at its meetings, which are to be conducted in accordance with the following principles:

- 10.2.1. the investigation is to be conducted fairly and all members of the Committee will be given the opportunity to ask questions of attendees, and to contribute and speak;
- 10.2.2. those assisting the Committee by giving evidence will be treated with respect and courtesy; and
- 10.2.3. the investigation will be conducted so as to maximise the efficiency of the investigation or analysis.

11. Reports from the Overview and Scrutiny Committees

11.1. The Overview and Scrutiny Committees will report on findings of their work to Cabinet and Full Council, as appropriate according to the matter under review and recommendations being made.

11.2. Once recommendations have been formed, the Overview and Scrutiny Committee will submit a formal report for consideration by the Cabinet, or where the Leader has delegated decision-making to a Portfolio Holder, the Portfolio Holder (if the proposals relate to an Executive Function and are consistent with the existing Budget and Policy Framework); or to Full Council as appropriate (if the recommendation would require a departure from or a change to the agreed Budget and Policy Framework).

11.3. Where recommendations have been submitted, Full Council or the Cabinet shall consider the report of the Overview and Scrutiny Committee within two months (or the next available meeting in the case of the Council). A response will be provided to the Overview and Scrutiny Committee indicating what action, if any, the Cabinet or Full Council proposes to take.

11.4. Where the Overview and Scrutiny Committee submits recommendations for consideration by a Portfolio Holder, the Portfolio Holder must consider the report and respond in writing to the Overview and Scrutiny Committee within two months of receiving it indicating what action, if any, the Portfolio Holder proposes to take. The Portfolio Holder must also attend a future meeting of the Overview and Scrutiny Committee to present their response.

12. Where the Decision Maker is an External, non-Council Organisation

12.1. Where that organisation has a statutory duty to respond to the Committee, a written response shall be requested within the timescale required or, if mutually agreed, by another set deadline so the response can be placed on the agenda of the next scheduled meeting of the Committee, if appropriate.

12.2. Where that organisation does not have a statutory duty to respond to the Committee, a written response shall be invited within 2 months.

12.3. Where scrutiny is being undertaken in relation to the Council's statutory Health or Crime and Disorder Scrutiny functions this will be done in accordance with the relevant legislation and statutory guidance.

13. Joint Committees

Joint Overview and Scrutiny Committees may be established with other councils to provide for effective Overview and Scrutiny of a particular matter. This includes making provision for joint Overview and Scrutiny Committees relating to Health, and to Crime and Disorder, as permitted under legislation.

14. Call-In

14.1. All requests for Call-In shall be considered by the Overview and Scrutiny Board.

14.2. Call-In is the exercise of Overview and Scrutiny's statutory power to review an Executive **Key** Decision which has been made but not carried out. Call-In should only be used in exceptional circumstances. This Rule shall apply to a **Key** Decision of the Cabinet, the Leader, Portfolio Holder or a Key Decision made by an Officer and there are reasonable grounds that one of the following is applicable:

14.2.1. the decision was not made in accordance with the principles of decision-making set out in Article 12 of this Constitution;

14.2.2. the decision was neither published in accordance with the requirements for the Cabinet Forward Plan and not subject to the 'general exception' or 'special urgency procedures' set out in this Constitution; or

14.2.3. the decision is not in accordance with the Key Policy Framework or Budget.

14.3. When a **Key** Decision is made by the Cabinet, a member of the Cabinet, or a Committee or Sub-Committee of the Cabinet, or by an Officer with delegated authority from the Cabinet, the decision shall be published, by electronic means, and shall be made available for inspection normally within 2 clear working days of being made. All Councillors will be sent an electronic record of all such decisions within the same timescale.

14.4. Subject to any urgency provisions a decision taken and to which Rule 14.3 of this Part 4C refers will not come into force, and may not be implemented, until the expiry of 5 clear working days after the decision was made, recorded and published in accordance with Rule 14.3 of this Part 4C.

14.5. Where a decision referred to in Rule 14.3 of this Part 4C has been made, any three or more members of the Overview and Scrutiny Board, or alternatively 10 Councillors who are not members of the Cabinet, may submit a Call-In notice, in

writing, within the period specified in Rule 14.4 of this Part 4C, to the Monitoring Officer or their nominated representative. Voting education members of an Overview and Scrutiny Committee may only sign a Call-In request when the matter relates to an education function. Where the notice is valid, the decision cannot be implemented until the procedures in this section have been followed. The Monitoring Officer will consider the Call-In request and confirm its validity or otherwise.

14.6. A valid Call-In request must comply with the following:

14.6.1. have the correct number of signatures; and

14.6.2. give reasons for the Call-In. The reasons must set out the grounds upon which the Call-In is based with reference to Rule 14.2 of this Part 4C and the evidence to support the grounds. Reasons must be legitimate and not designed to create an obstacle to or delay the proper transaction of business nor should they be vexatious, repetitive or improper in any other way.

14.7. Where, as a result of a corporate electronic system failure or planned shutdown, the issuing of or access to decisions is prevented; or the submission of a Call-In notice by electronic means in accordance with the Council's Call-In provisions is prevented, the periods for notification or submission shall be extended by the period of delay, provided that period is in excess of four hours. When, in the opinion of the Monitoring Officer, the period of delay is likely to extend beyond two clear working days, they shall agree with the Chair of the Overview and Scrutiny Board, alternative arrangements to avoid any delay in implementing Cabinet decisions not subject to Call-In.

14.8. The decision subject to Call-In will be referred to the first available meeting of the relevant Overview and Scrutiny Board, or to a specially convened meeting of the Board should the Chair of the Board consider this to be appropriate in the circumstances.

14.9. The Board, having considered the matter will decide whether to refer the decision to Cabinet for reconsideration. Where the matter is referred for reconsideration, advice must be offered by the Overview and Scrutiny Board. The Board may decide to offer no advice in which case the decision may be implemented immediately. Where advice is offered, the Cabinet will reconsider the decision in light of the advice of the Board.

14.10. Where a matter is considered and advice is offered by the Overview and Scrutiny Board, its advice will be submitted to the Cabinet for a decision to be made on the matter. The Cabinet shall consider the advice, but shall not be bound to accept it in whole or in part. It shall have sole discretion to decide on any further action to be taken in relation to the decisions in question, including confirming, with or without amendment, the original decision or deferment pending further consideration, or making a different decision. There are no further rights to enable a Councillor to submit a Call-In notice. The decision may then be implemented.

- 14.11. Once the Overview and Scrutiny Board has decided to offer advice or not to offer advice, no further Call-In notices may be served in respect of that matter subject to the decision in question. This does not prevent the matter being scrutinised further by an Overview and Scrutiny Committee after the decision has been implemented in accordance with these Rules.
- 14.12. A submitted Call-In notice can only be withdrawn with the written consent of sufficient of the signatories such as to reduce the number of signatories to below the relevant threshold set out in Rule 14.5 of this Part 4C.
- 14.13. The Call-In facility does not apply to the determination of a Motion under Procedure Rule 9 of Part 4D (Notices of Motion).

15. Call-In and Urgency

- 15.1. The Call-In procedure set out above shall not apply where the **Key** Decision being taken by the Cabinet, the Leader, Portfolio Holder or an Officer is urgent.
- 15.2. A decision will be urgent if any delay, caused by the Call-In process, would be likely to seriously prejudice the Council's or the public's interests.
- 15.3. The Chair of the Overview and Scrutiny Board or, in their absence, the Vice-Chair or in their absence the Chair of the Council must agree that the decision should be treated as urgent, and that the Call-In procedure should not apply.
- 15.4. In the absence of the Chair of the Council, the Vice-Chair's consent shall be required. In the absence of all of the above Councillors, the Chief Executive's, or their nominee's, consent shall be required.

16. Councillor Call for Action

- 16.1. Any Councillor may submit a Councillor Call for Action.
- 16.2. The Councillor Call for Action is intended to be a process of last resort and therefore a Councillor must demonstrate that reasonable steps have been taken to resolve the matter including a response from the relevant Portfolio Holder and the Chief Executive.
- 16.3. The Councillor Call for Action will be placed on the next available agenda of the Overview and Scrutiny Board.
- 16.4. It is for the Overview and Scrutiny Board to determine how it wishes to respond to the Councillor Call for Action and, in the case of refusal to undertake a review, then reasons must be provided.

17. The Party Whip

The use of the Party Whip is incompatible with the role of Overview and Scrutiny and shall not be used.

18. Procedure at Overview and Scrutiny Meetings

18.1. Matters to be considered will be set out in an agenda, together with appropriate and relevant supporting papers.

18.2. The Overview and Scrutiny meeting shall consider the following business:

- 18.2.1. record of the last meeting;
- 18.2.2. declarations of interest;
- 18.2.3. public items;
- 18.2.4. consideration of any matter referred to the Committee by Full Council or by the Cabinet;
- 18.2.5. consideration of any matter referred to the Committee for advice in relation to Call-In of a decision;
- 18.2.6. responses of the Cabinet on reports of the Overview and Scrutiny meeting;
- 18.2.7. the business otherwise set out on the agenda for the meeting; and
- 18.2.8. the Overview and Scrutiny meeting's Work Plan, including requests for items of scrutiny from Councillors and members of the public in accordance with the procedure set out in this Constitution.

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Article 6 – Overview and Scrutiny

6.1. Overview and Scrutiny

6.1.1. As outlined in the Summary and Explanation at Part 1 of this Constitution, the Council has established arrangements for the Overview and Scrutiny function in line with six principles, those being that the Overview and Scrutiny Committees shall:

- a) contribute to sound decision making in a timely way by holding decision makers to account as a ‘critical friend’;
- b) be a Councillor led and owned function that seeks to continuously improve through self-reflection and development;
- c) enable the voice and concerns of the public to be heard and reflected in the Council’s decision making process;
- d) engages in decision making and policy development at an appropriate time to be able to have influence;
- e) contribute to and reflect the vision and priorities of the Council; and
- f) be agile and be able to respond to changing and emerging priorities at the right time with flexible working methods.

6.2. Responsibilities of the Overview and Scrutiny Committees

The Overview and Scrutiny Committees have the functions set out at Part 3 of this Constitution.

6.3. Current Overview and Scrutiny Committees

6.3.1. There shall be **four** Overview and Scrutiny bodies:

- a) **Corporate and Community Overview and Scrutiny Committee** which shall comprise of 11 Councillors meeting approximately six times each year;
- b) **Health and Adult Social Care Overview and Scrutiny Committee** which shall comprise of 11 Councillors meeting approximately six times each year;
- c) **Children’s Services Overview and Scrutiny Committee** which shall comprise of 11 Councillors meeting approximately six times each year; and
- d) **Place Overview and Scrutiny Committee** which shall comprise of 11 Councillors meeting approximately six times each year.

6.4. Membership

6.4.1. No member of the Cabinet may be a member of the Overview and Scrutiny Committees or any group established by the Committees.

6.4.2. As they have no delegated powers to take individual decisions, Lead Members of the Cabinet may be a member of the Overview and Scrutiny Committees only where there is no conflict between their Cabinet support work and the matters under consideration by O&S.

6.4.3. The Chair and Vice Chair of the Audit and Governance Committee may not be a member of any Overview and Scrutiny Committee. This will maintain independence between the two functions of audit and scrutiny, in line with good practice.

6.4.4. The Committees are to be politically balanced in accordance with the requirements of the Local Government and Housing Act 1989.

6.5. Substitutes

If a member is unable to attend a meeting their Group may arrange for a substitute to attend in their place in accordance with Part 4 of this Constitution.

6.6. Members of the Public

6.6.1. Members of the public can be invited to attend and contribute to meetings as required to provide insight to a matter under discussion. This may include but is not limited to subject experts with relevant specialist knowledge or expertise, representatives of stakeholder groups or service users. Members of the public will not have voting rights.

6.7. Childrens Services Overview and Scrutiny Committee

6.7.1. As the functions and duties of the Children's Services Overview and Scrutiny Committee include making decisions in relation to the Council's education responsibilities, the Committee must include two church and two parent governor representatives as voting members in addition to the Councillors. Parent governor membership shall extend to a maximum period of four years and no less than two years. These co-opted education representatives are entitled to vote on any item relating to education.

6.7.2. The Children's Services Overview and Scrutiny Committee may also co-opt one representative from the Academy Trusts within the local authority area, to attend meetings and vote on matters relating to education.

6.8. Conduct of Overview and Scrutiny Committee meetings

Conduct of the proceedings at Overview and Scrutiny Committee meetings shall be in accordance with the Procedure Rules as set out in Part 4C of this Constitution.

6.9. Commissioned Work

6.9.1. In addition to Committee meetings, the Overview and Scrutiny Committees may commission work in the following ways as considered necessary after taking into account the availability of resources, the work programme and the matter under review. Each Committee is limited to one commission at a time to ensure availability of resources.

- a) **Working Groups** – a small group of Councillors and Officers gathered to consider a specific issue and report back to a full committee, or make recommendations to Cabinet or Council within a limited timescale. Working Groups usually meet once or twice, and are often non-public;
- b) **Sub-Committees** – a group of Councillors delegated a specific aspect of the main Committee's work for ongoing, in-depth monitoring. May be time limited or be required as a long-standing committee. Sub-Committees are often well suited to considering performance based matters that require scrutiny oversight. Sub-Committees usually meet in public;
- c) **Task and finish groups** – a small group of Councillors tasked with investigating a particular issue and making recommendations on this issue, with the aim of influencing wider Council policy. The area of investigation will be carefully scoped and will culminate in a final report, usually with recommendations to Cabinet or Council. Task and finish groups may work over the course of a number of months and take account of a wide variety of evidence, which can be resource intensive. For this reason, the number of these groups must be carefully prioritised by scrutiny members to ensure the work can progress at an appropriate pace for the final outcome to have influence;
- d) **Inquiry Days** – with a similar purpose to task and finish groups, inquiry days seek to understand and make recommendations on an issue by talking to a wide range of stakeholders and considering evidence relating to that issue, within one or two days. Inquiry days have similarities to the work of Government Select Committees. Inquiry days are highly resource intensive but can lead to swift, meaningful outcomes and recommendations that can make a difference to Council policy; and
- e) **Rapporteurs or scrutiny member champions** - individual Councillors or pairs of Councillors tasked with investigating or maintaining oversight of a particular issue and reporting back to the main committee on its findings. A main committee can use these reports to facilitate its work prioritisation. Rapporteurs will undertake informal work to understand an issue – such as discussions with Officers and Portfolio Holders, research and data analysis. Rapporteur work enables scrutiny members to collectively stay informed of a wide range of Council activity. In this way the workload is spread between Councillors. This approach to the provision of information to scrutiny members also avoids valuable committee time being taken up with briefings in favour of more outcome-based scrutiny taking place at committee.

- s) making decisions on applications for renewals of Sex Establishment and Sexual Entertainment Licences where representations have been received and not withdrawn;
- t) making any decisions required to be made within the following legislative frameworks which have not been delegated by the Committee to Officers:
 - i. Caravan Site Act 1968 and Mobile Home Act 2013 and related legislation;
 - ii. Charities Act 1992 and related legislation;
 - iii. Street Trading Permits and Table and Chair permissions and related permissions; and
 - iv. Animal Welfare Licensing – where there are objections to licences;
- u) approving the level of fees charged by the Council; and
- v) making decisions on the tariffs charged by the Public Carriage Trade.

4. Overview and Scrutiny Function

Functions of all Overview and Scrutiny Committees

- 4.1. Each Overview and Scrutiny Committee is of equal status and has responsibility for:
 - 4.1.1. scrutinising decisions of the Cabinet, offering advice or making recommendations on the matter;
 - 4.1.2. considering decisions within the remit of that Committee that have been called-in pursuant to the Procedures set out in this Constitution for further scrutiny;
 - 4.1.3. offering any views or advice to the Cabinet or Council in relation to any matter referred to the Overview and Scrutiny Committee for consideration by the Cabinet or Council;
 - 4.1.4. undertaking general policy reviews with a cross-service and multi-organisational approach wherever possible, and making recommendations to the Council or the Cabinet to assist in the development of future policies and strategies;
 - 4.1.5. assisting the Council in the development of the Budget and Policy Framework by in-depth analysis of policy issues;
 - 4.1.6. monitoring the implementation of decisions to examine their effect and outcomes;
 - 4.1.7. referring to full Council, the Cabinet or appropriate Committee/Sub-Committee any matter which, following scrutiny, the Overview and

Scrutiny Committee determines should be brought to the attention of the Council, Cabinet or the Committee or Sub-Committee;

4.1.8. preparation, implementation, monitoring and review of a work programme;

4.1.9. establishing such commissioned work as appropriate after taking into account the availability of resources, the work programme and the matter under review;

4.1.10. maintaining oversight and establishing priorities for the training needs of the Committee;

Health and Adult Social Care Overview and Scrutiny Committee

4.2. The Health and Adult Social Care Overview and Scrutiny Committee will carry out those duties as outlined in 4.1.1 to 00 above, in relation to matters regarding health, adult social care, public health, community care and any other issues relating to the delivery of health services by health service providers and NHS bodies affecting the residents of Bournemouth, Christchurch and Poole.

4.3. This Committee carries out all the Council's overview and scrutiny functions relating to health as required by legislation.

Children's Services Overview and Scrutiny Committee

4.4. The Children's Services Overview and Scrutiny Committee will be responsible for carrying out those duties as outlined in 4.1.1 to 00 above, in relation to matters which relate to the delivery of services for children in Bournemouth, Christchurch and Poole.

4.5. Education co-optees will be appointed to this Committee in line with legislation, as set out in this Constitution.

Place Overview and Scrutiny Committee

4.6. The Place Overview and Scrutiny Committee will be responsible for carrying out those duties as outlined in 4.1.1 to 00 above, in relation to matters such as strategic planning, house building, homes, environment, cleansing, waste, transport and sustainability.

4.7. This Committee carries out all the Council's overview and scrutiny functions relating to flood risk management as required by legislation.

Corporate and Community Overview and Scrutiny Committee

4.8. The Corporate and Community Overview and Scrutiny Committee will be responsible for carrying out those duties as outlined in 4.1.1 to 00 above, in relation to matters such as finance and transformation, regeneration, economic development, communication, culture, events, libraries, museums, community safety, regulatory services, licensing, leisure, sport and tourism.

4.10 This Committee will be the lead Overview and Scrutiny Committee for undertaking scrutiny of the Council's budget processes, and may be assisted by representation from the other Committees in this task.

4.11 This Committee carries out the Council's overview and scrutiny functions relating to crime and disorder as required by legislation. Crime and disorder overview and scrutiny will take place at least once a year.

Changes to functions of Overview and Scrutiny Committees

4.12 The remit of the Overview and Scrutiny Committees is based on the division of Portfolio Holder responsibilities. Portfolio Holders may report to more than one Overview and Scrutiny Committee.

4.13 Portfolio Holder responsibilities are changeable and from time to time it may be necessary to modify the designation of functions across the four Overview and Scrutiny Committees to maintain an efficient fit and clear lines of accountability. Changes will be included as required within the annual report of the Statutory Scrutiny Officer to Council.

5. Audit and Governance Committee

5.1. Functions of the Audit & Governance Committee are set out below. The Audit & Governance Committee cannot delegate for a decision any issues referred to it apart from any matter that is reserved to Council.

Statement of Purpose

5.2. The Audit & Governance Committee is a key component of the Council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

5.3. The purpose of our Audit & Governance Committee is to provide independent assurance of the adequacy of the risk management framework and the internal control environment. It provides independent review of the Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

Governance, Risk & Control

5.4. To consider the arrangements for corporate governance including reviews of the Local Code of Corporate Governance and review and approval of the Annual Governance Statement (AGS).

5.5. To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.

PART 4A

ACCESS TO INFORMATION PROCEDURE RULES

A. Access to Information Procedure Rules

1. Interpretation

1.1. In these Procedure Rules:

- 1.1.1. references to 'the Council' means 'Full Council', unless otherwise stated;
- 1.1.2. references to 'committees' includes 'committees and boards' unless otherwise stated;
- 1.1.3. references to 'sub-committees' includes 'sub-committees, working groups, panels and forums' unless otherwise stated;
- 1.1.4. references to the serving of notice to 'Monitoring Officer' shall, unless otherwise stated, include notice to 'Democratic Services'; and
- 1.1.5. references to 'Rules' means these Procedure Rules, unless otherwise stated.
- 1.1.6. unless otherwise required by law, references to 'copies of documents being made available for for public inspection' means the publication online or sent electronically upon request.

2. Scope

These Rules apply to all meetings of the Council, its Committees and Sub-Committees and to public meetings of the Cabinet (together referred to as "meetings").

3. Additional Rights to Information

These Rules do not affect any other specific rights to information contained elsewhere in this Constitution or otherwise provided by law.

4. Rights to Attend and Report upon Meetings

- 4.1. Members of the public may attend all public meetings subject to the exceptions contained in these Rules.
- 4.2. Members of the press and public are also entitled to film, audio record and report on meetings of the Council, Committees and Cabinet, except in circumstances where the public have been excluded in accordance with this Constitution or as permitted by law. Any such filming, audio recording or reporting shall be in accordance with any guidelines published by the Council on its website or made available at the meeting.

5. Notice of Meetings

The Council shall ordinarily give at least five clear working days' notice of any meeting by publicising a copy of the official notice on the Council's website and at the Council's main office.

6. Agenda and Supporting Papers - Rights of Access

Local
Government Act
1972, (S.100B)

- 6.1. The Council shall ordinarily make copies of the agenda and supporting papers for non-confidential business open to the public available for inspection on the Council's website, at least five clear working days before the meeting.
- 6.2. Where an item is added to an agenda at a later date and the report is open to the public, a revised agenda will ordinarily be made available for inspection, together with any supporting papers, as soon as possible.
- 6.3. The Council will as far as possible, supply to any member of the public on request (and subject to payment to the Council of a charge for postage and any other costs), copies of any agenda and reports which are open to public inspection, and if the Monitoring Officer thinks fit, copies of any further documents supplied to Councillors relating to that item.

Local
Government Act
1972, (S.100C)

7. Access to Decision Records, Minutes, Agenda and Supporting Papers after a meeting

- 7.1. The Council will make electronically available, for a period of six years from the date of the meeting:
 - 7.1.1. the minutes of the meeting where, under these Rules or the Constitution, minutes are required to be made, excluding any part of the minutes relating to the conduct of business when the public were not present or where exempt or confidential information would be disclosed;
 - 7.1.2. the records of decisions taken, together with reasons by the Cabinet, excluding any part of the record relating to the conduct of business when the public were not present or where exempt or confidential information would be disclosed;
 - 7.1.3. where information relating to a decision is not considered in public, a summary of the proceedings to provide a reasonably fair and coherent record, excluding any information which is of a confidential or exempt nature; and
 - 7.1.4. reports relating to items which were considered when the public were entitled to be present.

Local
Government Act
1972, (S.100D)

8. Background Documents

- 8.1. Background Documents are those documents which relate to the subject matter of the report which in the opinion of the Monitoring Officer:
 - 8.1.1. relate to the subject matter of the item in question;
 - 8.1.2. disclose any facts or matters on which the report or an important part of it has been based; and
 - 8.1.3. has been relied upon to a material extent in preparing the agenda item.

- 8.2. The requirements in Rule 8.1 of this Part 4A do not apply to or include any published works or any document in whole or in part which would disclose confidential or exempt information.
- 8.3. Background Documents which have been made available for public inspection will continue to be available for a period of four years from the date the decision is made, including those made by an individual Councillor or Officer.

9. Definition of Confidential and Exempt Information

9.1. Confidential Information

Confidential Information means information supplied or given to the Council by a Government department on terms which forbid the disclosure of the information to the public or information which cannot be disclosed to the public by or under any enactment or by the order of a Court.

9.2. Exempt Information

Exempt Information means information falling within the following categories (subject to any qualification listed at Rule 9.3 of this Part 4A):

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

9.3. Exempt Information – Qualifications

- 9.3.1. Information falling within the categories set out in Rule 9.2 of this Part 4A is not exempt information if it is required to be registered under:
- a) the Companies Acts (as defined in Section 2 of the Companies Act 2006);

- b) the Friendly Societies Act 1974;
- c) the Friendly Societies Act 1992;
- d) the Co-operative and Community Benefit Societies Act 2014;
- e) the Building Societies Act 1986; or
- f) the Charities Act 2011.

9.3.2. Information is not exempt information if it relates to proposed development for which the Local Planning Authority may grant itself planning permission or permission in principle pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

9.3.3. Information which:

- a) falls within any of the descriptions referred to in Rule 9.2 of this Part 4A; and
- b) is not prevented from being exempt by the previous two qualifications is exempt information if having considered all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Local
Government Act
1972, (S.100A)

10. Exclusion of the Public from Meetings

10.1. Confidential Information – Requirement to Exclude

The public will be excluded from meetings whenever it is likely, in view of the nature of the business to be transacted or the proceedings, that Confidential Information, as described in Rule 9.1 of this Part 4A will be disclosed.

10.2. Exempt Information – Discretion to Exclude

The public may be excluded from a meeting where it is likely that Exempt Information will be disclosed, as described in Rule 9.2 of this Part 4A.

11. No public right of access to agenda papers

The Monitoring Officer, where they consider it necessary, may refuse access by the public to any agenda or supporting papers which in their opinion relate to items during which, in accordance with Rule 7 above, the meeting is likely not to be open to the public. Any such papers will be clearly marked “Not for Publication” and will contain the category of information to be disclosed as set out in Rule 9.2 of this Part 4A. Similar provisions apply to the disclosures of documents related to decisions of the Council, including the Cabinet.

12. Application of these Rules to the Cabinet

Rules 13 to 22 of this Part 4A will apply only to the Cabinet and any Committees or Sub-Committees which it may establish from time to time.

13. Procedure before taking a Key Decision

13.1. Subject to Rule 15 (General Exception) or Rule 16 (Special Urgency) of this Part 4A, a Key Decision cannot be taken unless:

- 13.1.1. a notice ("the Forward Plan") has been published in connection with the matter in question and made available to the public;
- 13.1.2. at least 28 clear calendar days have elapsed since publication of the Forward Plan; and
- 13.1.3. where the decision is to be taken at a meeting of the Cabinet, including a Committee or Sub-Committee of the Cabinet, public notice of the meeting has been given under Rule 5 above.

14. The Forward Plan

- 14.1. The Forward Plan will be prepared on behalf of the Leader on a monthly basis to cover the 12-month period beginning with the first day of any month. The Forward Plan will be rolled forward and published each month to cover the 12-month period beginning again with the new date of publication. There will be instances where it is impracticable to include an item in the Forward Plan. In this case Rule 15 (General Exception) or Rule 16 (Special Urgency) of this Part 4A will apply.
- 14.2. The Forward Plan will contain such matters as the Leader has reason to believe will be Key Decisions to be taken by the Leader, the Cabinet, a Portfolio Holder, a Committee or Sub-Committee of the Cabinet, an Officer in the course of the discharge of a Cabinet function during the period covered by the Forward Plan.
- 14.3. The Forward Plan will describe in respect of each matter, the following particulars:
 - 14.3.1. the matter relating to the decision to be made;
 - 14.3.2. the name and title of the decision taker if an individual, or the name and details of the membership where the decision taker is a body;
 - 14.3.3. the date on which, or the period within which, the decision will be taken;
 - 14.3.4. the identity of the principal groups whom the decision taker proposes to consult before taking the decision;
 - 14.3.5. the means by which any such consultation is proposed to be undertaken;

- 14.3.6. the steps any person might take to make representations to the Cabinet or decision taker about the matter before the decision is made, and the date by which those steps must be taken;
 - 14.3.7. a list of the documents to be submitted to the decision taker for consideration in relation to the matter;
 - 14.3.8. the address from which, subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document listed in the Forward Plan is available;
 - 14.3.9. that other documents relevant to the matter may be submitted to the decision taker; and
 - 14.3.10. the procedure for requesting details of those documents (if any) as they become available.
- 14.4. Where in relation to any matter where the public may be excluded from a public meeting under Rule 10 of this Part 4A, or documents relating to the decision need not be disclosed to the public, the Forward Plan must contain the particulars of the matter, but may not contain any Confidential Information or Exempt Information.

15. General Exception for Key Decisions

- 15.1. If a matter which is likely to be a Key Decision has not been included in the Forward Plan then, subject to Rule 16 (Special Urgency) of this Part 4A, the decision may still be taken if the following apply:
- 15.1.1. the decision has to be taken by such a date that it is impracticable to defer the decision until it can be included in the next Forward Plan and until the start of the first month to which the next Forward Plan relates;
 - 15.1.2. the Monitoring Officer has informed by way of Notice in writing the Chair of the relevant Overview and Scrutiny Committee, or if there is no such person, each member of that Committee of the matter to which the decision is to be made;
 - 15.1.3. the Monitoring Officer has made copies of that Notice available to the public; and
 - 15.1.4. at least five clear working days have elapsed since the Monitoring Officer complied with their obligations under this paragraph.
- 15.2. Where such a decision is taken by the Cabinet, it must be taken in public subject to any requirements relating to the disclosure of Confidential or Exempt Information and the exclusion of the public.

16. Special Urgency for Key Decisions

- 16.1. If by virtue of the date by which a Key Decision must be taken, the requirements of Rule 15 (General Exception) of this Part 4A cannot be followed, then the decision can only be taken if the decision taker (in the case of an individual) or the Chair of the body taking the decision, obtains the

agreement of the Chair of the **relevant** Overview and Scrutiny **Committee** that the taking of the decision cannot be reasonably deferred.

- 16.2. If there is no Chair of the Overview and Scrutiny **Committee** or if they are unable to act, then the agreement of the Chair of the Council, or in their absence the Vice-Chair of the Council will suffice.
- 16.3. In addition to the requirement to agree to the matter being dealt with as urgent business, the Chair of the **relevant** Overview and Scrutiny **Committee**, or the Chair or Vice-Chair of the Council if applicable, will be consulted on the subject matter of the decision itself and may comment on the proposed decision to be taken.

17. Report to Council

- 17.1. If an Overview and Scrutiny **Committee** is of the opinion that a Key Decision has been taken which was not:

- 17.1.1. included in the Forward Plan;
- 17.1.2. the subject of the General Exception procedure under Rule 15 of this Part 4A;
- 17.1.3. the subject of an agreement with the **relevant** Overview and Scrutiny **Committee** Chair, or the Chair/Vice-Chair of the Council under Rule 16 of this Part 4A,

the **Committee** may require the Cabinet to submit a report to Full Council within such reasonable time as the **Committee** specifies.

- 17.2. In response to any requirement under Rule 17.1 of this Part 4A, the Cabinet must prepare a report for submission to the next available meeting of Full Council. However, if the next meeting of the Council is within 7 days of the resolution of the **Overview and Scrutiny Committee**, then the report may be submitted to the subsequent meeting. The report to the Council must set out particulars of the decision, the individual or body taking the decision, and if the Cabinet is of the opinion that it was not a Key Decision, the reasons for that opinion.

18. Record of Decisions of the Cabinet

- 18.1. After any meeting of the Cabinet or any of its Committees or Sub-Committees, whether held in public or private, the Monitoring Officer or their nominee, or, where no officer was present, the person presiding at the meeting, will produce as soon as practicable an electronic record of every decision taken at that meeting. The record will include the following:

- 18.1.1. a record of the decision including the date it was made;
- 18.1.2. a record of the reasons for the decision;
- 18.1.3. details of any alternative options considered and rejected by the decision taker;

- 18.1.4. a record of any conflict of interest relating to the matter decided which is declared by any member of the body making the decision; and
- 18.1.5. in respect of any declared conflict of interest, a note of any dispensation granted by the Monitoring Officer.

19. Cabinet Meetings relating to matters which are not Key Decisions

The Cabinet will decide whether meetings relating to matters which are not Key Decisions will be held in public or private.

20. Meeting of the Cabinet in Private

- 20.1. Where a meeting of the Cabinet, including a Committee or Sub- Committee of the Cabinet, is to be held in private under these Rules, at least 28 clear days before the meeting, the Cabinet shall make available at the Main Office of the Council a notice of its intention to hold a meeting in private giving reasons as to why the meeting is to be held in private.
- 20.2. At least five clear days before the meeting, the Cabinet must make available at the Main Office of the Council a further notice of its intention to hold a meeting in private containing: the reasons as to why the meeting is to be held in private; details any representations received by the Cabinet about why the meeting should be open to the public; and a statement of the Cabinet's response to any such representations.
- 20.3. All members of the Cabinet shall be entitled to be given five clear working days' notice of the meeting, whether or not they are summoned to attend, unless the meeting is convened at shorter notice on urgency grounds.
- 20.4. Copies of the notices required by Rule 20.1 and Rule 20.2 of this Part 4A shall be sent to the Chairs of the Overview and Scrutiny **Committees**.
- 20.5. Where the date by which a private meeting must be held makes compliance with Rules 17.1 and 17.2 of this Part 4A impracticable, the meeting may only be held in private where the Cabinet has obtained agreement from:
 - 20.5.1. the Chair/s of the **relevant** Overview and Scrutiny **Committee/s**; or
 - 20.5.2. if there is no such person, or if the Chairs of the Overview and Scrutiny **Committees** are unable to act, the Chair of the Council; or
 - 20.5.3. where there is no Chair of either the Overview and Scrutiny **Committees** or of the Council able to act, the Vice-Chair of the Council,
 that the meeting is urgent and cannot reasonably be deferred.

21. Attendance at private meetings of the Cabinet

Cabinet Members

- 21.1. Any member of the Cabinet may attend a private meeting of a Committee or Sub-Committee of the Cabinet whether or not they are members of that body unless the body determines otherwise.
- 21.2. Any Cabinet member who is not a member of such a Committee or Sub-Committee shall be entitled to speak with the consent of the person presiding but not to vote.

Officers

- 21.3. The Head of the Paid Service, the Section 151 Officer and the Monitoring Officer, or their nominees, are entitled to attend any meeting of the Cabinet. The Cabinet cannot meet unless the Monitoring Officer has been given reasonable notice that a meeting is to take place. This provision also applies to Committees and Sub-Committees of the Cabinet.
- 21.4. A private meeting of the Cabinet, including a Committee or Sub-Committee of the Cabinet, may only take place in the presence of the Monitoring Officer or their nominee, who shall have responsibility for recording and publicising any decisions.

22. Decisions by Portfolio Holders

- 22.1. Decisions made by individual Portfolio Holders must be taken in accordance with the procedure established by the Monitoring Officer which will provide for a written report template to be prepared by the relevant officer, and formal sign off by the Monitoring Officer and Section 151 Officer before the decision is made.
- 22.2. As soon as reasonably practicable after an executive decision has been taken by a Portfolio Holder, the written record of the decision must be published which should include the following:
 - 22.2.1. the decision made including the date it was made;
 - 22.2.2. the reasons for the decision;
 - 22.2.3. details of any alternative options considered and rejected by the Portfolio Holder making the decision;
 - 22.2.4. a record of any conflict of interest relating to the matter decided which is declared by any member of the Cabinet who is consulted by the Portfolio Holder which relates to the decision;
 - 22.2.5. in respect of any declared conflict of interest, a note of any dispensation granted by the Monitoring Officer;
 - 22.2.6. the financial and legal implications of the decision and confirmation that the decision has been considered by the Section 151 Officer and Monitoring Officer; and
 - 22.2.7. the consultation undertaken prior to the decision being made, including any consideration by the relevant Overview & Scrutiny Committee and Ward Councillors.

- 22.3. The provisions of Rules 7 (Access to Decision Records) and 8 (Background Documents) of this Part 4A will also apply to the making of decisions by Portfolio Holders. This does not require the disclosure of Exempt or Confidential Information or advice from a political assistant.

23. Record of Executive and Non-Executive decisions taken by Officers

- 23.1. As soon as reasonably practicable after an Officer has made a decision which is an Executive Decision a written record of the decision will be published which will include the following:
- 23.1.1. the decision made and the date it was made;
 - 23.1.2. a record of the reasons for the decision;
 - 23.1.3. details of any alternative options considered and rejected by the Officer when making the decision;
 - 23.1.4. a record of any conflict of interest declared by any Cabinet member who is consulted by the Officer which relates to the decision;
 - 23.1.5. in respect of any declared conflict of interest, a note of any dispensation granted by the Monitoring Officer;
 - 23.1.6. the financial and legal implications of the decision and confirmation that the decision has been considered by the Section 151 Officer and Monitoring Officer; and
 - 23.1.7. the consultation undertaken prior to the decision being made, including any consideration by the relevant Overview & Scrutiny Committee and Ward Councillors.
- 23.2. Any record prepared in accordance with Rule 23.1 of this Part 4A and any report considered by the Officer and relevant to the decision will be available for public inspection on the Council's website.
- 23.3. Rules 23.1 to 23.2 of this Part 4A apply to Major Operational Decisions made by Officers as defined by Article 12 of the Constitution. These rules do not apply to day to day administrative or operational decisions taken by Officers in connection with the discharge of functions.
- 23.4. When an Officer makes a Major Operational Decision the Monitoring Officer must be provided with a completed Delegated Record of Decision within two working days of the date of taking the decision together with a copy of any report upon which the decision was made.
- 23.5. The Monitoring Officer will keep a record of all such decisions made by Officers including any report upon which each decision was made and will ensure that the decision is recorded and published by the Council on its website.
- 23.6. As soon as reasonably practicable after an Officer has made a decision under an express delegation from Full Council, its Committees, Sub Committees or any Joint Committee in which the Council is involved or under a general delegation from one of these bodies where the effect of the decision is to grant

a permission or licence, affect the rights of an individual or award a contract or incur expenditure, which in either case materially affects the Council's position, a written statement will be prepared including:

- 23.6.1. a record of the decision including the date it was made;
 - 23.6.2. a record of the reasons for the decision;
 - 23.6.3. details of any alternative options considered and rejected by the Officer when making the decision; and
 - 23.6.4. a record of the name of any Councillor or local government body who has declared an interest (for decisions taken under an express delegation).
- 23.7. Any record prepared in accordance with Rule 23.6 of this Part 4A together with any background papers considered by the Officer and relevant to the decision will be available for public inspection on the Council's website.
- 23.8. Rules 23.6 to 23.7 of this Part 4A do not apply to:
- 23.8.1. routine administrative and organisational decisions;
 - 23.8.2. decisions on operational matters such as day to day variations in services;
 - 23.8.3. decisions if the whole or part of the record contains Confidential or Exempt Information; or
 - 23.8.4. decisions that are already required to be published by other legislation, provided the record published includes the date the decision was taken and the reasons for the decision.

24. Access to documents - Overview and Scrutiny Committees

Right to Copies of Documents

- 24.1. Subject to Rule 24.3 of this Part 4A, any member of the Overview and Scrutiny Committees is entitled to copies of any document which is in the possession or control of the Leader, the Cabinet including its Committees and Sub-Committees, and which contains material relating to:
- 24.1.1. any business transacted at a public or private meeting of the Cabinet including any of its Committees and Sub-Committees;
 - 24.1.2. any decision taken by an individual member of the Cabinet; or
 - 24.1.3. any executive decision taken by an Officer in accordance with Part 3 of this Constitution.
- 24.2. Where a member of an Overview and Scrutiny Committee (including its Sub-Committees) requests a document which falls within Rule 24.1 of this Part 4A the Leader must provide that document as soon as reasonably practicable and in any case no later than 10 clear working days after the Leader receives the request.

- 24.3. Subject to Rule 24.4 of this Part 4A the Chair, or in the absence of the Chair, the Vice-Chair of an Overview and Scrutiny **Committee** is entitled to see papers in relation to private decisions of the Cabinet before the decision is made.
- 24.4. Overview and Scrutiny Committee members will be entitled to any such document or part of a document that contains Exempt or Confidential Information unless the Monitoring Officer determines that the information is not relevant to an action or decision they are reviewing or scrutinising or any review contained in any programme of work of the Overview and Scrutiny Committees.

Limits on Right to Copies

- 24.5. Where the Leader so determines, a member of the Overview and Scrutiny Committees will not be entitled to:
- 24.5.1. any document that is in draft form; or
 - 24.5.2. the advice of a political advisor.
- 24.6. Where the Leader or Monitoring Officer determines that a member of the Overview and Scrutiny Committees is not entitled to a copy of a document or part of any such document, under Rule 24.4 and Rule 24.1 of this Part 4A, the Leader or Monitoring Officer as applicable must provide the Overview and Scrutiny Committee with a written statement setting out their reasons for that decision.

25. Additional rights of access for Councillors

- 25.1. All Councillors will be entitled to inspect any document which is in the possession or under the control of the Leader and/or the Cabinet, including its Committees or Sub-Committees, and contains material relating to:
- 25.1.1. any business to be transacted at a public meeting;
 - 25.1.2. any business previously transacted at a private meeting;
 - 25.1.3. any decision made by a Portfolio Holder; or
 - 25.1.4. an Executive decision by an Officer;
- unless in the opinion of the Monitoring Officer it contains Confidential or Exempt Information or it contains the advice of a political advisor.
- 25.2. All Councillors will be entitled to inspect any document (except those available only in draft form) in the possession or under the control of the Leader or the Cabinet including its Committees and Sub-Committees which relates to any Key Decision unless Rule 24.4 of this Part 4A applies.
- 25.3. In relation to public meetings, where a document is required to be available for inspection by all Councillors under Rule 25.1 of this Part 4A it must be available for at least 5 clear working days before the meeting except where the meeting is convened at shorter notice or an item is added to an agenda at shorter notice in which case the document must be available for inspection when the meeting is convened or the item is added to the agenda.

- 25.4. In relation to private meetings, decisions made by a Portfolio Holder or Executive decisions made by an Officer, where a document is required to be available for inspection by all Councillors under Rule 25.1 of this Part 4A it must be available within 24 hours of the meeting concluding or where an Executive decision is made by a Portfolio Holder or Officer within 24 hours of the decision being made.
- 25.5. These rights are in addition to any other rights to access information provided by law the Councillors may have.

PART 4B

CABINET PROCEDURE RULES

B. Cabinet Procedure Rules

1. The Cabinet

The Cabinet consists of the Leader of the Council and up to 9 other Councillors appointed by the Leader, not being the Chair or Vice-Chair of the Council.

2. Application of the Cabinet Procedure Rules

These procedure rules shall apply to the exercise of all Cabinet decisions whether taken collectively or individually.

3. Frequency of Cabinet Meetings

The Cabinet will meet as indicated in the Council's Programme of Meetings. The Cabinet or the Leader may agree to change the date of any programmed meeting, to cancel a meeting or to arrange additional meetings as it/they see fit. Locations of meetings will be published in the Calendar of Meetings.

4. Public and Private Cabinet Meetings

- 4.1. The Cabinet may meet in public or in private, subject to legal requirements and the Access to Information Procedure Rules set out at Part 4A in this Constitution.
- 4.2. Attendance by other Councillors and the public shall be in accordance with the Access to Information Procedure Rules set out at Part 4A in this Constitution, by invitation under Rule 4.3 of this Part 4B, or as set out Rule 7 of this Part 4B.
- 4.3. The Cabinet may invite any person considered appropriate to its meetings to discuss matters of mutual interest or concern or to advise. Such persons may only be given access to Confidential and/or Exempt Information on terms to be decided by the Monitoring Officer so as to ensure that the Access to Information Procedure Rules are observed.

5. Quorum at Cabinet Meetings

The quorum for meetings of the Cabinet is as set out in the Meeting Procedure Rules at Part 4D of this Constitution.

6. Decision Making Process

- 6.1. Cabinet decisions, including those taken under delegated powers, shall not take effect until they have been recorded in writing, as required under the Access to Information Procedure Rules set out at Part 4A in this Constitution,
- 6.2. Cabinet decisions shall not be implemented where the right of Call-In has been exercised until that Call-In process has been concluded, unless the urgency procedure set out at Rule 14 of Part 4C of this Constitution applies.
- 6.3. Records of Cabinet decisions must be confirmed at the next meeting.

- 6.4. In taking decisions, the Cabinet must satisfy itself that it has before it adequate and appropriate advice from its service, legal and financial advisers who shall be present at any meeting where a decision is being taken and that advice is taken into consideration in determining the matter. Where there is any doubt about whether the Cabinet has the legal power to make the decision or an issue of probity arises then advice must be obtained from the Monitoring Officer and the Section 151 Officer.

7. Conduct of Cabinet Meetings

Chair of Cabinet Meetings

- 7.1. The Leader will chair meetings of the Cabinet or in their absence, the Deputy Leader will preside. Where both the Leader and Deputy Leader are absent, the members present, may appoint one member of the Cabinet to preside.

Councillors attending and speaking at Cabinet Meetings

- 7.2. The Chairs of the Overview and Scrutiny Committees shall be entitled to attend any formal public meeting of the Cabinet to refer to any recommendations made by their Committee to that meeting of the Cabinet, and to speak to any matter on the agenda for that meeting.
- 7.3. Other Councillors not previously described above may also speak at such meetings with the permission of the Leader or person presiding in their absence.

Business to be conducted

- 7.4. The business to be transacted at meetings of the Cabinet will be set out in an agenda for the meeting in question, subject to any requirements or exemptions under the Access to Information Procedure Rules set out at Part 4A of this Constitution.
- 7.5. The Cabinet will, at each formal meeting, confirm the record of decisions taken at its previous meeting as a correct record.
- 7.6. The Cabinet is obliged to consider matters referred to it by the Overview and Scrutiny Committees, or by the Full Council for consideration under the Overview and Scrutiny Procedure Rules set out at Part 4C of this Constitution.
- 7.7. The Access to Information Procedure Rules set out at Part 4A of this Constitution will apply to notice of meetings, agendas, and access to reports and background papers. Where matters are for decision, the agenda must stipulate those which are Key Decisions and those which are not, in accordance with the Access to Information Procedure Rules.

Agenda

- 7.8. The agenda may be supported by additional papers prepared by the Officers or by or on behalf of other bodies, subject to requirements about disclosure of Confidential or Exempt Information.

- 7.9. The Monitoring Officer or their nominated representative shall be responsible for preparing and distributing the Agenda for Cabinet meetings, attending meetings for the purpose of advising the Cabinet on matters within their area of responsibility and recording decisions as required under this Constitution.
- 7.10. Any member of the Cabinet may require the Monitoring Officer to place an item on the agenda for a stipulated meeting of the Cabinet.
- 7.11. The Monitoring Officer will ensure that any matters referred to the Cabinet by Full Council or the Council's Overview and Scrutiny Committees are placed on the agenda for the next appropriate meeting of the Cabinet.
- 7.12. The Chief Executive, the Monitoring Officer and/or the Section 151 Officer can include an item for consideration on the agenda of a Cabinet Meeting. In pursuance of their statutory duties they can require that a Special Meeting of the Cabinet be convened.
- 7.13. Business cannot be conducted at formal meetings of the Cabinet unless it is included in the agenda for the meeting. Where it is urgent, the requirements of the Access to Information Procedure Rules set out at Part 4A of this Constitution must be complied with.

Questions

- 7.14. Questions, statements and petitions can be submitted by members of the public at meetings of the Cabinet in accordance with Rule 12 of Part 4D of this Constitution.

Key Decisions

- 7.15. The Cabinet will report to the Council as required under the Access to Information Procedure Rules set out at Part 4A of this Constitution on any matter which is classified as a Key Decision and is dealt with under special urgency procedures.

8. Voting at Cabinet Meetings

- 8.1. Voting at Cabinet meetings will be by a show of hands.
- 8.2. Any member may require, immediately after the vote is taken, that the record of decision of the meeting record how they voted or abstained.
- 8.3. Where there are equal votes cast, the Leader, or in their absence, the person presiding, will have a second and casting vote.
- 8.4. Voting for any office or appointment, including any paid appointment, where more than one person is nominated shall be by secret ballot conducted in accordance with Rule 18 of Part 4D of this Constitution.

9. Cabinet Committees/Sub-Committees

- 9.1. The Cabinet may appoint such Committees or Sub-Committees as it considers necessary and appropriate to assist in the discharge of its functions.

- 9.2. In making such appointments, the Cabinet must specify the name of the Committee/Sub-Committee, its membership (including its Chair and, if appropriate, Vice-Chair) and the terms of reference of the body.

10. Motion under Procedure Rule 9 of Part 4D

A mover of a motion under Procedure Rule 9 of Part 4D of this Constitution which has been referred to the Cabinet for consideration must attend the meeting of the Cabinet when their motion is under consideration and explain the motion. The mover of the motion will be advised of the date and time of the meeting when the matter is to be considered and they will be sent a copy of the relevant papers.

11. Resolving disputes

In the case of any dispute during the proceedings of the Cabinet the relevant parts of this Constitution will apply and after considering the application of the relevant provisions, the person presiding at the meeting will rule on the issue in question and their ruling will be final.

12. Reserves/substitute members

There shall be no reserve or substitute members of the Cabinet.

13. Conflicts of Interest

- 13.1. Where the Leader or any Cabinet member has a conflict of interest, they will follow the requirements of the Council's Code of Conduct for Councillors.
- 13.2. If all (or a majority) of the members of the Cabinet present have a conflict of interest then consideration will be given to applying to the Monitoring Officer for a dispensation from the provisions of the Council's Code of Conduct for Councillors.
- 13.3. If the discharge of a Cabinet function has been delegated to another body or individual and a conflict of interest arises, then it will fall to the body or individual who delegated the matter to take the decision. Where that body or individual also has a conflict of interest then action set out in Rule 13.2 of this Part 4B shall be considered.

PART 4C

OVERVIEW AND SCRUTINY PROCEDURE RULES

C. Overview and Scrutiny Procedure Rules

1. How Overview and Scrutiny operates

- 1.1. The Overview and Scrutiny Committees will perform the functions as set out in Article 6 at Part 2 of this Constitution.
- 1.2. No Councillor may be involved in scrutinising a decision in which they have been directly involved.

2. Overview & Scrutiny Work Plan/s

- 2.1. The proposed work of the Overview and Scrutiny Committees will be set out in a Work Plan which shall consist of work aligned to the principles for the function, as set out in this Constitution. Each Committee will be responsible for its own Work Plan.
- 2.2. Once any Work Plan has been approved, a copy will be published with the agenda for each meeting of the Overview and Scrutiny Committees and available to any Councillor on request.

3. Responsibilities of Overview and Scrutiny Chairs and Vice Chairs

- 3.1. The Overview and Scrutiny Committee Chairs and Vice Chairs will meet on a regular basis to maintain oversight of the Overview and Scrutiny function. Meetings will be informal and may be virtual.
- 3.2. Oversight of the Overview and Scrutiny function referred to at 3.1 will include collective monitoring of all Work Plans relating to the Overview and Scrutiny function to ensure a balance of resource is available across the function and all overview and scrutiny work is adding value to the Council as a whole.
- 3.3. As outlined at procedure rules 13.3 and 14.1 The Overview and Scrutiny Chairs and Vice Chairs will provide views to the Monitoring Officer on the designation of cross-cutting matters, including those that are the subject of a call-in.
- 3.4. The Chair and Vice Chair of the Audit and Governance Committee will be invited to attend informal meetings of the Chairs and Vice Chairs of Overview and Scrutiny as appropriate to discuss matters of mutual interest.
- 3.5. The Statutory Scrutiny Officer will report to Council on an annual basis on the work of Overview and Scrutiny, including recommendations for any changes that may be required to ensure the function remains fit for purpose. This report will be informed by consultation with the Chairs and Vice Chairs of the Overview and Scrutiny Committees and referred to the four Overview and Scrutiny Committees for comment.

4. Consultation and Suggestions

- 4.1. The Overview and Scrutiny Committees will consult with other parts of the Council as appropriate, including the Cabinet, on the preparation of any Work Plan. They should also take into account the resources, including Councillor availability, Officer and financial resources, available to support their proposals.
- 4.2. The Overview and Scrutiny Committees may take suggestions from a variety of sources to form their Work Plans. This may include suggestions from members of the public, Officers of the Council, Portfolio Holders, the Cabinet and Council, members of the Committee, and other Councillors who are not on the Committee.
- 4.3. All suggestions for Overview and Scrutiny work will be accompanied by:
 - 4.3.1. detail outlining the background to the issue suggested;
 - 4.3.2. the proposed method of undertaking the work;
 - 4.3.3. likely timescale associated with undertaking the work; and
 - 4.3.4. the anticipated outcome and value to be added by the work proposed.
 - 4.3.5. No item of work shall join the work plan of any Overview and Scrutiny Committee without an assessment of this information.
- 4.4. Members of the public may make suggestions for Overview and Scrutiny work. Suggestions will be made in writing and accompanied by the detail outlined at Rule 4.3 of this Part 4C.
- 4.5. A facility will be made for members of the public to make suggestions for Overview and Scrutiny work on the Council's website. Suggestions will be considered by the relevant Overview and Scrutiny Committee. The Overview and Scrutiny Committees will maintain oversight of suggestions made by the public and will assess the value to be added by the work suggested when determining whether to exercise their powers in this respect. Any member of the public raising an item under this Rule shall be precluded from raising the matter again for a period of 12 months from the date it is considered by the Committee.

5. Requests

- 5.1. Where Portfolio Holders, the Cabinet or Council request that Overview and Scrutiny Committees undertake a specified piece of work, the relevant Overview and Scrutiny Committee shall respond to the request as soon as it is possible to do so.
- 5.2. The Committee will assess the value to be added by the work suggested when determining whether to exercise its powers in this respect. Where it chooses to exercise its powers in relation to the request, it will report back its findings and any recommendations to Cabinet and/or Full Council in accordance with Rule 11 of this Part 4C.

- 5.3. Where the Committee chooses not to exercise its powers in relation the request, it will provide reasons for this to the body that made the original request.
- 5.4. All Councillors have the right to suggest that an item be considered for Overview and Scrutiny provided that the item to which the suggestion is made must be relevant to the functions of the Overview and Scrutiny Committee. Councillors must make this suggestion in writing to the Scrutiny Officer who will arrange for the publication of the request on the next available agenda of the relevant Overview and Scrutiny Committee agenda. The request will be accompanied by the information as set out at 4.3 above. The Overview and Scrutiny Committee shall consider the request, assess the value to be added by the work proposed and determine whether the matter shall join the Work Plan. Where a decision is made by the Committee not to exercise its powers in relation to the matter the Committee must provide its decision to the Councillor making the request, giving reasons for this.
- 5.5. Any Councillor raising an item under Rule 5.4 of this Part 4C shall be precluded from raising the matter again for a period of 12 months from the date it is considered by the Committee.

6. Engagement with the Overview and Scrutiny Committee

- 6.1. Consideration will be given at the scoping stage as to how others, in addition to Councillors and Officers of the Council, may be engaged in the work of Overview and Scrutiny and the benefit that this engagement will bring to the work. This may include, but is not limited to, contribution from subject experts with relevant specialist knowledge and/or expertise; representatives of stakeholder groups and service users.
- 6.2. Overview and Scrutiny has a key role in the development of the Budget and Policies of the Council. The Overview and Scrutiny Committees may make proposals to the Cabinet or Full Council for development or review of key strategies, plans and policies to the extent that they relate to matters within the respective terms of reference for each Committee.

7. Commissioned Work

- 7.1. When considering additions to its Work Plan, the Overview and Scrutiny Committees may commission work to be undertaken outside of Committee meetings in accordance with Article 6 at Part 2 of this Constitution.
- 7.2. When commissioning work, the Committees will take into account the availability of resources as highlighted above. Committees may undertake one piece of commissioned work at a time to ensure availability of resource across all Committees.
- 7.3. Bodies commissioned by the Overview and Scrutiny Committees may have conferred upon them the power to act on behalf of the parent Committee in considering issues within the remit of the parent Committee and making recommendations directly to Portfolio Holders, Cabinet, Council or other bodies or people within the Council or externally as appropriate.

8. Rights of Overview and Scrutiny Committee members to information

- 8.1. The Overview and Scrutiny Committee will have access to the Cabinet's Forward Plan and timetable for decisions and intentions for consultation.
- 8.2. In addition to their rights as Councillors, members of the Overview and Scrutiny Committee have the additional right of access to documents, and to notice of meetings as set out in the Access to Information Procedure Rules set out at Part 4A of this Constitution.
- 8.3. Nothing in this paragraph prevents more detailed liaison between the Cabinet and the Overview and Scrutiny Committees as appropriate. Regular, informal dialogue between the two is considered good practice to ensure that the Overview and Scrutiny function can understand developing Cabinet priorities, discuss and assess the value that Overview and Scrutiny can provide and contribute in a timely way to policy development.

9. Councillors and Officers giving account

- 9.1. The Overview and Scrutiny Committees may scrutinise and review decisions made or actions taken in connection with the discharge of any Council function or matters which affect the Council's area or the inhabitants of that area. As well as reviewing documentation, in fulfilling its scrutiny role, it may require the Leader, any Portfolio Holder or Officer to attend before it to provide information in relation to matters within their remit. It is the duty of those persons to attend if so required. **The Overview and Scrutiny Committees shall have sole discretion to determine which Councillors and Officers will be requested to attend and the format that discussions with invitees will take. All discussions will be based on respect and courtesy - consistent with the Code of Conduct - and will be undertaken with the aim of maximising the effectiveness of the scrutiny being conducted.**
- 9.2. Where any Councillor or Officer is required to attend the Overview and Scrutiny Committee under this provision, the Chair of that Committee will inform the Scrutiny Officer, who will inform the Councillor or Officer in writing giving at least seven clear working days' notice of the meeting. The notice will state the nature of the item on which they are required to attend to give account and whether any papers are required to be produced for the Committee. Where the account to be given to the Overview and Scrutiny Committee will require the production of a report, then the Councillor or Officer concerned will be given reasonable notice to allow for its preparation.
- 9.3. Where, in exceptional circumstances, the Councillor or Officer is unable to attend on the required date, then the Committee shall consider, in consultation with the Councillor or Officer, an alternative date for attendance or whether another **Councillor or Officer** should attend in their place.
- 9.4. Officers should not be expected to enter, and should avoid being drawn into, discussions of politically contentious matters and any Officer input should be consistent with the requirements for political impartiality.

- 9.5. The requirements of any protocols on Councillor/Officer relationships and the Code of Conduct must be adhered to where an Officer is attending an Overview and Scrutiny Committee.

10. Attendance by others

- 10.1. With reasonable notice, the Overview and Scrutiny Committees may invite individuals other than those referred to in Rule 9 of this Part 4C to address it, to discuss issues of local concern and/or answer questions.
- 10.2. Where the Overview and Scrutiny Committees conduct investigations (for example with a view to policy development), the Committee may ask individuals to attend to give evidence at its meetings, which are to be conducted in accordance with the following principles:
- 10.2.1. the investigation is to be conducted fairly and all members of the Committee will be given the opportunity to ask questions of attendees, and to contribute and speak;
 - 10.2.2. those assisting the Committee by giving evidence will be treated with respect and courtesy; and
 - 10.2.3. the investigation will be conducted so as to maximise the efficiency of the investigation or analysis.

11. Reports from the Overview and Scrutiny Committees

- 11.1. The Overview and Scrutiny Committees will report on findings of their work to Cabinet and Full Council, as appropriate according to the matter under review and recommendations being made.
- 11.2. Once recommendations have been formed, the Overview and Scrutiny Committee will submit a formal report for consideration by the Cabinet, or where the Leader has delegated decision-making to a Portfolio Holder, the Portfolio Holder (if the proposals relate to an Executive Function and are consistent with the existing Budget and Policy Framework); or to Full Council as appropriate (if the recommendation would require a departure from or a change to the agreed Budget and Policy Framework).
- 11.3. Where recommendations have been submitted, Full Council or the Cabinet shall consider the report of the Overview and Scrutiny Committee within two months (or the next available meeting in the case of the Council). A response will be provided to the Overview and Scrutiny Committee indicating what action, if any, the Cabinet or Full Council proposes to take.
- 11.4. Where the Overview and Scrutiny Committee submits recommendations for consideration by a Portfolio Holder, the Portfolio Holder must consider the report and respond in writing to the Overview and Scrutiny Committee within two months of receiving it indicating what action, if any, the Portfolio Holder proposes to take. The Portfolio Holder must also attend a future meeting of the Overview and Scrutiny Committee to present their response.

12. Where the Decision Maker is an External, non-Council Organisation

- 12.1. Where that organisation has a statutory duty to respond to the Committee, a written response shall be requested within the timescale required or, if mutually agreed, by another set deadline so the response can be placed on the agenda of the next scheduled meeting of the Committee, if appropriate.
- 12.2. Where that organisation does not have a statutory duty to respond to the Committee, a written response shall be invited within 2 months.
- 12.3. Where scrutiny is being undertaken in relation to the Council's statutory Health or Crime and Disorder Scrutiny functions this will be done in accordance with the relevant legislation and statutory guidance.

13. Joint Committees

- 13.1 Overview and Scrutiny Committees may jointly scrutinise a particular matter to provide for effective Overview and Scrutiny. To ensure agile scrutiny can take place, there will be a presumption that this will be undertaken by a lead Overview and Scrutiny Committee, with invitation extended to the Chairs of other relevant Committees to attend and contribute to discussions. The Monitoring Officer will determine the lead Overview and Scrutiny Committee.
- 13.2 Where the Monitoring Officer determines that arrangements at 13.1 above will not lead to effective Overview and Scrutiny, a joint committee of more than one Overview and Scrutiny Committee may be formed. This will include all members of the relevant Overview and Scrutiny Committees. A Chair for the joint committee will be selected from between the Chairs of the relevant committees.
- 13.3 Determination of the matters at 13.1 and 13.2 above will be made by the Monitoring Officer in consultation with the Chairs and Vice Chairs of the Overview and Scrutiny Committees. Consultation will be informal and may take place virtually.
- 13.2 Joint Overview and Scrutiny Committees may be established with other councils to provide for effective Overview and Scrutiny of a particular matter. This includes making provision for joint Overview and Scrutiny Committees relating to Health, and to Crime and Disorder, as permitted under legislation.

14. Call-In

- 14.1. Requests for Call-In shall be considered by the Overview and Scrutiny Committee with the remit most closely aligned to the matter that is the subject of the call-in. This will be determined by the Monitoring Officer on a case by case basis in consultation with the Chairs and Vice Chairs of the Overview and Scrutiny Committees. Consultation will be informal and may take place virtually.
- 14.2. Call-In is the exercise of Overview and Scrutiny's statutory power to review an Executive **Key** Decision which has been made but not carried out. Call-In should

only be used in exceptional circumstances. This Rule shall apply to a **Key Decision** of the Cabinet, the Leader, Portfolio Holder or a Key Decision made by an Officer and there are reasonable grounds that one of the following is applicable:

- 14.2.1. the decision was not made in accordance with the principles of decision-making set out in Article 12 of this Constitution;
 - 14.2.2. the decision was neither published in accordance with the requirements for the Cabinet Forward Plan and not subject to the 'general exception' or 'special urgency procedures' set out in this Constitution; or
 - 14.2.3. the decision is not in accordance with the Key Policy Framework or Budget.
- 14.3. When a **Key Decision** is made by the Cabinet, a member of the Cabinet, or a Committee or Sub-Committee of the Cabinet; or by an Officer with delegated authority from the Cabinet; the decision shall be published, by electronic means, and shall be made available for inspection normally within 2 clear working days of being made. All Councillors will be sent an electronic record of all such decisions within the same timescale.
- 14.4. Subject to any urgency provisions a decision taken and to which Rule 14.3 of this Part 4C refers will not come into force, and may not be implemented, until the expiry of 5 clear working days after the decision was made, recorded and published in accordance with Rule 14.3 of this Part 4C.
- 14.5. Where a decision referred to in Rule 14.3 of this Part 4C has been made, any three or more members of the Overview and Scrutiny **Committee with the remit most closely aligned to the matter of the decision**, or alternatively 10 Councillors who are not members of the Cabinet, may submit a Call-In notice, in writing, within the period specified in Rule 14.4 of this Part 4C, to the Monitoring Officer or their nominated representative. Voting education members of an Overview and Scrutiny Committee may only sign a Call-In request when the matter relates to an education function. Where the notice is valid, the decision cannot be implemented until the procedures in this section have been followed. The Monitoring Officer will consider the Call-In request and confirm its validity or otherwise.
- 14.6 Where the relevant Overview and Scrutiny Committee referred to at 14.5 above has been engaged as part of the decision-making process of a decision subject to Call-In the Monitoring Officer shall have discretion to refer the consideration of the Call-In to another Overview and Scrutiny Committee.**
- 14.7. A valid Call-In request must comply with the following:
- 14.7.1. have the correct number of signatures; and
 - 14.7.2. give reasons for the Call-In. The reasons must set out the grounds upon which the Call-In is based with reference to Rule 14.2 of this Part

4C and the evidence to support the grounds. Reasons must be legitimate and not designed to create an obstacle to or delay the proper transaction of business nor should they be vexatious, repetitive or improper in any other way.

- 14.8. Where, as a result of a corporate electronic system failure or planned shutdown, the issuing of or access to decisions is prevented; or the submission of a Call-In notice by electronic means in accordance with the Council's Call-In provisions is prevented, the periods for notification or submission shall be extended by the period of delay, provided that period is in excess of four hours. When, in the opinion of the Monitoring Officer, the period of delay is likely to extend beyond two clear working days, they shall agree with the Chair of the relevant Overview and Scrutiny Committee - as outlined at 14.1 above - alternative arrangements to avoid any delay in implementing Cabinet decisions not subject to Call-In.
- 14.9. The decision subject to Call-In will be referred to the first available meeting of the relevant Overview and Scrutiny Committee, or to a specially convened meeting of the Committee should the Chair of the Committee consider this to be appropriate in the circumstances.
- 14.10. The Overview and Scrutiny Committee, having considered the matter, will decide whether to refer the decision to Cabinet for reconsideration. Where the matter is referred for reconsideration, advice must be offered by the Overview and Scrutiny Committee. The Committee may decide to offer no advice in which case the decision may be implemented immediately. Where advice is offered, the Cabinet will reconsider the decision in light of the advice provided.
- 14.11. Where a matter is considered and advice is offered by the Overview and Scrutiny Committee, its advice will be submitted to the Cabinet for a decision to be made on the matter. The Cabinet shall consider the advice, but shall not be bound to accept it in whole or in part. It shall have sole discretion to decide on any further action to be taken in relation to the decisions in question, including confirming, with or without amendment, the original decision or deferment pending further consideration, or making a different decision. There are no further rights to enable a Councillor to submit a Call-In notice. The decision may then be implemented.
- 14.12. Once the Overview and Scrutiny Committee has decided to offer advice or not to offer advice, no further Call-In notices may be served in respect of that matter subject to the decision in question. This does not prevent the matter being scrutinised further by an Overview and Scrutiny Committee after the decision has been implemented in accordance with these Rules.
- 14.13. A submitted Call-In notice can only be withdrawn with the written consent of sufficient of the signatories such as to reduce the number of signatories to below the relevant threshold set out in Rule 14.5 of this Part 4C.
- 14.14. The Call-In facility does not apply to the determination of a Motion under Procedure Rule 9 of Part 4D (Notices of Motion).

15. Call-In and Urgency

15.7. The Call-In procedure set out above shall not apply where the **Key** Decision being taken by the Cabinet, the Leader, Portfolio Holder or an Officer is urgent.

15.8. A decision will be urgent if any delay, caused by the Call-In process, would be likely to seriously prejudice the Council's or the public's interests.

15.9. The Chair of the **relevant** Overview and Scrutiny **Committee – as set out at 14.1 above** - or, in their absence, the Vice-Chair or in their absence the Chair of the Council must agree that the decision should be treated as urgent, and that the Call-In procedure should not apply.

15.10. In the absence of the Chair of the Council, the Vice-Chair's consent shall be required. In the absence of all of the above Councillors, the Chief Executive's, or their nominee's, consent shall be required.

16. Councillor Call for Action

16.7. Any Councillor may submit a Councillor Call for Action.

16.8. The Councillor Call for Action is intended to be a process of last resort and therefore a Councillor must demonstrate that reasonable steps have been taken to resolve the matter including a response from the relevant Portfolio Holder and the Chief Executive.

16.9. The Councillor Call for Action will be placed on the next available agenda of the **relevant** Overview and Scrutiny **Committee**.

16.10. It is for the Overview and Scrutiny **Committee** to determine how it wishes to respond to the Councillor Call for Action and, in the case of refusal to undertake a review, then reasons must be provided.

17. The Party Whip

The use of the Party Whip is incompatible with the role of Overview and Scrutiny and shall not be used.

18. Procedure at Overview and Scrutiny Meetings

18.7. Matters to be considered will be set out in an agenda, together with appropriate and relevant supporting papers.

18.8. The Overview and Scrutiny meeting shall consider the following business:

18.8.1. record of the last meeting;

18.8.2. declarations of interest;

18.8.3. public items;

- 18.8.4. consideration of any matter referred to the Committee by Full Council or by the Cabinet;
- 18.8.5. consideration of any matter referred to the Committee for advice in relation to Call-In of a decision;
- 18.8.6. responses of the Cabinet on reports of the Overview and Scrutiny meeting;
- 18.8.7. the business otherwise set out on the agenda for the meeting; and
- 18.8.8. the Overview and Scrutiny Committee's Work Plan, including requests for items of scrutiny from Councillors and members of the public in accordance with the procedure set out in this Constitution.

CABINET



Report subject	Housing Management Model
Meeting date	13 April 2022
Status	Public Report
Executive summary	This report brings forward the recommendations required to establish the new operating model for council housing services. It will recommend the cessation of the management agreement for services delivered from Poole Housing Partnership and set out the new operating model and approach to service delivery under BCP Homes. The recommendations will enable the ending of legacy approaches for housing the creation of new service models embedded within the council and operating under new refreshed service models.
Recommendations	<p>It is RECOMMENDED that:</p> <ul style="list-style-type: none"> i. Cabinet approves the Termination Agreement to describe and novate all current assets and liabilities from PHP into BCP Council ii. Cabinet approves the termination of the PHP management agreement and delegates authorisation for the final decisions in relation to the closure of PHP and the establishment of BCP Homes to the Chief Operating Officer in consultation with the Cabinet Member for People and Homes iii. Cabinet approves the establishment of a Housing advisory board to oversee delivery of all HRA funded activities and the establishment of, and ongoing development of the resident involvement structures as described in the paper iv. Cabinet approves the new Housing Management operating model
Reason for recommendations	These recommendations will enable the required actions which will dissolve the current legacy arrangements and create the new operating model for housing services.

Portfolio Holder(s):	Councillor Karen Rampton
Corporate Director	Jess Gibbons
Report Authors	Su Spence
Wards	Council-wide
Classification	For Decision

Background

1. The council owns approximately 9,500 properties that make up its social housing stock and services to these are funded and managed through its Housing Revenue Account (HRA). These homes are situated across multiple wards and deliver general need, sheltered and extra care homes, as well as some shared ownership properties. There are also a further 1,139 leasehold homes that fall within the management responsibility of the HRA. There are no council owned properties in Christchurch as these were transferred to a Housing Association many years ago.
2. The management arrangements for these homes currently reflect the legacy approach of the previous councils. The homes in Bournemouth are managed “in house” within the officer structure of the housing service unit. The homes in Poole are managed by Poole Housing Partnership which is a council owned company but has a management agreement that sets out roles and responsibilities for delivery of services across Poole.
3. The approach to the delivery of housing services for those living in council owned homes has seen much discussion in recent years. The Grenfell tragedy in 2017 has focused discussion around how to ensure buildings are safe and fit for purpose as well as how residents can influence landlords and shape how services are delivered, as well as complain and seek redress when unhappy about issues. These discussions have culminated in the Building Safety legislation that is expected to become law in the summer of 2022 and the Housing White Paper that will transform into a Housing Bill to be introduced sometime in 2022.
4. Both pieces of legislation will place extra duties on councils with regards to the homes that it owns. There will be a requirement to identify accountable officers for Building Safety, Consumer Standards and Complaints. Councils will be required to report against national Tenant Satisfaction Measures and will also see a national inspection regime introduced similar to that already in place for Housing Associations. The focus will be on ensuring that homes are safe but also that local residents are engaged and involved in decision making and supporting wider neighbourhood development in their areas. The approach is designed to mark a sea change in current delivery methods.
5. The increased focus on housing and changing demands for councils made it pertinent that BCP Council focus on its own delivery approaches. It was also recognised that continuing with the legacy approaches was not sustainable and

it was essential to bring together operating models to ensure BCP Council could meet the challenges moving forward. During 2020 and early 2021 BCP Council considered a range of approaches that could be used to deliver services and in July 2021 considered the recommendations arising from this work. This set out that the councils preferred operating model was one delivered from within the council but that drew on best practice from both legacy approaches. Cabinet also approved these specific recommendations;

- a) The proposed objectives of a new combined service within the council
 - b) The preferred governance model for a new combined service within the council overseen by an advisory board
 - c) The outline principles of governance arrangements for the advisory board
 - d) The commencement of extensive consultation with all council housing tenants/leaseholders and other stakeholders on the preferred model and the future nature of services to be delivered.
6. Since this date further work has been undertaken to support this approach and to be able to bring forward recommendations for the delivery of the new combined service setting out how this will work and where it will sit within the council.

Consultation

7. Following the Cabinet decision to consider a new delivery model, BCP consulted with all 10,000 (approx.) households that live in council owned properties. This consultation took place between August and November 2021 and asked for views on the following areas
- a. Whether households agreed or disagreed with the proposal to bring the housing landlord services into 1 service run from within the council?
 - b. Whether households agreed or disagreed with the proposed objectives of this new service?
 - c. How satisfied were residents with current services?
 - d. What currently works well and what could be improved?
 - e. Which 5 service areas were most important to households?
 - f. How do households wish to be communicated with and how can they be better involved in services?
8. Just over half (51%) of residents agreed with the proposed way forward with slightly more agreement in Bournemouth (56%) than in Poole (46%). However, another 27% neither agreed nor disagreed giving confidence that the proposed way forward is supported by residents. There was little commentary regarding the proposed objectives with most households responding they agreed with them.
9. 78% of households reported that they were satisfied with their current service with only 6% very dissatisfied. Within this level of satisfaction there were varying results for different service areas. Overall satisfaction with the quality of their home and satisfaction with the safety and security of their home scored highly; 86% and 82% respectively. However only 44% reported being satisfied with the way ASB is handled, 52% were satisfied with opportunities to be involved and 55% were satisfied that they felt part of their community. 75%

were satisfied with the repairs and maintenance service which was reassuring as this service was rated the top priority for 90% of residents.

10. Questions around communication channels gave important feedback on how best to give and receive information. Only 63% of households reported that they had internet in their homes, and this dropped to 38% for those households in the 75+ age range. The telephone remained the 1st choice for all respondent groups when looking for information (86%) with only 21% reporting that they would look on the website.
11. Full details of the consultation results can be found in Appendix 1 which provides a further breakdown of responses and key issues raised. The consultation however provides confirmation that the proposed change in landlord delivery is supported by residents and the council can bring forward recommendations based on the approach described in the July 2021 report.

Recommended Approach

12. This report sets out a number of recommendations that will establish the new operating and governance approach, which builds on the consultation feedback, and has been influenced and supported by a joint resident liaison group of Bournemouth and Poole residents. The recommended approach will set out a service structure that reflects and builds on the wider council operating model, ensuring that benefits from the smarter structures and wider transformation changes are achieved across housing as well as delivering benefits for front line services. The management of the approach will be brought together under a new advisory board and underpinned by a new approach to resident involvement that will support and challenge service delivery across all areas.
13. The operating model brings together services in an in-house team that will be branded as “BCP Homes”. It was felt important to give the service a specific name as this ensures that it has a distinct identity, supporting the culture of this new service delivery model while set within the wider context of the council. The development of the name included several stakeholders across BCP including officers, residents, the BCP Communications Team and councillors.
14. Departmental names that were considered were believed to be confer elements of stigmatisation around social housing and this was strongly resisted by residents. All stakeholders felt that it was important to reference the area abbreviation of ‘BCP’ for Bournemouth, Christchurch, and Poole, to reinforce that this is an in-house service and not a move to another model, such as a Housing Association. Consideration was given to a range of options but the preferred option for most stakeholders was BCP Homes. This was felt to give a distinct identify, contained BCP in its title and used the term “homes” to reflect the nature of the service being provided.
15. BCP Homes will contain the main housing management teams that support the delivery of services as well as being supported by several other teams across the council to bring together a coherent resident-centric service. This approach is in line with the wider councils operating model and recognises the ongoing development of the business partner model that will ensure that the right service is provided in the right place for each resident.
16. Table 1 sets out the proposed operating model and how key resident related services are expected to be delivered.

Table 1	BCP Homes	Other BCP Teams	Notes
Tenancy Management (General Needs and Older People)	√		
Rent and Service Charge collection	√		
Low / medium level support and sustainment	√		
High Level support for residents with complex issues		√	Via Housing Options & Partnerships
Neighbourhood inspections	√		
Resident Involvement	√		
New Tenancy Sign Up and Management	√		
Complex Anti Social Behaviour Management		√	Via BCP Communities
Resident Engagement		√	Via BCP Communities
Customer Contact / Triage / Repairs Helpdesk		√	Expect to transition to wider BCP customer team as work develops
Complaints		√	Expect to transition to wider BCP complaints team as work develops
Emergency and Response Repairs		√	Via BCP Repairs Team
Health & Safety Compliance		√	Via BCP Facilities Management
Cyclical Maintenance		√	Via BCP Facilities Management
Planned Maintenance		√	Via BCP Facilities Management
Major Capital Projects		√	Via BCP Facilities Management
Strategic Asset Management		√	Via BCP Facilities Management
New Build		√	Via BCP Development Team
Accountable Officer for Consumer Standards and Housing Ombudsman	√		
Accountable Officer for Building Safety		√	

17. All corporate services will be delivered from the BCP corporate teams already in place. This is no change for Bournemouth services but will mean that PHP officers currently employed in corporate roles will transition across. The expected establishment numbers of BCP Homes is estimated to be 117.42 FTE officers, of which 50.25 FTEs will transfer from the current BCP in house service and 67.17 FTEs from PHP. An additional 34.35 FTE officers will transfer from PHP to other teams across the council and this reflects that there are already 40.26 FTE BCP officers funded by the Housing Revenue Account within other teams. It should be noted that these numbers may vary slightly following the TUPE discussions which will take place in May and June prior to the change.
18. HRA services outside of housing management will be delivered from wider BCP teams, reflecting the councils operating model. The largest team that will be required to support the operation of the BCP Homes objectives and to support the Advisory Board is the Corporate Facilities Team and this will be delivered via the corporate partner approach under development.
19. The council is required to identify accountable officers for Housing Consumer Standards, all Housing Ombudsman issues and Building Safety. The first of these two roles will be held by the lead officer for BCP Homes and will provide oversight and challenge for the Advisory Board to discharge the duties required in this role. The accountable officer role for Building Safety will be delivered by the Director responsible for Facilities Management who will ensure that all legislative measures are in place.
20. The delivery of these changes will be managed under agreed HR processes already in place. For PHP officers TUPE considerations will apply and this work is expected to take place during May 2022 to enable the go live date of July 1st.
21. BCP Homes will be a core service within the council and will be managed within the Operations Directorate reporting to a defined Director. The final structure to deliver this will be consulted upon with the final operational decision delegated to the Chief Operating Officer in consultation with the portfolio holder for People and Homes as part of the establishment of BCP Homes.
22. It is recognised that the creation of BCP Homes is the start of a wider transformative journey for the service. The approach to service change is expected to mirror that used for local government reorganisation in 2019. Staff will transfer into the new arrangements in a “lift and shift” approach that will place similar teams working alongside each other but delivering the same service, but within a core team that reflects the new council operational model. This will enable further transformational change to be delivered.
23. In addition to the work that the service teams will deliver to bring together service delivery, the service will also be shaped and developed by the wider transformation approach being delivered across the council with KPMG. The delivery of new operating models and platforms will allow housing to truly transform how it works and deliver services to residents. The change agenda will be closely monitored to allow the delivery of change in the right way and hearing the right voices to ensure that services are aspirational and meet the national requirements enshrined in the white paper.

24. The delivery of service within BCP Homes as well as the wider BCP teams will be overseen by a new Housing Advisory Board. This Board will bring together discussions on housing services funded through the Housing Revenue Account and provide a strong focus for the delivery of the housing white paper requirements. Cabinet is recommended to approve the establishment of this Board as part of this approach.
25. The shape and nature of the Advisory Board is set out in Appendix 2 and can be summarised as set out below
- a. The Role and Purpose of the Board –
 - to provide oversight of services funded and delivered by the Housing Revenue Account (HRA), providing assurance to the council that these are being managed appropriately and providing a clear line of sight into the council decision making processes for residents as required by the housing white paper
 - b. Services within the remit of the Board –
 - all services funded by the HRA, with particular focus on housing management and housing maintenance services
 - c. The formal links with the council and the constitution –
 - An annual report is expected to be provided to Cabinet and CMB describing issues considered and assurance given, with the opportunity for officers or councillors to highlight any emerging issues through normal routes outside of this
 - d. Scheme of delegation –
 - noted that the Board is advisory, and that officers and councillors would hold delegated authorities as set out in the wider scheme of delegation with no decision making powers passed to the Advisory Board.
 - e. Membership of the Board – The Board will comprise of the following
 - 3 councillors (the portfolio holder for housing + 1 councillor from the governing group and 1 from the opposition)
 - 4 independents
 - 4 residents (2 from Bournemouth and 2 from Poole)
 - f. Arrangements for Chair and co-Chair –
 - the portfolio holder will chair the Board and Board members will elect a co-Chair from across the independent or resident members of the Board
 - g. Code of Conduct –
 - a formal code of conduct will be developed setting out expected behaviours and training
26. The Board will be supported by the lead officer for BCP Homes who will agree with the Chair and co-Chair the annual programme of work for the Board and ensure this programme is planned and delivered appropriately.

27. In addition to the Advisory Board, it is recommended that the Council formally adopt an enhanced approach to resident involvement and scrutiny. This approach will ensure that the aims of the Advisory Board are supported and has access to a range of resident views to discuss how and when service are delivered. The recommended approach has been developed by the “Joint Resident Group” which has representatives from across Bournemouth and Poole and is supporting the delivery of the wider project. The Group looked at the current models in place and how these can be developed to ensure that residents are involved in service development, design and scrutiny across the new arrangements. This approach is separate to wider engagement although will use much of the same approaches and will seek to complement this wider role.
28. It is recommended that Cabinet approves the following approach to resident involvement –
- a. Inclusion of 4 resident representatives on the BCP Homes Advisory Board (as described in 22e above)
 - b. Creation of a formal Resident Committee made up of 14 residents that consider strategic issues facing BCP Homes, providing these views to the Advisory Board
 - c. Creation of 4 Panels or engagement opportunities focused on housing management, asset management, communication approaches and resident scrutiny that will incorporate wider resident views
29. There is further work to do to deliver an approach that is inclusive and reflective of the local population, but this sets out the overarching themes within which it is believed that further developments can be delivered. The approach is in line with the national standards of good practice as set out by TPAS (national tenant participatory service) and is designed to ensure that the council can show strong engagement and discussions as required within the housing white paper.
30. It is anticipated that all the changes will take place following the decision to be made by full Council at the end of April. There are several pieces of work that can only start after the Council has approved the recommendations to establish the new service and these include the novation of assets and liabilities from Poole Housing Partnership, the TUPE discussions with staff as well as recruitment to the new Advisory Board. A high-level timetable of the actions required is held by the project team and these further actions mean that the expected go live date for the new service is 1st July 2022.
31. The transfer of the service will mean that the council will end its current management agreement with its arm’s length management organisation (ALMO), Poole Housing Partnership (PHP) at the same time. The council currently holds a 30-year management agreement with PHP but it can issue a 6 month notice period outside of the designated 5 year break clause built into the agreement. It is recommended that as part of this process the council issues the 6-month notice period to the PHP Board as soon as possible, and no later than 10th May 2022.

32. To support the closure of the ALMO advice has been sought from Trowers & Hamlin who are specialists in council housing matters. It is proposed that the ALMO will seek a voluntary dissolution following the transfer of the service to the new operating model. This approach will require the delivery of a Termination Agreement between BCP Council and the PHP Board that will set out that the council agrees to honour all current assets and liabilities of PHP as well as agreeing the novation of these to the council as part of the establishment of the new service. It is recommended that the Council approves the Termination Agreement and presents this to the PHP Board. It is anticipated that on receipt of such Termination Agreement the PHP Board will consider a vote to waive the 6-month notice period, facilitating the go live date of 1st July 2022.
33. A key element of this discussion will be the treatment of the PHP pension liability currently held within the Dorset County Pension Fund. In line with several other public sector organisations there is a currently a deficit pension liability for PHP staff within the Fund. The council will require confirmation that this can be moved into the wider council scheme without any additional contributions being required made by either PHP or the council. These discussions have started and will need to conclude prior to any transfer.
34. While the new service is expected to go live on 1st July it is proposed to keep the ALMO in place until the end of July. This will allow any outstanding issues to be resolved and for the PHP Board to receive the audited accounts for 2021/22. The Board will then vote for a voluntary dissolution. Following this decision, it must not trade or have any activities for 3 months and at the end of that period BCP can request Companies House to formally strike it off.

Options Appraisal

35. The July 2021 cabinet report considered several options for service delivery. These included the following
 - a. Do nothing
 - b. Collapse the PHP service into the Bournemouth in house model
 - c. Collapse the Bournemouth service into the Poole model, renaming the current council owned company
 - d. Disband both current services and create a new local authority company with a board of directors and distanced from either of the 2 legacy services
36. Consideration was given to each of the options with a full options appraisal set out in the July 2021 Cabinet report. The conclusions can be summarised as follows;
37. The do-nothing option was not sustainable and to be able to maximise the benefits of local authority transformation there should be only one operating model for services delivered residents living in council owned homes.
38. Options b and c were rejected as both were a continuation of current service models when a sea change in requirements was required following the national debates around housing.

39. Option d was rejected as it did not provide the council with the desired clear line of sight to residents that is required under the housing white paper. It also did not allow the new company to access and benefit from the wider transformation programme being undertaken across the council, therefore excluding those residents from the benefits that would be seen elsewhere.
40. The option that was recommended was for a single new 'best of both worlds' service, clearly distinct from either of its predecessors, set up as a hybrid service with a form of 'advisory board', providing oversight, expertise and informed advice
41. This option was recommended as it was felt to deliver the following advantages.
- the 'tenants voice' would be closer to the landlord.
 - A clear line of sight/transparency and accountability for the council in the context of increasing regulation, accountability required by the landlord and an increased focus on safety.
 - connect, re-integrate and join-up with other council services to achieve better customer outcomes.
 - enable better delivery of the council's transformation journey to modernise and improve services.
 - greater control for the council of its assets.
 - no additional company overhead costs.
 - scope for securing further savings with economies of scale from operating in the wider council.
42. It was further noted that the recommended option should have a robust 'advisory board', providing oversight, expertise and informed advice as described in more detail elsewhere in the report. This reflected the approach taken by several other councils, including some which had recently changed from an ALMO model.

Summary of financial implications

43. The creation of the new management arrangements will bring together the current operating models that support the BCP Housing Revenue Account (HRA) already in place. This combined single account was created in April 2019 on the creation of the council and will continue in operation supported by a single operational business plan for the delivery of services.

Novation of PHP assets and liabilities

44. It is proposed that the PHP Board will approve the financial statements ending 31 March 2022 prior to its dissolution. The management accounts for the first 4 months of 2022/23 will be included in the management reporting for the council following the transfer.
45. All assets and liabilities held by PHP at the point of dissolution will be novated to BCP council (HRA and General Fund). PHP's audited balance sheet at 31 March 2021 is provided below (table 1) as an indicator of the type and scale of assets and liabilities that could be transferred.

PHP balance sheet 31 March 2021	£000	Comments
Fixed assets		
Investment properties (assured shorthold tenancies)	544	2 properties currently rented as assured shorthold tenancies. These properties will transfer to BCP council general fund ownership and then be leased to Seascope Homes & Property Limited for incorporation into their housing portfolio (subject to approval by Seascope Homes & Property Limited Board). It is assumed that the properties are of a good standard of accommodation. Annual rental income of around £20k for both properties, of which around 8% will be retained by Seascope Homes & Property Limited.
Beech House leasehold property improvements	166	This investment is currently depreciated on a straight line basis to the end of the lease. Will need to ensure this accounting treatment is consistent with the HRA fixed assets
IT equipment & FFE	75	This investment is currently depreciated on a straight line basis over 3 years for IT and 4 years for FFE. There are no PHP owned vehicles
Net fixed assets	785	
Debtors		
Amounts owed from BCP	212	Will novate - no issues
Trade debtors & prepayments	113	Will novate - no significant issues
Cash at bank	2,642	This bank account balance is already managed within the council's daily treasury management activities
Creditors		
Corporation tax on rental income	(8)	Will need advice re mechanism to pay liability after PHP dissolution
Other tax and social security	(336)	Will novate - no significant issues
Trade creditors, accruals and provisions	(1,374)	Will novate - no significant issues
Net current assets	1,249	
Net assets before pension liability	2,034	
Pension liability	(11,032)	This is PHP calculated share of Dorset County Pension Fund deficit (as calculated by actuaries and audited by PHP external auditors). Around 95 PHP employees. Pension Fund is revalued every 3 years - next valuation 31 March 2022 and will set contributions for the period 1 April 2023 to 31 March 2026
Net liabilities	(8,998)	

46. Assets and liabilities include ownership of two investment properties that are currently rented by PHP on assured shorthold tenancies. It is assumed that ownership of these will transfer from PHP to BCP council's general fund, and then subsequently leased to Seascope Homes & Property for annual rental. The general fund would therefore benefit from lease income from Seascope Homes & Property Limited. This approach will need to be approved by the Board of Directors for Seascope Homes & Property Limited.
47. Specialist advice regarding the pension liability may also be required including confirmation from Dorset County Pension Fund (DCPF) that PHP employees will be novated across into BCP council.
48. The council's external auditors will also need to be satisfied that the assets and liabilities novated from PHP are done so at a fair value and that all contingent liabilities are accounted for.

PHP management agreement

49. The HRA pays around £8.5 million to PHP to manage delivery of the Poole Neighbourhood HRA. This covers both repairs & maintenance and supervision &

management related spend. Post dissolution this HRA budget will be made available to fund staff transferred to and works directly commissioned through the HRA. The management fee 1 April 2022 to 1 July 2022 will need to be calculated separately.

50. In addition, BCP council recharges PHP around £375k of spend covered by service level agreements. These include ICT, HR and payroll, corporate finance and environmental (cleansing) services. It is expected that after PHP dissolution these charges will be made from the BCP general fund directly to (and be funded by) the HRA.

BCP Homes – single operating model

51. The creation of the new management arrangements will bring together the current operating models that support the BCP Housing Revenue Account (HRA) already in place. This combined single housing revenue account was created in April 2019 on the creation of the council and will continue in operation supported by a single operational business plan for the delivery of services.
52. The HRA is budgeted to receive £47.7 million income in 2022/23. By law, the HRA must set a balanced budget, and cannot be in a net surplus or net deficit position at year end. In any year all budgeted HRA revenue income is allocated to planned spend on delivering the housing revenue account's business plan and operating model. This includes planned investment in the repair and maintenance of the HRA's housing stock, supporting all officers working across housing properties, whether directly or indirectly supporting housing management and housing maintenance. It also includes the annual amortised cost of capital investment in housing stock (depreciation charge) as well as direct planned in-year funding contributions towards the cost of future capital investment in housing stock (revenue contribution to capital). Other capital aspirations around new build are funded via Homes England grants, Right to Buy receipts, borrowing and reserves. Current revenue and capital expenditure plans for 2022/23 are shown in table 2.

Table 2	£000
Repairs and Maintenance	10,449
Supervision and Management	13,179
Rent, Rates and Other Charges	427
Bad or Doubtful Debts	400
Capital related costs (including depreciation, interest on borrowing and contributions towards capital expenditure)	23,288
Total Revenue	47,743
Planned Maintenance – Capital	14,989
Major Projects – Capital	48,078
Total Capital	63,067

53. Separate workstreams have been established to align core policies and procedures across the two existing services (Poole and Bournemouth). These include alignment of depreciation methodology, move to single housing stock valuation and review of repairs and maintenance across the two neighbourhoods.
54. Corporation tax and potential VAT implications of PHP dissolution will also need to be fully understood.
55. Transactions currently accounted for within the separate PHP company accounting ledger will also need to be migrated onto the main HRA accounting ledger.
56. A review of recharges from BCP Council to BCP Homes will also be required to ensure that all recharges are robust and representative of actual spend. This review will also consider the scope for BCP Homes to potentially undertake more work for other areas of the council, for example with respect to sheltered housing funded by adult social care.

Opportunity for ongoing annual savings

57. The approach to lift and drop the current services into the new single operating model will mean that there will be minimal savings delivered on day 1. The full financial benefits of transition to a single operating model will take 12-18 months to be realised. This is line with the approach used under local Government Reorganisation (LGR) that saw a range of savings delivered over a period of time. Operating models must be streamlined and re-designed to deliver services across 10,000 homes rather than across 2 separate 5,000 'neighbourhoods'.
58. Any savings realised will be ringfenced to the HRA account in line with the legal framework that requires HRA income to be spent on HRA related expenditure. It will be used to help deliver the strategic ambitions of BCP Homes – including:
 - Maintaining 10,000 housing stock to a decent standard
 - Investment in current homes to deliver net zero carbon aspirations and reduction in ongoing running costs
 - Delivery of the housing white paper objectives and building on mechanisms to hear the resident voice across services
 - Ensuring the council delivers maintains and improves on building safety standards in line with emerging legislation
59. Potential savings that could start to be delivered over the 12-18 months post transition to single operating model are yet to be quantified but are expected to include the following areas of spend:
 - Immediate overall reduction in staffing costs as some of high-level staffing structures are brought together. Resulting one-off redundancy costs will need to be calculated and offset against these savings.
 - reduced third party spend from PHP dissolution including £12k annual external audit fee and other savings from services subsumed into BCP council models and contracts
 - Potential further staff savings as delivery teams are combined within single operating model

- economies of scale from delivering services across 10,000 homes rather than the 2 separate operating models. This larger scale will allow economies to be driven out from service delivery as well as sharing best practice across teams that will further support more effective and efficient delivery. Working on an indicative assumption of 5% efficiency savings from economies of scale, there is scope for around £750k potential savings per annum (driven mostly from capital spend)

60. The work to deliver the service transformation across the council and embed the new operating models will also lead to economies and reduced operating costs.
61. It is recognised that the capacity to generate ongoing savings from service delivery is impacted by how lean and efficiently services are currently provided. For example, the current cost per property for Poole Neighbourhood services is assessed as lower than average when compared with the medium cost of similar delivery models (see table 3). Information for Bournemouth services are not readily available in the same format but are believed to be slightly higher than Poole services. Performance standards for each area are also deemed to be higher than median performance from comparable HRAs. The current HRA dual operating models are therefore 'low cost but high performance'. This position is expected to be maintained as the HRA migrates to a single BCP Homes operating model.

Table 3	Poole Cost Per Property	Median Cost Per Property of Comparable Organisations
Housing Management	£260.96	£262.27
Rent Arrears and Collection	£51.60	£76.20
Response Repairs & Voids	£479.07	£684.64
Major Works & Cyclical Maintenance	£1,520.00	£1,695.00

Summary of legal implications

62. The advice sought from external legal specialists Trowers & Hamlin have determined an approach to terminate the agreement between BCP and the PHP, ending the management agreements and the novation of assets and liabilities in a safe and proper manner. Further independent advice is also being obtained with regard the accountancy treatment of the assets and liabilities which has so far concurred with the legal advice received.
63. There is no statutory duty to consult assured tenants under the Housing Act 1988 regarding disposing properties to another landlord or transferring the ownership to a different landlord. However, guidance from the Social Housing Regulator states that it expects Registered Providers landlords to consult with its tenants and this has been undertaken and the conclusions referenced in this report.
64. The Council has a statutory obligation to carry out repair works in the properties it lets under section 11(1) of the Landlord and Tenant Act 1985. The proposed model addresses these via the BCP Repairs and Corporate Facilities teams.

65. The Council is obliged to hold social housing provided or acquired under Part II of the Housing Act 1985 within the HRA pursuant to section 74(1) of the Local Government and Housing Act 1989 unless the Secretary of State gives specific consent to hold such properties outside the HRA section 74(3)(d). Under section 76 of the Local Government and Housing Act 1989, the Council has a duty to prevent a debit balance on its Housing Revenue Account. In October 2018, the government removed the HRA borrowing cap on local authorities and borrowing in the HRA is now subject to the similar prudential guidelines as the General Fund.

Summary of human resources implications

66. Consultation with PHP officers will be required to deliver the TUPE process. This has been planned and is due to take place in May and June 2022. Trade Union representatives have been briefed on the expected timeline and will be fully engaged throughout the process.
67. Appropriate support will be provided to colleagues to ensure a smooth transfer into BCP Home
68. A review of the current Housing Senior Leadership team will be necessary. This review will be led by the Chief Operations Officer and affected staff will be fully engaged in the consultation process.

Summary of sustainability impact

69. This decision has no direct impact on the sustainability approach for the council. In the longer term it should allow resources to be released from HRA capital funds to be reinvested in delivery of decarbonising current homes.

Summary of public health implications

70. The effective management and maintenance of council housing stock brings clear public health benefits to residents. Good health outcomes can be achieved by good housing provision. The housing management model review is aimed at ensuring excellent outcomes for residents

Summary of equality implications

71. EIQA for approach included as Appendix 3

Summary of risk assessment

72. The key risk for the service changes proposed is the continued delivery of excellent services from residents across the change. This is being managed through the proposed lift and drop of service delivery that proved successful under the local government review changes that took place in 2019. There will be continued focus on key service delivery areas to ensure that there is no critical business failure emerging from the change and an ongoing project team to support actions.

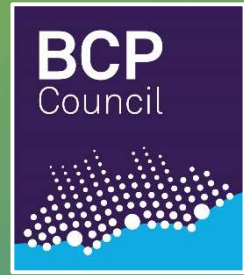
Background papers

Appendices

Appendix 1 – Housing Management Consultation Report

Appendix 2 – BCP Homes Terms of Reference

Appendix 3 – Equalities Impact Assessment



Housing Management Consultation Results

December 2021

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Executive Summary



1886 tenants and leaseholders responded to the consultation.



51% agreed with the councils preferred option and 14% disagreed. Residents currently living in Bournemouth are more likely to agree with the proposal compared to Poole residents (56% agree compared to 46% agree).



When asked if they had any concerns or comments some respondents mentioned the following concerns: organisations becoming less effective as they grow larger, service being slower to respond due to the increase in homes/queries, changes would result in cost cutting, whether enough staff be employed within the service, whether there would be increased costs.



Other respondents said the service was fine as it is whereas others felt it was a good idea to combine the service, happy for it to be managed by the council, make sure local offices were retained.



Another theme that was highlighted in the comments included communication being key to the new combined service and that the advisory board should be representative of residents.



Respondents were asked to comment on the 14 draft objectives for the new housing management service. There was a general consensus that the objectives looked good and covered everything. Some respondents questioned whether the council had the resource to ensure that they were achievable.



The five most important services within the housing management service included access to a repairs service, keeping the neighbourhood clean and tidy, improvements to the home, managing the behaviour of other tenants and residents and communal cleaning in shared areas.

Introduction and background

In July 2021 BCP Council's Cabinet agreed to commence a consultation on the proposal to create a new single housing management service for BCP Council. The council invited current tenants, leaseholder, and other residents with an interest to give their views on the proposal ***'to create a new single service across both areas which will be run within BCP Council'***. This would mean that Poole Housing Partnership (PHP) and the Bournemouth in-house service would no longer exist in their current forms, and a new combined service would be formed to create the 'best of both worlds'. The proposal includes the creation of an Advisory Board that would provide oversight, expertise, and informed advice. A number of other local authorities have recently made similar decisions.

Methodology

A comprehensive consultation programme was designed to ensure that as many tenants and leaseholders as possible were encouraged to take part in the consultation.

The consultation programme and material was presented to the joint residents group who provided advice and feedback about the accessibility and content of the material. The consultation document and questionnaire was changed as a result of this feedback.

Consultation document and questionnaire – an 8 page information document was written and designed which explained the proposal in more detail and provided information about roadshows and meetings where people could find out more information. A questionnaire was also designed which asked tenants and leaseholders information about the current housing service they receive, their views on the proposal and objectives of the new housing service. The information document, questionnaire and a freepost reply envelope was sent to all Poole Housing Partnership and BCP Council tenant households and leaseholders.

Roadshow drop-in sessions – 38 drop-in roadshows were held, where residents were invited to come and ask any questions or if they needed any support completing the questionnaire. The sessions were run by PHP and council employees.

Tenant and Leaseholder meeting – six meetings were arranged (four in person, two virtual) Housing officers gave a presentation and there was an opportunity for people to ask questions.

Online information and feedback – All information was available on the council's engagement hub. This also included an ideas wall, which asked for ideas for a new housing service. All the material can be found [here](#).

Fieldwork



The fieldwork period ran for 12 weeks from Monday 23 August – Sunday 7 November 2021.

Communication and promotion

All tenants and leaseholders were sent an information document and consultation questionnaire to complete. This information included the BCP Council and Poole Housing Partnership (PHP) logo. This information was also hosted on a dedicated page on the council's engagement hub. The page received just under 2000 views.

A [press release](#) was issued announcing the launch of the consultation which included a quote from BCP Council's Portfolio for homes and the Chair of PHP Board.

The consultation was also promoted on the council's and PHP social media channels and websites.

Analysis and reporting

Darmax Research were commissioned to manage the mailing, data entry, analysis and reporting element of the housing management project. Their full report can be found in Appendix 1. For ease, the summary findings written by Darmax Research have been included within this report.

Tenant and Leaseholder survey summary

1,886 surveys were returned during the fieldwork period, representing a 17.9% overall response rate.

Your housing service

The majority of respondents were satisfied with the overall quality of their home, the safety and security of their home, and the way their housing service deals with repairs and maintenance. However, less than half the respondents were satisfied

with the way their housing service deals with antisocial behaviour, while just over half were satisfied with the opportunities to be involved and have their say about housing services or felt part of their community and meeting people.

Respondents aged 25 – 34 were significantly less likely to be satisfied with all aspects of their housing service, while Poole residents were significantly less likely to be satisfied with the way their housing service deals with repairs and maintenance, the way their housing service deals with antisocial behaviour, their housing service keeping them informed about matters that might affect them and how quickly their housing service is able to respond to their queries and concerns.

76% of respondents were satisfied with the service provided by their housing service overall, while respondents aged 25 – 34 years were significantly less likely to be satisfied with the service provided by their housing service than any other age group.

Respondents were asked to detail what currently works well with their housing service. Respondents stated that their housing service deals with repairs promptly and are pleased with the quality of the repairs undertaken. Residents found the workmen to be friendly, polite and courteous. Respondents like being able to contact the housing service and their housing officer via a number of methods and they receive a prompt response to their enquiries. They also appreciated the friendly and polite staff that they spoke to over the phone. Respondents thought that the cleaning service, gas and electricity inspections and being able to access financial support worked well.

However, when asked to detail what could be improved with their housing service, respondents commented that repairs take a long time to be addressed, while their homes were also in need of refurbishment and/or replacement of kitchens, bathrooms, doors and windows, with these being in need of replacement before their stated lifespan. Respondents want to be provided with more specific timeslots for repairs rather than being given an 8.00am – 4.00pm time. Respondents also felt that the external communal areas, including gardens and the general upkeep of buildings need to be improved and done on a more regular basis, as well as the cleaning of internal areas not being done to a satisfactory standard. CCTV and outdoor lighting are also needed to improve security and safety. Communication with tenants and between departments also needs to improve, as well as the ability to speak to someone over the phone. A number of respondents also commented on the fact that they rarely see their housing officer, and the housing service does not deal effectively with antisocial behaviour. Respondents also feel that the housing service does not house tenants appropriately with residents not placed with similar and like-minded residents, causing tension and conflict.

The vast majority of respondents indicated that access to a repairs service that resolves issues and fixes their home is important to them, while 72% of respondents

feel that keeping their neighbourhood clean and tidy is important. 59% of respondents feel that improvements to their home are important and 56% feel that managing the behaviour of other tenants and residents is important to them. Following these, there is a second tier of services that are important to residents, including communal cleaning (36%), tenancy support (33%), having a clear complaints process (32%), and resident involvement and being able to have their say on housing services (24%).

Communication and involvement

The vast majority usually use the telephone to look for or ask for information relating to their housing service, while 24% email to ask for information and 21% look on the website. While the majority of respondents in all age groups usually use the telephone to look for or ask for information relating to their housing service, older residents are more likely to use the phone than younger residents. In addition, respondents aged younger than 55 were significantly more likely to send an email or look on the website than those aged older than 55. Respondents aged 65 and older were also significantly less likely to search the internet than those aged younger than 65.

In addition, respondents were most likely to make a phone call to contact housing services to report a major problem, make a payment, tell them about a change in circumstance, get information or advice, or to report a neighbour problem. Younger respondents were typically more likely than older residents to contact housing services via a digital method for any of the reasons.

63% of respondents have access to the internet at home, while older residents and those who live in sheltered accommodation, a bungalow, detached house or a flat are less likely to have access to the internet at home.

Just less than half of respondents indicated that that they would like to get more involved and share their ideas and opinions about their housing service in the future. Respondents who were significantly more likely to have indicated that they would like to get involved were aged 35 – 44 years, respondents from Ethnic Minority or White Ethnic Minority backgrounds or those who live in a household with children or a household of 18 – 64 year olds without children.

Of those that would like to get more involved, 55% would like to participate in customer satisfaction surveys, while 36% would like to get involved through online engagement opportunities including surveys. 28% would like to join a residents group to help shape key decisions.

Approach to a new housing service

While just over half (51%) agree with the council's preferred option, 27% neither agree nor disagree with it, and 14% disagree with it. Respondents who live in Poole were significantly less likely to agree with the council's preferred option than those who live in Bournemouth.

Respondents were asked to provide any concerns or comments they had about how the council's preferred option may affect them. Respondents were concerned because they believe that organisations become less efficient as they grow larger and that the service will be slower to respond due to having to deal with more households and queries. In addition, respondents felt that the service works fine as it is currently and that the council should retain two separate models. The majority of these comments were from Poole residents. Poole residents also felt that the Bournemouth area would be prioritised in any combined service.

Other respondents felt that the combined service would be good as it will be run as just one service and that they were pleased that it will be managed by the council, although it should retain local offices and hubs.

Respondents were concerned that the service would result in cost cutting, resulting in a poorer service and they had worries as to whether there would be sufficient staff employed within the housing service. There was also concern as to whether the combined service would result in increased costs for residents.

Residents felt that communication is key to any new combined service and that the advisory board should be representative of residents.

Respondents were also asked to suggest any alternative approaches or ideas that the council should consider. A number of respondents suggested that the housing service should remain as it currently is with two separate models, and again expressed concern as to whether it would result in higher costs for residents. The council should improve communication and keep residents informed with honest and transparent information. The council needs to listen to local residents more than they currently do and there should be greater resident involvement.

It is important that the housing service deals with repairs quickly and that there needs to be better management of external communal areas and green spaces. Repairs and maintenance needs to be brought in-house by the council.

Respondents suggested that residents need to be housed appropriately and that there is a need for more housing to meet current demand.

Housing officers need to be on site and present more than they currently appear to be and the housing service need to better deal with antisocial behaviour. There

needs to be greater support for vulnerable residents and everyone should be treated equally.

Considering Equalities and Human Rights

Respondents were asked to write in any positive or negative impacts of this proposal that they believe that BCP Council should take into account in relation to equalities or human rights. Respondents commented that everyone has the right to be treated equally, while the council needs to specifically consider the impact of the proposed changes on those with a disability, mental health needs or older people, as well as other protected characteristics. The housing service also needs to consider the mix of residents in close proximity so as to avoid any potential conflicts and impact on others.

Objectives of a new housing service

Respondents were asked for any comments they have about the draft objectives and if they think there is anything missing within them that should be included. A number of respondents commented that they thought that the objectives looked good, they covered everything and nothing more needed to be added to them. Other respondents commented that they hoped that the council had adequate resources to ensure that they were achievable and that they thought that the objectives were already being implemented, or if they weren't, they should be. Respondents were again concerned as to the level of service they would get should the two services be merged into one. Respondents also commented on each of the individual objectives, primarily emphasising the importance that they should be implemented.

About you

In order to understand who took part in the consultation and ensure that views were gathered from a wide range of people, the survey asked respondents a number of demographic questions.

60% of respondents were aged 65 or older, while 30% were aged 45 – 64. Less than 10% of respondents were aged 44 or younger.

62% of respondents were female, while 1% of respondents did not have the same gender identity as the sex they were registered at birth.

3% of respondents were LGBTQ.

60% of respondents have a physical or mental health condition or illness lasting or is expected to last 12 months or more.

91% of respondents were White British, 5% were White Ethnic Minority and 3% were an Ethnic Minority.

64% of respondents were Christian, 27% have no religion and 4% have an other religion or faith.

8% of respondents have previously served in the Regular Armed Forces.

51% of respondents live in a household comprising only adults aged 65 or older, 27% live a household with only 18-64 year olds, while 12% live in a household with children.

92% of respondents were tenants and 7% were leaseholders.

41% of respondents live in a flat, 24% live in sheltered accommodation and 18% live in a semi-detached house.

Ideas board analysis

An online ideas board was hosted on BCP's engagement platform which asked participants what they would like to see from a future housing service. Also, any ideas raised at the drop in roadshows were also posted on this ideas board. Users are able to like and comment on their favourite ideas. Comments have been included in the analysis.



149 ideas



105 total number of views



260 likes

The most prevalent themes in the comments were communication, staff and maintenance/repairs of facilities. See examples of comments below.

Theme	Number of comments
Communication	33
Staff	32
Maintenance/repairs of facilities	24
Residents have a say/ resident involvement	15
ASB	15
Accountability	12
More in person visits/ face to face	11
Build more houses	9
Positive comment	9
Environmental factors	8
Local office	7
Financing	6
Bins	5
Safety	1

Base: 149

Staff (32 comments)

Nearly all the comments here called for more face to face, personal contact with residents and the option to have live in wardens.



Examples:

“Sheltered housing officers to remain with increased visibility on site.”

“Local and accessible staff needed including the Sheltered housing officer and general needs housing officer.”

“There needs to be officers who are more readily available face to face to help support us and deal with issues.”

“Bring back live-in wardens.”

“More wardens who are accessible”

Communication (33 comments)

Comments here varied but most comments highlighted the importance of better resident involvement and better communication between the tenants and the council.



Examples:

“Better communication between tenants and the council”

“Residents must stay involved throughout, transparency is key!”

“Phone line where you can speak to a customer service team important to keep.”

Maintenance/repairs of facilities (24 comments)

Comments here mainly identified gaps in the service that need addressing



Examples:

“Make sure trees are trimmed”

“Install Wi-Fi into communal blocks”

“More handymen are needed.”

“Provide bicycle storage facilities at Senior Living Schemes”

“Contact us over repairs – wrong maintenance people turn up – sometimes very bad workmanship”

Most liked ideas

Users were able to 'like' their favourite ideas. Please see below the most popular ideas.

Need the council to listen to tenants



Great customer service, face to face with trained and knowledgeable staff



Better services needed – cleaning, windows, heating



If repair contractor at the property, allow them to pick up other small repairs to save having to do a further visit



Phone line where you can speak to a customer service team important to keep



This must be an organisation that is Council led and never a housing association



Do not involve a housing association - Housing associations like sovereign housing are unaccountable nightmares. They cause more problems than they solve.



Make sure it's easy for tenants and leaseholders to contact the correct staff within the council



Ensure tenants aren't left for years living with antisocial behaviour.



Regular Housing Officer visits to tenants



I want to be able to access services locally. I don't want to travel to Bournemouth to speak to a person.



Build more 3 and 4 bedroom family homes, prioritise families with disabilities - seems very obvious but when there are nearly 300 families bidding on only 2 to 3 available properties a month, there is something terribly wrong. We need spacious homes. Families with disabled parents have no hope of buying due to being unable to work. Private sector rents aren't covered by housing benefit which means families are either massive out of pocket or forced to rent in tiny flats and be overcrowded. Make more homes! Prioritise disabled and the elderly who will never be able to buy



Stop repairing properties for residents who have purposely damaged them and make them pay so the money can go towards real repairs & upgrade



Open survey analysis

Whilst this consultation was aimed at current tenant and leaseholders, we wanted to make sure we gave the opportunity to the wider public and those on the housing register to have a say if they wanted to. We hosted an online survey on our engagement hub which was open to anyone who had an interest to complete it.

Fourteen respondents chose to take part in the survey and the results can be seen in Appendix 3. 11 out of 14 respondents agree with the proposal 'to create a new housing service that is delivered within the council with an Advisory Board which provides oversight, expertise and informed advice.'

Housing Management Disability consultation

To be added

BCP Homes Advisory Board

Terms of Reference and Governance Arrangements

1. The terms of reference of BCP Homes Advisory Board

1.1 Introduction:

BCP Homes is the Council's housing management service, directly providing housing management services and overseeing the provision of all services to residents funded by the Housing Revenue Account [HRA]. An Advisory Board comprising elected members, residents, and independent specialists oversees the activity of BCP Homes on behalf of the Council.

1.2 Role and Purpose of the Board

The role and purpose of the Board is to

- Provide oversight to the operational delivery of the housing landlord service for BCP Council, ensuring that it delivers against the Council's strategic objectives for this area.
- Make recommendations regarding matters to be considered by BCP Cabinet and Council, including the BCP housing strategy, BCP housing landlord policies and regarding the setting of the annual HRA budget.
- Work in an advisory capacity to the Council on all matters related to services provided through the BCP HRA.
- Work in partnership with, and be accountable to, residents in fulfilling its role.
- Provide oversight and assurance to the Council on the key matters contained within the housing white paper and subsequent legislation and regulatory changes
- Act as the main operational Board for the Council in reviewing and ensuring that the Council is prepared for and meets all standards as defined by the Housing Regulator and Housing Ombudsman

1.3 Services within the remit of Board oversight and scrutiny

The range of services within the remit of the Board includes

- Housing management
- Leaseholder services
- Tenancy sustainment and support
- Community support
- General needs and specialist housing
- Resident involvement
- Day to repairs
- Planned maintenance
- Voids

- Customer services
- Service delivery arrangements
- Grounds maintenance
- Health and safety and compliance
- Lettings
- Income
- Complaints
- Aids and Adaptations
- All areas subject to Tenant Satisfaction Measures as defined by the Social Housing Regulator

1.4 Strategic input

- Understand and apply the strategic objectives of BCP Council in the creation of and oversight of BCP Homes' operational strategy
- Recommend BCP Homes' strategy and operating plan and have oversight of the delivery
- Act as a key consultee in the development of the wider BCP Housing Strategy, and other relevant Council strategies and policies.
- Provide assurance to those Council officers holding accountability for building safety and consumer standards on delivery
- Provide assurance to the Council regarding the delivery of standards as defined by the Housing Regulator and the Housing Ombudsman

1.5 Performance management, oversight, and scrutiny

- Develop housing operating models to ensure effective service delivery across areas funded via the Housing Revenue Account
- Oversee and scrutinise delivery of all services delivered directly by BCP Homes and commissioned by BCP Homes, and ensure that agreed service delivery standards for residents are achieved
- Set out an annual operational plan for the delivery of HRA standards that supports the HRA budget recommended to Council and manage delivery of this operational plan
- Review on a quarterly basis key performance and budgetary information
- Commission and specify services delivered to residents by other Council services funded by the HRA
- Scrutinise performance in the delivery of housing management and housing maintenance services, including safety and statutory compliance
- Develop and oversee the strategy and implementation of capital and revenue funds on investment, refurbishment, servicing and maintenance and repairs
- Scrutinise performance on relevant services delivered elsewhere in the Council funded through the HRA to residents
- Scrutinise performance contained within the tenant satisfaction measures and make recommendations for improvement

1.6 Housing Management

- Deliver effective services as defined under the consumer standards in relation to housing management services.

- Lead and develop housing management teams in line with Council objectives and coordinating delivery across BCP Homes and other Council departments with regards to housing management

1.7 Asset Management

- Ensure effective service is delivered as defined under the consumer standards in relation to housing maintenance services
- Develop the 30-year capital plan for investment ensuring that this meets the Council's objectives and is contained within the Council's medium term financial plan
- Commissioning and specify property management and maintenance including safety and statutory compliance
- Ensure effective asset management is delivered in line with the 2021 Building Safety legislation and that the Accountable Officer and Building Safety Manager roles are delivered effectively

1.8 HRA planning delivery and oversight

- Develop, recommend, deliver, and monitor the annual Housing Revenue Account Business Plan in line with current Council strategic objectives
- Recommend to Council the HRA medium term financial plan and Business Plan including revenue and capital budgets
- Recommend the allocation of resources within the budgetary framework agreed by the Council
- Seek to ensure value for money is achieved across all housing revenue account (HRA) services

1.9 Resident voice

- Act as the formal link on behalf of the Council's Cabinet with its tenants and leaseholders ensuring all its landlord responsibilities including for involvement and engagement are fulfilled, and that regulatory expectations are met.
- Ensure that residents are fully engaged in the oversight of services and the design of improvements and have early sight of proposed strategy and policy developments to ensure the views of tenants inform proposals
- Oversee and deliver improvements within the tenant satisfaction measures
- Work with residents to deliver an effective resident scrutiny approach, hearing outcomes of reviews and ensure recommendations are implemented

1.10 External policy and regulation

- Understand the external policy landscape and the implications for BCP Homes
- Ensure that expectations and outcomes of the Consumer Regulatory Standards are met

1.11 Safety health wellbeing

- Ensure the safety, health and wellbeing of all residents receiving housing services are prioritised in their considerations and oversight of services

1.12 **New build and growth**

- Act as a key consultee in the development of new Council housing
- Ensure that there are strong links with the development team to maximise efficiencies around maintenance programmes and delivery of effective homes for local people

1.13 **Capital programme**

- Commission and specify major capital programmes, including the retro fitting programme to improve the energy efficiency of Council Housing properties

1.14 **Risk monitoring**

- Review and track risks, controls and mitigations relating to resident facing services through the appropriate risk registers.

1.15 **Equalities**

- Monitor and review the impact of service delivery with regards equalities, ensuring that this supports delivery of Council objectives

1.16 **Other**

- Consider and make recommendations and /or act as a key consultee on any other significant matter affecting Council housing

2. **Advisory Board membership**

- 2.1 **Membership of the Board:** BCP Homes Advisory Board at all times acts on behalf of the Council in relation to its duties as listed in the terms of reference. It is important for the Board to be well equipped to carry out its responsibilities and therefore it needs a membership which reflects the need to be an efficient and accountable social landlord.
- 2.2 **Size of the Board:** There shall be a Board made up of 11 members, with 4 independents, 4 residents (two each from Poole and Bournemouth) and 3 elected members.
- 2.3 **Composition of the Board:** The Council will use its best endeavours to achieve diversity of membership among the Board. If possible, the resident representation should include both tenants and leaseholders. The four independents should bring specialist skills and knowledge relevant to the aims of BCP Homes.

2.4 **Board skills:** The Board will seek to include members with a broad range of skills. These may vary from time to time according to Council policies and strategies, the operating environment, regulatory requirements and Government policies and priorities, but are likely to include:

- Local authority knowledge and influence
- The 'lived experience'
- An appropriate range of technical, professional and business skills
- An understanding of the sector
- Housing management expertise
- Customer service (including digital) experience
- Wider health/social care/community support experience
- Related local public service knowledge
- Experience of governance and/or serving on a board
- Professional/commercial skills in e.g., asset management, business, HR/Organisational development, IT, law, health and safety
- The necessary skills, energy, commitment to contribute to the success of BCP Homes

The Board will carry out an annual appraisal and assessment of the skills within the Board membership and compare these to the desirable list of skills and experience needed on the Board. They will also keep the skills needed for an effective Board under review. When there are Board vacancies, the identified skills gaps will be used to inform the recruitment and selection process.

2.5 **Member recruitment:**

- **Elected members:** Elected members will be put forward by the Council via the annual democratic process, but this is expected to include the housing portfolio holder
- **Residents:** The BCP Homes Advisory Board will have 4 residents drawn from across Bournemouth and Poole; 2 from Bournemouth and 2 from Poole.

Resident members will be selected based on their skills to be able to reflect resident views and to deliver the skills required of Advisory Board members. They will be expected to liaise with, but will not be drawn from, the BCP Homes Resident Committee, although members of the Committee may also choose to apply to be Advisory Board members.

The selection process will aim to reflect local characteristics and support a diversity of views on the Board. Recruitment will be via BCP wide advertising and selection will be based on the ability to deliver the range of skills described in the agreed job description and involve the BCP Homes Resident Committee. Applicants will be interviewed by a Panel made up of the Housing portfolio holder, a lead officer for BCP Homes and members of the BCP Homes Resident Committee.

Resident members will serve on the BCP Homes Advisory Board for the term as set out under length of service (section 2.9)

A resident member can resign at any time sending notice to the Chair of the Board. At the end of the 1st term, the Chair will discuss with the resident whether they wish to be appointed for a 2nd term, or whether the Chair wishes for them to be re-appointed.

- **Independents:** Independent members will be selected based on their skills to be able to reflect the skills set out in section 2.4.

The selection process will aim to reflect local characteristics and support a diversity of views on the Board. Recruitment will be via BCP wide advertising and selection will be based on the ability to deliver the range of skills described in the agreed job description and deliver an effective Board. Applicants will be interviewed by a Panel made up of the Portfolio holder, a current independent member, a lead officer, and a resident member of the Advisory Board.

Independent members will serve on the BCP Homes Advisory Board for the term as set out under length of service (section 2.9)

An independent member can resign at any time sending notice to the Chair of the Board. At the end of the 1st term, the Chair will discuss with the independent whether they wish to be appointed for a 2nd term, or whether the Chair wishes for them to be re-appointed.

2.6 **Member induction:** All new members will be expected to follow an appropriate induction programme.

2.7 **Member probation:** Members will be appointed for a probationary period of six months.

2.8 **Appointment of Chair / Co-chairs**

- One co-chair is expected to be the portfolio for Housing and the appointment to this Cabinet position will automatically include the co-chair position of BCP Homes Advisory Board
- The other co-chair position is expected to be selected from the Board. Board members will be asked if they wish to undertake the role and if more than one Board member puts themselves forward then Board members will vote for their preferred candidate. This co-chair position will be held for a term of 3 years or until the overall term of office on the Advisory Board ends, whichever is sooner.

2.9 **Length of service**

- In accordance with the NHF Code of Governance maximum tenure will normally be up to six consecutive years, comprising two three-year terms of office.
- A member who has left the Board may not be re-appointed for at least three years.
- Reappointment after each term will be subject to consideration of the member's appraised performance and skills, and to the wider needs of the Board at that time.

3. Meetings

3.1 Quorum

- The Quorum for Board meetings shall be no fewer than half the membership of the Board, always including at least one member of each of its constituent bodies.

3.2 Frequency

- The Board shall meet at least six times per annum.
- The meetings shall take place at pre-arranged dates. The timetable of Board meetings shall be circulated annually.
- Notice of at least seven days must be given in writing before any meeting of the Board except in the case of Emergency Board meetings which will only deal with emergency items.
- Papers for each Board meeting shall be circulated at least 5 clear working days in advance. No papers may be tabled at meetings unless they have the permission of the Chair and relate to urgent matters than cannot be held over until the next meeting.

3.3 Chairing

- The Advisory Board will have co-Chairs, who will share the chairing duties
- One of the co-Chairs will be the Portfolio Holder. The second will be selected from any of the constituent groups.
- Any member of the Panel may put themselves forward as co-Chair. In the event of more than one member doing so, a secret ballot will be held.
- The co-Chair shall be appointed for three years.
- If neither the Chair nor the Co-Chair is present at a meeting the Board shall elect a member present to Chair the meeting
- Chair's action may be taken by the Chair where it concerns any matter which for the sake of urgency or expediency cannot wait until the next meeting. Such action must be kept to a minimum and it must be reported to the next Board meeting for ratification.

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Equality Impact Assessment: Report and EIA Action Plan

Purpose

Policy/Service under development/review:	Housing Management Model Review
Service Lead and Service Unit:	Lorraine Mealings - Housing
People involved in EIA process:	Su Spence, Neil Armstead, Donna Stenner, Lynn Barker, Seamus Doran.
Date EIA conversation started:	March 2022

Background

A project commenced last year to consider the proposal for the delivery of a housing management service for Council homes across the Bournemouth and Poole neighbourhoods.

It is necessary to align the two services and a Councillor Working Group, chaired by the Portfolio Holder for Housing, has been set up to oversee the project.

The Group has agreed a preferred model for the way in which the service will be delivered. This is to create a new single service within the council comprising the best of both organisations. On the 28 July 2021, Cabinet agreed that this would be its preferred model and that consultation could commence with residents on the proposed model and the future nature of services to be delivered.

This will also have an impact on the policies and procedures from legacy councils which will need to be aligned and changed.

The consultation with residents ran from August to November 2021 and provided an opportunity to involve council tenants and leaseholders in helping to design a new service and what its objectives might be. Surveys went to all residents and over 1,800 were returned, representing a 17.9% response rate.

Just over half of respondents (51%) agreed with the council's preferred model, 27% neither agreed or disagreed demonstrating support for the proposal. 14% of respondents did not agree with the proposed approach.

However, respondents raised several concerns about the agreed approach:

- A larger organisation could be less efficient and slower to respond to residents
- Local hubs should be retained
- Concerns about cost cutting resulting in a poorer service
- Communication needed to be key in the new approach and that the council needed to listen to residents and keep them informed.
- Housing officers needed to be on site more and there needed to be greater support for vulnerable tenants.

The next stage in the project is to seek formal approval from Cabinet on the approach to creating a new single service. This will include the creation of an Advisory Panel that will provide oversight, expertise and informed advice to the new service. This panel will include residents' representatives. A formal resident involvement structure will sit beneath this panel to help ensure that residents are heard and that they can help shape service delivery.

Respondents were asked to write in any positive or negative impacts of the proposal that they believe that BCP Council should take into account in relation to equalities or human rights. Respondents commented that everyone has the right to be treated equally, while the council needs to specifically consider the impact of the proposed changes on those with a disability, mental health needs or the elderly, as well as other protected characteristics. The housing service also needs to consider the mix of residents in close proximity so as to avoid any potential conflicts and impact on others.

There is also ongoing consultation with colleagues in both the council and Poole Housing Partnership.

This equality impact assessment will consider how the feedback from the consultation may influence the design how services are delivered within the new service. There will be ongoing engagement through the Joint Residents Group as well as through the existing resident involvement structures.

Findings

How does your decision affect those of:

- **Different Ages** – older people may have difficulty accessing any information that is written in small font or that can only be accessed electronically. Younger people may want messages delivered through different media. Older people are less likely to be digitally aware and older people, especially older women, are more likely to be internet non-users. When consulting and designing services it is important that this group is not disadvantaged. Older residents are less likely to have access to the internet and prefer contact by phone or face to face.
- **Current/Previous members of the Armed Forces** - none
- **Those with caring responsibilities** – There is the potential for services to be more accessible at different times. This was supported by comments through the survey particularly regarding repairs.
- **Those with physical disabilities** – formats may not be accessible to those with sight or hearing issues. Those with disabilities are more likely to be internet non-users. Better on-line serviced delivery may be an advantage to those who are unable to visit offices.
- **Those with mental disabilities** – formats may not be understood by some and an easy read version may be required. Those with disabilities are more likely to be internet non-users.

Equality Impact Assessment: Report and EIA Action Plan

- **Different ages** - Older people are likely to have difficulty accessing any information that is written in small font or information that can only be accessed electronically. There are other considerations when preparing documents for visually impaired people (www.macularsociety.org/professionals/preparing-documents) Consideration also has to be given to younger people who may want messages delivered in different formats e.g., Facebook, Twitter or Instagram. An increasing proportion of internet non-users are over the age of 65 years particularly women. Older people in general are less likely to have access to the internet.

- **Different sexes/genders** – Further consideration will need to be given when designing policies and procedures.
- **Those who identify as trans** – Further consideration will need to be given when designing policies and procedures.
- **Those who are pregnant/on maternity** – those members of staff who are on maternity leave may not receive notifications of consultation.
- **Those who are married/in a civil partnership** – Further consideration will need to be given when designing policies and procedures.
- **People from different ethnic groups** – people from different ethnic groups may not use English as their first language.
- **People with different religions or beliefs** – people with different religion or beliefs may not have English as their first language and may be harder to engage with.
- **People with different sexual orientations** – Further consideration will need to be given when designing policies and procedures.
- **People in different socio-economic groups** - those in lower socio-economic groups may be unable to afford IT equipment that allows them to access any virtual consultation. They are more likely to be non-internet users.
- **People's human rights** – Further consideration will need to be given when designing policies and procedures.

Conclusion

Summary of Equality Implications:

The decision regarding the delivery of housing management services in the future requires consultation, communication and engagement with key stakeholders.

The majority of the population in the BCP area are white British as are tenants and those on the housing register. However, there are still a number of tenants and those on the housing register with a different ethnic background and whose first language may not be English.

There are likely to be high levels of deprivation in areas where there are Council properties as well as a large number of tenants who are disabled or who are older. All of these are groups who are more likely to be non-users of the internet.

If communication and delivery of services with stakeholders is more likely to be on-line then a high proportion may be unable to participate and access future services.

There will continue to be on going engagement with residents through the ongoing Joint Residents Group and the existing resident engagement structures. Residents will sit on the Advisory Panel and be involved through formal engagement structures. Other forms of engagement will need to be through a variety of different channels as will the delivery of future services.

There will also be ongoing engagement with residents as other parts of the project start particularly the design of policies and procedures. Consideration will need to be given to the impact on residents within protected groups to ensure that they are not negatively impacted.

Equality Impact Assessment: Report and EIA Action Plan

Equality Impact Assessment Action Plan

Please complete this Action Plan for any negative or unknown impacts identified above. Use the table from the Capturing Evidence form to assist.

Issue identified	Action required to reduce impact	Timescale	Responsible officer
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<p>A high proportion of residents are over the age of 60 and are more likely to be non-internet users</p>	<p>Information needs to be provided in formats that meets the needs of residents especially those who are non-internet users.</p> <p>Enable staff who have daily contact with residents to encourage engagement and check if there are any barriers.</p>	<p>Ongoing</p>	<p>All</p>
<p>A high proportion of residents are likely to suffer from a disability and are more likely to be non-internet users</p>	<p>Information needs to be provided in other formats that suits those who are non-internet users.</p> <p>Enable staff who have daily contact with residents to encourage</p>	<p>Ongoing</p>	<p>All</p>

	engagement and check if there are any barriers to engagement.		
A high proportion of residents are likely to be living in areas of deprivation and be non-internet users	<p>Information needs to be provided in other formats that suits those who are non-internet users</p> <p>Enable staff who have daily contact with residents to encourage engagement and check if there are any barriers. This could include community engagement workers.</p>	Ongoing	All
A small proportion of residents may not have English as their first language or have low literacy skills	Alternative language formats will be available upon request for residents whose first language is not English.	Ongoing	All

<p>A high proportion of residents who are disabled or older who may have difficulty reading any written communications unless provided in alternative formats</p>	<p>Large print version of documents will be available upon request.</p> <p>Use of plain English in any documentation or easy read documents</p> <p>Check content of communications with resident's representative groups.</p> <p>Use DOTs disability to comment on any documentation</p>	<p>Ongoing</p>	<p>All</p>
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CABINET



Report subject	Local Cycling and Walking Infrastructure Plan
Meeting date	13 April 2022
Status	Public Report
Executive summary	<p>Local authorities in England are required by central government to prepare a Local Cycling and Walking Infrastructure Plan (LCWIP) to set out long term plans for delivering new or improved infrastructure for walking and cycling.</p> <p>New national policy and guidance titled 'Gear Change' has been published by government, setting higher and more ambitious standards for infrastructure required to achieve the government's vision of half of all short, urban journeys to be made by cycling or walking by 2030.</p> <p>Government has confirmed that local authorities that do not have a LCWIP and that do not comply with the updated design standards (e.g. LTN 1/20 Cycle Infrastructure Design) will not receive funding for active travel.</p> <p>The draft LCWIP has undertaken two rounds of public engagement including a full public consultation during November and December 2021. The final draft incorporates comments and suggestions from the public and other key stakeholders.</p>
Recommendations	<p>It is RECOMMENDED that:</p> <p>i) Cabinet recommends to Council that the Local Cycling and Walking Infrastructure Plan is approved.</p>
Reason for recommendations	<p>Adoption of the LCWIP will contribute to delivery of the Council's Big Plan. The LCWIP will specifically focus investment consistent with four of the Council's 'Big Projects' themes: Infrastructure – by investing in sustainable transport infrastructure, Seafront – by improving sustainable access to the iconic Seafront, Rejuvenate Poole – by enabling sustainable travel to Poole Town Centre by reducing congestion, improving air quality and improving the quality of life for people living and visiting, Children – by improving the safe environment for children to walk or cycle to school and safely adopt healthy habits.</p> <p>The LCWIP will enable more people to make shorter journeys by</p>

	<p>walking or cycling and reduce reliance on the private car. Transport is now the highest source of greenhouse gas emissions in urban areas and is also the sector that has made the least progress in reducing emissions nationally. By delivering infrastructure in the LCWIP, the Council will contribute to its climate emergency commitments, reduce emissions and improve air quality.</p> <p>The LCWIP will directly contribute to every strategic priority in the Corporate Strategy:</p> <ul style="list-style-type: none"> • <i>by leading our communities towards a cleaner, sustainable future that preserves our outstanding environment for generations to come</i> – through providing a more sustainable transport environment with less reliance on cars, cleaner air and less pollution; • <i>by supporting an innovative, successful economy in a great place to live, learn, work and visit</i> – through reducing congestion and improving the overall environment for people; • <i>by empowering our communities so everyone feels safe, engaged and included</i> – providing safe and attractive environments for people of all ages and abilities to walk and cycle around the area; • <i>by caring for our children and young people, providing a nurturing environment, high-quality education and great opportunities to grow and flourish by helping people lead active, healthy and independent lives, add years to their lives and life to their years</i> – the LCWIP will deliver safe infrastructure that will particularly benefit children and young people, improving their access to and experience of education; • <i>by being a modern, accessible and accountable council, committed to providing effective community leadership</i> – The LCWIP has considered the needs of all users and will benefit all communities by delivering better living environments and more modern streetscapes focussed on people. <p>Failure to adopt an LCWIP compliant with latest standards or guidance will result in funding being withdrawn by government for walking or cycling infrastructure schemes. It may also result in the Council having to return capital funds received from government if it chooses to dilute the quality of any built infrastructure that was funded by government.</p> <p>A new public body, Active Travel England (ATE) has been formed to fund, oversee and monitor investment in walking and cycling.</p> <p>Failure to provide infrastructure in line with new guidance will result in ATE withdrawing or clawing back funding and would represent reputational damage for the Council with its main transport funder, the Department for Transport (DfT).</p>
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Portfolio Holder(s):	Councillor Mike Greene, Cabinet Member for Transport and Sustainability
Corporate Director	Jess Gibbons, Chief Operations Officer
Report Authors	Ewan Wilson, Transport Policy Team Leader Richard Pincroft, Head of Transportation including Sustainable Travel
Wards	Council-wide
Classification	For Decision

Background

1. The BCP area is one of the most congested areas in the country. Congestion is bad for our health, bad for our environment and bad for business. It constrains the activity of businesses and reduces efficiency and productivity. It causes harmful pollution and compromises the high quality of life enjoyed by our residents.
2. Due to the nature of the local area, there is very limited and highly constrained space to build new roads to accommodate increasing levels of traffic on the roads. As we build back from the pandemic, we cannot afford to slip back into old habits that generate congestion and harmful pollution. 'Bournemouth' (the South East Dorset City Region of Bournemouth, Christchurch and Poole) was the fifth most congested town in Britain according to the Tom Tom Congestion Index in 2021. In 2019, pre-pandemic, Bournemouth was ranked 4th in the UK for traffic congestion.
3. Pre-pandemic over 50% of all journeys to work within the conurbation that are less than 5km were made by car. This suggests that there is enormous potential to reduce unnecessary, short car journeys. Enabling residents to make short journeys by walking or cycling will reduce congestion helping to free up the roads for those who need to drive through a balanced approach for all users of the network.
4. BCP Council's Climate and Ecological Emergency Action Plan sets out 153 Climate Actions with 24 of these are related to travel and 10 specifically on active travel. Delivery of the LCWIP will contribute significantly to reducing emissions from transport. The plan specifically sets out the commitment to:
"Develop a BCP Walking and Cycling Strategy 2020 -2035 and expand cycle network and storage facilities at major destinations" and
"Assess provision of segregated cycle lanes, cycle priority at traffic lights and training programme for safe cycling"
5. The LCWIP fulfils these key commitments and marks significant progress in delivering on the Council's Climate Action Plan.
6. The LCWIP is supported and endorsed by Public Health Dorset (PHD). PHD has set out the benefits of active travel and the impacts it can have on health in our communities.

7. "Public Health Dorset (PHD) is delighted to support the first Local Cycling and Walking Infrastructure Plan (LCWIP) for Bournemouth, Christchurch and Poole Council.
8. Active travel, including walking, cycling and scooting is a great way to make movement part of our daily lives along with the many physical and mental health benefits it can bring. These include preventing, managing and improving many health conditions such as obesity, diabetes, heart disease, dementia, anxiety and depression to name a few.
9. As we emerge from the COVID-19 pandemic, it is even more important than ever that we are able to maintain good physical and mental health. Even short periods of active travel can be good for our physical and mental health especially if we build it into part of a journey such as walking or cycling to the bus or train stop for a commute to work, school or for leisure."

National Context

10. In 2020 government published [Gear Change](#) setting out bold plans to kickstart a step-change in cycling and walking across England. Government expects councils to prepare a Local Cycling and Walking Infrastructure Plan (LCWIP) to be eligible for future transport funding. Central government has explicitly stated that local authorities with guidance compliant LCWIPs will be better positioned to secure future funding for sustainable transport.
11. In Gear Change, government points out at the outset that the benefits of walking and cycling are huge. Increasing cycling and walking can help tackle some of the most challenging issues faced as a society – improving air quality, tackling climate change, improving health and wellbeing, addressing inequality related to mobility and tackling crippling congestion on our roads.
12. Gear Change sets out an ambitious vision:
*"England will be a great walking and cycling nation
 Places will be truly walkable. A travel revolution in our streets, towns and communities will have made cycling a mass form of transit. Cycling and walking will be the natural first choice for many journeys with half of all journeys in towns and cities being cycled or walked by 2030."*
13. Core principles underpin this vision with Gear Change proposing that cycling and walking will lead to: 'Healthier, happier and greener communities', 'Safer streets', 'Convenient and accessible travel' and 'Cycling and Walking will be at the heart of transport decision making'.
14. As the Local Transport Authority (LTA), the Council has the powers to deliver significant change to our network of roads, footways and paths. The LCWIP is the document that sets the long-term plan for delivering on that national government vision in a local context.

What does the LCWIP include?

15. The LCWIP sets out:
 - Plans of the proposed network of the most important cycling and walking routes for BCP;
 - A programme of infrastructure improvements; and

- A clear report, explaining the evidence and the work undertaken to develop the LCWIP.

16. What does the LCWIP not include?

- Specific, detailed designs for proposed interventions;
- Detailed financial spending programmes; and
- Detailed timeframes.

17. These will be developed as future funding opportunities become available.

18. Details like design of routes, junctions and any major proposed changes will be consulted on and views sought from communities and ward members.

What are the benefits of delivering the LCWIP proposals?

- Supporting the economy, by providing safe, alternative travel options and addressing congestion;
- Enabling short journeys by making cycling and walking safer, more convenient and accessible to all;
- Improving health and quality of life, by enabling people to be more active in everyday life;
- Tackling climate change and improving air quality;
- Delivering on commitments in the Council's Climate Action Plan
- Creating safer streets and more pleasant neighbourhoods;
- Enhancing the tourism offer of the area; and
- Preserving and enhancing the area's world-class natural environment.

Engagement and Consultation

19. The LCWIP has been through an initial public engagement when views were sought on issues related to walking and cycling. Initial engagement on the LCWIP, undertaken in spring 2021, received over 3,000 views on the council's online engagement platform. 390 people completed surveys and 796 people used the interactive maps to comment on identified locations.

20. The Initial Engagement Report has been published [online](#) and a summary of the report is provided below:

21. Over two thirds of survey respondents (69%) agree that there should be a comprehensive network of walking and cycling routes. This figure increases to 87% for respondents who travel by motorbike/moped/electric scooter/scooter, 88% for respondents who travel by bicycle, and 98% for respondents who travel by electric bicycle.

22. The most common location that respondents felt were missed from the proposals and that should be prioritised was the Promenade.

23. Almost 65% of respondents are aged 55 and over; compared to 34% of the BCP population.

24. The types of improvements that respondents felt were most important to make walking and cycling easier and safer were: segregated and protected lanes, easy,

accessible and direct routes, and more rules for cyclists and e-scooters (note: e-scooters are outside of the scope of the LCWIP). Respondents stated cycle parking needed to be safe and help to avoid theft.

25. The main places identified as needing more or improved cycle parking were, the Promenade, Ashley Road in Parkstone and Castlepoint Shopping Centre.
26. When considering their own street, over half of respondents disagree that people drive at an appropriate speed (52%) and the roads and pavements are in good condition (51%).
27. When considering their neighbourhood, respondents were concerned about safety, parking and roads/pavements.
28. The interactive maps showed that respondents were most concerned about current issues on cycling networks and suggested improvements to the network, compared to walking issues.
29. The LCWIP has also been through a full public consultation on the draft which took place during November and December 2021 for eight weeks. Feedback on the draft plan has been carefully considered and amendments to the plan in light of comments have been made. A summary of the consultation is provided below:
30. 177 respondents filled out the survey but over 3000 people viewed the survey. The survey required respondents to confirm they had read the proposals before completing the survey.
31. There was a mix of comments on the objectives of the LCWIP with some people feeling the objectives were too ambitious and some that they were not ambitious enough but still supportive of the LCWIP proposals. 51 generally negative comments were received, and 53 comments were received that were positive or suggesting we should be more ambitious.
32. On the methodology, the comments were roughly split 50/50 with many respondents stating that schools should have a higher priority for improved provision. Positive comments praised and agreed with the Council's approach to development and prioritising of cycling and walking. Concerns included comments generally against the changes to local areas and that they did not believe they would make any difference. Comments highlighted specific areas that needed attention such as areas that were missing from the plans.
33. On Liveable Neighbourhoods, 49 positive comments praised and agreed with liveable neighbourhoods or wanted more liveable neighbourhoods. 31 comments were against general changes to local areas and did not believe they would make any difference. 14 comments argued that liveable neighbourhoods would have an adverse effect on congestion and motorists.
34. On the Delivery Plan, 37 comments were received that were generally against changes, did not believe they would make any difference and believed funds could be spent elsewhere. 19 generally positive comments praised and agreed with the Delivery Plan. 19 comments were made on timescales involved and 19 on specific areas.
35. The final question asked respondents about impacts related to equalities or human rights. A mix of responses was received with people stating that the Council should consider the needs people with disabilities and the needs of all groups such as women, children and older people.

Options Appraisal

36.

(a) Councillors recommend to Council to approve the LCWIP (recommended).

This would result in the Council putting itself in a stronger position to attract funding from government and maintain its already positive reputation with the Department for Transport partly through commitment to the new high standards of design but also to carbon reduction. By adopting the LCWIP, the Council will have a long-term plan for delivering walking and cycling infrastructure that is consistent with latest guidance, consistent with its climate commitments and developed from a robust evidence base. It will mean that any future potential schemes brought forward through the LCWIP will be defensible and not developed at random. It will further demonstrate commitment to delivery of the Council's Climate Action Plan and strategic priorities outlined in the Corporate Strategy.

(b) Councillors recommend to Council not to approve the LCWIP (not recommended).

This would result in Council suffering reputational damage with its main transport funder, the Department for Transport, and would reduce the Council's chances of receiving grant funding for transport infrastructure in the future. Projects proposed within in the LCWIP will contribute to working towards the Council's approved local climate change targets and by not adopting the LCWIP, the Council will find it significantly more challenging to achieve these targets. By not adopting the LCWIP, there would be no strategic plan in place for the delivery of walking or cycling infrastructure across BCP area and any proposal would not be demonstrably based on evidence or be compliant with government guidance. This could result in legal challenge if proposed schemes were opposed. There would be a risk that Active Travel England via the Department for Transport may withhold funding or request the return of funds received for the delivery of walking or cycling infrastructure

Summary of financial implications

37. Failing to publish an LCWIP that is consistent with latest guidance risks being ineligible for capital funding from government. This includes roads and footway maintenance and capital grants from the integrated Transport Block grant which the Council receives annually. There is a risk that the Council will receive reduced grant funding and less, if any, capital funding for new infrastructure.
38. The LCWIP includes only very high-level cost estimates of walking and cycling infrastructure schemes that are based on assumptions over costs per kilometre of similar schemes. The cost estimates in the LCWIP delivery plan are dependent on capital funding from government and any costs of potential infrastructure schemes are likely to be met entirely through grant funding rather than Council funds. Estimates will also factor in that central overhead costs are included in all the project costs.

Summary of legal implications

39. There are no identified legal implications other than potential challenge from persons who believe they were not consulted during the development of the LCWIP. To minimise this risk the Council has facilitated a publicised public engagement and consultation during the development of the LCWIP.

40. Delivery of any of the proposals listed in the LCWIP delivery plan would be undertaken in accordance with the appropriate approval process including the financial regulations as set out in the Council's Constitution. It is most likely that the majority of delivery would be undertaken as part of the Council's Local Transport Plan Capital Programme.

Summary of sustainability impact

41. In its recently published Transport Decarbonisation Plan, the government set out its vision for a net zero transport system which will benefit us all. In the plan, public transport and active travel will be the natural first choice for our daily activities. We will use our cars less and be able to rely on a convenient, cost-effective and coherent public transport network.
42. Walking and Cycling are the most sustainable forms of travel available and are key to an environmentally friendly local transport system. Actions taken by the council that negatively impact on walking or cycling provision will make it more difficult to achieve this vision. It would also be contrary to the Council's own 2030 zero carbon priority set out in the Corporate Strategy.
43. A Decision Impact Assessment (DIA 379) has been undertaken and the outcome summarised as follows:

Summary of public health implications

44. Urban traffic speeds are falling by on average 2% every year, causing NOx emissions to rise. Diesel cars are the single biggest contributor to NOx levels, responsible for 41% of all NOx emissions from road transport. Walking and Cycling are the cleanest modes of transport available and doing so has the potential to reduce harmful emissions and increase human activity levels.
45. Public Health Dorset has set out its strong support for the LCWIP, highlighting the positive impacts it could have on human health through reduced harmful emissions from motor vehicles, increased activity levels, improved mental health, happier communities and reduced severance due to better walkability of streets.

Summary of equality implications

46. An Equalities Impact Assessment (EIA) conversation/screening document was approved by the EIA panel in December 2021. The EIA was updated in January 2022 to reflect outcomes from the EIA panel, the full public consultation and review by DOTS Disability. Summary of risk assessment:
47. The Local Cycling and Walking Infrastructure Plan (LCWIP) is a high-level strategic document which sets out a long-term approach to planning and delivering a network of improved walking and cycling infrastructure. It does not commit to particular scheme designs or details – this would come later as funding becomes available, and only after extensive feasibility and engagement work is completed.
48. The LCWIP will have an overall positive impact on people from protected characteristic groups, to varying degrees.
49. Both nationally and locally, the transport network has for many years been dominated by the private motor car. Whilst the car undoubtedly brings advantages to many people in terms of mobility and convenience, its dominance has tended to

be to the detriment of other transport modes, including walking, wheeling and cycling. This has had a disproportionate effect on people who don't drive – which is more likely to be older people, people from low-income households, disabled people, people from a black or ethnic minority background, women, and children. Many of these people are also the most likely to be adversely affected by air pollution and road danger.

50. The aim of the LCWIP is to, in line with national and local policy, equalise access to opportunities including education, employment, leisure, social and health needs, whilst also addressing climate concerns and providing economic benefits. By providing safe and convenient walking and cycling infrastructure, more people will have more choice over how they travel. The LCWIP will feed into other Council policies including Planning policy, so that new amenities are built with consideration of the fact that people may not want or be able to travel there by car or by public transport.

Appendices

Appendix 1 – BCP LCWIP

Appendix 2 – LCWIP Consultation Report January 2022

Appendix 3 – EIA Conversation Screening LCWIP

Appendix 4 – DOTS Disability – LCWIP Review

Appendix 5 – LCWIP Technical Report

Appendix 6 – LCWIP Technical Report Appendices A – E

Appendix 7 - LCWIP Technical Report Appendices F - I

Background Reports

1. Department for Transport (DfT) – [Gear Change](#)
- 2.- DfT - [Transport Decarbonisation Plan](#)
3. (DfT) [Cycling and Walking Investment Strategy 2021](#)
4. BCP [Climate and Ecological Emergency Action Plan](#)

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Bournemouth, Christchurch and Poole Council

Local Cycling and Walking Infrastructure Plan

MARCH 2022



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Appendices

Appendix A

Network Plans for Walking and Cycling

Appendix B

Delivery Plan



Foreword

I am pleased to present the first Local Cycling and Walking Infrastructure Plan (LCWIP) for Bournemouth, Christchurch and Poole (BCP). We are currently delivering our Transforming Travel programme, funded primarily by a grant of £79 million from the Transforming Cities Fund. This is part of the national government's Industrial Strategy to improve productivity and prosperity through investment in sustainable transport. Our success in gaining this transformative government funding is the first major step in providing genuine safe and sustainable travel options for shorter journeys. The LCWIP is our long-term plan for delivering the infrastructure required to provide a fully connected cycling and walking network that gets people where they want to go.

The BCP area is one of the most congested areas in the country. Congestion is bad for our health, bad for our environment and bad for business. There is no space to build new roads. As we build back from the pandemic, we cannot afford to slip back into old habits that cause congestion and harmful pollution. Bournemouth was the third most congested town in Britain according to the Tom Tom Congestion Index in 2018.

Over 15% of travel to work journeys in the BCP area are shorter than 2km, so there is enormous potential to reduce unnecessary, short car journeys. Enabling residents to make short journeys by walking or cycling will reduce congestion and create health benefits for our residents. It will also help free up the roads for those who need or want to drive.

The Bournemouth, Christchurch and Poole area is already a great place to live, work and do business but we want to make it a world class place. This LCWIP aims to build on our assets, enhance the existing network and address existing challenges. Through doing so we hope to deliver a well-connected network of routes that people want to use.

The development of this LCWIP has been informed by comprehensive engagement with the public and a wide range of key stakeholders including from the health and business sectors. The public have had the chance to submit feedback using interactive maps, workshops, online surveys, and social media.

The Council is committed to providing the infrastructure that will enable more children to cycle and walk to school, and adults for work, education or leisure purposes safely and happily. Our streets and areas will be safer for cycling and walking, and our residents will enjoy a healthier, more connected community. We will be a place where cycling and walking is the natural choice for getting about, particularly for short journeys.

Our LCWIP is fully supported by our partners Public Health Dorset, Dorset Local Enterprise Partnership and the Department for Transport.



Councillor Mike Greene

Portfolio Holder Transport and Sustainability



Foreword – Public Health Dorset

Public Health Dorset (PHD) is delighted to support the first Local Cycling and Walking Infrastructure Plan (LCWIP) for Bournemouth, Christchurch and Poole Council.

Active travel, including walking, cycling and scooting is a great way to make movement part of our daily lives along with the many physical and mental health benefits it can bring. These include preventing, managing and improving many health conditions such as obesity, diabetes, heart disease, dementia, anxiety and depression to name a few.

As we emerge from the COVID-19 pandemic, it is even more important than ever that we are able to maintain good physical and mental health. Even short periods of active travel can be good for our physical and mental health especially if we build it into part of a journey such as walking or cycling to the bus or train stop for a commute to work, school or for leisure.

A bigger challenge than COVID-19 is climate change. And the LCWIP will enable more of us to swap the car for sustainable travel modes, reducing congestion on our roads, carbon emissions and improving the quality of the air that we breathe. Cycling and walking brings us into contact with fresh air and outstanding green spaces across BCP. It can benefit us all in some way from an energy boost to a much-needed moment of calm and a touch of nature.

On foot and on bike we see friendly faces, hear birdsong, and can interact with people in our local community in ways that are so important for maintaining our wellbeing, as the pandemic has highlighted. The LCWIP will support and promote active, low carbon travel to be a part of local people's everyday lives, and what's good for us individually is also good for our community and planet.

Public Health Dorset is one of the many supportive partners of the LCWIP.



Sam Crowe

Director, Public Health Dorset



1. Vision

Our vision for cycling and walking in Bournemouth, Christchurch and Poole (BCP) is:

“The BCP area will be a people-friendly place and enjoy a culture where walking or cycling is a safe and natural choice for residents and visitors, particularly for shorter journeys. A car will not be necessary to enjoy our world class environment.”

The Ambition

We will support the transformation of local areas by delivering change that will:

- Tackle harmful and costly congestion;
- Improve quality of life for our communities;
- Create an improved sense of place in which our young people can flourish;
- Transform accessibility around our streets to be inclusive of everyone (including people from across all of the protected characteristic groups) by removing the barriers to cycling and walking;
- Create new opportunities and support local economies;
- Reduce harmful emissions;
- Increase physical activity for healthier lifestyles and improved well-being; and

- Provide more choice for those who are able and might want to get around on foot or bike.

Delivery of our ambition will improve the physical health of people who live and work here. Employers will benefit from a healthier workforce and thriving local centres supporting employment and vibrant communities. By fulfilling this ambition, everyone in the BCP area will be able to move around our streets safely and enjoy the area without barriers or obstacles that may have previously hindered their ability to participate in all activities.

Enabling everyone in the area to travel affordably and sustainably will improve access to opportunities for employment and education for all, which also supports the national government’s Levelling Up policy focus.

In the context of the LCWIP, references to “walking” includes the use of wheelchairs, mobility scooters or other mobility aids.

References to “cycling” includes the use of bicycles, electric power-assisted cycles (e-bikes), hand cycles and other adapted cycles. It also includes any other vehicle legally defined as a cycle under UK law.



2. Introduction

Why have we produced this plan?

Congestion

BCP experiences some of the worst traffic congestion in the country. Our roads are so congested that every day essential journeys experience costly delays, which is bad for residents and businesses. Congestion creates unpleasant places due to the noise, harmful emissions, severance and increased safety risks it causes. Congestion slows down all motorised traffic including buses; it makes roads difficult to cross; it makes people feel unsafe; it is harmful to human health and it leads to avoidable and dangerous road traffic collisions.

Traffic volumes in our area increased by approx. 4% from 2011 to 2018, but over the same period peak hour motor vehicle journey times increased by approximately 20% (BCP Congestion Study, 2018) - this demonstrates the lack of resilience in the BCP road network. Minor increases in traffic volumes or incidents creates large impacts on delays and increases congestion.

Pre-pandemic, 56% of BCP residents drove five or more days a week and 15% of travel to work journeys in the conurbation by car were shorter than 2km – that is over 7000 car journeys a day ([Travel to Work Survey – National Census, 2011](#)).

The potential for reducing those short journeys by providing people with safe and attractive alternative ways of getting around is huge. By enabling people to change their travel behaviours we can reduce traffic congestion for essential journeys, improve people's health and create a much more attractive place to live.

Furthermore, a switch of travel mode by a relatively small fraction will help free up the roads for those who need or choose to drive. This is clearly evidenced by the journey time increase between 2011 and 2018, which was five times the increase in volumes.

Inactivity

Physical inactivity costs the NHS up to £1 billion per annum, with further indirect costs calculated at £8.2bn ([Transport Decarbonisation Plan, 2021](#)). By enabling people to use active travel for their journeys we can contribute to reducing the severity of these alarming statistics.

Inequality

The Public Sector Equality Duty requires that Councils must have due regard to the need to advance equality of opportunity between people who share a protected characteristic and those who do not. This includes taking steps to meet the needs of people from protected groups where these are different from the needs of other people. It also includes encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low. The aim of the LCWIP is to, in line with national and local policy, equalise access to opportunities including education, employment, leisure, social and health needs, whilst also addressing climate concerns and providing economic benefits. By providing safe and convenient cycling and walking infrastructure, more people will have more choice over how they travel.

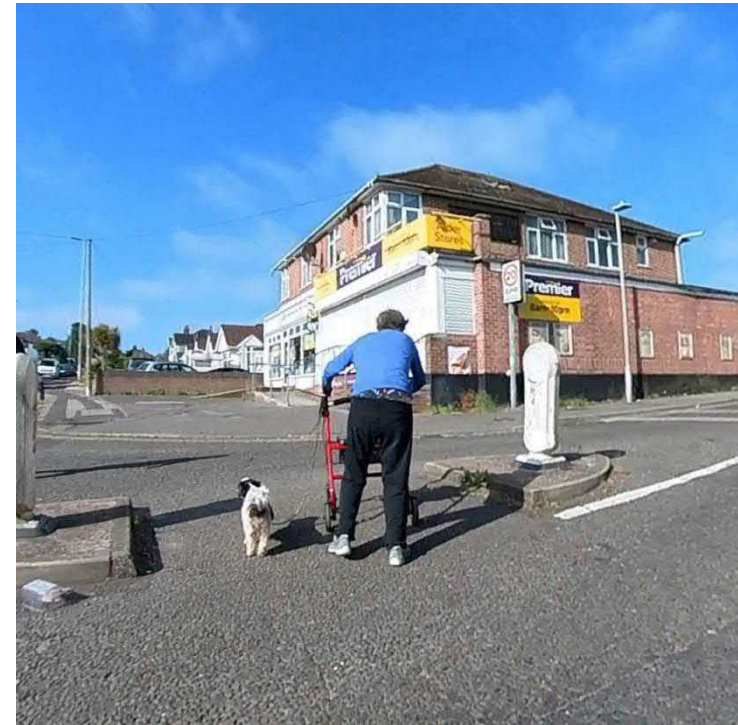


The current network

The walking network is largely established on the ground through historic footways, paths and rights of way but in many areas, provision for people to cross over busy roads is poor. Busy roads act as barriers to people who attempt to walk or cycle around BCP. Wide, safe footways where people have priority over cars, can feel relaxed, or where cafes can provide outdoor seating are few and far between.

The BCP cycling network is disjointed, and historically there has been little design to create protected, safe space for cycles that can be used independently and safely by people of all ages. In the [2019 BCP Council Travel Survey](#), 48% of respondents cited busy roads and junctions as preventing them from cycling. Much of the cycle network is not to the government's Department for Transport's (DfT's) new design standards ([Local Transport Note 1/20, 2020](#)).

Bournemouth was the fourth highest and Poole the thirteenth highest Local Highway Authority in England for road cycling casualties for the period between 2012 to 2016. This is something that must change if we are going to persuade potential cyclists that it is safe.



It is important that our local streets are designed to be used by all residents, including elderly, young and disabled people. This lady would have benefited from a formal crossing point at this busy junction in Parkstone.





Many of the cycle lanes in BCP are disjointed and fall below current design standards as they are not suitable for users of all ages and abilities and do not provide physical separation from motor traffic, such as these advisory cycle lanes on Shore Road in Poole.

What is a LCWIP?

This is the first LCWIP for Bournemouth, Christchurch and Poole. The LCWIP supplements the current [Local Transport Plan \(LTP\) 2011-2026](#) and sets a framework and evidence base for cycling and walking infrastructure projects in the BCP Council area.

LCWIPs are a new approach to identifying cycling and walking improvements required at the local level. The Department for Transport (DfT) has issued technical guidance on how to develop LCWIPs and has indicated that funding for cycling and walking infrastructure from central government will only be available to local authorities that have followed this process. Infrastructure design that is not consistent with DfT design guidance documents such as [Local Transport Note 1/20 \(2020\)](#), will not be funded by central government.

The area needs to have an LCWIP in place in order to maintain the momentum gained through BCP's successful bid to the Transforming Cities Fund for circa £79m worth of high-quality sustainable transport infrastructure.

A new commissioning body and inspectorate, Active Travel England, led by a new national cycling and walking commissioner, was established by the Department for Transport in February 2022. Active Travel England's assessment of an authority's performance on active travel will influence the level of funding it receives for other forms of transport.



This means that if BCP fails to provide cycling and walking infrastructure of this new high standard, the area stands to lose out on transport investment for other modes of transport including roads, bus and rail. Moreover, transport funding is likely to be a necessary contributor to BCP's regeneration plans, which could be put at risk if we fail to deliver the improvements.

An LCWIP should enable a long-term approach to developing local cycling and walking networks, ideally over a 10-20 year period and should:

- Identify cycling and walking infrastructure improvements for future investment in the short, medium and long term;
- Ensure that consideration is given to cycling and walking within both local planning and transport policies and strategies; and
- Make the case for future funding for cycling and walking infrastructure.

The LCWIP forms part of a long-term vision to improve the area's cycling and walking networks in order to enable people to walk and cycle more. It sets out a delivery plan, accompanied by maps of proposed improvements, that will deliver multiple benefits and value for money for the area. These projects will also contribute towards the delivery of our Climate Change objectives and will be a key part of our commitment to become carbon neutral as an area by 2050.

The programme of interventions and approaches is derived from a robust evidence base using the detailed LCWIP guidance provided by the national government's Department for Transport; including route

audits, the Propensity to Cycle Tool, desk studies, stakeholder consultation and surveys.

The LCWIP does not present a series of confirmed, funded and fully designed cycling and walking schemes. Any proposed future scheme of a strategic nature will be consulted on, on a case-by-case basis, offering residents and businesses the opportunity to comment on the details of any proposed improvements.

Benefits of Cycling and Walking

The benefits of increased walking or cycling, also known as 'Active Travel' are well documented and acknowledged by the health, transport, tourism and commercial sectors. Research consistently finds that increased cycling and walking generates multiple benefits that contribute to economic, environmental and social objectives. The actions included in the LCWIP Delivery Plan are intended to help bring about these benefits in the BCP area.

The benefits of increased cycling and walking include but are not limited to:

- Reduced road congestion;
- Economic development, more efficient journeys and growth;
- Improved connectivity to town and local centres, green network assets such as parks and nature reserves and residential areas;
- Reduced inequalities and social deprivation through better access for all to job opportunities and services;



- Better places for people to move around safely and in a more attractive environment by reducing priority of motor vehicles on streets (see Poole Quay overleaf with a temporary vehicle restriction in place);
- Growth of leisure and tourism centred on cycling and walking activities;
- Increased attractiveness of local area for investment and place to live, work and visit;
- Increased dwell time around local shops, improving customer spend;
- Mitigation of climate change through reduced carbon dioxide and other greenhouse gas emissions from fewer motor vehicle journeys;
- Improved health and well-being through increased activity levels - just 20 minutes of exercise per day cuts risk of developing depression by 31% and increases productivity of workers ([Transport Decarbonisation Plan](#), 2021);
- Improved air quality through reduced vehicle emissions and particulates, attributed to fewer motor vehicle journeys.



Poole Quay as a people friendly space

In the image above, Poole Quay is observed with a temporary vehicle restriction in place. By reallocating this public space for use by people, not for cars to have priority over road space, an attractive space has been created. Motor vehicles can still be accommodated nearby and access for all users can be provided through drop off points and nearby parking. This temporary vehicle restriction has created a vibrant, attractive place for people to sit, enjoy the bars and cafes, walk or cycle around without the risk of collision or the irritation of traffic noise and pollution.



3. Inclusivity

Introduction

Good equality and diversity practice is essential, and central, to BCP Council's goal of making the public realm, and activities within the public realm, accessible to and inclusive of all. The LCWIP aims to ensure that all people are considered in decisions about our public spaces and how people travel around Bournemouth, Christchurch and Poole.

Protected characteristic groups

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. Under the Equality Act there are nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. The Public Sector Equality Duty, within the Equality Act, requires public bodies to consider their decisions and policies in terms of how they affect people with different protected characteristics.

This is relevant to the LCWIP because everyone has the right to travel around their community. Both nationally and locally, the transport network has for many years been dominated by the private motorcar. Whilst the car undoubtedly brings advantages to many people in terms of mobility and convenience, its dominance has tended to be to the detriment of other transport modes, including walking, wheeling and cycling. This has had a disproportionate effect on people who don't drive – which is more likely to be older people, people from low-income

households, disabled people, people from a black or ethnic minority background, women, and of course, children. Many of these people are also the most likely to be adversely affected by air pollution and road danger. It is important to recognise the impact of intersectionality whereby someone might fall into more than one of the protected characteristic groups – for example a black disabled woman might face both attitudinal and physical barriers to walking and/or cycling.

The Social Model of disability

The Social Model of disability says that people with impairments are “disabled” by barriers in society – whether physical or attitudinal. This is preferred to the traditional Medical Model of disability which says that disabled people are disabled because of their impairment or difference. There are often many things about the public realm that are discriminatory and exclusionary. For example, a wheelchair user may be physically able to cycle using a handcycle, but finds that often there are gates or other obstructions on their route. In this case, the barrier to them cycling is not their impairment but the lack of access.



Types of barriers to inclusivity:

- Physical – these are literal barriers, which could be bollards, gates, steps, or a very busy road with no safe place to cross;
- Information (lack of) - if somebody cannot easily find out what they need to know about their journey, this will be a barrier to them choosing to travel in that way.
- Attitudinal – often people experience judgement based on stereotypes about their ability to do something, or desire to participate, based on their membership of a protected characteristic group.
- Financial – people from many of the protected characteristic groups are more likely to have a below-average income, whilst at the same time experiencing higher costs to go about their everyday lives. For example, adapted cycles tend to be far more expensive than a regular bicycle.



4. Policy Review

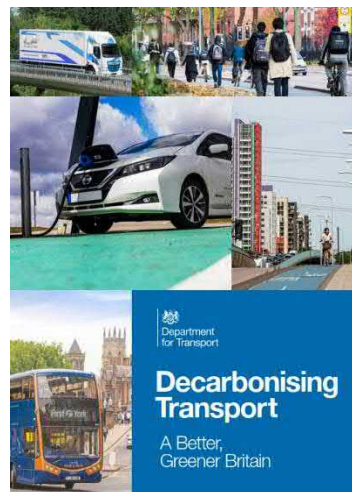
National Policy

Transport Decarbonisation Plan (2021)

Sets out how the government intends to reduce transport emissions and reach net zero transport emissions by 2050. Cycling and walking are recognised as key to reducing congestion and improving health air quality and noise.

A main commitment is towards increased investment in cycling and walking. In particular:

- £5bn will be invested in 5 years;
- A target of 50% of all journeys in urban areas will be walking or cycling by 2030; and
- By 2040, we will have a world class cycling and walking network.
- £20-100m of air quality benefits to be realised by 2050



Gear Change (2020)

This plan describes the government's vision that 'cycling and walking will be the natural first choice for many journeys with half of all journeys in towns and cities being cycled or walked by 2030.' It sets out the actions required at all levels of government to make it a reality, grouped around the following four themes:

- Better streets for cycling and people;
- Cycling and walking at the heart of decision-making;
- Empowering and encouraging local authorities; and
- Enabling people to cycle and protecting them when they do.

Government has committed to improve the safety and quality of our streets and enable people to cycle and walk more. This includes:

- The delivery of thousands of miles of safe, continuous, direct routes for cycling in towns and cities, physically separated from pedestrians and volume motor traffic;
- Creating a new funding body and inspectorate "Active Travel England" to enforce the standards and raise performance generally. This will include becoming a statutory consultee on planning applications for developments above a certain threshold and ensure that every adult and child who wants it can be trained to cycle confidently and safely; and
- Supporting the creation of more school streets. This will enable more children to walk and cycle to school safely by closing streets to through traffic and introducing parking restrictions at school pick-up and drop-off times.



<p><u>Clean Air Strategy (2019)</u></p> <p>Outlines how the government will tackle all sources of air pollution. It identifies that achieving a shift in travel modes, including to cycling and walking, is key to delivering emissions reduction.</p>	<p><u>Future of Mobility: Urban Strategy (2019)</u></p> <p>This sets out nine principles to address the challenge of transforming towns and cities to meet current and future transport demands. Includes the principle that ‘walking, cycling and active travel must remain the best option for short urban journeys.’</p>
<p><u>Inclusive Transport Strategy (2019)</u></p> <p>This sets out the Government’s plans to make the transport system more inclusive, and to make travel easier for disabled people. An inclusive transport system must provide inclusive infrastructure, with streetscapes designed to accommodate the needs of all travellers.</p>	<p><u>National Planning Policy Framework (2019)</u></p> <p>Sets out England’s planning policies and must be considered when preparing local plans. It states that planning policies should provide for high-quality cycling and walking networks and supporting facilities such as cycle parking.</p>
<p><u>Cycling and Walking Investment Strategy (2017)</u></p> <p>This is the statutory government strategy to make active modes the natural choices for shorter journeys, or as part of a longer journey. The strategy recommended LCWIPs as the means of identifying and delivering improvements. The second Strategy (expected to be published in late 2021), will reflect new policies and funding for the four-year period from 2022.</p>	<p><u>Everybody Active, Every Day (2014)</u></p> <p>Indicates how the built and natural environment impact on the travel choices people make and highlights the necessity for effective urban design and transport systems which create ‘active environments’ to promote walking, cycling and more liveable communities.</p>

Regional Policy

<p><u>Western Gateway Strategic Transport Plan (2020)</u></p> <p>The Sub national transport body for the area from Bristol and Gloucestershire to Dorset has a short-term Strategic Transport Plan 2020-2025 and is developing a longer-term plan to 2050. The STP is a strategic document but commits to establishing a Task and Finish group to identify gaps in strategic cycle routes, work with stakeholders to identify solutions and facilitate longer distance cycle routes and support delivery of Sub-national priorities.</p>	<p><u>Western Gateway Strategic Cycling Study (Emerging)</u></p> <p>Study into opportunities for cross-boundary cycling incorporating multi-modal connectivity with cycling and integration of e-bikes for longer journeys. Study will aim to supplement local LCWIPs by adding to the National Cycle Network for utility and leisure trips.</p>
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Local Policy

Local Transport Plan (LTP) 2011-2026

The joint Local Transport Plan for the legacy BCP authorities and Dorset Council sets out seven key approaches. One of these is:

“Active travel and “greener” travel choices”

.... which widen opportunities for healthy lifestyles and provide supporting infrastructure for walking and cycling

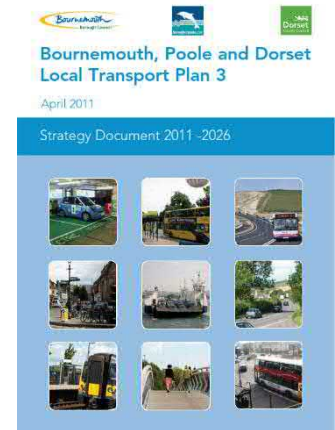
.... which promote Smarter Choices and support “green technology” to encourage low carbon travel behaviour and transfer to non-car alternatives

.... which are supported through creating attractive public realm and streetscapes

Goal 2 – Tackling Climate Change sets out ‘key solutions’ including: “Re-allocating road space to encourage alternative modes to the car, including cycle lanes, bus lanes and considering the use of High Occupancy Vehicle lanes.”

Goal 4 – “Better Safety, Security and health” sets out the ‘key solutions’

- “Completing a set of high quality, safe, continuous, well-signed Strategic Cycle Route Networks as a priority for investment in cycling, linking key destinations and transport hubs and serving a variety of shorter distance utility type trips.”
- “Creating safer, more attractive and rewarding environments for pedestrians and cyclists in built up areas with increased priority and improved crossing facilities.”
- “Introducing cycle hire schemes and improved cycle parking in strategic destinations in town centres and at leisure / tourist attractions to make getting about by bicycle more convenient.”
- “Promoting leisure based cycling and cycling events to allow people to gain essential cycling skills and confidence and to develop a “cycling culture.”
- “Ensuring new development promotes opportunities for walking and cycling and contributes to necessary infrastructure and facilities.”



BCP Corporate Strategy

The Corporate Strategy sets out the Council's five strategic priorities – Brighter Futures, Connected Communities, Dynamic Places, Fulfilled Lives and Sustainable Environment. The LCWIP is relevant to each of them, and the accompanying Delivery Plan identifies that the LCWIP will be developed by the end of 2021.

BCP Council's Corporate Strategy Objectives

- **A Sustainable Environment:** *Leading our communities towards a cleaner, sustainable future that preserves our outstanding environment for generations to come*
- **Dynamic Places:** *Supporting an innovative, successful economy in a great place to live, learn, work and visit*
- **Connected Communities:** *Empowering our communities so everyone feels safe, engaged and included*
- **Brighter Futures:** *Caring for our children and young people, providing a nurturing environment, high-quality education and great opportunities to grow and flourish*
- **Fulfilled Lives:** *Helping people lead active, healthy and independent lives, add years to their lives and life to their years*

Other relevant Local Policy Documents

- BCP Climate Change Plan;
- BCP Health & Well-being Strategy 2020-2023 (BCP Council, 2020);
- BCP 2050 Climate & Ecological Emergency Action Plan (in preparation by BCP Council).
- BCP Emerging Green Infrastructure Strategy;
- BCP Emerging Local Plan;
- BCP Rights of Way Improvement Plan (in preparation by BCP Council); and
- Dorset Physical Activity Strategy 2018-2033 (in preparation by Active Dorset/Public Health Dorset).



5. Objectives

The national government's target is 50% of all journeys to be made on foot or by cycle by 2030 ([Gear Change, 2020](#)). The BCP area has very high car ownership and encompasses both urban and rural areas, the latter of which are traditionally more dependent on car travel. Our area has an older-than-average population, with no single, main employment district, and several areas of lower density housing on the periphery of the conurbation. These factors make it more challenging – but by no means impossible – to achieve significant modal shift and thus reduce congestion.

BCP Council will:

- Aim to increase the proportion of journeys made on foot or by cycle year on year, monitored through regular travel surveys and automatic counters.
- Aim to exceed the Government's target for 55% of primary school children to walk (or scoot/cycle) to school by 2025.
- Increase footfall in local high streets, town centres and local centres through well-planned cycling and walking improvements.

BCP Council is committed to the following principles:

- New cycling and walking infrastructure will be designed in line with current guidance, currently [Local Transport Note 1/20 \(2020\)](#), subject to individual site constraints and following assessment of wider impacts.
- Highway changes to important pedestrian areas, such as high streets, will be designed in line with the Healthy Streets guidance.
- The needs of all users when making changes to our highway network will be considered – particularly more vulnerable road users such as disabled, young and elderly people.
- In line with the Equality Act 201 and Public Sector Equality Duty, ensure that EqlAs are carried out at a strategic and policy level, as well as at operational and local development level. The Council subscribes to the Social Model of disability in its work, acknowledging that it is the lack of good inclusive, accessible design and information that typically excludes people from accessing the public realm.
- Cycling and walking routes will be regularly inspected and maintained to appropriate standards to ensure safety for all users.
- Every opportunity will be taken to look for ways to uplift and invigorate local places for the benefit of residents and businesses.



6. Walking

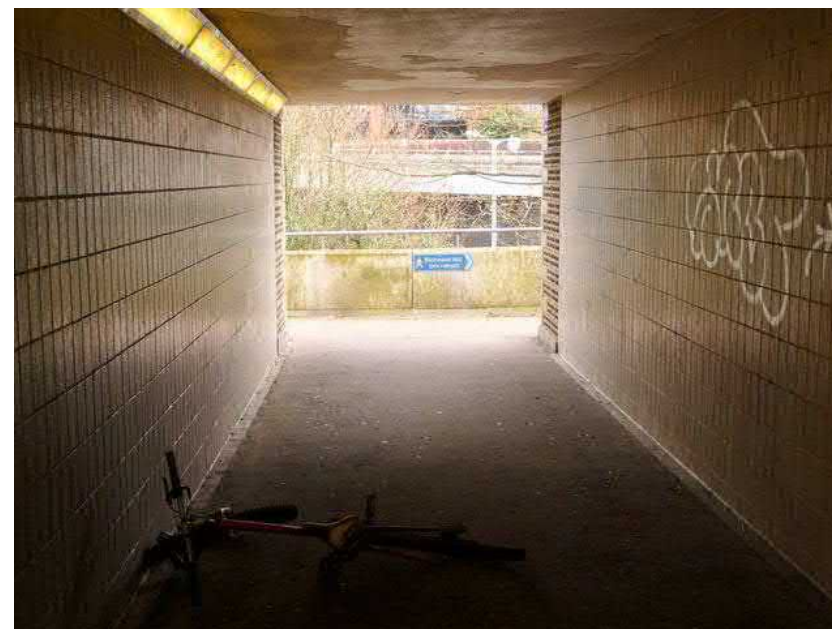
Walking (with or without a mobility aid of some kind) is the most common form of getting around, with the 86% of local people walking as a mode of transport some of the time. Walking is also an excellent activity for health and is a good way to incorporate exercise into people's daily routines. However, there are a number of issues which can put people off walking, or that make it more difficult or less safe.

Barriers to walking

There are many barriers and reasons that deter people from walking in the BCP area. Some of these are area specific but many are widespread across the country and are the result of historic design regulations and culture, that were designed to facilitate the speedy movement of motor traffic ahead of pedestrian mobility.

Historically, many alternative routes in urban areas were provided for pedestrians to divert them away from main arterial routes which were designed primarily to maximise the throughput of motor vehicles. Pedestrian subways under major routes, unlit paths or alleyways are often the only option for pedestrians and these can be intimidating, unattractive and are often indirect.

Some major roads were constructed with no pedestrian footway provision at all and were specifically designed to discourage pedestrians from what was usually the fastest and most direct route available. Junctions and large roundabouts with multiple arms can be unpleasant and precarious to negotiate on foot. While many may have a formal pedestrian crossing facility, there may be up to four or five crossing stages.



Subway – Richmond Hill, Bournemouth

These barriers make for slow and unpleasant walking journeys and if no reasonable alternative is provided, this may deter people from walking altogether. This could incentivise travel by car for a relatively short journey that could have easily been walked if the design was altered to improve the conditions for people walking.



Car parking

BCP recognises the importance of balancing the need to provide safe and attractive ways for people to walk and cycle and providing parking for those who have to drive. Some of our local centres, high streets and town centres offer significant provision for car parking but limited space for people to walk in a safe, and pleasant, public environment. High streets may have car parking on both sides of the road but often the footways are too narrow for people in wheelchairs, mobility aids or families with buggies to pass each other comfortably. To make room for parking, people are often squeezed onto narrow pavements, leaving little scope to provide outdoor seating, benches, parklets, trees or shared bike/E-Scooter parking bays.



Tudor Road, Poole – on street parking both sides of a one-way street with stationary traffic outside school gates

Streets with school entrances often have car parking on both sides of the road and stationary traffic on the carriageway at the worst possible times, when children are arriving or leaving their school. Children are exposed to harmful emissions from vehicle exhausts. Vehicle engine idling outside schools is reported regularly throughout BCP. Often, the immediate area outside schools can be difficult to negotiate by bike or on foot for children and parents. Historically, at known attractions or beauty spots, the focus has been on enabling people to get there easily by car and park as close to the attraction as possible.



Pavement parking near the beach in the summer (Photo credit: Bournemouth Echo)



In some locations it may be possible and desirable to turn over some of the space currently being used for car parking to provide better cycling and walking infrastructure (including cycle parking) or to create spaces for people and new economic opportunities like outdoor cafes. It would also equalise access to these amenities for people who don't have a car.

By reallocating road space we can provide better facilities for people who want to walk or cycle, whilst ensuring that those who have to drive can still park. Widening footways and improving public spaces, instead of prioritising car parking, will rebalance our streets. This has been achieved successfully all over the world and has consistently been found to be popular and well used once the changes have bedded in and become the 'new normal'.

The council understands that cars and by association, parking, will continue to be part of our transport mix and for some may be the only realistic option. However national policy has changed. To tackle climate change, facilitate healthier lifestyles and reduce congestion which is holding back our economy; rebalancing our streets is more essential than ever before.

Specific issues and challenges

BCP's roads and footways are not unique in that they suffer from many challenges for people trying to get about safely. Some of these include:

- Footways in poor condition including uneven surfacing creating trip hazards;
- Lack of pedestrian crossing opportunities, or crossings not on desire lines, forcing people to walk further than necessary. Many crossings have multiple traffic light stages and/or take a long time to let people cross the road;
- Many crossings are informal, with traffic islands between carriageway lanes to assist crossing busy roads, which can be intimidating for some users and deter people from walking;
- Traffic signals are often set to keep traffic moving rather than prioritising pedestrians crossing;
- Narrow footways alongside busy roads, some with fast moving traffic;
- Lack of dropped kerbs and tactile paving at side roads to make moving around safer for mobility- or visually-impaired people;
- Inconsiderate parking blocking footways and impeding mobility of people using wheelchairs, mobility aids or child's buggies, often forcing them onto the carriageway;
- Busy roads with static traffic create an unpleasant walking environment;

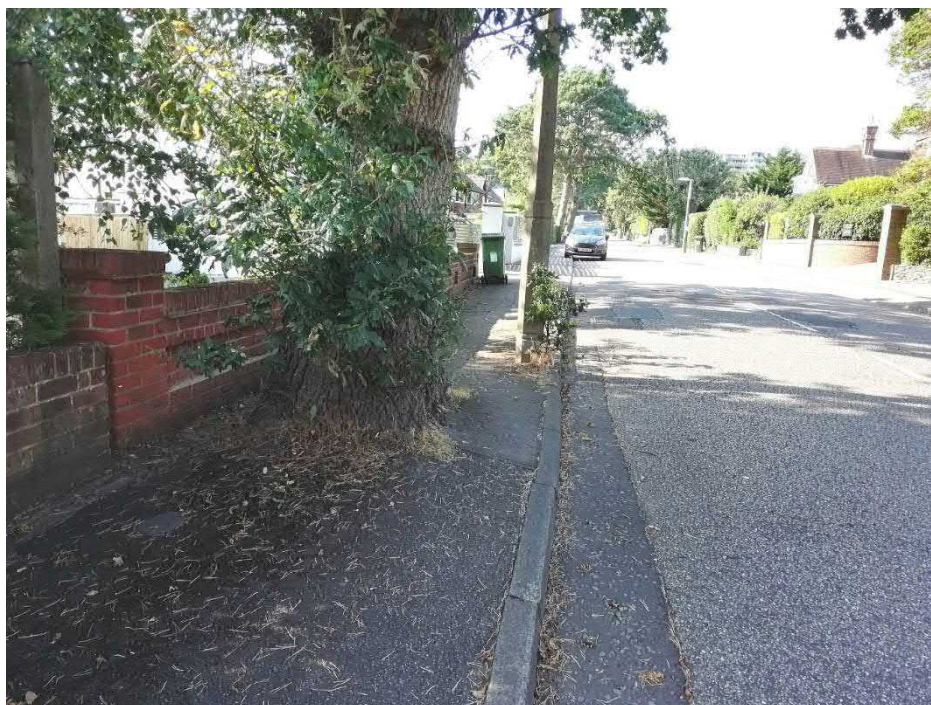


- Narrow footways which have been converted to shared paths, forcing people cycling and walking to share space, can deter some people from wanting to walk along them;
- Guard railings on footway edges can encourage driving at excessive speeds as they create a visual barrier between footways and carriageways. They also take up space on the footways;
- Bollards and other street clutter can be visually intrusive and create obstacles for pedestrians, particularly wheelchair-users;
- Implicitly, cars have priority exiting T-Junctions on pedestrian desire lines. Pedestrians tend to give way to cars and if the junction is flared pedestrians are exposed to additional risk through having an excessive distance to cross;
- Unless traffic signals are in place, drivers often assume vehicles have priority on roads and do not give way to pedestrians at informal, courtesy crossings; and
- Lack of places to stop and rest.



Long wait times at crossings over busy roads can be unpleasant and inconvenient





Many of the conurbation's pavements are narrow or prone to being blocked by pavement parking, wheelie bins, street furniture or vegetation - or all of these as shown in this photograph! This would be a real barrier to a wheelchair user, for example.

What are Core Walking Zones?

Core Walking Zones are defined as areas in which many walking trip generators are located close together, and this LCWIP focuses on the three main town centres, as well as several larger district centres. The Core Walking Zones are areas within which the pedestrian experience is particularly important, as a large proportion of trips within the Zones are expected to be walked (or wheeled).

For each of the Core Walking Zones, comprehensive engagement with key stakeholders and the public will be needed in order to develop detailed local area schemes which focus on important elements such as wayfinding, lighting, pedestrian crossings, flush surfaces and seating – all of which should be fully inclusive and accessible. Depending on the characteristics and constraints of individual sites, green infrastructure such as trees and planting, or public art may also be considered.

An important factor in determining the level of service for people walking around our streets is the proximity and dominance of motor vehicles. Consideration should therefore be given to reducing vehicle speeds and volumes, rationalising parking and loading, and asserting pedestrian priority through design, for example by providing continuous footways at junctions.

It is worth noting that the [revised Highway Code](#) published in January 2022 which changes priority at junctions in favour of people walking or cycling ahead of motor vehicles.



Whilst the LCWIP focuses on cycling and walking, it is vital to set it within the context of wider transport provision including public transport, and especially to optimise the interface between walking/cycling and bus/rail. It may not always be possible to provide the optimal level of service for walking, cycling and bus as the road space may be too constrained to provide for all. Our streets will need to be assessed on a case-by-case basis but with predisposition towards prioritising sustainable transport where the overall effect on the network is not detrimental.

Improving the overall experience and convenience of users of these modes will help enable and encourage a shift away from the private car for journeys that would be too long for people to walk or cycle in their entirety. The Core Walking Zones within the BCP LCWIP encompass a number of main and local rail stations and bus interchanges. A key focus in delivering the LCWIP will be to improve the walking routes between these public transport facilities and local shops and services.



How have we defined the Core Walking Zones and Key Walking Routes?

The extent and location of the Core Walking Zones were based on boundaries identified in adopted planning policies – generally town centre and district centre designations. Tier 1 Core Walking Zones cover the three town centres of Bournemouth, Christchurch and Poole. Tier 2 Core Walking Zones were identified for seventeen other centres across BCP.

Figure 1 shows the location and extent of these Core Walking Zones.

Key Walking Routes were then identified for the Tier 1 Core Walking Zones, connecting major residential areas within a 2km radius.

Figures 2, 3 and 4 show the Tier 1 Core Walking Zones within Bournemouth, Christchurch and Poole town centres. The light and dark blue dashed lines surrounding the Core Walking Zones illustrate 1km and 2km straight-line distances respectively, to demonstrate the area that might be considered “walkable”. Key Walking Routes (shown as pink lines) have been generated by the process detailed within the LCWIP Technical Report, and have the highest potential for increasing the number of journeys made by foot. Key walking routes are indicative at this stage and supplementary or alternative walking routes may be identified during the engagement and planning process.

More detailed plans of the Core Walking Zones and Key Walking Routes are contained in Appendix A.

More detail about how the Core Walking Zones and consequently the Key Walking Routes were identified can be found within the LCWIP Technical Report appended to this document.

Key for Figure 1	Key for Figures 2, 3 and 4
<div> <div></div> Outside BCP boundary </div> <div> <div></div> Railway line </div> <div> <div></div> Railway station </div> <div> <div></div> Tier 1 core walking zone </div> <div> <div></div> Tier 2 core walking zone </div> <div> <div></div> Tier 1 core walking zone catchment (2km straight-line distance) </div> <div> <div></div> Tier 2 core walking zone catchment (1km straight-line distance) </div>	<div> <div></div> Outside BCP boundary </div> <div> <div></div> Railway line </div> <div> <div></div> Railway station </div> <div> <div></div> Core walking zone </div> <div> <div></div> Core walking zone catchment (1km straight-line distance) </div> <div> <div></div> Core walking zone catchment (2km straight-line distance) </div> <div> <div></div> Key walking route network </div>



Figure 1 – Tier 1 and Tier 2 Core Walking Zones

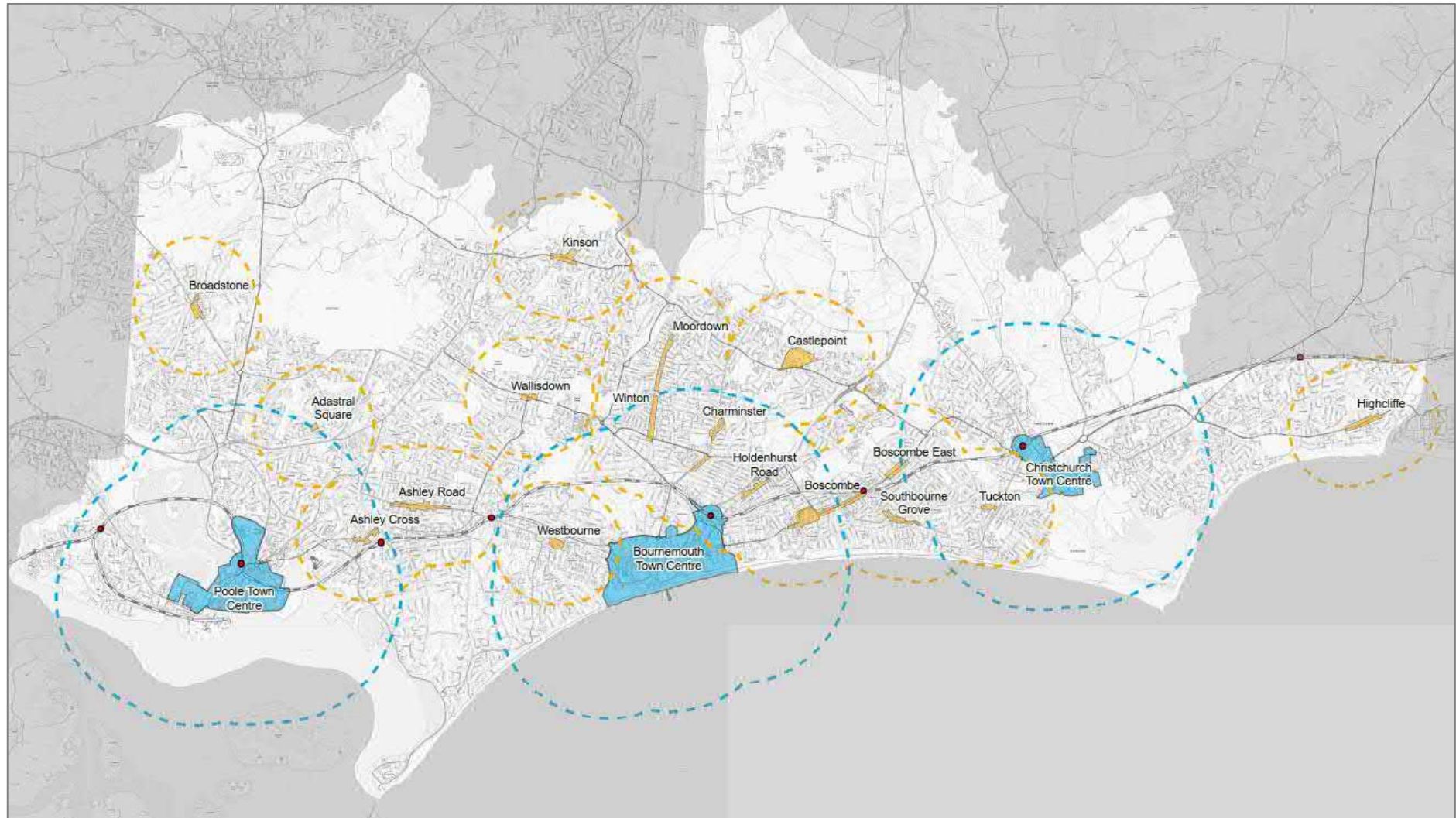


Figure 2 – Bournemouth Town Centre Tier 1 Core Walking Zone

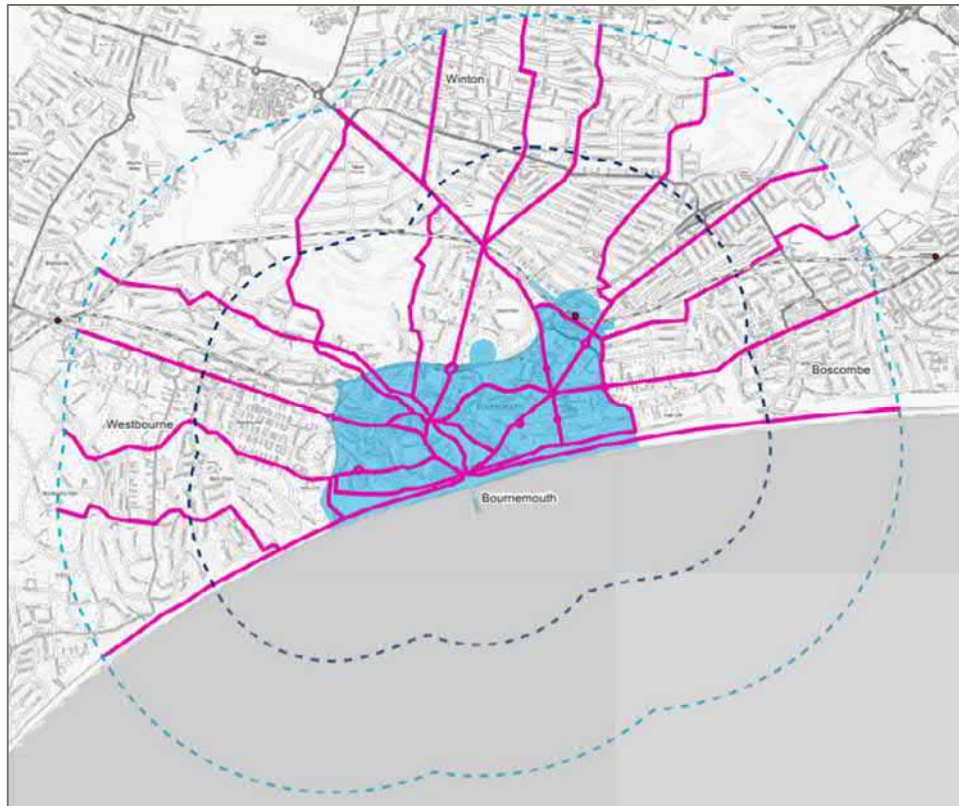


Figure 3 – Christchurch Town Centre Tier 1 Core Walking Zone

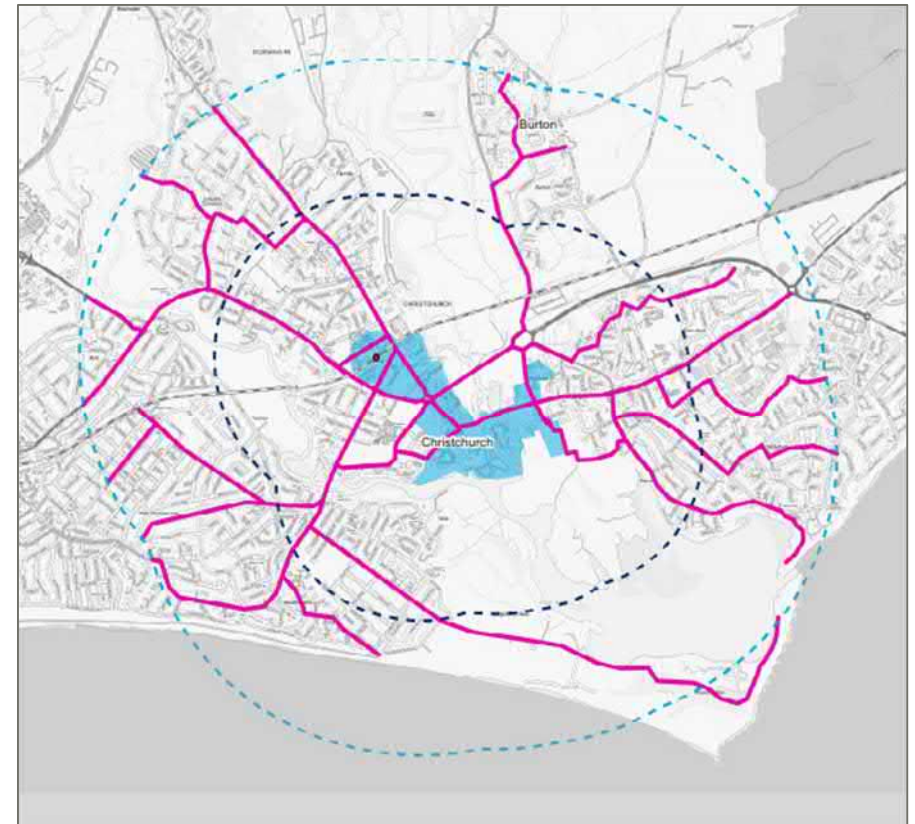


Figure 4 – Poole Town Centre Tier 1 Core Walking Zone



Healthy Streets

The [Healthy Streets Design Check \(2021\)](#) is for measuring existing streets and proposed designs for how healthy and accessible they are. It is recommended by the Department for Transport and is a useful way to ensure that places are improved to be inclusive and enjoyable for all.

The Healthy Streets tool makes an assessment of a road or route against ten indicators:

- Everyone feels welcome;
- Easy to cross;
- Shade and shelter;
- Places to stop and rest;
- Not too noisy;
- People choose to walk and cycle;
- People feel safe;
- Things to see and do;
- People feel relaxed; and
- Clean air.

In the early stages of planning a scheme for a given Core Walking Zone, designers will apply the Healthy Streets tool to the existing street and use the information generated to help influence the design.

New developments offer opportunities for improvements to the walking network either directly, or indirectly via developer contributions.





Local shopping areas such as Ashley Road, Parkstone, are usually frequented on foot. It is important that pavements are kept clear of clutter so that people with pushchairs, in wheelchairs, with visual impairments etc can access amenities safely and easily.



There are several different types of crossings, some of which are designed to accommodate cyclists as well as pedestrians – like this Parallel Zebra crossing in Poole



7. Cycling

Cycling has the potential to replace trips currently made by other modes, up to around 10km (6.2 miles) in length and even longer for E-bikes. In the BCP Council area currently 80% of all work journeys between 5 and 10km, and 50% of all work journeys of less than 5km (3.1 miles), are made by car ([BCP Council Travel Survey, 2019](#)). Replacing some of these – and daily trips other than the commute – with cycling trips would help the area meet its target of carbon neutrality by 2050, and improve air quality, noise pollution and public health.

As well as the environmental and health benefits, cycling has huge potential to have a significant positive effect on the local economy by reducing congestion, freeing up the roads for those who need to drive for essential journeys. Every person that swaps driving for cycling, even if only for some of their journeys, is removing a car from a traffic queue. According to the [INRIX Global Traffic Scorecard \(2020\)](#), traffic congestion cost the UK economy an estimated £6.9 billion in 2019 - £894 per driver - and improving on this is a national and local priority.

However, there are a number of identified issues which currently discourage people from cycling in this area.

Known local issues on the BCP Council network preventing users from cycling:

- Lack of or poor-quality cycle infrastructure on many of routes;
- Poor connectivity, disjointed infrastructure – e.g. cycle lanes that stop suddenly and force people to re-join a busy road, are confusing for users as are those that lead to and from nowhere in particular;

- Incoherent routes and lack of wayfinding signage;
- Barriers or gates on cycle routes which are difficult to navigate, or too narrow to pass through with a non-standard cycle;
- Speed of traffic - this is a particular deterrent for less confident cyclists and children;
- BCP Council has introduced several 20 mph zones, however these are often limited in scope and do not encompass main corridor routes;
- Lack of physical protection from traffic – the majority of cycling infrastructure locally, where it exists, consists of narrow lanes on the carriageway marked only with paint lines. Research on [cycling injury risk in Britain \(2021\)](#) has shown that these lanes can sometimes be more dangerous than no lane at all, as they encourage drivers to pass people cycling too closely;
- Unsafe junctions – cycle lanes tend to end at junctions, which are where are statistically where cyclists are most likely to be killed or seriously injured;
- Busy back streets – even non-main roads can have high volumes or speeds of motor traffic, or parked cars which make cycling difficult or intimidating for children and less confident cyclists; and
- Lack of secure cycle storage and end of trip facilities such as lockers, showers etc.





This advisory cycle lane on Talbot Avenue in Bournemouth encourages close passes by drivers, and provides no protection for those cycling. It is not suitable for children or less confident people to cycle on.



This wheelchair user rides a recumbent tricycle.

All of the obstacles to cycling are felt more acutely by disabled cyclists, or potential cyclists. Research by [Transport for London \(2018\)](#) found 76% of disabled people are able to cycle, but in most parts of the country the number of disabled cyclists is still low. Lack of suitable infrastructure, poor conditions, and cost are barriers, as adapted cycles tend to be much more expensive than a standard bicycle ([Wheels for Wellbeing, 2020](#)).

Consideration will be given on all new schemes and in active travel-related policies to the needs of all potential users including disabled cyclists.



Developing a cycling network

Traditionally, cycling interventions have been installed taking a solely “corridor” approach, often to or from a town centre or major employment or education site. However, it has been shown in other countries with a higher overall cycling modal share, that a broader range of society is likely to benefit from cycling infrastructure if a “network” or “area” approach is taken instead.

The network should ideally consist of a fine mesh of Primary and Secondary cycling routes, as well as quiet streets with no dedicated facilities but with existing low traffic speeds and volumes. This enables people other than commuters to benefit from safe cycling, e.g. school children, older people, shoppers, care-providers etc, many of whom are likely to take multiple short trips over the course of the day, rather than just one longer trip to work and back. These groups may be more risk-averse than the typical commuter, therefore safety and perception of safety is key to success.

The BCP Council LCWIP Network Map (Figure 5) shows an overview of the Primary and Secondary routes that have been identified via the Methodology set out in the LCWIP Technical Report.

More detailed plans of the Primary and Secondary Cycle Routes are contained in Appendix A.

Key for Figure 5

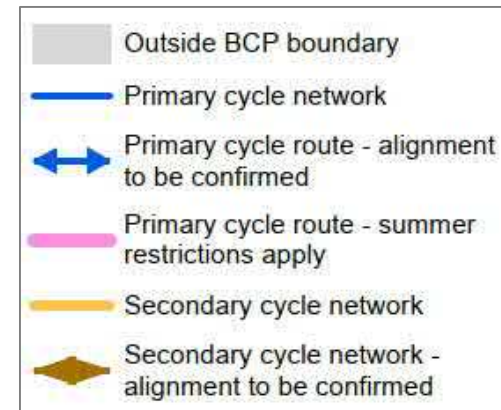
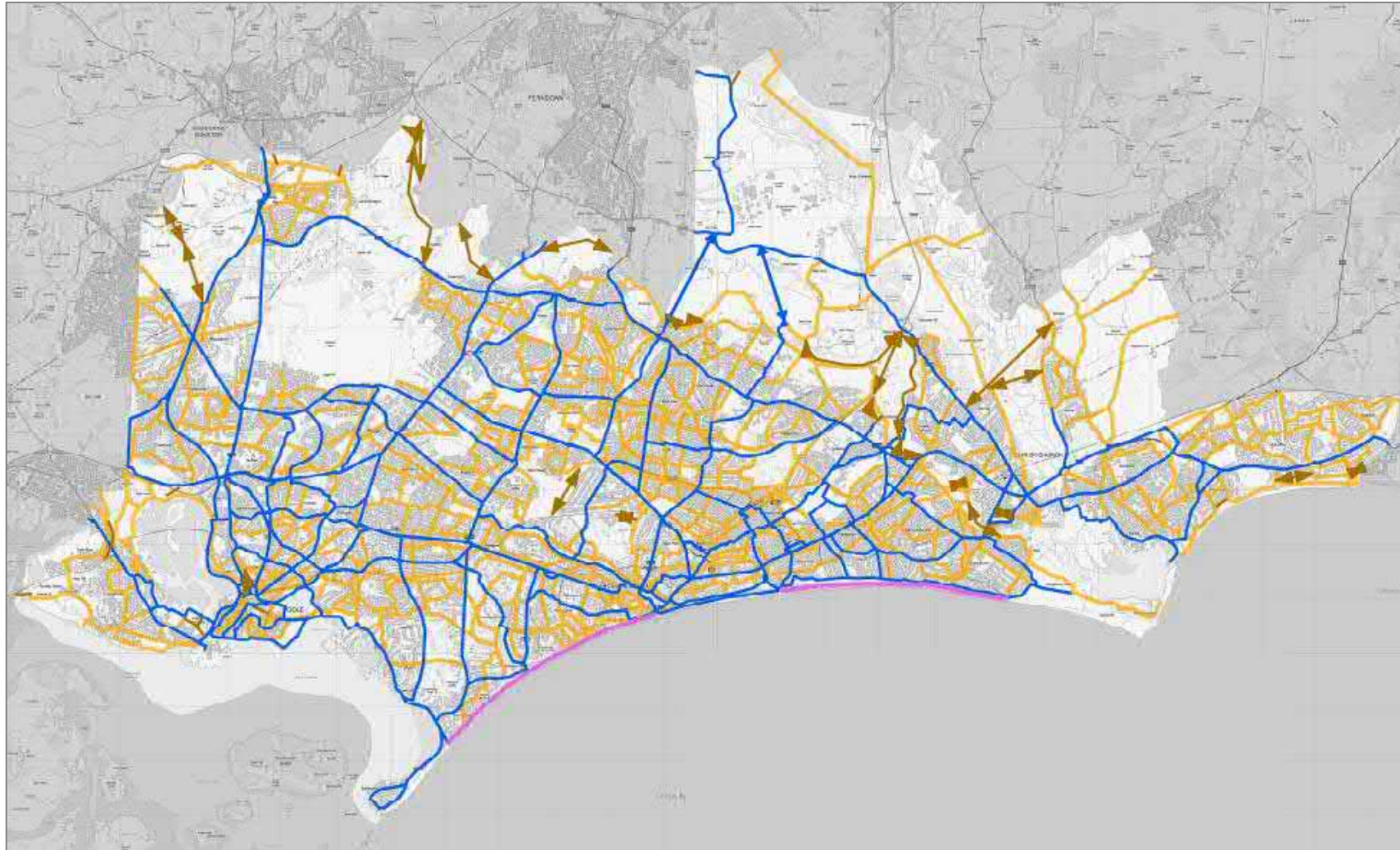


Figure 5 – LCWIP Cycling Network Map



Primary Cycling Routes

The Primary routes tend to follow main roads as these are where the majority of trip generators (amenities) are often found. In addition, main roads can be sufficiently wide to be able to incorporate segregated cycle tracks which meet the standards required in the national design guidance. It is important that cycle routes are as direct and convenient. As the equivalent journey has historically been by car; people cycling should not be forced to take convoluted routes because this would deter those on the margin who are deciding how to travel and is unlikely to facilitate modal shift.



An example of a segregated cycle track proposed on Wimborne Road, near Bear Cross, as part of the Transforming Cities Fund project

Where cycle routes follow main roads with a high volume and/or speed of traffic, [Local Transport Note 1/20 \(2020\)](#) states that people cycling should be fully segregated from traffic by kerbs, wands, level change or verge/buffer. This protects people cycling from motor traffic by a physical barrier, maximising safety and enabling people of all ages and abilities to use the infrastructure. Where carriageway widths allow and there are not adverse effects which outweigh the benefits, the Council will follow this principle.



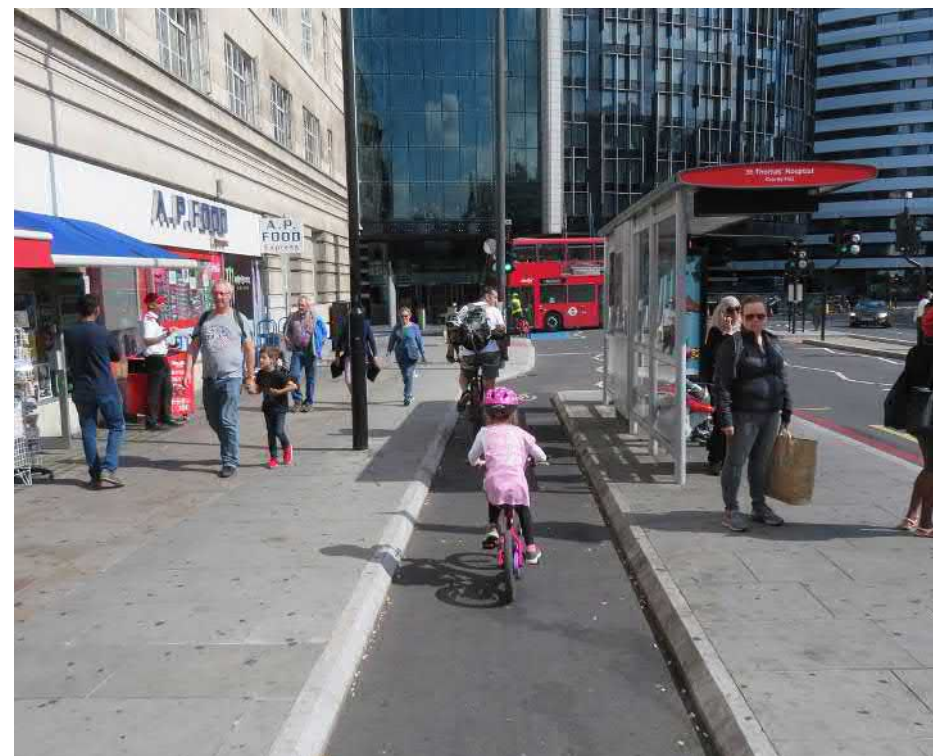
This light-segregated cycle lane, with reflective wands, helps protect people cycling uphill on this busy road in Poole



It is important that junctions are addressed as well as road links. Junctions should be designed to accommodate cyclists of all ages and abilities, and people cycling should be separated from motor vehicles wherever possible. In accordance with the Traffic Management Act 2004, and to maintain continuity and convenience of routes, cyclists must be considered as “traffic” and highways designers must ensure that people cycling (or walking) do not have to wait longer than necessary at junctions.

1.4.6 Cyclists and pedestrians are considered to be ‘**traffic**’, within the meaning of the Road Traffic Regulation Act 1984 and the Traffic Management Act 2004, and therefore duties to manage the road network to secure ‘expeditious and safe movement for all traffic’ apply to them as well as motorised modes.

Some primary cycle routes pass through parks or on other off-road routes, or along already-quiet roads, where these routes happen to be the most direct and/or have the highest Propensity to Cycle. In such cases, it may not be necessary to provide segregated cycle tracks, but this will need to be assessed on a case-by-case basis, during the planning and design process. At all times it is essential that designers consider the need for the route to be safe, convenient and suitable for riders of all ages – as well as being safe and comfortable for people walking alongside.



This bus stop by-pass at County Hall in London means that the continuity of the segregated cycle track can be maintained past this busy bus stop, for the safety of all users. A level crossing point (not shown) is provided for people to cross the cycle track onto the bus stop “island”.



It should be noted that whilst the Primary Routes have been initially assessed for deliverability, it may be the case that future feasibility work as these schemes come forward, indicates that a given route as shown on the Network Map may in fact not be the most appropriate. In this case, an equivalent parallel route or Secondary Route may be prioritised instead. At all times the key requirements of coherence, directness, safety, comfort and attractiveness must be considered: a convoluted, impractical route is not deemed acceptable as a substitute for a Primary Route.

Secondary Cycle Routes

Secondary routes create the finer network between the Primary routes. Appendix A contains the full set of plans showing the secondary cycle network.

These cover a wider range of road types, from busy main roads to very quiet residential back streets and paths through parks. As such, the level of interventions will vary widely from one Secondary route to the next – on busier roads a segregated cycle track may be needed, similar to the Primary routes, and on quiet streets all that may be needed is some wayfinding signage or other light touch measures.

When it comes to delivery, the exact roads that the Secondary routes follow may vary slightly from the Network Map to accommodate changing conditions such as new developments or environmental designations of protected areas. The principles of cohesiveness and directness of the cycle routes must still be followed.

The Secondary routes are just as important as the Primary routes in terms of enabling a wide range of trips to be made – and to link as many people as possible to the Primary routes and the places that they connect. In addition, the measures required to create a safe Secondary route will in many cases be far less costly than those needed on a main road Primary route. As such they may be implemented much more easily and therefore potentially expand the network more quickly.



This narrow road in Parkstone was made one-way, but a simple contraflow cycle lane has been included to maintain a direct route for people cycling.



It is not possible, due to the number of routes and roads involved, to prioritise the Secondary routes in the same way as the Primary routes. However, to create a user-friendly network as quickly and efficiently as possible, it is intended to consider and deliver complementary Secondary route connections to the Primary routes when the primary routes are funded and delivered. Secondary routes should also be considered in relation to any new developments or regeneration in an area, and opportunities taken to develop sections of the network as appropriate and as funding becomes available. Where possible a master-planning approach that considers multiple policy objectives and wider impacts should be employed.

At the design stage of all future cycle route schemes, consideration should also include improvements for pedestrians to be delivered at the same time – for example additional or improved crossings, improved air quality, and better surfaces underfoot.



A cycle crossing of a main road in London, between two quiet side streets with restricted entry to motor vehicles. Photo credit: ActivePlanning





Paths like this one through Upton Country Park can be useful and attractive links, but are unlikely to be suitable as main commuter routes. Both are important.

Bike Share in BCP

BCP Council launched an innovative Bike Share service in June 2019 following the award of a 5 year contract to operator Beryl. Over 850 bikes are now available for instant hire and are easily unlocked using the Beryl App. The scheme is the largest in the UK outside of London and whilst the bikes are “dockless” there are 350 convenient marked parking locations across the conurbation. These are provided at rail and bus stations, town centre shopping areas, business districts, university campuses and tourist attractions.

The bikes are of an easy to ride step through design, with fully adjustable handlebars and seats for a wide range of riders, from 4’11” to 6’5”. E-scooters were added to the scheme as part of the DfT’s trial in January 2021, allowing riders a choice of modes via a single App.

Demand has far exceeded expectations, with over 500,000 journeys undertaken in 2 years. Surveys have shown that 33% of trips replace a car, motorbike or taxi journey, so the scheme has already removed over 165,000 vehicle trips from the congested local road network. In addition, Bike Share gives a low cost option for transport for journeys to work, with regular users charged just 5 pence per minute for their journey.

Future developments will include expansion of the scheme in partnership with Dorset Council, plus the introduction of e-bikes into the fleet.



8. Liveable Neighbourhoods

There will be less rat-running and many more low-traffic neighbourhoods

Residential side streets across the country can be blighted by rat-running. Low-traffic neighbourhoods will be created in many more groups of residential streets by installing point closures – for example, bollards or planters – on some of the roads. It would still be possible to access any road in the area, but motor traffic would not be able to use the roads as through routes. Streets within low traffic neighbourhoods will provide clear, direct routes for cyclists and pedestrians promoting walking and cycling. Accidents, pollution and noise will be dramatically reduced for residents.

Liveable Neighbourhoods, also known by other terms including ‘Low Traffic Neighbourhoods’ and ‘Quiet Neighbourhoods’, are a concept championed by national government. They aim to restrict through traffic which uses residential streets to avoid main roads to create safer and more attractive residential environments for people walking or cycling.

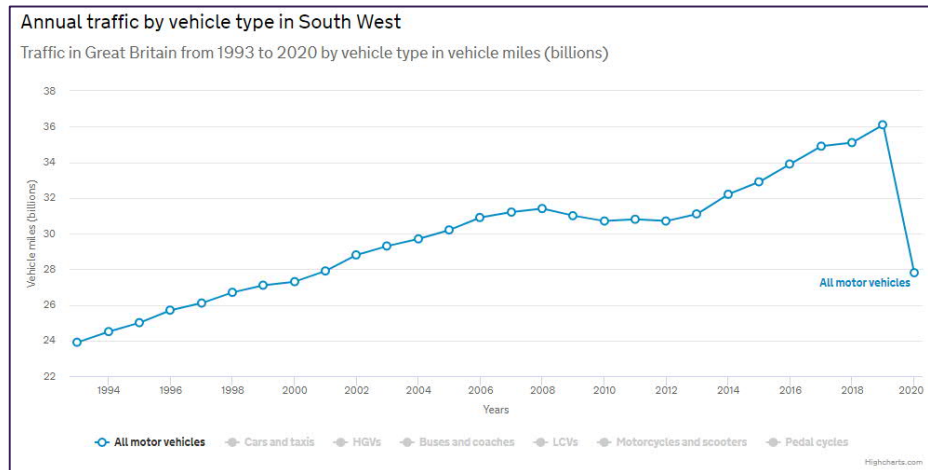
Many roads which previously had low traffic levels are now used as short-cuts to avoid congestion or traffic lights. As a result, these streets accommodate greater traffic volumes than originally designed for often travelling at inappropriate speeds. This extra traffic causes negative impacts such as delays on the main roads as drivers divert onto and off of them to/from residential streets, increased noise and air pollution, accidents, reduced interaction with neighbours, and an overall less pleasant living environment. Quiet routes for walking or cycling are therefore not as safe or as attractive as they could be.

In [Gear Change \(2020\)](#), the UK Government advocates strongly for the creation of lower-traffic residential areas and removal of “rat runs”:

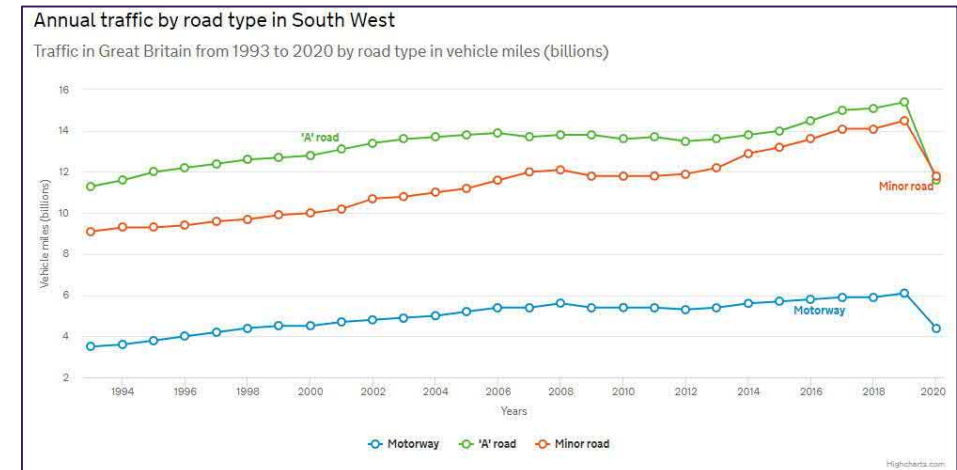
The national picture

The number of vehicles registered on the UK’s roads has doubled in the last 30 years and government estimates that there will be further traffic increases of between 17% and 51% by 2050 ([Department for Transport, 2018](#)). The number of miles travelled by motor vehicles continues to rise steadily. As can be seen from the graphs overleaf, the highest recent traffic rises have been on minor roads, whereas for A roads and motorways the rate of increase is slower. If traffic volumes continue to rise, more residential streets in BCP will suffer the impacts of levels of traffic that they were not designed to accommodate. Liveable Neighbourhoods aim to help redress the balance to make people’s lives healthier, reduce unnecessary through traffic and enable these streets to be links for cycling and walking.





Graph showing the number of motor vehicle miles (billions) travelled on roads in the South West of England between 1994 and 2020. Note the anomalous figure for 2020 caused by the Covid-19 pandemic. Department for Transport (2020)



Graph showing the number of vehicle miles (billions) travelled on roads in the South West of England between 1994 and 2020, differentiating between motorways, A-roads and minor roads. Note the anomalous figure for 2020 caused by the Covid-19 pandemic. Department for Transport (2020)



A common concern is that Liveable Neighbourhoods simply displace traffic onto the main roads, making them even more congested and making life worse for people who live on them. Some studies have suggested that this effect is not as great as might be expected, but clearly careful consideration is needed on a case-by-case basis. There are many examples around Bournemouth, Christchurch and Poole where residential streets have already implemented restrictions to motor vehicles. These historic “Liveable neighbourhoods”, for example Heckford Park, Maxwell Road and Coy Pond in Poole, and would otherwise be used by through-traffic.



An example of an historic "modal filter" at the end of Kingston Road in Poole. The term modal filter refers to that fact that some modes (cycling and walking) - can filter through whereas others (driving) cannot.

Benefits to business

Liveable Neighbourhoods measures can be an important means of revitalising and regenerating business districts and local centres. Space previously used to accommodate motor vehicles can be repurposed for alternative uses such as outdoor dining and entertainment space. It can also provide more space for people to walk or wheel around more comfortably and in a more relaxed manner.



Parklet, Enfield





Beryl Parklet – Highcliffe. This parklet provides seating and information on how to access the cycle hire scheme.

When these types of interventions are made in the right places and in the right way, the benefits to business can be significant. [The Pedestrian Pound \(2018\)](#) report commissioned by charity Living Streets found evidence from the UK and overseas that showed that investing in walking improvements can provide a better return than other transport-related measures. For example, a project to make the Piccadilly shopping area of Stoke-on-Trent more pedestrian-friendly has led to an increase in footfall of 30%.



The High Street in Poole's Old Town has been closed to motor traffic during the day in the summer, enabling restaurants, pubs and cafes to create outdoor dining space on the street, and made walking around the area safer and more relaxing



Local approach

In delivering the BCP Council LCWIP, any potential, new Liveable Neighbourhoods would be considered as just one of several tools to enable modal shift and promote cycling and walking. They can play an important role in making short local cycling and walking trips safer and more appealing, but only when carefully considered and all potential impacts are assessed. Liveable Neighbourhoods are most effective and beneficial where:

- They enable primary cycle routes to be delivered which would otherwise not be feasible, to achieve a significant increase in cycling journeys;
- They create safer routes to schools;
- Connected, safe secondary cycle routes can be created which link neighbourhoods together; and
- Evidence identifies there is the greatest untapped demand to make active travel journeys if safe routes were available.

It is essential that residents and businesses within and around potential Liveable Neighbourhoods are fully engaged in the process of developing any plans to implement them. BCP Council therefore proposes that any potential Liveable neighbourhoods are assessed for suitability alongside full consideration of options and alternatives, on a case-by-case basis. This comprehensive process would include, full consultation, Equalities Impact Assessments, studies of the relevant roads to understand all impacts on the transport network including; traffic volumes/speeds, driver behaviour, the needs of non-driving road users, air quality and other variables.



9. Cycle Parking and Supporting Infrastructure

Lack of secure cycle parking is a well-known barrier for people to start cycling as a means of transport or to cycle more. For people who live somewhere without access to a private garden shed or garage, and who can't keep a cycle inside their home, bike ownership can seem impossible. Those who do own a cycle may struggle to find somewhere safe to park it at the end of a journey, whether that be at their place of work, outside a shop, or at a leisure facility.

The most common form of public cycle parking, due to its low cost and ease of installation and use, is the Sheffield stand. These are already prevalent throughout the BCP Council area.



The Sheffield stands in Kingland Crescent, Poole, are well-used all year round due to being close to the shops and in an area of high footfall which makes theft less likely.



It is important that cycle parking is placed in suitable locations where:

- It is needed – as close as possible to amenities, shops and service providers;
- Footfall and natural surveillance is high, to reduce likelihood of theft;
- It will not be blocked by parked cars, bins, etc. – and will not in itself cause an obstruction;
- The majority of bikes can be locked to them - i.e. not too close to a wall and spaced far enough apart; and
- It is fully accessible - i.e. with flush approaches, not blocked by a gate or other barriers. Where possible and suitable at least some of the stands may be designated for larger adapted cycles such as trikes.

In some locations it will be appropriate to introduce more secure parking, such as bike sheds, pods or hangars which have restricted access. These might be designated for a certain group of people – for example residents on a particular street, or for general use by people who have registered e.g. through a mobile app. BCP Council is planning to gradually introduce secure cycle parking where the demand or need is identified.

The Council will continue to work with rail, bike share and bus operators to facilitate and improve multi-modal journeys, for example providing better cycle parking at railway stations, schools, considering “park and stride” or “park and cycle” sites, and creating mobility “hubs” at key locations.



*An example of an on-street cycle hangar for residents' use.
Photo credit - Falco.*

The Council has adopted policy for parking, including cycle parking, to be provided at new residential and commercial developments. This document can be found [here](#).



10. Delivery Plans

Introduction

Analysis has been undertaken to identify how investment in cycling and walking improvements should be prioritised. Different approaches to prioritisation are proposed depending on the scale and type of infrastructure proposed, with the following two separate delivery plans:

- Strategic scale cycling and walking improvements based on phased delivery of primary cycle routes; and
- Walking network and secondary cycle network improvements, mainly targeted on providing safer crossings or junctions, removing physical barriers and enabling safe two-way cycling on selected one-way streets.

Full details of the prioritisation of primary cycle routes, targeted interventions to improve secondary cycle routes and walking routes, and the potential delivery of Liveable Neighbourhoods is set out in accompanying Technical Report.

The two Delivery Plans are at different stages of development. They are live documents and will be revisited and updated regularly to reflect Council policies and priorities and as schemes are delivered.

Larger schemes are likely to require central Government funding, for example Transforming Cities Fund, whereas smaller schemes are more likely to be funded through the Local Transport Plan (LTP) budget or developer contributions.

The Technical Guidance provided by the Department for Transport describes three categories as follows:

- Shorter-term: improvements which can be implemented quickly or are under development;
- Medium term: improvements where there is a clear intention to act, but delivery is dependent on further funding availability or other issues (e.g. detailed design, securing planning permissions, land acquisition etc); and
- Longer-term: more aspirational improvements or those awaiting a defined solution.

Based on analysis, the chapter also contains identifies potential schools for cycling & walking access improvement packages (based on the scope to reduce school run traffic) and outlines the proposed approach to cycle parking.



Strategic Cycling and Walking Improvements

A prioritised delivery plan of strategic schemes for primary cycle routes was developed using a set of criteria covering a range of themes. The majority of identified schemes in the Delivery Plan tables will also provide improvements to the identified Core Walking Zones and Key Walking Routes.

The primary cycle routes were ranked by assessing their impacts against:

- Strategic impact criteria (congestion; deprived communities who benefit; population who benefit, forecast numbers of potential future users; road safety and strategic locations accessed). These criteria

covered the ‘effectiveness’ and ‘policy’ criteria categories in the example prioritisation illustrated in the Technical Guidance; and

- Deliverability criteria (Amount of road space reallocation required; length of pinch points; other deliverability issues and overlap with high-frequency bus corridors).

The strategic impact and deliverability criteria were allocated even weightings. The criteria, data used, and metrics applied are set out in Table 1. A detailed explanation of the prioritisation process is provided in the accompanying LCWIP Technical Report, “Section 7- Prioritising Improvements and Delivery Plans”.



Table 1 – Prioritisation criteria used for primary cycle route assessment

Category	Criterion	Metric applied	Data used	Assessed per kilometre?
Strategic impact	Congestion	Total number of congestion hotspots within 50m of the route	Congestion Report Phase 1, prepared for the Dorset LEP	Yes
Strategic impact	Deprivation	Average deprivation score for Lower Super Output Areas within 500m of the route, weighted by proportion of catchment covered	Department for Levelling Up, Housing and Communities Index of Multiple Deprivation	No
Strategic impact	Population	Total population within 500m of the route (based on postcode centroids)	Experian Mosaic postcode population (mid-2019)	Yes
Strategic impact	Potential future users	Total number of potential cyclists along the route	PCT e-bike scenario for commuter trips and Go Dutch scenario for school trips	Yes
Strategic impact	Road safety	Total number of cycle casualties within 50m of the route, weighted by severity (slight - 1, severe - 5, fatal - 10)	Department for Transport STATS19 collision data	Yes
Strategic impact	Strategic locations	Proximity of routes within 500m to selected leisure and recreation sites, development sites, rail stations, and university sites	Desktop research	Yes
Deliverability	Amount of road space reallocation required	Approximate percentage of route section where existing traffic lanes would need to be reallocated for cycle tracks to deliver primary cycle route infrastructure	Desktop research	No
Deliverability	Length of pinch points	The approximate length of route section where initial review indicates that there would be insufficient highway width to accommodate a cycle track as well as footways and a traffic lane in both directions.	Ordnance Survey data	No



Category	Criterion	Metric applied	Data used	Assessed per kilometre?
Deliverability	Overlap with high-frequency bus corridors	Approximate percentage of route section that overlaps with a high-frequency bus corridor (defined as bus corridors with more than 6 buses an hour).	Traveline National dataset	No
Deliverability	Other deliverability issues	High-level assessment of: <ul style="list-style-type: none"> • Whether private land might be required to deliver the required infrastructure for the primary cycle route; • The scale and scope of regulations or consents likely to be required (e.g. planning permission, Traffic Regulation Orders or bylaws); and • Technical feasibility and complexity, considering if there are particular engineering or network management challenges associated with the intervention and their significance 	Ordnance Survey data; desktop research	No



The delivery plan groups routes based on the four anticipated timescales for implementation in Table 2.

Table 2 – Delivery timescales used in the LCWIP

Timescale	Description
Short term	Already funded and/or are expected to be able to be delivered within around 3 years
Medium term	Not yet funded, but where business cases and/or designs may already be underway and aim for delivery within 3 to 7 years
Medium – longer term	Not yet funded or underway, but where schemes are aimed to be delivered within around 7 to 10 years.
Longer term	Pipeline schemes where a defined solution is not yet known, but are intended to be delivered within 10+ years

Delivery Plan Tables and Plans

Tables 3, 4, 5 and 6 outline the Delivery Plan schedules for the timescales in Table 1. A Plan showing the location of these proposals and their intended timescales for delivery is contained in Appendix B.



Table 3 – LCWIP Delivery Plan – Strategic Cycling & Walking Improvements - Short-Term Committed (1-3 years)

Reference	Location	Description	Includes Core Walking Zone?	Includes Key Walking Route?	Approximate Costs
TCF C1	Bournemouth Railway Station to Royal Bournemouth Hospital and Jumpers Common	Cycling and walking improvements along an east-west corridor between Bournemouth and Christchurch. The improvements will serve several schools, Bournemouth AFC's stadium, the Royal Bournemouth Hospital and planned development at Wessex Fields.	Bournemouth Town Centre	n/a	£4,450,000
TCF C2	Bournemouth to Ferndown	Cycling and walking improvements between the Upper Gardens in Bournemouth and Trickett's Cross in Ferndown. Cross-boundary scheme with Dorset Council funded by Transforming Cities Fund.	Bournemouth Town Centre	Upper and Central Gardens, between Queens Road and Avenue Road and	£14,750,000
TCF C3	Poole Town Centre to Holton Heath	Cycling and walking improvements between Poole town centre and Holton Heath. The improvements will better connect residential areas on either side of Blandford Road, and a quiet route would utilise residential streets, including Woodlands Avenue and Symes Road, to existing routes through Upton Country Park. Cross-boundary scheme with Dorset Council funded by Transforming Cities Fund.	Poole Town Centre	Rigler Road	£2,600,000



Reference	Location	Description	Includes Core Walking Zone?	Includes Key Walking Route?	Approximate Costs
TCF C5	Poole Town Centre to Merley	Cycling and walking improvements between Poole town centre and Merley, running between Wimborne Road in Poole and Canford Heath, and onwards to Merley via an existing link on Gravel Hill, connecting key employment areas and local neighbourhoods. Funded by Transforming Cities Fund.	Poole Town Centre	Wimborne Road	£5,900,000
TCF S5	Poole to Ferndown and Wimborne	Improvements for cycling, walking and bus services between Poole town centre and Ferndown and Wimborne. The route will improve links to key local destinations, including shops and businesses in Poole and Ferndown town centres, industrial estates and business parks including Turbary Retail Park, Poole Hospital, and a number of nearby schools. Cross-boundary scheme with Dorset Council funded by Transforming Cities Fund.	n/a	n/a	£20,500,000
TCF S6	Christchurch to Merley	Improvements for cycling, walking and bus services along an east-west corridor between Merley and Christchurch town centre. The route will improve links to key local destinations, including shops and businesses in Kinson and Christchurch, a number of nearby schools and Castlepoint Shopping Centre. Includes an additional off-road section between Castle Lane West and Bournemouth Aviation Park. Funded by Transforming Cities Fund.	Kinson, Castlepoint	n/a	£18,650,000



Reference	Location	Description	Includes Core Walking Zone?	Includes Key Walking Route?	Approximate Costs
O1	Wallisdown Road West (Mountbatten Arms Roundabout to Bryant Road)	Sustainable travel improvements including introduction of protected (stepped) cycle tracks, improved footways, new and improved signal crossings and side road entry treatments plus speed limit reduction.	n/a	n/a	£2,103,000
O2	Lansdowne area, Bournemouth	Upgrades to the public realm and additional pedestrian crossings along Holdenhurst Road between Station Roundabout and Lansdowne Roundabout, and at Lansdowne Roundabout itself.	Bournemouth Town Centre	Holdenhurst Road	£8,000,000
ATF 1*	Evening Hill, Poole	Make permanent a temporary pop-up protected cycle lane on difficult uphill section of main road. Addition of a new pedestrian crossing and footway widening.	n/a	n/a	£230,000
ATF2*	Harbourside Park – between Turks Lane and Green Gardens, Poole	Upgrade of existing narrow shared path, part of NCN 25, to fully segregated parallel paths for people walking and cycling. Two phases.	Poole Town Centre	Harbourside Path	£1,170,000

Note: improvements identified with an asterisk are subject to final funding approval from the Department for Transport



Table 4 – LCWIP Delivery Plan – Strategic Cycling & Walking Improvements - Medium-Term – Priorities (3-6 years)

Location	Section Reference	Description	Includes Core Walking Zone?	Includes Key Walking Route?	Approximate Costs
Bournemouth Square to Bournemouth Railway Station: Old Christchurch Road, Lansdowne Road, Oxford Road	LCWIP S9	Cycling and walking upgrades connecting Bournemouth Square with the railway station, via Bournemouth University's Lansdowne Campus, incorporating bus route improvements to improve journey times between Bournemouth Square and the Travel Interchange. Major junction improvements at Station Roundabout. Links to Schedule reference TCF C1.	Bournemouth Town Centre	Lansdowne Road, Old Christchurch Road, Oxford Road	£8,700,000
Bournemouth to Christchurch	LCWIP S21, S22	Fully segregated cycle route connecting Bournemouth and Christchurch town centres via Tuckton. Would serve a number of local centres and two rail stations. Includes; segregated cycle tracks and upgrades to several major junctions. Likely to be divided into a number of smaller packages for delivery.	Bournemouth Town Centre, Christchurch Town Centre, Boscombe, Southbourne Grove, Tuckton	Bath Road, Christchurch Road, Tuckton Road, Tuckton Bridge, Stour Road, Willow Drive, Sopers Lane	£23,300,000
Branksome Recreation Ground to Upper Gardens)	LCWIP S26	Cycling and walking improvements on east-west corridor between Alder Road and Prince of Wales Road, consisting of segregated cycle tracks and traffic-free links	n/a	n/a	£3,300,000
Branksome to Canford Heath	LCWIP S27	Cycling and walking improvements along east-west corridor through Poole. Connects to Schedule reference TCF S5.	n/a	n/a	£5,600,000



Location	Section Reference	Description	Includes Core Walking Zone?	Includes Key Walking Route?	Approximate Costs
Canford Heath Road, Canford Way, St Brelades Road and Bloxworth Road between Darby's Corner Roundabout and Alder Hills Roundabout	LCWIP S2 & S3	Segregated cycle track linking the Canford Heath residential areas with existing routes to the Universities' Talbot Campus and Bournemouth Town Centre. This corridor will connect with Schedule references TCF C5 and which link to Poole Town Centre, several industrial estates, a large retail park and several schools.	n/a	n/a	£11,400,000
Castle Lane East	LCWIP S19	Cycling and walking improvements to Castle Lane East between Cooper Dean Roundabout and Iford Roundabout and, to improve access to Royal Bournemouth Hospital and proposed employment at Wessex Fields. Complements Schedule reference TCF S6.	n/a	Castle Lane East	£4,800,000
Holes Bay to Upper Parkstone	LCWIP S6	Cycling and walking improvements along east-west corridor through Oakdale, including along Dorchester Road. Connects to Schedule reference TCF Corridor S5	n/a	n/a	£4,700,000
Kinson Road to Ensbury Park	LCWIP S23	Cycling and walking improvements linking Kinson Road to Ensbury Park. Connects to Schedule reference TCF C3.	n/a	n/a	£2,000,000



Location	Section Reference	Description	Includes Core Walking Zone?	Includes Key Walking Route?	Approximate Costs
Kinson to West Howe	LCWIP S16	Cycling and walking improvements between the local centres of Kinson and West Howe, along Poole Lane, improving routes to local schools. Connects to Schedule reference TCF S5 and TCF S6.	Kinson	n/a	£3,100,000
Lansdowne to Talbot Campus Cycle Route 1: Boundary Roundabout to Cemetery Junction	LCWIP S1	First section of segregated cycle route along Talbot Avenue to connect the two main University campuses, and link to Bournemouth Railway Station and Travel Interchange. Connects to Schedule reference TCF C2.	n/a	Talbot Avenue	£5,500,000
Littledown to Overcliff Drives	LCWIP S17	Cycling and walking improvements for north-south journeys from King's Park to Boscombe and Southbourne Overcliff, via Pokesdown, Fisherman's Walk and Woodland Walk	Boscombe, Southbourne Grove	n/a	£9,500,000
Lower Hamworthy to Upper Parkstone	LCWIP S7, S12	Sections of strategic cycle route connecting to Poole town centre via a number of local centres. Includes segregated cycle tracks and upgrades to several major junctions.	Poole Town Centre	New Quay Road, Poole Lifting Bridge, Poole Quay, High Street, Kingland Road, Poole Park	£6,700,000
Malmesbury Park (Charminster Road to Wessex Way)	LCWIP S32	Cycling and walking improvements through Malmesbury Park area.	Charminster	n/a	£1,400,000



Location	Section Reference	Description	Includes Core Walking Zone?	Includes Key Walking Route?	Approximate Costs
Oakdale (Dorset Way to Ringwood Road)	LCWIP S4	Cycling and walking improvements to create safer routes to St Edward's RC & CofE School and connect Canford Heath to Parkstone. Connects to Schedule reference TCF S5.	n/a	n/a	£2,000,000
Pokesdown to Iford Bridge	LCWIP S20	Fully segregated cycle route along Christchurch Road to connect Bournemouth and Christchurch town centres. Connects to Schedule reference S6.	Boscombe East	Christchurch Road	£6,200,000
Poole Park to Bournemouth	LCWIP S8 & S5	Sections of strategic cycle route to connect Bournemouth and Poole town centres via a number of local centres and two rail stations. Includes segregated cycle tracks and upgrades to several major junctions. Likely to be divided into a number of smaller packages for delivery.	Ashley Cross, Bournemouth Town Centre, Westbourne	Commercial Road	£13,800,000
Poole Town Centre North	LCWIP S62	Cycling and walking upgrades to provide safe and direct connections between Poole General Hospital, the Dolphin Centre, Poole Rail Station, Poole Park and Wimborne Road. Connects with Schedule reference TCF C5 and TCF S5	Poole Town Centre	Wimborne Road, George Roundabout, Kingland Road, High Street North	£5,200,000
River Way to Fairmile Road	LCWIP S54	Cycling and walking improvements through Jumpers Common. Connects with Schedule reference TCF C1.	n/a	Arcadia Road, Endfield Road, Canberra Road, Elm Avenue	£1,200,000



Location	Section Reference	Description	Includes Core Walking Zone?	Includes Key Walking Route?	Approximate Costs
Turbary Park Avenue	LCWIP S25	Cycling and walking improvements linking Poole Lane to Kinson Road, to improve access to local schools, facilities and neighbourhoods. Connects to Schedule reference S5.	n/a	n/a	£2,300,000
Wallisdown Road East	LCWIP S70	Completion of cycling and walking improvements between Boundary and University Roundabouts	n/a	n/a	£4,300,000
Wessex Way to Boscombe Beach via Cleveland Road	LCWIP S33	Cycling and walking improvements along north-south route through Springbourne and Boscombe.	Springbourne (Holdenhurst Road)	St. Clement's Road and Holdenhurst Road	£2,800,000
Wessex Way to Boscombe Beach via Palmerston Road	LCWIP S34	Cycling and walking improvements along north-south route through Springbourne and Boscombe town centre	Boscombe and Springbourne (Holdenhurst Road)	St. Clement's Road and Holdenhurst Road	£6,300,000

Note: The Delivery Plan is indicative and subject to change. The Delivery Plan does not include schemes fully funded by developers. A plan showing the reference numbers is contained in the Technical Report.



Table 5 – LCWIP Delivery Plan – Strategic Cycling & Walking Improvements – Medium to Longer-Term – (7-10 years)

Location	Section Reference	Description	Includes Core Walking Zone?	Includes Key Walking Route?	Approximate Costs
Bournemouth Town Centre to Boscombe Chine	LCWIP S52	Cycling and walking improvements on east-west corridor, following the East Overcliff Drive for part of route	Bournemouth Town Centre	Westover Road, Bath Road, Russell Cotes Road, East Overcliff Drive	£3,600,000
Bournemouth Town Centre to Cemetery Junction	LCWIP S38	Cycling and walking improvements on north-south corridor, providing access to and from the town centre	Bournemouth Town Centre	Richmond Hill and Wimborne Road	£7,900,000
Branksome to Branksome Chine	LCWIP S39	Cycling and walking improvements on north-south corridor connecting communities to the beach and facilities in Branksome	n/a	Tower Road West and Western Road	£4,000,000
Branksome to Ringwood Road	LCWIP S28	Cycling and walking improvements through Upper Parkstone. Connects to Schedule reference TCF S5.	Ashley Road	n/a	£6,900,000
Branksome to Wallisdown	LCWIP S10	Cycling and walking improvements linking Branksome to Wallisdown through Upper Parkstone.	Wallisdown	n/a	£3,500,000
Burton to Christchurch	LCWIP S35	Cycling and walking improvements connecting village of Burton to Christchurch via Christchurch Bypass.	Christchurch Town Centre	Christchurch Bypass, Stony Lane	£4,700,000
Canford Heath (Adastral Road)	LCWIP S40	Cycling and walking improvements through Canford Heath from Canford Heath Road to Dorset Way	Adastral Square	Adastral Road	£2,300,000



Location	Section Reference	Description	Includes Core Walking Zone?	Includes Key Walking Route?	Approximate Costs
Castleman Trailway (Broadstone to Oakley)	LCWIP S58	Cycling and walking improvements to existing traffic-free route	Broadstone	n/a	£4,900,000
Christchurch to Mudeford	LCWIP S68	Cycling and walking improvements to connect communities to the facilities in Christchurch and the beach at Mudeford	Christchurch Town Centre	High Street, Castle Street, Bridge Street, Path across Two Riversmeet Park and Stanpit Recreation Ground, Stanpit, Mudeford and Mudeford Quay	£4,400,000
Kinson to Wallisdown	LCWIP S11	Cycling and walking improvements linking Kinson and Wallisdown areas. Connects to Schedule reference TCF S6	Kinson and Wallisdown	n/a	£7,000,000
Lansdowne to Talbot Campus Sustainable Travel Route Phase 2: B3064 Lansdowne Road between Cemetery Junction and Lansdowne Roundabout	LCWIP S24	Completion of new segregated cycle route between the two main University campuses and linking to Bournemouth Railway Station and Travel Interchange. Includes major junction improvements at Cemetery Junction. Connects to Schedule reference TCF Corridor C1	Bournemouth Town Centre	Lansdowne Road, Coach House Place, Station Forecourt	£8,100,000



Location	Section Reference	Description	Includes Core Walking Zone?	Includes Key Walking Route?	Approximate Costs
Parkstone to Sandbanks	LCWIP S64	Cycling and walking improvements along B3369 Sandbanks Road and Shore Road to connect Poole to Sandbanks Beaches	n/a	Sandbanks Road and Turks Lane	£4,600,000
Poole Old Town and Baiter	LCWIP S61	Cycling and walking improvements mainly on east-west routes to provide access to town centre destinations	Poole Town Centre	The Quay, Old Orchard, Lagland Road, Newfoundland Drive, Kingland Road, Park Lake Road and Harbourside Walk across Baiter	£6,500,000
Throop to Castle Lane West	LCWIP S37	Cycling and walking improvements on north-south corridor, connecting to Schedule reference TCF S6	n/a	n/a	£2,000,000
Upton to Dorset Way	LCWIP S14	Cycling and walking improvements along east-west corridor in Poole, serving journeys to Nuffield Industrial Estate and Upton Country Park.	n/a	n/a	£13,300,000
Westbourne to Branksome Chine	LCWIP S31	Cycling and walking improvements along north-south corridor connecting communities to the beach and Westbourne district centre.	Westbourne	n/a	£2,900,000
Wimborne Road (Winton & Moordown)	LCWIP S29	Cycling and walking improvements along north-south corridor through Winton and Moordown, serving a range of destinations and facilities. Connects to Schedule reference S6.	Winton, Moordown	Wimborne Road	£4,200,000



Location	Section Reference	Description	Includes Core Walking Zone?	Includes Key Walking Route?	Approximate Costs
Yarrow Road	LCWIP S15	Cycling and walking improvements to provide safe access to and through the Tower Park area	n/a	n/a	£2,200,000

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Table 6 – LCWIP Delivery Plan – Strategic Cycling & Walking Improvements –Longer-Term – (10+ years)

Location	Section Reference	Description	Includes Core Walking Zone?	Includes Key Walking Route?	Approximate Costs
Boscombe Pier to Southbourne (Overcliff Route)	LCWIP S53	Cycling and walking improvements parallel to the coast to complement the seafront route.	n/a	n/a	£6,400,000
Branksome to Sandbanks	LCWIP S45	Cycling and walking improvements on north-south corridor, mostly along Canford Cliffs Road, to connect communities to local facilities and beaches	n/a	n/a	£5,100,000
Canford Cliffs to Branksome Chine	LCWIP S50	Cycling and walking improvements on east-west alignment, forming complementary parallel route to the seafront.	n/a	n/a	£1,700,000
Castle Lane East to Tuckton	LCWIP S55	Cycling and walking improvements between Castle Lane East and Tuckton through Iford and Southbourne	Boscombe East	Cranleigh Road	£4,200,000
Castleman Trailway (Broadstone to Beechbank Avenue) and Broadstone Way	LCWIP S60	Cycling and walking improvements to existing traffic-free and segregated route	Broadstone	Broadstone Way	£12,200,000
Castleman Trailway (Upton Country Park to Beechbank Avenue)	LCWIP S59	Cycling and walking improvements to existing traffic-free route, including safer connections across A35 slip roads	n/a	n/a	£2,400,000



Location	Section Reference	Description	Includes Core Walking Zone?	Includes Key Walking Route?	Approximate Costs
Charminster Road and East Way	LCWIP S30	Cycling and walking improvements along north-south corridor through Charminster, enabling safer access to several schools, including those on East Way	Charminster	Charminster Road	£7,500,000
Christchurch Town Centre to Somerford Roundabout via Christchurch Bypass	LCWIP S41	Cycling and walking improvements on east-west corridor, including connections to and from Christchurch Urban Extension north of Lyndhurst Road	Christchurch Town Centre	Christchurch Bypass	£8,300,000
Christchurch Town Centre to Somerford Roundabout via Purewell	LCWIP S43	Cycling and walking improvements on east-west corridor through Christchurch, Purewell and Somerford, providing access to local facilities	Christchurch Town Centre	High Street, Castle Street, Bridge Street	£7,500,000
Corfe Hills to Darby's Corner	LCWIP S48	Cycling and walking improvements along Upper and Lower Blandford Road serving journeys to Corfe Hills School and Broadstone District Centre.	Broadstone	n/a	£7,000,000
East Parley to Christchurch	LCWIP S42	Cycling and walking improvements on corridor connecting Bournemouth Airport, Hurn, Fairmile and Christchurch town centre	Christchurch Town Centre	Bargates and Fairmile Road	£18,200,000
Fleet's Corner to Civic Centre	LCWIP S13	Cycling and walking improvements along Wimborne and Fernside Roads. Connects to Schedule references C5 and S5.	n/a	Wimborne Road and Fernside Road	£12,700,000
Merley to Canford Bridge	LCWIP S57	Cycling and walking improvements on north-south corridor to connect Wimborne to Merley	n/a	n/a	£2,700,000



Location	Section Reference	Description	Includes Core Walking Zone?	Includes Key Walking Route?	Approximate Costs
Mudford to Somerford	LCWIP S46	Cycling and walking improvements on north-south corridor serving range of local destinations including access to employment, retail areas and the seafront	n/a	n/a	£3,500,000
Northbourne to West Parley (BCP Section)	LCWIP S56	Cycling and walking improvements on north-south corridor to connect West Parley and Ferndown to North Bournemouth. Connects with Schedule reference TCF S6.	n/a	n/a	£1,100,000
Poole Town Centre to Darby's Corner	LCWIP S47	Cycling and walking improvements on north-south corridor via Fleets Corner	Poole Town Centre	Sterte Road, Stanley Green Road, Fleets Lane and Waterloo Road	£11,800,000
Sandbanks Peninsula	LCWIP S63	Cycling and walking improvements along B3369 Banks Road and Panorama Road enabling access to the beaches and ferry	n/a	n/a	£4,400,000
Seafront Promenade (Bournemouth to Southbourne)	LCWIP S66	Cycling and walking improvements along seafront between Bournemouth Pier and Hengistbury Head. Likely to be delivered in phases.	Bournemouth Town Centre	Undercliff Drive and Southbourne Promenade	£9,800,000
Seafront Promenade (Sandbanks to Bournemouth)	LCWIP S67	Cycling and walking improvements along seafront between Shore Road Beach and Bournemouth Pier. Likely to be delivered in phases.	Bournemouth Town Centre	West Undercliff Promenade	£6,900,000
Somerford to Highcliffe and Chewton Bunny	LCWIP S69	Cycling and walking improvements on east-west corridor through Highcliffe to Hampshire border, serving range of local destinations	Highcliffe	n/a	£9,300,000



Location	Section Reference	Description	Includes Core Walking Zone?	Includes Key Walking Route?	Approximate Costs
Sterte to Whitecliff via Longfleet	LCWIP S49	Cycling and walking improvements on north-south corridor to improve access to Poole Park, Poole General Hospital and employment and retail areas by Holes Bay Road	Poole Town Centre	n/a	£3,300,000
Talbot Woods to Cooper Dean Roundabout	LCWIP S36	Cycling and walking improvements on east-west corridor connecting communities to the Talbot Campus, facilities in Winton and Royal Bournemouth Hospital / Wessex Fields area	Winton	n/a	£6,700,000
Tuckton and Southbourne to Hengistbury Head	LCWIP S65	Cycling and walking improvements to enhance connections to beaches, open space and local facilities	n/a	Broadway and Hengistbury Head access	£4,200,000
Upper Parkstone to Evening Hill	LCWIP S44	Cycling and walking improvements on north-south corridor to connect communities to local facilities and beaches	Ashley Road	n/a	£4,900,000
Westbourne to Bournemouth Town Centre	LCWIP S51	Cycling and walking improvements on east-west corridor connecting communities to town centre and local facilities. Provides complementary, alternative route to the seafront.	Bournemouth Town Centre	Western Road, Alum Chine Road, West Cliff Road, St. Michael's Road, West Cliff Promenade	£4,100,000

Note: The Delivery Plan is indicative and subject to change. The Delivery Plan does not include schemes fully funded by developers. A plan showing the reference numbers is contained in the Technical Report.



Walking network and secondary cycle network improvements

A prioritised delivery plan of improvements for the walking network and secondary cycle routes was developed using the following range of data and information:

- Improvement commonly requested in public feedback from the LCWIP public engagement website;
- Improvement commonly requested in public feedback from the widenmypath website;
- Crossing identified in analysis into which communities had limited crossing connections over roads with high traffic flows;
- Identified by council officers; and
- Improvement commonly requested previously by members of the public; and
- The improvement would benefit people cycling and people walking.

The resultant list of improvements is shown in Table 7. The improvements are categorised into high, medium and low priority, scored on the basis of which factors listed above apply.

Many secondary cycle route measures will improve conditions for walking as well as cycling. In some cases dedicated infrastructure such as a segregated cycle lane usually suitable for the Primary routes will be required – each route will be assessed on a case by case basis.

There will be a multi-faceted approach to delivering the Secondary routes:

- As Primary routes are funded and delivered, BCP officers will assess opportunities for linking Secondary routes to them and aim to deliver some of these as part of the Primary route scheme. This is likely to represent better value and will enable more people to access and benefit from the Primary route;
- Other BCP Council work streams may deliver Secondary routes (or parts thereof). Safer Routes to Schools, Road Safety and Accessibility etc may deliver interventions such as dropped kerbs, crossings, traffic calming etc and will continue to be prioritised and delivered year on year, helping to fill in the gaps in the local cycling and walking network; and
- Work by other Council departments such as the Seafront and Open Spaces teams will complement aspects of the Secondary network, and as such certain aspects may be delivered via these channels.

New developments offer opportunities for improvements to the cycling network either directly, or indirectly via developer contributions.



Table 7 – LCWIP Delivery Plan – Local (non-strategic) walking network and secondary cycle network improvements

Priority	Schedule Reference	Location	Scheme Description	Walking improvement?	Cycling improvement?	Cycling and/or walking routes unlocked
High	LCWIP L01	Alder Road at junction with Recreation Road/Sheringham Road	Install new crossing over Alder Road	Yes	Yes	Walking route to Heatherlands/Bishop Aldhelm's schools; Secondary cycle route / walking route between Upper Parkstone and Bournemouth Upper Gardens path
High	LCWIP L04	Banks Road, Sandbanks	Construct parallel crossing enabling switch from cycle lane on one side of the road to the other.	Yes	Yes	Primary cycle route to Studland/Swanage via chain ferry; NCN 2
High	LCWIP L05	Bourne Valley Greenway, north end of Dalling Road	Remove kissing gate which prevents access by mobility scooters, double buggies, cycles etc	Yes	Yes	Secondary cycle route between Alder Hills and Coy Pond, and walking route to Bishop Aldhelm's Primary School
High	LCWIP L08	Branksome Wood Road, near Coy Pond	Parallel crossing to link Coy Pond Gardens with Bournemouth Upper Gardens	Yes	Yes	Primary cycle route between Canford Heath and Bournemouth Town Centre; Key Walking Route; popular walking route through Gardens; route to Bishop Aldhelm's Primary School
High	LCWIP L13	Canford Cliffs Road, junction with Links Road and path to Bury Road	Parallel zebra crossing and/or junction improvements	Yes	Yes	NCN 25 and secondary cycle route between Westbourne and Poole



Priority	Schedule Reference	Location	Scheme Description	Walking improvement?	Cycling improvement?	Cycling and/or walking routes unlocked
High	LCWIP L14	Christchurch Road at Seabourne Road junction, outside Pokesdown railway station	Improve junction for people walking and cycling, with more direct crossings which are fully accessible for mobility scooter users.	Yes	Yes	Walking route between railway station and Southbourne shops, route to/from Boscombe, route to St. James' Primary School; Primary cycle routes
High	LCWIP L18	Durley Chine Road, near junction with Marlborough Road	Upgrade from pelican to toucan or parallel crossing, along with short sections of cycle track to enable access to the crossing from Marlborough Road and Somerville Road	Yes	Yes	Secondary cycle route and walking route connecting to St. Michael's Primary School
High	LCWIP L19	Fernside Road, junction with Churchfield Road	Crossing to link into route to Poole Park	Yes	Yes	Walking route into Poole Town Centre and Poole Park via quiet streets; Primary and secondary cycle routes
High	LCWIP L21	Fountain Roundabout, Christchurch	Exemption for cycles to use bus gate, allowing direct travel from Bargates to High Street	No	Yes	Primary cycle route between West Parley/Hurn and Christchurch Town Centre.
High	LCWIP L32	Parkstone Road, junction with Birds Hill Road	Crossing from residential area into Poole Park, on desire line	Yes	Yes	Walking route to/from Poole Park, linking to Birds Hill Road/Garland Road, Longfleet Junior School and Poole High School. Primary cycle route.



Priority	Schedule Reference	Location	Scheme Description	Walking improvement?	Cycling improvement?	Cycling and/or walking routes unlocked
High	LCWIP L34	Parkstone Road, junction with Seldown Road and hospital entrance	Remove guard railing and provide new crossing on desire line between hospital and Seldown Road. New dropped kerb to enable access to Seldown Road. Amend hospital car park entrance to facilitate easier crossing for pedestrians.	Yes	Yes	Walking route between Poole Hospital and Town Centre; Secondary cycle route.
High	LCWIP L37	Poole Park	Modal filter or other interventions to prevent the park being used as a through route for motor vehicles. Vehicular access to all car parks would be retained.	Yes	Yes	Primary cycle route and Key Walking Route. Popular walking route to/from town centre and schools; popular leisure amenity
High	LCWIP L38	Purewell Roundabout / Somerford Road	Provide crossing and/or junction improvements to enable people to cross Somerford Road	Yes	Yes	Key Walking Route to/from Purewell shops, Somerford Primary School, Mudeford Infant School. Primary and secondary cycle routes



Priority	Schedule Reference	Location	Scheme Description	Walking improvement?	Cycling improvement?	Cycling and/or walking routes unlocked
High	LCWIP L44	Tuckton Bridge	Interim scheme to reduce cycling on the footway. New 20mph zone, dropped kerbs and additional signage/road markings.	Yes	No	Primary Cycle Route and Key Walking Route between Tuckton and Christchurch
High	LCWIP L45	Upton Country Park, Poole Road to Longmeadow Lane	Improve walking and cycling between Upton Country Park and the Roman Road, including safer crossings	Yes	Yes	Popular walking and cycling route; links to Castleman Trailway; Primary and secondary cycle routes
High	LCWIP L49	Western Avenue, junction with Leicester Road	Crossing and kerb realignments to reduce vehicle speeds.	Yes	Yes	Walking route through Branksome Chine; Secondary cycle route
High	LCWIP L51	Woodside Road / Sandecotes Rd	New zebra crossing over Woodside Road, plus exemption to No Entry for cycles at both ends of Sandecotes Road	Yes	Yes	Primary cycle route between Upper Parkstone and Sandbanks; walking routes to Baden Powell and Courthill schools



Priority	Schedule Reference	Location	Scheme Description	Walking improvement?	Cycling improvement?	Cycling and/or walking routes unlocked
High	LCWIP L52	Yarmouth Road, near junction with Wroxham Road	Improve existing crossing to reduce instances of drive-through, and facilitate cycle movements between Wroxham Road and Coy Pond Road	Yes	Yes	Walking route to Bishop Aldhelm's Primary School; Primary and secondary cycle routes
Medium	LCWIP L02	Alongside Wessex Way (multiple locations)	Remove/alter multiple barriers/bollards to improve accessibility of vital path alongside the Wessex Way, which connects numerous streets.	Yes	Yes	Secondary cycle route alongside Wessex Way; walking route between Charminster/Queens Park and Springbourne/Kings Park
Medium	LCWIP L03	Banks Road, junction with Shore Road	Upgrade existing zebra crossing to parallel crossing	No	Yes	Primary cycle route; NCN 2
Medium	LCWIP L06	Bourne Valley Roundabout, Branksome	Improve roundabout for pedestrians by altering kerb alignments to reduce vehicle speeds, and provide improved crossing points.	Yes	Yes	Walking route to Bishop Aldhelms school; Primary and secondary cycle routes



Priority	Schedule Reference	Location	Scheme Description	Walking improvement?	Cycling improvement?	Cycling and/or walking routes unlocked
Medium	LCWIP L09	Brisbane Road, Christchurch	Dropped kerb and barrier/gate removal to make paths through recreation ground more accessible	Yes	Yes	Jumpers Road area to Jumpers Common/Fairmile
Medium	LCWIP L10	Broadstone Way, at crossing to Castleman Trailway	Widen shared footway by removing/altering existing barriers and street clutter, making it less congested	Yes	Yes	Primary cycle route. Popular walking and cycling route; links to Castleman Trailway
Medium	LCWIP L15	Clarendon Road, junction with Marlborough Road	Realign and build out the kerbs to reduce the crossing distance for pedestrians and reduce speed of turning motor vehicles	Yes	Yes	Marlborough Road is secondary cycle route and walking route to St. Michael's Primary School
Medium	LCWIP L16	Clive Road to Station Road, Highcliffe (path)	Dropped kerbs, barrier alterations and potentially resurfacing to improve accessibility for all.	Yes	Yes	Walking route and secondary cycle route to Hinton Admiral Rail Station
Medium	LCWIP L17	Conifer Avenue, Whitecliff	Dropped kerbs or raised table over Conifer Road to improve accessibility to/from traffic-free path.	Yes	Yes	Walking route to Baden Powell Primary School



Priority	Schedule Reference	Location	Scheme Description	Walking improvement?	Cycling improvement?	Cycling and/or walking routes unlocked
Medium	LCWIP L20	Fisherman's Walk, at Wentworth Avenue	Provide crossing facility to enable access to Fisherman's Walk	Yes	No	Tier 2 Core Walking Zone. Walking route between Southbourne shops and the beach
Medium	LCWIP L22	Green Lane, junction with Learning Lane	Improvements to turning head to protect people walking and cycling, alterations to barriers to improve accessibility for all.	Yes	Yes	Secondary Route and walking route between Bourne Academy and Redhill area.
Medium	LCWIP L25	Iford Lane at junction with Seafeld Road	New parallel zebra crossing over Iford Lane	Yes	Yes	Junction of several secondary cycle routes, including Iford to Southbourne
Medium	LCWIP L27	King's Park accesses (Kings Drive, near Kings Park skate park, and Gloucester Road, near Bowls Club)	Alterations to 2 x gates and bollards to improve accessibility. Physical measures to prevent car parking blocking access.	Yes	Yes	Primary cycle route and Key Walking Route. Popular walking route through King's Park including multiple leisure amenities and hospital
Medium	LCWIP L28	Kinson area, various paths	Barrier alterations/removal and path improvements to make area more accessible for all	Yes	Yes	Secondary cycle route between Kinson Road and East Howe Lane, various walking routes between residential areas and Kinson local centre.



Priority	Schedule Reference	Location	Scheme Description	Walking improvement?	Cycling improvement?	Cycling and/or walking routes unlocked
Medium	LCWIP L29	Leicester Road, junction with Bury Road / Wilderton Road	Parallel zebra crossing and/or junction improvements	Yes	Yes	NCN 25, Secondary cycle route between Westbourne and Poole
Medium	LCWIP L31	Napier Road, Hamworthy	Measures to reduce speeding, side road treatments and/or dedicated cycle infrastructure	Yes	Yes	Secondary cycle route and walking route linking Turlin Moor/Rockley Park/Hamworthy
Medium	LCWIP L36	Pauntley Road, junction with Mudeford	Dropped kerbs and parking restriction to enable cycles to enter/leave southern end of Pauntley Road.	Yes	Yes	Access to primary cycle route on Mudeford/Stanpit
Medium	LCWIP L39	Queens Park Avenue at junction with Howard Rd, junction of Howard Rd/Strouden Ave/Brackendale Rd, Recreation ground.	Crossings and/or junction improvements, barrier alterations, parking restrictions to improve visibility	Yes	Yes	Secondary cycle route between Queens Park and Castle Lane West, walking and cycling route to The Bishop of Winchester Academy



Priority	Schedule Reference	Location	Scheme Description	Walking improvement?	Cycling improvement?	Cycling and/or walking routes unlocked
Medium	LCWIP L33	Parkstone Road, junction with Elizabeth Road	Upgrade uncontrolled crossing to a signalised or zebra crossing, to enable pedestrians to cross Parkstone Road safely	Yes	No	Walking route between Poole Town Centre/bus station and Poole Hospital
Medium	LCWIP L41	Shelley Road, Boscombe	Contraflow for cycles on one-way street	No	Yes	Secondary cycle route to/from Boscombe, and walking route to 2no. primary schools.
Medium	LCWIP L42	The Avenue / Western Road junction	Junction improvements at signal junction including crossing facilities where there are currently none.	Yes	Yes	Primary cycle route linking Bournemouth Town Centre and Sandbanks, east-west Secondary cycle route and walking route connecting Westbourne and Branksome Park/Chine
Medium	LCWIP L43	The Triangle, near Library, Bournemouth	Provide crossing or pedestrian refuge	Yes	No	Tier 1 Core Walking Zone. Town centre walking route
Medium	LCWIP L48	Western Avenue, junction with Bury Road	Parallel crossing and/or junction improvements	Yes	Yes	NCN 25, Secondary cycle route between Westbourne and Poole



Priority	Schedule Reference	Location	Scheme Description	Walking improvement?	Cycling improvement?	Cycling and/or walking routes unlocked
Low	LCWIP L07	Bournemouth town centre - junction of Exeter Rd, Cranbourne Rd and Terrace Rd.	Introduce exemptions for cyclists to three turning bans: Left turn into Square from Terrace Rd, right turn into Square from Exeter Rd, right turn from Exeter Rd into Cranbourne Rd. (buses and taxis already exempt)	No	Yes	Tier 1 Core Walking Zone; secondary cycle route through town centre
Low	LCWIP L11	Bryanstone Road, Winton	Contraflow for cycles on one-way street	No	Yes	Secondary cycle route between Charminster/Winton and the Universities - alternative to the main road
Low	LCWIP L12	Bure Lane / Highcliffe Road junction	Exemption for cycles to existing right turn ban (buses already exempted) – Traffic Regulation Order amendment needed only	No	Yes	Primary cycle route to Mudeford and secondary cycle route to Highcliffe Castle
Low	LCWIP L23	Holdenhurst Avenue, near junction with Colemore Road / Meon Road	Zebra crossing to improve links to various schools.	Yes	No	Walking route between Iford and Harewood Avenue and secondary cycle route (Colemore Road and Meon Road)



Priority	Schedule Reference	Location	Scheme Description	Walking improvement?	Cycling improvement?	Cycling and/or walking routes unlocked
Low	LCWIP L24	Iddesleigh Road, junction with Charminster Road	Exemption for cycles to No Entry onto Charminster Road	No	Yes	Secondary cycle route between Universities and Lansdowne/Town centre
Low	LCWIP L26	Jolliffe Road, Oakdale	Exemption for cycles to No Entry from Fernside Road	No	Yes	Secondary cycle route between Parkstone and Tatnam areas, linking to Longfleet Junior School and Poole High School
Low	LCWIP L30	Library Road, Parkstone, junction with Ashley Road	Dropped kerbs to allow cycles to safely enter/leave existing filtered street.	No	Yes	Secondary cycle route between Alexandra Park and Upper Parkstone
Low	LCWIP L35	Path between Smugglers Lane North and Parkside, near Highcliffe School	Remove barriers to enable access by wheelchair/mobility scooter users. Widen if possible and improve crossing points over Ridgefield Gardens and Nea Close.	Yes	No	Walking route to/from Highcliffe School
Low	LCWIP L40	School Lane, Kinson	Dropped kerbs to allow cycles to safely enter/leave street with existing modal filter.	No	Yes	Kinson to West Howe Primary cycle route; adjacent to Kinson Academy



Priority	Schedule Reference	Location	Scheme Description	Walking improvement?	Cycling improvement?	Cycling and/or walking routes unlocked
Low	LCWIP L46	Upton Road, near Parcelforce Depot	Extend parking restrictions to prevent cars obstructing cycle lane	No	Yes	Primary cycle route (Upton to Kinson via Dorset Way)
Low	LCWIP L47	West Cliff Road, near junction with Chine Crescent Road	Crossing and kerb realignment	Yes	No	On key Walking Route. Walking route to Durley Chine beach
Low	LCWIP L50	Withermoor Road, near junction with Edgehill Road	Crossing in busy residential area near universities.	Yes	No	Walking route connecting two sides of busy residential rat run - student accommodation to north, universities to south.



Access to Schools

Respondents to the public consultation highlighted the importance of safe access to schools. In response to the feedback, analysis was undertaken into travel to schools. The objective was to identify schools with the greatest potential to reduce school run car trips through enhanced cycling and walking infrastructure. The Department for Transport-funded Propensity to Cycle Tool dataset forecasts the change in travel patterns which could happen under different scenarios and was used for the analysis. The analysis is described in the LCWIP Technical Report appended to this document.

The schools which are forecast to see the greatest reduction in car journeys are set out in Table 8, with separate lists for secondary and non-secondary schools. The listed schools are highlighted as potential locations for packages of cycling and walking infrastructure improvements.

Table 8 – Potential Schools for Cycling & Walking Access Improvement Packages

Secondary Schools	Non-Secondary Schools
The Bishop of Winchester Academy	Broadstone Middle School
Bournemouth School	Christchurch Junior School
Bournemouth School for Girls	Highcliffe St Mark Primary School
Glenmoor School	Hill View Primary School
Highcliffe School	Malmesbury Park Primary School
Oakmead College of Technology	Muscliff Primary School
Poole High School	St. Katharine's Church of England Primary School
St. Edward's High School	St. Mark's Church of England Primary School
Twynham School	St. Walburga's Catholic Primary School
Winton Arts and Media College	Winton Primary School

Schools are listed alphabetically



Cycle parking

BCP Council will prepare a Cycle Parking Delivery Plan to significantly increase cycle parking across the area. Two elements to deliver cycle parking in the short term are already identified:

- In partnership with the Dolphin Shopping Centre, install a secure indoor cycle parking hub suitable for all types of bicycle/tricycle (approximate cost £30,000); and
- Cycle parking package - Providing safe, accessible and convenient parking at a range of destinations and in residential areas.

This is in addition to the consideration of cycle parking requirements on all new infrastructure projects and at new developments.



11. Monitoring and Evaluation

A monitoring and evaluation plan will be developed for each business case for all major schemes as they come forward. Specifics will vary according to the type of scheme and its intentions, but will include:

- Assessment of existing data;
- Data needed;
- How and when data will be collected (baseline and post-completion);
- Sample sizes required;
- Aims for the scheme;
- Key outcomes; and
- Lessons learned.

The BCP Council “Have Your Say” online platform will be used to engage and consult, and also to build an understanding of behaviour and opinions pre- and post- scheme design and implementation. This data will be useful to collect and evaluate alongside other empirical data such as traffic counts and vehicle speed monitoring.

The Council already has a number of automatic traffic, pedestrian and cycle counters across the conurbation, and these will be increased in number in order to build a broader baseline of data.



Automatic cycle counter in Scotland. Photo credit - Falco





Appendix A

Network Plans for Walking
and Cycling



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- Outside BCP boundary
- Railway line
- Railway station
- Tier 1 core walking zone
- Tier 2 core walking zone
- Tier 1 core walking zone catchment (2km straight-line distance)
- Tier 2 core walking zone catchment (1km straight-line distance)

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Drawing Status

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Job Title

Bournemouth, Christchurch and Poole Local Cycling and Walking Infrastructure Plan

Drawing Title

Tier 1&2 Core Walking Zones

Scale at A3

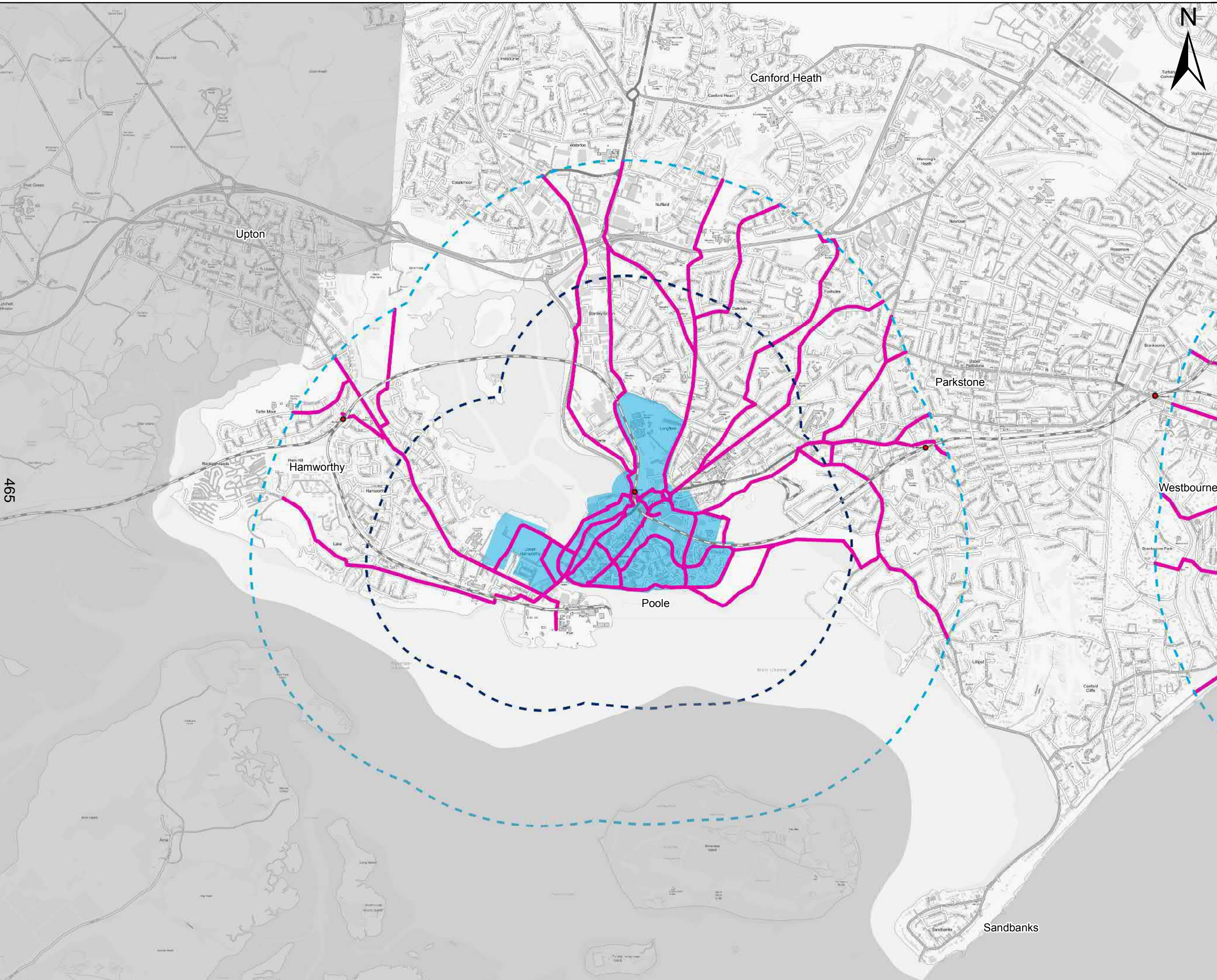
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		JCP	27/10/2021

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Drawing Number

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- Outside BCP boundary
- Railway line
- Railway station
- Core walking zone
- Core walking zone catchment (1km straight-line distance)
- Core walking zone catchment (2km straight-line distance)
- Key walking route network

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Job Title

Bournemouth, Christchurch and Poole Local Cycling and Walking Infrastructure Plan

Drawing Title

Tier 1 Core Walking Zones and Key Walking Route Network Sheet 1

Scale at A3

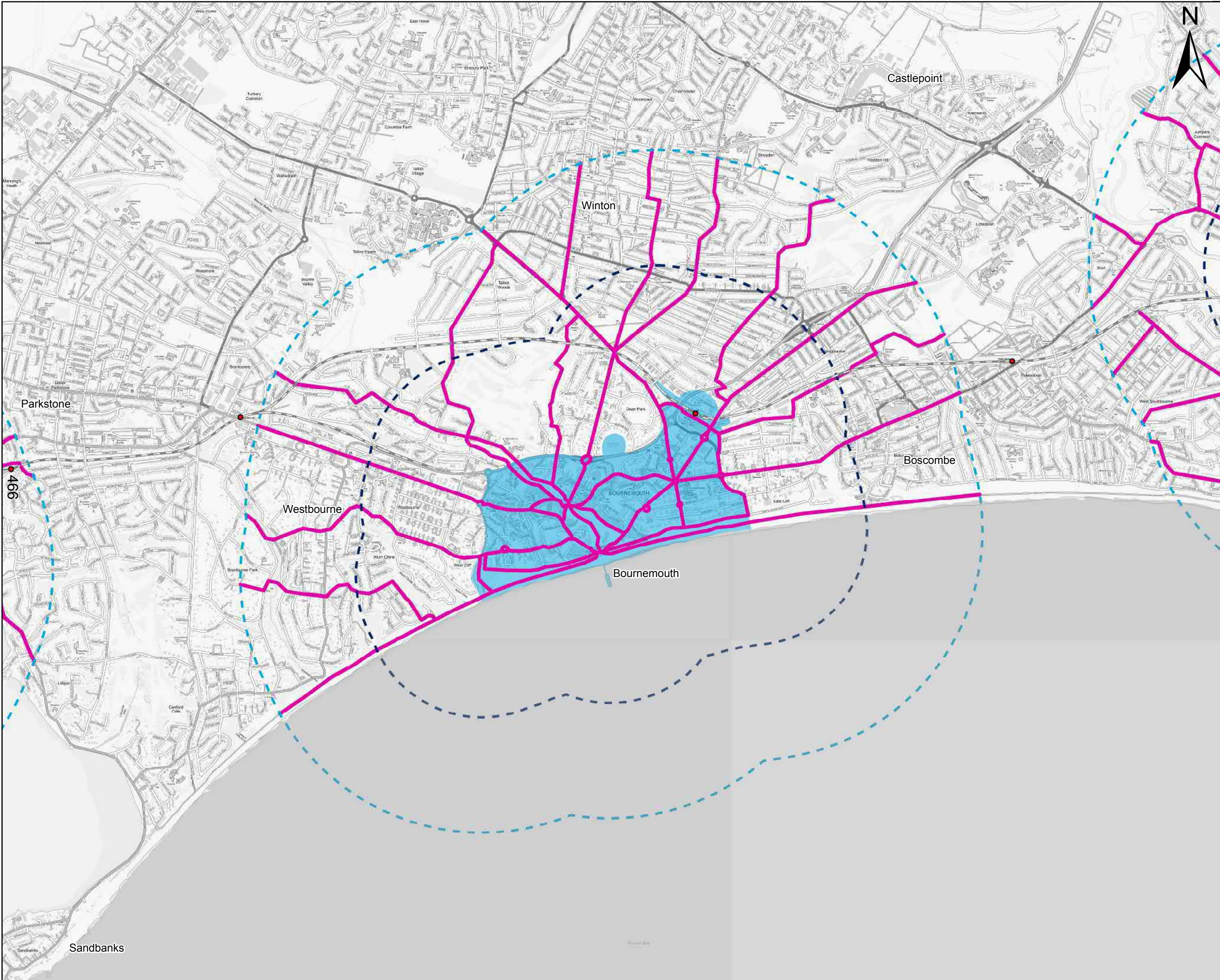
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		JCP	22/02/2022

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Drawing Number

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- Outside BCP boundary
- Railway line
- Railway station
- Core walking zone
- Core walking zone catchment (1km straight-line distance)
- Core walking zone catchment (2km straight-line distance)
- Key walking route network

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Drawing Status

DRAFT

Job Title

Bournemouth, Christchurch and Poole Local Cycling and Walking Infrastructure Plan

Drawing Title

Tier 1 Core Walking Zones and Key Walking Route Network Sheet 2

Scale at A3

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Originated	JCP	Date	22/02/2022

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Drawing Number

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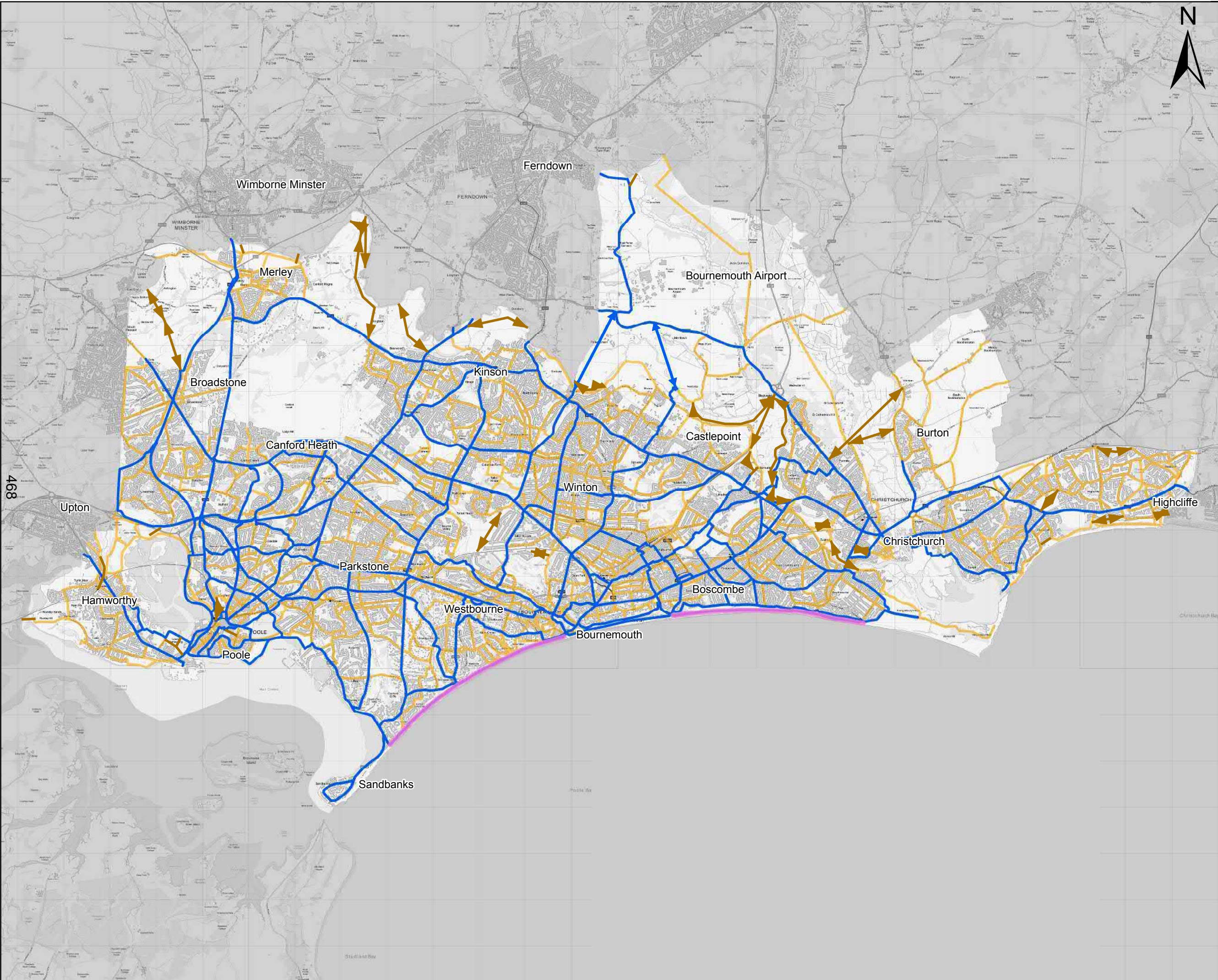
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- Railway station
- Core walking zone
- Core walking zone catchment (1km straight-line distance)
- Core walking zone catchment (2km straight-line distance)
- Key walking route network

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Drawing Title	Tier 1 Core Walking Zones and Key Walking Route Network Sheet 3		
Scale at A3	1:30,000		
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Stage 1 check	DL	Stage 2 check	JCP
Originated	JCP	Date	22/02/2022

Drawing Number
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Outside BCP boundary
Primary cycle network
Primary cycle route - alignment to be confirmed
Primary cycle route - summer restrictions apply
Secondary cycle network
Secondary cycle network - alignment to be confirmed

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Drawing Status
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Job Title
Bournemouth, Christchurch and Poole Local Cycling and Walking Infrastructure Plan

Drawing Title
Primary and Secondary Cycle Route Network Overview Plan

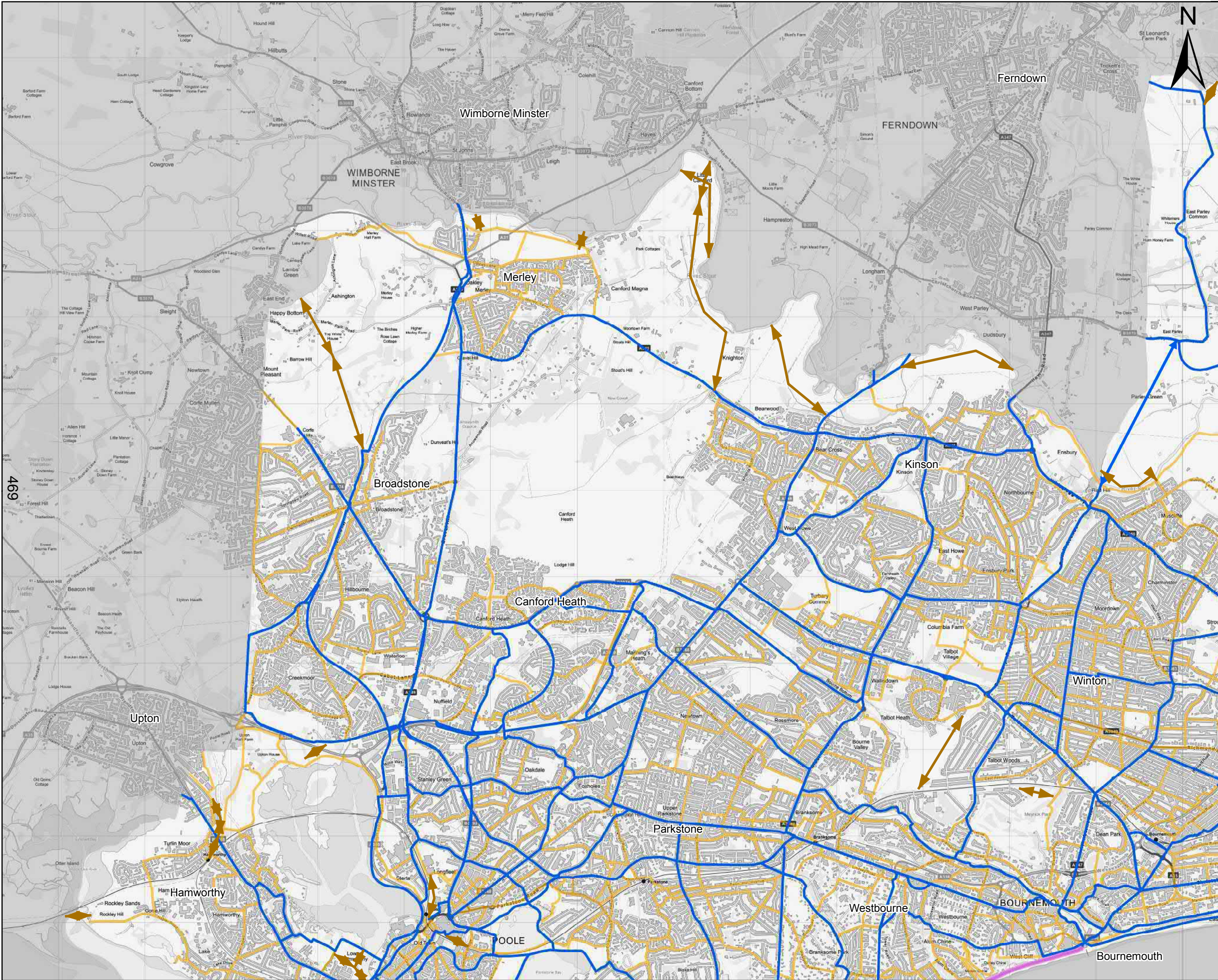
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	JCP	JCP	14/02/2022

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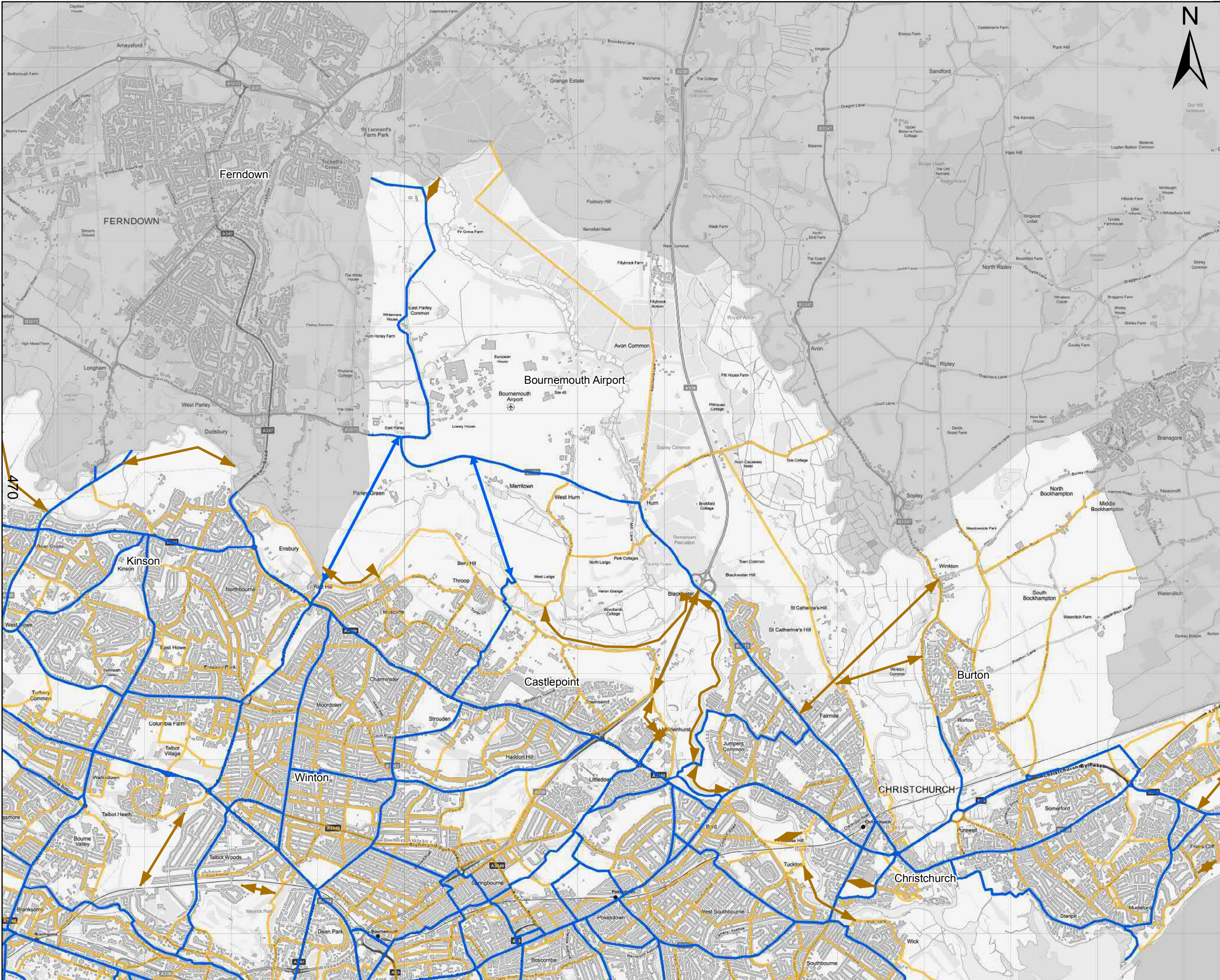
- Outside BCP boundary
- Primary cycle network
- Primary cycle route - alignment to be confirmed
- Primary cycle route - summer restrictions apply
- Secondary cycle network
- Secondary cycle network - alignment to be confirmed

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Drawing Title	Primary and Secondary Cycle Route Network Sheet 1		
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		Originated	JCP
		Date	14/02/2022

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Outside BCP boundary

Primary cycle network

Primary cycle route - alignment to be confirmed

Secondary cycle network

Secondary cycle network - alignment to be confirmed

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Bournemouth, Christchurch and Poole Local Cycling and Walking Infrastructure Plan

Drawing Title

Primary and Secondary Cycle Route Network Sheet 2

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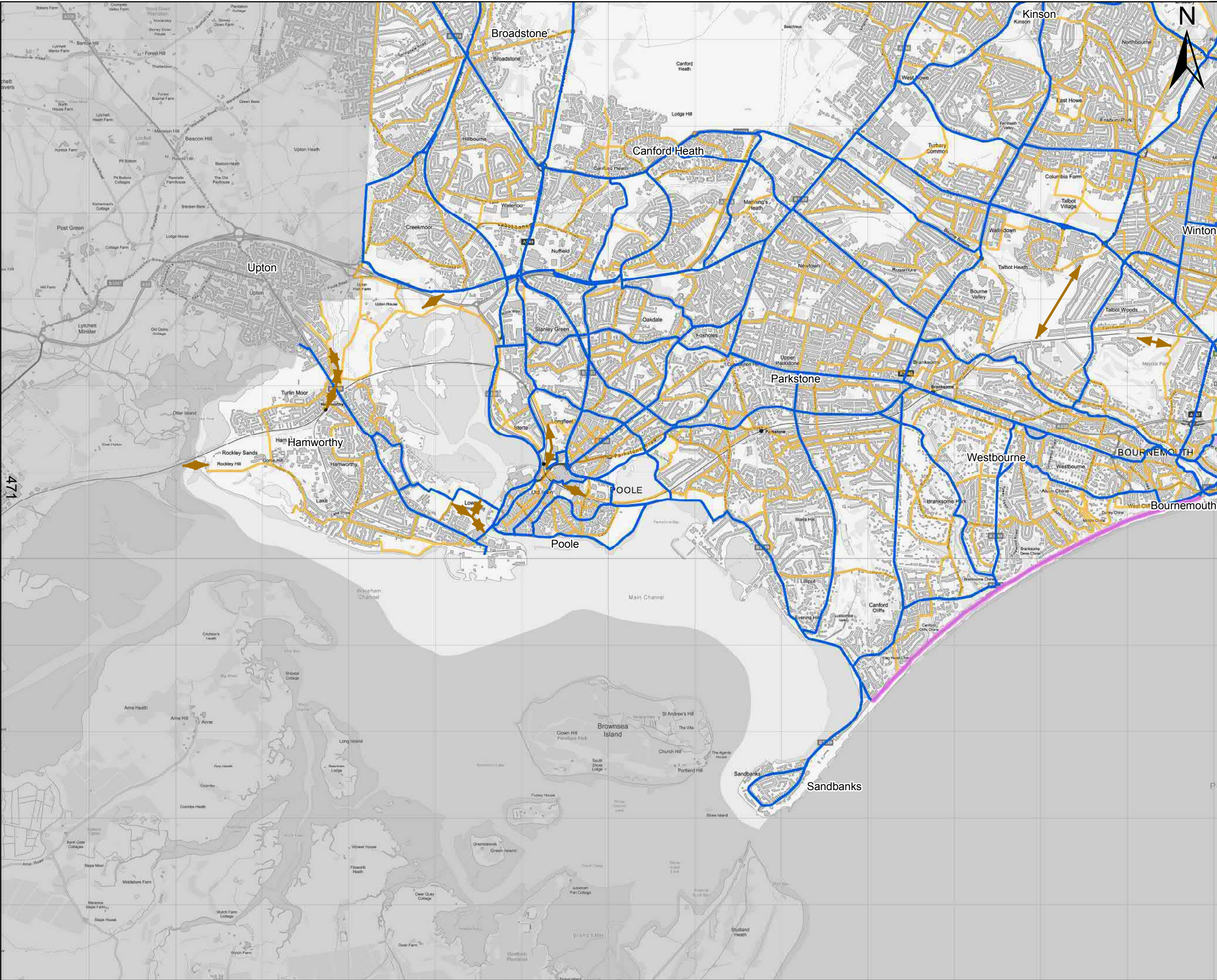
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Originated		JCP	Date
			14/02/2022

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- Outside BCP boundary
- Primary cycle network
- Primary cycle route - summer restrictions apply
- Secondary cycle network
- Secondary cycle network - alignment to be confirmed

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Bournemouth, Christchurch and Poole Local Cycling and Walking Infrastructure Plan

Drawing Title

Primary and Secondary Cycle Route Network Sheet 3

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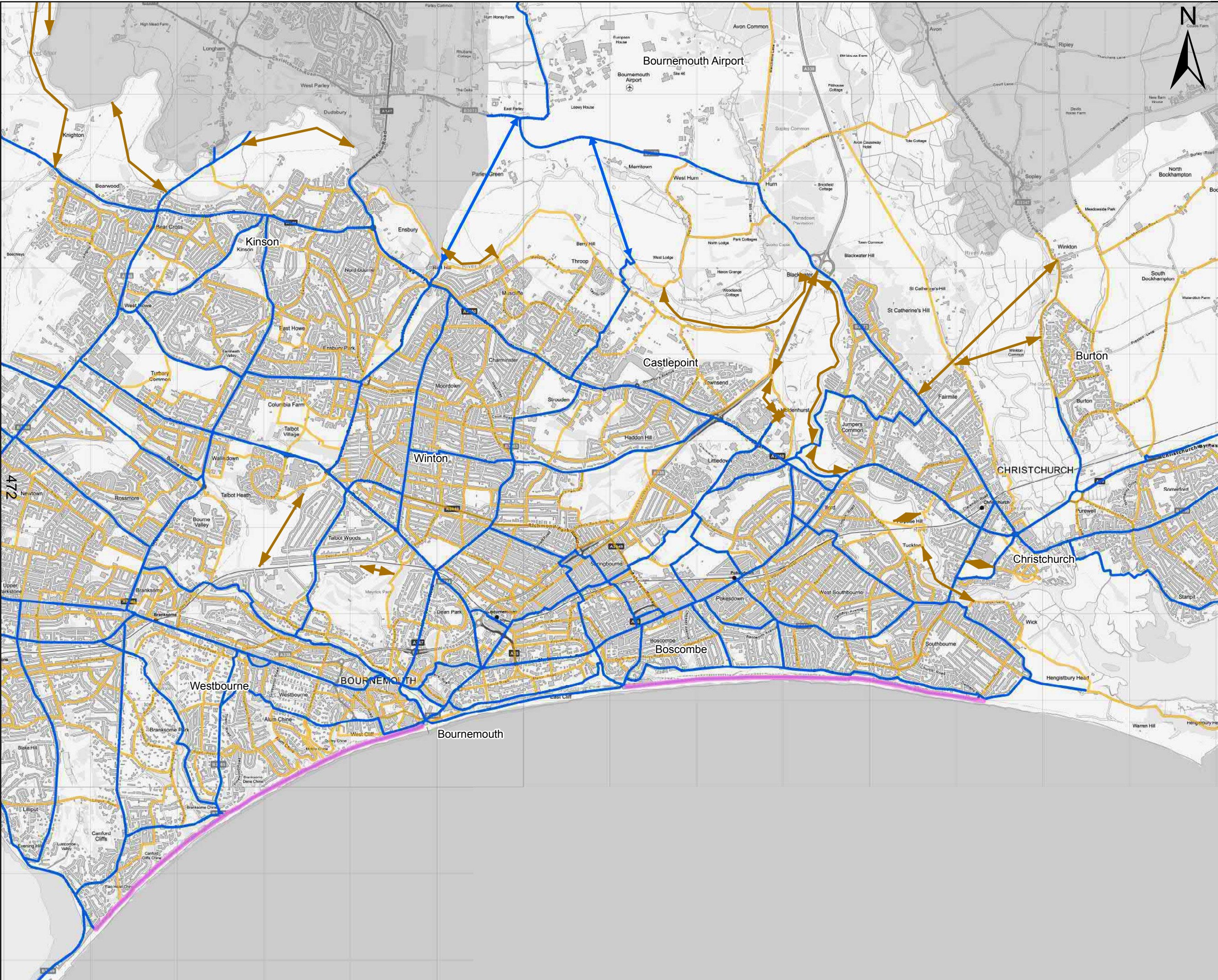
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JCP		14/02/2022	

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- Outside BCP boundary
- Primary cycle network
- Primary cycle route - alignment to be confirmed
- Primary cycle route - summer restrictions apply
- Secondary cycle network
- Secondary cycle network - alignment to be confirmed

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Bournemouth, Christchurch and Poole Local Cycling and Walking Infrastructure Plan

Drawing Title

Primary and Secondary Cycle Route Network Sheet 4

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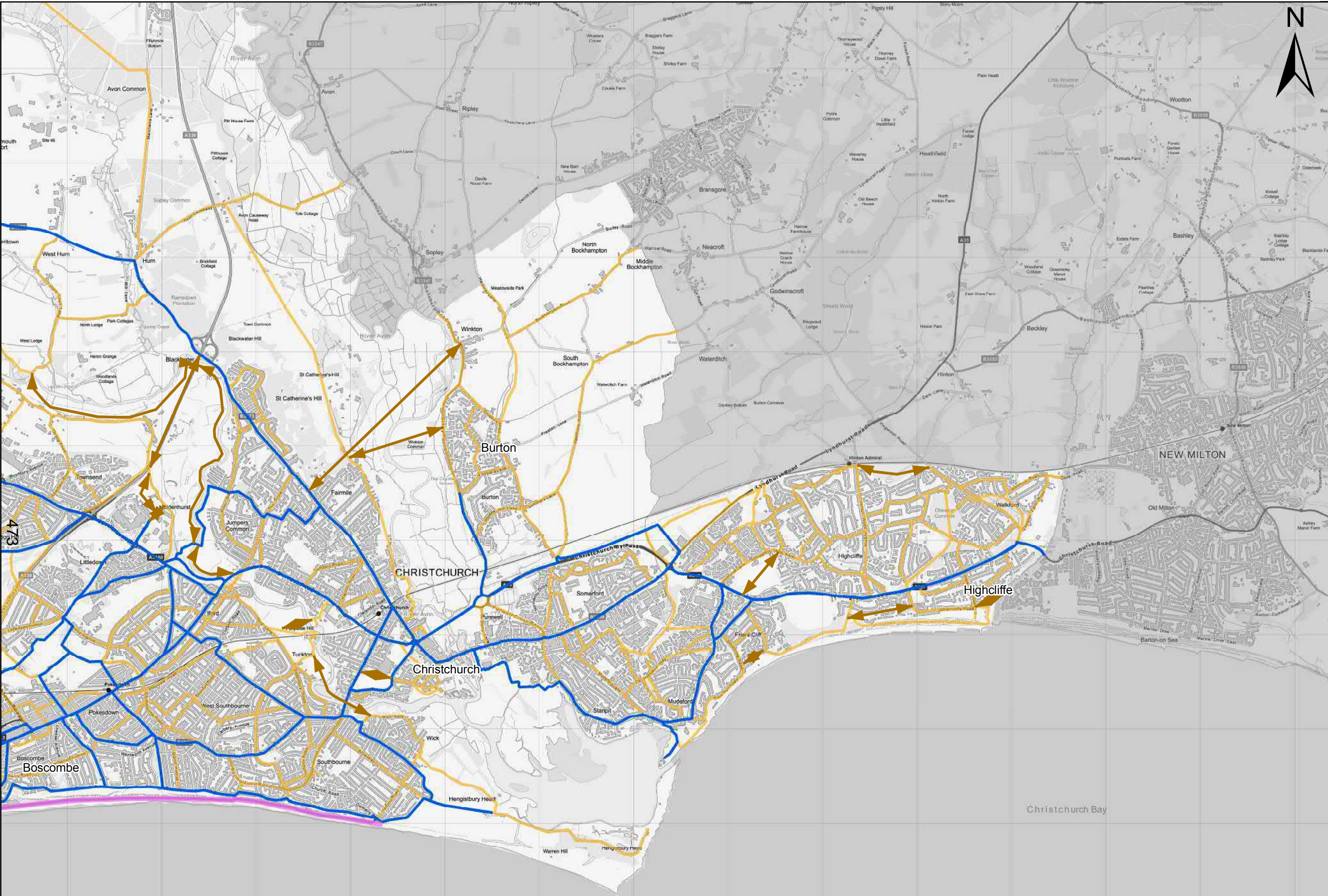
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	JCP	JCP	14/02/2022

0 500 1,000 1,500

Metres

Drawing Number

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- Outside BCP boundary
- Primary cycle network
- Primary cycle route - summer restrictions apply
- Secondary cycle network
- Secondary cycle network - alignment to be confirmed

The routes shown on this plan do not constitute committed schemes. All potential interventions are subject to further study, feasibility and consultation.

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Bournemouth, Christchurch and Poole Local Cycling and Walking Infrastructure Plan

Drawing Title

Primary and Secondary Cycle Route Network Sheet 5

Scale at A3

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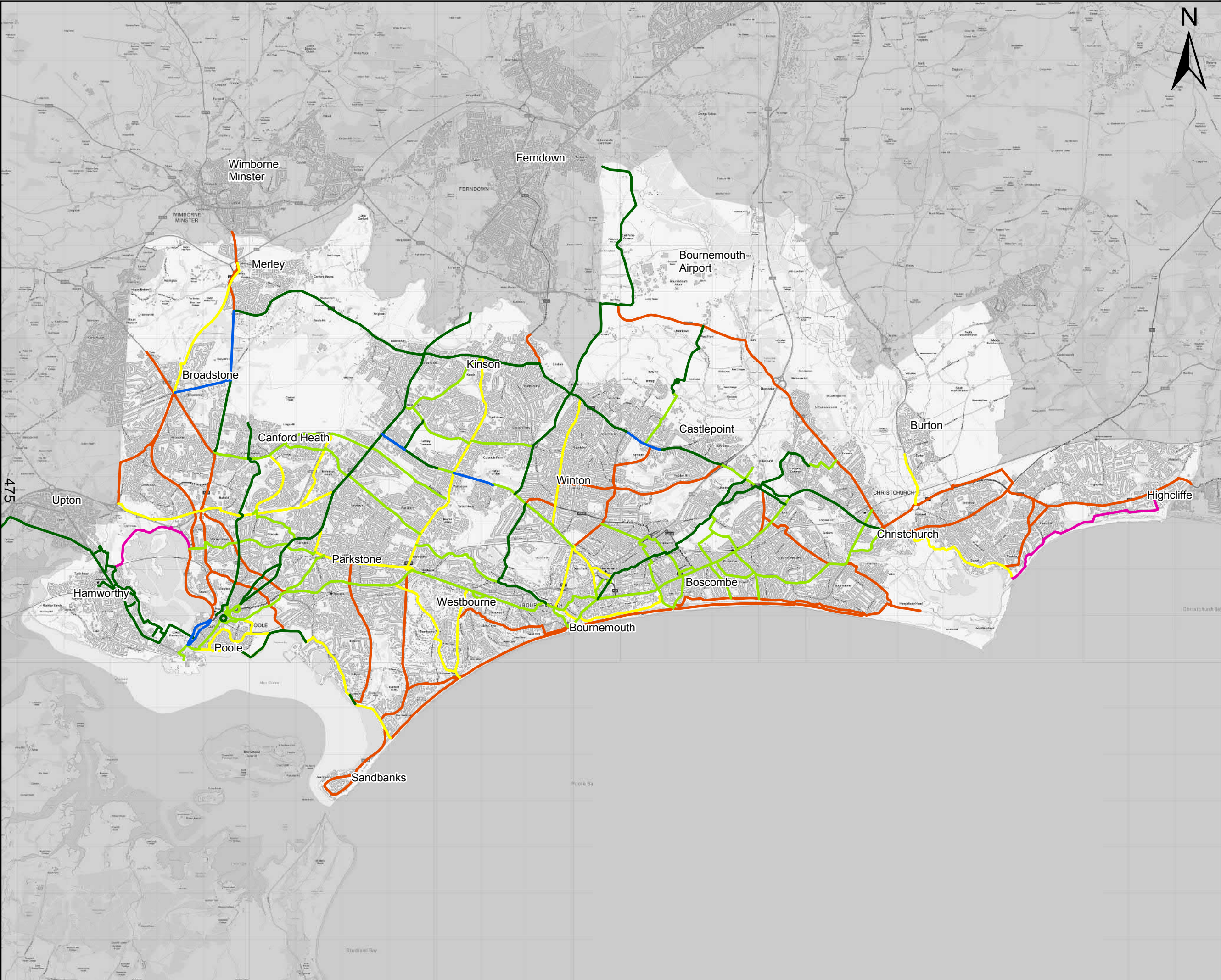
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Appendix B

Delivery Plan



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Outside BCP boundary

Recently completed schemes

Indicative delivery timescale

Short Term

Medium Term

Medium-Longer Term

Longer Term

Priority route for leisure, tourism and recreation investment. May come forward as part of BCP Seafront of Green Infrastructure Strategy

Note: Many of the routes shown on this plan do not at this stage constitute committed schemes, Potential interventions are subject to further study, feasibility and consultation.

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FINAL

Job Title

Bournemouth, Christchurch and Poole Local Cycling and Walking Infrastructure Plan

Drawing Title

BCP LCWIP
Indicative Delivery Plan

Scale at A3

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Originated	JCP	Date	10/03/2022

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Drawing Number

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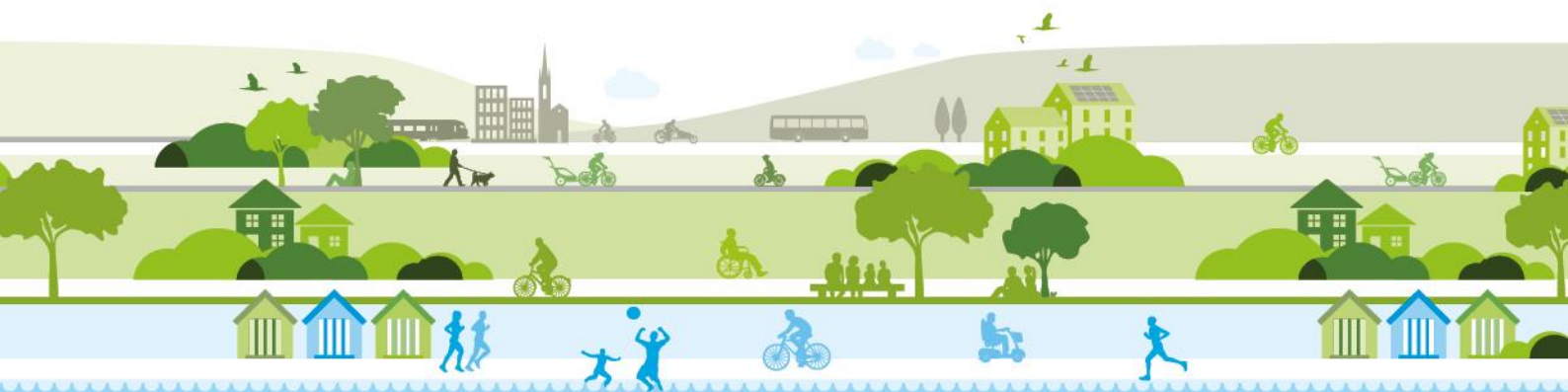
LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN (LCWIP)

Formal Consultation Report

Consultation Team

Author: Policy & Research, BCP
Council

Date: January 2022





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Introduction

The LCWIP will be BCP Council's long-term strategic plan setting out the cycling and walking vision and the infrastructure that is required across the area. The LCWIP sets out the council's long-term vision and proposals for investment in a network of walking and cycling routes and infrastructure across the region including cycle parking and potential 'livable neighbourhoods'. It builds on and connects with existing cycle and walking provision, showcasing the council's ongoing, ambitious commitment to active travel and the critical role it plays in reducing local traffic congestion and carbon emissions. The plan contains timings for the improvements over a 15-year period and prioritised routes with the greatest potential to increase levels of walking and cycling.

Feedback from the local community will inform the final LCWIP which is due to be published in the new year. Central government has explicitly stated that local authorities with LCWIPs will be better positioned to secure future funding for sustainable transport.

Initial engagement on BCP Council's LCWIP, undertaken in spring 2021, received over 3,000 views on the council's online engagement platform. 390 people completed surveys and 796 people used the interactive maps to comment on identified locations. [Feedback](#) has been incorporated into the formal plan, which is now being published for public consultation.

The BCP LCWIP will demonstrate that the Council has developed a strategic plan for investment, based on technical evidence and with inputs from the public and key stakeholders. The formal consultation ran from:



1 November – 12 December 2021

Methodology

The formal consultation was run online using Engagement HQ which received a total of:



3.1k views

Respondents could provide their feedback via:



A survey (hosted on Snap surveys)



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Communications

To assist with the marketing of LCWIP consultations, the Transforming Travel communications team built a dedicated [LCWIP web page](#) for people to visit and find out more. Press releases were also distributed about the commencement of consultations which gained a small, but important amount of coverage in local media, particularly from Business titles. Finally, the LCWIP consultations were the subject of a number of launch and reminder social media posts which gained good coverage and mixed sentiment feedback.



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Survey Results

This section of the report details the survey results. All questions in this survey were open ended comments questions; therefore qualitative analysis has been undertaken.



177 respondents in total

Question 1 - Having read through Section 4, do you have any comments on the LCWIP targets and objectives? For example, are they ambitious enough? Do you have any concerns?



166 comments

Figure 1 - Themes of comments

Themes	No of comments
General concerns/negative comments	51
Positive comments	32
Targets and objectives are under ambitious	21
The effect on motor vehicles	19
Need to consider the older people and people with disabilities	14
Children/schools	12
Targets and objectives are over ambitious	12
Need more of a focus on walking and safety of walking	10
Need to consider public transport	6
Should be more cyclist/walking priority	6
Need to implement rules for cyclists	6
Area specific comments	5
Not related to LCWIP	3
E scooters	3
Maintenance of changes	2
Parking	2
Incentives are needed	2
Park and ride	2

Base: 166 respondents



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General concerns/ negative comments: Comments here were against the LCWIP programme and believed that changes would add to congestion and have a negative effect on motorists.

Positive comments: Comments here praised and agreed with the targets and objectives.

Targets and objectives are under ambitious: Comments here centred around what more could be done.

- *"I do not think they are ambitious enough, although a great start. I would like to see an objective relating to carbon footprint and the Paris Agreement for decarbonisation of transport by 2030 by a certain amount, is it 78%? This could be in the first target 'in keeping with the requirements to decarbonise transportation for the Paris Agreement'. As a general principle I think we should state that we will build all junctions with an expectation for zero deaths to all road users, and that we will be aiming for zero deaths on all our roads. I would like to see an objective about secondary school aged children getting to school - for 90% of children within a 2 mile radius of their secondary school cycling/walking/scooting to school. (you could add bus into that target too if that made it easier). I would like to see a more ambitious target for primary aged children."*
- *"The should be more emphasis on "Better Streets" (Gear Change): incorporating traffic management to improve the public realm, target local traffic neighbourhoods and alternative cycle/walking routes away from main roads. Such a large investment programme could and should be transformation for residential areas."*
- *"I think you could add an ambition for green spaces to be included wherever possible, as changes are made to accommodate more walking and cycling. For mental health as well as environmental reasons. Cycle and walking paths are far more likely to be used if they are pleasant as well as safe. I think the target for 55% primary school pupil journeys to be walk/scoot/cycle seems very low/easy compared with the 50% target for all journeys, which seems very (but rightly) ambitious."*
- *"Should be more ambitious in terms of introducing additional 20mph limits in residential areas and low traffic neighbourhoods. By making it easier to use active travel and simultaneously more costly (in time) to use a motor vehicle, other objectives might be more easily reached."*

Need to consider the older people and people with disabilities: Comments were around how those who are unable to walk and cycle would be considered in the plans.

- *"The LCWIP covers Walking and Cycling, but I think the vision needs to acknowledge the equality issues around wheeled mobility devices, which often favour the road over bumpy pavements, and have to negotiate cars parked inconsiderately, I often see them using cycleways, which is fine, but considering them with walking may not be."*
- *"I wonder if there should be a clearer objective for elderly/less able bodied users."*
- *"Not specific enough dates and targets are loose. Too easy to not do anything. Older population doesn't mean not active. I am in this group and consider myself active and advantaged by having time to walk or cycle where working people may not have. This should be an advantage to you. My key linked priority would be safety of the routes as an older person."*



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Children/schools: Comments varied but some highlighted importance to on the journey to school

- *"The target for walking should be for every child to have a legally safe walked route to school, using Road Safety GB's guide Assessment of Walked Routes to School."*
- *"Why aren't secondary school pupils included? Needs to include something on making walking and cycling the most direct route to a destination so it becomes more desirable than driving."*

Targets and objects are over ambitious: Comments here argued that the changes would be unlikely to change behaviour and there are not enough cyclists to justify.

- *"Over ambitious. Despite the congestion currently in the conurbation it is totally unrealistic to believe that the congestion will be very much better with the introduction of so many cycle lanes. In the winter few people will cycle to work as very difficult to carry anything on a cycle. When it rains cyclists and walkers tend to disappear. The council are dreaming if they think they can change the mindset of people travelling to work, Cyclists ride for pleasure and that tends to be in places of interest not town centres. The majority of cyclists also tend to be younger (students and schoolchildren) who wouldn't be using cars anyway."*
- *"The objectives are overly ambitious and do not take enough account of the older than average population and the fact that this is a popular holiday destination."*



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Question 2 - Having read through the Technical Report, do you have any comments about the methodology used?



115 comments

Figure 2 - Themes of comments

Theme	No of comments
Negative comment/general concerns	22
Positive comments	21
Concerns with evidence used	19
Criticism of consultation	12
Inclusivity of different groups	6
Public transport	4
Schools	4
Environment	3
Areas missing	3
Weather	2
Timescales	1
Secure parking	1

Base: 115 respondents

Negative comment/general concerns: Comments here mainly centred around a negative feeling for the whole LCWIP programme in general, where changes are believed to negatively affect congestion and motorists.

Positive comments: Comments showed agreement for the methodology used.

Concerns with evidence used: Comments here varied but some respondents questioned the figures used.

- *"Concentration on travel to work and school journeys (because the census counts them) potentially underplays the significant opportunities to support shopping, leisure and other journeys. There needs to be thought given to travel to and through the local district centres, the 70 or so "where I live" areas, to cover local utility journeys. We need more baselining of actual usage and the barriers to use. I would have liked to see reference to the 1000+ improvements crowdsourced via WidenMyStreet, and recognition highlighting poor current quality links, eg that along Dorset Way. And I thought an Audit was being undertaken of these, the network maps seem to suggest they are done, when many are very substandard width and/or style. Walking permeability is not just about crossing points, but especially barriers - rail/dual carriageway/rivers - and whether bridges/tunnels are suitable."*
- *"Whilst the demographics of the area are mentioned as challenging in objectives section of the plan, there is no analysis of them in the technical report, and so it appears no consideration of how these challenges may influence what needs to be delivered. It would be great to have seen wider consideration of the need for walking outside journeys to commercial areas e.g. walking around key bus routes and walking routes ensure green spaces are accessible."*



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- *“Disappointed schools are classed as a secondary destination. Surely the safety of young people should be higher priority. Bearing in mind congestion issues in the summer all routes to and from beaches should be primary. The 2011 census data is out of date. Beryl Bike data would appear to be the most up to date data yet some of the most popular Beryl routes aren't shown as primary in your plans. Gyms/sports centres/swimming pools should be primary destinations. You talk about busy streets without defining what you mean. Why are pedestrians being sent via Sandbanks Road in Poole when Whitecliff Road/Keyhole Bridge is the most obvious direct route for many journeys.”*

Criticism of consultation: Comments mainly centred on how there were too many documents to read through and also ensuring different groups are heard.

- *“The filtering criteria are thorough, but not enough local user input and creativity to identify preferred routings and opportunities for traffic management / neighbourhood improvements.”*

Question 3 - Having read through Sections 5 and 6, do you have any comments on our approach to developing and prioritising walking and cycling infrastructure?



157 comments

Figure 3 - Themes of comments

Theme	No of comments
Positive comments	40
General concerns	33
Specific areas	30
Pavements/paths	20
Need to consider pedestrians more	14
Inclusivity of all groups	14
Negative effect on motor vehicles	13
Safety of cyclists	13
Public transport	8
Schools	6
Need a comms campaign	4
Environment	4
Speeding	4
Cycle parking	3
Park and ride/parking	3
Timescales	2
Escooters	1

Base: 157 respondents

Positive comments: Comments praised and agreed with the Council's approach to development and prioritising of cycling and walking.

General concerns: Comments were against the changes to local areas and did not believe they would make any difference.

Specific areas: Comments highlighted specific areas that needed attention such as areas that were missing from the plans and also complaints about Keyhole Bridge.

- "There's no cycle path connecting Muscliff/Throop with the airport, which considering the traffic problems in Parley should be a priority."
- "Obvious gaps in tier 2 - Merley, Bearcross, Somerford, Walkford. The Tier 1 key walking routes are very radial, this doesn't represent a good network approach, but putting up with historical provision. Would be good to also highlight key traffic generators, and key barriers to direct links. There are some sections of roads with no pavement, these should surely be a priority to fix."



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- *"I think you should add Whitecliff Road - Keyhole Bridge - Poole Park - Birds Hill Road to the 'Key Walking Route Network' in Figure 4 for Poole town centre as this is a logical route for people to not only walk between the parks but also to safely access the hospital, churches and schools in the Longfleet and surrounding areas. This is a much better option than the busy congested Sandbanks Road route that is currently shown going to the civic centre one way system."*
- *"Safe walking route through Keyhole Bridge is needed. It should be closed to through traffic."*
- *"In Fig 1 I think that it should show links between Wimborne and Merley as Wimborne is only 2Km walk away and should be included as it is part of the greater urban area if not in BCP. In Fig 4 Keyhole Bridge in Poole Park should be a Key Walking Route as the route suggested is not suitable because, a) it is further to walk, b) unpleasant walking on Sandbanks Road with the continual traffic, c) the bridge on Sandbanks Road is narrow and has a narrow pavement on one side only and there is no near crossing if you are wanting to stay on the west side of the road."*
- *"The need for more direct East-West walking and cycling routes need much more focus eg Poole>Bournemouth>Christchurch this is where most congestion exists and where SAFE cycling and walking routes are NOT prioritised."*

Pavements/paths: Comments varied but some comments argued that shared paths were dangerous, cars are parking on paths and the importance of maintaining paths.

- *"Yes, they should be kept separate. Cycle tracks on pavements are dangerous for cyclists and walkers."*
- *"Walking on pavements is often difficult due pavement parking, uneven surfaces & especially over hanging vegetation."*
- *"There is no proper mention of how parked cars are a barrier to crossing the road, especially as cars are getting bigger and bigger. Currently the BCP STEPs road safety education program teaches kids in year 4 how to cross the road between cars. I appreciate this is a practical necessity with the infrastructure status quo, but the LCWIP is an opportunity to change street infrastructure by narrowing wider radius curbs, and placing build outs on long stretches of parking so that pedestrians can see vehicles coming."*
- *"Shared used paths need to be wider to cause less rows, cycle lanes in roads should be cleaned like the rest of the road as a bunch of leaves on the side of the road can cause a cyclist to fall off unlike a car."*

Need to consider pedestrians more: Comments argued that there needs to be more of a focus for pedestrians.

- *"Cycling seems to be prioritised over walking."*
- *"This again is not about walkers and every day road users this is all about cyclists."*
- *"A significant omission in the core walking zones is the absence of designated core walking routes between the 3 urban centres of Poole, Bournemouth and Christchurch. The core walking zones do not overlap, leaving the suggestion that pedestrians will have difficulty walking from Poole to Bournemouth for example."*



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- *"I feel walking is being neglected badly in all new infrastructure, far more members of BCP walk than cycle, this cannot be allowed to continue. Funds need to be prioritised accordingly to benefit the masses."*

Inclusivity of all groups: Comments mainly questioned if those who cannot walk or cycle (such as older people and people with disabilities) had been considered.

- *"Has enough consideration been given to the aging population? A lot of people here are unable to walk or cycle far at all."*
- *"Walking improvements such as better lighting and cleaner pathways are good news. However, the cycling infrastructure will take away valuable car parking spaces – including for disabled users nearer to shops and amenities."*
- *"There are high numbers of pensioners in BCP many of whom will struggle to cycle and be able to walk far.. Having good tramlines will also enable people to use cars much less."*

Negative effect on motor vehicles: Comments argued that the LCWIP would have negative consequences for motor vehicles.



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Question 4: Having read through Section 7, do you have any comments on liveable neighbourhoods?



126 comments

Figure 4 - Themes of comments

Theme	No of comments
Positive comments	39
General concerns/negative comments	31
Focus on specific areas	15
Negative for motorists	14
Need even more liveable neighbourhoods	10
Listen to residents that live there	9
Environmental factors	5
Inclusive to all groups	5
Public Transport	5
Consideration of new developments	5
Schools	4
Crime/enforcement	3
Need to consider walking more	2
Maintenance	1
Beryl bikes/e-scooters	1
Cycle parking	1

Base: 126 respondents

Positive comments: Comments here praised and agreed with liveable neighbourhoods.

General concerns/negative comments: Comments were against the changes to local areas and did not believe they would make any difference.

Focus on specific areas: Comments here highlighted certain areas in need of attention.

- *"It's a difficult issue, but it also presents a golden opportunity for levelling up, in other words, don't just stop the 'rat runs' in posher areas, but across the more disadvantaged areas as a priority. I'm not clear why the deprivation measure is marked as not being assessed in the delivery plan. Isn't this an important factor?"*
- *"All the examples are from Poole. This could be down to familiarity of the officers involved with work done in Poole, but if it's because there are no good examples in Bournemouth or Christchurch, that shows how much work there is to do."*
- *"It seems that it depends on the financial wellbeing of an area to have liveable neighbourhoods as one of the most popular 'blockades' was under keyhole bridge which enabled people to walk freely from Poole Park to Baiter. Residents living near the Civic Centre in Poole have complained about the extra length of their journeys as the road closures in these areas mean more traffic is added to already busy junctions - I think it helps if you*



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have 'local' residents input on each scheme - you can plan better and fully understand areas more."

Negative for motorists: Comments here argued that liveable neighbourhoods will have an adverse effect on congestion and motorists.



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Question 5: Having read through Section 9, do you have any comments on our Delivery plan?



128 comments

Figure 5 - Themes of comments

Theme	No of comments
Negative comments/disagreement with LCWIP	37
Positive comment	19
Specific area comments	19
Timescales	19
Need resident input	9
Safety of cyclists and pedestrians	9
Schools	5
Plans are too ambitious	4
Public transport	4
Need a map in delivery plan	3
Inclusivity	3
E scooters	2
Enforcement	1
Maintenance	1
Comms campaign	1
Motorbikes	1

Base: 128 respondents

Negative comments/disagreement with LCWIP: Comments were against the changes, did not believe they would make any difference and believed funds could be spent elsewhere.

Positive comments: Comments here praised and agreed with the Delivery Plan.

Specific area comments: Comments here mainly drew attention to specific areas that need attention.

“The delivery plan, if achieved at the time scale outlined, looks good. I would particularly concentrate on routes that link the three towns. For example, the roads between Poole and Bournemouth, such as Bournemouth road/Ashley road/Poole road are so congested it makes walking and cycling intimidating and unsafe. So whilst I welcome all the routes outlined in the Delivery Plan, I would encourage a focus on corridor routes between the towns.”

“I hope the route from Poole to Bournemouth Hospital will be prioritised.”

“The delivery plan includes “TCF S5 - Poole to Ferndown and Wimborne” and makes mention of partnership with Dorset Council but no detail of how this would be continued north of Merley, ie Merley to Wimborne. Whilst this may be outside of the BCP remit, it would be useful to indicate what will carry on North above the Sour to Wimborne. Currently the route for cycling from Merley to Schools in Wimborne is treacherous, including narrow shared pavements.”



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- *"I am fine with the approach but would say that, as an example, the Fairmile road/Hurn road "secondary" route cited is currently so dangerous that it would actually be safer if deleted. A "light touch" approach here would not work."*

Timescales: Comments here argued that the Delivery Plan is too long term and wanted projects to be delivered sooner.

- *"My main concern is "too little, too late". The aim to get >50% of journeys by bike or walking by 2030 cannot succeed when most of the network will not be in place by then."*
- *"I understand the emphasis on primary routes. I do however hope that the development of secondary routes is not neglected, not least because they are absolutely necessary if we are to realise the "mesh network" goal, required if significant modal shift is to be obtained."*
- *"Disappointed on timescale and in particular putting changes around Pokesdown/Southbourne/Overcliff in 7-10 years. Real shame timescales are so long term for all projects."*



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Question 6: Are there any positive or negative impacts of this proposal that you believe that BCP Council should take into account in relation to equalities or human rights?



109 comments

Figure 6 - Themes of comments

Theme	No of comments
Consideration of people with disabilities	29
Must consider all equality groups	21
General concerns	18
Specific areas	11
Concerns of taking away parking	8
Consult wider	7
Concerns for motor vehicles	6
Safety of pedestrians/consideration of pedestrians	5
Positive comments	3
Crime/theft	2
Schools	2
Weather concerns	2

Base: 109 respondents

Consideration of people with disabilities: Comments drew attention to how people with disabilities could be negatively affected and how people with disabilities would utilise facilities.

- “Is there a reason why many pedestrian crossings no longer make a noise to indicate when to cross? Is this an issue for people with sight issues?”
- “More thought must be given to the disabled and particularly the vision-impaired. It is well known that shared space upsets guide dogs and the blind cannot navigate the areas safely. Please consider the problem of the high raised kerbs along all the cycle ways for anyone with difficulty seeing or walking.”
- “As someone who is disabled I would want to cycle more. I want to be more active. These changes will provide that. Ideally I want to see them go further. It's important we don't see disability as something that mean we need to drive and use a blue badge. The right for disabled people to be active and access cycling should outweigh outdated notions of 'car is king'”
- “Please consider disabled cyclists - they do exist but will require safe routes - sending a disabled child cyclist down a 'quiet route' with no segregation from vehicles means that vehicles can still pass closely - it only takes one to cause an accident.”
- “This plan will have a disproportionate impact on disabled people and women and the elderly. This is because disabled residents rely on cars more than others.”



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Must consider all equality groups: Comments varied but some comments drew attention to the importance of considering different groups such as women, children and different age groups.

- *"I think there is an issue around the lack of consideration of age, gender and disability in the technical plans. I appreciate the importance of creating a strategic network, but it would be great to see a gender balanced cost/benefit analysis of the investments planned. Women and children benefit greatly from small local changes that can be overlooked in strategic schemes focused on commercial centres, and will benefit more from the additional benefits of work around schools and low traffic neighbourhoods, making those smaller journeys easier to trip chain into active travel commuting."*
- *"Please ensure there are limited areas for women to be alone, particularly in the winter when it's dark. Well lit paths and ideally no gravel (slows down bikes with harder tyres) to limit possibility of being stranded/alone and attacked."*
- *"Circulate this policy to all BCP council staff working with people with all of the protected characteristics and encourage them to make their client groups aware of this document on cycling and walking. Don't restrict interpretation of equality to physical disabilities which restrict mobility amongst people who have access to cars. Race, religion, gender, sexual orientation, pregnancy and maternity and being trans can all impact a person's decision as to whether the walking or cycling infrastructure is useful for them. Putting people more at risk of attack through underpasses for example such as the roundabout by Bournemouth station, basically shuts off the pedestrian route for anyone, including myself, and should be considered as part of the equality impact assessment. The policy of routing pedestrians through underpasses has more or an impact on those of us with protected characteristics."*

General concerns: Comments here were against the changes, did not believe they would make any difference and believed funds could be spent elsewhere.

Specific areas: Comments drew attention to specific areas.

- *"Removal of disabled parking near shops and amenities is a concern. This has been seen at Evening Hill - where easy access for disabled people to enjoy the viewpoint was removed."*
- *"Your decision to reopen Keyhole Bridge Poole has a negative effect on those with disabilities particularly wheelchair and partially sighted users as there is no usable pavement."*
- *"Disabled people would clearly struggle to walk through the bridge in Sandbanks Road."*
- *"As a disabled person the keyhole bridge being open to traffic has caused severe difficulty for me in using the park and traveling to Whitecliff."*

Concerns of taking away parking: Comments here were based around the negative effects of losing parking, especially for the disabled.

- *"Yes, cycle lanes mean disabled road users cannot park as close as they need, so these adversely affect their quality of life."*
- *"Physical and mental health challenges can restrict someone's ability to cycle, walk, or take public transport. It's important that the town centres remain accessible by car and that parking is still available. Drivers shouldn't feel demonised."*

Appendix

Group	Breakdown	Number of respondents
Gender	Male	106
	Female	42
	Prefer not to say	21
Age	16 – 24 years	4
	25 - 34 years	13
	35 - 44 years	21
	45 - 54 years	23
	55 – 64 years	36
	65+ years	53
	Prefer not to say	20
Disability	Yes – limited a lot	13
	Yes – limited a little	29
	No	108
	Prefer not to say	18
Ethnicity	White British	130
	White Other	5
	BME	4
	Prefer not to say	25
Religion	No religion	75
	Christian	55
	Other religion	4
	Prefer not to say	30
Sexual Orientation	Heterosexual	115
	All other sexual orientations	10
	Prefer not to say	37

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Equality Impact Assessment: Conversation Screening Tool

What is being reviewed?	The new BCP Council Local Cycling and Walking Infrastructure Plan (LCWIP)
What changes are being made?	This is a new high-level strategic document which sets out a long-term approach to planning and delivering a network of improved walking and cycling infrastructure. It does not commit to particular scheme designs or details – this would come later as funding becomes available, and only after extensive feasibility and engagement work.
Service Unit:	Transport and Engineering
Participants in the conversation:	Beth-Barker-Stock – Senior Cycling and Walking Officer Richard Barnes - Strategic Public Transport Manager Ewan Wilson – Senior Transport Planner
Conversation date/s:	31 st May 2021, 29 th October 2021, 26 th January 2022
Do you know your current or potential client base? Who are the key stakeholders?	<p>People who walk (with or without mobility aids), wheel, scoot or cycle as a mode of transport within the BCP Council area – including people who may do so in the future.</p> <p>People living in, or visiting, Bournemouth, Christchurch or Poole.</p> <p>BCP Council officers and Members when making decisions or forming policies relating to, affecting, or affected by, transport and travel within the conurbation – who may use the LCWIP as a point of reference.</p> <p>Organisations on the statutory consultation list for Traffic Regulation Orders (TRO) including the emergency services – Police, Fire, Ambulances, Taxi associations/operators and DOTS Disability - community interest company.</p> <p>Local Chambers of Commerce and Trade.</p> <p>Town BIDs</p> <p>Bournemouth Transport – Yellow Buses</p> <p>Go South Coast – More Bus</p> <p>Network Rail</p> <p>Beryl</p> <p>BH Active Travel Forum</p> <p>Dorset Local Access Forum</p>
Do different groups have different needs or experiences?	<p>The LCWIP is intended only to plan a potential overall network of infrastructure, and does not go into the detail of individual schemes or designs. Therefore for each scheme it will be essential to explore and assess how specific proposals could affect people from different protected characteristic groups, and how the needs of these groups can be met through the design.</p> <p>Generally:</p>

	<ul style="list-style-type: none"> • Age – children and young people are less likely/unable to drive, and therefore improving other options such as walking and cycling will benefit them. Older people are less likely to cycle or drive, but likely to walk, and therefore proposals to improve conditions for pedestrians will be of benefit. A low percentage of both old and young people meet the government's recommendations for physical activity, which can adversely affect physical and mental wellbeing. Improving opportunities for people to walk and cycle as part of their daily routine could help address this. • Disability – Disabled people are less likely to have access to a car than non-disabled people. Improving transport options for people that can't drive will be a benefit to those people whose disability does not preclude them from walking (including with a mobility aid) or cycling (including with a non-standard cycle). • Race – Ethnicity is a factor in car use, with all people from all ethnicities far less likely to have access to a car than white people. People from black and minority ethnic backgrounds are more likely to live in areas which suffer from a lack of public transport options, and therefore walking and cycling can be a good option for these communities, if safe and direct infrastructure is provided. Better access to free/cheap transport is likely to improve access to employment, education, leisure and social opportunities. • Sexual Orientation – people who identify as one of 'All other sexual orientations' are less likely to drive compared to heterosexuals. LGBT+ people are more likely to suffer with mental ill health, loneliness and inactivity than the general population. Therefore improving opportunities for people to walk and cycle as part of their daily routine could help address this. • Deprivation – People living in the most deprived areas are significantly less likely to drive than less-deprived areas. However they are more likely to suffer the effects of car use – for example through air pollution, noise pollution and road danger. By improving conditions for walking and cycling, residents living in more deprived areas will benefit from more choice over how they travel, and more equalised access to education, employment, leisure and social opportunities.
Will this change affect any service users?	Any change to infrastructure will affect the users of that infrastructure.
What are the benefits or positive impacts of the change on current or potential users?	There will be a positive benefit, to varying degrees, of adopting the proposals set out in the LCWIP, in particular to many of the groups as listed above. Walking and cycling has the potential to improve access to essential services and facilities; education; employment; social contact and leisure.

What are the negative impacts of the change on current or potential users?	There are no known negative impacts of adopting the LCWIP as a strategy document. However there may be some perceived negative impacts by some people who may believe that improving conditions for walking and cycling will adversely affect drivers, including those from protected characteristic groups. This was reflected in some comments on the consultation. This should not be the case in actuality, but every individual scheme will have a full impact assessment carried out at the time to assess and mitigate these concerns.
Will the change affect employees?	<p>The LCWIP will help BCP Council officers and Members when making decisions or forming policies relating to, affecting, or affected by, transport and travel within the conurbation – who may use the LCWIP as a point of reference.</p> <p>Should proposals within the LCWIP be taken forward and delivered as on-the-ground infrastructure, employees who walk, wheel or cycle to work will benefit. This will contribute to the Employee Travel Plan and Estates and Accommodation Strategy.</p>
Will the change affect the wider community?	The development of a comprehensive network of cycling and walking infrastructure, as proposed by the LCWIP, will affect (to a greater or lesser degree) all people who move around the conurbation, by any transport mode – but particularly those who walk, wheel or cycle, or who may do in the future.
What mitigating actions are planned or already in place for those negatively affected by this change?	<p>It is not believed that the adoption of the LCWIP as a strategy document will have any effects that require mitigation.</p> <p>Actions may however be required by individual schemes or projects arising from the LCWIP at a later date. These will need to be assessed on a case-by-case basis at the time, consulting appropriately and mitigating against negative effects on people with protected characteristics.</p> <p>A full public consultation was carried out on the LCWIP itself, in October to December 2021 further to a public engagement earlier in 2021. A comprehensive review of the LCWIP in relation to its potential impact on disabled people was also carried out by DOTS Disability. Following consultation, responses were evaluated by protected groups in order to highlight any impacts which were not previously identified. Minor adjustments have been since been made to the final LCWIP document prior to seeking Cabinet approval.</p>
Summary of Equality Implications:	The Local Cycling and Walking Infrastructure Plan (LCWIP) is a high-level strategic document which sets out a long-term approach to planning and delivering a network of improved walking and cycling infrastructure. It does not commit to particular scheme designs or details – this would come later as funding becomes available, and only after extensive feasibility and engagement work.

	<p>The LCWIP will have an overall positive impact on people from protected characteristic groups, to varying degrees.</p> <p>Both nationally and locally, the transport network has for many years been dominated by the private motorcar. Whilst the car undoubtedly brings advantages to many people in terms of mobility and convenience, its dominance has tended to be to the detriment of other transport modes, including walking, wheeling and cycling. This has had a disproportionate effect on people who don't drive – which is more likely to be older people, people from low-income households, disabled people, people from a black or ethnic minority background, women, and of course, children. Many of these people are also the most likely to be adversely affected by air pollution and road danger.</p> <p>The aim of the LCWIP is to, in line with national and local policy, equalise access to opportunities including education, employment, leisure, social and health needs, whilst also addressing climate concerns and providing economic benefits. By providing safe and convenient walking and cycling infrastructure, more people will have more choice over how they travel. The LCWIP will feed into other Council policies including Planning policy, so that new amenities are built with consideration of the fact that people may not want or be able to travel there by car or by public transport.</p>
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Disability Consultation and Advisory Service

Review of the Local Cycling and Walking Infrastructure
Plan Consultation Draft

20 January 2022

DOTS Disability CIC

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Background

Access Dorset is an organisation run by and for disabled people, older people and carers. We're building a community where everyone gets treated with dignity and respect, where we support one another, grow together and make a difference.

All of our work is informed by an in-depth understanding of the Social Model of Disability. This means that our approach acknowledges that:

1. Impairments exist, and that people from across different impairment groups have access needs. Failure to meet those access needs results in exclusion and isolation.
2. Society imposes physical, information/communication barriers and attitudinal barriers on people with impairments, which create disability discrimination.
3. Within the cultural model of deafness, advocates of Deaf culture use a capital "D" to distinguish cultural Deafness from deafness.

The aim of our work is to support organisations and communities to identify the barriers and solutions to inclusion for disabled people from across the different impairment groups, in a wide range of settings.

We believe that **Inclusive Design** creates environments that everyone can use to access and benefit from the full range of opportunities available – confidently, independently, with choice and dignity – which avoids separation or segregation, and is made up of places and spaces that acknowledge diversity and difference, meeting the needs of everyone in society.

Commission

DOTS Disability have been commissioned by Bournemouth, Christchurch and Poole Council (BCP) to undertake a disability user-led, feedback report on the Local Cycling and Walking Infrastructure Plan Consultation Draft November 2021. It is our understanding that this will contribute to the Equality Impact Assessment for this strategy, which is welcome.

Methodology

In order to provide feedback, we reviewed two documents, as follows:

1. Local Cycling and Walking Infrastructure Plan Consultation Draft November 2021
2. LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN Initial Engagement Report

We did not review the online survey.

Executive Summary

We feel this plan is a really positive initiative and welcome the opportunity to be involved in the development of this Local Cycling and Walking Infrastructure Plan Consultation Draft November 2021 (“the Plan”) and Initial Engagement Report. We echo the very positive potential outcomes referenced by Public Health Dorset (PHD):

“Active travel, including walking, cycling and scooting is a great way to make movement part of our daily lives along with the many physical and mental health benefits it can bring.”

We hope that this review will contribute to the comprehensive development of this Plan.

There is an inclusive and positive tone throughout the document that was very good to see:

“The needs of all users when making changes to our highway network will be considered – particularly more vulnerable road users such as disabled, young and elderly people”

In addition, it is great to see images of disabled people undertaking physical activity, and equally positive to see reference to free cycling training for **“every adult and child who wants it.”**

Central to the achievement of **“movement being part of everybody’s daily life”** is inclusive and equitable policy, procedure and practice throughout the strategic cycle.

Whilst the tone of the document is positive, the failure to contextualise it within the context of the Equality Act 2010 and the very limited nature of the section on inclusion undermine its potential effectiveness.

Equality Act 2010

We are particularly concerned that this document does not reference the Equality Act 2010 or the General Equality Duty and Public Sector Equality Duty. These are central to achieving good equality and diversity practice, and central to creating a public realm where everyone feels safe and welcome.

The Public Sector Equality Duty is partly achieved through the use of Equality Impact Assessments (EqIAs). These are first mentioned on page 40 of this 55-page document in relation to the **“local approach”** and is welcome and appropriate. However, this does not ensure that equality and diversity is ‘front and centre’ in all aspects of this work, such as in relation to commissioning and monitoring of sub-contractors delivering on this work or public involvement, for example.

Inclusivity

We welcome the presence of a section on ‘Inclusivity’. However, we are very concerned that it is a short sub-section towards the back of the document, and that it:

- Does not reference the Public Sector Equality Duty
- Does not refer to the protected characteristic groups
- Does not reference the impact of intersectionality on, for example, black disabled people who might face attitudinal barriers alongside physical barriers to walking and cycling
- Uses Medical Model of disability¹ language **“people with disabilities”** in reference to disability, rather than Social Model of disability² language **“disabled people”** to reflect the Equality Act

¹ The Medical Model of disability holds that disabled people are disabled because of their impairment, or personal ‘deficit’ created by their impairment. This model is rejected by disabled people.

² The Social Model of disability holds that people with impairments are ‘disabled’ by barriers in society. This model was developed by disabled people as a reaction to the Medical Model and to reflect the discrimination and exclusion faced.

2010. This means that disability is being framed and understood within a deficit paradigm. **None of the other protected characteristic groups are framed within a deficit model of understanding.**

This is particularly problematic because it facilitates a Medical Model (or personal deficit) understanding of exclusion and discrimination, meaning that resultant action plans, risk perpetuating rather than removing barriers, as demonstrated by this quote.

“Transform accessibility around our streets for everyone, regardless of age or physical ability”

The intent here is clearly intended positively, but infers that lack of presence of certain people is a result of **“physical inability”** (Medical Model thinking) as opposed to the lack of good inclusive and accessible design across all impairment groups and protected characteristics (Social Model thinking).

The document needs to acknowledge that some disabled people are very physically able but find many things about the public realm discriminatory and exclusory. For example, one of our hand cyclist members never knows if there are obstructions or locked gates on the various cycle routes. For him, the key barrier is not his impairment, but lack of information and access.

Recommendations

- The Plan should reference the Equality Act 2010 and the Public Sector Equality Duty in its introduction and commit to the use of EqlAs at a strategic and policy level, and not just operational/local development level
- The Plan should make an overt commitment to subscribing to the Social Model of disability throughout all stages of this work, and include this as part of any performance or quality assurance activity

- The Plan should make a commitment to ensuring that those engaged with undertaking EqlAs have the appropriate skills, confidence and competence to do so
- All EqlAs that are produced as a result of this Plan need to be:
 - Undertaken and refreshed at a strategic level on a regular basis
 - Monitored by individuals with an in-depth understanding of exclusion/discrimination as a social construct
 - Result in a SMART Action Plan
 - Be championed by those with power to challenge discriminatory practice
- The section on Inclusivity should be moved to the front of the document and elevated to having a section heading that is included and prominent in the index
- The section on Inclusivity should include information on:
 - Good equality and diversity practice as central to achieving the goal of public realm and activity as accessible and inclusive of all
 - All of the protected characteristic groups
 - A dedicated sub-section explaining the Social Model of disability, the difference between impairment and disability, and the barriers that people experience accessing the public realm:
 1. Physical
 2. Information / Communication
 3. Attitudinal barriers (stereotypes about individuals ability based on their membership of a protected characteristic group)
 4. Financial

- The statement “**Transform accessibility around our streets for everyone regardless of age or physical ability**” should be reworded to read: “**Transform accessibility around our streets to be inclusive of everyone (including people from across all of the protected characteristic groups) by removing the barriers to walking and cycling.**”

Document Accessibility

The plan is an important document and it is important that it is accessible to the general population, including disabled people from across impairment groups. It is therefore important that such documents are easy to read.

We tested The Plan for readability³ and the results were that the document was found to be “**difficult to read**” by 3 well respected readability measures, as follows:

- **Flesch Reading Ease score: 44.7** (text scale)
Flesch Reading Ease scored your text: difficult to read
- **Gunning Fog: 14.6** (text scale)
Gunning Fog scored your text: hard to read.
- **Flesch-Kincaid Grade Level: 11.6**
Grade level: Twelfth Grade.

This means that both documents will not be very accessible to a wide range of people. The example below illustrates a long and complex sentence:

“Local shopping areas such as Ashley Road, Parkstone, are usually frequented on foot, and it is important that pavements are kept clear of clutter so that people with pushchairs, in wheelchairs, with visual impairments etc can access amenities safely and easily.”

³ See www.readabilityformulas.com

Recommendations

- Consideration should be given to reviewing the readability of the document using tools such as the guidance from The Plain English Campaign (www.plainenglish.co.uk/)
- Consideration should be given to the use of fonts and page layout that assists disabled people – specifically with visual impairment – to access the document (www.gov.uk/guidance/publishing-accessible-documents)
- Going forward, the aim should be to produce strategy documents that are easier to read. BCP should set a readability target and require all consultation documents to meet that standard.

Who do we mean by walkers/cyclists?

We considered the inclusion and the definitions section below to be helpful in that they recognise that people traverse the public realm in a variety of ways in different or shared spaces.

In the context of the LCWIP, references to “walking” includes the use of wheelchairs, mobility scooters or other mobility aids.

References to “cycling” includes the use of bicycles, electric power assisted cycles (e-bikes), hand cycles and other adapted cycles for disabled people. In most instances, it also includes any other vehicle legally defined as a cycle under UK law.

However, we are challenged because disabled people from different impairment groups have different access needs to be able to safely access and use the public realm. Disabled people are not a homogenous group. For example, visually impaired people are often challenged by Copenhagen (continuous pavements) because guide

dogs are trained to guide to the wall but some wheelchair users find them helpful.

In addition, visually impaired people and D/deaf people regularly comment on the dangers of shared spaces with power assisted wheelchairs and mobility scooters.

Whilst it is easier to incorporate all under the headings of “walking” or “cycling”, this does not address the conflicting needs of those from different impairment groups and there is a risk that these important impairment-related access needs will not receive the consideration that they need.

Recommendation

- The issues that people from different impairment groups face need to be highlighted and constantly considered throughout the work, specifically where access needs are conflicting.

Healthy Street Tool

We are not aware of the Healthy Street tool but welcome the concept of developing places that promote wellbeing.

It is therefore very important that this tool addresses disability from a Social Model perspective and is interpreted and applied by someone with a good working knowledge of this model. This will avoid conflation of terms and the use of Medical Model language in development proposals.

Our ongoing work on the “**Travel Corridors**” has provided a wealth of feedback that there are a number of key themes that disabled people from across both impairment and protected characteristic groups are very concerned about, including but not restricted to:

- Lighting
- Seating
- Continuous Pavements/Copenhagen Crossings
- Street Management (street furniture)
- Hate Crime / feeling safe

- Crossing times at controlled junctions
- Safety
- Clarity on cycle lane protocols for wheelchair users, i.e., whether they can/should use the cycle lane when the pavement is too narrow.

Recommendations

- Review the Healthy Street tool and ensure that disability is addressed from a social model perspective within the tool
- Ensure that the key themes highlighted by the Travel Corridor work are addressed by the Healthy Street tool. Where they are not, make sure that they are included as part of any development assessment.
- Ensure that those applying the tool to design development have received Disability Equality Training.

Cycling, Cycle Hire Schemes and Parking

It is welcome that the Plan recognises that the poor connectivity and disjointed infrastructure are really big issues for disabled people. We regularly encounter routes that are not accessible to hand and recumbent cyclists.

It is disappointing that the Plan does not mention that it is quite common for wheelchair users to use both the cycle lanes and the walkways depending on the condition of the surface, the number of people and the conflicting access needs of people with different impairments.

The inclusion of accessible bike stands is very welcome, although we are concerned that “**where possible**” could potentially provide a get out clause for some of the projects, especially in high density areas such as town centres. This could force a reliance on cars when accessible bikes could work, if they could be safely parked.

It should perhaps also be noted that accessible bikes are not cheap. You cannot pick one up at low cost or second hand, and they often need to be specially adapted, etc. Being valuable items, they do need to be secured when parked.

The provision cycle hire schemes and of a place to park accessible bikes alone will not make cycling accessible to individuals and families of disabled people with mobility impairments. There will need to be targeted sustainable work to support individuals and their families.

In addition, without accessible toilets and in particular Changing Places toilets, the environments will remain largely inaccessible to people with complex needs.

Recommendations

- Accessible bike parking should be a core requirement for all developments
- All commissioned or proposed Cycle Hire Schemes should be able to demonstrate that they have the ability to provide accessible cycles at the same rate as non-adapted cycles, and also that their staff have had appropriate Disability Equality Training delivered by local disabled trainers
- A targeted project to support local disabled people who do not currently have access to adapted cycles or do not cycle on the cycle lanes around BCP should be developed. Escorted routes should be offered to those who need to develop confidence
- Information, support and advice to access schemes such as Charlottes Tandems⁴ should be provided in a targeted and supportive manner
- Any intervention, such as the programme to ensure that every adult and child who wants it can be trained to cycle confidently and safely, should have an EqIA. This will ensure that it has the

⁴ See <http://charlottestandems.weebly.com/our-bikes-and-trikes.html>

capacity to be inclusive and meet costs such as British Sign Language Interpreters, adapted cycles, easy read information, etc.

Crossings/Continuous Pavements

Continuous pavements are a controversial issue within many disabled people's communities, especially for visually impaired people.

The Royal National Institute for Blind People (RNIB) amongst others have produced substantial feedback on widely heard concerns – primarily that the lack of tactile clues/differentiation at junctions makes it very easy to stray from the pavement into the road without realising: **“They effectively make road junctions “invisible” to us.”**

For more information on their concerns, see: www.rnib.org.uk/when-pavement-not-pavement

Recommendation

- BCP should continue consult with disabled people and develop an in-depth understanding of the concerns of the visually impaired and D/deaf blind communities' concerns around crossings and continuous pavements, and ensure that interventions address these concerns.

Street Furniture and Parklets

Street furniture can have both positive and negative impacts on disabled people accessing the public realm. They can be both an unwelcome trip or collision hazard, or a welcome place of rest and enjoyment.

Accessible and inclusive street furniture and parklets are a welcome addition to the street scene, but they must also be accessible in their design.

The images used in The Plan on page 34 show an inaccessible parklet with:

- No space for wheelchair users
- Seating without armrests

- Limited colour and tonal contrast for people with visual impairments.

It is important that the images used for proposals reflect good access practice or acknowledge where access is not well represented.

Recommendations

- Images included in proposals should be of accessible environments
- Parklet design should be accessible and inclusive.

Active Travel England

Active Travel England's assessment of an authority's performance on active travel will influence the level of funding it receives for other forms of transport is very welcome. There is opportunity here for BCP to highlight its proactive approach to equality and diversity, as well as disability access and inclusion.

Recommendation

- Disability Equality and Inclusion Training should be delivered to those developing the monitoring information for Active Travel England

Monitoring and Evaluation

The presence of a comprehensive monitoring and evaluation is welcome. It is important that equality and diversity is included as a core element, as this is a central plank of achieving the ambition of the Plan.

Recommendations

- Equality and diversity should be stated as included in business case or project evaluation
- The 'Have Your Say' platform should have its EqIA/action plan regularly reviewed to ensure that it is as accessible as it can be

- Outreach with the communities who have limited access to Wifi should be ongoing, because the number of households with no access to Wifi are low-income households that are more likely to contain one or more disabled people.

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Bournemouth, Christchurch and Poole Council

Local Cycling and Walking Infrastructure Plan

Technical Report



Bournemouth, Christchurch and Poole Council

Local Cycling and Walking Infrastructure Plan

Technical Report

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Executive summary

This document is the Technical Report which describes the methodology used to develop the Bournemouth, Christchurch and Poole (BCP) Local Cycling and Walking Infrastructure Plan (LCWIP).

The LCWIP was prepared in line with Department for Transport guidance set out in [LCWIPs Technical Guidance for Local Authorities](#) and supporting advice in [Local Transport Note \(LTN\) 1/20 Cycle Infrastructure Design](#). The recommended six-stage process was followed, as illustrated in the figure below.



The key elements of LCWIPs are:

- Plans showing a proposed network of primary and secondary cycle routes;
- Plans showing proposed Core Walking Zones and Key Walking Routes serving them; and
- A prioritised programme of infrastructure improvements.

The preparation of an LCWIP is not mandatory. However, government has made it clear that local authorities must commit to LCWIPs, or equivalents, in order to qualify for funding.

The LCWIP does not provide a series of confirmed, funded or fully designed cycling and walking schemes but enables BCP Council to progress proposals and bid for money. BCP Council will consult on proposed schemes on by a case-by-case basis, giving local residents and businesses an opportunity to have their say.

The methodology followed and processes used to develop the LCWIP is summarised below.

Stage 1: Determining Scope

In Stage 1, the geographic scope, programme, and timescales for the LCWIP were agreed. The LCWIP covers the whole of the BCP authority area. Some trip origins/destinations are in neighbouring authorities, and therefore the LCWIP also considers movements to and from adjacent parts of Dorset and Hampshire authority areas.

The Technical Guidance suggests that LCWIPs should cover a 10-year period. The BCP LCWIP is intended to cover a 15-year period to 2036, due to the large number of schemes included in the LCWIP. The LCWIP will be subject to periodic updates to account for changes in circumstances and the progress of schemes.

The development of the LCWIP was informed by a period of public engagement in spring 2021 and public consultation in winter 2021. This, for example, led to the network plans being changed and the prioritisation approach being revised.

Stage 2: Gathering Information

Evidence and data were gathered to enable the development of the LCWIP, including:

- Current and proposed future important origins and destinations;
- Relevant transport investment;
- Existing cycling and walking network and existing travel patterns; and
- Existing transport issues to be addressed.

The information helped to:

- Develop the cycling and walking network plans;
- Inform the route audits which assess the current suitability of routes; and
- Inform the prioritised delivery plan.

Stage 3: Network Planning for Cycling

Different approaches were used to plan primary and secondary cycle networks for BCP. Both made use of data on origins, destinations, and potential future cycling demand (including data in the Propensity to Cycle Tool).

For the primary cycle network, a plan was prepared showing proposed cycle corridors between the most important origins and destinations. In line with the guidance, these were shown as straight lines for initial network planning purposes. These straight-line corridors were mapped to available routes. Routes which were being considered for transforming Cities Fund investment were prioritised for auditing. Using a combination of desk study and site visits, these audits assessed the current standard of routes for cycling and the broad improvements required.

The secondary cycle network is intended to complement and connect to the primary cycle network. The draft network was devised by using four strands of data: routes used by Beryl Bike Users; Propensity to Cycle Tool data; routes to serve destinations such as schools and routes recommended from an internal officer review.

Stage 4: Network Planning for Walking

In line with the LCWIPs Technical Guidance the BCP LCWIP identifies Core Walking Zones and Key Walking Routes. Core Walking Zones are defined as areas in which multiple walking trip generators are located close together. For this iteration of the LCWIP, two tiers of Core Walking Zones were identified. These were based on town centre and district centre designations, as well as the Adastral Square local centre, to give balanced coverage across the BCP area.

Key Walking Routes are defined as important pedestrian routes which serve the Core Walking Zone within a distance of approximately 2km. A network of Key Walking Routes was identified connecting surrounding major residential areas to the Tier 1 Core Walking Zones.

Routes which – at the time – were identified for possible Transforming Cities Fund investment, were audited to understand their current quality for walking and to identify required improvements. The audit findings fed into, and influenced, the design process undertaken for the corridors which secured funding from the Transforming Cities Fund for improvements.

Liveable Neighbourhood Analysis

Liveable Neighbourhoods are area-based solutions to create streets where most people feel safe and comfortable cycling and walking, due to low motor traffic speeds and flows. A two-stage process was used to identify fifteen areas that could have the greatest need for, or benefit most from, Liveable Neighbourhood measures.

Stage 5: Prioritising Improvements and Delivery Plan

A prioritisation process was undertaken to consider which interventions should form a short, medium, and long-term investment programme. All primary cycle route corridors were ranked by assessing them against a range of criteria, including the likely scale of beneficial impact and how deliverable the required schemes would be. Route sections prioritised for early implementation were those which are strategically important and/or are more easily deliverable. Delivery Plan tables set out an indicative programme of schemes.

Analysis was undertaken in parallel to identify suitable locations for localised improvements to support more walking and help deliver secondary cycle routes. This identified where new or improved crossings could be most beneficial, and which schools had the greatest scope to replace school run car travel with cycling and walking journeys. This information was provided to BCP Council officers for them to review and develop a Delivery Plan for local (non-strategic) improvements.

Stage 6: Integration and Application

The LCWIP will make the case for, and help to secure, future funding for cycling and walking infrastructure in the BCP area. The LCWIP will also be referenced and/or incorporated into other Council policies and strategies. The LCWIP will be periodically reviewed and updated to reflect any relevant local changes such as new policies, funding and developments. Updates will take account of progress in delivering proposals identified in the LCWIP Delivery Plan.

1 Introduction

1.1 Background

- 1.1.1. Local Cycling and Walking Infrastructure Plans (LCWIPs) are a strategic long-term approach to identifying cycling and walking improvements required at a local level. They were first outlined in the Department for Transport's (DfT) [Cycling and Walking Investment Strategy](#) (2017) and are also supported by government guidance to local authorities set out in [Local Transport Note \(LTN\) 1/20 Cycle Infrastructure Design](#). They are viewed as an important means of achieving the DfT's vision to increase the number of trips made on foot or by cycle, most recently outlined in government's 2020 strategy entitled [Gear Change: A bold vision for cycling and walking](#).
- 1.1.2. Bournemouth, Christchurch and Poole Council (BCP Council) commissioned WSP to assist in the preparation of an LCWIP for the authority, providing advice and technical support. This Technical Report describes the methodology followed and tools used to produce the LCWIP.
- 1.1.3. The key outputs of LCWIPs are:
 - Network plans for cycling and walking which identify preferred routes and core zones for further development;
 - A prioritised programme of infrastructure improvements for future investment; and
 - A report which sets out the underlying analysis carried out and provides a narrative supporting the identified improvements and networks (this Technical Report).
- 1.1.4. By taking a strategic approach to improving conditions for cycling and walking, LCWIPs assist local authorities to:
 - Identify cycling and walking infrastructure improvements for future investment in the short, medium and long term;
 - Ensure that consideration is given to cycling and walking within both local planning and transport policies and strategies; and
 - Make the case for future funding for cycling and walking infrastructure.
- 1.1.5. The preparation of LCWIPs is not mandatory. However, government active travel funding announcements in 2021 indicated that local authorities must commit to LCWIPs, or equivalents, in order to qualify for funding.

2 Stage 1: Determining Scope

2.1 Geographical Scope

- 2.1.1. The LCWIP covers the whole of the BCP authority area. As some significant trip origins and destinations are located in neighbouring authorities, the LCWIP also considers movements to and from adjacent parts of the Dorset and Hampshire authority areas. This is discussed further in Chapter 3.

2.2 LCWIP Scope











- 2.2.1. The BCP LCWIP was developed with reference to [LCWIPs Technical Guidance for Local Authorities](#) (hereafter referred to as the Technical Guidance). This identifies a six-stage process as shown in Figure 2.1. It has also made reference to guidance in [LTN 1/20](#), which was published during the development of the BCP LCWIP.

Figure 2.1 - LCWIP Process

Stage	Name	Description
1	Determining Scope	Establish the geographical extent of the LCWIP, and arrangements for governing and preparing the plan.
2	Gathering Information	Identify existing patterns of walking and cycling and potential new journeys. Review existing conditions and identify barriers to cycling and walking. Review related transport and land use policies and programmes.
3	Network Planning for Cycling	Identify origin and destination points and cycle flows. Convert flows into a network of routes and determine the type of improvements required.
4	Network Planning for Walking	Identify key trip generators, core walking zones and routes, audit existing provision and determine the type of improvements required.
5	Prioritising Improvements	Prioritise improvements to develop a phased programme for future investment.
6	Integration and Application	Integrate outputs into local planning and transport policies, strategies, and delivery plans.

- 2.2.2. The Technical Guidance outlines a largely route-based approach to developing cycling and walking networks. Alongside guidance on route-based network planning, LTN 1/20 also states that "an area-based approach, linking areas of low traffic volume with facilities and crossings on busier streets, can be an effective way to build up and link together cycle-friendly neighbourhoods". The BCP LCWIP was therefore expanded to review the potential for applying these area-based approaches (see Chapter 7).
- 2.2.3. LTN 1/20 outlines five core design principles as shown in Figure 2.2.

Figure 2.2 – LTN 1/20 Core design principles

Accessibility for all				
Coherent	Direct	Safe	Comfortable	Attractive
				
DO Cycle networks should be planned and designed to allow people to reach their day to day destinations easily, along routes that connect, are simple to navigate and are of a consistently high quality.	DO Cycle routes should be at least as direct – and preferably more direct – than those available for private motor vehicles.	DO Not only must cycle infrastructure be safe, it should also be perceived to be safe so that more people feel able to cycle.	DO Comfortable conditions for cycling require routes with good quality, well-maintained smooth surfaces, adequate width for the volume of users, minimal stopping and starting and avoiding steep gradients.	DO Cycle infrastructure should help to deliver public spaces that are well designed and finished in attractive materials and be places that people want to spend time using.
				
DON'T Neither cyclists or pedestrians benefit from unintuitive arrangements that put cyclists in unexpected places away from the carriageway.	DON'T This track requires cyclists to give way at each side road. Routes involving extra distance or lots of stopping and starting will result in some cyclists choosing to ride on the main carriageway instead because it is faster and more direct, even if less safe.	DON'T Space for cycling is important but a narrow advisory cycle lane next to a narrow general traffic lane and guard rail at a busy junction is not an acceptable offer for cyclists.	DON'T Uncomfortable transitions between on-and off carriageway facilities are best avoided, particularly at locations where conflict with other road users is more likely.	DON'T Sometimes well-intentioned signs and markings for cycling are not only difficult and uncomfortable to use, but are also unattractive additions to the street scape.

2.2.4. Three DfT-recommended tools were used to inform the LCWIP, as follows:

- The [Propensity to Cycle Tool](#) (PCT): a website analysis tool which forecasts the potential future growth of cycle trips for travel to work and travel to school under different scenarios, based on national datasets which are available for these journey purposes. The scenarios are based on journey to work data from the 2011 Census and 2011 School Census data respectively. It should be noted that an equivalent scenario planning tool is not available to forecast future walking trips;
- The [Route Selection Tool](#) (RST), which assesses and compares the suitability of different routes for inclusion in a cycle network; and
- The [Walking Route Audit Tool](#) (WRAT), for auditing the existing condition of walking routes.

2.2.5. In the context of the LCWIP Technical Report, and in line with the definitions and guidance in [LTN 1/20](#):

- References to “**cycling**” includes the use of bicycles, electric power-assisted cycles (e-bikes), hand cycles and other adapted cycles for disabled people. It also includes bikes with trailers, cargo bikes, recumbents, tandems and tricycles.
- References to “**walking**” includes the use of wheelchairs, mobility scooters or other mobility aids designed for use on footways.

2.2.6. Where both modes are referenced in the text, they are set out in alphabetical order.

2.3 Timescales

2.3.1. The Technical Guidance suggests that LCWIPs should cover a 10-year period. The BCP LCWIP is intended to cover a 15-year period to 2036 to account for the substantial scale of schemes envisaged. It will be subject to periodic updates, to account for changes in circumstances and progress in completing identified schemes.

2.5 Engagement and Consultation

Engagement Spring 2021

2.5.1. A period of public engagement on the LCWIP took place between 25 March 2021 and 26 April 2021. The activities and analysis of feedback is described in detail in the [LCWIP Initial Engagement Report](#). In summary the engagement comprised of:

- Information placed on the [BCP Council Have Your Say website](#). This explained what an LCWIP is, why BCP Council is preparing one, why the LCWIP is important, what the benefits are and what the LCWIP would and would not include;
- Social media posts from BCP Council, articles in the Transforming Travel newsletter and coverage in local websites;
- Two interactive maps, which identified the draft cycling network and the draft network of Core Walking Zones and Key Walking Routes. People were invited to drop pins on the map to identify problem locations for cycling and walking, suggested revisions to the draft cycling network, Core Walking Zones and Key Walking Routes, and suggested locations for new or improved cycle parking;
- An online survey with ten questions about the characteristics of the respondents and eight questions relating to aspects of the LCWIP as follows:
 - Views on proposals for a comprehensive network of cycling and walking routes connecting the whole BCP area;
 - Whether the network plans missed out any areas;
 - The most important types of improvements to make cycling and walking safer;
 - What routes should be prioritised next and why;
 - Ideas and locations for new and improved cycle parking; and
 - Views about the streets where respondents live.

2.5.2. A total of 390 surveys were completed and 796 comments added onto an interactive map by 87 contributors. The responses were carefully considered and, based on the feedback, amendments and revisions were made to the technical work and the draft network plans. Examples of the changes made are given in Chapters 4 and 6.

Public consultation Winter 2021

2.5.3. The draft LCWIP was made available on the [BCP Council Have Your Say website](#) for a period of public consultation between 1 November 2021 and 12 December 2021. People were invited to complete a survey comprising twelve questions. Of these, six questions asked about the characteristics of the respondents and the remaining six questions asked for views and comments on the following aspects of the draft LCWIP:

- Whether the targets and objectives were sufficiently ambitious;
- The methodology followed;
- The approach to developing and prioritising the cycling and walking infrastructure;
- Liveable Neighbourhoods;

- The Delivery Plan; and
- Identifying positive or negative impacts of the proposals on equalities or human rights.

2.5.4. WSP worked with BCP officers to review comments and consider implications for the technical work carried out. A number of changes were subsequently made to the Technical Report. For example, a two-page executive summary has been prepared to give a quick overview of the process followed to prepare the LCWIP.

Other Feedback

2.5.5. Particular organisations or individuals submitted feedback during the LCWIP development. This included a joint letter from Bournemouth University and Arts University Bournemouth supporting the LCWIP principles and identifying specific improvements which would benefit the staff, students and visitors to the university campuses.

2.5.6. BCP Council undertook an [Equality Impact Assessment](#) of the LCWIP. This considers whether the plan might impact differently on different groups of people protected in law. This identified that:

- Depending on their age, children and young people are either unable or less likely to drive than the population in general;
- Older people are less likely to cycle or drive than the population in general but are more likely to walk;
- Women are less likely to drive than men;
- Disabled people are less likely to have access to a car than non-disabled people;
- Race is a factor in car use, with all people with minority ethnic groups being less likely to have access to a car than the population as a whole;
- People who identify as 'all other sexual orientations' are less likely to drive than heterosexuals; and
- People living in the most deprived areas are significantly less likely to drive than those in less deprived areas, but conversely are more likely to suffer the negative impacts of car use such as road danger.

2.5.7. The Equality Impact Assessment concluded that there will be a positive benefit, to varying degrees, of adopting the proposals set out in the LCWIP, in particular to many of the people from protected characteristic groups. It noted that cycling and walking has the potential to improve access to essential services and facilities; education; employment; social contact and leisure.

2.5.8. The assessment concluded that there were no known negative impacts of adopting the LCWIP as a strategy document. It acknowledged that there may be perceived negative impacts by some people who may believe that improving cycling and walking infrastructure will adversely affect drivers. It noted that it will be essential for each scheme to explore and assess how specific proposals could affect people from different protected characteristic groups, and how the needs of these groups can be met through the design.

2.6 Public Support for Investment

- 2.6.1. Surveys indicate broad public support for investing in cycling and walking. Selected examples are set out below from national surveys, and from public engagement undertaken by BCP and Dorset Councils to shape schemes funded from the [Transforming Cities Fund](#):
- Nearly two thirds of respondents to the [National Travel Attitudes Survey](#) supported the creation of dedicated cycle lanes in their local area, even if this means less road space for cars;
 - 84% of respondents to the initial [Transforming Cities Fund engagement](#) agreed that the proposed investment in bus, cycling, walking infrastructure would enable people of all ages to travel in greener ways;
 - Around 75% of respondents to the initial [Transforming Cities Fund engagement](#) considered that ‘*Safe cycle routes*’, ‘*more segregated cycle lanes*’, ‘*better crossings*’ and ‘*more direct cycle routes*’ were ‘very effective’ or ‘effective’ in enabling people to travel sustainably;
 - Nearly 70% of respondents to the [LCWIP engagement](#) agreed that there should be a comprehensive network of cycling and walking routes;
 - The types of improvements most frequently mentioned by respondents to the [LCWIP engagement](#) which would make cycling and walking safer and easier were segregated and protected cycle lanes (157 comments) and easy, accessible and direct routes (67 comments); and
 - 67% of respondents to the initial [Transforming Cities Fund engagement](#) agreed that closing streets outside local schools (to motor vehicles) would make their local area a better place to live, work or visit.

3 Stage 2: Gathering Information

3.1 Introduction

- 3.1.1. The Technical Guidance states that LCWIPs should be evidence-led. This chapter summarises the context for, and evidence used to develop, the LCWIP. It describes the following:
- Plans, policies and strategies, including proposals for the future location of development and supporting infrastructure in the BCP authority area;
 - Significant current and future journey origins and destinations - this forms the basis for considering cycling and walking networks to cater for anticipated travel demands;
 - Existing cycling and walking network - summarising the infrastructure available and strategic physical barriers; and
 - Existing cycling and walking travel patterns - publicly available data on journeys currently undertaken.
- 3.1.2. Other datasets were used for the Liveable Neighbourhood analysis and prioritisation process, and they are described in Chapter 7 and 8 respectively.

3.2 Plans, Policies and Strategies

- 3.2.1. Plans, policies and strategies at both the national and local level place strong emphasis on enabling more active travel and delivering better cycling and walking infrastructure. This is seen as fundamental to achieving a wide range of goals, including tackling climate change, supporting the economy, enhancing the environment, improving health, and social inclusion.
- 3.2.2. Key published local plans, policies and strategies are listed below:
- [The Big Plan](#) (June 2021) – sets out five big projects to deliver significant change to the whole BCP area. Several of these projects will invest in transport infrastructure for cycling and walking. Under the ‘Iconic’ theme the projects include the Boscombe Town Investment Plan, the Lansdowne Programme and Railway station upgrades. ‘Rejuvenate Poole’ includes high-quality public realm projects in Poole town centre, a new pedestrian bridge across the railway line and an improved town centre walking network. The ‘Infrastructure’ theme highlights the Transforming Cities Fund investment in bus, cycling and walking infrastructure (see information to the right);
 - [Corporate Strategy](#) (February 2021) – sets out the Council’s five strategic priorities – Brighter Futures, Connected Communities, Dynamic Places, Fulfilled Lives and Sustainable Environment. The LCWIP is relevant to each of them, and the accompanying Delivery Plan identifies that the LCWIP will be developed by the end of 2021;
 - [Health & Wellbeing Strategy 2020-2023](#) (September 2020) – outlines the Health & Wellbeing Board’s aims to increase life expectancy, improve health and wellbeing, make sure children and young people have the best start in life, and recognise and address the climate emergency in its work;

- [High Streets and District Centres Strategy](#) (September 2021) – includes an objective to make BCP High Streets and District Centres cleaner and greener to ensure a positive customer experience;
- [Highway Asset Management Policy and Strategy 2021-26](#) (March 2021) – these set out how the Council will manage the highway network, cycleways and footways;
- [Local Plans](#) – planning policy adopted by each of the three former councils includes policies to secure improvements to transport infrastructure as part of new development and extend and/or improve the cycling and walking networks. Work is underway to prepare a new [BCP Local Plan](#), and when completed, this will replace planning policies adopted by the three former councils. The LCWIP will inform the new Local Plan in terms of infrastructure to serve existing and new homes, businesses and facilities. There are also three [completed Neighbourhood Plans](#) - Boscombe and Pokesdown, Broadstone and Poole Quays. The [Highcliffe and Walkford Neighbourhood Plan](#) is at examination;
- [Local Transport Plan 2011-2026](#). This came into effect in 2011 and set out a 15-year strategy for the transport network, with three-year implementation plans setting out investment. Work is due to commence in winter 2021 on a new Local Transport Plan, to be prepared jointly with Dorset Council. This will set the policy basis for all transport investment, including the LCWIP, and it will replace the existing Local Transport Plan; and
- [Rights of Way Improvement Plan](#) (Autumn 2021) – a draft plan was published in autumn 2021 setting out the vision and strategy for improving footpaths, bridleways and byways across the Council area.

Investment Plans

- 3.2.3. The paragraphs below summarise major relevant active travel investment plans within BCP and their current status. Figure 3.1 identifies the location of both the recently completed and committed major capital investment in cycling and walking.

Transforming Cities Fund

- 3.2.4. BCP and Dorset Councils were one of twelve city regions shortlisted to bid for a share of the DfT’s £2.45 billion Transforming Cities Fund (TCF) for transport improvements. The authorities were successful in winning £79.3 million (m) of Tranche 2 funding. The TCF investment will fund a 78km network of new cycling and walking routes and bus improvements across South East Dorset, connecting major education, employment, housing and retail centres. Six sustainable travel routes are planned:
- Bournemouth railway station to/from Jumpers Common, Christchurch;
 - Bournemouth town centre to/from Ferndown;
 - Poole town centre to/from Holton Heath;
 - Poole town centre to/from Merley, Poole;
 - Poole town centre to/from Ferndown and Wimborne; and
 - Merley, Poole to/from Christchurch.

Figure 3.1 - Committed and Recently Completed Strategic Cycling and Walking Capital Investment



- 3.2.5. Phase 1 of formal public consultation on the TCF Programme took place in spring 2021 covering four of the six sustainable travel routes. Phase 2 of formal public consultation took place in summer 2021 for the remaining two sustainable travel routes.

Dorset Local Enterprise Partnership

A3049 Wallisdown Road

- 3.2.6. Dorset Local Enterprise Partnership (Dorset LEP) invested £1.3m from the Government's Local Growth Fund towards an overall £3.3m programme of improvements for the western part of Wallisdown Road. The scheme is being delivered by BCP Council and will provide cycling and walking improvements along Wallisdown Road, from Mountbatten Roundabout to the Bryant Road Junction.

Lansdowne

- 3.2.7. A new protected cycle route, infrastructure improvements for local buses and additional pedestrian crossing points will be introduced on Holdenhurst Road to support more sustainable journeys through the area. A total of £4.8m in government funding has been secured through Dorset Local Enterprise Partnership Local Growth Fund to deliver this and other improvements.

Town Deal

- 3.2.8. The government is investing £23m in Boscombe as part of a [Town Investment Plan](#). BCP Council is developing a masterplan for Boscombe town centre, which aims to create a vibrant mixed-use community and attractive public realm. Along with new homes and commercial space, the proposals could include:

- the removal of Centenary Way and the existing bus station;
- restoration of the east-west Haviland Road (through the Sovereign Centre site); and
- a new square on the pedestrianised section of Christchurch Road.

3.3 Trip Generators

Introduction

- 3.3.1. The Technical Guidance states that identifying demand for a planned network should start by mapping the main origin and destination points across the geographical area to be covered by the LCWIP.

Origins

- 3.3.2. The Technical Guidance notes that trips usually originate from the main residential areas. Census [Output Areas \(OAs\)](#) were chosen to represent journey origins from each existing residential area. OAs are a category of statistical geography created by the Office for National Statistics (ONS). Each one has a similar population and are as socially homogenous as possible, based on tenure of household and dwelling type. Each one has a similar population and are as socially homogenous as possible, based on tenure of household and dwelling type.
- 3.3.3. [Middle-layer super output areas \(MSOAs\)](#) were chosen for the LCWIP methodology. These areas had populations of between 5,000 and 15,000 at the time of the 2011 census. 47 MSOAs cover the BCP authority area (see Figure 3.2). For each output area the ONS creates a single node point known as a [population-weighted centroid](#). These are nodes located to reflect where the majority of people live within the output area. For the LCWIP the centroids were used to represent the start location of journeys from all homes within an output area.
- 3.3.4. Additional nodes were added to represent journeys from homes proposed to be developed on the three urban extensions identified in adopted planning policy, as follows:
- From the [Christchurch & East Dorset Core Strategy](#):
 - Policy CN1 Christchurch Urban Extension;
 - From the [Poole Local Plan](#):
 - Policy UE1 North of Merley; and
 - Policy UE2 Bearwood.
- 3.3.5. As highlighted in section 2.1, cross-boundary journeys from neighbouring authorities were considered as part of the network planning. These travel flows were represented in the LCWIP methodology by including six additional origin nodes for travel from neighbouring communities west, north and east of BCP. These nodes covered the following communities:
- Upton and Lytchett Minster;
 - Corfe Mullen;
 - Wimborne and Colehill;
 - Ferndown, Hampreston, Longham, and West Parley;
 - St Leonards and St Ives; and
 - New Milton, Barton-on-Sea and settlements on the coast east of Highcliffe.

Figure 3.2 - Journey Origins Used for Network Planning



Destinations

- 3.3.6. The aim of the LCWIP is to facilitate cycling and walking journeys to a variety of destinations and for a wide range of journey purposes. Destination categories were chosen to represent a range of journeys made by different people in the BCP area.
- 3.3.7. The schedule of destinations used for the network planning is shown in Table 3.1. More detail on how these destinations shaped the network planning for cycling and walking are set out in Chapters 4 and 6 respectively, including plans showing the locations of destinations referred to in the table.
- 3.3.8. In similarity to journey origins, cross-boundary journeys to strategic destinations in neighbouring authorities were also accounted for. These were represented in the LCWIP methodology by including six additional destination nodes for different directions of travel, as follows:
- Upton and Lytchett Minster;
 - Corfe Mullen;
 - Wimborne and Colehill;
 - Ferndown, Hampreston, Longham, and West Parley;
 - St Leonards and St Ives; and
 - New Milton, Barton-on-Sea and settlements on the coast east of Highcliffe.

Table 3.1 – Destination categories used in network planning

Category	Strategic Destinations	Additional Secondary Destinations
Centres and retail	Town centres District centres in Poole and Christchurch and higher tier District Centres in Bournemouth Other major out-of-centre retail (Data source: Bournemouth, Christchurch & Poole local plans)	Lower tier District Centres in Bournemouth Local centres (Data source: Bournemouth, Christchurch & Poole local plans)
Education	Major University & College Sites	Primary and Secondary Schools (Data source: Opendata)
Employment	Key employment areas outside of retail centres (industrial estates, business parks, Bournemouth Airport) (Data source: Agreed in consultation with Council officers)	All commercial address points (Data source: Ordnance Survey Local Land & Property Gazetteer)
Healthcare	Major Hospitals	GP surgeries and Pharmacies (Data Source: Opendata)
Leisure	Selected leisure facilities, attractions and open spaces (Data source: Agreed in consultation with Council officers, based on likely significant trip generation)	Public parks and gardens, tennis courts, playing fields, play areas, bowling greens and other sports facilities (Data source: Ordnance Survey Greenspace dataset)
Transport interchanges	Rail stations with more than 250,000 passengers per annum (based on Office of Rail & Road data available at time of analysis for 2017/2018) Poole Bus Station and Bournemouth Travel Interchange Sandbanks Ferry Poole Port	Rail stations with fewer than 250,000 passengers per annum (2017/2018 data)

3.4 Existing cycling & walking network

Existing cycling network

- 3.4.1. In broad terms the network of routes available for people cycling is comprised of:
- The carriageways of roads and streets, either sharing the space with motor vehicles, or with cycle lanes delineated by road markings;
 - Cycle tracks parallel to and physically protected from motor traffic, such as by kerbs, and sometimes shared with pedestrians; and
 - Motor traffic-free routes, such as across open spaces or on public bridleways and byways, sometimes shared with pedestrians.
- 3.4.2. The existing network of cycle tracks, motor traffic-free cycle routes, public bridleways and public byways are shown on the plans in Appendix A. The plans were based on details in the [Bournemouth, Christchurch and Poole Area Cycle Map](#) and updated in line with Council officer information.

Analysis

- 3.4.3. Two strands of analysis were undertaken to inform the later stages of network planning. These were Mesh Density Analysis and Accessibility Classification.

Mesh Density Analysis

- 3.4.4. Mesh density analysis is an assessment of how comprehensive the cycle network is. The analysis is described in LTN 1/20, which notes that “In a built-up area, the spacing of [cycle] routes should typically be 250m – 400m, but this will decrease in outer suburbs where the density of development is lower.” Assuming cycle routes every 400m in both directions, a 1km by 1km cell should have 4km of cycle network.
- 3.4.5. There are two alternative methodologies available to assess mesh density. The method chosen for the BCP area required the area to be divided into 1 km by 1 km cells, so that the length of the cycle network within each 1sqkm cell can be measured. This indicates the density of cycle route networks relative to other areas.
- 3.4.6. Appendix B shows the length of existing cycle route within each cell. The analysis was based the routes identified on the plans in Appendix A. The plans show that many parts of BCP currently have no traffic-free routes for cycling or segregated cycle tracks, including large parts of Parkstone, Winton and Southbourne. Very few areas currently have more than 3km of traffic-free or segregated cycle routes per square kilometre (parts of Creekmoor, Canford Heath, Slades Farm and Somerford).
- 3.4.7. It should be noted that the existing motor traffic-free cycle routes will be of varying standards, developed prior to LTN 1/20 and therefore will not meet the five core design principles outlined in the guidance. The Area Cycle Map also shows a number of on-carriageway advisory routes; however, these have varying levels of motor traffic flows and speeds. On that basis the mesh density plan did not take account of any of the advisory routes at this stage.

Accessibility classification

- 3.4.8. Accessibility classification assesses every link which can be used by people cycling based on the level of experience needed to ride it. The approach is referenced in LTN 1/20 and the methodology is described in the [London Cycling Design Standards](#) (LCDS). LTN 1/20 notes that on quiet residential streets, most people will feel comfortable cycling on the carriageway. Figure 4.2 of LTN 1/20 sets out the motor vehicle flow and speed thresholds above which people are likely to feel more unsafe cycling on the carriageway.
- 3.4.9. An initial accessibility classification exercise was undertaken for each road in the BCP area, based on estimated vehicle traffic flows only. This made use of count data collected by the [DfT](#) and BCP Council, and estimated traffic flows extracted from the [South East Dorset Transport Model](#). Each road or route which can be used by people cycling was assigned a colour-coded category, based on the thresholds for mixed traffic in LTN 1/20 Figure 4.2. These categories are described in Table 3.2.

Table 3.2 – Categories Used for Initial Accessibility Classification

Colour-Coded Category	Description	Type of Road or Route
Green	Cycle tracks, motor traffic-free cycle routes, public bridleways and public byways	Cycle tracks, motor traffic-free cycle routes, public bridleways and public byways
Amber	On-carriageway cycling suitable for most people	Roads estimated to have fewer than 2500 vehicles per day (urban areas) or 1000 vehicles per day (rural areas)
Light Red	On-carriageway cycling not suitable for all people and will exclude some potential users and/or have safety concerns	Roads estimated to have between 2500 and 5000 vehicles per day
Dark Red	On-carriageway cycling suitable for few people and will exclude most potential users and/or have safety concerns	Roads estimated to have greater than 5000 vehicles per day

- 3.4.10. Appendix C contains plans of the initial accessibility classification analysis for the BCP area. The plans are indicative estimates based on information currently available.

- 3.4.12. In terms of motor vehicle speeds, comprehensive digitised speed limit data was not available during the LCWIP development to factor into the accessibility classification. Were the data available it would change the resulting analysis as follows:
- Low-traffic residential streets in the urban areas with 30mph speed limits (shown as amber on the plans) would be categorised as red; and
 - Low-traffic rural roads with speed limits of 40mph or greater (also shown as amber on the plans) would also be categorised as red.

3.5 Current and Future cycling and walking travel patterns

- 3.5.1. The main datasets providing information on cycling and walking travel patterns are described in the paragraphs below.

Census 2011 data

Travel patterns

- 3.5.2. The census collects data on usual mode of travel to work, plus home location and employment destination. The most recent census for which data is publicly available is 2011. Whilst the data is now ten years old, it is a comprehensive dataset which can be analysed as a local scale. It also provides a consistent data source across all LCWIPs currently in development. Data from the 2021 census is not yet available; when released it is expected to reflect very different travel behaviour in March 2021, during Covid-19 lockdown. Due to the limitations of the 2011 census data, a range of additional data sources were also used to inform the network planning for the BCP LCWIP.
- 3.5.3. At the time of the 2011 census 5% of BCP residents who travelled to work usually commuted by cycle and 12% usually commuted on foot. However, there are variations between neighbourhoods, including:
- Higher than average levels of cycling to work by residents in parts of Winton, Malmesbury Park and Fairmile (7%) and Hamworthy (8%);
 - 13-15% of commuters travelling from Southbourne to Royal Bournemouth Hospital / Chaseside area usually travelled by cycle
 - 11% of commuters travelling from Lower Parkstone to Poole town centre / Longfleet usually cycled; and
 - Higher than average levels of walking to work by residents of Bournemouth West Cliff and Westbourne (21-23%), Bournemouth East Cliff and Lansdowne (27%), Bournemouth town centre (30%) and Poole Old Town and Longfleet (32%).

Future cycling demand

- 3.5.4. For travel to work journeys the PCT contains five scenarios of how levels of cycling might change in the future to compare against baseline data (the census 2011). The five scenarios are as follows:
- Government Target (equality);
 - Government Target (near market);
 - Gender Equality;
 - Go Dutch; and
 - E-bikes
- 3.5.5. In most scenarios (apart from gender equity) cycling potential is based on trip distance (people are more likely to cycle a shorter trip than a longer trip) and hilliness (people are generally less likely to cycle a trip involving hills).
- 3.5.6. Table 3.3 shows the average percentage of journeys to work which would be cycled under each scenario, along with a description of the scenario. The government's strategy document Gear Change and design guidance LTN 1/20 outline that investment in high-quality infrastructure is key to unlocking this potential cycling demand.

Table 3.3 – Average BCP cycling to work percentages under different future scenarios

Scenario Name	Description	% Cycling to Work	% Driving to Work
Census 2011	Baseline used to generate potential future scenarios	5%	66%
Government Target (equality)	Assumes cycling doubles nationally, but with the extra 100% of trips distributed based on distance and hilliness (hence the doubling is not equal across the country)	9%	63%
Government Target (near market)	This scenario assumes cycling doubles nationally, but also accounts for age, gender and other factors that affect the likelihood of cycling	9%	63%
Gender equality	Illustrates the increase in cycling that would result if women were as likely as men to cycle a given trip. The scenario sets the proportion of female cycle commuters to be equal to the current proportion of males. This scenario has the relatively higher impact in areas where the rate of cycling is highly gender-unequal	8%	64%
Go Dutch	Using a formula and Dutch travel data), this scenario estimates how likely a Dutch person would be to cycle that trip. For example, the PCT estimates that a 2km, 1% average gradient trip has an 46% probability of being cycled in the Netherlands. So, in the Go Dutch scenario this 46% probability is assigned to all 2km, 1% average gradient trips	25%	53%
E-bike	Explores the potential impact on cycling levels through the widespread uptake of electric cycles	32%	48%

534

3.5.7. Table 3.3 demonstrates that, in the short-term, commuter cycling is expected to increase from 5% (Census 2011) to 9% (the Government Target equality and near market scenarios). In the Go Dutch scenario, the BCP authority area would see 25% of commuters cycling to work, and as a consequence travel to work by car would reduce from a mode share of 66% (Census 2011 levels) to 53%. The e-bike scenario demonstrates the greatest potential for change. In this scenario commuter cycling sees the greatest increase (forecast to account for 32% of all trips to work) and travel to work by car would decrease (to a mode share of 48%).

3.5.8. The PCT forecast commuting flow maps (Appendix D) show where the increased cycling demand is expected to occur across the conurbation.

Schools Census 2011 data

3.5.9. Until 2011 the Department for Education’s statutory schools census collected information on pupils’ usual, main mode of travel to school.

3.5.10. The PCT created three potential cycling to school scenarios, to compare against baseline travel patterns (2011 schools census). The scenarios are:

- Government Target (equality);
- Go Cambridge; and
- Go Dutch.

3.5.11. Table 3.4 shows the average percentage of journeys to school which would be cycled under each scenario, along with a description of the scenario.

Table 3.4 – Average BCP cycling to school percentages under different future scenarios

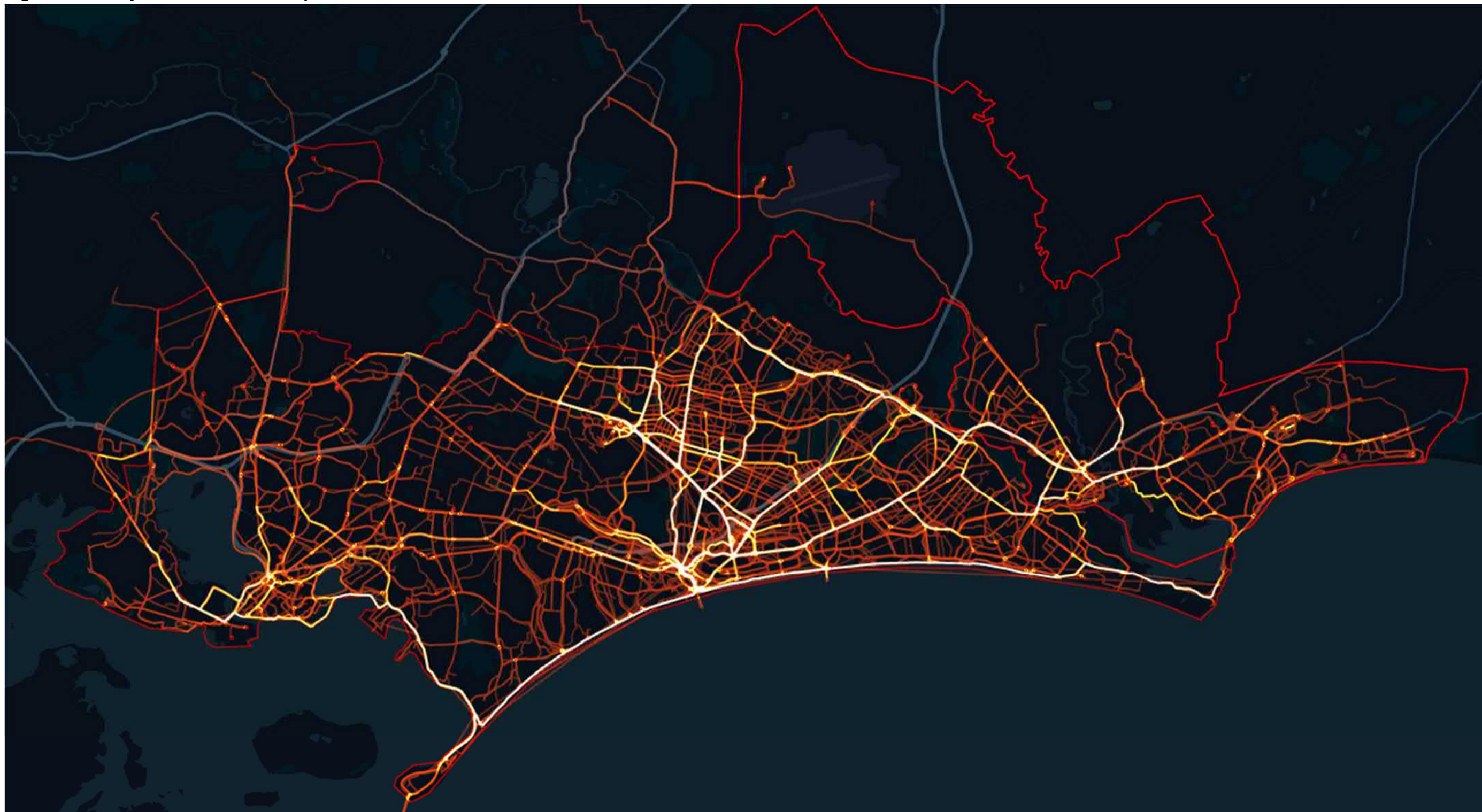
Scenario	Description	% Cycling to school	% Car Passenger to School
School Census 2011	Baseline used to generate future potential scenarios	5%	33%
Government Target (equality)	Assumes cycling doubles nationally, but with the extra 100% of trips distributed based on distance and hilliness (hence the doubling is not equal across the country)	7%	33%
Go Cambridge	Shows the proportion of children who would cycle to school if local children acquired the same propensity to cycle as children currently living in the Cambridge City Council area	22%	26%
Go Dutch	Similar to the Go Cambridge scenario, except using travel data for children living in the Netherlands as opposed to children living in Cambridge as the reference point	40%	19%

- 3.5.12. Achieving the existing cycling levels in Cambridge would equate to a fifth of the school run in BCP being made by bike, but the greatest potential for change is under the Go Dutch scenario. Attaining Dutch levels of cycling in the UK would lead to 40% of children cycling to school in the BCP area, and as a consequence travelling by car would reduce to 19% of travel to school. This would be transformative in terms of helping to achieve a range of Council corporate priorities.
- 3.5.13. The PCT forecast travel to school flow maps (Appendix E) identify where the increase in cycling demand is expected to occur. Compared to employment areas, schools are relatively evenly distributed across the authority and are often located within residential neighbourhoods. This suggests that measures such as a secondary cycle network (see Section 5.2) or Liveable Neighbourhoods (see Chapter 7) may be of particular importance to enable more cycling to schools.

Beryl Bike Share Data

- 3.5.14. BCP Council awarded a 5-year contract for a bike share scheme to Beryl in 2019 and it now covers the whole BCP authority area. There are currently approximately [1,200 Beryl Bikes](#) and [340 Beryl bays](#) positioned at key attractions, transport hubs and workplaces across the BCP authority area.
- 3.5.15. Figure 3.3 outlines the Beryl Bike 'heatmap'. The wider and whiter the line, the more intensively used the route is by Beryl bikes. Traffic-free paths such as the Castleman Trailway (Upton to Merley) and the seafront promenade are clearly visible on the plan as popular routes. So too are many of the direct roads and streets in the conurbation, such as Blandford Road and Wimborne Road in Poole, and Charminster Road, Holdenhurst Road, Poole Road, Talbot Avenue and Wimborne Road in Bournemouth.
- 3.5.16. The heatmap identifies that there are already significant levels of cycling on these routes despite people often having to mix with heavy motor traffic flows. The heatmap also shows a large number of other routes, offering connections and short-cuts to neighbourhoods.

Figure 3.3 - Beryl Bike Share Heatmap, 2021



Source: Beryl Bikes. The wider and whiter the line, the more intensively used the route is by Beryl bikes

4 Stage 3: Network Planning for Cycling

4.1 Classification of cycle routes and methodology overview

4.1.1. The Technical Guidance suggests that cycle corridors be classified according to their significance and likely future cycle demand. Two of the three classifications in the Technical Guidance were used for the BCP cycle network planning, as identified in Table 4.1.

Table 4.1 – Approach adopted to cycle route classification

Classification	Technical Guidance Definition	BCP LCWIP Approach
Primary route	High flows of cyclists are forecast along desire lines that link large residential areas to trip attractors such as a town or city centre	Identify and agree a network of primary cycle routes to connect to town centres and major out-of-town retail, key employment areas, college and university campuses, major hospitals, selected leisure attractions and key transport interchanges
Secondary route	Medium flows of cyclists are forecast along desire lines that link to trip attractors such as schools, colleges	Identify and agree a network of secondary cycle routes to complement primary routes and serve other destinations, including schools, colleges and local shopping centres
Local route	Lower flows of cyclists are forecast along desire lines that cater for local cycle trips, often providing links to primary or secondary desire lines	Analysis undertaken on areas which might need, or benefit most, from area-wide measures to create streets with low motor traffic speeds and flows to enable safe cycling (see Chapter 7)

4.1.2. Due to the large geographical size of the BCP area and the amount of work involved, there was an initial focus on identifying a network of primary cycle routes. A subsequent phase of development focused on the secondary cycle route network.

Methodology overview

4.1.3. Different approaches were used to plan the primary and secondary cycle route networks. These are described below.

4.2 Primary cycle route network

Origins and destinations

Strategic Origins

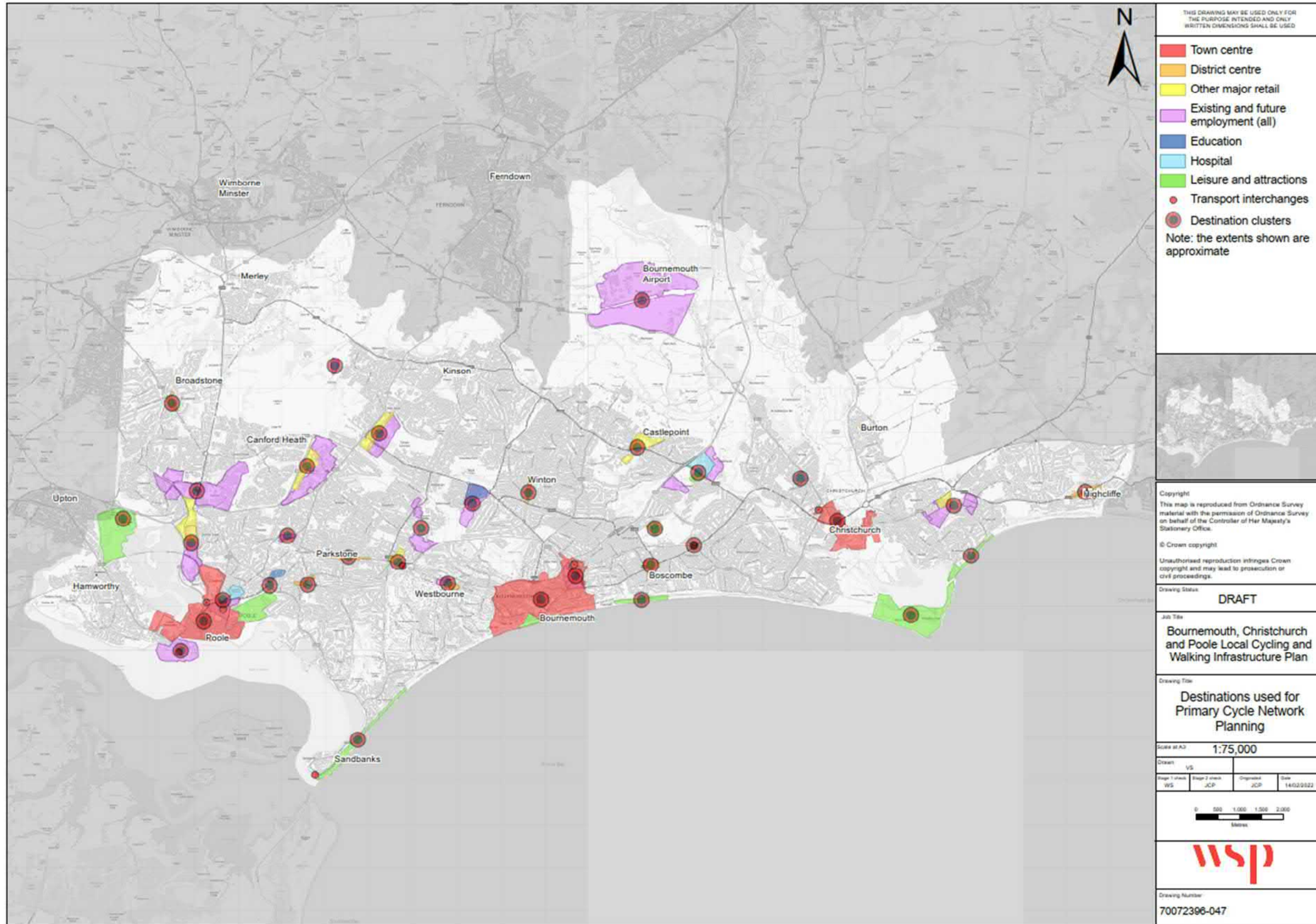
4.2.1. The primary cycle route network planning used the origins shown on Figure 3.2.

Strategic Destinations



The Technical Guidance identifies that, when planning cycle route networks for larger geographical areas, it may be appropriate to include only the most significant trip generators. The primary cycle route network planning used the strategic destinations

outlined in Table 3.1 and shown on Figure 4.1
Figure 4.1 - Destinations used for Primary Cycle Route Network Planning



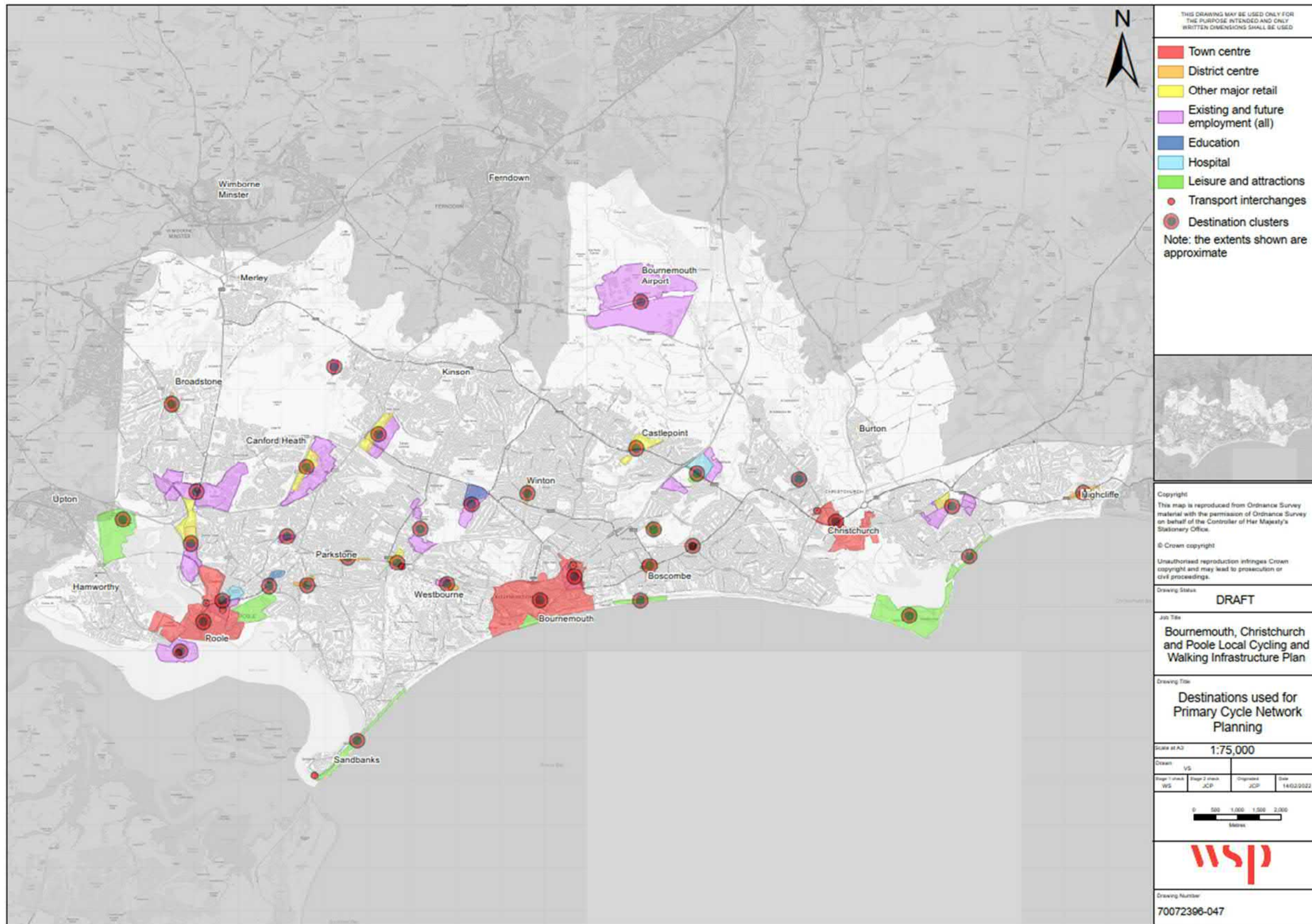
4.2.2. The destinations are listed in detail in Table 4.2. These were considered to currently generate, or likely to generate in the future, significant numbers of trips (regardless of travel

mode). To simplify the network planning, and in line with the Technical Guidance, destinations near each other were clustered.

Table 4.2 – Schedule of Destinations used for primary cycle route network planning

Centres and Retail	Education	Employment	Healthcare	Leisure	Transport Interchanges
<u>Town Centres</u> Bournemouth Town Centre (including Lansdowne) Christchurch Town Centre Poole Town Centre <u>District centres</u> Ashley Cross Boscombe Broadstone Highcliffe Upper Parkstone Westbourne Winton <u>Out-of-centre-retail</u> Castlepoint & Mallard Road Poole Retail Park Somerford Tower Park Turbary Retail Park Wessex Gate Retail Park	Talbot Academic Quarter (including Talbot Campus (Bournemouth University & Arts Institute Bournemouth)) Lansdowne Campus (Bournemouth University & Bournemouth & Poole College) North Road Site (Bournemouth & Poole College)	Alder Road, Poole Bournemouth Airport and Northern Business Parks (North East and North West Sectors) Bourne Valley BAE Grange Road, Christchurch Business Park and Priory Industrial Park Cabot Lane / Sopers Lane, Poole Chaseside, Bournemouth County Gates, Poole Fleets Lane / Holes Bay, Poole Innovation Quarter, Talbot Village Manning's Heath, Poole Fleets Corner / Nuffield Industrial Estate, Poole Poole Port Wessex Fields (Deansleigh Road & Riverside Avenue), Bournemouth West Howe Industrial Estate / Wallisdown Road, Bournemouth Wilverley Road, Airfield Road and Airfield Way areas, Christchurch	Christchurch Hospital Poole General Hospital Royal Bournemouth Hospital	Boscombe Beaches Bournemouth Beaches Hengistbury Head King's Park & Bournemouth AFC Mudford Seafront Poole Park Poole Beaches (Sandbanks) Upton Country Park	Bournemouth Travel Interchange Rail Stations (Bournemouth Branksome, Christchurch, Pokesdown and Poole) Poole Bus Station Poole Ferry Terminal Sandbanks Ferry

Figure 4.1 - Destinations used for Primary Cycle Route Network Planning



Identifying desire lines for cycle movements

- 4.2.3. The next step was to connect the strategic origins and destinations. As directness is an important factor in the suitability of cycle routes, the origin-destination connections were shown as straight-line corridors (referred to as desire lines). Mapping the desire lines to existing roads or cycle routes follows in a subsequent step (see below for a description of this).
- 4.2.4. In agreement with Council officers, a network of primary cycling desire lines was identified to cover the whole of the plan area. It was considered that there is no one single dataset or method which is suitable to identify all relevant desire lines, and that different approaches have advantages and disadvantages. On that basis three different methods were used to create a consolidated set of desire lines:
- Firstly, corridors with the highest forecast future cycle commuting flows were identified by using the PCT;
 - Secondly, corridors catering for short-distance journeys to a range of destinations in different locations were identified by map analysis (Geographical Information Systems). Each origin point was connected to all key employment areas and town centres within 5km and to the nearest location of each of the other destination categories. Trends (corridors with the greatest concentration of lines) were then identified from the resultant maps; and
 - Thirdly, links were added in some locations to ensure balanced network coverage for the whole plan area.
- 4.2.5. The resulting plan of desire lines was refined following feedback from Council officers and is shown in Figure 4.2.

Route selection

- 4.2.6. Following the identification and agreement of desire lines, each line was mapped to existing roads and cycle routes. The Technical Guidance highlights that the clear preference will usually be the most direct route between the origin and destination. It adds that in some cases there may be more than one potential route between origin and destination points or a reason why the most direct route is not suitable for cycling.
- 4.2.7. The route selection process was iterative. The online cycle route planning tools on [CycleStreets](#) and [Google Maps](#) plus Council officers' local knowledge were used to map desire lines to existing available routes. In some cases, a significant deviation was required to find the nearest available crossing over roads, railways or rivers. A balance often had to be found between identifying the technically shortest route (which may zig-zag through residential streets and could be confusing to follow) versus a slightly longer route (which may be easier to follow). In some cases, the mapping process highlighted requirements for completely new connections (such as bridges across rivers).
- 4.2.8. The proposed routes were presented to Council officers and confirmed, or amended in line with comments, as appropriate.

Public Engagement Feedback

- 4.2.9. The proposed primary cycle route network was published online for a period of public engagement between 25 March and 26 April 2021. The responses were carefully considered and amendments to the network were made based on feedback. This included:
- Identifying an inland primary cycle route between Sandbanks and Southbourne as a year-round alternative to the Seafront;
 - Showing Poole Park as a primary east-west cycle route instead of Parkstone Road; and
 - Showing The Avenue as a primary cycle route instead of a secondary cycle route to connect Westbourne to Branksome Chine.
- 4.2.10. Figure 4.3 gives an overview of the resultant network of primary cycle routes. Appendix F shows the network in more detail on five sheets.
- ## Route auditing and Identifying improvements
- 4.2.11. The next step was to assess the current quality of primary cycle routes (a process which involves a combination of desktop analyses and site visits). This is known as route auditing and the purpose was to understand whether routes are currently suitable for cycling, and if not, what needs to be improved.
- 4.2.12. Due to the very large network identified of primary cycle routes, route audits were undertaken for a subset of the network. The audit of routes being considered for Transforming Cities Fund investment was prioritised.
- 4.2.13. The audit process was carried out in line with the Technical Guidance and used the DfT's Route Selection Tool. Routes were scored against the five design criteria (directness, gradient, safety, connectivity and comfort). These were given a score out of 5 (where 0 represented least suitable routes and 5 represented most suitable). Junctions which were considered to have characteristics hazardous to cycling were also identified (described as 'critical junctions'). The Technical Guidance notes that the aim of audits is to identify routes which score 3 or above against each design criteria (or which could be improved to score 3 or above), ideally with no critical junctions.

Figure 4.2 - Desires Lines for Primary Cycle Network Planning

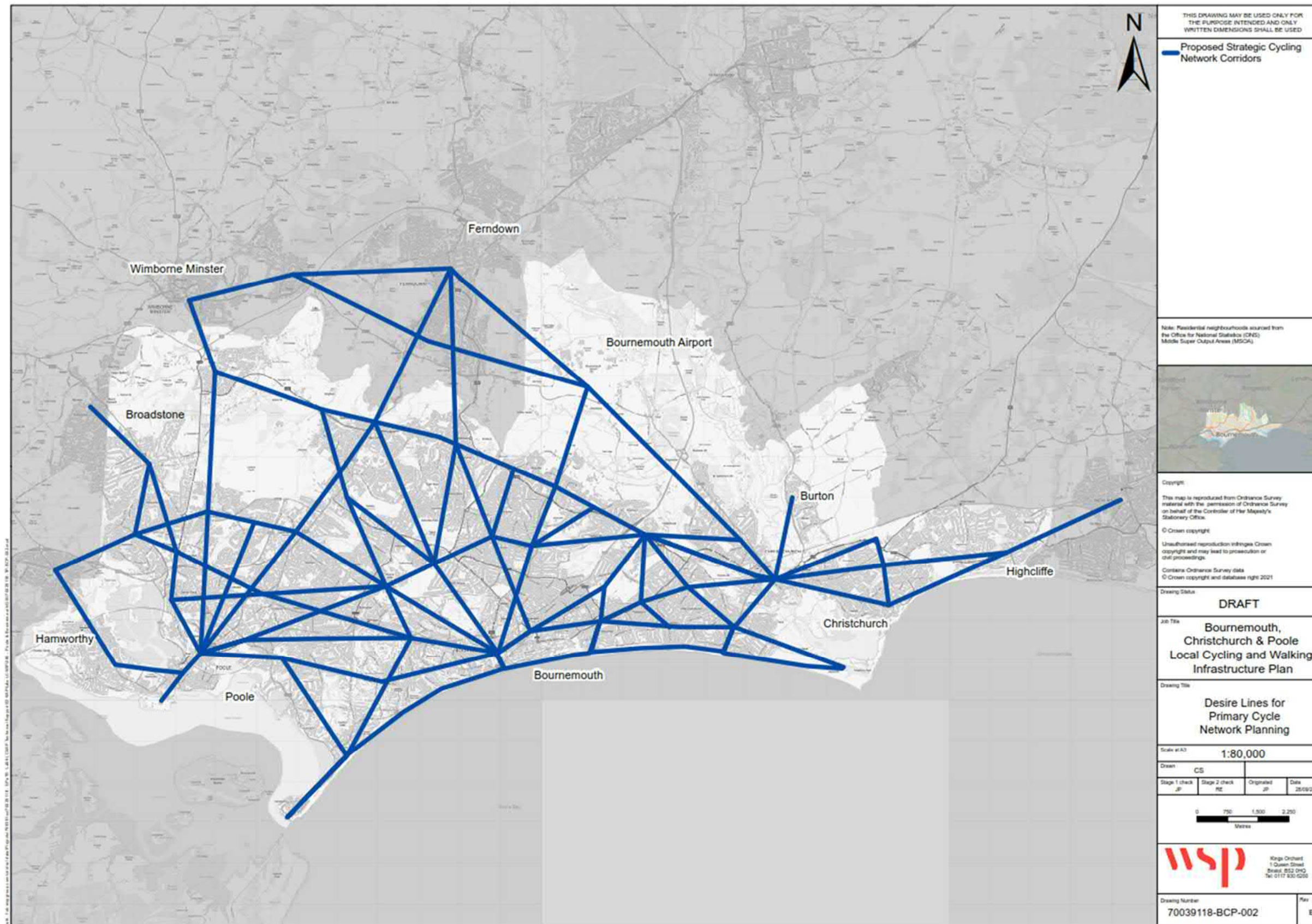
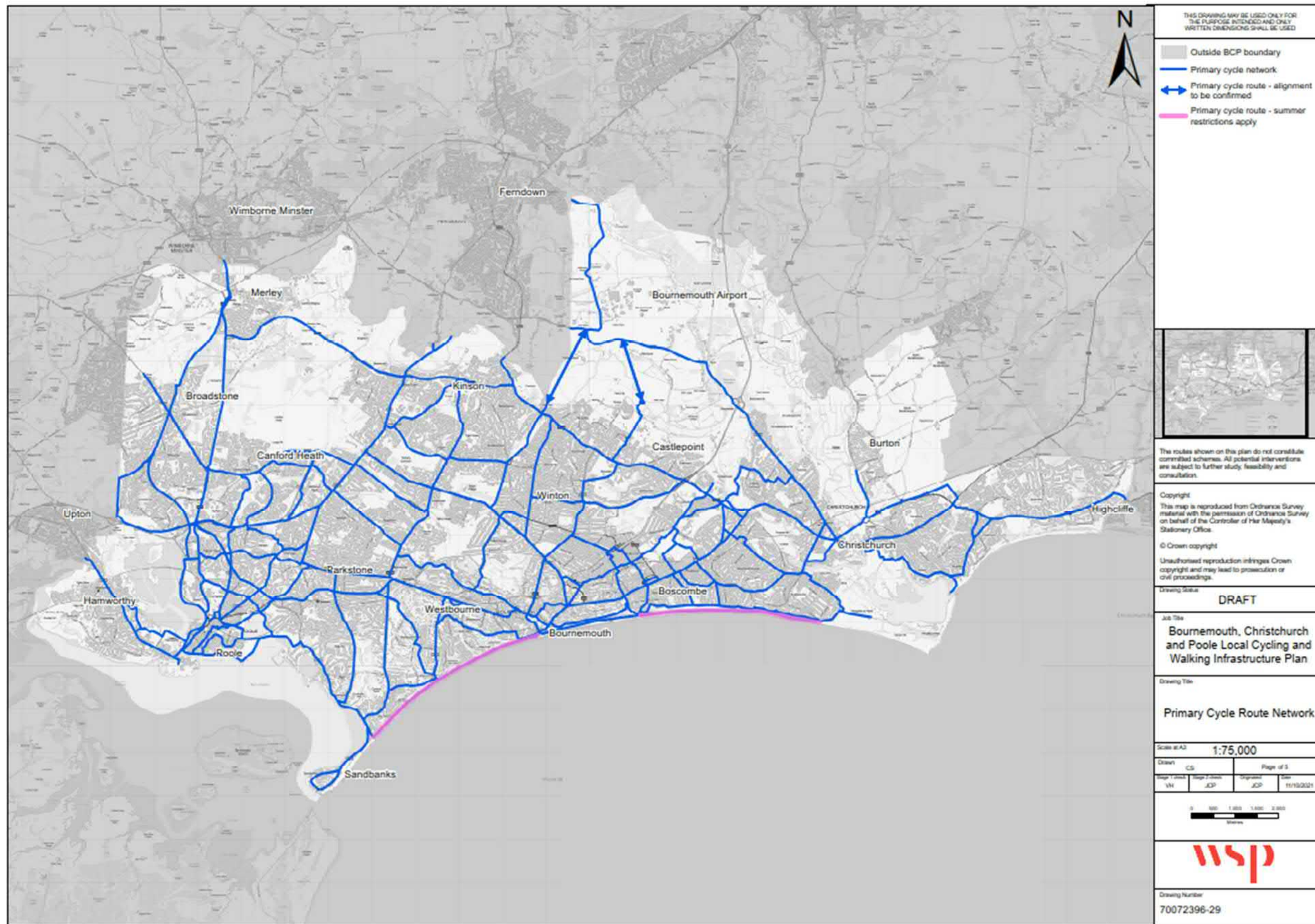


Figure 4.3 – Primary Cycle Route Network



5.1.1. The key findings in terms of suitability of routes for cycling included the following:

- Streets with heavy motor traffic flows or motor vehicles travelling at high speeds scored poorly against safety and comfort criteria, where people cycling have no physical separation from motor vehicles;
- Cycle tracks and traffic-free paths scored poorly against the comfort criterion where there is insufficient width to comfortably accommodate cycle flows, all types of cycle designs, or where there are barriers which prevent passage by certain types of cycle;
- Shared-use paths scored poorly against the comfort criterion where there is insufficient width to accommodate people cycling and walking, and especially where there are high numbers of pedestrians;
-
- Paths which are unlit or have no passive surveillance (not overlooked by neighbouring land uses) scored poorly on the safety criterion; and
- Steep route sections scored poorly against the gradient criterion;
- Quiet streets scored well against the comfort and safety criteria sections, where they have low traffic volumes and low traffic speeds, such as where effective 20mph limits are in place; and
- Cycle tracks and traffic-free paths scored well where they are sufficiently wide to comfortably accommodate all users, have smooth surfaces, are well-lit and are overlooked by neighbouring land uses.

5.1.2. Critical junctions included:

- Roundabouts and gyratory systems without infrastructure to physically separate people cycling from heavy motor traffic flows;
- Traffic signal junctions without infrastructure to physically separate people cycling from heavy motor traffic flows and/or which do not have a separate phase for cycle movements;
- Wide, flared side road junctions, where people cycling could be at particular risk of side-swipe collisions from motor vehicle drivers; and
- Crossings of high-speed roads without signal crossings and places where people cycling have to cross multiple traffic lanes without priority.

5.1.3. As described above, only a subset of routes were audited at this stage and further routes will be audited as resources allow. Some of the audits are likely to conclude that some sections of the primary cycle routes cannot be made suitable for cycling and/or are undeliverable on the most direct alignment. In these cases the route auditing process will identify a deliverable parallel route. These are likely to make use of links currently identified as part of the secondary cycle route network (see section 5.1.3 below). Where this is the case the cycle route network plan will be revised to reflect this.

5.3 Secondary Cycle Route Network

Introduction

5.3.1. The secondary cycle route network is intended to enable people to access a wide range of local destinations. It complements, and connects to, the primary cycle route network and helps to create a dense, diffuse network of routes for cycling in line with DfT guidance. The secondary cycle route network planning was undertaken subsequent to, and taking account of, the drafting of the primary cycle route network.

Destinations

5.3.2. A more extensive range of destinations was used to inform the secondary cycle network planning than for the primary cycle network development (see schedule in Table 3.1 and plans in Appendix G). The mapping of these destinations was used to ensure that the proposed cycle routes serve the places people need to access and considered a wide range of journey purposes.

Network planning principles

5.3.3. The following set of principles were adopted when identifying the secondary cycle route network:

- Routes should connect to primary and secondary destinations, with a focus on serving schools;
- A stronger emphasis on traffic-free links and/or streets which are currently, or have the potential to be, low motor traffic, low-speed environments, compared to the primary cycle route network;
- Routes should be direct and where possible should avoid excessive changes in direction (e.g. not zig-zagging through complex street networks); and
- A preference for sections of secondary network which can be easily connected, with enhanced crossings over streets with heavy motor traffic flows.

Identifying secondary cycle route network

5.3.4. Four methods were used to build up the draft secondary cycle route network, using the following data, evidence and inputs:

- Data on the most popular routes used by Beryl Bike users (see Figure 3.3);
- PCT data for commuting and education trips mapped to the road network (Appendix E and Appendix F);
- Identifying routes to serve the secondary destinations (shown on the plans in Appendix D); and
- Suggestions from council officers via internal review.

Public Engagement Feedback

5.3.5. The draft network was published online for a period of public engagement between 25 March and 26 April 2021. The feedback was carefully considered, and the draft network was amended in line with comments made.

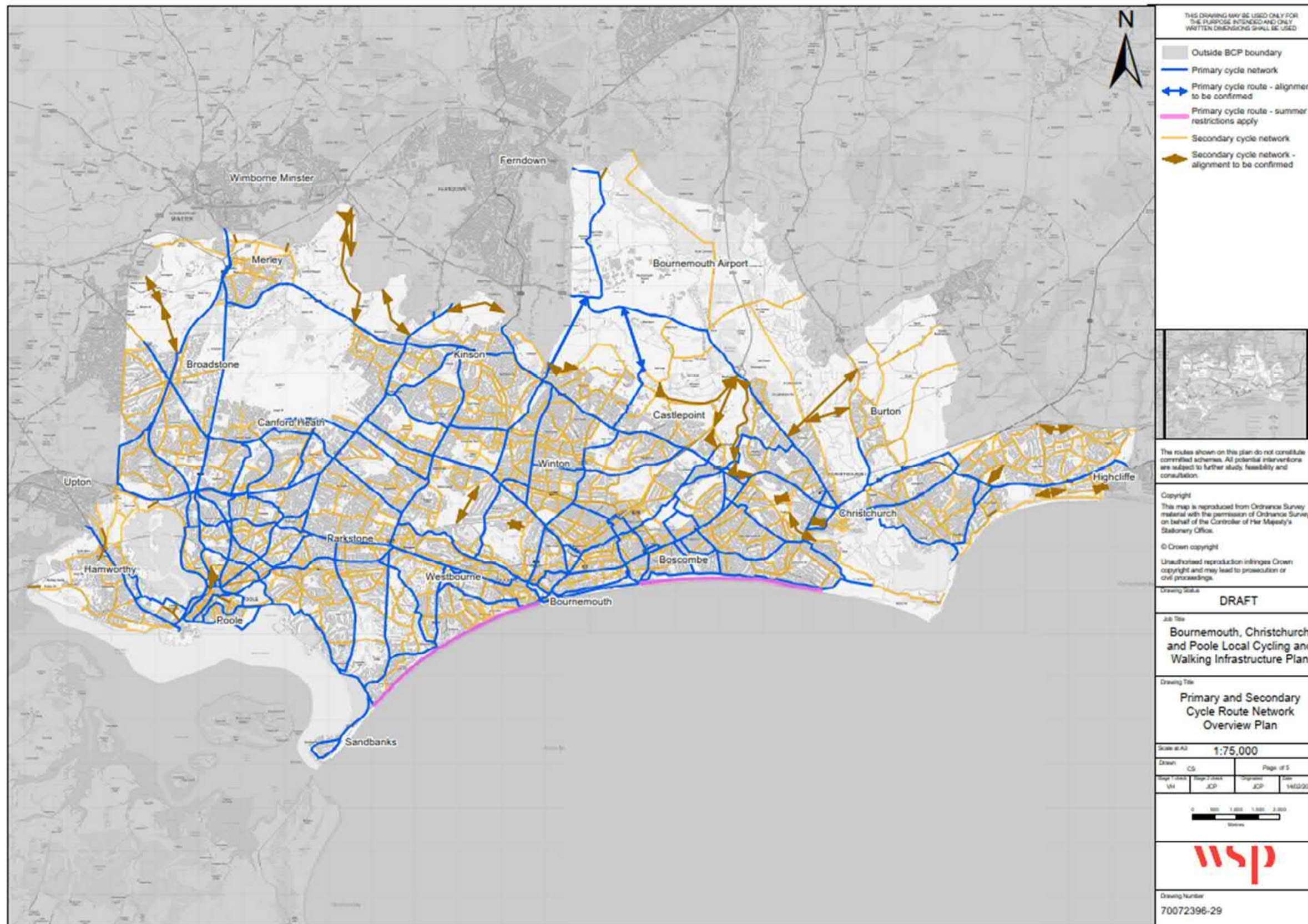
5.3.6. The resultant network plan is shown in Figure 5.1. Appendix F shows the network in more detail on five sheets.

Route auditing and identifying improvements

5.3.7. Route auditing has not been undertaken to date for secondary cycle routes. As stated above, the secondary cycle network makes significant use of streets which are currently, or have the potential to be, low-traffic, low-speed environments. Areas which meet these criteria are sometimes referred to as Liveable Neighbourhoods.

5.3.8. Analysis was carried out into which parts of the BCP area could have the greatest need for, or benefit most from, Liveable Neighbourhood measures. The results of this are set out in Chapter 7.

Figure 5.1 – Secondary Cycle Route Network Plan



6 Stage 4: Network Planning for Walking

6.1 Establishing Core walking zones and key walking routes

- 540

6.1
- Overview
- 6.1.1.

The Technical Guidance states that, in planning for walking, local authorities should identify:

 - Core Walking Zones; and
 - Key Walking Routes.
- 6.1.2.

The guidance gives authorities flexibility in the way they define these zones and routes.
- Core Walking Zones
- 6.1.3.

Core Walking Zones are defined in the guidance as areas in which many walking trip generators are located close together, such as a town centre or business park. Within a Core Walking Zone, all pedestrian infrastructure is particularly important. For the BCP LCWIP, the Core Walking Zones are focused on the authority's town and district centres. These are the destinations for a range of journey purposes and designating them in the LCWIP supports post-Covid recovery.
- 6.1.4.

The zones and routes were also identified with reference to the footway hierarchy concept outlined in the Roads Liaison Group document entitled [Well-Managed Highway Infrastructure: A Code of Practice](#).
- 6.1.5.

Table 6.1 describes how the Code of Practice categories mapped across to the chosen Core Walking Zones and Key Walking Routes.
- 6.1.1.

Figure 6.1 illustrates the location and boundaries of the chosen Core Walking Zones and the Key Walking Route network.
- 6.1.2.

Two tiers of Core Walking Zone were identified to align with the footway hierarchy and provide balanced coverage across the BCP area. The extent and location of the Core Walking Zones were based on boundaries identified in adopted planning policies. These were mostly town centre and district centre designations, but the Adastral Square local centre was included to ensure more balanced coverage of Tier 2 Core Walking Zones in Poole.
- Key Walking Routes
- 6.1.3.

The Technical Guidance defines Key Walking Routes as important pedestrian routes which serve the Core Walking Zone within a distance of around 2km. For the BCP LCWIP Key Walking Routes connecting major residential areas within a 2km radius of the Tier 1 Core Walking Zones were identified. These are illustrated on the overview plan in Figure 6.2 and the three plan sheets in Appendix H. The tables in Appendix H describe the routes and extent of the Key Walking Routes serving the Tier 1 CWZs of Bournemouth, Christchurch and Poole.

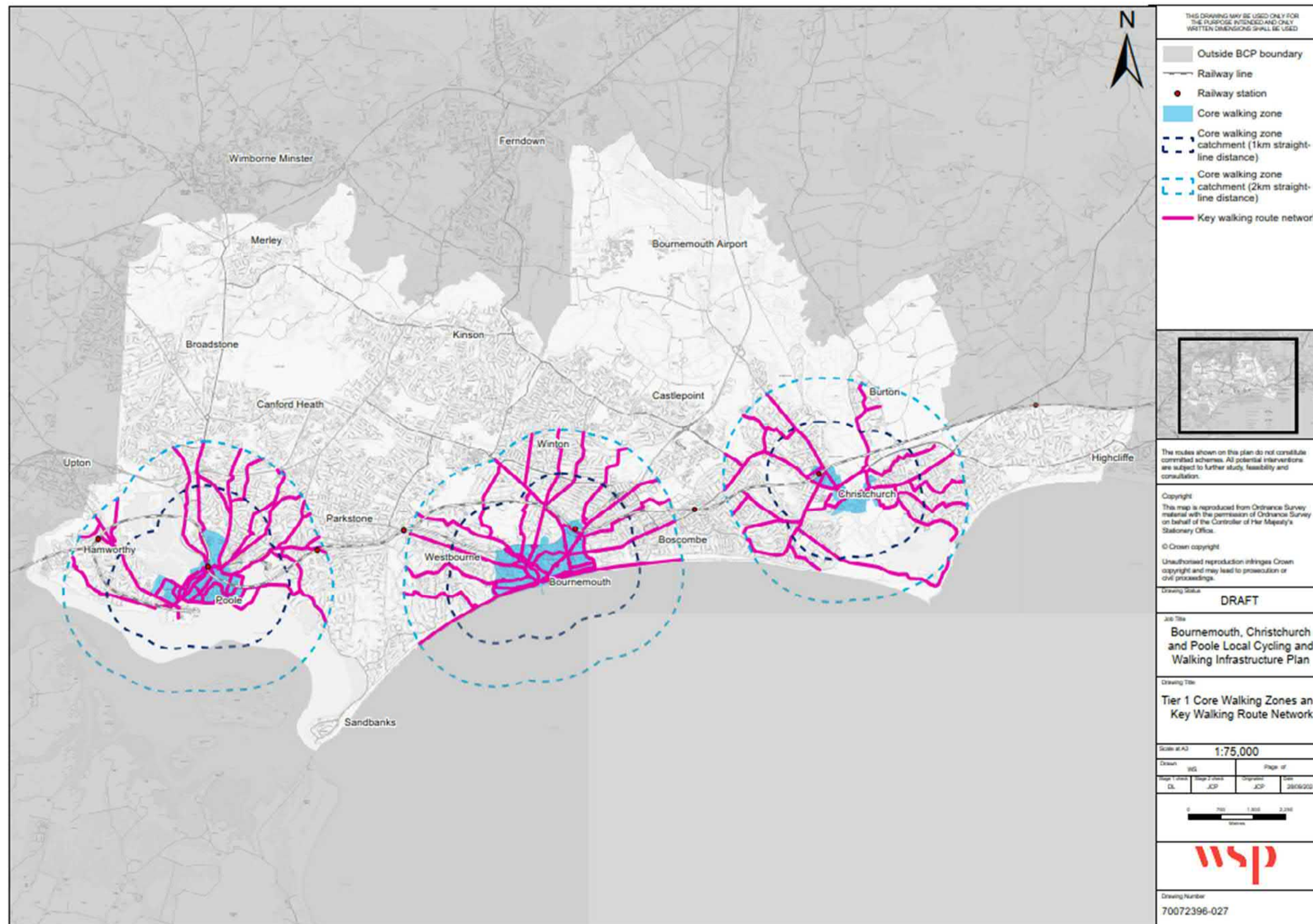
Table 6.1 – Identification of Core Walking Zones and Key Walking Routes

Code of Practice Footway Hierarchy Category and Description	LCWIP Designation	Locations and Routes Chosen for BCP LCWIP
Prestige Walking Zones - Very busy areas of towns and cities with high public space and streetscene contribution.	Core Walking Zones – Tier 1	Town Centres - Bournemouth, Christchurch & Poole
Primary Walking Routes - Busy urban shopping and business areas and main pedestrian routes	Core Walking Zones – Tier 2	District Centres – Ashley Cross, Boscombe, Boscombe East, Broadstone, Castlepoint, Charminster, Highcliffe, Kinson, Moordown, Springbourne (Holdenhurst Road), Southbourne Grove, Tuckton, Upper Parkstone, Westbourne, Winton, Wallisdown Local Centres – Canford Heath (Adastral Square)
Primary Walking Routes - Busy urban shopping and business areas and main pedestrian routes	Key Walking Routes	Main pedestrian routes connecting to, and within a 2km radius of, Tier 1 Core Walking Zones

Figure 6.1 – Tier 1 and Tier 2 Core Walking Zones



Figure 6.2 – Tier 1 Core Walking Zones and Key Walking Route Network Plan



6.2 Route Audits

- 552
- 6.2.1. In similarity to the network planning for cycling, after having identified the network of Key Walking Routes the next step was to undertake route auditing, including site visits.
 - 6.2.2. The walking audits used the DfT's Walking Route Audit Tool (WRAT). This identified the current quality of existing infrastructure along routes and identified where improvements were needed.
 - 6.2.3. The audit comprises 20 criteria grouped into five themes (attractiveness, comfort, directness, safety and coherence). Auditors are required to give a score for each criterion of between 0 and 2, where 2 represents good provision and 0 represents poor provision. From these 20 criteria a total score was derived. The accompanying notes to the tool indicate that a score of 70% (i.e. a score of 28 out of a potential 40 points) should normally be regarded as a minimum level of provision overall. Routes which score less than this, and factors which are scored as zero, should be used to identify where improvements are required.
 - 6.2.4. Consistent with to the approach adopted for cycle routes, audits were carried out for Key Walking Routes which were identified for potential Transforming Cities Fund investment.
 - 6.2.5. The site visits involved walking the route, noting key issues and taking photographs. The audit findings fed into, and influenced, the design process undertaken for the corridors which subsequently secured funding from the Transforming Cities Fund for improvements.
 - 6.2.6. The key findings in terms of suitability of the Key Walking Routes included the following:
 - Attractiveness theme:
 - Walking routes with limited or no passive surveillance (overlooking from neighbouring land uses), such as in subways;
 - Walking routes which are within Air Quality Management Areas (where levels of nitrogen dioxide has been recorded which exceeds the limits outlined in the National Air Quality Strategy), or are within Noise Important Areas, which is a designation based on modelled levels of road traffic noise;
 - Walking routes without street trees or planting to enhance the walking environment, provide shade or shelter and absorb carbon dioxide;
 - Comfort theme:
 - Footways in poor condition, damaged paving slabs and uneven surfaces, creating potential trip hazards;
 - Overhanging vegetation, obstructing footways or reducing available space for walking;
 - Motor vehicles parked on footways;
 - Narrow footways, or footways where the usable space is reduced by direction signs, street lighting columns or bus stop shelters;

- Crossing locations requiring people to divert from their intended desire line and walk further than necessary;
- Some walking routes with significant distances between crossing points on roads with heavy motor traffic flows;
- Directness theme:
 - Wide roads which result in longer crossing distances for people walking;
 - Delays for people crossing busy main roads where there are no zebra or signal crossings; and
 - No formalised pedestrian priority when crossing side roads.
- Safety theme:
 - People walking on narrow footways in close proximity to heavy motor traffic flows or motor vehicles travelling at high speeds, or coming into potential conflict with cyclists on a shared-use path;
- Coherence theme:
 - Road crossings without dropped kerbs or tactile paving to assist blind, partially sighted and mobility impaired pedestrians.

7 Liveable Neighbourhood Analysis

7.1 What are Liveable Neighbourhoods?

- 7.1.1. LCWIPs were initially conceived as primarily a route-based approach to planning networks of cycling and walking routes. More recent government guidance in LTN 1/20 and Gear Change has emphasised the importance of area-based solutions to create Liveable Neighbourhoods (sometimes referred to as Low-Traffic Neighbourhoods). There is no one definition of a Liveable Neighbourhood. Figure 7.1 outlines the relevant text from Gear Change below.

Figure 7.1 – Gear Change Vision on Liveable Neighbourhoods

There will be less rat-running and many more low-traffic neighbourhoods

Residential side streets across the country can be blighted by rat-running. Low-traffic neighbourhoods will be created in many more groups of residential streets by installing point closures – for example, bollards or planters – on some of the roads. It would still be possible to access any road in the area, but motor traffic would not be able to use the roads as through routes. Streets within low traffic neighbourhoods will provide clear, direct routes for cyclists and pedestrians promoting walking and cycling. Accidents, pollution and noise will be dramatically reduced for residents.

- 7.1.2. The areas tend to share characteristics in terms of being networks of largely residential streets where:

- Most people feel safe and comfortable cycling and walking, due to low motor traffic speeds and flows;
- Motor vehicle access is maintained for residents, businesses and visitors; and
- The street environment is attractive, with low levels of traffic-related noise and air pollution.

- 7.1.3. Potential interventions to support and achieve these outcomes include (in alphabetical order):
- Cycle parking;
 - Footway and crossing improvements to prioritise walking;
 - Improvements to quality of the public space, including enhanced paving, and parklets, which use roadspace for planting and seating;
 - ‘Modal filters’, which are measures to prevent non-local through-traffic whilst retaining motor vehicle access to all properties and, where applicable, enable bus services to pass through. These can for example be in the form of bollards, planters or traffic restrictions (at certain times or at all times), enabling access to certain vehicle types only;
 - School streets, which are timed road closures to through motor traffic and parking restrictions close to schools at pick-up and drop-off times, to improve road safety;
 - Seating;
 - Speed limit reductions and features to calm traffic speeds; and
 - Trees and planting.
- 7.1.4. Whilst area-based analysis is not a discrete stage in the LCWIP process, Liveable Neighbourhood measures can help to create safe and direct cycling and walking networks. Analysis was therefore undertaken to consider the potential for implementing Liveable Neighbourhood concepts across the BCP authority area.

7.2 Guidance

- 7.2.1. Guidance from the government in [LTN 1/20](#) and the [Network Management Duty Guidance](#) (initially issued during the Covid-19 pandemic) identifies that:
- effective engagement with the local community is essential to ensure the political and public acceptance of any scheme, particularly at an early stage, and is good practice even where there is no legal requirement to carry it out;
 - the use of trials is recommended as a means of understanding potential impacts of introducing schemes, with suitable advance notification of the trial; and
 - monitoring and engagement before, during and after the trial should be undertaken to understand the different impacts arising from the scheme.

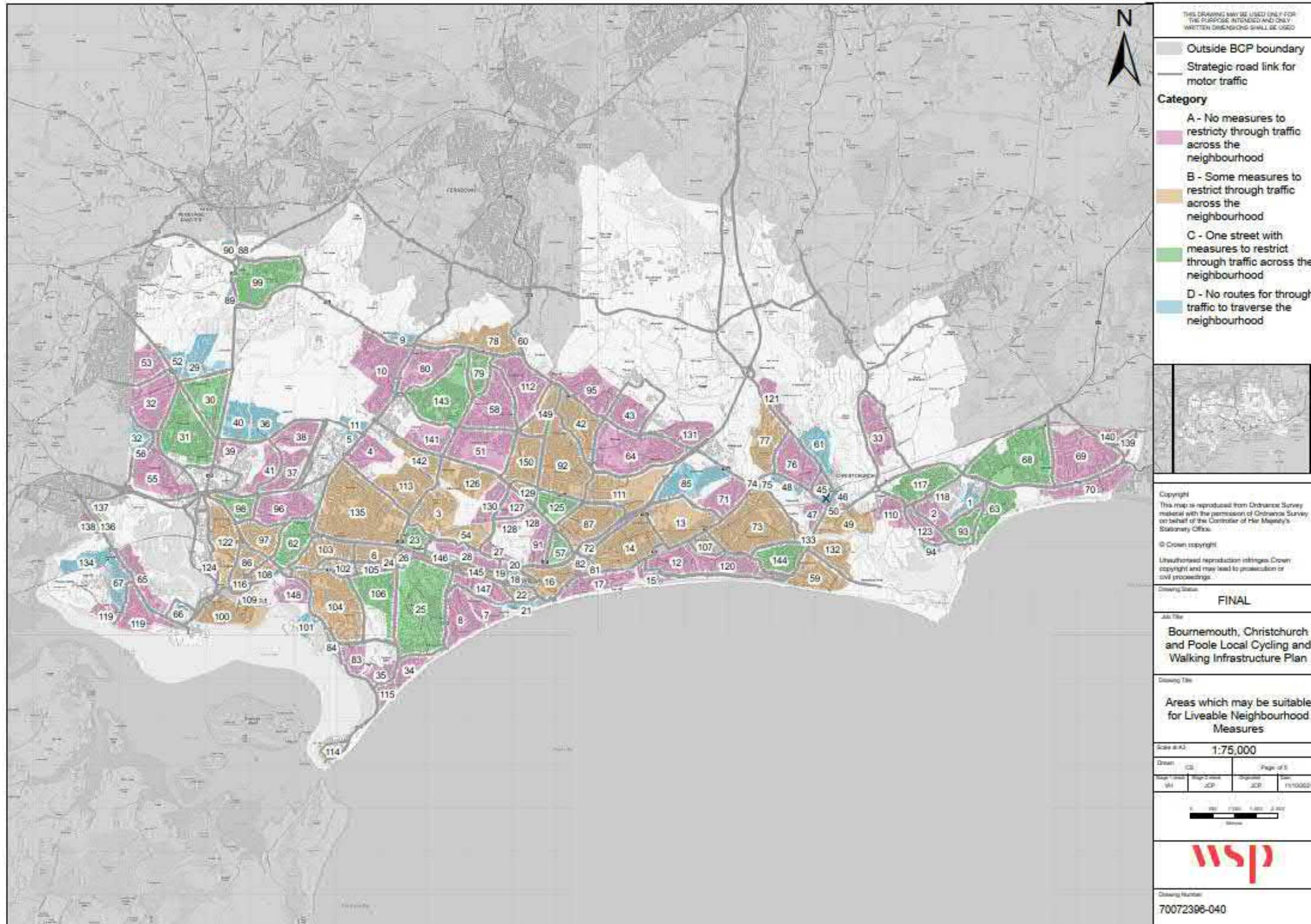
7.3 Introduction to analysis

- 7.3.1. A two-stage process was used to identify locations that could have the greatest need for, or benefit most from, Liveable Neighbourhood measures. The two stages were as follows:
- Stage 1: Identifying Potential Liveable Neighbourhood Areas; and
 - Stage 2: Suitability Assessment.

7.4 Analysis stage 1: Identifying potential Liveable Neighbourhood areas

- 7.4.1. A mapping exercise was undertaken to consider which areas might be suitable as Liveable Neighbourhoods. Reference was made to available guidance published by [Living Streets](#) and [Transport for London](#) but took account of the local context and geography of in the BCP area.
- 7.4.2. The starting point was to identify severance lines comprising:
- Roads which are considered to be strategically important for motor vehicle traffic circulation:
 - A- and B-road networks; and
 - In areas where the A- and B-road networks are less dense, other roads which are considered to have a strategic traffic circulation function; and
 - Other physical barriers to movement, such as rivers and railway lines.
- 7.4.3. All streets not identified by the process above were then included as part of a potential Liveable Neighbourhood area. The plan of potential Liveable Neighbourhood areas was refined in response to feedback from Council officers.
- 7.4.4. The methodology above identified a total of 150 potential Liveable Neighbourhood cells, each of which was assigned a reference number for analysis. The location and extent of the identified cells are shown in Figure 7.2 . This is intended to guide further analysis and is not definitive. The plan also indicates which of the areas already have some Liveable Neighbourhood infrastructure in place.

Figure 7.2 - Potential Liveable Neighbourhood Cells



7.5 Analysis Stage 2: Suitability Assessment

- Methodology

7.5.1. The second stage of analysis then considered which areas could have the greatest need for, or benefit most from, Liveable Neighbourhood interventions. A workshop was held with Council officers to identify criteria to be used, with reference made to published Liveable Neighbourhood assessments by [Transport for London](#), [London Borough of Lambeth](#) and [Bath and North East Somerset Council](#). The chosen criteria covered:

 - An assessment of the strategic case for intervention – considering the transport-related problems currently experienced in each area, the degree to which Liveable Neighbourhoods might enable active travel to local facilities and whether they would enable the delivery of primary cycle routes; and
 - Analysis of potential beneficiaries.

7.5.2. Table 7.2 and Table 7.3 summarise the ‘strategic case’ and ‘potential beneficiaries’ criteria. Each criterion was assessed on a 5-point scale for consistency. 45 was the highest possible score, representing areas which may be most suitable for Liveable Neighbourhood measures.

7.5.3. The potential Liveable Neighbourhood areas vary in size significantly, and some of the suitability assessment criteria can favour larger areas (as, all other things being equal, larger areas would tend to have a greater population, for example). On that basis and where relevant to the criteria, the areas were assessed on a ‘per square kilometre’ basis to avoid unduly favouring larger areas.

- Results

7.5.4. Table 7.3 sets out the results of the stage 2 analysis, identifying the areas which may be most suitable for Liveable Neighbourhood measures. Figure 7.3 identifies the locations of the potential Liveable Neighbourhood areas listed in the table. In broad terms the analysis identified that some areas close to Bournemouth and Poole town centres, parts Boscombe, Ensbury Park, Hamworthy, Parkstone, Southbourne and Winton were potentially most suitable for Liveable Neighbourhood measures.

7.5.5. Further work will be required to better understand the nature of the transport problems in each area and the best possible solutions (which may include Liveable Neighbourhood measures). Extensive engagement with communities will form a key part of this process.

Table 7.1 – Criteria used for Liveable Neighbourhood Suitability Assessment – Strategic case

Criteria	Description	Data Source	Assessed on per Square Kilometre Basis
Local facilities	Number of local facilities accessible within or adjacent to potential Liveable Neighbourhood area. Considers all <i>Centres and Retail</i> and <i>Healthcare</i> destinations identified in Table 3.1	Desktop research	Yes
Primary cycle routes enabled	Length of primary cycle routes within potential Liveable Neighbourhood areas	Map Analysis based on Figure 4.3 and Figure 7.2	No
Primary cycle routes enabled (avoiding constraints)	Number of primary cycle route sections mapped to roads along the boundaries of potential Liveable Neighbourhood areas and which are unlikely to have sufficient space to accommodate cycle tracks alongside footways and one traffic lane in each direction	Map Analysis based on Figure 4.3, Figure 7.2 and high-level assessment of available highway width	No
Recorded road collisions	Total number of recorded cycle or pedestrian casualties within the potential Liveable Neighbourhood area, weighted by severity	Department for Transport	Yes
Speeding issues	Number of locations used for Speed Indicator Devices within potential Liveable Neighbourhood areas	BCP Council Road Safety Team	Yes
Through traffic (using traffic flows as a proxy)	Number of through traffic routes available within the potential Liveable Neighbourhood area and the volume of vehicles using them	Accessibility Classification Plans prepared as part of LCWIP (Appendix C)	No

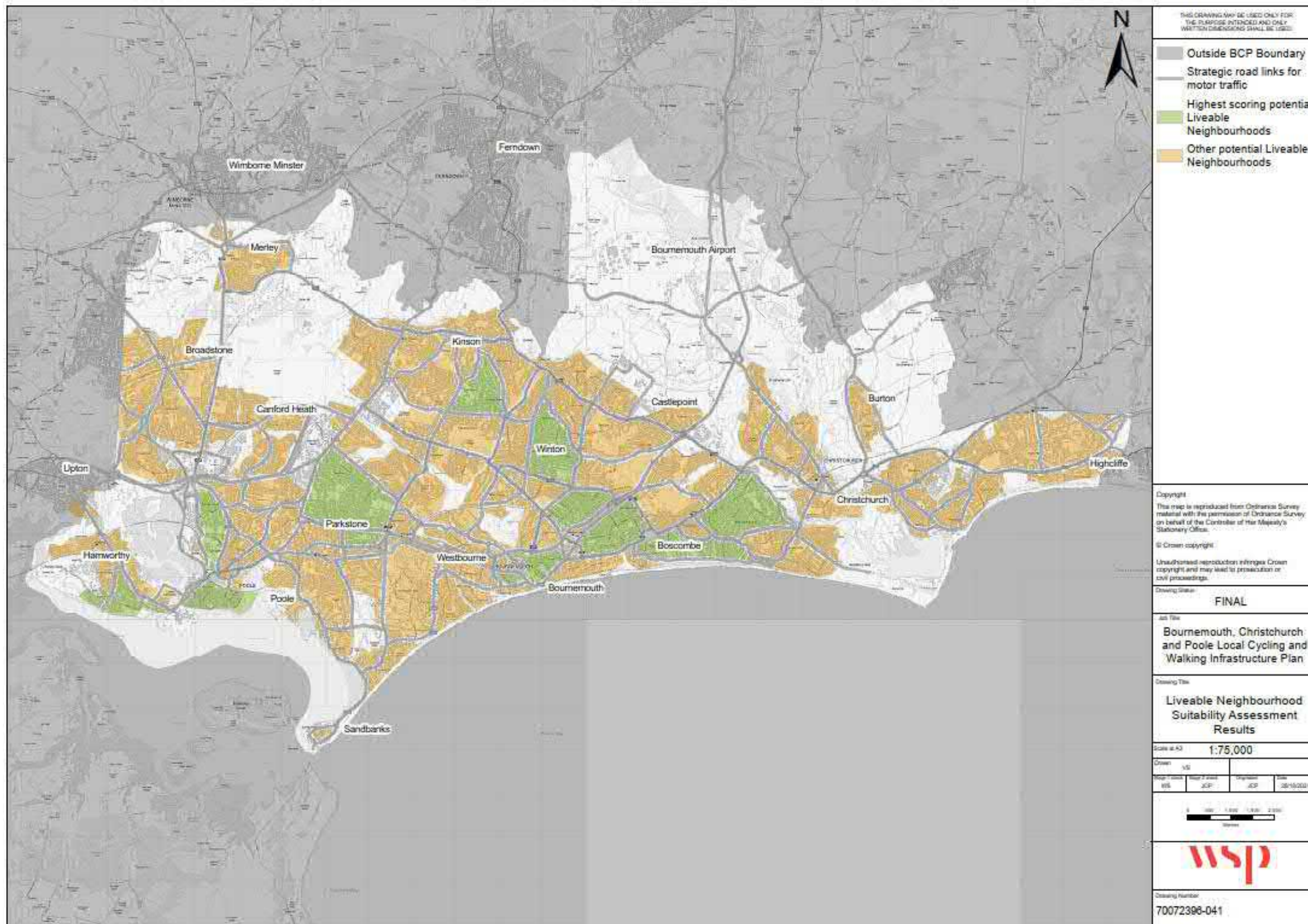
Table 7.2 - Criteria used for Liveable Neighbourhood Suitability Assessment – Potential Beneficiaries

Criteria	Description	Data Source	Assessed on per Square Kilometre Basis
Deprived communities	Average deprivation score for Lower Super Output Areas covered by the potential Liveable Neighbourhood area, weighted by proportion of area covered	Ministry of Housing, Communities & Local Government Index of Multiple Deprivation	No
Resident Population	Total population resident within the proposed cell	Mid-2019 population based on residential postcodes	Yes
School students	Total number of pupils/students attending schools within the potential Liveable Neighbourhood area	Department for Education school roll data for 2019/20 and desktop research	Yes

Table 7.3 – Liveable Neighbourhood Suitability Assessment – Top Scoring Areas

Area Reference	Area Covered	Boundary Roads or Features
6	Alexandra Park	Ashley Road, Bournemouth Road, Richmond Road
12	Boscombe Central	Palmerston Road, Centenary Way, Ashley Road, Christchurch Road, Woodland Walk, Boscombe Overcliff Drive, Boscombe Cliff Road, Michelgrove Road, Percy Road, Owls Road, Boscombe Spa Road
14	Boscombe North West & Springbourne	Holdenhurst Road, Ashley Road, Centenary Way, Palmerston Road, Christchurch Road, St. Swithun's Road South
16	Bournemouth Central	Wessex Way, Lansdowne Road, Bath Road, Terrace Road, The Triangle, Avenue Road, Bourne Avenue
22	Bournemouth West Hill	Poole Hill, Terrace Road, Exeter Road, Priory Road, Durley Chine Road
49	Christchurch Town Centre	Christchurch Bypass, River Avon, River Stour, Stour Road, Barrack Road
58	East Howe & Ensbury Park	Wimborne Road, East Howe Lane, Leybourne Avenue, Coombe Avenue, Redhill Drive, Columbia Road
73	Iford & West Southbourne	Iford Lane, Carbery Avenue, Southbourne Road, Southbourne Grove, Seabourne Road, Christchurch Road
87	Malmesbury Park	Richmond Park Road, Wessex Way, Lansdowne Road, Charminster Road
92	Moordown & Winton East	Malvern Road, Charminster Avenue, Charminster Road, Alma Road, Wimborne Road
100	Old Town & Baiter	West Street, Hunger Hill, railway line, Poole Harbour
119	South Hamworthy & Lake	Blandford Road, Poole Harbour, Hamworthy branch rail line, Lake Road
120	Southbourne South	Christchurch Road, Parkwood Road, Woodside Road, Southbourne Grove Road, Southbourne Road, Belle Vue Road, Southbourne Overcliff Drive, Woodland Walk
122	Stanley Green	Wimborne Road, Towngate Bridge, rail line, Stanley Green Road and Fleets Lane
135	Upper Parkstone & Rossmore South	Ringwood Road, Herbert Avenue, Alder Road, Ashley Road, Sea View Road

Figure 7.3 – Liveable Neighbourhood Suitability Assessment - Results



Note: Top scoring areas and their references are listed in Table 7.3 and cell references are shown on the plan in Figure 7.3

8 Stage 5: Prioritising Improvements and Delivery Plans

8.1 Introduction

- 8.1.1. Much of the money that councils invest in new transport infrastructure is awarded from central government. In many cases government requires councils to competitively bid for this money. This makes it important to have a set of proposals identified in advance of funding being announced.
- 8.1.2. Stage 5 of the LCWIP process is to prioritise the identified cycling and walking improvements, with the key output being a prioritised programme of improvements (a Delivery Plan). A prioritisation exercise was undertaken to consider which interventions should form the short, medium and long-term BCP LCWIP investment programme. The Technical Guidance identifies three categories as follows:
 - Shorter-term: improvements which can be implemented quickly or are under development;
 - Medium term: improvements where there is a clear intention to act, but delivery is dependent on further funding availability or other issues (e.g. detailed design, securing planning permissions, land acquisition, etc); and
 - Longer-term: more aspirational improvements or those awaiting a defined solution.
- 8.1.3. The prioritisation is intended to be indicative and flexible, to take account of available funding and changes in circumstances. An approach which prioritises whole corridors is likely to give greatest benefits, but this is reliant on securing large-scale funding.

8.2 Overview of prioritisation approach

- 8.2.1. In most cases cycling and walking infrastructure will be improved jointly as part of a package approach to ensure value for money and efficiency. The following approach was adopted for prioritisation:
 - Analysis was undertaken to outline the approximate order in which primary cycling routes should be taken forward for major scheme development and funding bids; and
 - Analysis was undertaken to identify improved crossings over main roads, which benefit people walking and help to deliver secondary cycle routes.
- 8.2.2. To date an equivalent prioritisation process has not been undertaken for the Core Walking Zones and Key Walking Routes. This will be considered in future updates to the LCWIP

- 8.2.3. Other points of note for the prioritisation are set out below:
 - Additional schemes will continue to be identified outside of the LCWIP prioritisation approach to improve the primary and secondary cycle network, Core Walking Zones and Key Walking Routes, and routes not on the identified network plans. This will include infrastructure funded by developers or identified as part of regeneration or seafront enhancement programmes, for example;
 - The Liveable Neighbourhood analysis identified areas that may be most suitable for measures to support and enable cycling and walking; and
 - As well as the corridor itself, the package approach would also improve connections to and across the corridor.

8.3 Prioritising Strategic Improvements

Overview

- 8.3.1. The prioritisation considered ‘effectiveness’, ‘policy’ and ‘deliverability’ factors as illustrated in the Technical Guidance. The process comprised the following three elements:
 - Strategic case assessment, which assessed the ‘effectiveness’ and ‘policy’ themes;
 - Division of route corridors, to enable deliverability assessment; and
 - Deliverability assessment.
- 8.3.2. The prioritisation process favours schemes which are considered to be both of high strategic importance and with limited deliverability issues.
- 8.3.3. The process followed is described in the sections below.

Strategic case assessment

Methodology

- 8.3.4. The primary cycle routes shown in Figure 4.3 were assigned reference numbers. A single reference was assigned to longer corridors of primary cycle route which terminated in major destinations (e.g., from Poole Town Centre to Bournemouth Town Centre), rather than shorter sections of route. This was both to simplify the analysis and emphasise the importance of creating cycle routes which serve end-to-end destinations. As a result, some route references overlap with each other for part of their length.
- 8.3.5. The primary cycle route corridors were ranked by assessing their likely impact against a range of criteria. The criteria, the data used, and metrics applied are set out in Table 8.1. These criteria covered the ‘effectiveness’ and ‘policy’ theme in the prioritisation example illustrated in the Technical Guidance.
- 8.3.6. Each criterion was scored on a five-point scale, and each were given an equal weighting. This means the highest potential score for a corridor was 30.
- 8.3.7. The primary cycle route corridors varied significantly in length. To ensure that the assessment process did not favour longer distance routes (which would tend to be in close proximity to more homes, key employment areas, and so on), the results were reported on a ‘per kilometre’ basis where appropriate.

Outcome

8.3.8. Figure 8.1 illustrates the rank of all primary cycle route corridors. The 23 routes shown in dark green (with scores between 24 and 21) and light green (scores between 20 and 18) were the highest scoring corridors. These were assessed as having the strongest strategic case for implementation and these routes are described in Table 8.2, along with their scores and ranking.

Table 8.1 – Primary Cycle Routes Assessment – Criteria

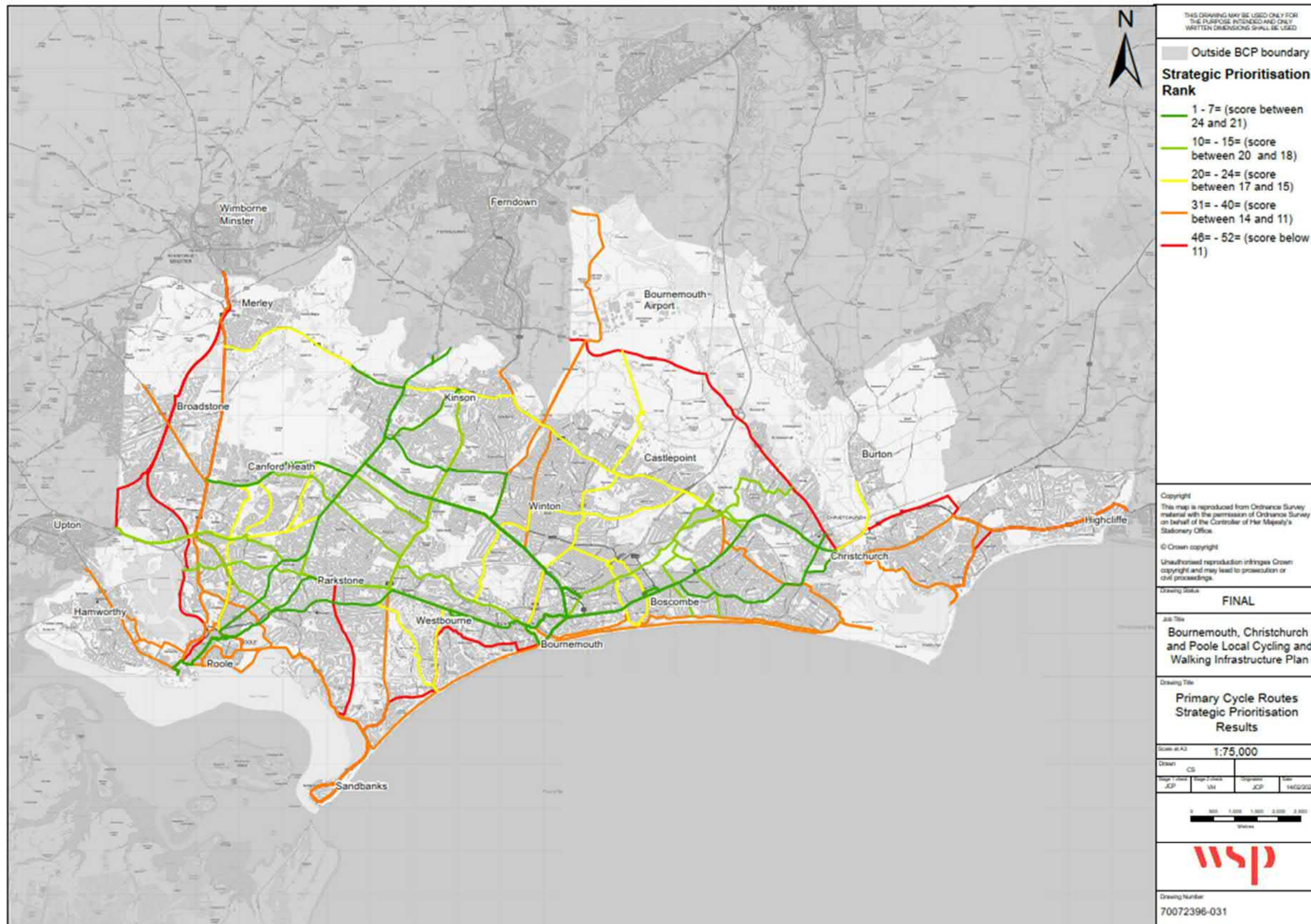
Criteria	Metric Applied	Data Used	Assessed per km?
Congestion	Total number of congestion hotspots within 50m of the route	Congestion Report Phase 1, prepared for the Dorset LEP	Yes
Deprived Communities	Average deprivation score for Lower Super Output Areas within 500m of the route, weighted by proportion of catchment covered	Department for Levelling Up, Housing and Communities Index of Multiple Deprivation	No
Population	Total population within 500m of the route (based on postcode centroids)	Experian Mosaic postcode population (mid-2019)	Yes
Forecast numbers of potential future users	Total number of potential cyclists along the route	PCT e-bike scenario for commuter trips and Go Dutch scenario for school trips	Yes
Road safety	Total number of cycle casualties within 50m of the route, weighted by severity (slight - 1, severe - 5, fatal - 10)	Department for Transport STATS19 collision data	Yes
Strategic locations accessed	Proximity of routes within 500m to selected leisure and recreation sites, development sites, rail stations, and university sites	Desktop research	Yes

Table 8.2 – Primary Cycle Routes Assessment – Top Scoring Routes

Score	Rank	Route Description
24	1	C7 - Christchurch town centre to Bournemouth town centre, via Iford Bridge & Boscombe town centre
23	2	P8 - Poole town centre to Upper Parkstone, via Civic Centre and North Road
22	=3	U4 - Talbot Campus to Lansdowne via Cemetery Junction
22	=3	B12 - Bournemouth town centre to West Howe, via Cemetery Junction & Columbia Road
22	=3	B11 - Bournemouth town centre to Magna Road via Cemetery Junction, Talbot Campus & Wallisdown
22	=3	C6 - Christchurch town centre to Bournemouth town centre, via Tuckton, Southbourne & Boscombe town centre
21	=7	B10 - Bournemouth town centre to Darby's Corner Roundabout, via Talbot Campus & Wallisdown
21	=7	B6 - Bournemouth town centre to Lower Hamworthy, via Branksome, Ashley Cross & Poole town centre
21	=7	P6 - Poole town centre to Kinson, via Ringwood Road
20	=10	B14 - Bournemouth town centre to Darby's Corner Roundabout, via Cemetery Junction, Wallisdown and Bourne Valley
20	=10	B7 - Bournemouth town centre to Holes Bay, via Branksome & Dorchester Road
19	=12	U1 - Talbot Campus to Kinson via Wallisdown

Score	Rank	Route Description
19	=12	H4 - Royal Bournemouth Hospital to Overcliff Drive via Littledown and Woodland Walk / Southbourne
19	=12	B8 - Bournemouth town centre to Upton, via Branksome, Ashley Road & Fleetsbridge
18	=15	B9 - Bournemouth town centre to Canford Heath via Newtown
18	=15	O10 - Fleets Corner to Civic Centre, via New Inn Junction and the Shah of Persia
18	=15	U6 - Talbot Campus to Upper Parkstone, via Wallisdown, Alder Road & Pottery Junction
18	=15	B3 - Bournemouth town centre to Jumpers Common area, via King's Park & Springbourne
18	=15	H2 - Royal Bournemouth Hospital to Christchurch town centre via Iford Bridge
17	=18	O5 - Charminster Road to Boscombe via Malmesbury Park & Springbourne
17	=18	O9 – Westbourne to Branksome Chine via The Avenue
17	=18	U5 - Talbot Campus to Bournemouth town centre via Glenferness Avenue & Upper Gardens
17	=18	U7 - Talbot Campus to Darby's Corner, via Wallisdown, Mountbatten Arms & Canford Heath

Figure 8.1 – Primary Cycle Routes Assessment – Results



Division of route corridors

- 8.3.9. In order to assess the deliverability of the primary cycle routes, they were split into sections for the following reasons:
- The strategic assessment did not take account of sections of primary cycle route corridors which will be delivered as part of committed schemes;
 - It is acknowledged that the complexity of delivering enhanced cycling and walking infrastructure can vary considerably along a corridor; and
 - The primary cycle route corridors overlap in several locations, and therefore splitting them into sections ensures that each section is only assessed once.
- 8.3.10. Figure 8.2 shows the resulting 70 route sections used for the step 3 deliverability assessment.

Deliverability Assessment

Methodology

- 8.3.11. Each primary cycle route section was assessed against deliverability and feasibility criteria.
- 8.3.12. The set of criteria used in this assessment is listed in Table 8.3. Each criterion was scored on a 3-point scale and weighted equally, resulting in scores ranging from 4 to 12, with a score of 4 representing routes that are the easiest to deliver and a score of 12 representing routes with the most significant deliverability issues. These criteria covered the ‘deliverability’ theme in the prioritisation example illustrated in the Technical Guidance.

Table 8.3 – Deliverability Assessment – Criteria

Criteria	Metric Applied
Amount of road space reallocation required	Approximate percentage of route section where existing traffic lanes would need to be reallocated for cycle tracks to deliver primary cycle route infrastructure
Length of pinch points	Are there space constraints which may affect the delivery of the intervention? The approximate length of route section where initial review indicates that there would be insufficient highway width to accommodate a cycle track as well as footways and a traffic lane in both directions.
Overlap with high-frequency bus corridors	Approximate percentage of route section that overlaps with a high-frequency bus corridor (defined as bus corridors with more than 6 buses an hour).
Other deliverability issues	High-level assessment of: <ul style="list-style-type: none"> ■ Whether private land might be required to deliver the required infrastructure for the primary cycle route; ■ The scale and scope of regulations or consents likely to be required for the primary cycle route (e.g. planning permission, Traffic Regulation Orders or bylaws); and ■ Technical feasibility and complexity, considering if there are particular engineering or network management challenges associated with the intervention and their significance.

Outcome

- 8.3.13. Table 8.4 lists the route sections with the fewer deliverability issues and Table 8.5 outlines the route sections with the greater deliverability issues. Their locations and scores are shown in Figure 8.2. The assessment of primary cycle routes is an indication of priority, and is to be flexibly applied, rather than being fixed or definitive.

Figure 8.2 – Shortlisted Primary Cycle Route Corridors and Section References

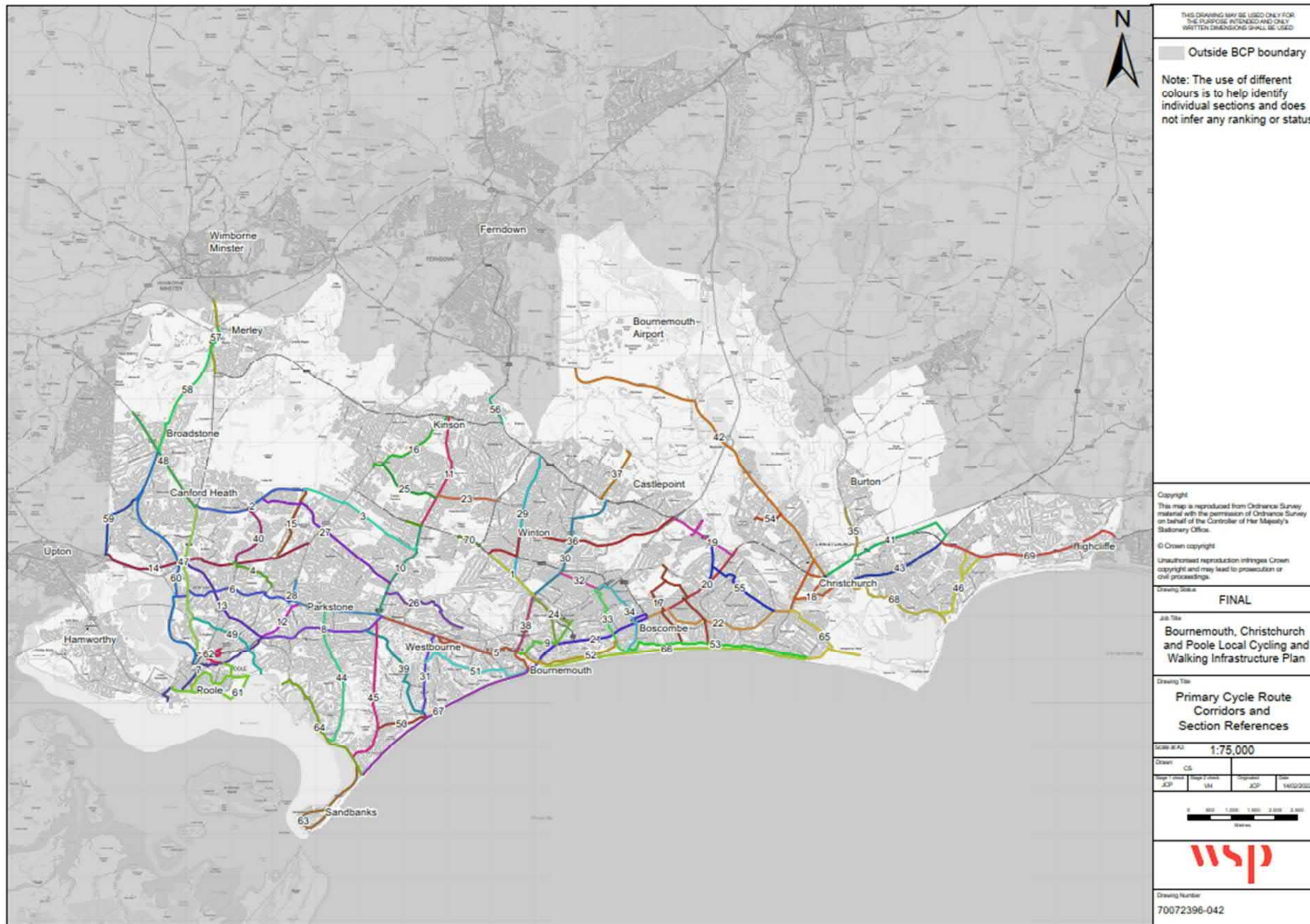


Table 8.4 –Deliverability Assessment Results – Route Sections with Fewer Deliverability Issues

Deliverability Score	Section Reference	Section Description
4	26	Alder Road to Prince of Wales Road
4	58	Broadstone Roundabout to Oakley Lane via Castleman Trailway
5	2	Canford Heath Road
5	3	Canford Way and Bourne Valley (Manning's Heath Road to Alder Road)
5	4	Dale Valley Road, Foxholes Road and Dale Road
5	32	Charminster Road to Wessex Way (Malmesbury Park)
5	37	Castle Lane East to Throop Lane
5	59	Upton Road to Beechbank Avenue via Roman Road and Castleman Trailway
6	16	Poole Lane (Kinson to West Howe)
6	19	Castle Lane East
6	25	Turbary Park Avenue
6	33	Wessex Way to Boscombe Seafront via Cleveland Road
6	34	Wessex Way to Boscombe Seafront via Palmerston Road
6	35	Stony Lane Roundabout to Burton
6	40	Adastral Road
6	41	Fountain Roundabout to Somerford Roundabout via Christchurch Bypass
6	52	Bournemouth Town Centre to Boscombe via East Overcliff Drive
6	64	Parkstone Bay to Sandbanks

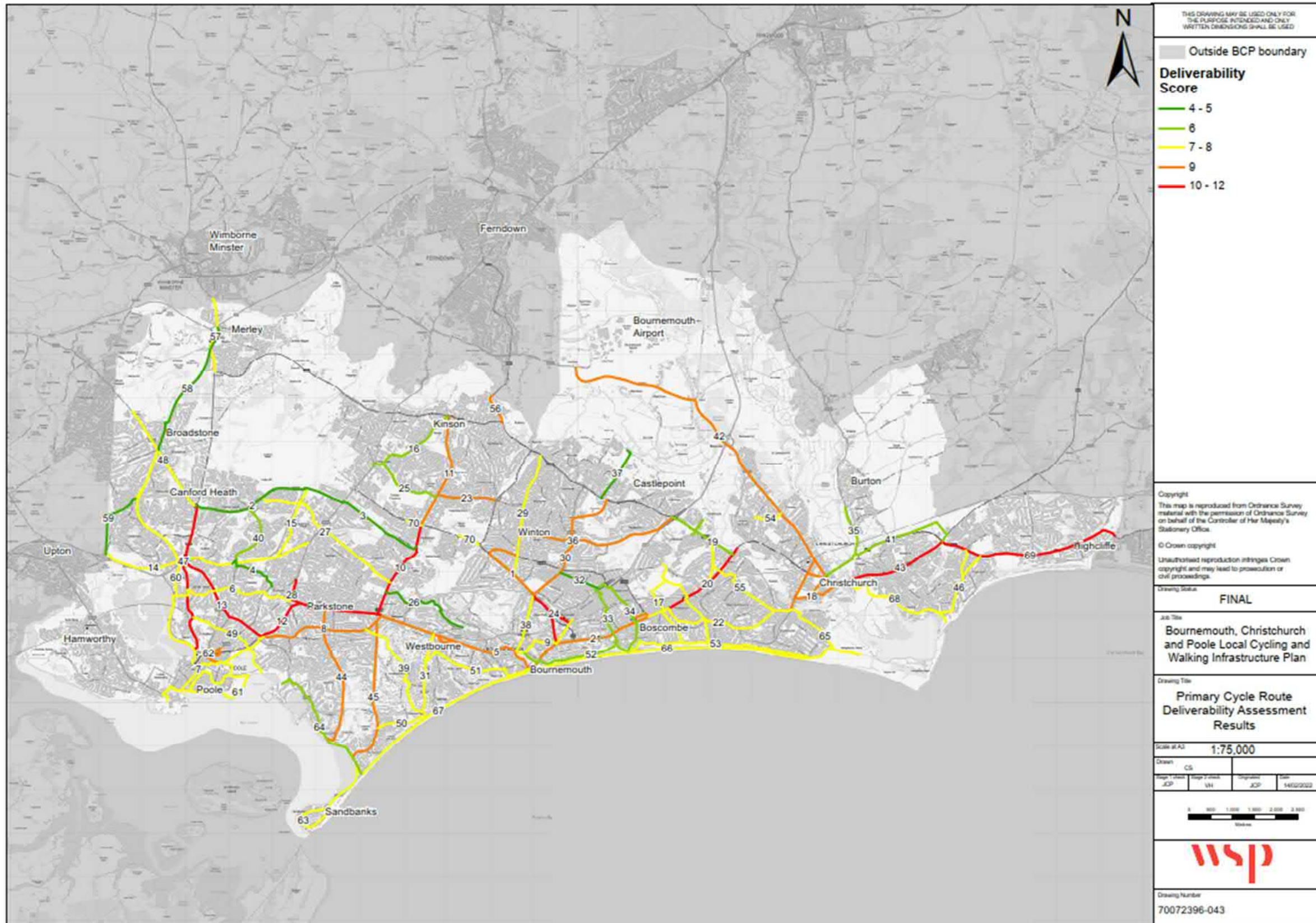
Table 8.5 –Deliverability Assessment Results – Route Sections with Greater Deliverability Issues

Deliverability Score	Section Reference	Section Description
10	10	Alder Road between Pottery Junction and Wallisdown Crossroads
10	12	North Road
10	20	Christchurch Road (Pokesdown to Iford Bridge)
10	24	Cemetery Junction to Bournemouth Station
10	47	Poole Town Centre to Darby's Corner Roundabout via Fleet's Corner
11	28	Ashley Road and Sea View Road
11	43	Fountain Roundabout to Somerford Roundabout via Somerford Road
11	69	Somerford Roundabout to Walford Brook
12	13	Wimborne Road and Fernside Road between Fleet's Corner and Civic Centre Gyratory

Comparison of strategic importance versus deliverability

- 8.3.14. In compiling the Delivery Plan it was important to prioritise route sections that are both easier to deliver and of high strategic importance (or that strike a balance between the two).
- 8.3.15. The strategic case assessment comprised six criteria and the deliverability assessment comprised four criteria. To enable a balanced assessment, the deliverability assessment score was factored up by 1.5. The resulting combined strategic case assessment and deliverability assessment score then informed the Delivery Plan.

Figure 8.3 – Deliverability Assessment - Results



Delivery Plan

- 8.3.16. Based on the above prioritisation, an indicative Delivery Plan Schedule for major cycling and walking route investment was developed, as outlined in Table 8.6 to Table 8.9. This sets out:
- Where – a description of the route and section identified for investment, and whether it includes part of a Core Walking Zone or Key Walking Route;
 - What – the broad scope of infrastructure anticipated to be required;
 - When – over what approximate timescale the investment is anticipated (short-term, medium-term, medium- to longer-term and long-term); and
 - How Much – an approximate high-level indicative cost estimate for the infrastructure.
- 8.3.17. Where available, existing cost estimates were used. For other elements of the delivery plan, estimates were prepared, based on costs for the first quarter of 2022. These were developed as follows:
- Using a first principles approach to quantify the major items of work and applying unit rates from industry standard published data, adjusted for working in and around the live carriageway; and
 - Informed by cost allowances from previous schemes.
- 8.3.18. To provide a consistent approach at this early stage, the estimates assumed that segregated cycle tracks would be required on all parts of the primary cycle network. The estimates also factor in likely requirements for redesigning major junctions and, where relevant, new bridge structures. The cost estimates include allowances for preliminaries, traffic management, utilities and professional fees. They do not include values to reflect optimism bias, VAT, any purchase of land in private ownership and inflation beyond the first quarter of 2022.
- 8.3.19. In addition to the combined prioritisation score, the cost estimates informed the delivery timescales (and assigned implementation periods) assumed for improvements. The objective was to achieve a broadly similar total infrastructure cost in each delivery plan timescale.
- 8.3.20. Figure 8.4 illustrates the location of each of the LCWIP Delivery Plan proposals and their proposed approximate timescales for implementation. A route following the seafront and harbourside is a priority for leisure, tourism and recreation investment; the funding to improve this corridor may come from different sources to other prioritised routes.
- 8.3.21. Most of the proposals in the Delivery Plan will require:
- Further study, design and feasibility assessment;
 - Public consultation;
 - Engagement with elected members and approval from the Portfolio Holder, Cabinet or Full Council; and
 - Government funding to be awarded, often following the submission of a business case.
- 8.3.22. These, and other factors, have the potential to change cost estimates and timescales for delivery.

Figure 8.4 - LCWIP Indicative Delivery Plan

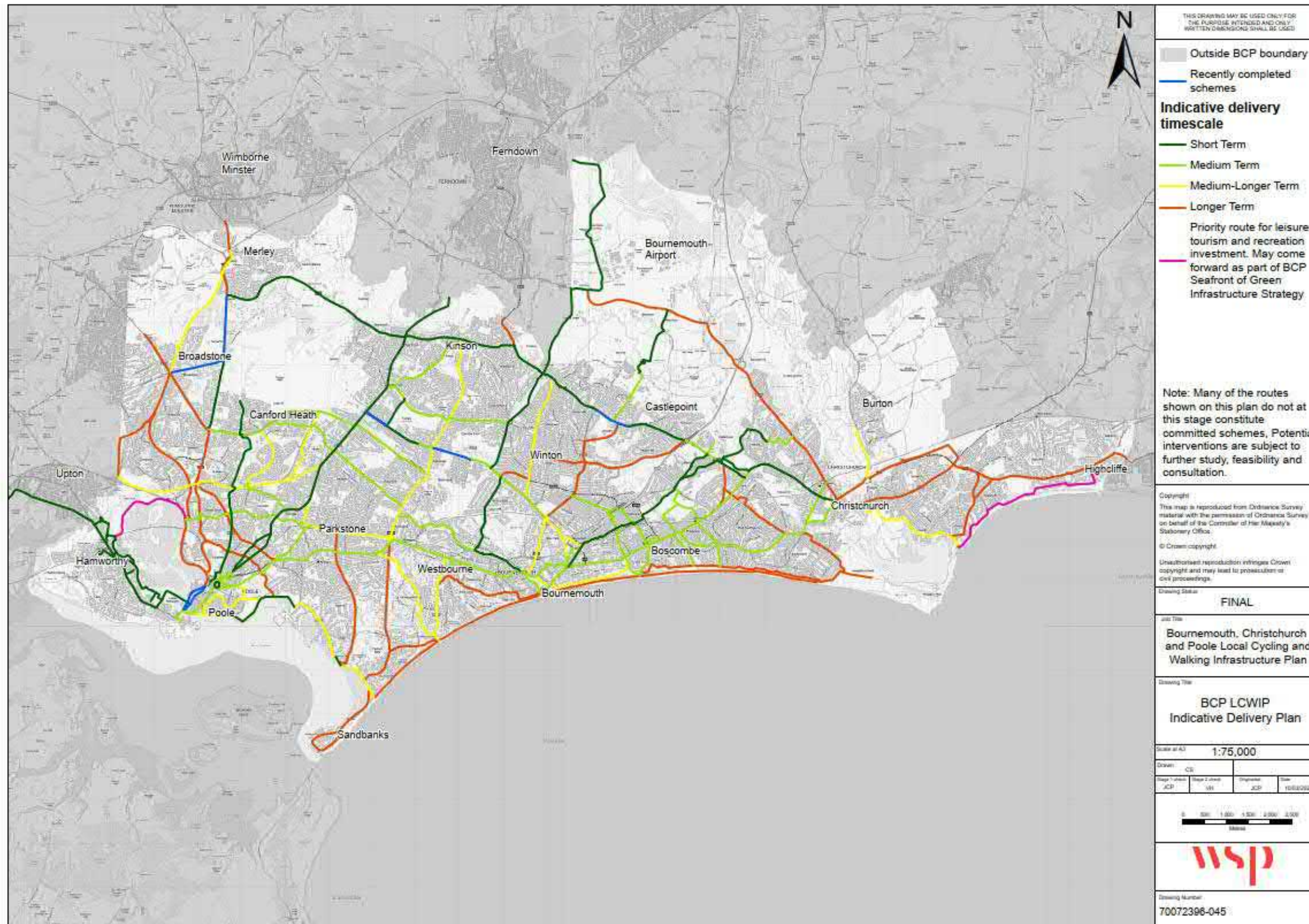


Table 8.6 – Indicative LCWIP Delivery Plan Schedule – Short Term Committed (0-3 years) schemes

Schedule Reference	Location	Scheme Description	Includes Core Walking Zone	Includes Key Walking Route	Approximate Costs
TCF C1	Bournemouth Railway Station to Royal Bournemouth Hospital and Jumpers Common	Cycling and walking improvements along an east-west corridor between Bournemouth and Christchurch. The improvements will serve several schools, Bournemouth AFC's stadium, the Royal Bournemouth Hospital and planned development at Wessex Fields.	Bournemouth Town Centre	n/a	£4,450,000
TCF C2	Bournemouth to Ferndown	Cycling and walking improvements between the Upper Gardens in Bournemouth and Trickett's Cross in Ferndown. Cross-boundary scheme with Dorset Council funded by Transforming Cities Fund.	Bournemouth Town Centre	Upper and Central Gardens, between Queens Road and Avenue Road	£14,750,000
TCF C3	Poole Town Centre to Holton Heath	Cycling and walking improvements between Poole town centre and Holton Heath. upgrades, including crossing and junction improvements, along Blandford Road. The improvements will better connect residential areas on either side of Blandford Road, and a quiet route would utilise residential streets, including Woodlands Avenue and Symes Road, to existing routes through Upton Country Park. Cross-boundary scheme with Dorset Council funded by Transforming Cities Fund.	Poole Town Centre	Rigler Road	£2,600,000
TCF C5	Poole Town Centre to Merley	Cycling and walking improvements between Poole town centre and Merley, running between Wimborne Road in Poole and Canford Heath, and onwards to Merley via an existing link on Gravel Hill, connecting key employment areas and local neighbourhoods. Funded by Transforming Cities Fund.	Poole Town Centre	Wimborne Road	£5,900,000
TCF S5	Poole to Ferndown and Wimborne	Improvements for cycling, walking and bus services between Poole town centre and Ferndown and Wimborne. The route will improve links to key local destinations, including shops and businesses in Poole and Ferndown town centres, industrial estates and business parks including Turbary Retail Park, Poole Hospital, and a number of nearby schools. Cross-boundary scheme with Dorset Council funded by Transforming Cities Fund.	n/a	n/a	£20,500,000
TCF S6	Christchurch to Merley	Improvements for cycling, walking and bus services along an east-west corridor between Merley and Christchurch town centre. The route will improve links to key local destinations, including shops and businesses in Kinson and Christchurch, a number of nearby schools and Castlepoint Shopping Centre. Includes an additional off-road section between Castle Lane West and Bournemouth Aviation Park. Funded by Transforming Cities Fund.	Kinson, Castlepoint	n/a	£18,650,000
LCWIP S01	Wallisdown Road West (Mountbatten Arms Roundabout to Bryant Road)	Sustainable travel improvements including introduction of protected (stepped) cycle tracks, improved footways, new and improved signal crossings and side road entry treatments plus speed limit reduction.	n/a	n/a	£2,103,000

Schedule Reference	Location	Scheme Description	Includes Core Walking Zone	Includes Key Walking Route	Approximate Costs
LCWIP S02	Lansdowne area, Bournemouth	Upgrades to the public realm and additional pedestrian crossings along Holdenhurst Road between Station Roundabout and Lansdowne Roundabout, and at Lansdowne Roundabout itself.	Bournemouth Town Centre	Holdenhurst Road	£8,000,000
ATF 1	Evening Hill, Poole	Make permanent a temporary pop-up protected cycle lane on difficult uphill section of main road. Addition of a new pedestrian crossing and footway widening.	n/a	n/a	£230,000
ATF2	Harbourside Park – between Turks Lane and Green Gardens, Poole	Upgrade of existing narrow shared path, part of NCN 25, to fully segregated parallel paths for people walking and cycling. Two phases.	Poole Town Centre	Harbourside Path	£1,170,000

Note: The Delivery Plan is indicative and subject to change. The Delivery Plan does not include schemes fully funded by developers. As these are committed improvements they were not assessed against the prioritisation criteria.

Table 8.7 - Indicative LCWIP Delivery Plan Schedule – Medium Term (3-7 years) schemes

Combined Prioritisation Score	Section Reference	Location	Scheme Description	Includes Core Walking Zone	Includes Key Walking Route	Approximate Costs
31.5	LCWIP S2 & 3	Canford Heath Road, Canford Way, St Brelades Road and Bloxworth Road between Darby's Corner Roundabout and Alder Hills Roundabout	Segregated cycle track linking the Canford Heath residential areas with existing routes to the Universities' Talbot Campus and Bournemouth Town Centre. This corridor will connect with Schedule references TCF C5 and which link to Poole Town Centre, several industrial estates, a large retail park and several schools.	n/a	n/a	£11,400,000
31	LCWIP S25	Turbary Park Avenue	Cycling and walking improvements linking Poole Lane to Kinson Road, to improve access to local schools, facilities and neighbourhoods. Connects to Schedule reference S5.	n/a	n/a	£2,300,000
30	LCWIP S26	Branksome Recreation Ground to Upper Gardens	Cycling and walking improvements on east-west corridor between Alder Road and Prince of Wales Road, consisting of segregated cycle tracks and traffic-free links	n/a	n/a	£3,300,000

Combined Prioritisation Score	Section Reference	Location	Scheme Description	Includes Core Walking Zone	Includes Key Walking Route	Approximate Costs
30	LCWIP S9	Bournemouth Square to Bournemouth Railway Station: Old Christchurch Road, Lansdowne Road, Oxford Road	Cycling and walking upgrades connecting Bournemouth Square with the railway station, via Bournemouth University's Lansdowne Campus, incorporating bus route improvements to improve journey times between Bournemouth Square and the Travel Interchange. Major junction improvements at Station Roundabout. Links to Schedule reference TCF C1.	Bournemouth Town Centre	Lansdowne Road, Old Christchurch Road, Oxford Road	£8,700,000
30	LCWIP S16	Kinson to West Howe	Cycling and walking improvements between the local centres of Kinson and West Howe, along Poole Lane, improving routes to local schools. Connects to Schedule reference TCF S5 and TCF S6.	Kinson	n/a	£3,100,000
29.5	LCWIP S4	Oakdale (Dorset Way to Ringwood Road)	Cycling and walking improvements to create safer routes to St Edward's RC & CofE School and connect Canford Heath to Parkstone. Connects to Schedule reference TCF S5.	n/a	n/a	£2,000,000
28.5	LCWIP S21 & S22	Bournemouth to Christchurch	Fully segregated cycle route connecting Bournemouth and Christchurch town centres via Tuckton. Would serve a number of local centres and two rail stations. Includes; segregated cycle tracks and upgrades to several major junctions. Likely to be divided into a number of smaller packages for delivery.	Bournemouth Town Centre, Christchurch Town Centre, Boscombe, Southbourne Grove, Tuckton	Bath Road, Christchurch Road, Tuckton Road, Tuckton Bridge, Stour Road, Willow Drive, Sopers Lane	£23,300,000
28.5	LCWIP S7 & S12	Lower Hamworthy to Upper Parkstone	Sections of strategic cycle route connecting to Poole town centre via a number of local centres. Includes segregated cycle tracks and upgrades to several major junctions.	Poole Town Centre	New Quay Road, Poole Lifting Bridge, Poole Quay, High Street, Kingland Road, Poole Park	£6,700,000
28	LCWIP S70	Wallisdown Road East	Completion of cycling and walking improvements between Boundary and University Roundabouts	n/a	n/a	£4,300,000
27.5	LCWIP S6	Holes Bay to Upper Parkstone	Cycling and walking improvements along east-west corridor through Oakdale, including along Dorchester Road. Connects to Schedule reference TCF Corridor S5	n/a	n/a	£4,700,000
27.5	LCWIP S32	Malmesbury Park (Charminster Road to Wessex Way)	Cycling and walking improvements through Malmesbury Park area.	Charminster	n/a	£1,400,000

Combined Prioritisation Score	Section Reference	Location	Scheme Description	Includes Core Walking Zone	Includes Key Walking Route	Approximate Costs
27	LCWIP S20	Pokesdown to Iford Bridge	Fully segregated cycle route along Christchurch Road to connect Bournemouth and Christchurch town centres. Connects to Schedule reference S6.	Boscombe East	Christchurch Road	£6,200,000
27	LCWIP S19	Castle Lane East	Cycling and walking improvements to Castle Lane East between Cooper Dean Roundabout and Iford Roundabout and, to improve access to Royal Bournemouth Hospital and proposed employment at Wessex Fields. Complements Schedule reference TCF S6.	n/a	Castle Lane East	£4,800,000
26.5	LCWIP S23	Kinson Road to Ensbury Park	Cycling and walking improvements linking Kinson Road to Ensbury Park. Connects to Schedule reference TCF C3.	n/a	n/a	£2,000,000
26.5	LCWIP S1	Lansdowne to Talbot Campus Cycle Route 1: Boundary Roundabout to Cemetery Junction	First section of segregated cycle route along Talbot Avenue to connect the two main University campuses, and link to Bournemouth Railway Station and Travel Interchange. Connects to Schedule reference TCF C2.	n/a	Talbot Avenue	£5,500,000
26.5	LCWIP S17	Littledown to Overcliff Drives	Cycling and walking improvements for north-south journeys from King's Park to Boscombe and Southbourne Overcliff, via Pokesdown, Fisherman's Walk and Woodland Walk	Boscombe, Southbourne Grove	n/a	£9,500,000
26	LCWIP S33	Wessex Way to Boscombe Beach via Cleveland Road	Cycling and walking improvements along north-south route through Springbourne and Boscombe.	Springbourne (Holdenhurst Road)	St. Clement's Road and Holdenhurst Road	£2,800,000
26	LCWIP S34	Wessex Way to Boscombe Beach via Palmerston Road	Cycling and walking improvements along north-south route through Springbourne and Boscombe town centre	Boscombe and Springbourne (Holdenhurst Road)	St. Clement's Road and Holdenhurst Road	£6,300,000
25.5	LCWIP S8 & S5	Poole Park to Bournemouth	Sections of strategic cycle route to connect Bournemouth and Poole town centres via a number of local centres and two rail stations. Includes segregated cycle tracks and upgrades to several major junctions. Likely to be divided into a number of smaller packages for delivery.	Ashley Cross, Bournemouth Town Centre, Westbourne	Commercial Road	£13,800,000

Combined Prioritisation Score	Section Reference	Location	Scheme Description	Includes Core Walking Zone	Includes Key Walking Route	Approximate Costs
25.5	LCWIP S62	Poole Town Centre North	Cycling and walking upgrades to provide safe and direct connections between Poole General Hospital, the Dolphin Centre, Poole Rail Station, Poole Park and Wimborne Road. Connects with Schedule reference TCF C5 and TCF S5	Poole Town Centre	Wimborne Road, George Roundabout, Kingland Road, High Street North	£5,200,000
25.5	LCWIP S27	Branksome to Canford Heath	Cycling and walking improvements along east-west corridor through Poole. Connects to Schedule reference TCF S5.	n/a	n/a	£5,600,000
25.5	LCWIP S54	River Way to Fairmile Road	Cycling and walking improvements through Jumpers Common. Connects with Schedule reference TCF C1.	n/a	Arcadia Road, Endfield Road, Canberra Road, Elm Avenue	£1,200,000

Note: The Delivery Plan is indicative and subject to change.

Table 8.8 - Indicative LCWIP Delivery Plan Schedule – Medium-Longer Term (7-10 years) schemes

Combined Prioritisation Score	Section Reference	Location	Scheme Description	Includes Core Walking Zone	Includes Key Walking Route	Approximate Costs
25	LCWIP S24	Lansdowne to Talbot Campus Sustainable Travel Route Phase 2: B3064 Lansdowne Road between Cemetery Junction and Lansdowne Roundabout	Completion of new segregated cycle route between the two main University campuses and linking to Bournemouth Railway Station and Travel Interchange. Includes major junction improvements at Cemetery Junction. Connects to Schedule reference TCF Corridor C1	Bournemouth Town Centre	Lansdowne Road, Coach House Place, Station Forecourt	£8,100,000
25	LCWIP S14	Upton to Dorset Way	Cycling and walking improvements along east-west corridor in Poole, serving journeys to Nuffield Industrial Estate and Upton Country Park.	n/a	n/a	£13,300,000
24.5	LCWIP S31	Westbourne to Branksome Chine	Cycling and walking improvements along north-south corridor connecting communities to the beach and Westbourne district centre.	Westbourne	n/a	£2,900,000
24	LCWIP S40	Canford Heath (Adastral Road)	Cycling and walking improvements through Canford Heath from Canford Heath Road to Dorset Way	Adastral Square	Adastral Road	£2,300,000
24	LCWIP S35	Burton to Christchurch	Cycling and walking improvements connecting village of Burton to Christchurch via Christchurch Bypass.	Christchurch Town Centre	Christchurch Bypass, Stony Lane	£4,700,000

Combined Prioritisation Score	Section Reference	Location	Scheme Description	Includes Core Walking Zone	Includes Key Walking Route	Approximate Costs
23.5	LCWIP S11	Kinson to Wallisdown	Cycling and walking improvements linking Kinson and Wallisdown areas. Connects to Schedule reference TCF S6	Kinson and Wallisdown	n/a	£7,000,000
22.5	LCWIP S38	Bournemouth Town Centre to Cemetery Junction	Cycling and walking improvements on north-south corridor, providing access to and from the town centre	Bournemouth Town Centre	Richmond Hill and Wimborne Road	£7,900,000
22.5	LCWIP S15	Yarrow Road	Cycling and walking improvements to provide safe access to and through the Tower Park area	n/a	n/a	£2,200,000
22	LCWIP S58	Castleman Trailway (Broadstone to Oakley)	Cycling and walking improvements to existing traffic-free route	Broadstone	n/a	£4,900,000
22	LCWIP S64	Parkstone to Sandbanks	Cycling and walking improvements along B3369 Sandbanks Road and Shore Road to connect Poole to Sandbanks Beaches	n/a	Sandbanks Road and Turks Lane	£4,600,000
21.5	LCWIP S28	Branksome to Ringwood Road	Cycling and walking improvements through Upper Parkstone. Connects to Schedule reference TCF S5.	Ashley Road	n/a	£6,900,000
21.5	LCWIP S68	Christchurch to Mudeford	Cycling and walking improvements to connect communities to the facilities in Christchurch and the beach at Mudeford	Christchurch Town Centre	High Street, Castle Street, Bridge Street, Path across Two Riversmeet Park and Stanpit Recreation Ground, Stanpit, Mudeford and Mudeford Quay	£4,400,000
21	LCWIP S52	Bournemouth Town Centre to Boscombe Chine	Cycling and walking improvements on east-west corridor, following the East Overcliff Drive for part of route	Bournemouth Town Centre	Westover Road, Bath Road, Russell Cotes Road, East Overcliff Drive	£3,600,000
21	LCWIP S39	Branksome to Branksome Chine	Cycling and walking improvements on north-south corridor connecting communities to the beach and facilities in Branksome	n/a	Tower Road West and Western Road	£4,000,000
21	LCWIP S10	Branksome to Wallisdown	Cycling and walking improvements linking Branksome to Wallisdown through Upper Parkstone.	Wallisdown	n/a	£3,500,000

Combined Prioritisation Score	Section Reference	Location	Scheme Description	Includes Core Walking Zone	Includes Key Walking Route	Approximate Costs
20.5	LCWIP S61	Poole Old Town and Baiter	Cycling and walking improvements mainly on east-west routes to provide access to town centre destinations	Poole Town Centre	The Quay, Old Orchard, Lagland Road, Newfoundland Drive, Kingland Road, Park Lake Road and Harbourside Walk across Baiter	£6,500,000
20.5	LCWIP S29	Wimborne Road (Winton & Moordown)	Cycling and walking improvements along north-south corridor through Winton and Moordown, serving a range of destinations and facilities. Connects to Schedule reference S6.	Winton, Moordown	Wimborne Road	£4,200,000

Note: The Delivery Plan is indicative and subject to change.

Table 8.9 - Indicative LCWIP Delivery Plan Schedule – Longer Term (10+ years) schemes

Combined Prioritisation Score	Section Reference	Location	Scheme Description	Includes Core Walking Zone	Includes Key Walking Route	Approximate Costs
19.5	LCWIP S30	Charminster Road and East Way	Cycling and walking improvements along north-south corridor through Charminster, enabling safer access to several schools, including those on East Way	Charminster	Charminster Road	£7,500,000
19.5	LCWIP S36	Talbot Woods to Cooper Dean Roundabout	Cycling and walking improvements on east-west corridor connecting communities to the Talbot Campus, facilities in Winton and Royal Bournemouth Hospital / Wessex Fields area	Winton	n/a	£6,700,000
19.5	LCWIP S53	Boscombe Pier to Southbourne (Overcliff Route)	Cycling and walking improvements parallel to the coast to complement the seafront route.	n/a	n/a	£6,400,000
19.5	LCWIP S65	Tuckton and Southbourne to Hengistbury Head	Cycling and walking improvements to enhance connections to beaches, open space and local facilities	n/a	Broadway and Hengistbury Head access	£4,200,000
19	LCWIP S48	Corfe Hills to Darby's Corner	Cycling and walking improvements along Upper and Lower Blandford Road serving journeys to Corfe Hills School and Broadstone District Centre.	Broadstone	n/a	£7,000,000
19	LCWIP S63	Sandbanks Peninsula	Cycling and walking improvements along B3369 Banks Road and Panorama Road enabling access to the beaches and ferry	n/a	n/a	£4,400,000

Combined Prioritisation Score	Section Reference	Location	Scheme Description	Includes Core Walking Zone	Includes Key Walking Route	Approximate Costs
18.5	LCWIP S55	Castle Lane East to Tuckton	Cycling and walking improvements between Castle Lane East and Tuckton through Iford and Southbourne	Boscombe East	Cranleigh Road	£4,200,000
18.5	LCWIP S46	Mudeford to Somerford	Cycling and walking improvements on north-south corridor serving range of local destinations including access to employment, retail areas and the seafront	n/a	n/a	£3,500,000
18.5	LCWIP S67	Seafront Promenade (Sandbanks to Bournemouth)	Cycling and walking improvements along seafront between Shore Road Beach and Bournemouth Pier. Likely to be delivered in phases.	Bournemouth Town Centre	West Undercliff Promenade	£6,900,000
18	LCWIP S13	Fleet's Corner to Civic Centre	Cycling and walking improvements along Wimborne and Fernside Roads. Connects to Schedule references C5 and S5.	n/a	Wimborne Road and Fernside Road	£12,700,000
18	LCWIP S41	Christchurch Town Centre to Somerford Roundabout via Christchurch Bypass	Cycling and walking improvements on east-west corridor, including connections to and from Christchurch Urban Extension north of Lyndhurst Road	Christchurch Town Centre	Christchurch Bypass	£8,300,000
17.5	LCWIP S60	Castleman Trailway (Broadstone to Beechbank Avenue) and Broadstone Way	Cycling and walking improvements to existing traffic-free and segregated route	Broadstone	Broadstone Way	£12,200,000
17.5	LCWIP S56	Northbourne to West Parley (BCP Section)	Cycling and walking improvements on north-south corridor to connect West Parley and Ferndown to North Bournemouth. Connects with Schedule reference TCF S6.	n/a	n/a	£1,100,000
17	LCWIP S66	Seafront Promenade (Bournemouth to Southbourne)	Cycling and walking improvements along seafront between Bournemouth Pier and Hengistbury Head. Likely to be delivered in phases.	Bournemouth Town Centre	Undercliff Drive and Southbourne Promenade	£9,800,000
17	LCWIP S49	Sterte to Whitecliff via Longfleet	Cycling and walking improvements on north-south corridor to improve access to Poole Park, Poole General Hospital and employment and retail areas by Holes Bay Road	Poole Town Centre	n/a	£3,300,000

Combined Prioritisation Score	Section Reference	Location	Scheme Description	Includes Core Walking Zone	Includes Key Walking Route	Approximate Costs
16.5	LCWIP S45	Branksome to Sandbanks	Cycling and walking improvements on north-south corridor, mostly along Canford Cliffs Road, to connect communities to local facilities and beaches	n/a	n/a	£5,100,000
16.5	LCWIP S59	Castleman Trailway (Upton Country Park to Beechbank Avenue)	Cycling and walking improvements to existing traffic-free route, including safer connections across A35 slip roads	n/a	n/a	£2,400,000
16	LCWIP S57	Merley to Canford Bridge	Cycling and walking improvements on north-south corridor to connect Wimborne to Merley	n/a	n/a	£2,700,000
16	LCWIP S47	Poole Town Centre to Darby's Corner	Cycling and walking improvements on north-south corridor via Fleets Corner	Poole Town Centre	Sterte Road, Stanley Green Road, Fleets Lane and Waterloo Road	£11,800,000
15.5	LCWIP S50	Canford Cliffs to Branksome Chine	Cycling and walking improvements on east-west alignment, forming complementary parallel route to the seafront.	n/a	n/a	£1,700,000
15.5	LCWIP S51	Westbourne to Bournemouth Town Centre	Cycling and walking improvements on east-west corridor connecting communities to town centre and local facilities. Provides complementary, alternative route to the seafront.	Bournemouth Town Centre	Western Road, Alum Chine Road, West Cliff Road, St. Michael's Road, West Cliff Promenade	£4,400,000
14.5	LCWIP S44	Upper Parkstone to Evening Hill	Cycling and walking improvements on north-south corridor to connect communities to local facilities and beaches	Ashley Road	n/a	£7,000,000
12.5	LCWIP S43	Christchurch Town Centre to Somerford Roundabout via Purewell	Cycling and walking improvements on east-west corridor through Christchurch, Purewell and Somerford, providing access to local facilities	Christchurch Town Centre	High Street, Castle Street, Bridge Street	£7,500,000
12.5	LCWIP S69	Somerford to Highcliffe and Chewton Bunny	Cycling and walking improvements on east-west corridor through Highcliffe to Hampshire border, serving range of local destinations	Highcliffe	n/a	£9,300,000
11.5	LCWIP S42	East Parley to Christchurch	Cycling and walking improvements on corridor connecting Bournemouth Airport, Hurn, Fairmile and Christchurch town centre	Christchurch Town Centre	Bargates and Fairmile Road	£18,200,000

Note: The Delivery Plan is indicative and subject to change.

8.4 Prioritising Localised Improvements

Introduction

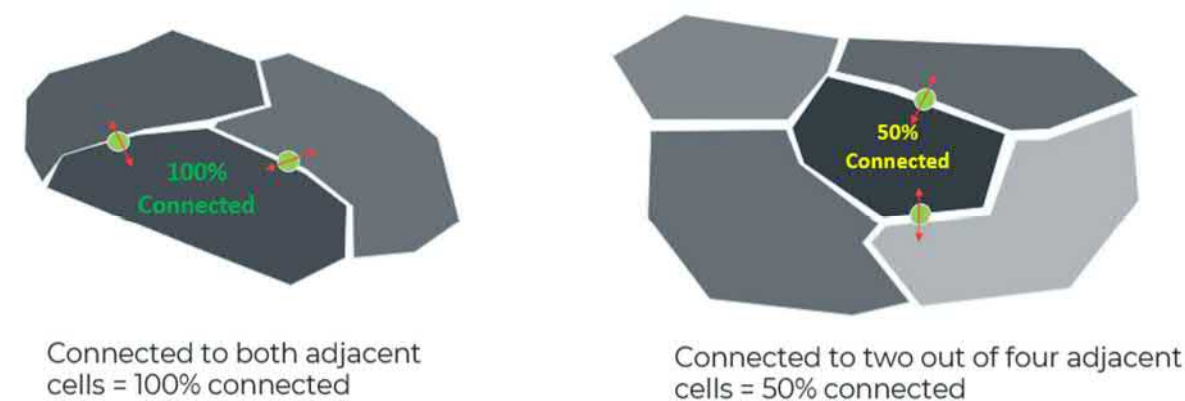
- 8.4.1. As described in Chapters 4 and 6, the LCWIP identifies networks of primary and secondary cycle routes and Core Walking Zones and Key Walking Routes. Chapter 7.4 considers the order in which the primary cycle routes would be delivered. This section considers how to prioritise the delivery of more localised infrastructure, to help achieve the secondary cycling network and enhanced walking networks.
- 8.4.2. This chapter sets out the methodology used to identify these localised interventions to improve cycling and walking in the BCP area.
- 8.4.3. Two methods were used to identify potential new or improved crossings for cycling and walking journeys:
- Area Porosity Analysis: following guidance in LTN 1/20 and LCDS, analysis was undertaken to understand which neighbourhoods have no or limited safe crossings to access adjacent areas; and
 - Public feedback: comments on suggested cycling and walking improvements made by members of the public were analysed to identify the most popular requests.
- 8.4.4. Further to the above, PCT data was analysed to identify the schools in the BCP area which are forecast to see the greatest reduction in school run car trips. These schools could be targeted for packages of cycling and walking infrastructure to support active travel by schoolchildren and parents.

Area Porosity Analysis

Methodology Introduction

- 8.4.5. This workstream was based on guidance in LTN 1/20 and in the LCDS. LCDS defines area porosity as a measure of how many points there are for people cycling to “enter, pass through and leave an area comfortably”. Neighbourhoods with several safe crossings to connect to neighbouring areas are referred to as being ‘porous’.
- 8.4.6. The porosity analysis considered the number of suitable crossings suitable for cycling which enable connections to adjacent areas. The porosity score is the percentage of neighbouring cells which can be reached by safe crossings, as per the example in Figure 8.5.

Figure 8.5 - Example of porosity considering neighbouring cells



- 8.4.7. This scoring system ensures that cells with few adjacent neighbourhoods do not automatically get a lower porosity score (such as those on the edge of the conurbation or those located by the coast).
- 8.4.8. The analysis builds on the Liveable Neighbourhood assessment, which divided BCP into 150 areas bounded by high motor traffic roads or other linear physical barriers. The analysis is based on the assumption that, if measures were introduced which resulted in low motor traffic flows and low motor traffic speeds, roads within the Liveable Neighbourhood areas would be suitable for cycling.

Additional Refinements

- 8.4.9. For the purpose of the porosity analysis, the cells used for the Liveable Neighbourhood analyses were refined by:
- Splitting cells where other significant linear barriers to cycling or walking exist (i.e., railways); and
 - Adjusting cell boundaries to include areas previously not included in the analysis (i.e., industrial areas).
- 8.4.10. The dataset of available crossings was updated to include recently completed infrastructure schemes that enable connections between neighbourhoods (e.g. Wallisdown Road West scheme).

Step 1 – Connections

- 8.4.11. All potential connections between cells were mapped as arrows. Arrows were included where:
- Connections were considered feasible – for example, if the boundary between cells is a railway with no crossing, with cul-de-sacs in both cells, creating a new crossing is considered to be beyond the scope of this piece of work; and
 - Connections between cells would occur on the common boundary and would not require extensive additional infrastructure.

8.4.12. The mapping was a manual process done on a case-by-case basis and exceptions were made where appropriate. In the mapping software these crossings have a binary attribute (0= not suitable, 1= suitable) which was ultimately used to calculate the porosity score (percentage of neighbouring cells connected).

Step 2 – Baseline Porosity

8.4.13. Following the method described above, the baseline porosity for the BCP area was calculated. The result is shown in Figure 8.6. The analysis identified 72 cells (representing areas home to approximately 89,500 out of 395,300 BCP residents) that have no suitable connections to adjacent cells for people cycling. In contrast 41 cells (home to approximately 77,000 residents) have a porosity score of 50% or above (connections to at least half of the surrounding neighbourhoods).

Step 3 – Transforming Cities Fund Context

8.4.14. Committed current cycling and walking schemes which included cycle tracks and/or crossings were mapped. The area porosity was then recalculated based on the addition of these proposals. The resulting porosity can be seen in Appendix I.

8.4.15. The proposed cycle tracks and crossings will locally improve porosity and reduce the numbers of impermeable cells (with no safe crossings) from 72 to 57 (covering approximately 65,000 residents). The potential Liveable Neighbourhood areas which would see the greatest increase in porosity are Bearwood North and Branksome Woods North (from 0% to 100%) and Bearwood South (from 20% to 80%). The implementation of committed schemes would also see eight other cells increase porosity from 0% to 50% or above.

Step 4 – Scoring Potential Connections

8.4.16. The next step was to consider where new or improved crossings suitable for cycling might generate the greatest benefit. Two criteria were used to assess potential connections:

- Porosity: the sum of the porosity scores of the two cells which would be connected; and
- Population: the sum of the resident population in the two cells which would be connected (data for 2019 from Experian).

8.4.17. Using both criteria ensures that small, poorly connected cells do not get prioritised over cells that are much more populous but have a slightly higher existing porosity score.

8.4.18. A five-point scoring scale was used, where a score of 5 indicated interventions that might generate the greatest benefits (higher resident population and low porosity scores). Both criteria were given equal weighting.

Results

8.4.19. The results of the porosity analysis are shown in Table 8.10. The table gives the population of the connected cells rounded to the nearest hundred and with the existing porosity of the connected cells shown in brackets.

8.4.20. There are 10 potential connections which receive a maximum score of 10, and a further 19 potential connections with a score of 9. These high-scoring potential connections are shown on the plan in Figure 8.7.

8.4.21. Delivering the 10 top scoring connections would increase porosity (enhance safe cycling and walking access) for approximately 68,000 residents. Delivering the additional 19 connections (which scored 9) would improve cycling and walking access for an additional 67,000 residents.

Potential solutions

8.4.22. The cells considered in this analysis are those bounded by strategically important, high motor traffic flow roads. In most cases, one or two of the following are required to achieve improved connections and resulting cell porosity:

- New or improved crossings: to connect quiet side streets and/or traffic-free links to each other across high traffic roads; and
- Additional sections of cycle tracks to connect from quiet side streets or traffic-free links to new or improved crossings.

8.4.23. Further study will be required to identify the most appropriate solution in each case.

Figure 8.6 - Baseline Area Porosity

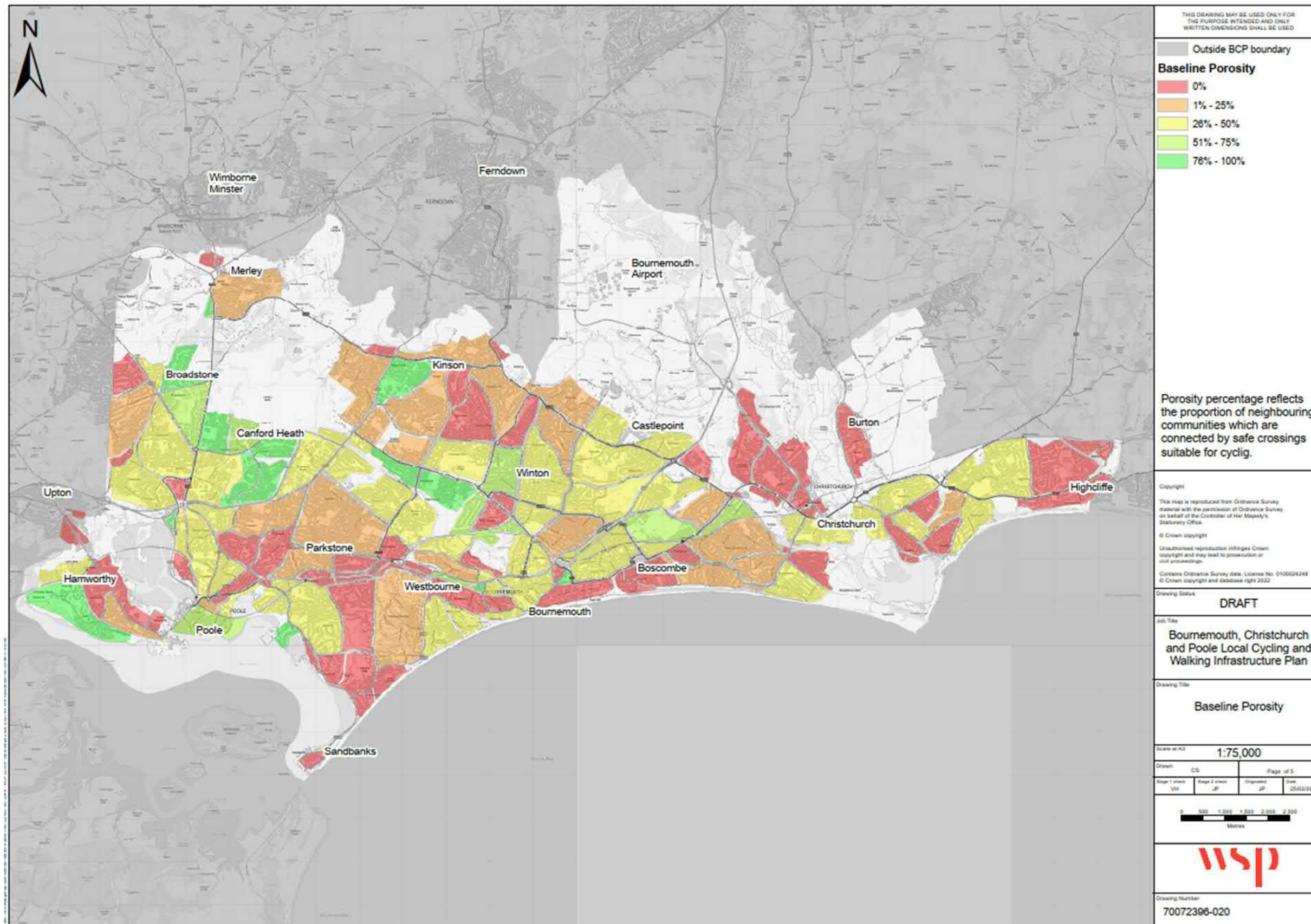


Figure 8.7 – Area porosity analysis: Top scoring potential connections from assessment and resulting porosity

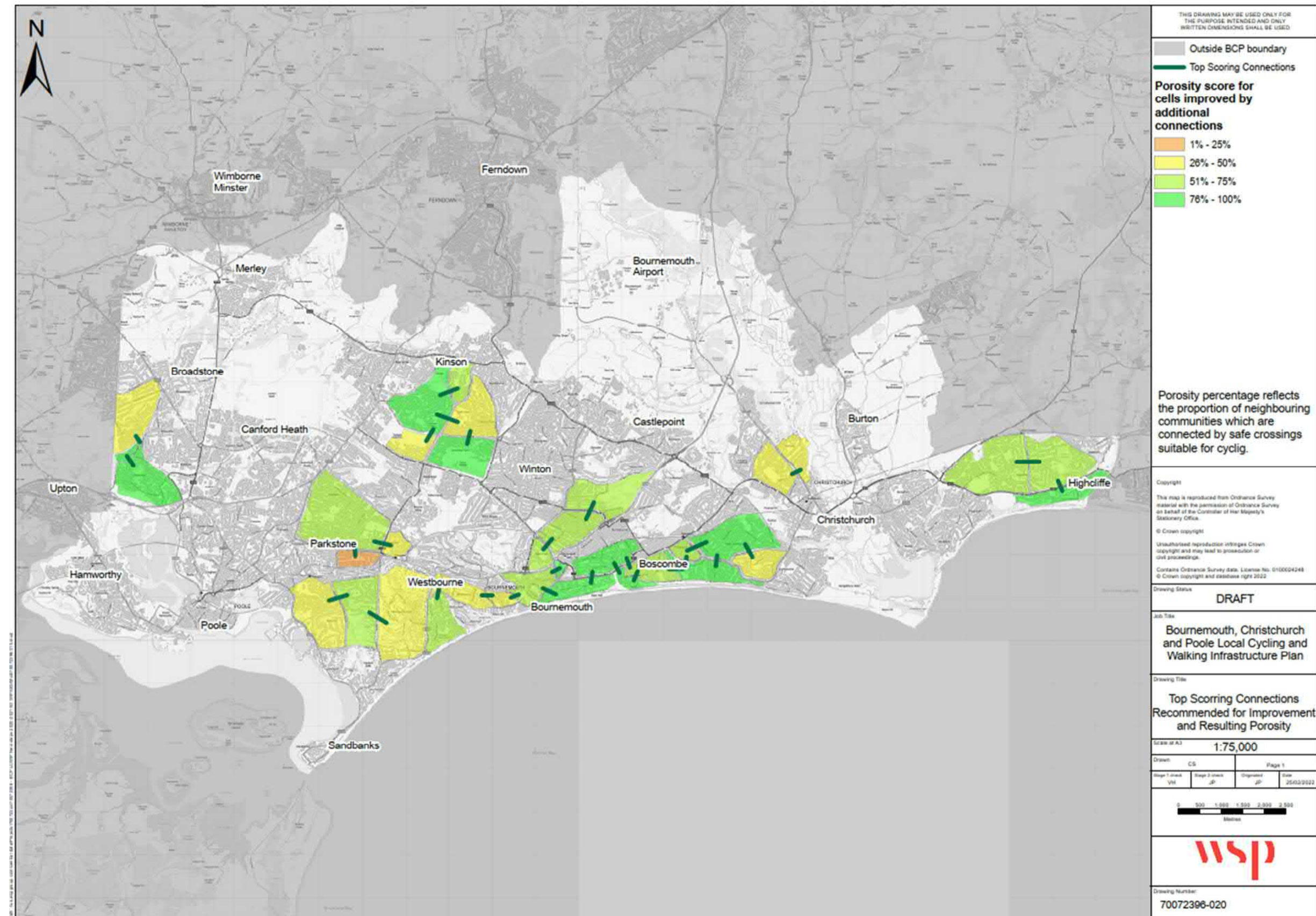


Table 8.10 - Top Scoring Connections sorted by score

Cell References	Potential Liveable Neighbourhood Areas Connected (Existing Porosity Score in brackets)	Combined Resident Population	Assessment Score	Boundary Road/s for Potential New or Improved Crossing/s
143 and 58	West Howe (20%) to East Howe and Ensbury Park (0%)	11,800	10	Kinson Road (between Columbia Road and East Howe Lane)
8 and 147	Alum Chine West (33.3%) to Westbourne South (0%)	7,600	10	Western Road/Alum Chine Road Roundabout
16 and 17	Bournemouth Central (28.6%) to Bournemouth East Cliff (0%)	8,500	10	Bath Road (between Pier Approach and Lansdowne Roundabout)
14A and 17	Boscombe North West (33.3%) to Bournemouth East Cliff (0%)	10,500	10	Christchurch Road (between St Swithun's Rd South and Knyveton Road)
82 and 16	Lansdowne North (0%) to Bournemouth Central (28.6%)	7,700	10	Madeira Roundabout (on Lansdowne Road)
14A and 12	Boscombe North West (33.3%) to Boscombe Central (0%)	11,800	10	Christchurch Road (between St John's Road and Salisbury Road)
14A and 15	Boscombe North West (33.3%) to Boscombe South West (0%)	9,400	10	Christchurch Road (between Knole Road and St John's Road)
120 and 12	Southbourne Coastal (20%) to Boscombe Central (0%)	8,900	10	Beechwood Avenue (over Woodland Walk)
107 and 73A	Pokesdown South (0%) to Iford & West Southbourne (25%)	11,300	10	Seabourne Road (between Christchurch Ave and Woodside Road)
68 and 69	Highcliffe North West (33.3%) to Highcliffe North, Chewton Common & Walkford West (0%)	8,300	10	Hinton Wood Avenue
75 and 61	Jumpers Common East (25%) to Fairmile (0%)	6,000	9	Fairmile Road between St Catherine's Hill Lane and Jumpers Road)
32 and 55	Broadstone West (25%) to Creekmoor (33.3%)	8,800	9	Beechbank Avenue
55 and 56	Creekmoor (33.3%) to Creekmoor North of Beechbank Avenue (0%)	5,700	9	Beechbank Avenue (between Longmeadow Lane and Pinesprings Road)
143 and 79	West Howe (20%) to Kinson South East (50%)	8,900	9	Kinson Road (between East Howe Lane and Wimborne Road)
58 and 51	East Howe & Ensbury Park (0%) to Columbia Farm & Talbot Village (66.6%)	8,500	9	Columbia Road (between Kindson Road and Ensbury Park Road)
143 and 141	West Howe (20%) to Wallisdown North West & Turbary Common (25%)	8,100	9	Turbary Park Avenue (around Daws Avenue)
135 and 6	Upper Parkstone & Rossmore South (37.5%) to Alexandra Park (0%)	16,900	9	Ashley Road (between Richmond Road and Alter Road)

Cell References	Potential Liveable Neighbourhood Areas Connected (Existing Porosity Score in brackets)	Combined Resident Population	Assessment Score	Boundary Road/s for Potential New or Improved Crossing/s
135 and 23	Upper Parkstone & Rossmore South (37.5%) to Branksome Bourne Valley (0%)	16,400	9	Alder Road (between Ashley Road and Yarmouth Road)
104A and 106	Parkstone South (28.6%) to Penn Hill South (0%)	7,400	9	Sandecotes Road or Compton Ave (between Kingsbridge Road and Lilliput Road)
106 and 25	Penn Hill South (0%) to Branksome Park (25%)	6,100	9	Canford Cliffs Road (between Lilliput Road and Penn Hill Avenue)
147 and 22	Westbourne South (0%) to Bournemouth West Hill (0%)	5,700	9	Durley Chine Road and Durley Road South
57 and 87	Dean Park (33.3%) to Malmesbury Park (25%)	8,700	9	Lansdowne Road (between Charminster Road and Wessex Way)
22 and 16	Bournemouth West Hill (0%) to Bournemouth Central (28.6%)	6,800	9	Terrace Road and Exeter Road (between Commercial Road and Priory Road)
87 and 111	Malmesbury Park (25%) to Queens Park (40%)	10,600	9	Richmond Park Road
120 and 107	Southbourne Coastal (20%) to Pokesdown South (0%)	6,300	9	Parkwood Road and Woodside Road
120 and 73A	Southbourne Coastal (20%) to Iford & West Southbourne (25%)	13,800	9	Southbourne Grove (between Woodside Road and Carbery Avenue)
73A and 144	Iford & West Southbourne (25%) to West Southbourne (25%)	12,000	9	Carbery Avenue
70 and 69	Highcliffe South (0%) to Highcliffe North, Chewton Common & Walkford West (0%)	5,600	9	Lymington Road (between Castle Avenue and Milestone Roundabout)
15 and 12	Boscombe South West (0%) to Boscombe Central (0%)	6,600	9	St John's Road, Owls Road and Percy Road

Public feedback

- 8.4.24. [WidenMyPath](#) is a not-for-profit project enabling members of the public across the UK to identify where cycling improvements are most required. The website invites people to drop pins on an interactive map and make comments or to support a comment already made by another user. For the LCWIP, data on the pins and comments made before 31 January 2022 within the BCP Council area was downloaded and analysed. The focus was to use the public feedback to identify requests for safe crossings.
- 8.4.25. The following tasks were undertaken:
- Data was filtered for any comments containing the word “cross”; and
 - Comments containing the above keyword and with support from 10 or more people were taken forward for individual analysis.
- 8.4.26. This identified 44 comments, with 942 likes in total. These comments were analysed individually and cross-checked against recently completed or committed schemes (such as those funded by Transforming Cities Fund).
- 8.4.27. Table 8.11 and Table 8.12 sets out crossing locations supported by 20 or more people and 10 or more people respectively.

Table 8.11 - Public feedback - Crossing requests with 20 or more ‘likes’

Location and Crossing Commentary	Comment ID	Number of Likes
A35 Christchurch Bypass at Stony Lane Roundabout	137265; 138402; 136548	56
Banks Road, south of Panorama Road junction, to enable crossing from one cycle lane to another	124005; 124256	52
Bournemouth Square, to connect to wider cycle path network along the Gardens	125079	49
Branksome Wood Road, south of roundabout with Coy Pond Road	123758; 125076	42
Banks Road and Panorama Road junction, by Haven Hotel, crossing for pedestrians and cyclists	124092	37
Banks Road, crossing North of junction with Shore Road	124008	34
Pottery Junction, crossings East of Alder Road	124002	33
Branksome Wood Road, at Leven Avenue / Queens Road junction, to provide access to and from Upper Gardens	124938	32
Seltdown Bridge, south of Kingland Road Roundabout	124030; 124031	29
Fernside Road, between Civic Centre and Shah of Persia to enable safe access into Churchfield Road	124059	29
Mount Pleasant Roundabout - crossings for people cycling and walking	124057	21
Labrador Road, junction with Furnell Road – crossings for people walking	123984	20

Table 8.12 - Public feedback - Crossing requests in BCP Council area with 10 to 20 'likes'

Location	Comment ID	Number of Likes
Parkstone Road by Bird's Hill Road / Poole Park entrance	132735	19
The Triangle west of bus station – improve pedestrian crossing	143687	19
Parkstone Road, opposite Seldown Road	124035	16
Upton Road / Longmeadow Lane Roundabout	129519	16
Leicester Road / Western Road junction	120269	15
Parkstone Road, junction with Elizabeth Road	124040	15
Ringwood Road between Bear Cross Roundabout and Longham Bridge	128741	15
The Quay / Old Orchard Roundabout, Poole Old Town	124072	12
Pinecliff Road at Branksome Chine	125214	12
Sandbanks Road, across from Evening Hill, enabling crossing to and from the viewpoint	143338	12
Yarmouth Road, zebra crossing South of Wroxham Road	152555	12
Longfleet Road junction with Elizabeth Road	124041	11
Somerford Road, East of Purewell Cross Road	149354	11
Tower Road West, connecting Branksome Chine Paths	125216	10

8.4.28. The interventions identified by the two strands of analysis above, as well as other public engagement comments, were reviewed by BCP officers and informed a delivery plan for local interventions. Their assessment also took account of local knowledge and inputs from the BCP Road Safety Team.

Travel to School Data

8.4.29. As discussed in sections 3.2 and 3.5, the PCT provides forecasts for the potential growth in active travel to school under different scenarios. The data for the Go Dutch scenario was analysed, focusing on the potential resultant decrease in car trips to school. The largest forecast decrease in car trips to school is largely associated with schools with the greatest number of pupils, which tend to be secondary schools.

8.4.30. The results of the analysis are presented separately for secondary schools and for all other schools. Table 8.13 presents the 10 secondary schools with the highest forecast decrease in car trips, and Table 8.14 presents the 10 non-secondary schools with the highest forecast decrease in car trips.

Table 8.13 – PCT Analysis Go Dutch scenario – Secondary Schools with Largest Forecast Reduction in Children Driven to School

School	Forecast decrease in Children Driven to School (vs School Census 2011)
Highcliffe School	356
Twynham School	348
Poole High School	249
Oakmead College of Technology	230
Bournemouth School	229
St Edward's High School	213
Bournemouth School for Girls	213
Glenmoor School	195
Winton Arts and Media College	165
The Bishop of Winchester Academy	153

Table 8.14 – PCT Analysis Go Dutch scenario – Non-Secondary Schools with Largest Forecast Reduction in Children Driven to School

School	Forecast decrease in children driven to school (vs School Census 2011)
Broadstone Middle School	178
Christchurch Junior School	106
St. Walburga's Catholic Primary School	91
Winton Primary School	88
St. Mark's C of E Aided Primary School	84
Muscliff Primary School	82
Highcliffe St. Mark Primary	76
Malmesbury Park Primary School	76
St Katharine's Church of England Primary	75
Hillview Primary School	75

8.5 Appraisal

- 8.5.1. Funding for local transport improvements, including cycling and walking schemes, comes from a variety of sources, including – but not limited to - government departments and Local Enterprise Partnerships. In many cases funding is awarded following a competition to which BCP Council can submit bids. The aims and objectives of each fund will vary and so some local transport improvements will be better suited to some funds rather than others.
- 8.5.2. In many cases BCP Council must prepare a business case and submit it to the funding body. The business case sets out how well the scheme will meet the objectives and appraises its likely value for money (benefits versus costs). Some of the LCWIP identified improvements are coming forward as part of BCP Council's successful funding bids to central government (Transforming Cities Fund) and to Dorset LEP.
- 8.5.3. As it is not yet certain what funds will be targeted to deliver other elements of the LCWIP, no additional appraisal has been undertaken at this stage.

9 Stage 6: Integration and Application

9.1 Integrating the LCWIP within local policies and plans

- 9.1.1. The LCWIP will make the case for, and help secure, future funding for cycling and walking infrastructure. The LCWIP will be incorporated and/or referenced in other council policies, strategies and plans, including in the following ways:
- The new Local Transport Plan will set out the policy basis which supports the LCWIP;
 - The LCWIP Delivery Plan will contribute to the Local Transport Plan Implementation Plans; and
 - The LCWIP will form evidence to develop the new BCP Local Plan.

9.2 Using the LCWIP to secure funding

- 9.2.1. Technical work on the LCWIP prioritisation was used as supporting evidence in the Council's submission to the DfT's [Active Travel Fund](#) in summer 2021.
- 9.2.2. The LCWIP will be used to support and inform other bids, strategies and delivery plans as they arise.

9.3 Tools and Guidance

- 9.3.1. A substantial range of tools and guidance is available to guide the cycling and walking improvements outlined in the LCWIP. This includes:
- [LTN 1/20](#) provides comprehensive guidance on standards to apply to cycle infrastructure designs, along with design principles and processes to follow. It recommends using the Cycling Level of Service (CLOs) and the Junction Assessment tools (JAT) to identify whether proposed schemes meet minimum quality criteria;
 - The [Healthy Streets approach](#), which focuses on creating streets that are pleasant, safe and attractive, where noise, air pollution, accessibility and lack of seating and shelter are not barriers that prevent people - particularly the most vulnerable people - from getting out and about. It is based on ten indicators and includes a checklist for designers;
 - The [Manual for Streets \(2007\)](#), setting out design guidance for new residential streets, and [Manual for Streets 2 \(2010\)](#), setting out design guidance for all urban and rural streets and roads. A [new Manual for Streets](#) is currently being drafted to replace the two existing documents and is expected to be published in 2022.
 - The [Planning for Walking Toolkit \(2020\)](#) published by Transport for London, is a handbook providing advice of planners and designers involved in the redesign of creation of public spaces, including streets and footpaths.

9.4 Reviewing and Updating the LCWIP

- 9.4.1. The LCWIP will be periodically reviewed and updated to reflect any relevant local changes (such as new policies, funding and developments). It will take account of progress in delivering proposals identified in the LCWIP Delivery Plan.



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Bournemouth, Christchurch and Poole Council

Local Cycling and Walking Infrastructure Plan Technical Report



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Existing Cycle Tracks and Motor Traffic Free Cycle Routes

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Propensity to Cycle Tool Forecast Travel to School Flow Maps

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Destinations used in Network Planning

Appendix H

Key Walking Route Network Plans and Route Descriptions

Appendix I

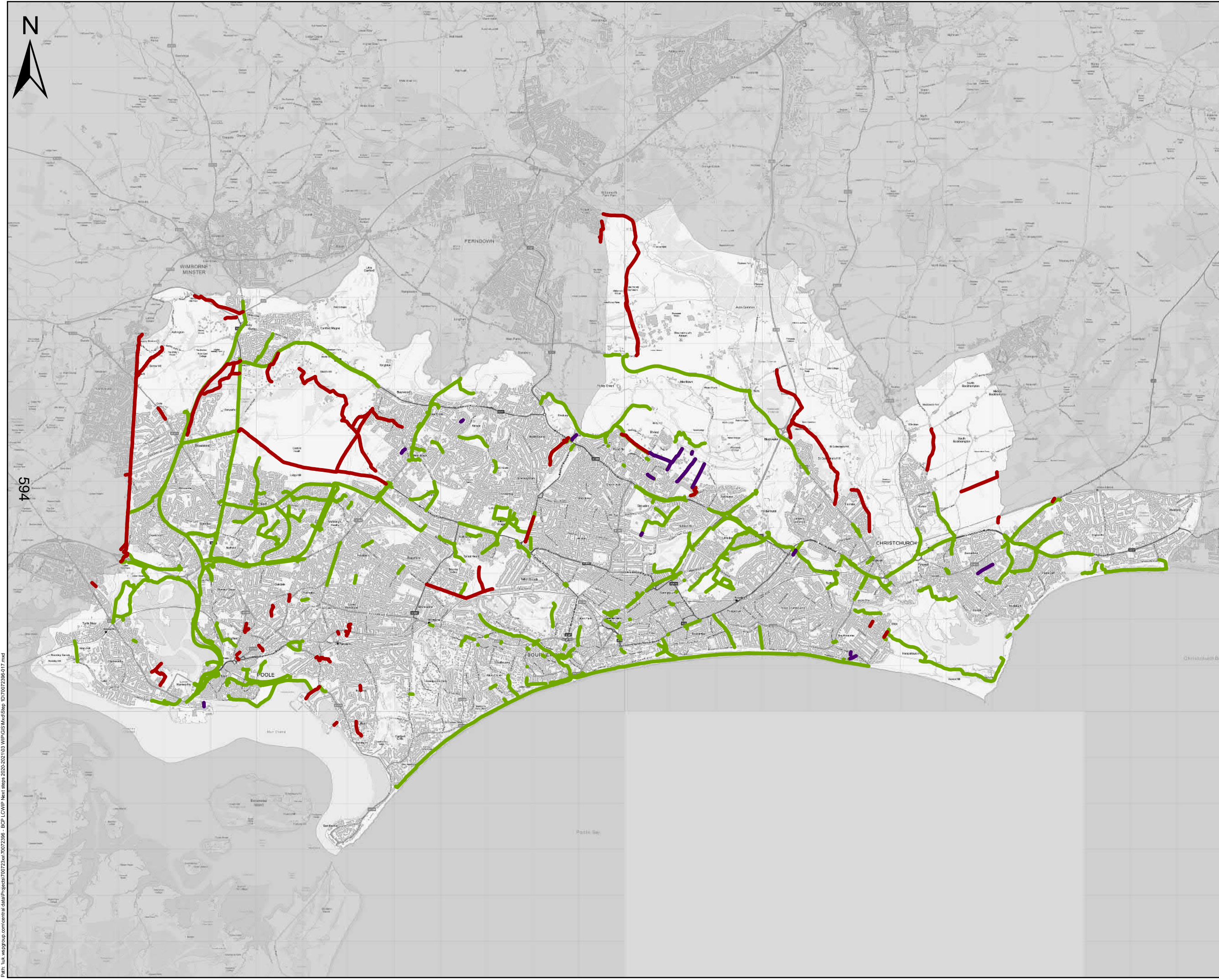
Porosity Analysis

Appendices

Appendix A

Existing Cycle Tracks and Motor Traffic
Free Cycle Routes





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- Public byway
- Public bridleway
- Traffic-free routes for people cycling as identified on the area cycle map

Many of the cycle tracks and traffic-free paths are shared between people cycling and walking and/or fall below the current design standards. As such it should not be assumed that the routes shown on the plan do not require improvements to make them more suitable for cycling.



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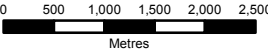
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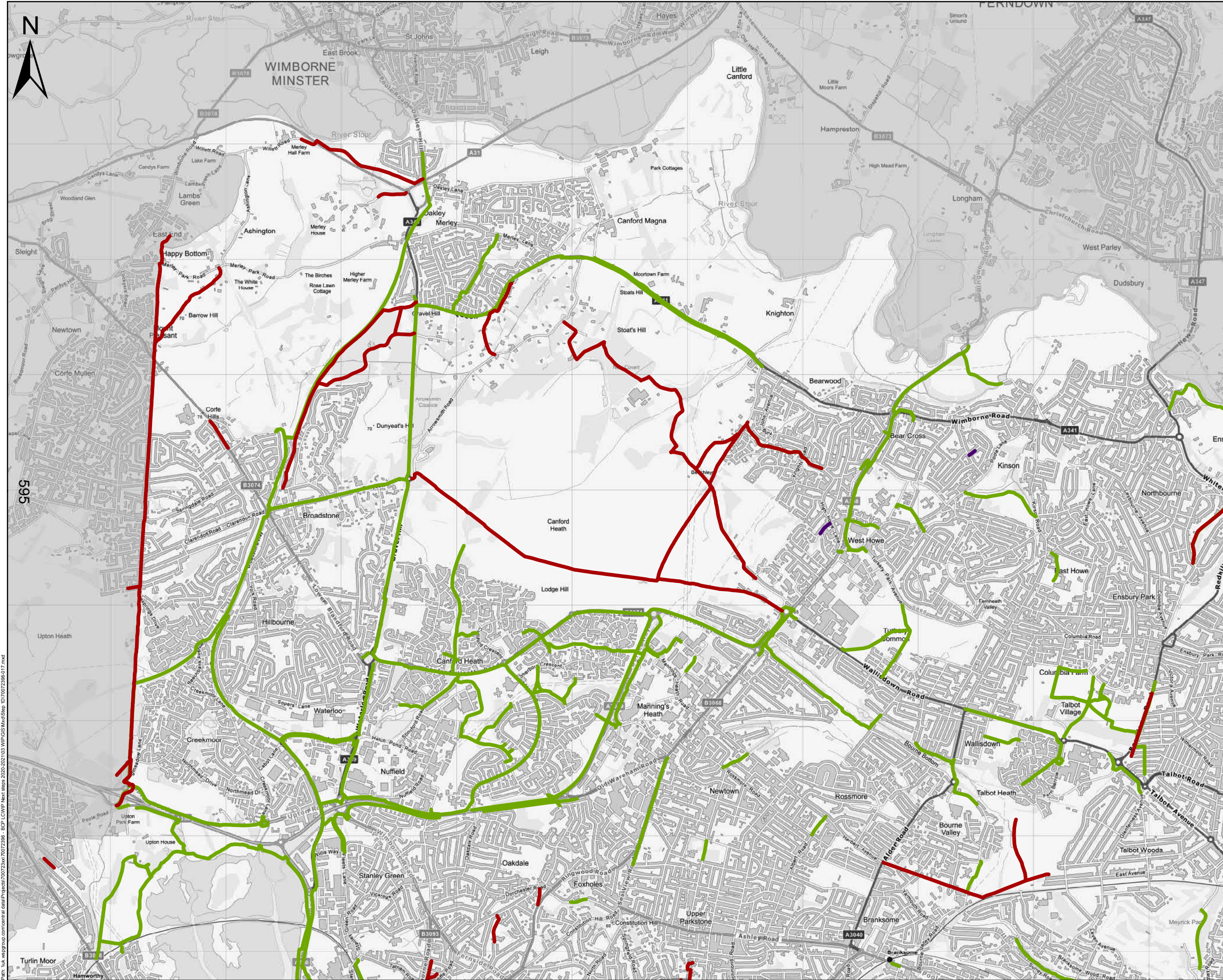
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Public byway
Public bridleway
Traffic-free routes for people cycling as identified on the area cycle map

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Existing Cycle Tracks and Motor Traffic-Free Cycle Routes Sheet 1

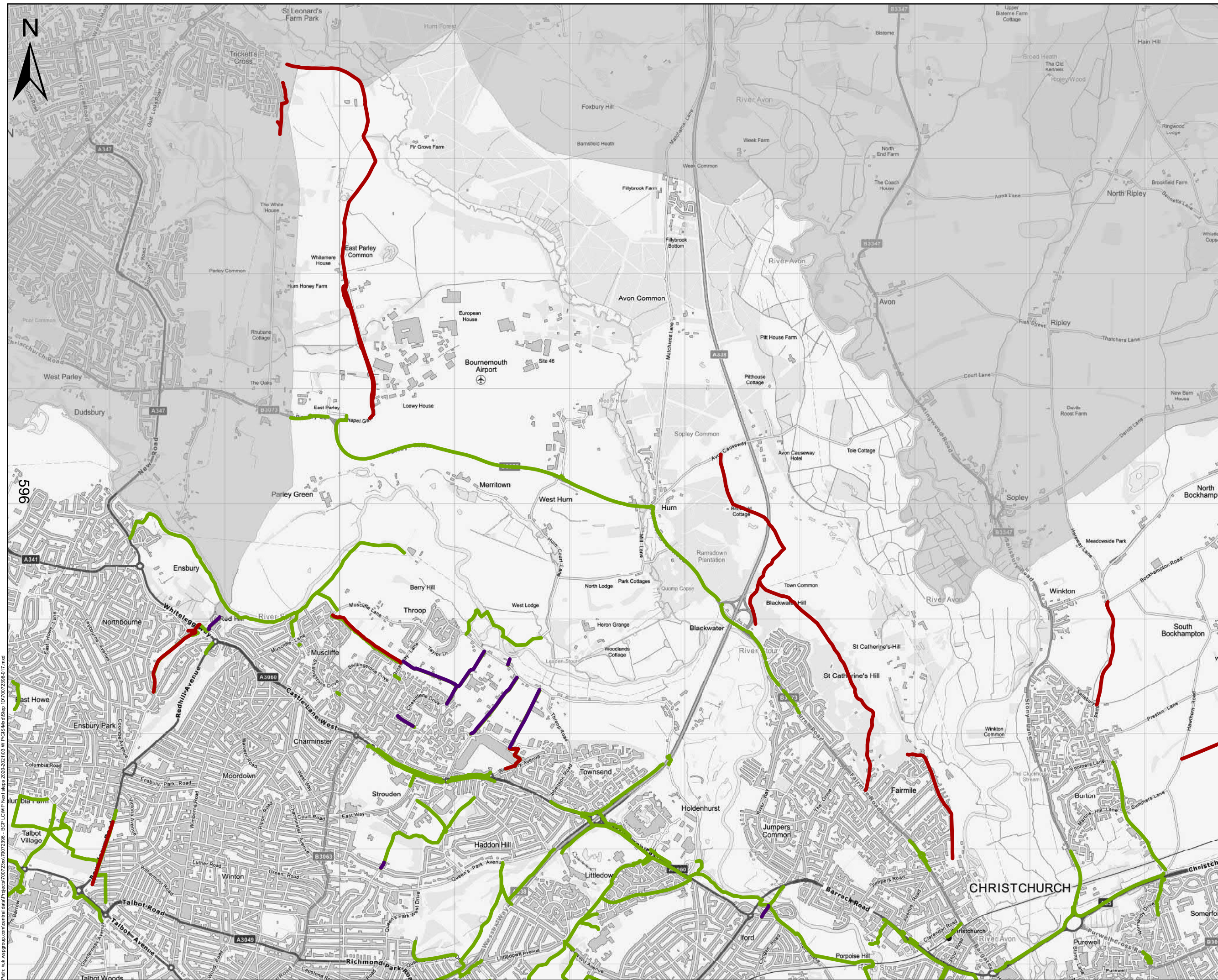
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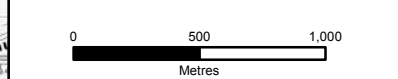
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-  Traffic-free routes for people cycling as identified on the area cycle map

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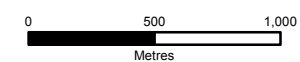
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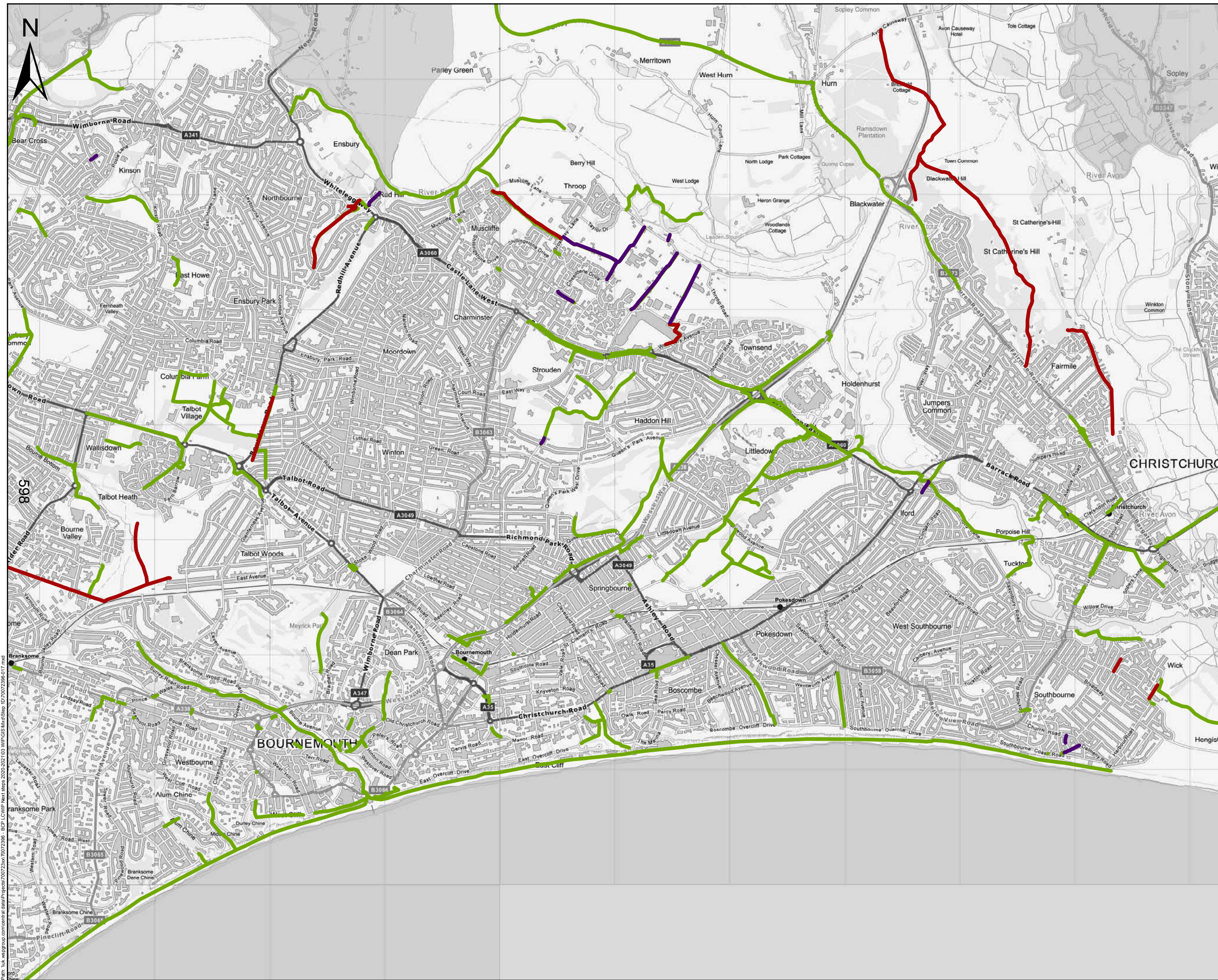
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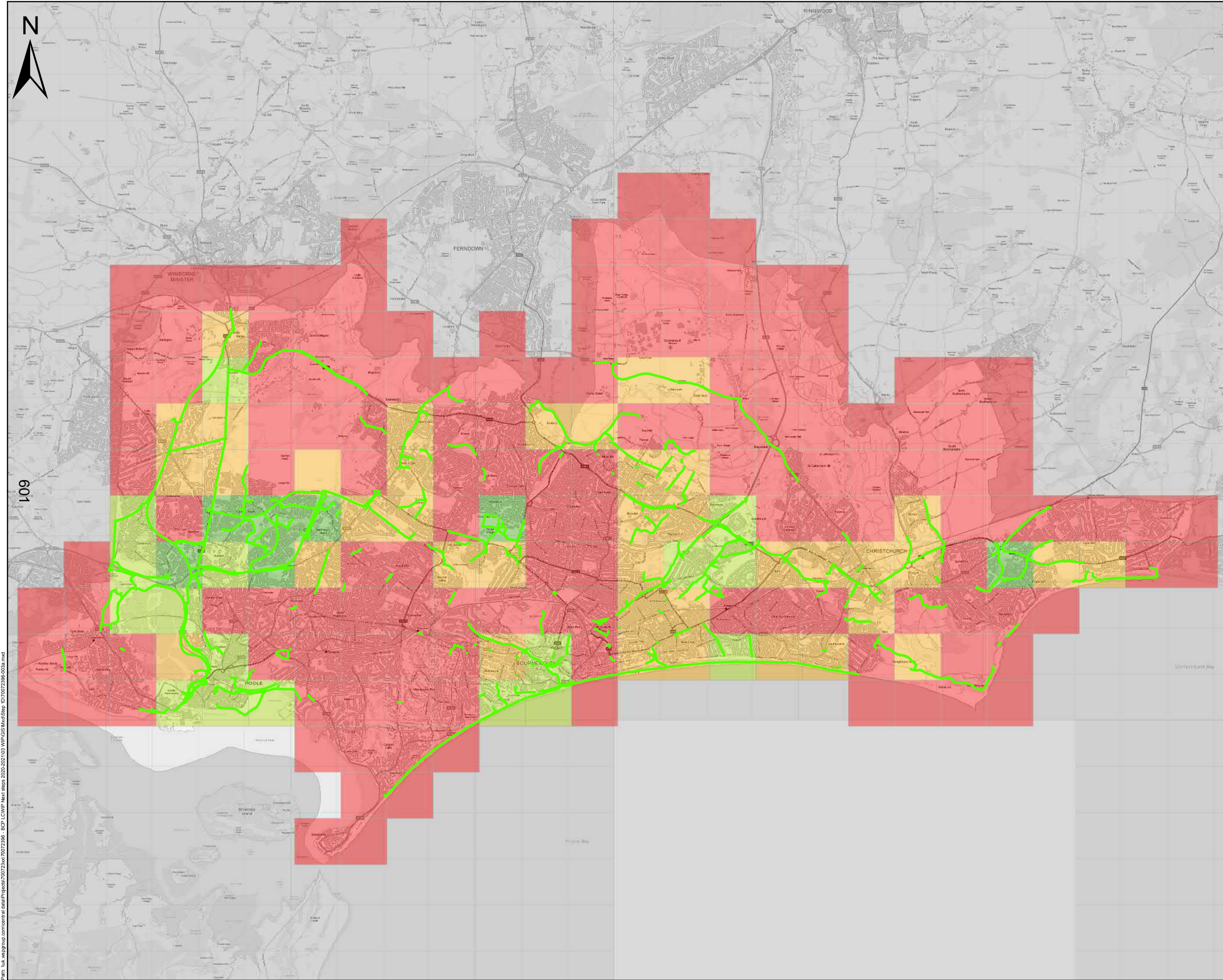


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Appendix B

Mesh Density Plans

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Traffic-free routes for people cycling as identified on the area cycle map

Total length of cycle route (in metres) within 1sqkm cell

- 0 - 999
- 1000 - 1999
- 2000 - 2999
- >3000

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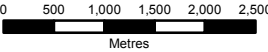
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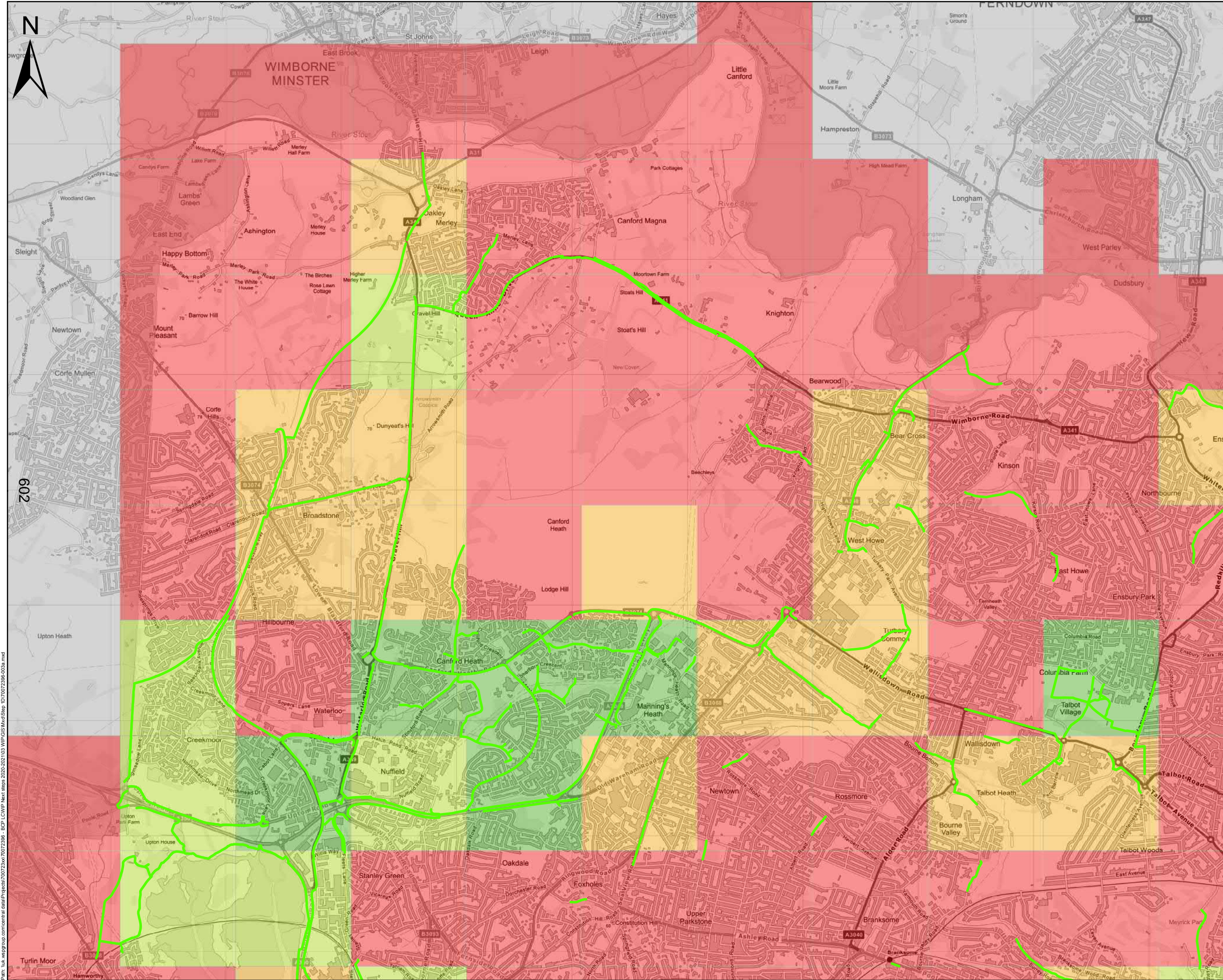
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Overview Plan**

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70072396-003



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Traffic-free routes for people cycling as identified on the area cycle map

Total length of cycle route (in metres) within 1sqkm cell

- 0 - 999
- 1000 - 1999
- 2000 - 2999
- >3000

Many of the cycle tracks and traffic-free paths are shared between people cycling and walking and/or fall below the current design standards. As such it should not be assumed that the routes shown on the plan do not require improvements to make them more suitable for cycling.



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Job Title
Bournemouth, Christchurch and Poole Local Cycling and Walking Infrastructure Plan

Drawing Title
**Mesh Density Analysis
Traffic-Free Cycle Routes
Sheet 1**

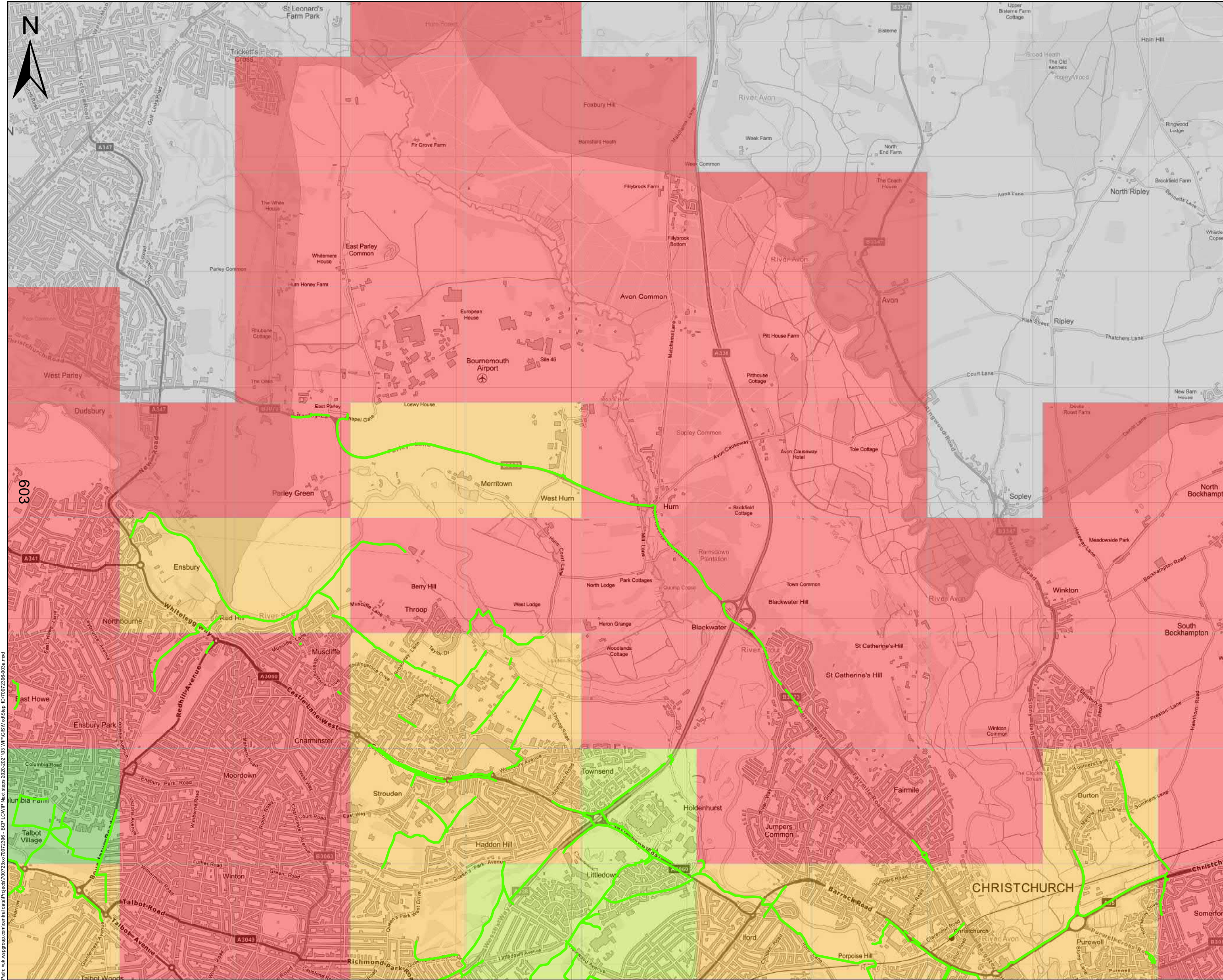
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			28/09/2021

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Metres



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**Mesh Density Analysis
Traffic-Free Cycle Routes
Sheet 2**

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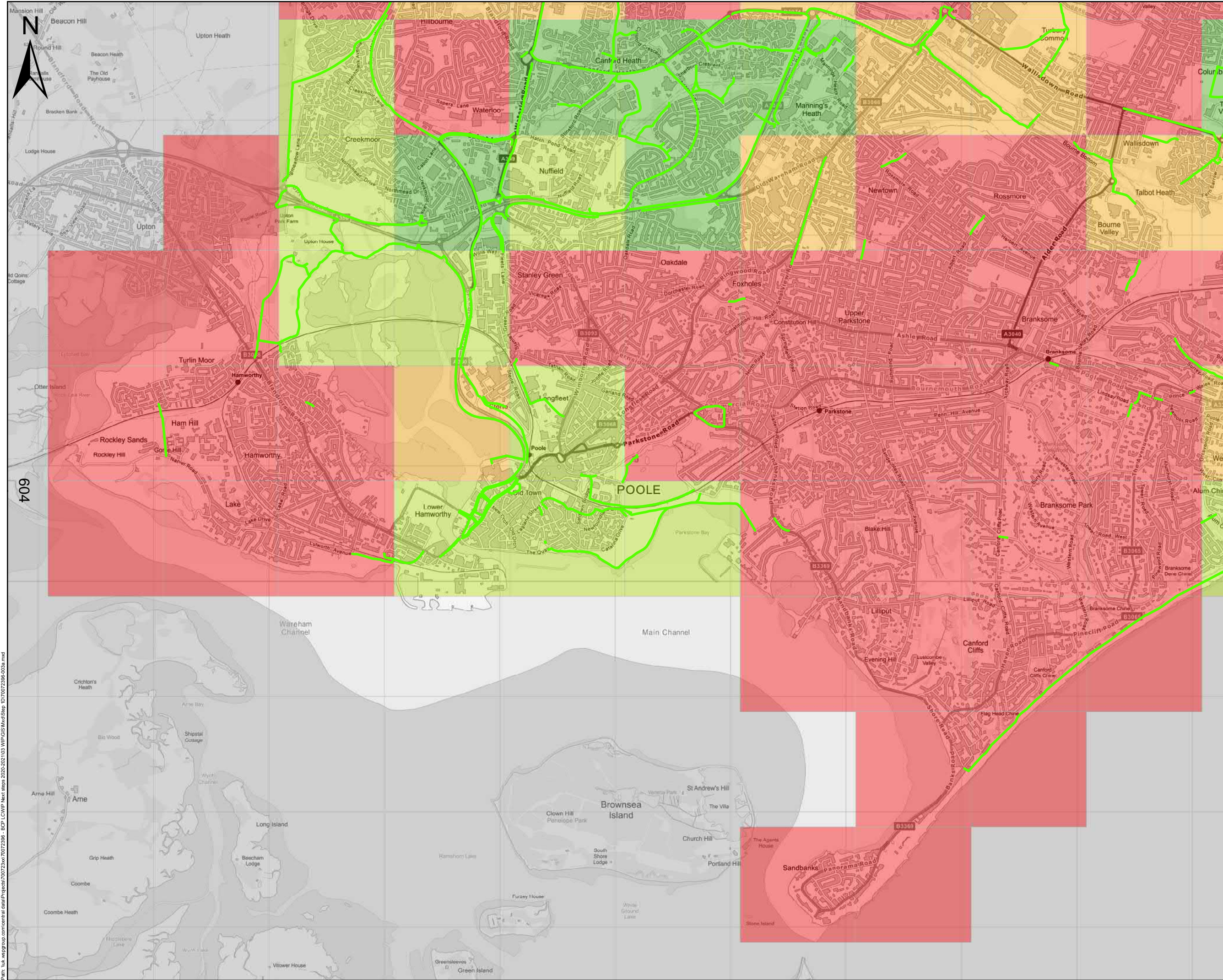
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Drawing Title

**Mesh Density Analysis
Traffic-Free Cycle Routes
Sheet 3**

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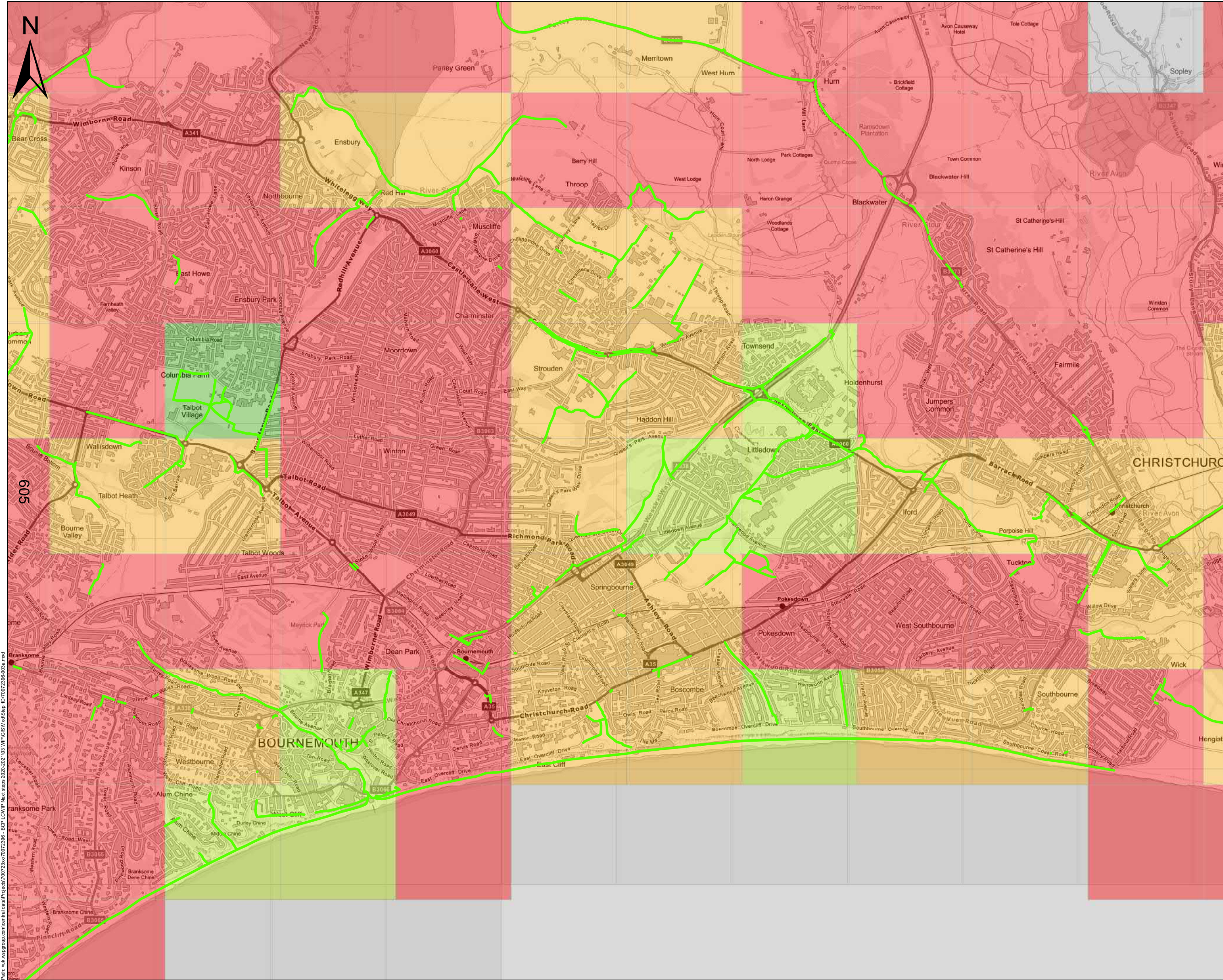
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Metres

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Drawing Title

Mesh Density Analysis
Traffic-Free Cycle Routes
Sheet 4

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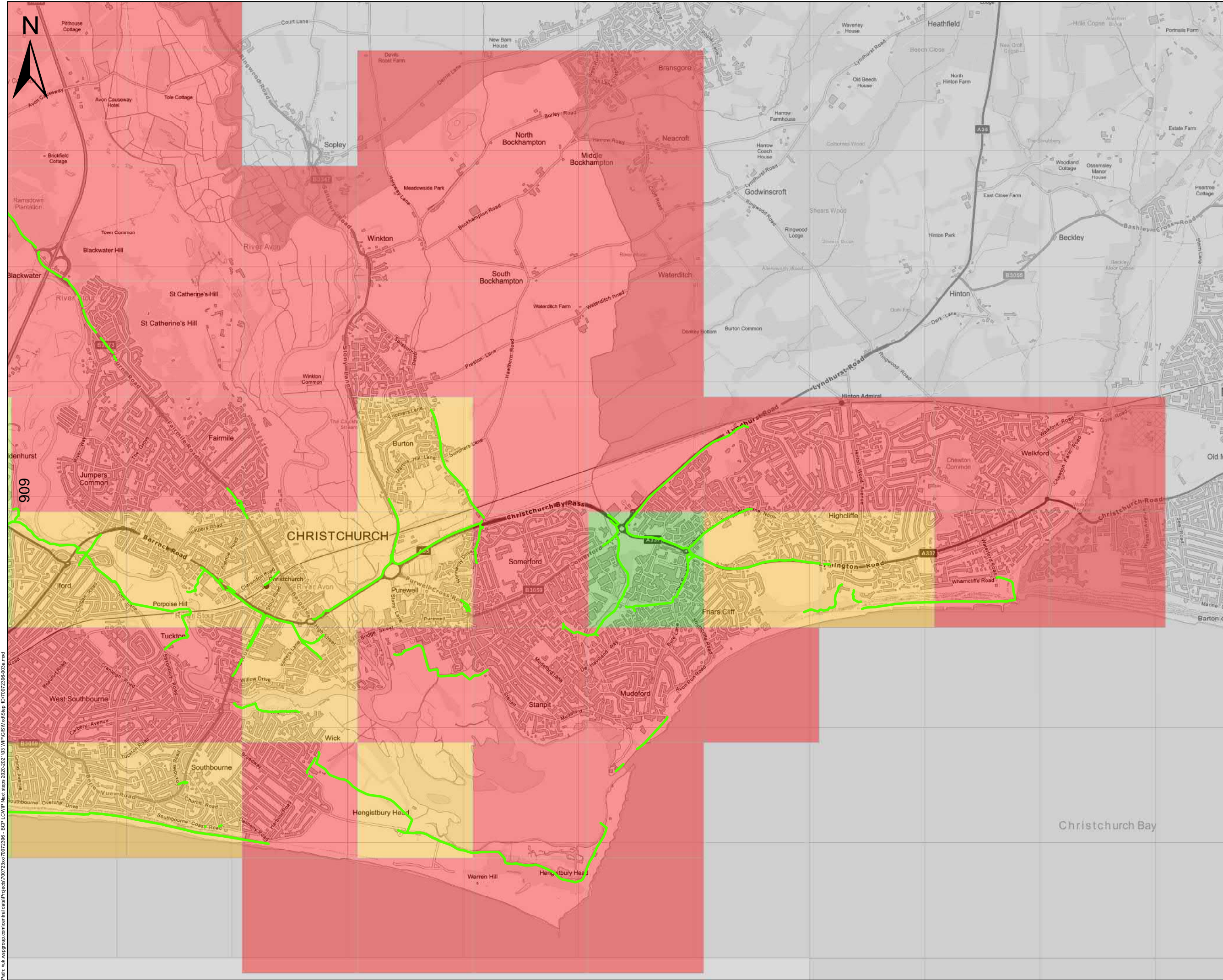
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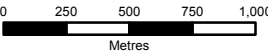
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**Mesh Density Analysis
Traffic-Free Cycle Routes
Sheet 5**

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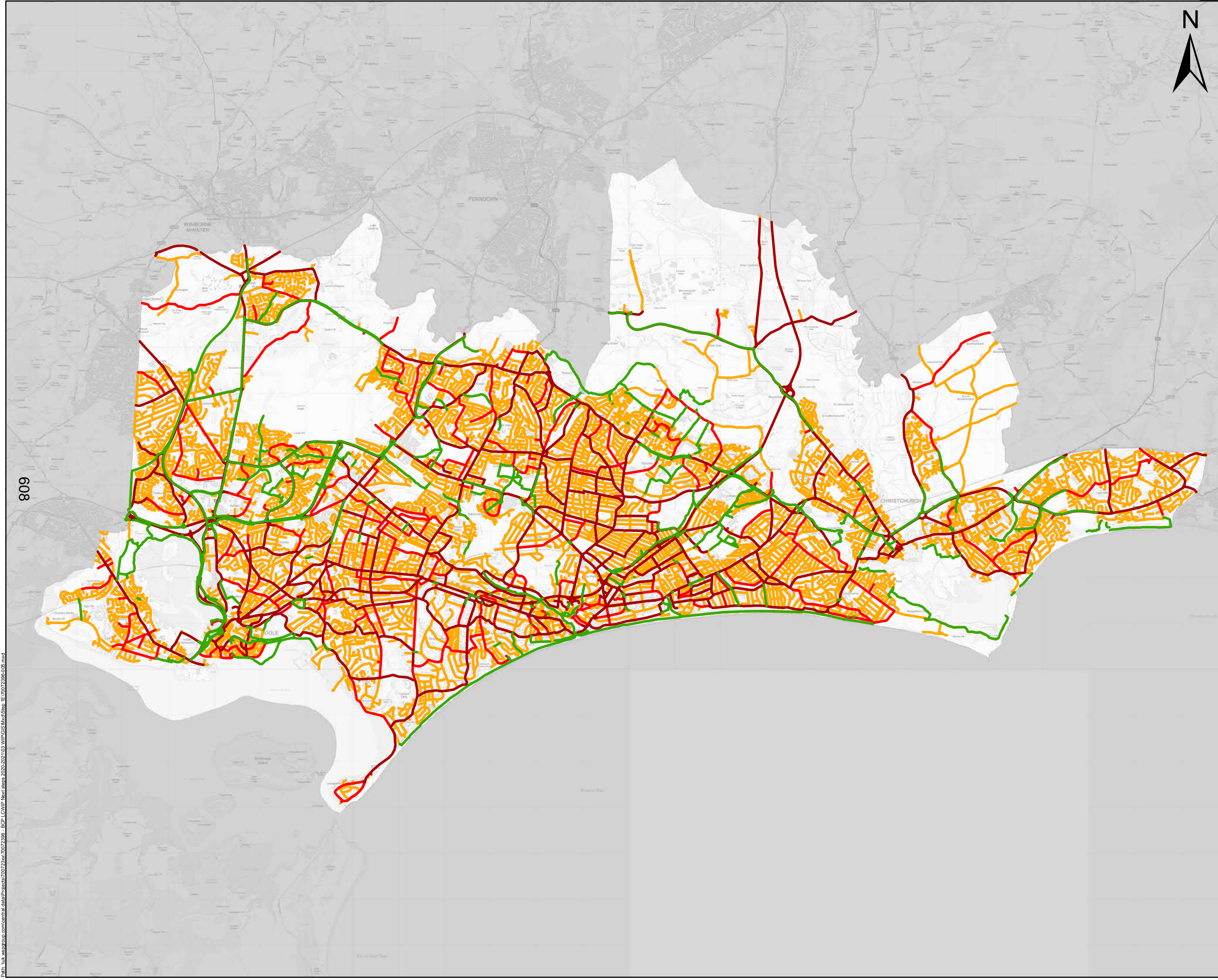


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Appendix C

Accessibility Classification Plans





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- Outside BCP boundary
- Traffic-free routes for people cycling as identified on the area cycle map
- On-carriageway cycling suitable for most people subject to low traffic speeds and flows (20mph and around 2500 vehicles per day (vpd) in urban areas or 30mph and 1000vpd in rural areas)
- On-carriageway cycling not suitable for all people and will exclude some potential users and/or have safety concerns
- On-carriageway cycling suitable for few people and will exclude most potential users and/or have safety concerns (non A- or B- class roads)

Many of the cycle tracks and traffic-free paths are shared between people cycling and walking and/or fall below the current design standards. As such it should not be assumed that the routes shown on the plan do not require improvements to make them more suitable for cycling.

The accessibility classification analysis was undertaken on the basis of estimated traffic flows only at this stage. Traffic speed is also an important determinant of a road's cycling suitability. Adding traffic speed data into the analysis would lead to low-traffic 30mph residential roads and low-traffic rural roads with speed limits of 40mph or greater being categorised as red on the plans.



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Road network taken from WSP Corporate Data

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Job Title
Bournemouth, Christchurch and Poole Local Cycling and Walking Infrastructure Plan

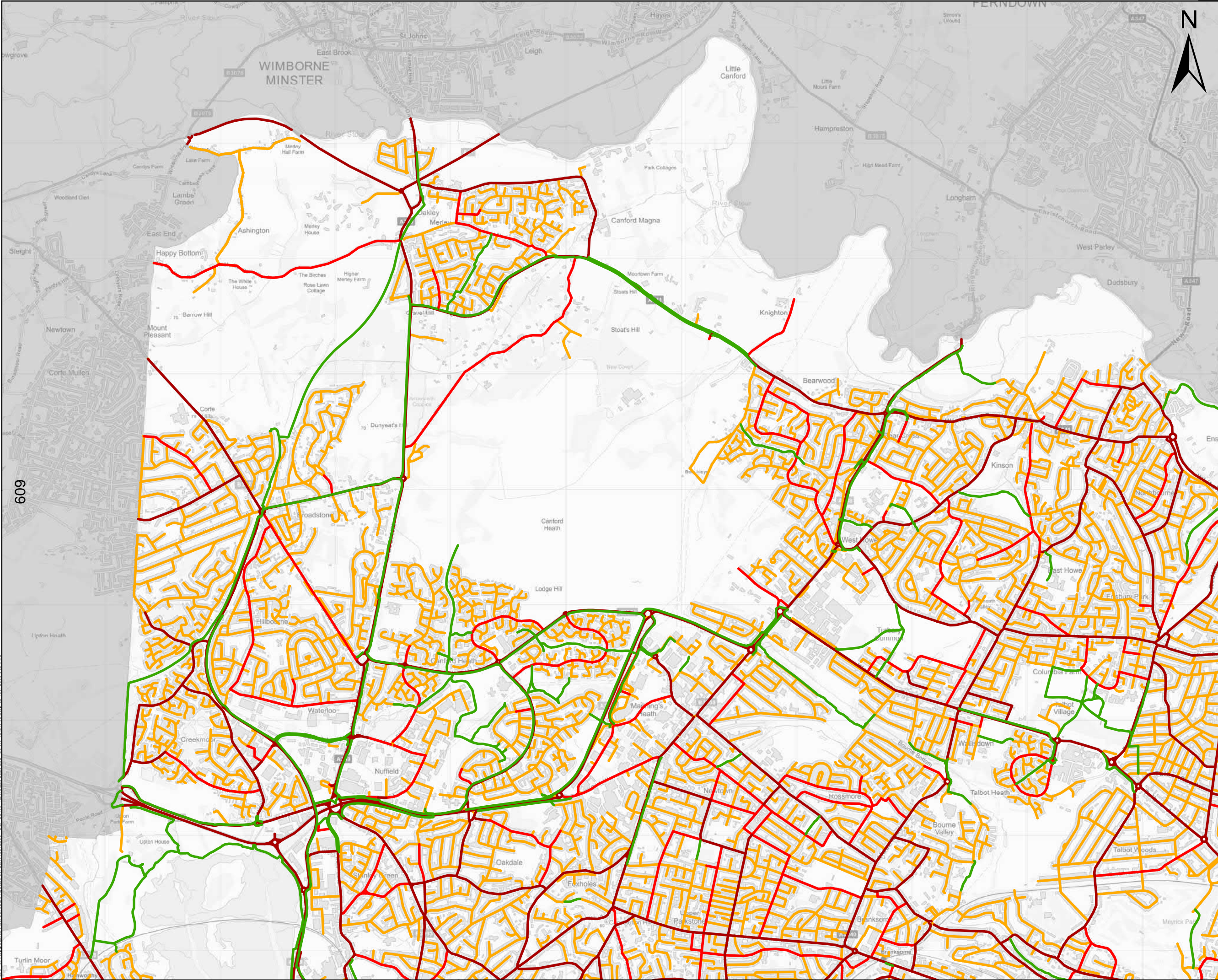
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- Traffic-free routes for people cycling as identified on the area cycle map
- On-carriageway cycling suitable for most people subject to low traffic speeds and flows (20mph and around 2500 vehicles per day (vpd) in urban areas or 30mph and 1000vpd in rural areas)
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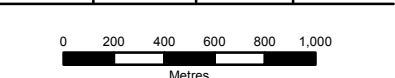
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Bournemouth, Christchurch and Poole Local Cycling and Walking Infrastructure Plan

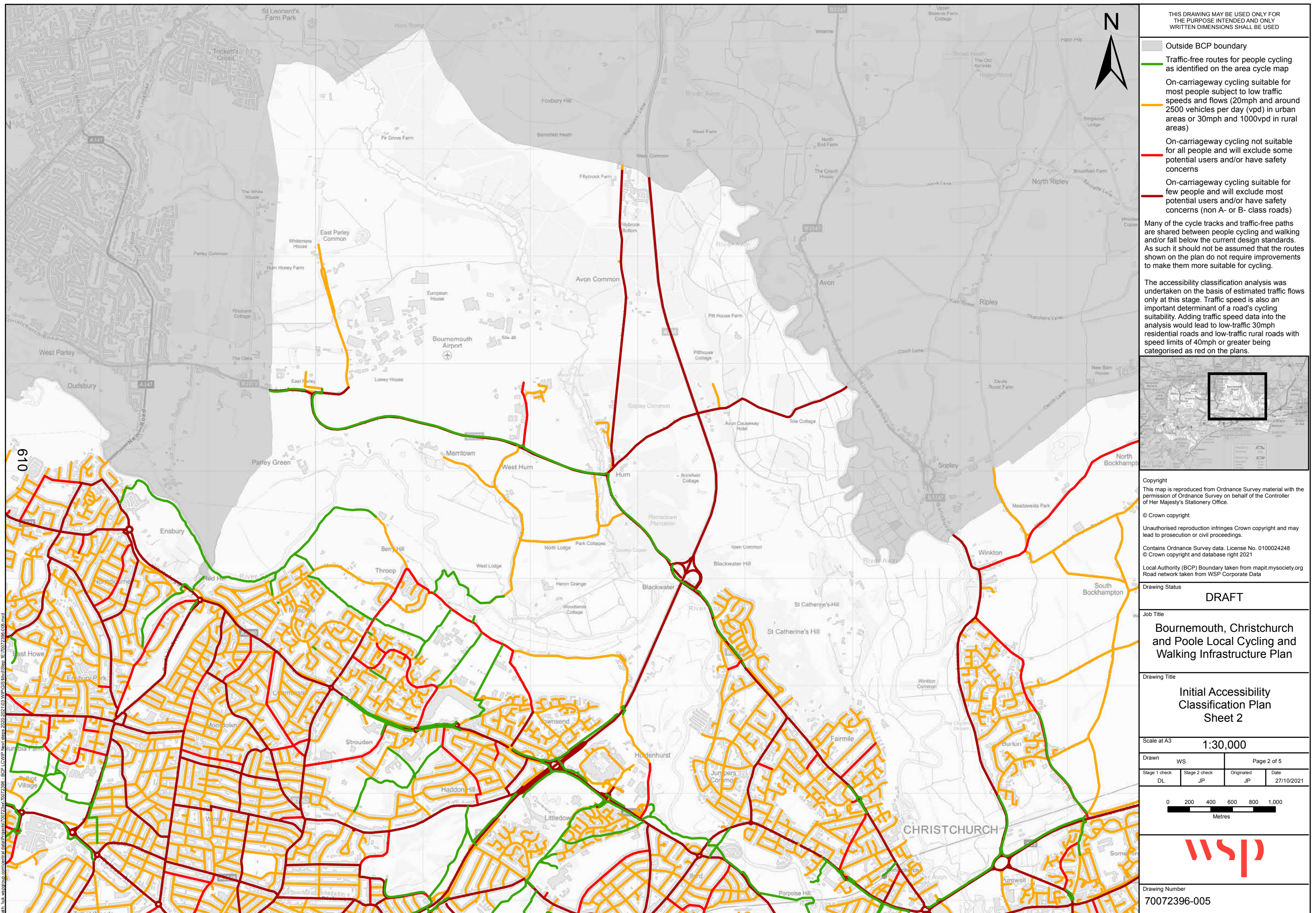
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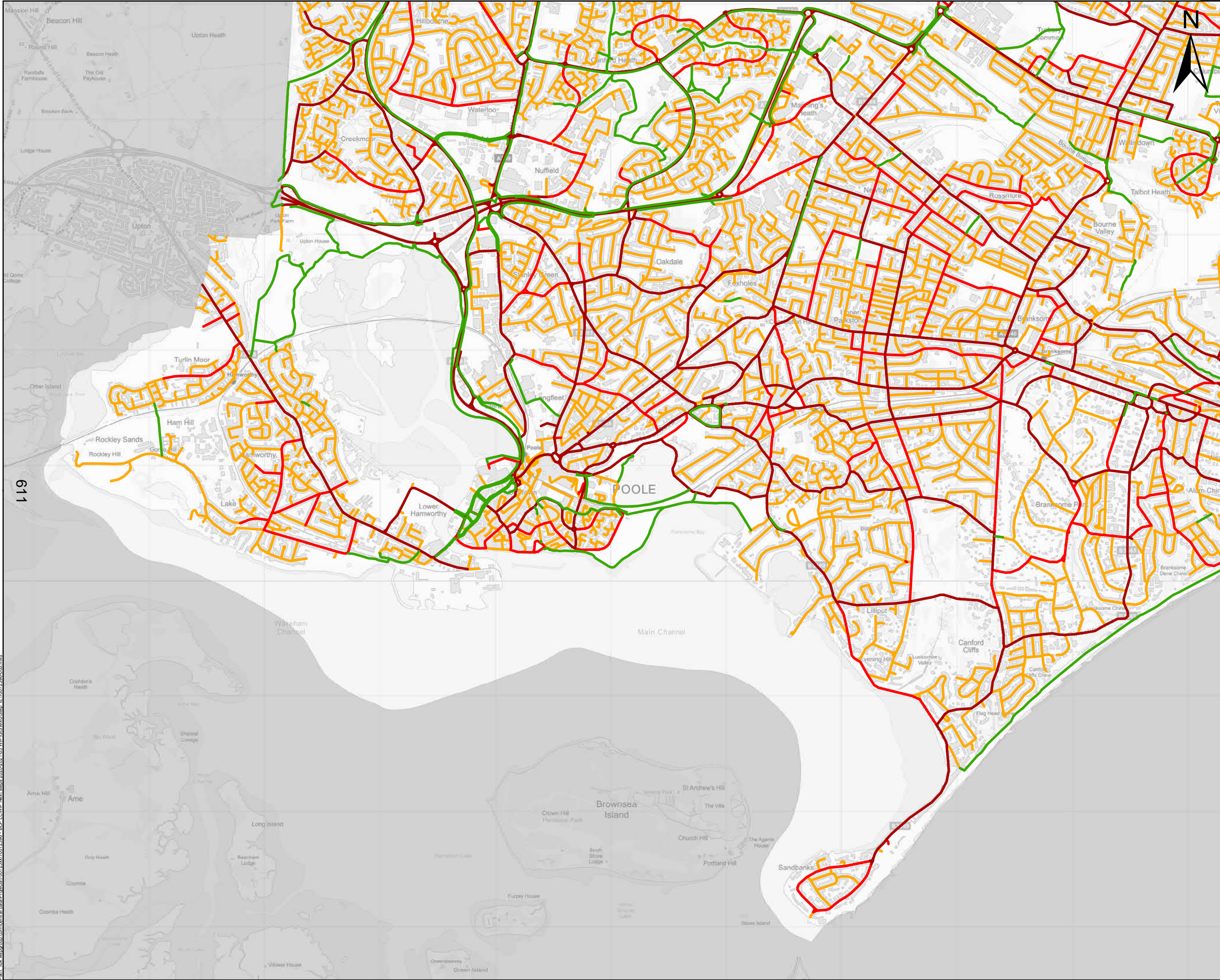
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Outside BCP boundary

Traffic-free routes for people cycling as identified on the area cycle map

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Initial Accessibility Classification Plan Sheet 3

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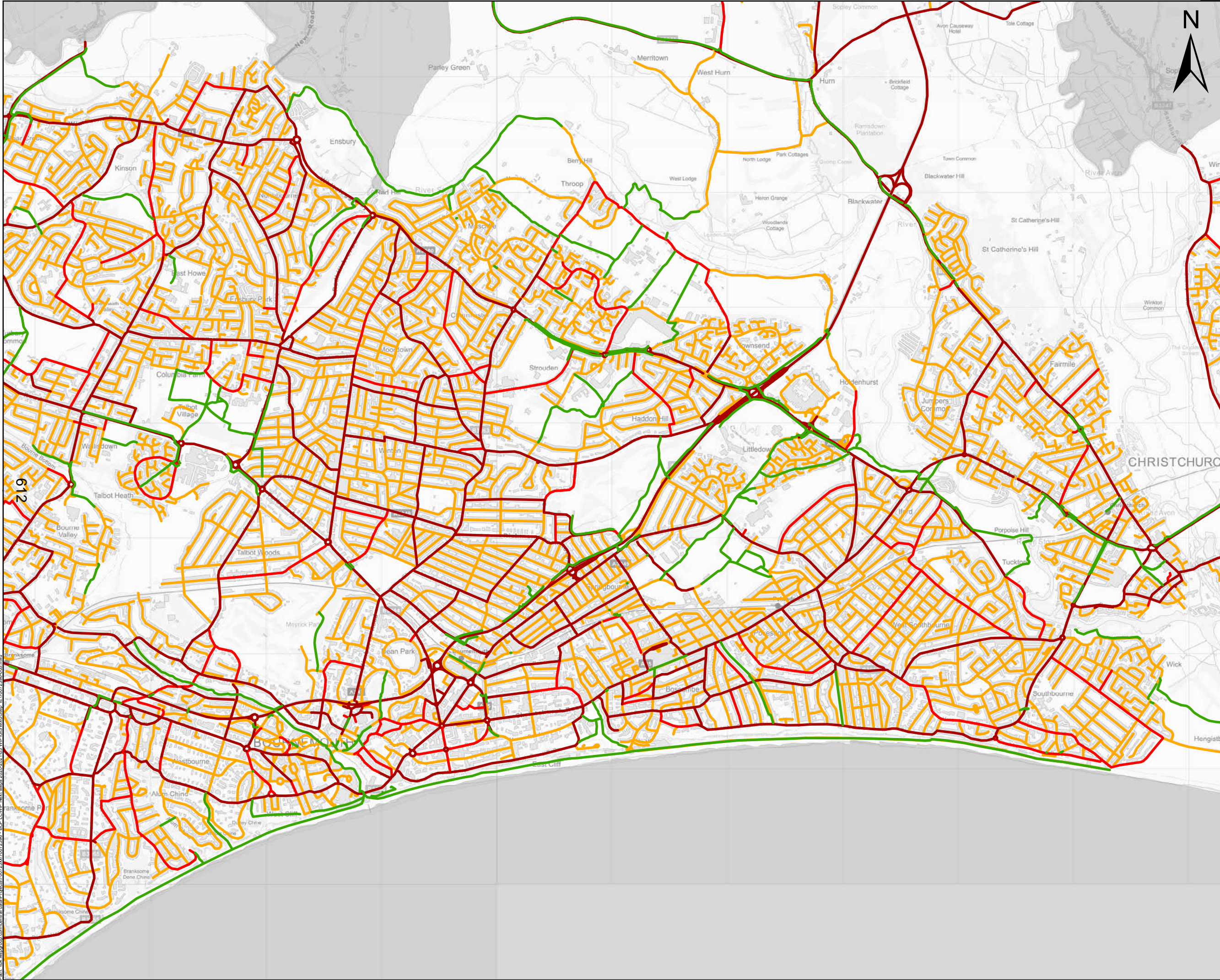
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- Traffic-free routes for people cycling as identified on the area cycle map
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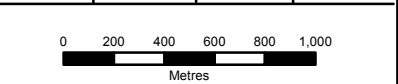
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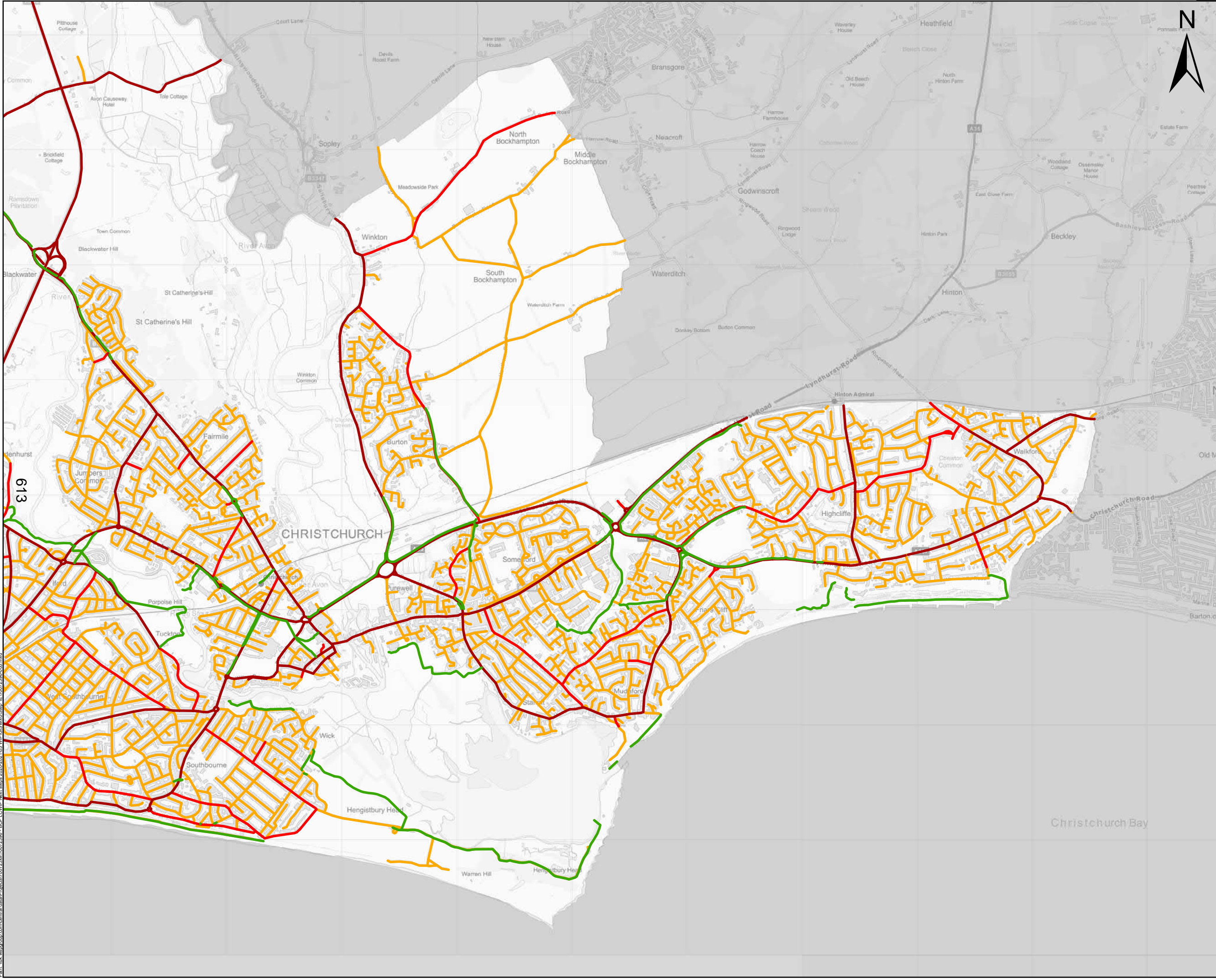
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Outside BCP boundary

Traffic-free routes for people cycling as identified on the area cycle map

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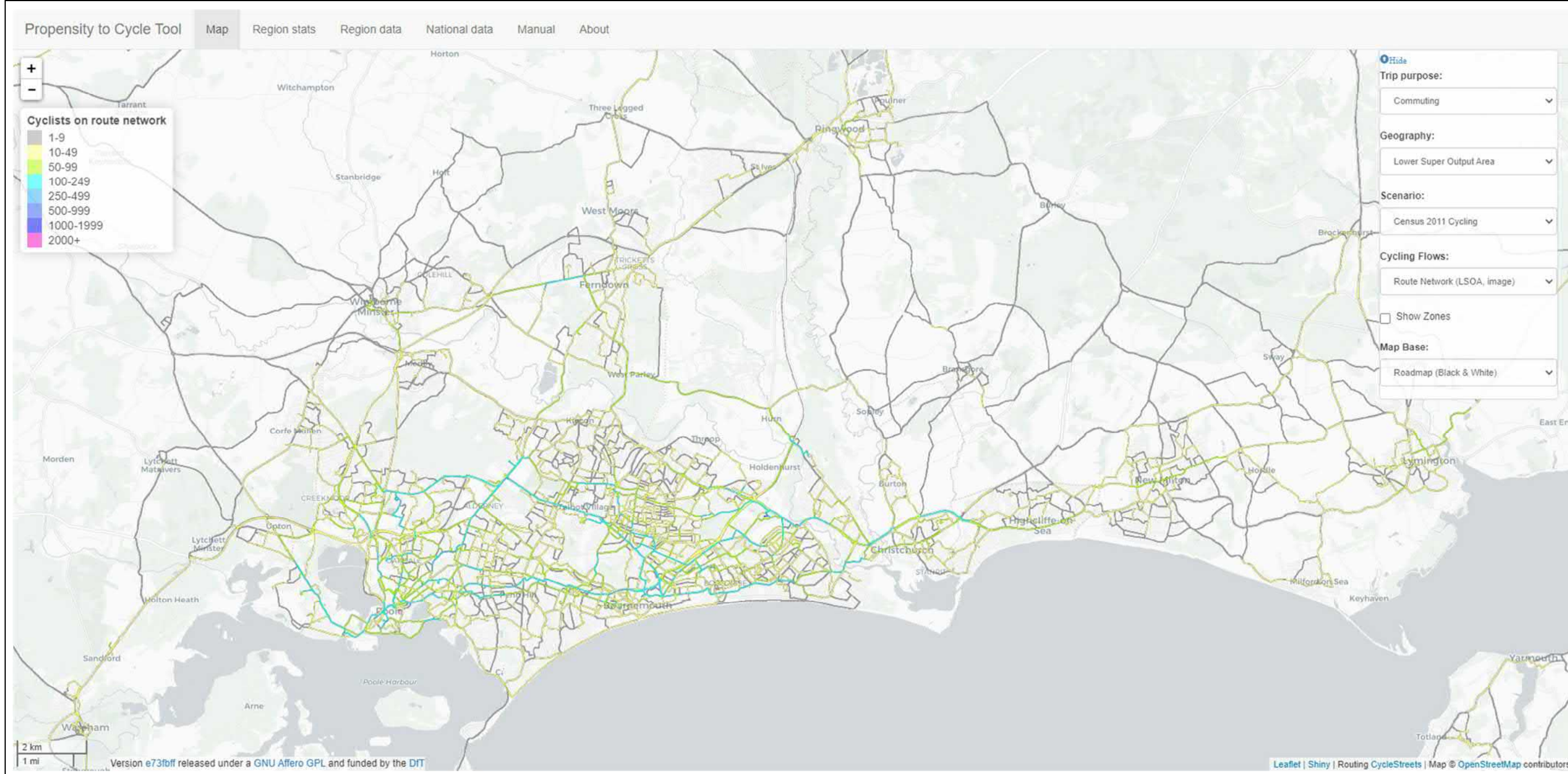
Appendix D

Propensity to Cycle Tool Forecast
Commuting Flow Maps



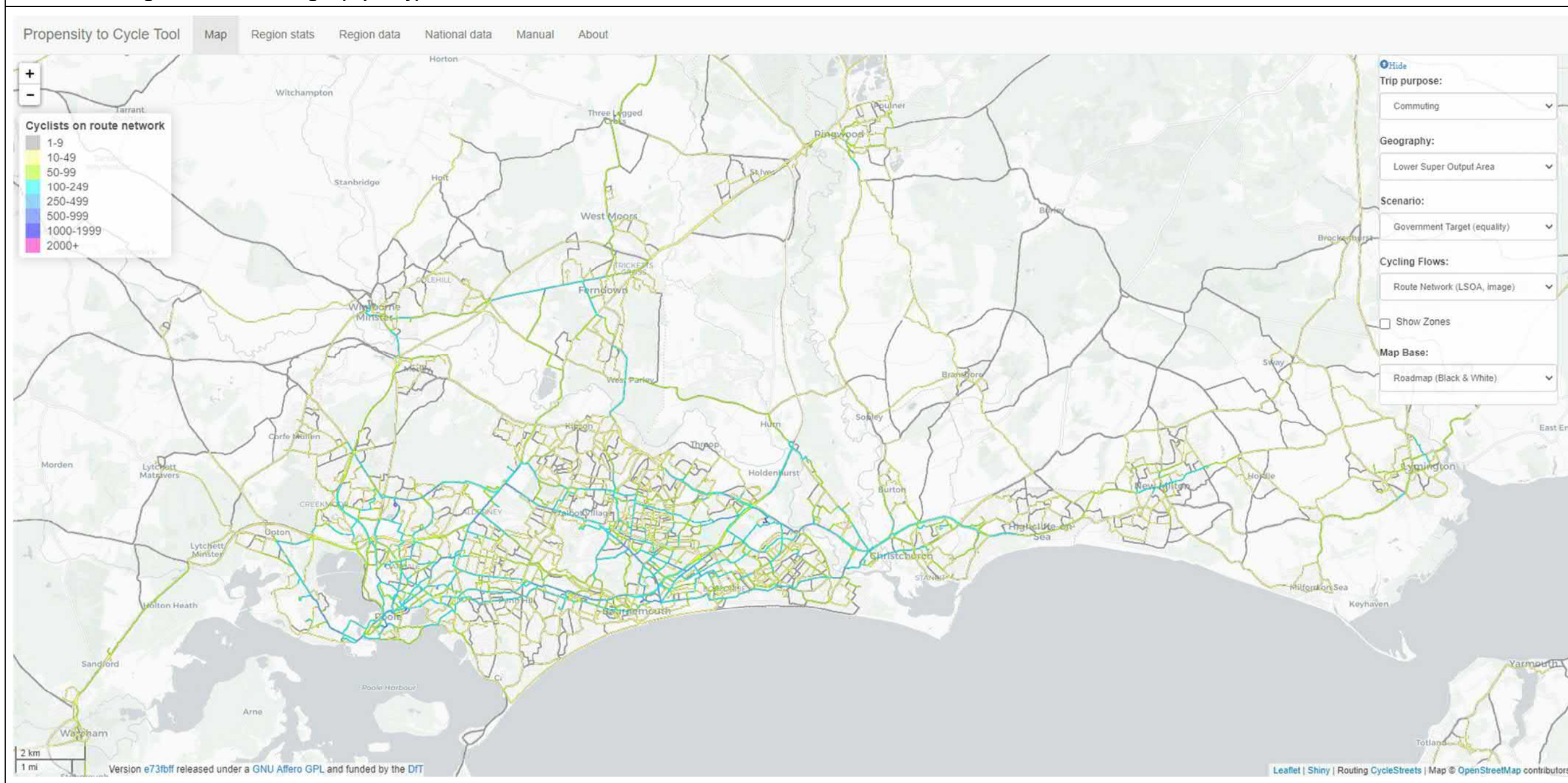
Appendix D – Propensity to Cycle Tool Forecast Commuting Flow Maps

PCT commuting: Census 2011 (baseline)



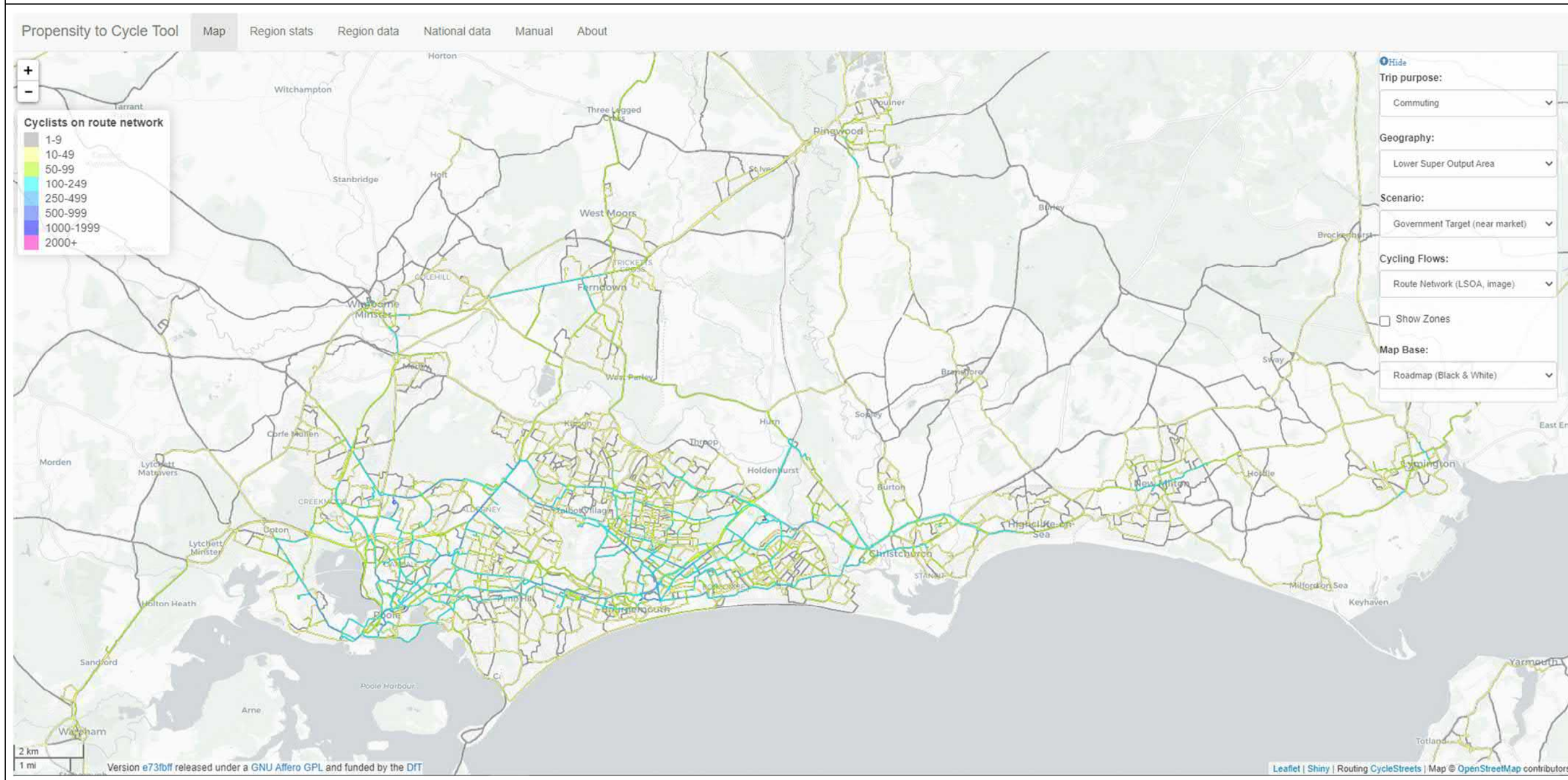
<https://www.pct.bike/m/?r=dorset>. Note that the PCT forecasts are based on taking the most direct available road or route between the origin node (representing all journeys from a neighbourhood) to the destination node (representing the end of all travel to work journeys to a neighbourhood). Some journeys between origin and destination points will take other routes not identified on the maps.

PCT commuting: Government Target (equality) scenario



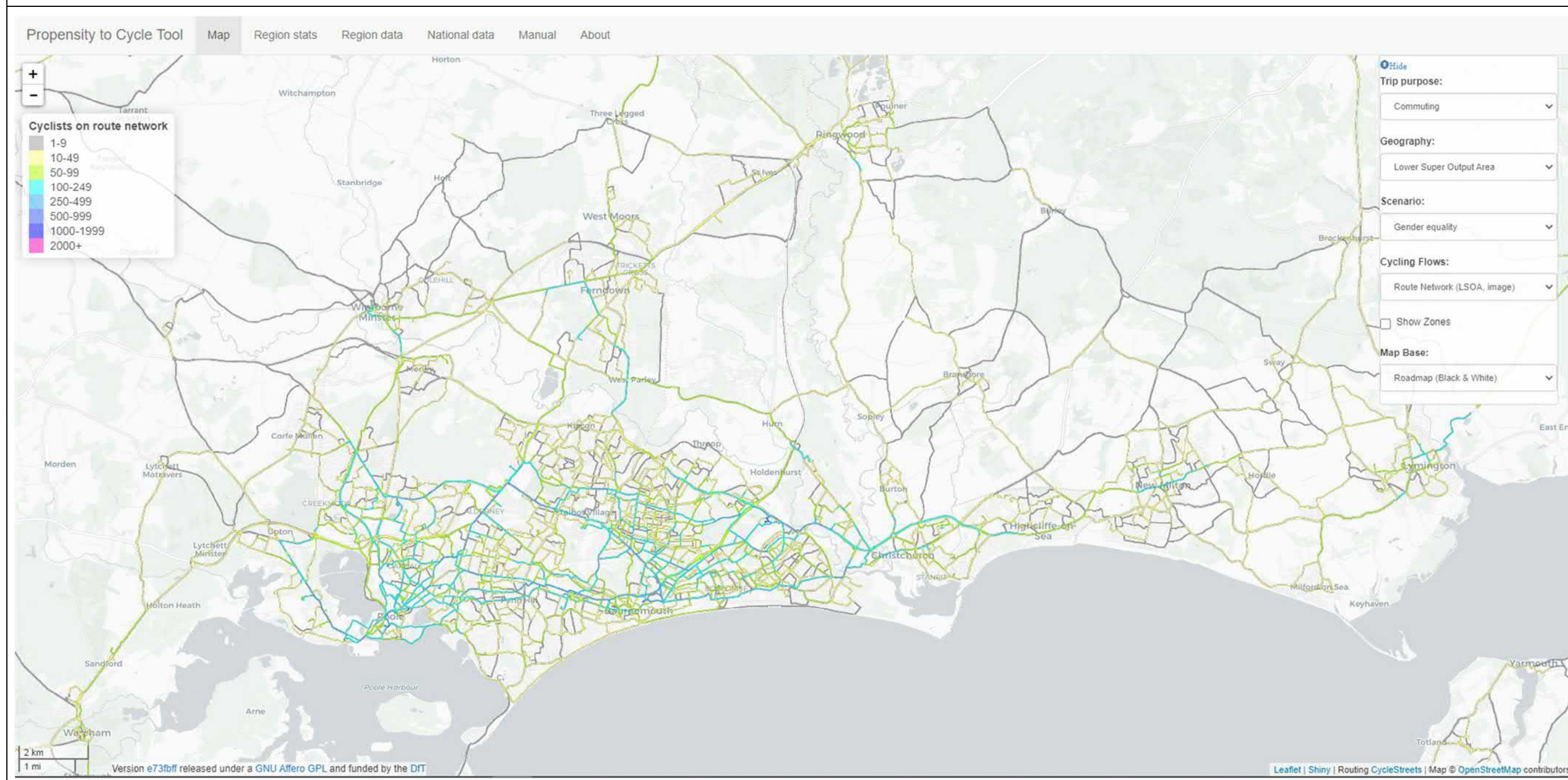
<https://www.pct.bike/m/?r=dorset>. Note that the PCT forecasts are based on taking the most direct available road or route between the origin node (representing all journeys from a neighbourhood) to the destination node (representing the end of all travel to work journeys to a neighbourhood). Some journeys between origin and destination points will take other routes not identified on the maps.

PCT commuting: Government Target (near market) scenario



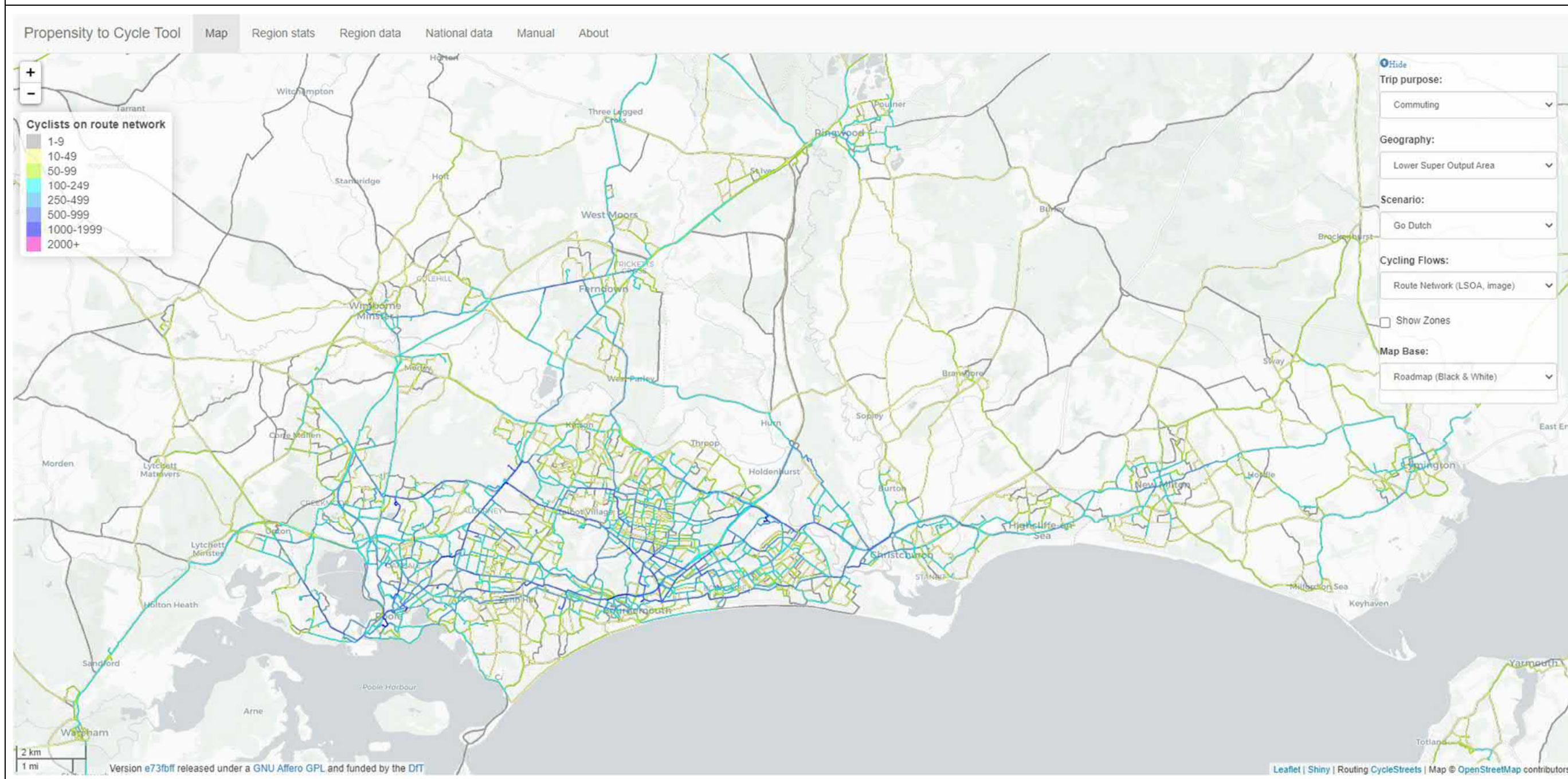
<https://www.pct.bike/m/?r=dorset>. Note that the PCT forecasts are based on taking the most direct available road or route between the origin node (representing all journeys from a neighbourhood) to the destination node (representing the end of all travel to work journeys to a neighbourhood). Some journeys between origin and destination points will take other routes not identified on the maps.

PCT commuting: Government Target (gender equality) scenario



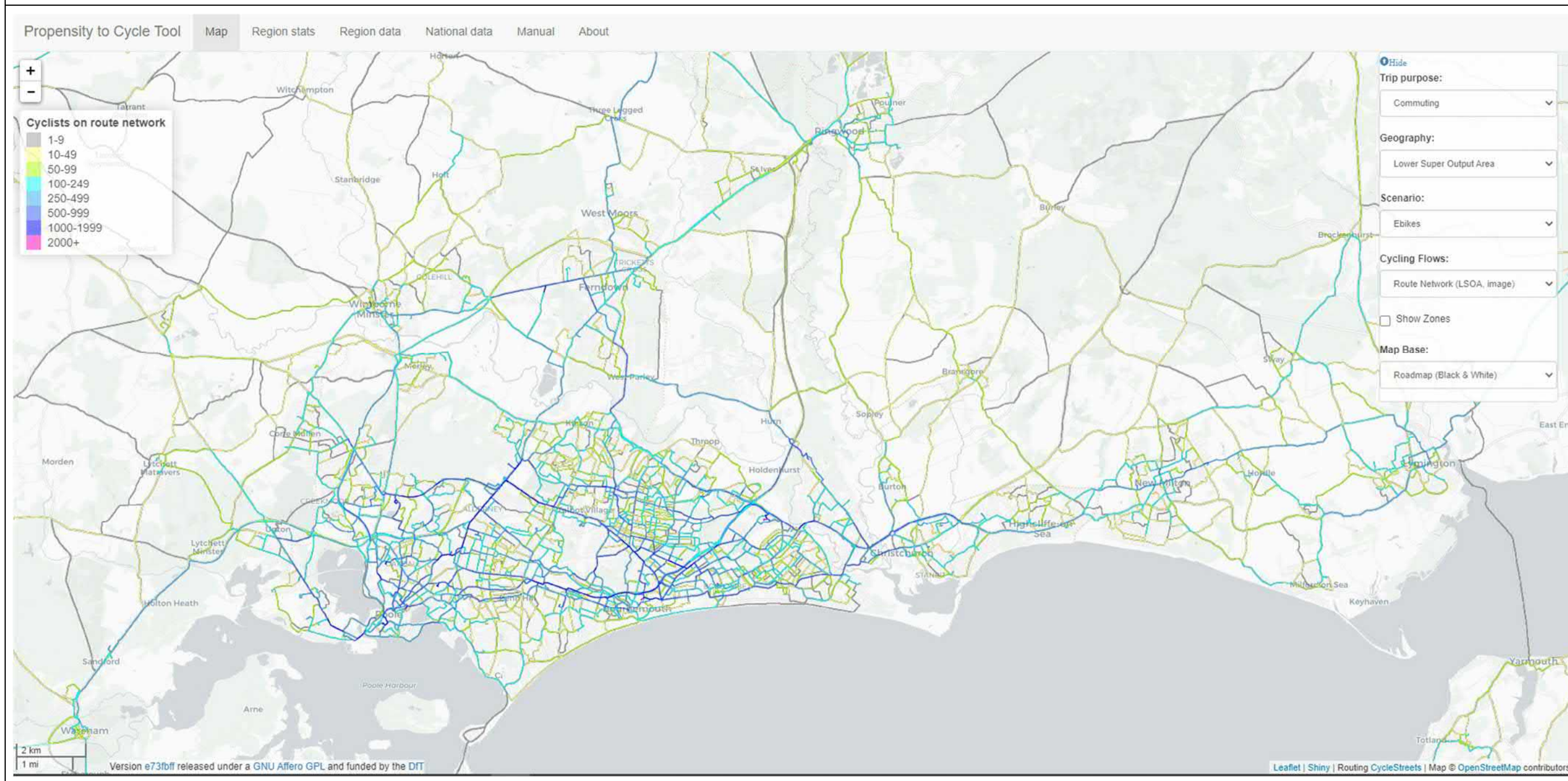
<https://www.pct.bike/m/?r=dorset>. Note that the PCT forecasts are based on taking the most direct available road or route between the origin node (representing all journeys from a neighbourhood) to the destination node (representing the end of all travel to work journeys to a neighbourhood). Some journeys between origin and destination points will take other routes not identified on the maps.

PCT commuting: Go Dutch scenario



<https://www.pct.bike/m/?r=dorset>. Note that the PCT forecasts are based on taking the most direct available road or route between the origin node (representing all journeys from a neighbourhood) to the destination node (representing the end of all travel to work journeys to a neighbourhood). Some journeys between origin and destination points will take other routes not identified on the maps.

PCT commuting: E-bikes scenario



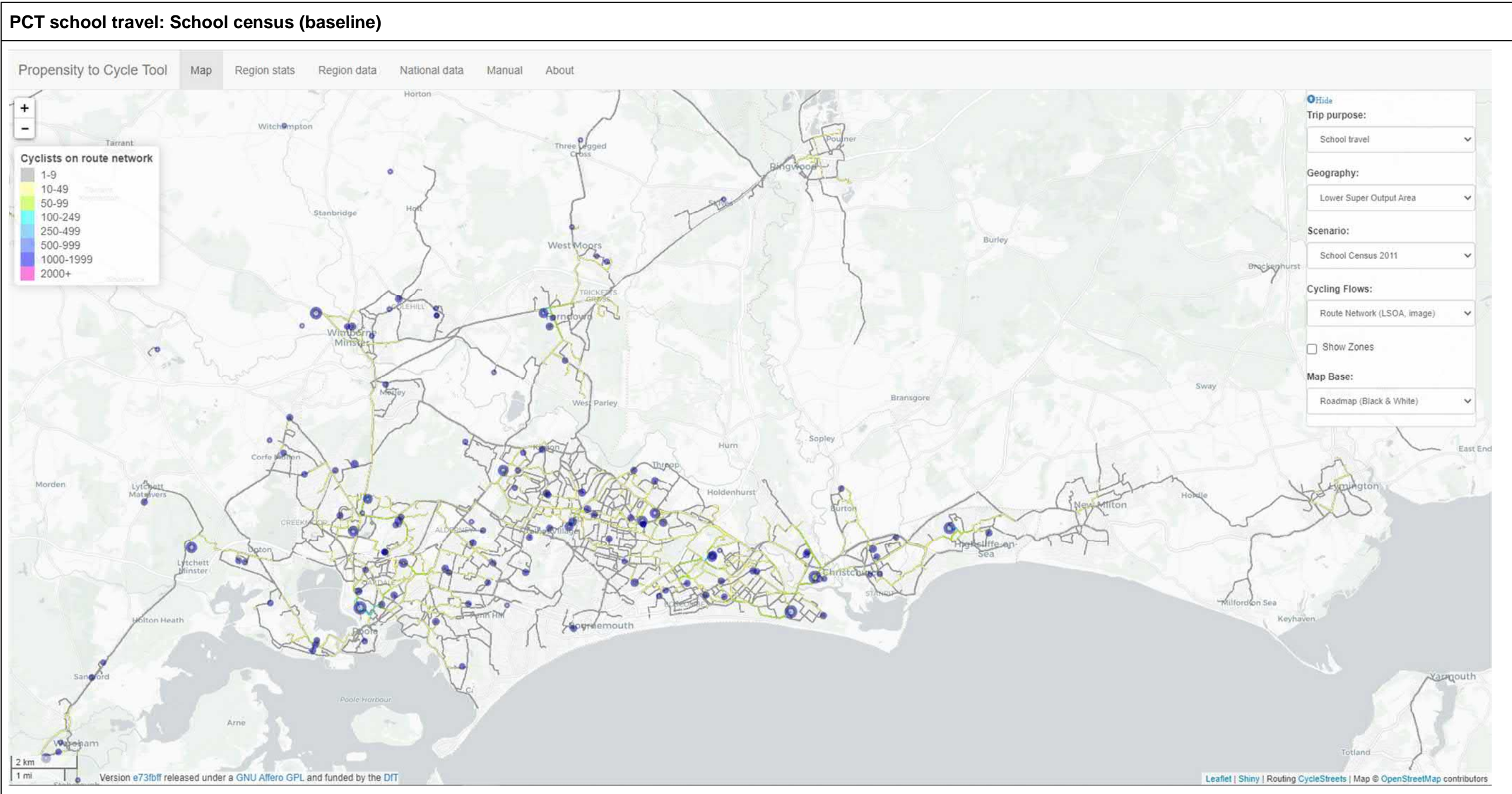
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Appendix E

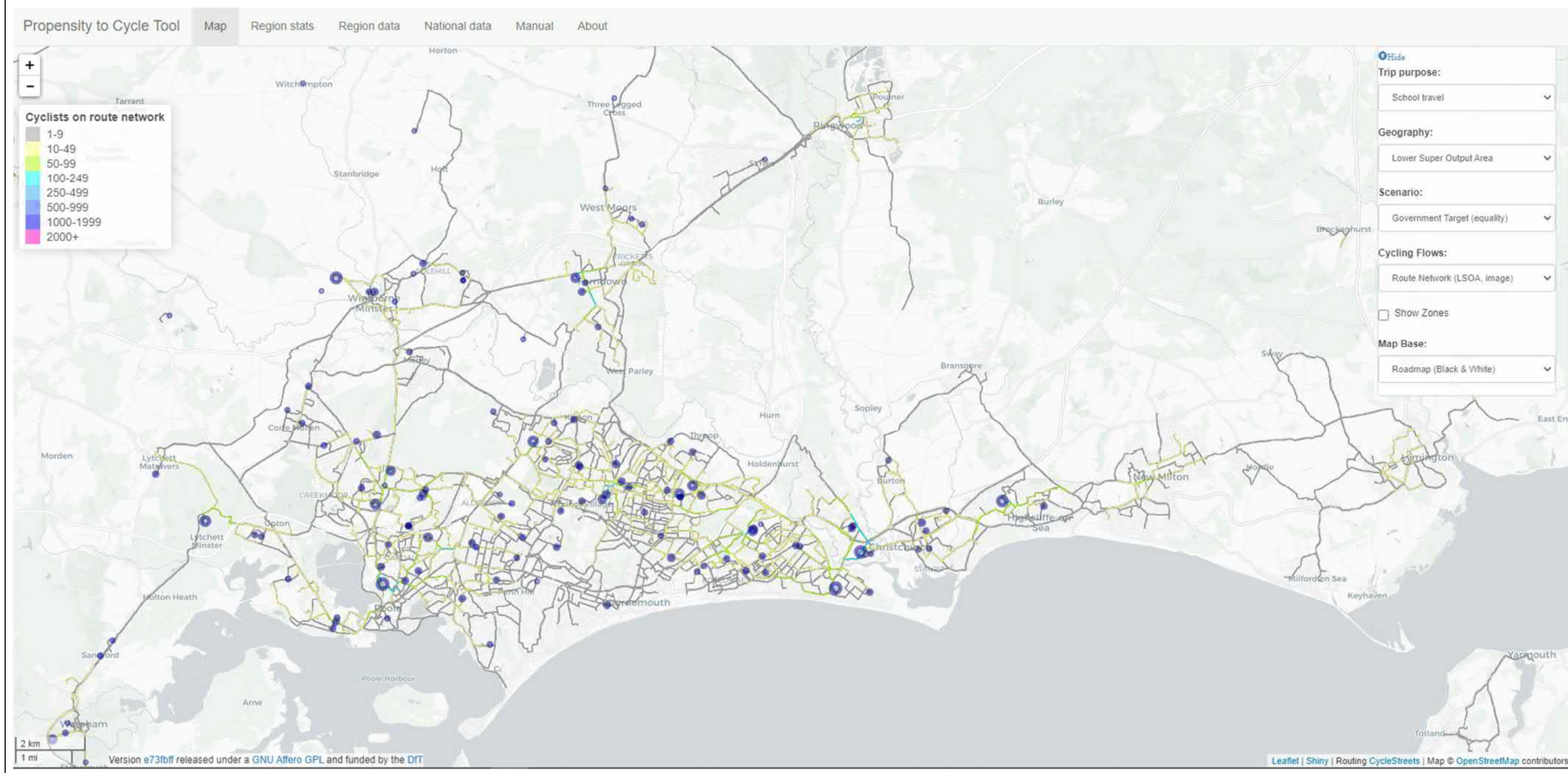
Propensity to Cycle Tool Forecast Travel to
School Flow Maps



Appendix E – Propensity to Cycle Tool forecast Travel to School Flow Maps

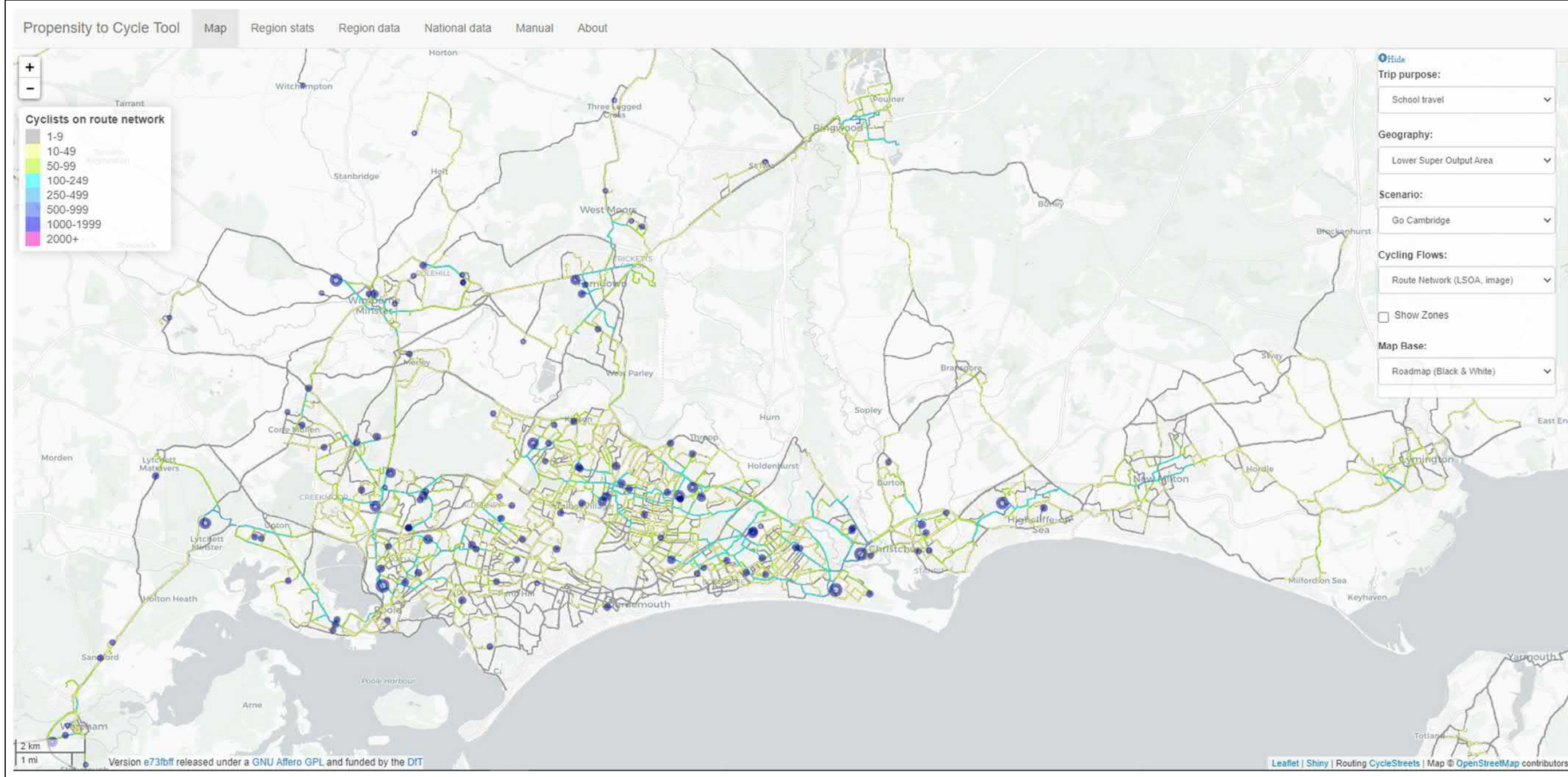


PCT school travel: Government target (equality)



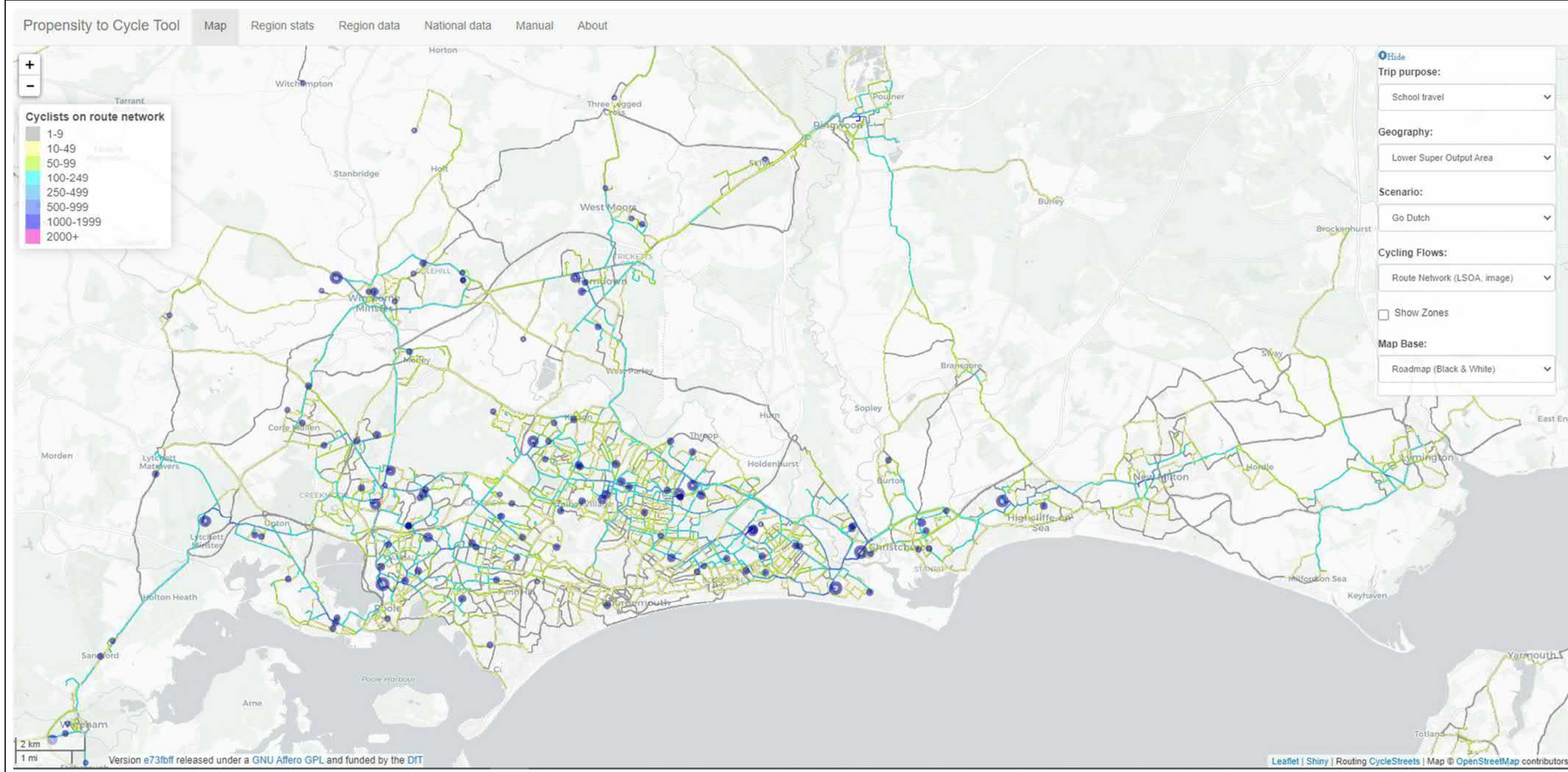
<https://www.pct.bike/m/?r=dorset> Note that the PCT forecasts are based on taking the most direct available road or route between the origin node (representing all journeys from a neighbourhood) to the destination school. Some journeys will take other routes not identified on the maps.

PCT school travel: Go Cambridge scenario



<https://www.pct.bike/m/?r=dorset> Note that the PCT forecasts are based on taking the most direct available road or route between the origin node (representing all journeys from a neighbourhood) to the destination school. Some journeys will take other routes not identified on the maps.

PCT school travel: Go Dutch scenario



<https://www.pct.bike/m/?r=dorset> Note that the PCT forecasts are based on taking the most direct available road or route between the origin node (representing all journeys from a neighbourhood) to the destination school. Some journeys will take other routes not identified on the maps.



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Bournemouth, Christchurch and Poole Council

Local Cycling and Walking Infrastructure Plan Technical Report



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Appendix A

Existing Cycle Tracks and Motor Traffic Free Cycle Routes

Appendix B

Mesh Density Plans

Appendix C

Accessibility Classification Plans

Appendix D

Propensity to Cycle Tool Forecast Commuting Flow Maps

Appendix E

Propensity to Cycle Tool Forecast Travel to School Flow Maps

Appendix F

Cycle Network Plans

Appendix G

Destinations used in Network Planning

Appendix H

Key Walking Route Network Plans and Route Descriptions

Appendix I

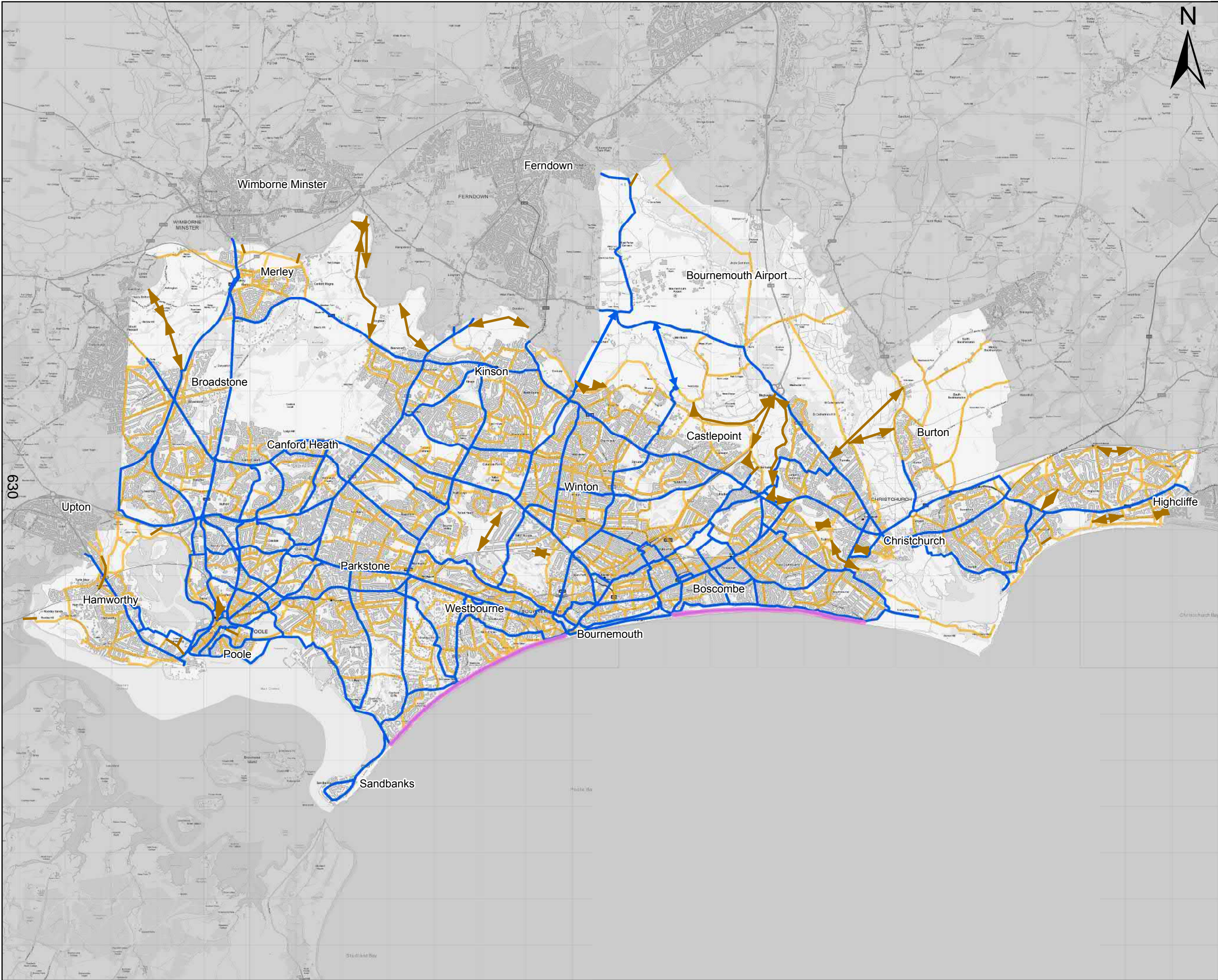
Porosity Analysis

Appendices

Appendix F

Cycle Network Plans





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- Outside BCP boundary
- Primary cycle network
- Primary cycle route - alignment to be confirmed
- Primary cycle route - summer restrictions apply
- Secondary cycle network
- Secondary cycle network - alignment to be confirmed

The routes shown on this plan do not constitute committed schemes. All potential interventions are subject to further study, feasibility and consultation.

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Primary and Secondary Cycle Route Network Overview Plan

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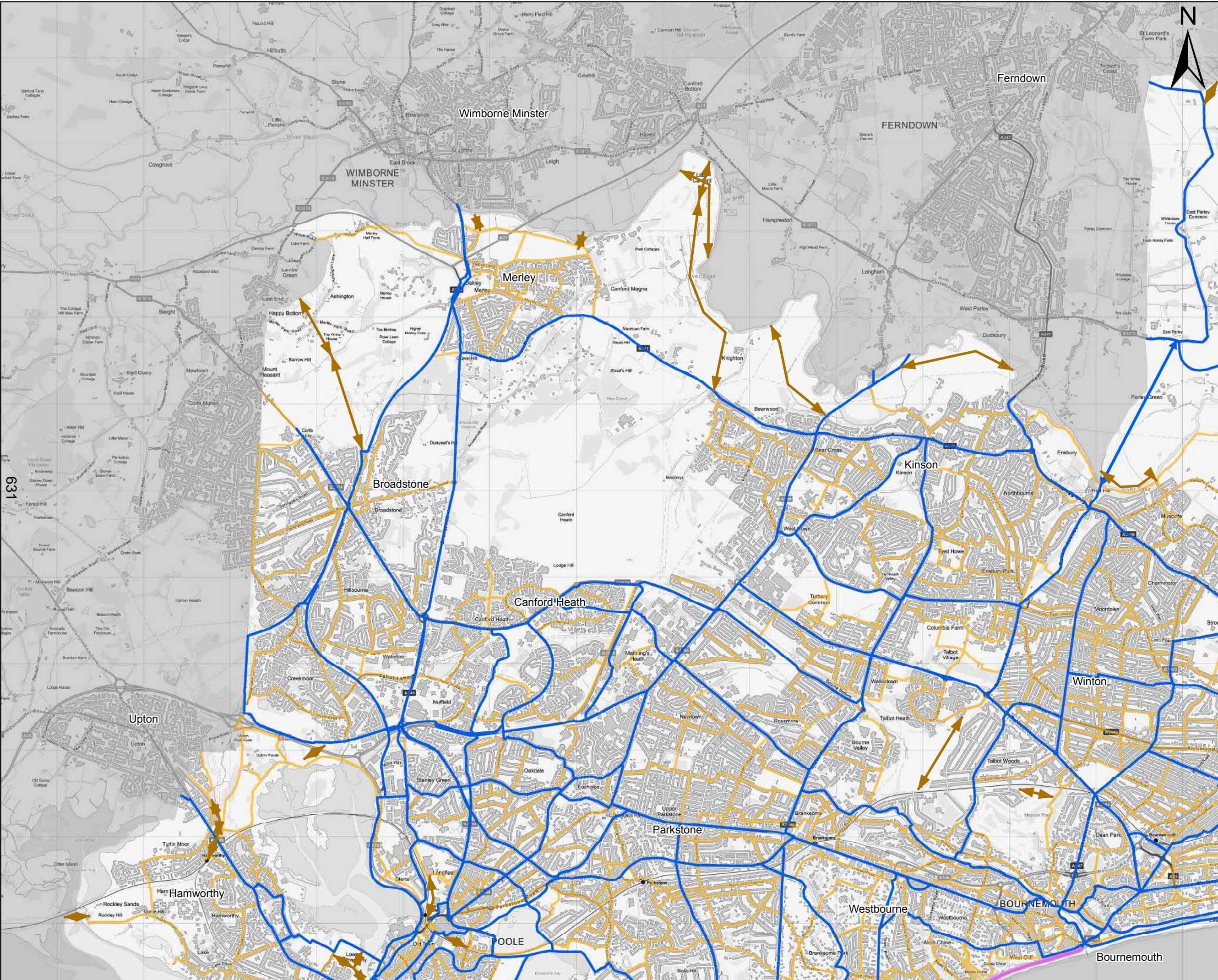
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- Outside BCP boundary
- Primary cycle network
- Primary cycle route - alignment to be confirmed
- Primary cycle route - summer restrictions apply
- Secondary cycle network
- Secondary cycle network - alignment to be confirmed

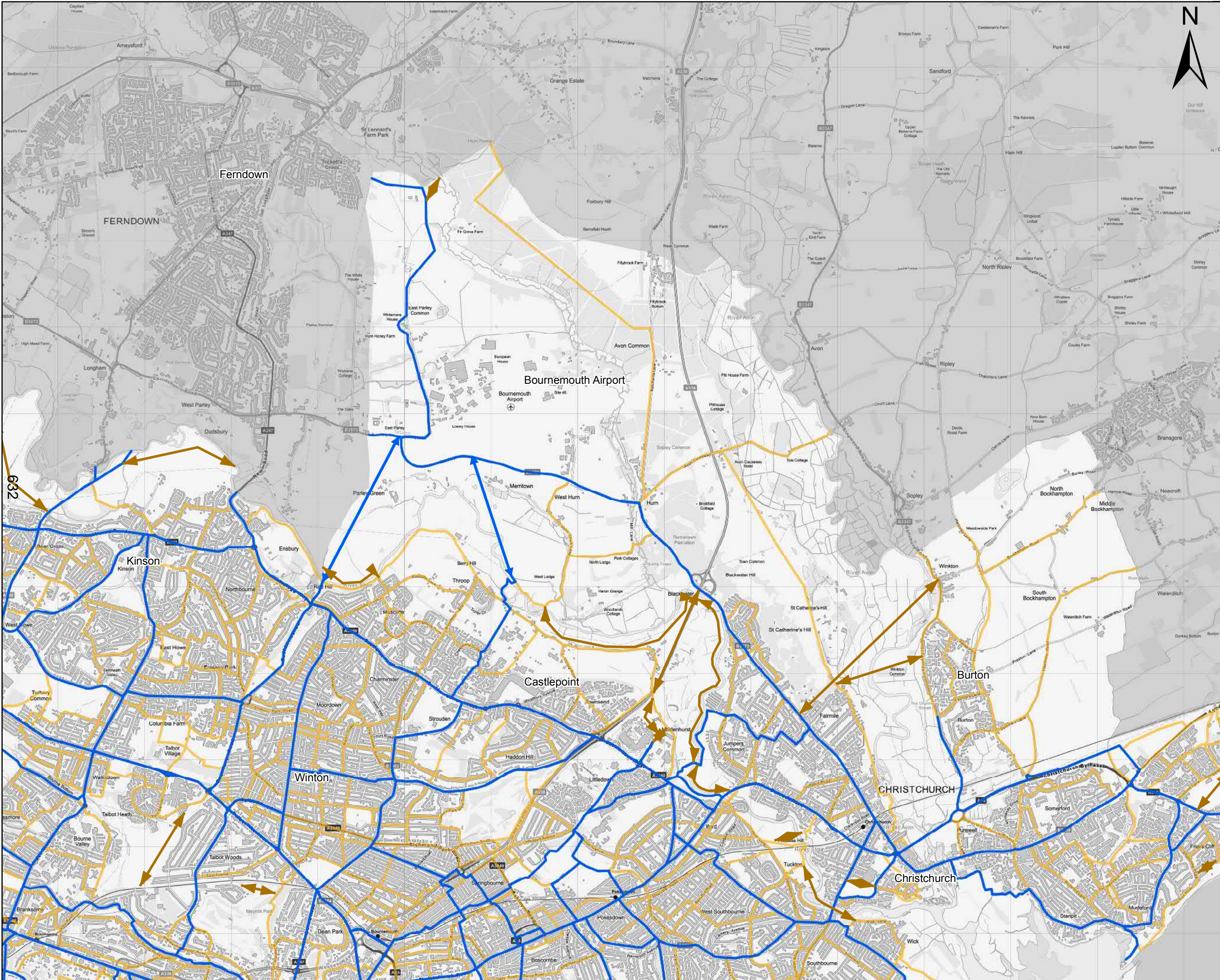
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Job Title	
Bournemouth, Christchurch and Poole Local Cycling and Walking Infrastructure Plan	
Drawing Title	
Primary and Secondary Cycle Route Network Sheet 1	
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Stage 2 check	JCP
Originated	JCP
Date	14/02/2022

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Outside BCP boundary

Primary cycle network

Primary cycle route - alignment to be confirmed

Secondary cycle network

Secondary cycle network - alignment to be confirmed

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Job Title

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Drawing Title

Primary and Secondary Cycle Route Network Sheet 2

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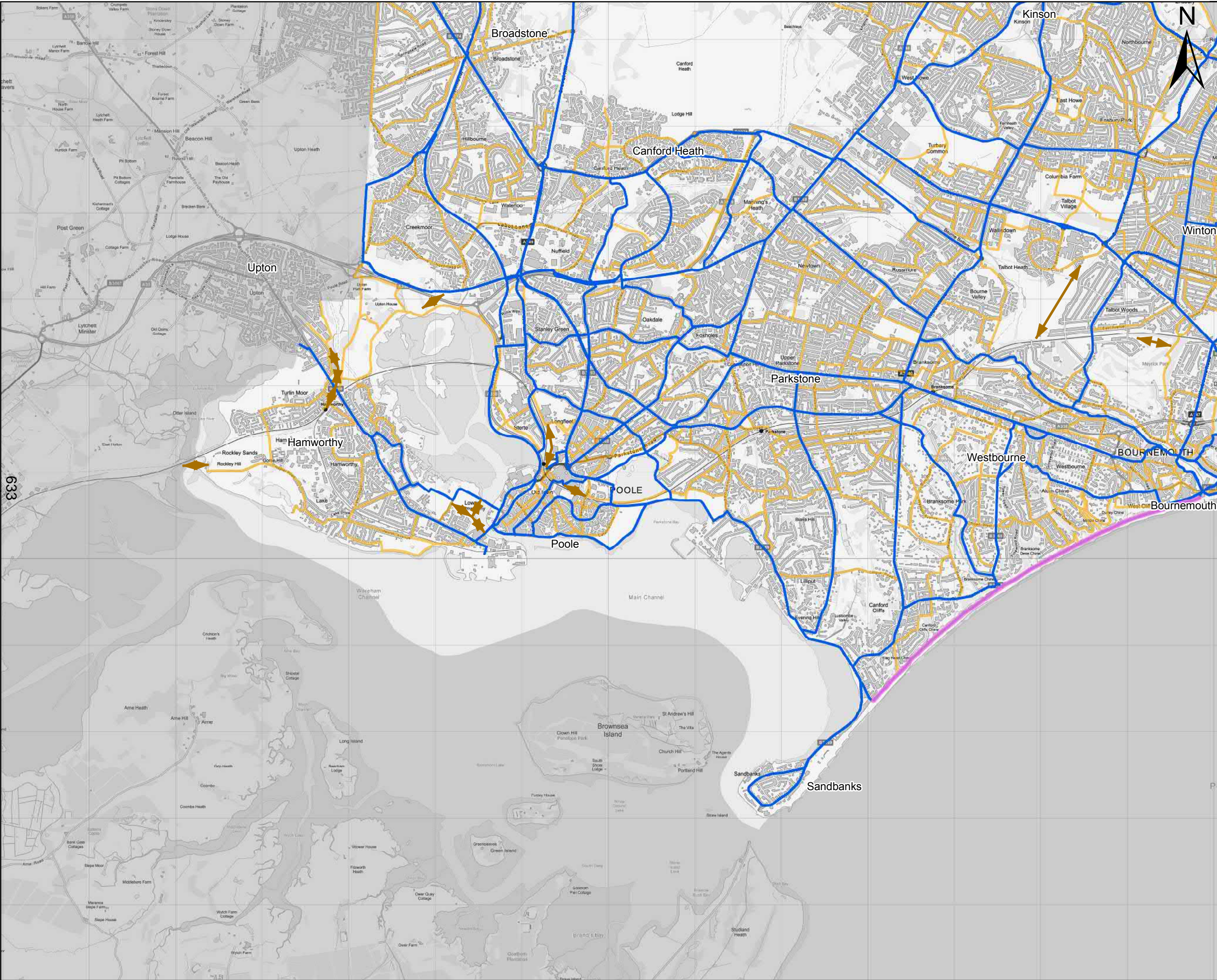
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			14/02/2022

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- Primary cycle route - summer restrictions apply
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- Secondary cycle network - alignment to be confirmed

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Bournemouth, Christchurch and Poole Local Cycling and Walking Infrastructure Plan

Drawing Title

Primary and Secondary Cycle Route Network Sheet 3

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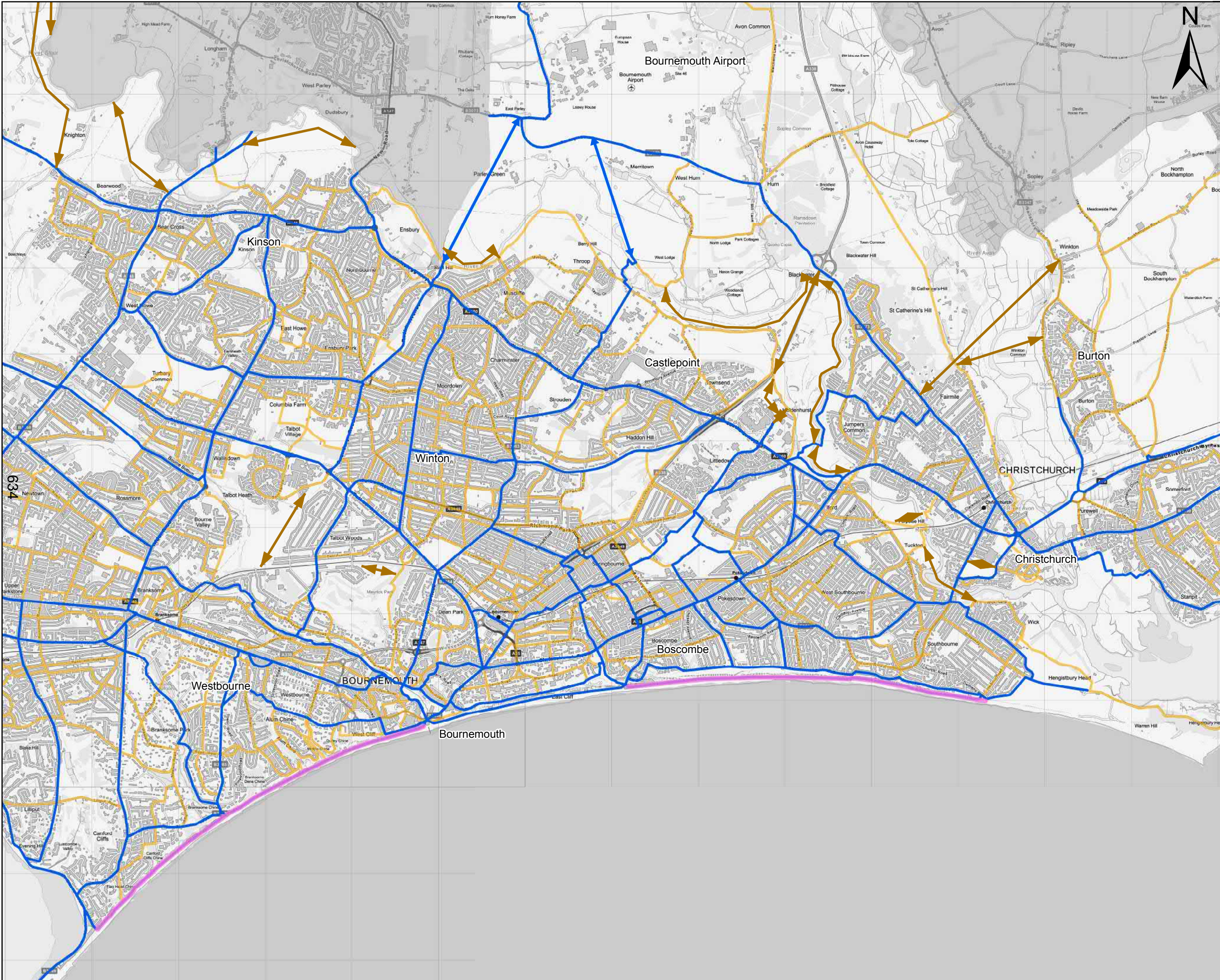
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JCP		14/02/2022	

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- Primary cycle network
- Primary cycle route - alignment to be confirmed
- Primary cycle route - summer restrictions apply
- Secondary cycle network
- Secondary cycle network - alignment to be confirmed

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Bournemouth, Christchurch and Poole Local Cycling and Walking Infrastructure Plan

Drawing Title

Primary and Secondary Cycle Route Network Sheet 4

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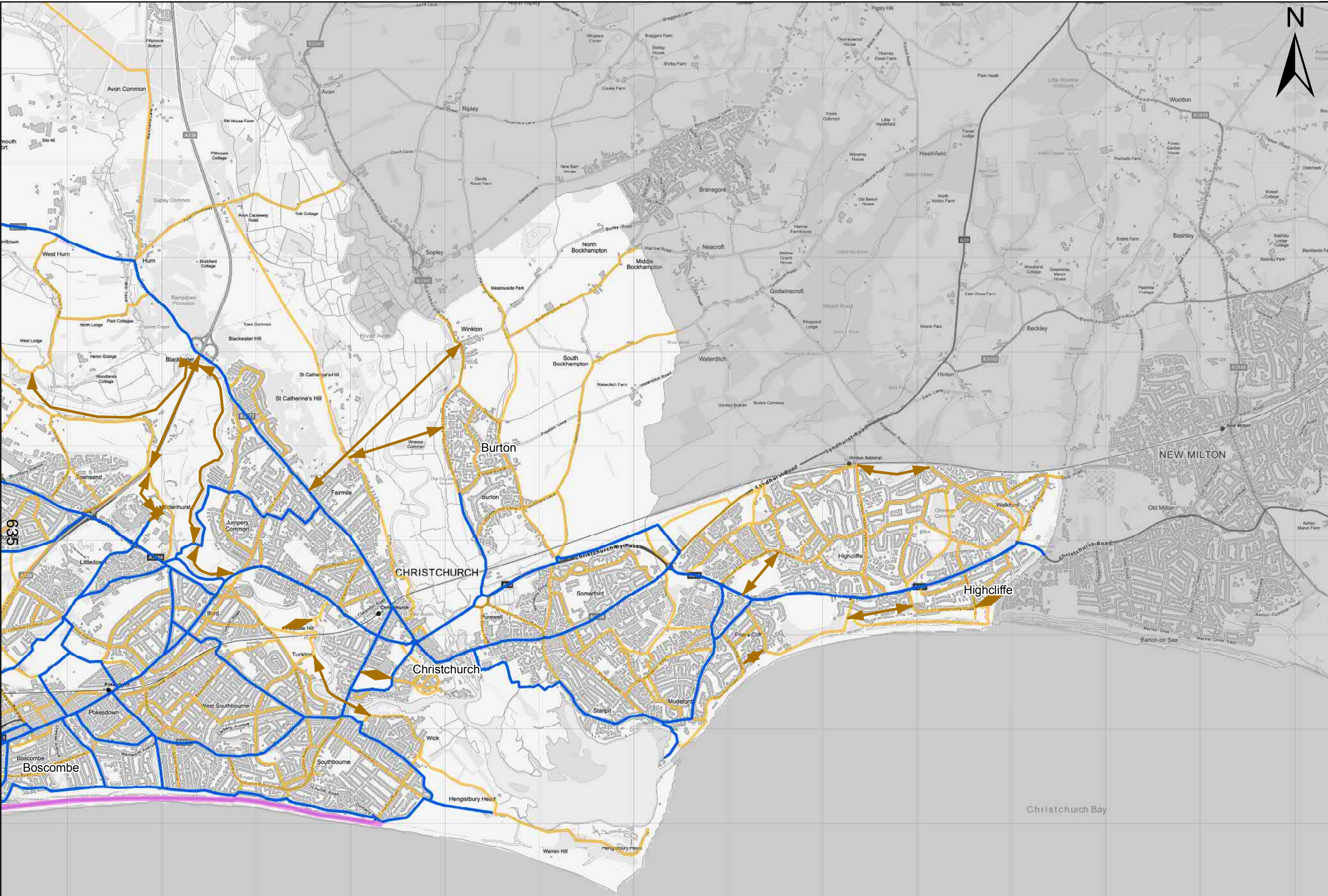
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- Outside BCP boundary
- Primary cycle network
- Primary cycle route - summer restrictions apply
- Secondary cycle network
- Secondary cycle network - alignment to be confirmed

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Drawing Title

Primary and Secondary Cycle Route Network Sheet 5

Scale at A3

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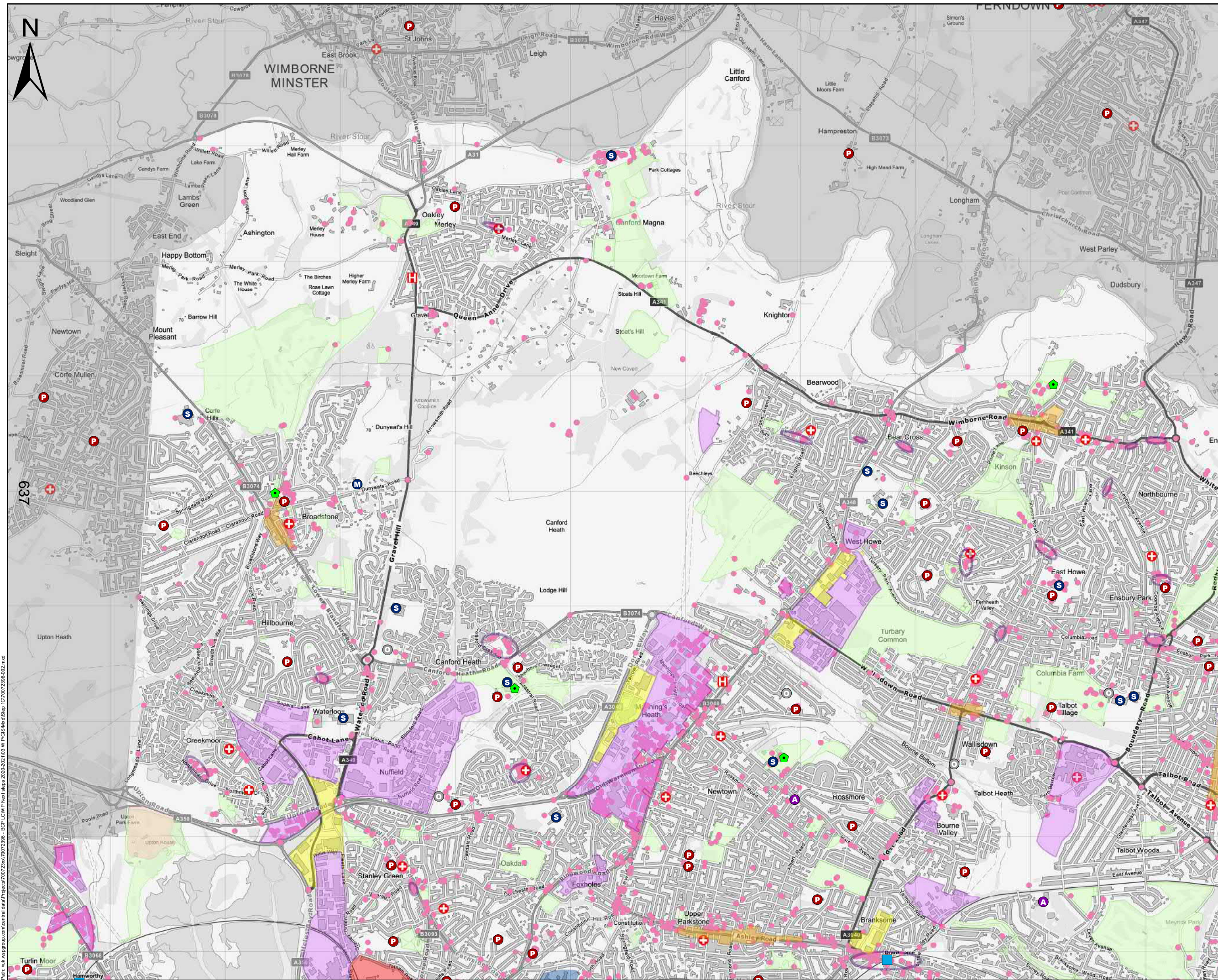
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Appendix G

Destinations used in Network Planning





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- Outside BCP Boundary
- Town Centre
- District Centre
- Local Centre
- Selected Leisure and Attraction Sites
- Other Major Retail
- Current & Proposed Future Major Business Parks & Industrial Estates
- Main University and College Sites
- Green Spaces
- Leisure Centres
- Transport Interchanges
- GP Practice
- Hospital
- Commercial Address Points
- Primary School
- Secondary School
- Middle Deemed Secondary School
- All Through School
- Other Educational Facility

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Drawing Title

Destinations used for Network Planning Sheet 1

Scale at A3

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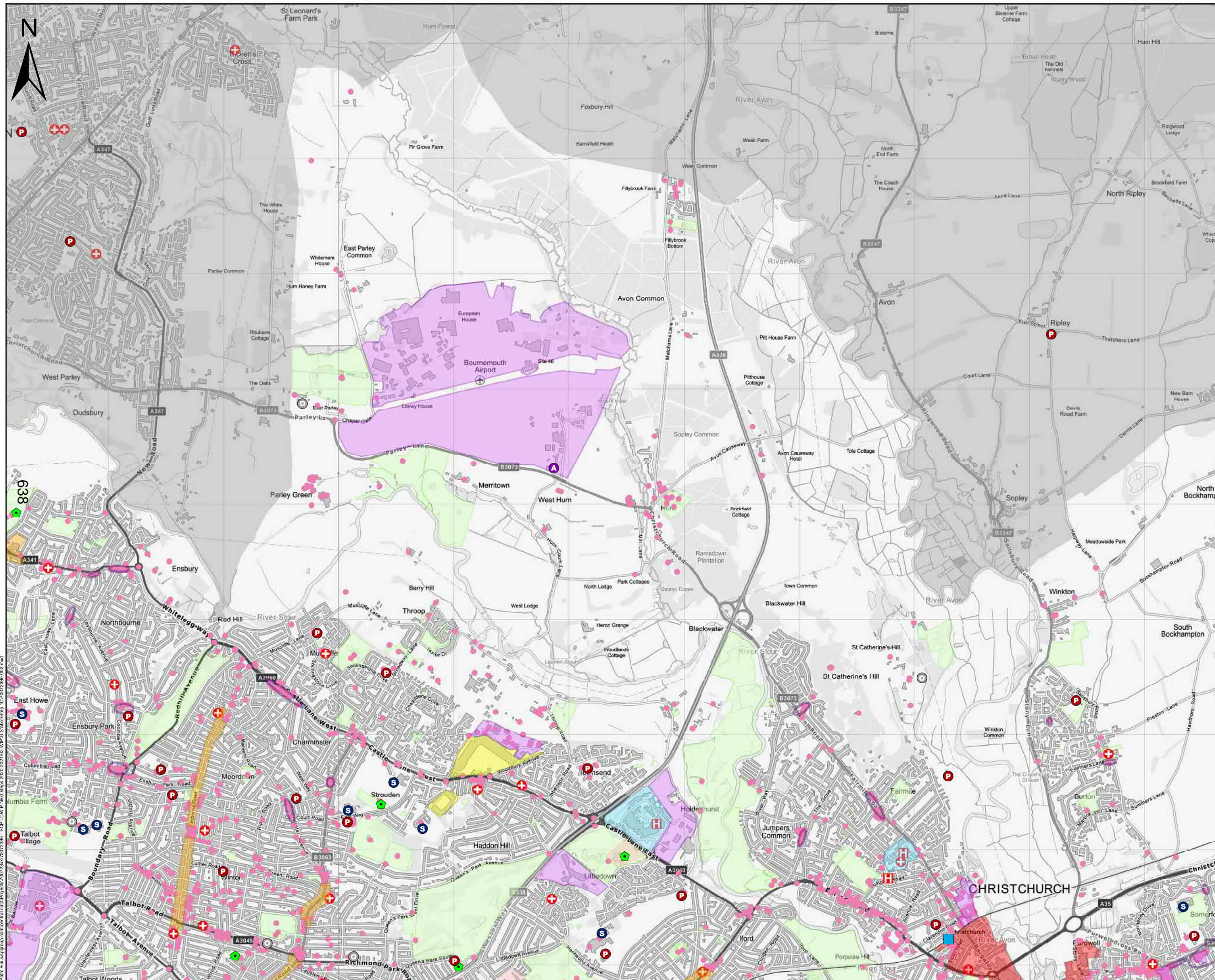
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
















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-  Outside BCP Boundary
-  Town Centre
-  District Centre
-  Local Centre
-  Selected Leisure and Attraction Sites
-  Other Major Retail
-  Current & Proposed Future Major Business Parks & Industrial Estates
-  Main University and College Sites
-  Main Hospital Sites
-  Green Spaces
-  Leisure Centres
-  Transport Interchanges
-  GP Practice
-  Hospital
-  Commercial Address Points
-  Primary School
-  Secondary School
-  All Through School
-  Other Educational Facility



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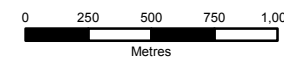
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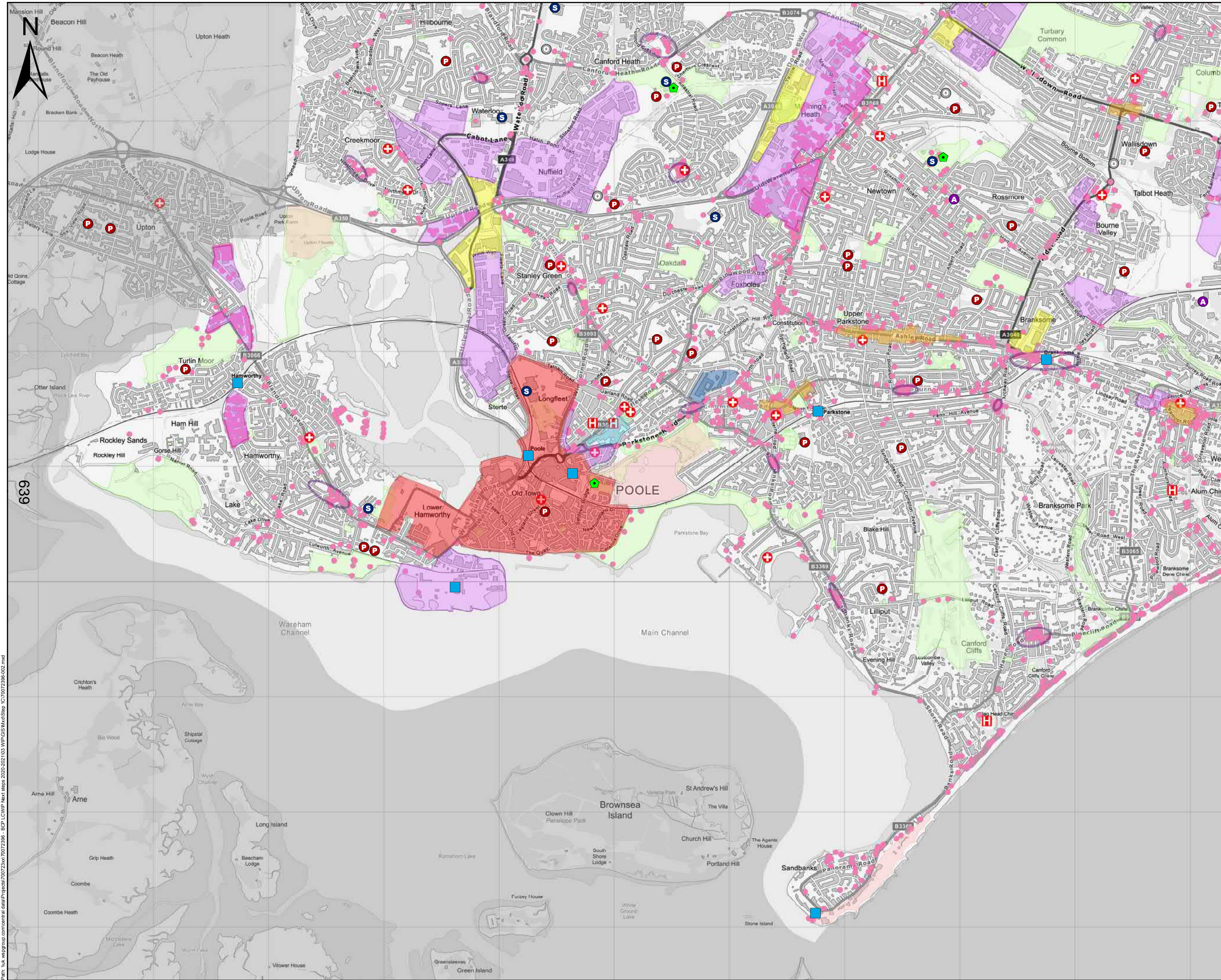
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- Town Centre
- District Centre
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Destinations used for Network Planning Sheet 3

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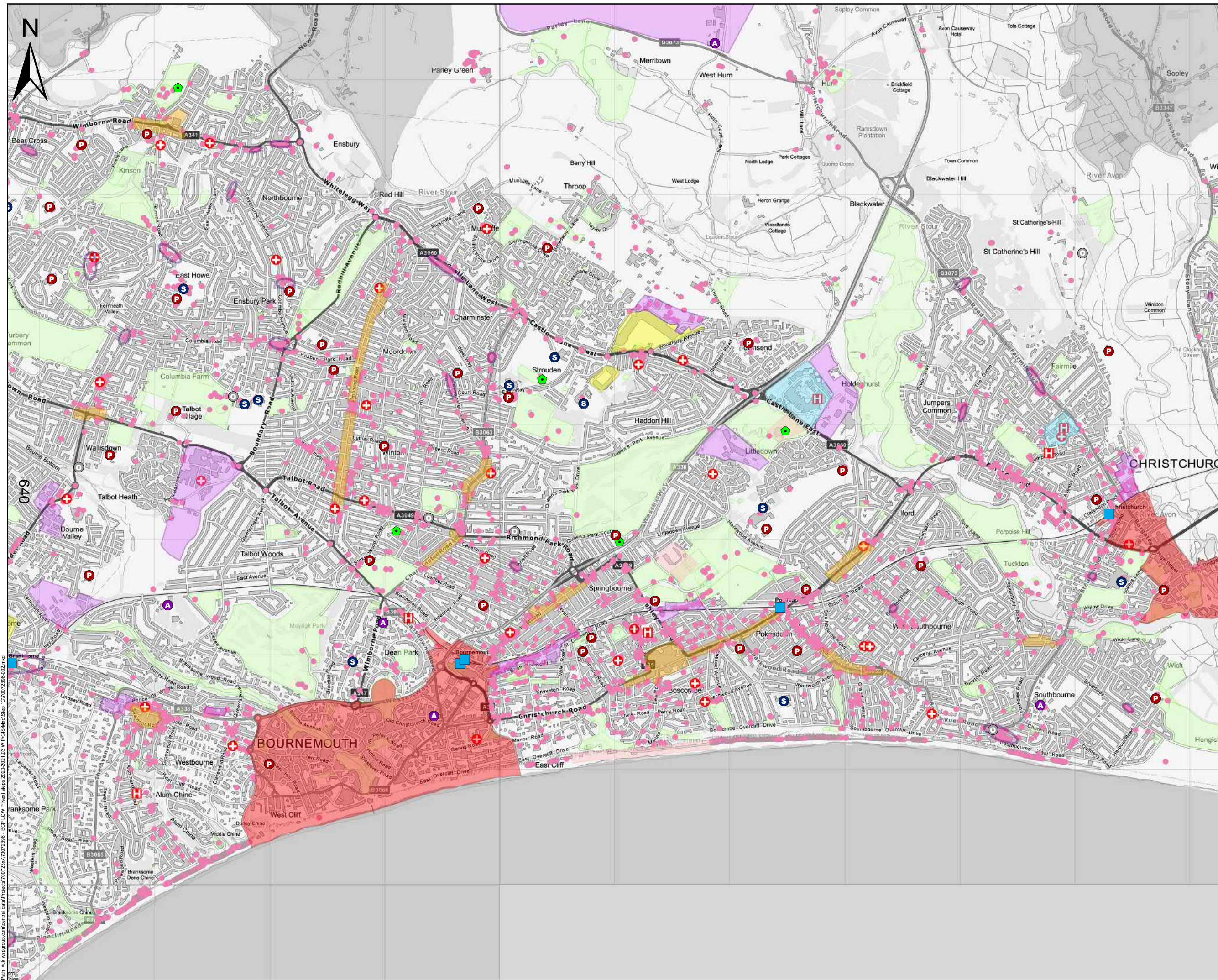
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- Outside BCP Boundary
- Town Centre
- District Centre
- Local Centre
- Selected Leisure and Attraction Sites
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- Leisure Centres
- Transport Interchanges
- GP Practice
- Hospital
- Commercial Address Points
- Primary School
- Secondary School
- All Through School
- Other Educational Facility

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Drawing Title

Destinations used for Network Planning Sheet 4

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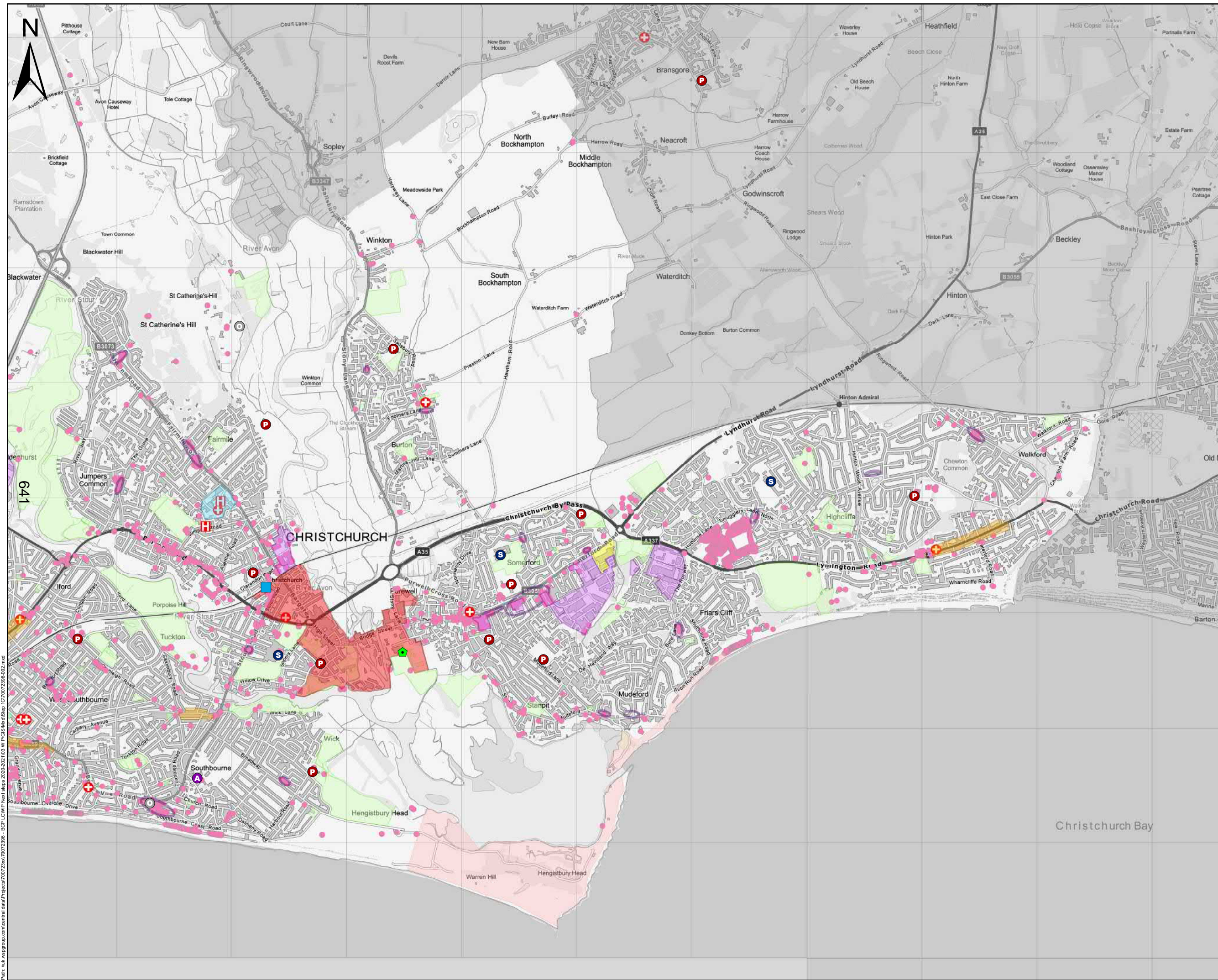
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- Outside BCP Boundary
- Town Centre
- District Centre
- Local Centre
- Selected Leisure and Attraction Sites
- Other Major Retail
- Current & Proposed Future Major Business Parks & Industrial Estates
- Main Hospital Sites
- Green Spaces
- Leisure Centres
- Transport Interchanges
- GP Practice
- Hospital
- Commercial Address Points
- Primary School
- Secondary School
- All Through School
- Other Educational Facility

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Drawing Title

Destinations used for Network Planning Sheet 5

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Appendix H

Key Walking Route Network Plans and
Route Descriptions





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- Outside BCP boundary
- Railway line
- Railway station
- Core walking zone
- Core walking zone catchment (1km straight-line distance)
- Core walking zone catchment (2km straight-line distance)
- Key walking route network

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Job Title

Bournemouth, Christchurch and Poole Local Cycling and Walking Infrastructure Plan

Drawing Title

Tier 1 Core Walking Zones and Key Walking Route Network

Scale at A3

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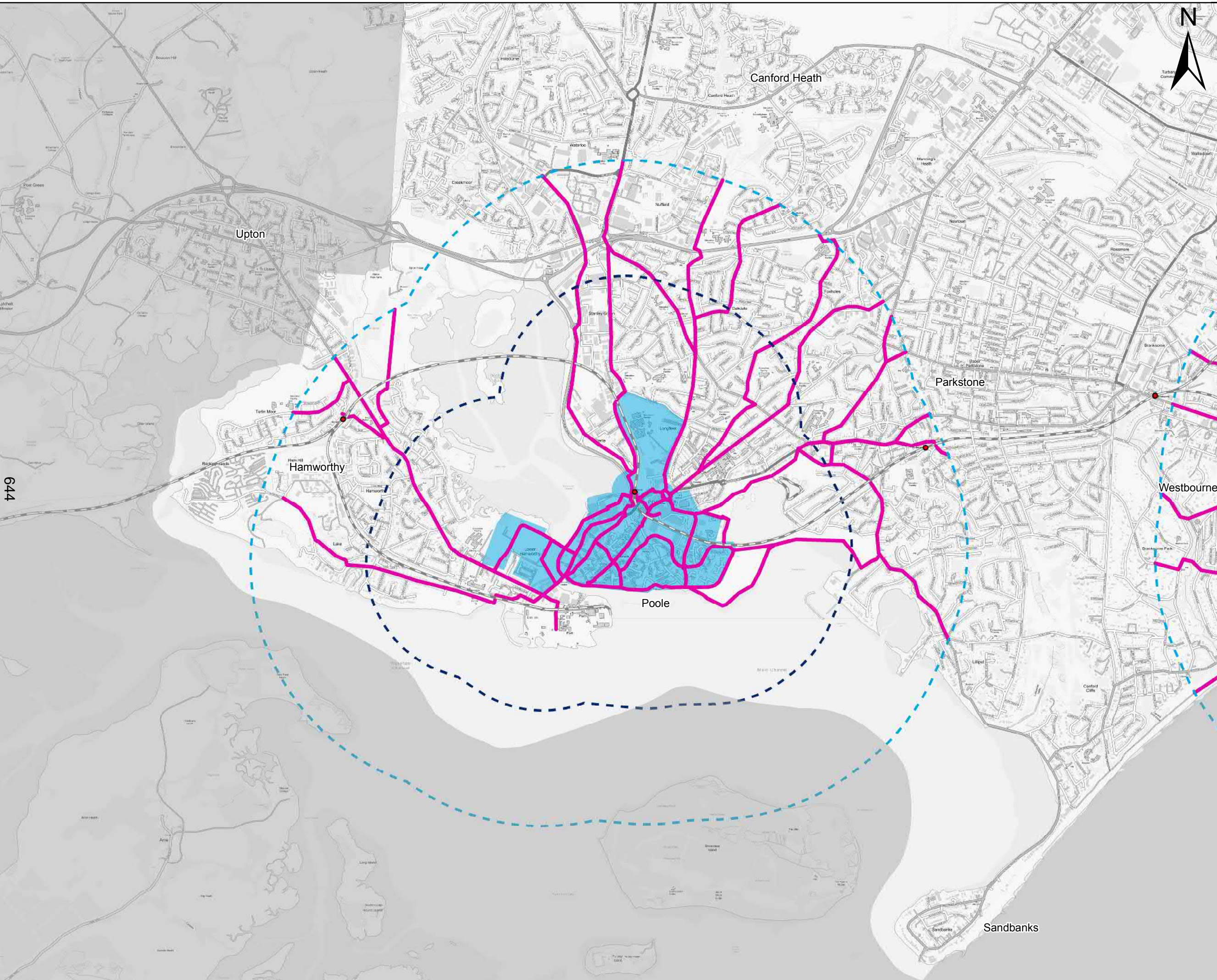
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- Outside BCP boundary
- Railway line
- Railway station
- Core walking zone
- Core walking zone catchment (1km straight-line distance)
- Core walking zone catchment (2km straight-line distance)
- Key walking route network

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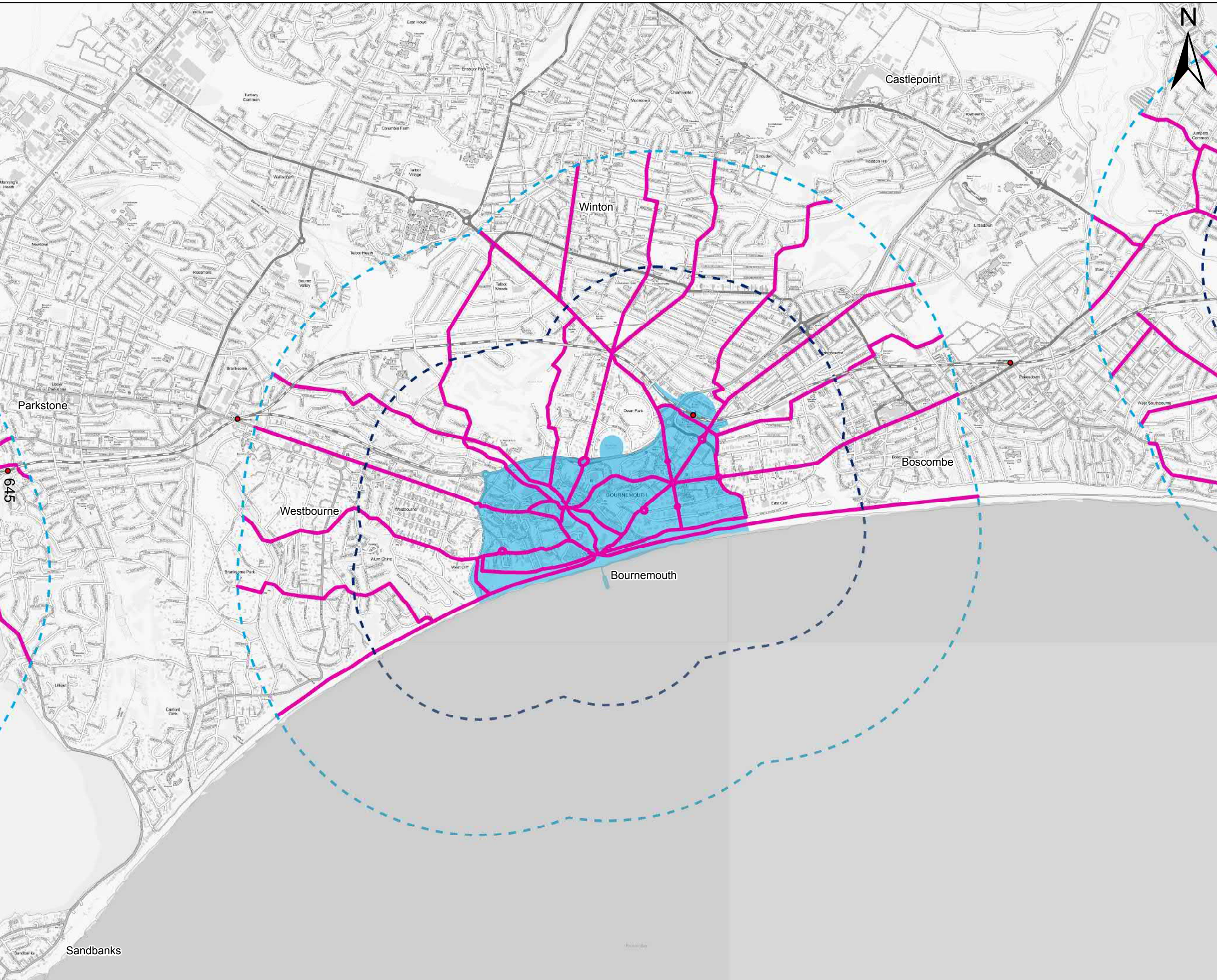
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Tier 1 Core Walking Zones and Key Walking Route Network Sheet 1

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Drawing Number

70072396-027



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- Core walking zone
- Core walking zone catchment (1km straight-line distance)
- Core walking zone catchment (2km straight-line distance)
- Key walking route network

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Tier 1 Core Walking Zones and Key Walking Route Network Sheet 2

Scale at A3

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Metres

Drawing Number

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Table H.1 - Roads and routes comprising Key Walking Routes – Bournemouth Town Centre CWZ

Roads and Routes which Comprise the Key Walking Route	Start and End Points
West Undercliff Promenade	Canford Cliffs to Pier Approach
Western Avenue, western Road, Tower Road West, Tower Road, Mountbatten Road, Alumhurst Road, path to Alum Chine Beach	Bury Road to Alum Chine Beach
Leicester Road, Western Road, Alum Chine Road, West Cliff Road, St. Michael's Road, West Cliff Promenade	Bury Road to Pier Approach
Durley Chine Path	West Cliff Road to West Undercliff Promenade
West Cliff Road and Priory Road	St. Michael's Road to BIC Centre Roundabout (Exeter Road / Priory Road)
Poole Road, Poole Hill, Commercial Road	Branksome Rail Station to The Square
Terrace Road and Exeter Road	Commercial Road to Pier Approach
Upper Gardens Path (Southern side of The Bourne) and Queens Road	Avenue Road to Branksome Wood Road
Surrey Road, Branksome Wood Road and Bourne Avenue	Yarmouth Road / Bourne Valley Road junction to The Square
Glenferness Avenue and Leven Avenue	Talbot Avenue to Branksome Wood Road
Meyrick Park Crescent, Central Drive and Braidley Road	Talbot Road to Bourne Avenue
Talbot Avenue, Wimborne Road and Richmond Hill	Boundary Roundabout to The Square
Wimborne Road	Winton Library to East Avenue Roundabout
Ripon Road, Green Road, Abbott Road, Heron Court Road, Grafton Road and Wimborne Road Cemetery	Gresham Road to Cemetery Junction
Charminster Road	East Way to Cemetery Junction
Lansdowne Road and Meyrick Road	Cemetery Junction to East Overcliff Drive

Roads and Routes which Comprise the Key Walking Route	Start and End Points
Coach House Place and Station Approach	Lansdowne Road to Holdenhurst Road
Maurice Road, Queen's Park West Drive, Richmond Park Crescent, Bennett Road, Ascham Road, Wessex Way footbridge, Portchester Place	Brackendale Road to Holdenhurst Road
Holdenhurst Road and Littledown Avenue	Lansdowne to Gainsborough Road
Paths through King's Park, Ashley Road, South Road, railway overbridge, St. Clement's Road, Vale Road and Southcote Road	Athletic Stadium to St. Swithun's Road
St. Swithun's Road and Manor Road	Holdenhurst Road to East Overcliff Drive
Christchurch Road and Old Christchurch Road	Woodland Walk to The Square
East Overcliff Drive and East Cliff Promenade	Manor Road to Pier Approach
Undercliff Drive	Southbourne to Pier Approach
Bath Road	Lansdowne to Pier Approach
Westover Road and Gervis Place	Bath Road to The Square
Lower Gardens Path (West of The Bourne)	Pier Approach to The Square
Exeter Road	The Square to Terrace Road

Table H.2 - Roads and routes comprising Key Walking Routes – Christchurch Town Centre CWZ

Roads and Routes which Comprise the Key Walking Route	Start and End Points
Christchurch Road and Barrack Road	Holdenhurst Avenue to Fountain Roundabout
Castle Lane East	Holdenhurst Avenue to Iford Roundabout
The Grove	Barrack Road to Elm Avenue
Stour Way	Entire length
Elm Avenue, Canberra Road, Endfield Road and Arcadia Road	The Grove to Fairmile Road
Hurn Road, Fairmile Road and Bargates	Old Barn Road to Fountain Roundabout
Clarendon Road	Barrack Road to Fairmile Road
Christchurch Bypass	Stony Lane Roundabout to Fountain Roundabout
Footners Lane and Stony Lane	Salisbury Road to Purewell
Campbell Road, Priory View Road and Meadow Lane (Burton)	Salisbury Road to Footners Lane
Hunt Road, Everest Road, Burton Road, Normandy Drive, Haking Road, Miller Road, path to Purewell Cross Road, Purewell Cross Road	Dorset Road to Stony Lane Roundabout
Somerford Road, Purewell, Bridge Street, Castle Street and High Street	Somerford Roundabout to Fountain Roundabout
Paths through open space and across River Mude, Leyside, Stroud Lane and Somerford Way	The Runway to Somerford Road
Bure Haven Drive, Peregrine Road, De Haviland Way, Mudeford Lane	Bure Lane to Stanpit
Mudeford Quay, Chichester Way, Mudeford and Stanpit	Mudeford Quay to Purewell
Paths across Stanpit Recreation Ground and Two Riversmeet Park and Stony Lane South	Stanpit to Purewell

Roads and Routes which Comprise the Key Walking Route	Start and End Points
Wick Lane, St. Margaret's Avenue, Willow Drive	Church Street / High Street junction to Stour Roundabout (Stour Road)
Sopers Lane	St. Margaret's Avenue to Fountain Roundabout
Tuckton Bridge and Stour Road	Tuckton Bridge to Bargates / Fairmile Road junction
Broadway, Hengistbury Head access and paths along Mudeford Sandbank	Belle Vue Road to Beach House Café
St. Catherine's Road, Church Road and Dalmeny Road	Belle Vue Road to Southbourne Coast Road
Belle Vue Road	Tuckton Road / Southbourne Road junction to Tuckton Roundabout
Carbery Road and Tuckton Road	Southbourne Road to Tuckton Roundabout
Cranleigh Road	Stourfield School to Carbery Avenue
Beaufort Road	Paisley Road to Cranleigh Road

Table H.3 - Roads and routes comprising Key Walking Route – Poole Town Centre CWZ

Roads and Routes which Comprise the Key Walking Route	Start and End Points
New Harbour Road South and New Quay Road	Ferry Terminal to Blandford Road / Bridge Approach / New Quay Road / Station Road roundabout
Napier Road, Lake Avenue, Lulworth Avenue, path through Hamworthy Park and over freight rail line, Norton Way, Station Road	Rockley Sands to Blandford Road / Bridge Approach / New Quay Road
Hamworthy Rail Station Underpass, Galloway Road, Carters Avenue	Hamworthy Rail Station to Blandford Road/ Dawkins Road junction
Turlin Road	Bayside Academy to Blandford Road / Turlin Road junction
Blandford Road	Turlin Moor Recreation Ground to Blandford Road / Bridge Approach / New Quay Road / Station Road roundabout
Poole Harbour Trail through Upton Country Park and Symes Road	Upton House to Blandford Road / Symes Road junction
Rigler Road and Twin Sails Bridge	Blandford Road / Rigler Road junction to Twin Sails Bridge/ West Quay Road junction
Backwater Channel West Bank (proposed)	Bridge Approach to Twin Sails Bridge
Backwater Channel East Bank (proposed and existing) via RNLI and Asda sites	Bridge Approach to Holes Bay Road
Bridge Approach, Lifting Bridge, West Quay Road and Holes Bay Road	Blandford Road / Bridge Approach / New Quay Road / Station Road roundabout to Poole Rail Station
West Street	The Quay to Hunger Hill
Broadstone Way, Holes Bay Road, Sterte Avenue West, Paths across Sterte Green, Holes Bay Road	Broadstone Way/ Cabot Lane junction to Poole Rail Station
Fleets Lane, Stanley Green Road, Sterte Road	Fleets Corner to Sterte Road / Sterte Esplanade junction
Waterloo Road and Wimborne Road	Fleets Corner to The George Roundabout

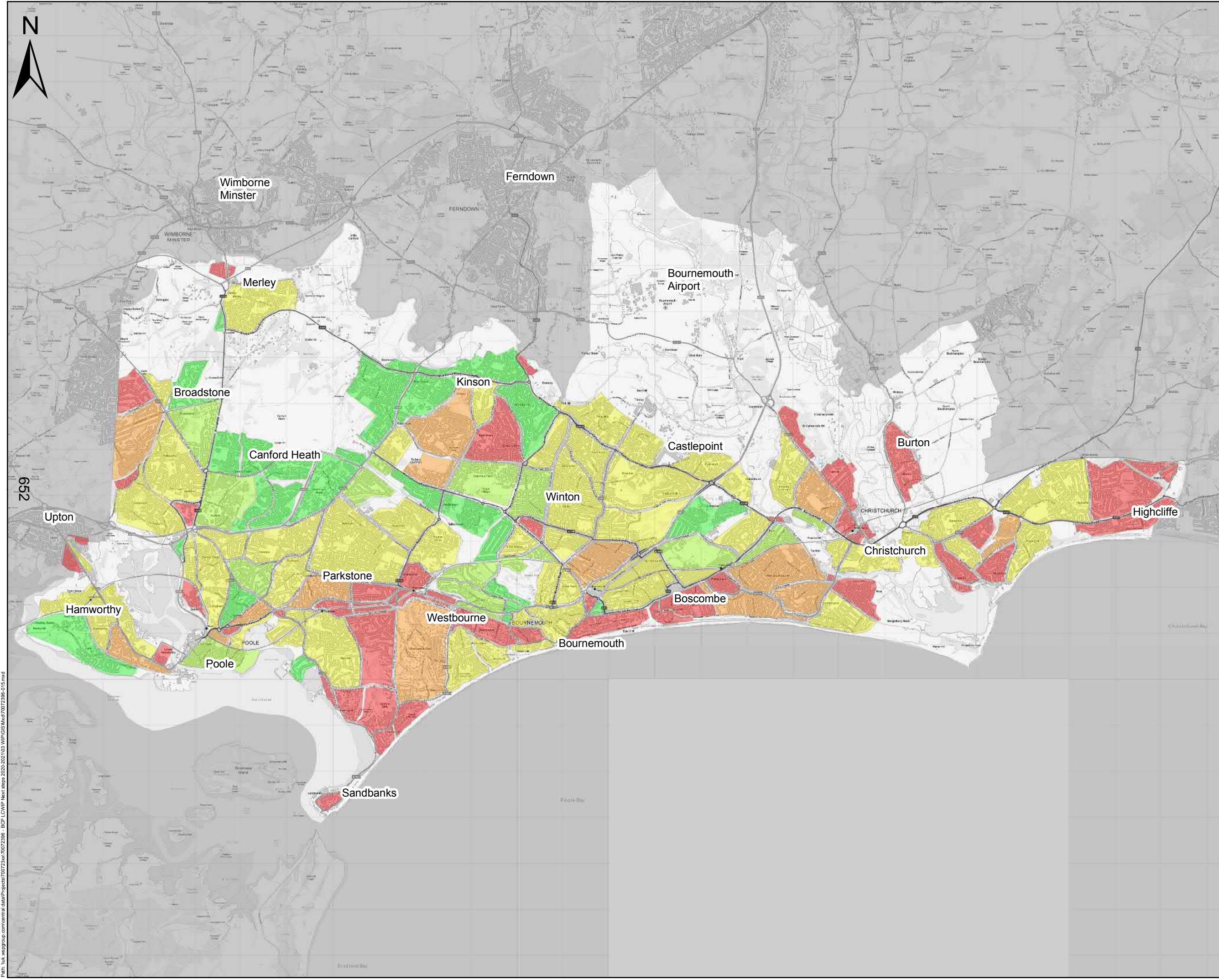
Roads and Routes which Comprise the Key Walking Route	Start and End Points
Darby's Lane North, Harwell Road, Trigon Road and Darby's Lane	Nuffield Industrial Estate to New Inn Junction
Adastral Road, Oakdale Road and Dorchester Road	Adastral Square to Dorchester Roade / Darby's Lane junction
Haymoor Road, Foxholes Road, Dorchester Road, Pound Lane, Harbour Hill Road, Fernside Road, St. Mary's Road	Dorset Way underpass to Longfleet Road
Ringwood Road, Longfleet Road and High Street North	Balston Road to The George Roundabout
Sea View Road and Springfield Road	Wayne Road to North Road
North Road	Ashley Road to Civic Centre
Commercial Road, Poole Park and Kingland Road	Courtenay Road to The George Roundabout
Osborne Road and Station Road (Parkstone)	Windsor Road to Commercial Road
Sandbanks Road	Lilliput Road to Parkstone Road (Civic Centre)
Turks Lane, harbourside path through Whitecliff Park and Baiter and The Quay	Sandbanks Road to Lifting Bridge
Path parallel to rail line across Baiter	Newfoundland Drive / Catalina Drive roundabout to harbourside path
Kingland Road, Park Lake Road and subway beneath rail line	Seldown Bridge / Mount Pleasant Road roundabout to Newfoundland Drive / Catalina Drive roundabout
High Street, Falkland Square and Dolphin Centre	The Quay to George Roundabout
Kingland Crescent, Falkland Square and link to rail station	Dolphin Centre to Poole Rail Station
Serpentine Road	Poole Rail Station to The George Roundabout
Newfoundland Drive and Lagland Street	Newfoundland Drive / Catalina Drive roundabout to Old Orchard

Roads and Routes which Comprise the Key Walking Route	Start and End Points
Labrador Drive and Catalina Drive	Labrador Drive / Furnell Road roundabout to Newfoundland Drive / Catalina Drive roundabout
Furnell Road and Seldown Bridge	Labrador Drive / Furnell Road / Green Gardens junction to Kingland Road
New Orchard and Old Orchard	West Street / New Orchard junction to Old Orchard / The Quay

Appendix I

Porosity Analysis

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THIS DRAWING MAY BE USED ONLY FOR THE PURPOSE INTENDED AND ONLY WRITTEN DIMENSIONS SHALL BE USED

Outside BCP boundary

Porosity following TCF schemes implementation

- 0%
- 1% - 25%
- 26% - 50%
- 51% - 75%
- 76% - 100%

Porosity percentage reflects the proportion of neighbouring communities which are connected by safe crossings suitable for cycling.

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Drawing Status
DRAFT

Job Title
Bournemouth, Christchurch and Poole Local Cycling and Walking Infrastructure Plan

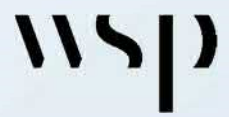
Drawing Title
Porosity Following TCF Schemes Implementation

Scale at A3
1:75,000

Drawn CS		Page 1	
Stage 1 check VH	Stage 2 check JP	Originated JP	Date 25/02/2022



Drawing Number
70072396-020



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CABINET



Report subject	Council Newbuild Housing and Acquisition Strategy (CNHAS). A 6-month review and Project approvals
Meeting date	13 April 2022
Status	Public
Executive summary	<p>The Council previously approved the Cabinet recommendation (29 September 2021) concerning the Council Newbuild Housing & Acquisition Strategy (CNHAS) 2021-2026 and its 5 associated programmes, this report reflects the subsequent 6 months: -</p> <ol style="list-style-type: none"> 1. 4 schemes (programme 1a) currently 'on site' but with 359 units/ 8 additional schemes projected as 'on site' within next 6 months. 2. BCP & National initiatives/policies have progressed – The Extra Care Housing Strategy for example- refer paras 1-6. 3. £175m Capital Budget allocations (HRA & GF) for CNHAS programmes 1-4a approved in February 2022, refer para 14. 4. Future Places (FP) now leading on sites' - previously within CHNAS, such as Turlin Moor north' & Constitution Hill - so not accounted for within current CNHAS programmes totals and budget allocations, but could return after their evaluation by FP. 5. Seeks specific project approval for 4 of the 33 sites in CNHAS programme- representing an additional 170 homes.
Recommendations	<p>It is RECOMMENDED that:</p> <p>Cabinet notes the CNHAS 6-month progress review and recommends that Council approves:</p> <ol style="list-style-type: none"> (a) Annex 1 for Hillbourne project, including an increase in indicative capital budget approved from £24.4 million to £25.1 million. (b) Annex 2 for 43 Bingham Road project, including the repurposing of £1.2 million CNHAS capital budget from scheme no longer progressing. (c) Annex 3 for Crescent Road project, including the repurposing of £1.7 million CNHAS capital budget from scheme no longer progressing. (d) Annex 4 for A35- Roeshott Hill, a new scheme to be included within CNHAS with capital budget of £10.9 million.
Reason for recommendations	<p>To significantly contribute (10% by 2026 target) to the 15,000 homes within the Big Plan and achieve the 1000+ homes by direct delivery set in the Dynamic places Corporate Strategy, by supporting CNHAS's 5 programmes at pace and scale, within agreed funding arrangements through to construction and subsequent completion to deliver the wide range of benefits to the Council and local communities.</p>

Portfolio Holder(s):	Cllr Phil Broadhead, Portfolio holder for development, growth and regeneration
Corporate Director	Jess Gibbons, Chief Operations Officer
Contributors	Nigel Ingram – Head of Housing Delivery
Wards	Council wide
Classification	For Decision & Recommendation

Background

The Council Newbuild Housing and Acquisition Strategy (CNHAS) was developed both in response to identified housing needs and demands within the newly formed BCP – by delivering homes at pace and scale on its own land but also a strategy that endeavours to future proof our places and communities in respect of climate change, providing socially diverse homes and offering the widest possible choice to those within BCP. The long-term income generation for the council of the PRS and Street Acquisition represented by programme4, is also an essential driver within the strategy.

Consequently, the strategy and programme need to adapt and evolve to the environment around it and this 6-month review - since its approval at Cabinet on the 29th of September 2021 - aims to reflect the changing landscape update on progress.

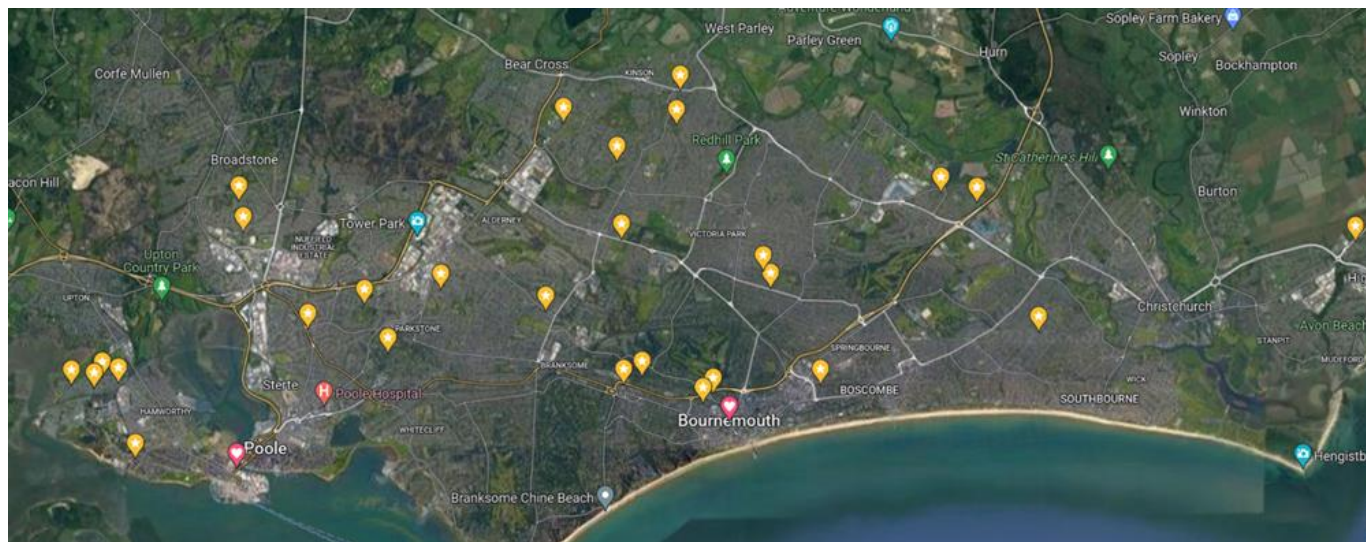
Latest Context Changes - from September 2021

- 1) **Local Plan Issues & Options Consultation** commenced Jan 2022- section 4.2 – *Objective- Provide a sufficient supply of new market and affordable homes to meet the different needs of our communities –*
- 2) **Extra Care Housing Strategy-** approved in September 2021, with 15 objectives several which centre around increasing significantly, the unit numbers of this accommodation typology in BCP, by 2030.
- 3) **BCP Future Places Urban Regeneration Company, Future Places**, launched 10 November 2021- 14 major mixed-use large-scale regeneration projects identified – many with significant housing elements.
- 4) **Building Safety Bill-** The potential for 18m building height thresholds being lowered to 11m becoming closer to reality. The duty holder, those who procure, plan, manage and undertake building work will have duties under the legislation. These *duty holders* will be:
 - Client (BCP for example) • Principal Designer • Designers • Principal Contractor • Contractors.
 The government published its proposed amendments to the Bill on 14 February 2022.
- 5) **The Future Homes Standard** was renamed the Future Homes and Buildings Standard in December 2021. The Department for Levelling Up, Housing and Communities (DLUHC) announced major Building Regulation changes which will come in from June 2022, one of which is that new homes in England will have to produce around 30% less carbon emissions, and new buildings such as offices and shops will have to cut emissions by 27%.
- 6) **Housing Delivery Test Action Plan 2019-22-** Housing completion numbers were lower than required in 2021 BCP (Private developers, Housing Association etc) and the BCP Housing Delivery Steering Group (comprising planning, housing and infrastructure representation) will be reviewing the Action Plan to help increase overall delivery.

Progress of 5 CNHAS programmes – on the 33 BCP sites (refer Appendix 1)

The following provides an update on the various sites and progress overall is positive with many sites underway: -

CNHAS sites currently being progressed (assessed), with Carters Quay assurance.



7) Programme 1a

Cynthia rd. (CNHAS site 1, 22nr homes) - Demolition works completed, passivhaus development proceeding well. **Practical Completion (PC) forecast October 2022.**

Moorside Road (CNHAS site 2, 14nr homes), Plots 1-2 roof tiling underway, Plots 3-4 trusses complete. Plots 5-14 masonry walls commenced to various stage from DPC to wall plate. Challenges to scheme with construction price inflation **PC forecast late Summer 2022.**

Northbourne Day Centre, Wimborne Road (CNHAS site 3, 9nr homes), Foundations and drainage plots 3-9 completed and blockwork walls commenced to 1st floor slab. Plots 1-2 delayed providing site access. **PC forecast October 2022.**

Mountbatten Gardens (CNHAS site 4, 2nr homes) Plots 1+2 second fix ongoing, external boundary wall completed. **Completion forecast for March 2022- opening prior to Easter.**

8) Programme 1b

Craven Court (site 5, 24nr homes) Housing Management have been working with existing tenants to find suitable alternative accommodation, prior to work commencement. Build works have been tendered and the outcome is to be confirmed. **Start on site expected in April 2022.**

Wilkinson Drive (site 6, 11nr homes). The Housing Delivery Team are working with BCP's Construction Works Team (CWT) towards a service level agreement. Challenges have unit reductions to get planning permission and material price increases. **A provisional start on site is anticipated in May 2022**

Templeman House (site 7, 27nr homes) Now in build contract, with the new electrical substation and Demolition underway. Material price increases have been included in the revised scheme approvals. **Main Start on site of homes in March 2022.**

Duck Lane (site 8, 12nr homes) We have delayed procurement of the modular build until the leasehold rights have been resolved. Discussions are ongoing with SW Framework organisation, Procurement and Legal Services for the modular tender, with documents now finalised. **Start on site of homes estimated for summer 2022.**

Cabbage Patch, St Stephens Road (site 9, 11nr homes), Now in build contract. Material price increases have been included in the revised scheme approvals. **Start on site March 2022.**

9) Programmes 2a

Herbert Ave, Poole (site 10, 24nr Temporary homes), recently approved by council and with an anticipated start on site of Spring 2022.

Princess Road (site 12a and 12b, 119 nr homes & 20bed hostel) Pre-Construction Services Agreement signed with successful tenderer - Kier Construction, to provide detailed post planning design and to optimise build cost. We are in negotiations with Homes England concerning milestones to retain the £474k grant funding and have also applied for additional Homes England funding for the shared ownership homes of £1.05M. **Estimated main works start on site at end of summer 2022**

10) Programme 2b

Hillbourne school site, Poole (site 11, 110nr homes)- recently secured planning permission and at stage 2 of its build tender process, risks around land appropriations need to be resolved prior to start on site - **details at Annex 1 for project approval.**

Oakdale AEC (site 13, 60nr+ homes), Housing delivery is co-ordinating the response to several the objectives within the new Extra Care Housing Strategy including its first potential new scheme, a project approval **will come forward with the next CNHAS report in the Autumn 2022** with a detailed planning permission secured before the end of the year.

11) Programme 3

Surrey Road, (site 17, 8nr homes), Design suitably progressed, and planning approval targeted for summer 2022.

Alma Road new surgery & flats, (site 18), progression of this exciting scheme dependant on suitable engagement from CCG and their needs for new ground floor surgery. May need its budget swopping for other more advanced projects.

Sites 19-24 (6 sites, 34nr homes) comprising - *Egmont Road, Redhorn Close, Junction Road, Dale Close, Lake Avenue & Cavan Crescent/Sopers Lane*. To be planned for, tendered and developed sequentially as one package – if practicable.

Sites **14 (Turlin Moor-large)**, & **16 (Constitution Hill)** have been removed from CNHAS programme, with BCP Future Places leading the evaluating for the most appropriate uses of these sites. It is envisaged that Constitution Hill will be developed for some form of housing.

Site 15 (Beaufort Park) is the third scheme to be paused (potentially indefinitely) until the parks review is complete. So, its budget allocation is to be redistributed across sites 25 & 26.

12) Programme 4a

Acquisition of residential street properties – this budget was recently increased from £47m to £50m- to help ensure extra environmental works are undertaken at point of purchase.

- Temporary accommodation (target 50 homes) including 40 for DLUHC sponsored and Homes England funded Rough Sleepers Approved Programme (RSA) for capital delivery in 2022 (probably stretched into 2023) and revenue by 2023 (probably 2024).
- Care Leavers (target 20 homes), existing residential street properties for predominantly self-contained opportunities, with nominal numbers of supported shared solutions.
- Market Rent (target 150+ homes), 1, 2 & 3beds across Poole, Bournemouth and Christchurch- **revenue generation for BCP** of circa £0.5m in 2022/23

13) **Programme 5, Harder to reach BCP sites**

Previously 9 sites in this programme, 3 brought forward to replace 3 removed from CNHAS (Turlin moor north, Constitution Hill, and Beaufort Park), forming a new **Programme 3b** represented at **Annex 2, 3 & 4 of this paper**, for specific project approval.

- 43 Bingham rd. (site 25, 6nr homes), the ex-social services building.
- Land at Crescent rd. (site 26, 8nr homes) - decommissioned park near flyover.
- Ex-Nursery Land at Roeshot Hill (site 31, 46nr homes).

Summary of financial implications

- 14) In February 2022 the Council approved capital budgets for CNHAS of £69.9 million for general fund housing development and £105.0 million for HRA housing development – a combined CNHAS capital budget of £174.9 million.
- 15) The CNHAS programme has continued to evolve since February 2022 approval, with increases to approved capital budgets (in response to ongoing market pressures), schemes removed, and new schemes proposed. 4 changes to capital schemes within CNHAS are proposed. Each one of these is detailed separately within Annexes to this summary paper.
- 16) The net impact of these changes is an overall increase to the £174.9 million CNHAS capital budget approved by Council in February 2022 of £10.5 million (£7.8 million in the general fund and £2.8 million in the HRA). The proposed overall capital budget for CNHAS is now £185.4 million.
- 17) There is corresponding change in the number and type of new housing units that are now proposed. The CNHAS programme now proposes to deliver a further 44 housing units to that approved by Council in February 2022. 35 new homes are proposed in the general fund for rental in the private rented sector (PRS) and 9 new homes within the HRA. Refer table below for comparison of February and proposed April Budgets.
- 18) The removal of site 15 (Beaufort) from CNHAS means a loss of 16 affordable housing units within the HRA. This decrease is partly mitigated by the proposed inclusion of new development at 43 Bingham Road, which will develop 6 new affordable homes.
- 19) Annexes to this report detail the full financial implications (including financial and operational risks) of each proposed change but also contain confidential marketplace information effecting future procurement activity.

CNHAS general fund schemes									
prog	project description		change proposed	no. of units			capital budget		
				Feb 22	Apr-22	inc/(dec)	Feb 22	Apr-22	inc/(dec)
4a	4a	Acquisition of 250 residential street properties	no change	250	250	0	47,900	47,900	0
3	18	Alma Road GP surgery	no change	20	20	0	3,800	3,800	0
2b	13	Oakdale	indicative budget only	16	16	0	4,370	4,370	0
2a	12b	Princess Road hostel and PRS	no change	57	57	0	13,794	13,794	0
3b	26	Crescent Road PRS	new scheme	0	8	8	0	1,685	1,685
	31	Roeshot Hill PRS	new scheme	0	27	27	0	6,095	6,095
				343	378	35	69,864	77,644	7,780

CNHAS HRA schemes									
prog	project description		change proposed	no. of units			capital budget		
				Feb 22	Apr-22	inc/(dec)	Feb 22	Apr-22	inc/(dec)
1a	1	Cynthia House	no change	22	22	0	4,134	4,134	0
	2	Moorside Road	no change	14	14	0	3,939	3,939	0
	3	Northbourne Day Centre	no change	9	9	0	1,791	1,791	0
	4	Mountbatten Gardens	no change	2	2	0	475	475	0
1b	5	Craven Court	no change	24	24	0	5,186	5,186	0
	6	Wilkinson Drive	no change	12	12	0	2,727	2,727	0
	7	Templeman House	no change	27	27	0	5,382	5,382	0
	8	Duck Lane	no change	12	12	0	2,362	2,362	0
2a	9	Cabbage Patch	no change	11	11	0	2,290	2,290	0
	10	Herbert Avenue	no change	24	24	0	3,173	3,173	0
	12a	Princess Road (HRA)	no change	82	82	0	21,998	21,998	0
	15	scheme removed	scheme removed	16	0	(16)	3,960	0	(3,960)
3	17	Surrey Road	no change	8	8	0	2,310	2,310	0
	19	Egmont Road, Turlin Moor	no change	9	9	0	1,675	1,675	0
	20	Redhorn Close, Turlin Moor	no change	8	8	0	2,000	2,000	0
	21	Junction Road, Turlin Moor	no change	3	3	0	739	739	0
3b	22	Dale Close	no change	4	4	0	651	651	0
	23	Lake Avenue	no change	6	6	0	955	955	0
	24	Cavan Crescent / Sopers Lane	no change	4	4	0	2,020	2,020	0
	25	43 Bingham Road	new scheme proposed	0	6	6	0	1,170	1,170
2b	31	Roeshot Hill (HRA)	new scheme proposed	0	19	19	0	4,799	4,799
	13	Oakdale	indicative budget only	47	47	0	12,830	12,830	0
	11	Hillbourne	additional budget	110	110	0	24,385	25,133	748
				454	463	9	104,982	107,739	2,757

CNHAS programme total				797	841	44	174,846	185,383	10,537
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- 20) Approval of proposed changes will result in an overall increase in the council's capital financing requirement of £10.4 million and reduce its 'borrowing headroom' (the difference between its self-imposed borrowing limit of £855m and its forecast borrowing levels). Borrowing headroom is reduced every time additional borrowing is approved. The current forecasted headroom is £18 million by March 2027. This will reduce to £7 million once CNHAS changes are approved. A review of the borrowing headroom will be carried out and an update provided as part of the Treasury Management report to Audit and Governance in June 2022. This is particularly important as it is likely that additional prudential borrowing will be required for future CNHAS schemes not yet formally approved.
- 21) The Council is permitted to undertake new borrowing under the Prudential Code if it is affordable. Prudential borrowing requirements for every CNHAS scheme have been reviewed to ensure that annual borrowing repayments are met from net additional rental income.
- 22) The council's budget 2022/23 and MTFP have been adjusted to reflect net surplus projected from programme 4a CNHAS – the acquisition of 250 residential street properties which are already underway. Progress in achievement of 2022/23 budgeted additional net income will need to be closely monitored. There is a need to ensure appropriate and transparent governance processes are in place to make sure the 250 new homes acquired are done so at 'the right price, in the right location and are of the

right standard'. Additionally, there is financial risk that the Council is not able to utilise government grant funding as a capital funding source for the acquisitions if not acquired in advance of grant utilisation deadline.

23) The MTFP will need to be further updated for additional surpluses expected from other CNHAS schemes as the schemes near completion.

24) **Financial risks** are detailed separately for each proposed change within Annex 1 to 4. For ease a summary of main financial risks is provided below:

- the transfer of surplus school playing field land from Hillbourne school to the HRA for housing development needs further approval from the Secretary of State for Education (Annex 1). This has implications for both the capital financing of Hillbourne new school build in the capital investment programme (which assumed the land transfer will take place in 2021/22) as well as the new housing development
- risk of £0.5 million abortive spend from entering into a pre-construction services agreement (PCSA) for Hillbourne housing development in advance of Secretary of State revised approval effecting the land transfer to the HRA (annex 1)
- inherent risks around future rental income projections
- inherent risks around adequacy of capital budget estimates in advance of procurement processes and in light of current market conditions
- risk that additional prudential borrowing will be required should alternative future capital funding sources (for example government grant) not be secured

25) **VAT implications** for each proposed change are considered within Annex 1 to 4

26) **Summary of legal implications** (For overall CNHAS Strategy)

No Change from September 2021 for the CNHAS Strategy but specific Programme and project matters are raised within actual project approvals within the Annex's 1-4 and significant risk comments at para 31.

27) **Summary of human resources implications** (For overall CNHAS Strategy)

No Change from September 2021

28) **Summary of DIA impact** (For overall CNHAS Strategy)

No Change from September 2021

29) **Summary of public health implications**

No Change from September 2021

30) **Summary of equality implications**

No Change from September 2021

31) **Summary of risk assessment**

Only 1 **CNHAS strategy risk** addition from September 2021, concerning the 250 residential street properties acquisition target, concerning the sourcing of the right properties 'in time' to satisfy both RSAP, other critical needs groups & Income generation projections built into the budgets.

Appendix 1 (@ March 22) – Summary of sites within 5 programme, inc. New Acquisitions

33 identified sites, 3 existing property acq programmes and 10 unidentified sites					Unit Numbers (fixed/proposed) by Tenure								
					Aff'dble & Social rent	Shared ownership	First Homes (Discounted sale)	Market rent / PRS	OMS	Specialist affordable			
Site nr (fixed)	Scheme or Street name	Land Ownership/ Fund	Property Type								total unit nr	Location	
			houses / bungalows	Flats									
Programme 1a - capital budget approved and on-site													
1	Cynthia House, Poole	HRA	10	12	16	6	0	0	0	0	22	Poole	
2	Moorside Road, Bournemouth	HRA	14	0	14	0	0	0	0	0	14	Bournemouth	
3	Northbourne Day Ctr ART	HRA	4	5	9						9	Bournemouth	
4	Mountbatten Gardens	HRA	2	0	2	0	0	0	0	0	2	Bournemouth	
Programme 1b- budgeted, project approved & works tendered													
5	Craven Court, 8 Kneveton rd. Bournemouth	HRA	0	24	24	0	0	0	0	0	24	Bournemouth	
6	Wilkinson Drive, Bournemouth	HRA	2	9	12	0	0	0	0	0	12	Bournemouth	
7	Templeman House, Leedham Rd, Bournemouth	HRA	0	27	27	0	0	0	0	0	27	Bournemouth	
8	Duck Lane, Bournemouth	HRA	0	12	12	0	0	0	0	0	12	Bournemouth	
9	Cabbage Patch car park, St Stephens Road	HRA	0	11	11	0	0	0	0	0	11	Bournemouth	
Programme 2a - budgeted, project approved & works tendered													
10	Herbert Avenue / Bourne Valley, Poole	HRA	0	24	24	0	0	0	0	0	24	Poole	
12a	Princess Road/Prince of Wales Road, Bournemouth	HRA	0	82	61	21	0	0	0	0	82	Bournemouth	
12b	Princess Road - Hostel and Private Rented Sector development	GF		57				37		20	57	Bournemouth	
Programme 2b - budgeted													
			11%	89%	72%	9%	0%	13%	0%	7%	296		
11	Hillbourne School, Poole	HRA	81	29	69	41	0	0	0	0	110	Poole	
13	Oakdale Adult Ed site, Poole	GF		80	30	30	0	20	0	0	80	Poole	
			81	109	99	71	0	20	0	0	190		
			23%	77%	311	98	0	57	0	20	486		
Programme 3a - budgeted													
					64%	20%	0%	12%	0%	4%			
17	Surrey Road, Bournemouth	GF	8	0	0	0	0	4	4	0	8	Bournemouth	
18	Alma Road surgery flats, Bournemouth	HRA	0	20	12	8		0	0	0	20	Bournemouth	
19	Egmont Road, Turlin Moor	HRA		9	9	0	0	0	0	0	9	Poole	
20	Redhorn Close, Turlin Moor	HRA	8		8		0				8	Poole	
21	Junction Road, Turlin Moor	HRA	3		3		0				3	Poole	
22	Dale Close	HRA		4	4		0				4	Poole	
23	Lake Avenue	HRA		6	6		0				6	Poole	
24	Cavan Crescent/Sopers Lane	HRA	4		4		0				4	Poole	
			23	39	46	8	0	4	4	0	62		
			25%	75%	357	106	0	61	4	20			
Programme 3b - sites 15's budget re-allocated													
					65%	19%	0%	11%	1%	4%	548		
25	43 Bingham rd,	HRA	0	6						6	6	Bournemouth	
26	Crescent Road, Bournemouth	GF	0	8	0	0	0	8	0	0	8	Bournemouth	
No Budget yet allocated													
31	Nursery Site, Lyndhurst Road (part of CN1 Roeshot Hill Allocation), Christchurch	GF	20	26	13	6		19	0	0	46	Christchurch	
Programme 4a- Acquisition of Street properties													
			20	40	370	112	0	88	4	26	60		
					61%	18%	0%	14%	1%	4%			
	Acquisitions1- Market rent	GF	10	150	0	0	0	160	0	0	160	BCP	
	Acquisitions 2- Care leavers	GF/HRA	5	20	0	0	0	0	0	25	25	BCP	
	Acquisition 3- Temp housing Strategy & unidentified older persons /specialist needs	GF	5	60	0					65	65	BCP	
			20	230	0	0	0	160	0	90	250		
			21%	79%	370	112	0	248	4	116	858		
Programme 1 - 4a Tenure split													
					43%	13%	0%	29%	0%	14%			
Programme 4b- Acquisition of development land /change of use property													
	Christchurch site 1	GF	2		0	2		0	0	0	2	Christchurch	
	Christchurch site 2	GF	6		0	6		0	0	0	6	Christchurch	
	Christchurch site 3	GF		8	0	8		0	0	0	8	Christchurch	
	Christchurch site 4	GF	4	6	0	10		0	0	0	10	Christchurch	
	Christchurch site 5	GF	14	20	0	17		17	0	0	34	Christchurch	
	Various sites- years 4-5	GF	100	250	0	50	20	80	0	200	350	TBC	
			126	284	0	93	20	97	0	200	410		
					370	205	20	345	4	316	1268		
Programme 5- harder to reach BCP sites													
			Programme 1 - 4b Tenure split		29%	16%	2%	27%	0%	25%			
27		GF	38	31	34	35	0	0	0	0	69	Poole	
28		GF	0	111	16	9	0	20	40	0	85	Bournemouth	
29		HRA	0	50	20	25	5	0	0	0	50	Bournemouth	
30		HRA	1	0	1	0	0	0	0	0	1	Bournemouth	
32		GF		8	0	0	0	8	0	0	8	Christchurch	
33		GF		8	0	0	0	8	0	0	8	Christchurch	
			39	208	71	69	5	36	40	0	221		
Note	sites 14,15 & 16- removed from CNHAS programme		Programme 1 - 5 Sub-total		441	274	25	381	44	316	1489		
			Programme 1 - 5 Tenure split		30%	18%	2%	26%	3%	21%			

Background Papers

1. Council Newbuild Housing & Acquisition Strategy ([BCP Council – Democracy](#))

Annex one: Hillbourne School scheme- site 11

Annex Two: 43 Bingham Rd – site 25

Annex Three: Crescent Rd- site 26,

Annex Four: Garden Nursery @ Roeshott Hill – site 31.

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