

Notice of Council



Date: Tuesday, 24 March 2026 at 7.00 pm

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

Chairman:

Cllr L Dedman

Cllr C Adams
Cllr S Aitkenhead
Cllr H Allen
Cllr M Andrews
Cllr S Armstrong
Cllr J Bagwell
Cllr S Bartlett
Cllr J Beesley
Cllr D Brown
Cllr O Brown
Cllr R Burton
Cllr J J Butt
Cllr P Canavan
Cllr S Carr-Brown
Cllr J Challinor
Cllr A Chapmanlaw
Cllr B Chick
Cllr J Clements
Cllr E Connolly
Cllr P Cooper
Cllr M Cox
Cllr D d'Orton-Gibson
Cllr B Dove
Cllr M Dower
Cllr M Earl

Vice Chairman:

Cllr S Bull

Cllr J Edwards
Cllr G Farquhar
Cllr D Farr
Cllr A Filer
Cllr D A Flagg
Cllr M Gillett
Cllr C Goodall
Cllr A Hadley
Cllr J Hanna
Cllr R Herrett
Cllr P Hilliard
Cllr B Hitchcock
Cllr M Howell
Cllr A Keddie
Cllr M Le Poidevin
Cllr D Logan
Cllr S Mackrow
Cllr A Martin
Cllr D Martin
Cllr G Martin
Cllr J Martin
Cllr C Matthews
Cllr S McCormack
Cllr P Miles
Cllr S Moore

Cllr A-M Moriarty
Cllr B Nanovo
Cllr L Northover
Cllr E Pankhurst
Cllr R Pattinson-West
Cllr M Phipps
Cllr K Rampton
Cllr Dr F Rice
Cllr J Richardson
Cllr V Ricketts
Cllr C Rigby
Cllr K Salmon
Cllr J Salmon
Cllr P Sidaway
Cllr P Slade
Cllr T Slade
Cllr V Slade
Cllr M Tarling
Cllr T Trent
Cllr O Walters
Cllr C Weight
Cllr L Williams
Cllr K Wilson
Cllr G Wright

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 attend or view the live stream of this meeting at the following link: <https://democracy.bcpCouncil.gov.uk/ieListDocuments.aspx?Mid=6082>

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

AIDAN DUNN
CHIEF EXECUTIVE

16 March 2026

**DEBATE
NOT HATE**



Available online and
on the Mod.gov app

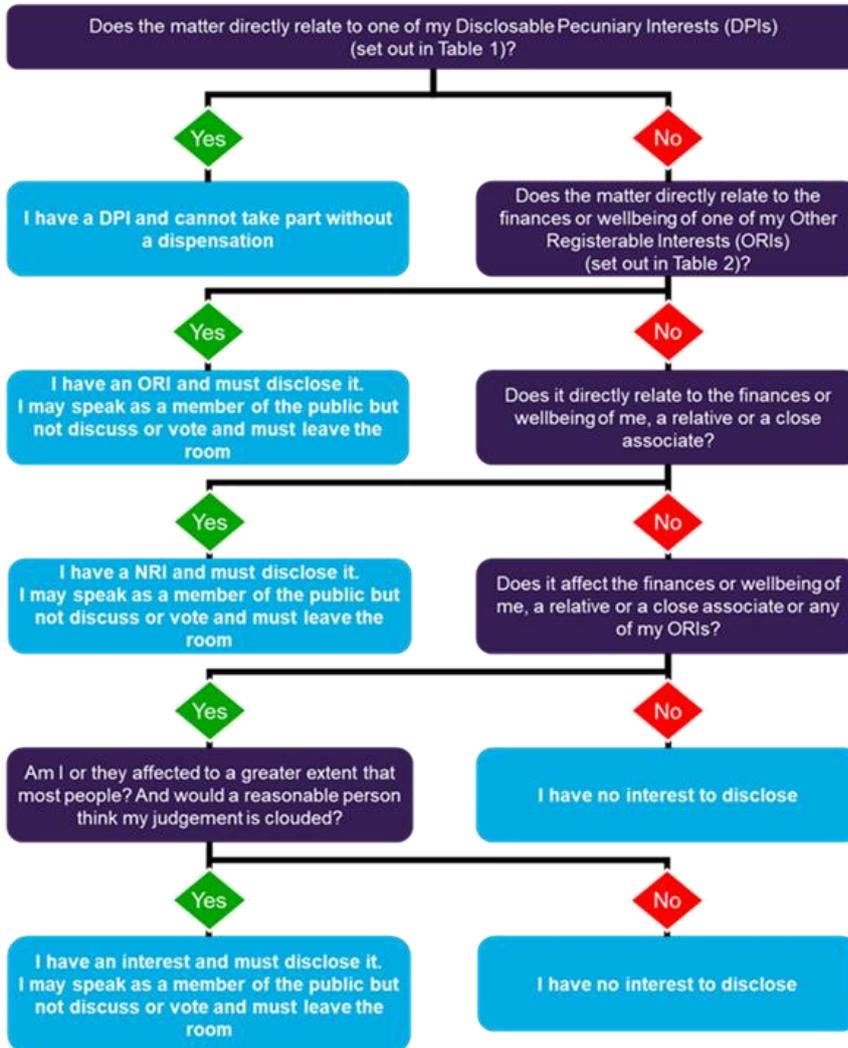


Maintaining and promoting high standards of conduct

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

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

13 - 50

To confirm and sign as a correct record the minutes of the Meeting held on 10 February 2026, and the Budget Meeting held on 24 February 2026.

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. Further information on the requirements for submitting these 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 public questions is mid-day Wednesday 18 March (mid-day, 3 clear working days before the meeting).

The deadline for the submission of a statement is mid-day Monday 23 March 2026 (mid-day the working day before the meeting).

The deadline for the submission of a petition is Tuesday 10 March 2026 (10 working days before the meeting).

ITEMS OF BUSINESS

Recommendations from Cabinet and Committees

6. Audit and Governance Committee 26 February 2026 - Minute No. 103 - Financial Regulations - Annual evolution for the financial year 2026/27

51 - 118

RECOMMENDED TO COUNCIL the adoption of the Financial Regulations as shown in Appendix A and approved by the Audit and Governance Committee. The operation go live date to be 1 April 2026.

7. Cabinet 4 March 2026 - Minute No. 141 - Children's Services Capital Strategy Report 2026-2029

119 - 134

RECOMMENDED that Council agrees the capital programme as set out in the report, including the budget allocations set against the capital funding available for the period 2026/27.

<p>8. Cabinet 4 March 2026 - Minute No. 143 - Asset Disposals</p> <p>RECOMMENDED that Council: -</p> <p>(a) note the confidential minutes and the recommendations of the Cross-Party Strategic Asset Disposal Working Group meeting held on the 12 February 2026; and</p> <p>(b) approve the disposal on an open market basis of; 12-14 Commercial Road, Queensmead Care Home and Penn Hill Car Park on such terms to be approved by the Director of Finance, acting in his capacity as Corporate Property Officer, in consultation with the Portfolio Holder for Finance.</p> <p>[PLEASE NOTE: Should Council wish to discuss the detail of the confidential appendices at Appendix 2 or Appendix 3 the meeting will be required to move into Confidential (Exempt) Session].</p>	<p>135 - 152</p>
<p>9. Cabinet 4 March 2026 - Minute No. 152 - Our Place and Environment: Local Transport Consolidated Funding Programme 2026/27</p> <p>RECOMMENDED that: -</p> <p>(a) Cabinet recommends to Council approval of the 2026/27 Local Transport Consolidated Fund programme as set out in Appendix A and delegates delivery to the Director of Planning and Transport in consultation with the Portfolio Holder for Climate Response, Environment and Energy and Portfolio Holder for Destination, Leisure & Commercial Operations;</p> <p>NOTE- resolution (b) was a resolved matter by the Cabinet</p>	<p>153 - 174</p>
<p>10. Cabinet 4 March 2026 - Minute No. 153 - Our Place and Environment: Active Travel Funding 2026/27</p> <p>RECOMMENDED that Cabinet recommends to Council delegation of the investment of the £2.96m of 2026/27 active travel funding to the Service Director for Planning & Transport in consultation with the Portfolio Holder for Climate Response, Environment and Energy.</p>	<p>175 - 190</p>
<p>11. Cabinet 4 March 2026 - Minute No. 154 - Our Place and Environment: Local Area Bus Grant (LABG) 2026/27</p> <p>RECOMMENDED that: -</p> <p>(a) Cabinet recommends to Council acceptance of the £5.64m Local Authority Bus Grant funding for 2026/27 from the Department for Transport; and</p> <p>(b) Cabinet recommends to Council to Delegate delivery of the Local Authority Bus Grant funded Bus Service Improvement Plan programme set out in Appendix 2 of this report to the Service Director for Planning and Transport in consultation with the Portfolio Holder for Climate Mitigation, Energy and Environment.</p>	<p>191 - 202</p>

12. Cabinet 4 March 2026 - Minute No. 155 - Our Place and Environment: BCP Council Lane Rental Scheme

203 - 326

RECOMMENDED that Cabinet recommends to Council to: -

- (a) approve the submission of an application to the Secretary of State for Transport to establish and operate a Lane Rental Scheme across Bournemouth, Christchurch and Poole; and**
- (b) subject to Secretary of State approval, delegate the establishment and operation of a BCP Lane Rental scheme to the Service Director for Planning and Transport in consultation with the Portfolio Holder for Climate Mitigation, Energy and Environment.**

13. Calendar of Meetings for 2026/27 and 2027/28

327 - 340

The Council is asked to consider and approve the schedule of meetings for the 2026/27 and 2027/28 municipal years.

14. Notices of Motions in accordance with Procedure Rule 10

Motion to Council: Protecting Enforceable SEND Support

The following motion submitted in accordance with Procedure Rule 10 of the Meeting Procedure Rules has been proposed by Councillor J Salmon.

Council notes:

1. That Education, Health and Care Plans (EHCPs) currently provide the primary legal mechanism through which children and young people with Special Educational Needs and Disabilities (SEND) can secure enforceable support.
2. That the Government's proposed SEND reforms set out in the White Paper Every Child Achieving and Thriving introduce Individual Support Plans (ISPs) as the primary planning mechanism for many children, while linking EHCPs more closely to nationally defined Specialist Provision Packages.
3. That ISP-based provision does not provide the same legally enforceable entitlement where support is not delivered.
4. That the proposed reforms would increase the role of schools in funding and delivering SEND support.
5. That national commentary and emerging legal challenge have raised concern that aspects of the proposed reforms may weaken existing legal rights and routes to challenge unmet need.
6. That Bournemouth, Christchurch and Poole Council faces significant financial pressures within its High Needs SEND budget.
7. That there is concern nationally that SEND reform designed to manage system costs may weaken enforceable protections for children.
8. That rising SEND costs nationally are widely linked to increasing reliance on private and independent provision, alongside shortages of publicly provided specialist places and services.

9. That adopted, kinship and care-experienced children often experience developmental trauma which affects their educational engagement and support needs.
10. That recent changes to the Adoption and Special Guardianship Support Fund (ASGSF) have reduced access to therapeutic support for adopted and special guardianship families.
11. That leading SEND legal practitioners, including Michael Charles of Sinclairs Law, have warned of a potential shift of decision-making power away from families within emerging SEND reforms.
12. That national SEND charities and professional bodies have welcomed the ambition of reform while calling for safeguards to ensure access to statutory support is not narrowed.

Council believes:

1. That SEND reform should improve support without weakening families' ability to secure provision through enforceable rights.
2. That expanding access to support should not come at the expense of enforceable entitlement or meaningful rights of challenge.
3. That support must be driven by need rather than affordability.
4. That trauma-informed approaches are essential to supporting adopted, kinship and care-experienced children.
5. That SEND reform should be aligned with wider support systems, including access to therapeutic provision.
6. That addressing the financial sustainability of the SEND system should focus on strengthening publicly available provision and specialist capacity, rather than reducing children's access to statutory support.

Council resolves to:

1. Respond to the Government's SEND consultation in a way that supports reform only where it:
 - retains EHCPs as the primary route to legally enforceable support
 - does not reduce access to EHCPs
 - does not shift responsibility for securing provision from the local authority to schools
 - does not allow financial pressures to limit children's legal entitlement
 - does not weaken routes for families to challenge unmet need
2. Publicly state this position as part of its consultation response.
3. Confirm that any local SEND reform undertaken in connection with financial sustainability will not restrict access to statutory support.
4. Advocate for SEND reform that:
 - recognises the needs of adopted, kinship and care-experienced children
 - incorporates trauma-informed approaches
 - supports the delivery of trauma-informed practice within schools

5. Seek assurance from Government that SEND reform will be aligned with continued access to therapeutic support for adopted and special guardianship families.
6. Write to Local Members of Parliament asking them to support this position.

Motion to Full Council: Bio Diversity Loss

The following motion submitted in accordance with Procedure Rule 10 of the Meeting Procedure Rules has been proposed by Councillor J Salmon.

This Council notes:

1. That January 2026 the UK Government has published the national security assessment Global biodiversity loss, ecosystem collapse and national security, which concludes with high confidence that ecosystem degradation already threatens UK security and prosperity and is likely to intensify to 2050 and beyond.
2. That the report identifies cascading risks including food and water insecurity, flooding and extreme weather, pandemic risk, supply chain disruption, economic instability, migration pressures, and social instability.
3. That the report explicitly states that nature is a foundation of national security and that the loss of ecosystems threatens the systems that provide food, clean water, climate stability, and economic resilience.
4. That the UK imports a substantial proportion of its food and is not currently self-sufficient, leaving communities exposed to global shocks, price spikes and supply disruption.
5. That many of these risks are already visible in Bournemouth, Christchurch and Poole through flooding, overheating, loss of green space, biodiversity decline, rising food insecurity, and pressure on local infrastructure and public services.

This Council believes:

1. That the Government's own national security assessment represents a material and urgent change in the risk environment for local authorities.
2. That biodiversity loss and ecosystem degradation are not abstract environmental concerns but emerging threats to community safety, economic stability, public health, and food security.
3. That protecting and restoring nature must be treated as essential resilience infrastructure, on a par with flood defences, housing, transport and public health planning.
4. That failure to act now will increase long-term financial pressures on local government through higher costs linked to flooding, overheating, food insecurity, health inequality, and emergency response.

This Council resolves to:

A. Direct action by the Leader and Cabinet

1. That the Leader of the Council instructs Cabinet to undertake an urgent cross-portfolio review of the adequacy of existing Council

strategies in light of the national security risks identified, including:

- Development Plan Documents and planning policy
 - Flood and coastal risk management
 - The Local Transport Plan and air quality strategy
 - Public health and food resilience planning
 - Biodiversity, green infrastructure and nature recovery strategies
 - Climate adaptation and overheating risk
 - Community resilience and civil contingencies
2. That Cabinet instructs officers to prepare a consolidated risk and resilience report identifying:
 - Key local vulnerabilities
 - Strategic gaps in current policy
 - Practical actions to strengthen long-term resilience
 - Implications for future investment priorities
 3. That this review explicitly considers whether biodiversity and ecosystem decline should be recognised as a core strategic risk category alongside climate change, financial pressures and demographic change.

B. Strengthen democratic scrutiny

1. Request that the relevant Overview and Scrutiny Committees examine:
 - The local impacts of ecosystem decline
 - Risks to food security, public health and infrastructure
 - The adequacy of current mitigation and adaptation measuresand provide recommendations to Cabinet.

C. Strengthen corporate risk governance

1. That the Audit and Governance Committee is requested to consider how ecosystem degradation and biodiversity loss should be incorporated into the Council's corporate risk management framework and long-term resilience planning.

D. Reporting back to Full Council

1. That Cabinet reports back to Full Council within six months with:
 - A clear assessment of local exposure to ecosystem-related risks
 - Proposed changes to policy, strategy or investment priorities
 - Any implications for the Key Policy Framework or Budgetary Framework

E. A clear challenge to Government

1. That the Leader writes on behalf of the Council to:
 - The Secretary of State for Environment, Food and Rural Affairs
 - The Secretary of State for Housing, Communities and Local Government
 - The Secretary of State for Energy Security and Net Zero
 - All Members of Parliament representing Bournemouth, Christchurch and Poole

setting out the Council's concern that the national security implications of biodiversity loss require urgent national leadership

and requesting:

- (a) Clear national guidance for local authorities on incorporating ecosystem risk into planning, resilience and infrastructure decision-making;
- (b) Long-term, ring-fenced funding for climate adaptation, nature restoration and community resilience, rather than short-term competitive bidding pots;
- (c) A national strategy for food system resilience that recognises the UK's dependence on imports and the growing risks posed by global ecological instability;
- (d) Stronger national planning policy direction enabling councils to prioritise long-term environmental resilience over short-term speculative development pressures;
- (e) Cross-government recognition that biodiversity protection is not solely an environmental issue but a matter of economic security, public health and national resilience.

Motion to Full Council: Regulating Short-Term Lets to Protect Housing, Communities and the Visitor Economy in Bournemouth, Christchurch and Poole

The following motion submitted in accordance with Procedure Rule 10 of the Meeting Procedure Rules has been proposed by Councillor S Armstrong.

This Council Notes:

- The rapid growth of short-term lets across the BCP area, including platforms such as Airbnb, which account for over 2,272 active listings in Bournemouth and more than 2,328 across the wider BCP area as of late 2025.
- Tourism is essential to the BCP economy, contributing over £1.3 billion annually and supporting thousands of jobs.
- The area continues to face acute housing pressures, with rising rents, high house prices, and a 20% increase in homelessness applications since 2021, demonstrating the need to protect long-term housing supply.
- The Government has committed to a national registration scheme and a new Use Class C5 for short-term lets, but these powers are not yet in force.

This Council Believes:

- Immediate action is required to respond to the community, housing and economic impacts of short-term lets.
- Short-term lets, including those advertised on platforms such as Airbnb, must be better managed to protect residential neighbourhoods, housing availability, and the sustainability of the regulated hospitality sector.
- That short term lets, if appropriately regulated can make a positive contribution to the local tourism economy.
- That short term lets should not be a means to circumvent either the council tax, or business rates system.

- Collaboration across the tourism industry, rental market, town councils, neighbourhood forums and local communities is essential to finding balanced and workable solutions.

This Council Resolves To:

1. Examine how existing powers could be used to allow immediate enforcement.
 - Using environmental health, planning enforcement, anti-social behaviour tools and licensing where applicable, the Council will examine how to strengthen monitoring and enforcement against nuisance, anti-social behaviour, and statutory breaches linked to short-term lets, including those advertised via Airbnb and similar platforms.
 - Then using those powers where appropriate to better manage the impact of short-term lettings.
2. Enhance Local Understanding and Data
 - Improve the Council's ability to identify and map short-term lets using publicly available data from platforms such as Airbnb, to support evidence-based decision-making.
 - Work with stakeholders in the hospitality sector and rental market to gather insights on local impacts, pressures and opportunities.
3. Support communities impacted by short term lets
 - Work with communities to identify areas experiencing high concentrations of short-term lets and prioritise targeted enforcement if available.
 - Ensure and promote clear reporting routes for residents affected by nuisance or unmanaged short-term letting.
4. Prepare for Forthcoming National Regulation
 - Begin internal preparations for delivering the national short-term let registration scheme once activated.
 - Investigate whether properties exceeding 90 nights create a material change of use.
 - Write to Ministers and local MPs urging the early introduction of Use Class C5 into the national planning framework to strengthen local control and further request that BCP Council be considered for inclusion in any government-led pilot -schemes.
 - Invite MPs, sector partners and ministers to a roundtable to discuss the local impact of short-term lets and create solutions.
 - As part of overall work on short term lets as through the motion, gather data that would support an Article 4 direction in the future.
5. Promote Responsible Hosting and Sustainable Tourism
 - Encourage best-practice standards for short-term let hosts, including clear guest guidance, effective waste management, complaint handling and environmentally responsible operation.
 - Work with the hospitality sector, rental market partners and business improvement districts to ensure fair competition and support a sustainable year-round visitor economy.

- Recognise that properly regulated short-term lets can support tourism without undermining residential areas or the hospitality sector.
- Ensure the Council uses all existing legal and regulatory powers available to support the balanced and sustainable use of homes.
- Ask the Leader to write to the Minister for Local Government requesting to be part of a trial for the local registration, management and regulation of short-term lettings, with appropriate funding mechanisms.
- Ask that the Leader to invite MP's, stakeholders and the appropriate government minister to a round table discussion, so that government can understand the issue in more depth and how that is affecting residents and businesses in the BCP area and identify solutions.

15. Questions from Councillors

The deadline for questions to be submitted to the Monitoring Officer is Monday 16 March 2026.

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

To consider any urgent decisions taken by the Chief Executive in accordance with the Constitution.

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.

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BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
COUNCIL

Minutes of the Meeting held on 10 February 2026 at 7.00 pm

Present:-

Cllr L Dedman – Chairman

Cllr S Bull – Vice-Chairman

Present: Cllr C Adams, Cllr S Aitkenhead, Cllr M Andrews, Cllr S Armstrong, Cllr J Bagwell, Cllr S Bartlett, Cllr J Beesley, Cllr D Brown, Cllr O Brown, Cllr R Burton, Cllr J J Butt, Cllr P Canavan, Cllr S Carr-Brown, Cllr J Challinor, Cllr J Clements, Cllr P Cooper, Cllr M Cox, Cllr B Dove, Cllr M Earl, Cllr J Edwards, Cllr G Farquhar, Cllr D Farr, Cllr A Filer, Cllr D A Flagg, Cllr M Gillett, Cllr C Goodall, Cllr A Hadley, Cllr J Hanna, Cllr E Harman, Cllr R Herrett, Cllr P Hilliard, Cllr B Hitchcock, Cllr M Howell, Cllr A Keddie, Cllr M Le Poidevin, Cllr D Logan, Cllr S Mackrow, Cllr A Martin, Cllr D Martin, Cllr G Martin, Cllr J Martin, Cllr C Matthews, Cllr S McCormack, Cllr S Moore, Cllr A-M Moriarty, Cllr B Nanovo, Cllr L Northover, Cllr R Pattinson-West, Cllr K Rampton, Cllr Dr F Rice, Cllr J Richardson, Cllr V Ricketts, Cllr C Rigby, Cllr J Salmon, Cllr P Sidaway, Cllr P Slade, Cllr T Slade, Cllr V Slade, Cllr M Tarling, Cllr T Trent, Cllr O Walters, Cllr C Weight, Cllr L Williams, Cllr K Wilson and Cllr G Wright

70. Apologies

Apologies for absence were received from Councillors Hazel Allen, Adrian Chapmanlaw, Eleanor Connolly, Michelle Dower, Pete Miles, Margaret Phipps and Kate Salmon.

71. Declarations of Interests

Declaration of Interests were received as follows:

Councillors Sara Armstong and Bobbie Dove declared non-pecuniary interests in respect of agenda item 6: Cabinet 17 December 2025 - Minute No. 96 - Dedicated Schools Grant. (DSG) High Needs Expenditure Forecast 2025/26. Councillor Armstrong and Dove advised that they would recuse themselves from the meeting for the duration of the item.

Councillors Richard Burton and Millie Earl declared non-pecuniary interests in respect of agenda item 7: Cabinet 17 December 2025 - Minute No. 98 - Waste Strategy for Bournemouth, Christchurch and Poole Council 2026-2036.

72. Confirmation of Minutes

Consideration was given to the minutes of the meeting held on 9 December 2025.

In respect of minute no. 68 Councillor Farr advised Council that he had submitted a question that had been deemed inadmissible for the meeting.

RESOLVED: That the minutes of the meeting held on 9 December 2025 be approved as a correct record.

Nem. Con.

73. Announcements and Introductions from the Chairman

The Chairman advised Council of the death of former Borough of Bournemouth Councillor Dennis Gritt.

Councillors Canavan & Edwards spoke in memory of Mr Gritt before Council stood to mark his passing.

The Chairman then advised Council of her event attendances since the last meeting, including:

14 December - lighting of the Giant Menorah;
20 December - charity concert, with Cadence;
9 January - Hall and Woodhouse Community Chest Awards;
21 January Adult Social Care Awards;
25 January Holocaust Memorial event.

74. Public Issues

Public question from Phillip Stanley Watts

As someone who has worked for the NHS for over 30 years including through covid and mindful that many of my colleagues gave their lives i am asking the cabinet member whether BCP Council can build a memorial garden dedicated to those victims and NHS workers who suffered and worked through covid?

Response by the Portfolio Holder for Communities and Partnerships, Councillor Sandra Moore

Thank you for your question and for your dedication to our National Health Service, not only through the pandemic but through your 30 years of service.

There are Covid 19 memorials located within each of the three main NHS Hospital sites in Bournemouth, Poole and Christchurch, marked by memorial stones and buried time capsules.

As a Council, we did support the Annual National Day of Reflection last year, and this year we are asking the CEO of University Hospitals Dorset if we can join them on this year's National Day of Reflection which will be held on Sunday 8th March.

I can also confirm that we are exploring a potential Covid-19 memorial in the Pocket Park in Boscombe which could be included as part of the landscaping in Phase 2 of the Towns Fund Development. My fellow Cabinet members and I thank you, and all of the staff and volunteers across BCP, who worked tirelessly to help support those in our community during the pandemic.

Public question from Soo Chapman

Whilst decarbonising prizes are being offered by Elon Musk and Prince William and the King releases his "Finding Harmony" film there's a shocking communication gap from our negligent government who've refused to publish their censored report on national security, global diversity loss and ecosystem collapse. Let alone televise it.

In a democracy where the world has acknowledged the need to prevent the incineration of the Earth, motivated and informed citizens should all be helping to make good choices to change our dire trajectory. Currently we're all at the mercy of disinformation by the well-funded fossil fuel lobby, the horrors of poisoned waters, unbreathable air, crop failures and Siberian temperatures.

Please will BCP write a Freedom of information request to Defra about their censored report requesting the overdue need for a Decarbonising Plan to protect us all before the collapse of ecosystems predicted to the council in 2022?

Response by the Portfolio Holder for Climate Response, Environment and Energy, Councillor Andy Hadley

Soo, thank you for your question.

The Government did publish their "Nature security assessment on global biodiversity loss, ecosystem collapse and national security" on 20th January 2026

<https://www.gov.uk/government/publications/nature-security-assessment-on-global-biodiversity-loss-ecosystem-collapse-and-national-security>

This strategic assessment explores how global biodiversity loss and the collapse of critical ecosystems could affect the UK's resilience, security and prosperity.

It makes really sobering reading, and you are right that it has not attracted the publicity it needs.

Back in November, there was also an independent conference briefing on the National Emergency, organised by a group of scientists, which I know

you highlighted.

[National Emergency Briefing on climate & nature
https://www.nebriefing.org/](https://www.nebriefing.org/)

This includes a range of videos now available online, of experts talking about changing weather systems, tipping points, food scarcity, forced migration, health issues, national security and energy transition.

I have watched them all, and I have written to all BCP Councillors highlighting the value of these accessible films to give the science and some achievable solutions to the threats you consistently remind us of.

I don't think that it would be our role as a Council to write an FoI request to DEFRA.

I have included links to the two online resources mentioned for the written record of this meeting, for anyone interested to review.

Public question from Roger Mann

What plans does the council have to improve secure bicycle parking in Bournemouth town centre for both private bikes and Beryl bikes? Specifically:

- Installing secure/monitored cycle hubs?
- Working with Beryl to ensure better upkeep and monitoring?
- Ensuring bike security grows alongside new cycling infrastructure?

Response by the Portfolio Holder for Climate Response, Environment and Energy, Councillor Andy Hadley

Roger, thank you for your question.

We have worked with the Dolphin Centre in Poole, and with a private operator, Spokesafe to provide a secure and monitored parking area in Poole Town centre.

Active Travel England, which is part of DfT awarded BCP Council the top level 3 assessment this year. As a result, their allocation of funds to BCP for Active Travel doubled to £2.95M for next year.

As part of planning for spending this allocation, we recognise the need and we intend to invest to increase the secure cycle parking in the Town and District Centres across BCP.

We hold regular quarterly meetings with the shared bike operator, Beryl to monitor their service.

As the devices are permanently on-street, they do suffer from weather and vandalism. Beryl do reduce the number of bikes and scooters on street over winter months, undertake preventative maintenance, and respond to faults as advised to them.

There is an easy method to report faults through their app. If you feel there are specific issues that are not getting resolved, I'd be happy to take this up

with them.

I agree that bike security needs to grow alongside other improvements to infrastructure.

Public Statement from Susan Stockwell

Taking down the strip club advertising that made Bournemouth look so seedy is starting to tempt businesses back into the town centre as it looks less like an 80s lad mag. Imagine what booting the sex tourists out completely by refusing to license them could do to regenerate the town.

It's worked in Newquay, Cornwall and Altrincham in Cheshire. We still have the beaches and the weather. Reclaim the streets for a safe thriving nightlife instead of the leering leches ruining it for everyone at the moment and the sky's the limit.

Calderdale, home of Riot Women and the original Happy Valley is battling to close one down at the moment, and residents should be getting together to do the same in Bournemouth. Eyes on the prize for a safe enjoyable buzzing night life where men and women can meet on an equal footing to party the night away.

Public Statement from Daniel Glennon

I'm returning to the previously raised issue of glyphosate use in public spaces. I appreciate the responses I've received around public expectations, cost and the challenges of alternative approaches. I recognise this is not a straightforward issue.

I'd like to refocus today on public health. Research by Pesticide Action Network UK[1] found residues of glyphosate and other cancer-linked pesticides in eight out of thirteen playgrounds tested across the UK. These are places designed for children, where families should feel safe.

I'm also concerned by recent developments in the scientific evidence base. A paper frequently cited to support the claim that a leading brand name weedkiller whose active ingredient is glyphosate poses no risk to human health has now been retracted following serious concerns about its independence[2].

Given this context, I'm asking the council to work collaboratively towards reducing and eliminating glyphosate use and prioritising the health of residents.

[1]<https://www.pan-uk.org/playgrounds/>

[2]<https://retractionwatch.com/2025/12/04/glyphosate-safety-article-retracted-elsevier-monsanto-ghostwriting/>

Public Statement from Phillip Gatrell (Read by BCP Chief Executive)

The Public Office (Accountability) Act will supersede "Misconduct in Public Office".

Duties of “candour, frankness and transparency” in the public interest shall apply at all times to Members’ and Officers’ functions. Breaches and misleading the public can invoke criminal penalties including imprisonment.

The Council’s Code of Governance pledges “Integrity, Openness, Transparent Reporting to Deliver Effective Accountability” - so why the new law?

My 24 July 2025 Question to Audit and Governance elucidates concerning Council’s disallowed and unconscionable request for anonymity in reporting its failed Judicial Review. Which incurred 292 hours Council lawyers’ time and £214,722 costs excluding the complainant’s reimbursement determined by the Ombudsman.

On 26 August 2025 the Leader was asked as to the decision maker and date of Members’ first awareness regarding the anonymity request but, despite reminders, remains unresponsive.

A response to my subsequent Freedom of Information request is overdue.

Other Councillors alerted on 24 July are apparently acquiescent.

Altogether this is troubling.

Public Statement from Alex McKinstry

The Item 10 report omits to mention that five Code of Conduct complaints were simply closed in August 2025, when the subject councillor failed to comply with sanctions. Complainants were invited to leave the matter there, or to submit further complaints under 8.4 of the Code (non-compliance).

That decision was made by officers without prior reference to the Standards Committee, who deplored that action at their subsequent meeting of 7 October. The Standards Committee can prevent this recurring by fortifying Part 8 of the Code, which requires co-operation with the Standards Committee and a response within 14 days; any non-cooperation / non-compliance should be reported to the next Council by default, then entered into the minutes as a permanent record.

I would incidentally like to thank the overwhelming majority of councillors who do take the Code of Conduct seriously, and who undertake their duties with diligence and integrity.

Public Statement from Elaine Findlay (Read by BCP Chief Executive)

Dear Councillors

In the Bournemouth Town Council ward map, EC3, in EC&S, has been detached from its neighbours and placed within S&QP without consultation.

A poll of EC3 residents was undertaken and 92% are very unhappy because:

- The strong sense of community with the rest of EC&S ward will be fractured.
- EC3 was divorced from S&QP by the A338 nearly sixty years ago so

no sense of community remains,

- No sense of common identity between EC3 and rest of S&QP.
- Issues in EC&S completely different from those in SQ&P.

Fear is EC3 will be considered a tiny backwater and completely ignored.

Please reconsider the positioning of EC3 as a matter of urgency to ensure the community remains with those with the same issues, ideas and sense of place. The obvious area to move is QP1. This is already in the Queens Park area and identifies more with that community.

End of Public Questions and Statements

Councillor Joe Salmon sought to move a motion to refer Mr McKinstry's statement to the relevant Governance Working Group or Committee for further review. The Monitoring Officer, Mr Robin Watson, advised that there was no provision to refer a public statement. Mr Watson advised that it would be most appropriate for Councillor Salmon to discuss the matter with the relevant Portfolio Holder.

75. Cabinet 17 December 2025 - Minute No. 96 - Dedicated Schools Grant (DSG) High Needs Expenditure Forecast 2025/26

Councillor Richard Burton introduced the report and moved the recommendations as set out in the report.

This was seconded and, following debate, it was:

RESOLVED: that Council: -

- (a) Approve a £14.3m increase in the 2025/26 high needs budget. This brings the forecast expenditure to £71.8m more than the grant made available by government as part of the DSG;**
- (b) Request the Corporate Director of Children's Services implement the deficit management measures outlined in this report.**

Voting: F54, A0 (9 Abstentions)

Councillors Dove and Ricketts left 19:39.

76. Cabinet 17 December 2025 - Minute No. 98 - Waste Strategy for Bournemouth, Christchurch and Poole Council 2026-2036

Councillor Andy Hadley introduced the report and moved the recommendations as set out in the report.

This was seconded and, following debate, it was:

RESOLVED: that Council: -

(a) note the consultation report, summarising feedback from residents and stakeholders;

Voting: Nem. Con.

(b) adopt the Waste Strategy for BCP Council 2026-2036 including the additional wording for paragraphs 5.1 and 5.2 as recommended by the Environment and Place Overview and Scrutiny Committee; and

Voting: F46, A18, (2 Abstentions)

Councillors John Beesley and Bobbie Dove requested that their votes against be recorded in the minutes.

(c) approve the following service change to progress supporting actions set out in the Waste Strategy: (i) removal of current separate kerbside battery collections where household batteries are collected in a clear bag placed on top of the kerbside recycling bin.

Voting: F47, A16, (4 Abstentions)

Councillors Dove and Cllr Ricketts returned 19:49.

Councillor Trent arrived 19:55.

Council adjourned 20:24.

Council resumed 20:44.

77. Recommendations from Cabinet - 4 February 2026

Recommendations from the Cabinet meeting held on 4 February 2026 were determined under agenda items 8(a) to (c). Reports were set out in the supplementary agenda.

78. Cabinet 4 February 2026 - Minute No. 120 - Our people and communities: Subsidised Bus Services Review

Councillor Andy Hadley introduced the report and moved the recommendations as set out in the report.

This was seconded and, following debate, it was:

RESOLVED: that:

(a) Council approves the phased withdrawal of the council bus subsidy budget commencing May 2026 resulting in the service changes set out in Appendix 4;

(b) Council approves the use of Local Authority Bus Grant to fund the revised subsidised bus network as set out in Appendix 4.

Voting: Nem. Con.

79. Cabinet 4 February 2026 - Minute No. 122 - Early Years Mainstream Schools Funding 2026/27

Councillor Richard Burton introduced the report and moved the recommendations as set out in the report.

This was seconded and it was:

RESOLVED: that:

(a) The decision for the early years single funding formula (EYSFF) is delegated to the corporate director for children's services in consultation with the portfolio holder for children, young people, education and skills;

(b) Council approves the mainstream schools funding formula detailed in Appendix 2.

Voting: Nem. Con.

80. Cabinet 4 February 2026 - Minute No. 123 - Hawkwood Road Phase 2 Update

Councillor Kieron Wilson introduced the report and moved the recommendations as amended via circulated email.

Council agreed the proposed amendments.

Voting: Nem. Con.

Council then moved to debate on the amended recommendation. During the debate, Council sought clarity from the Monitoring Officer on whether members of the Eastern Planning Committee were able to take part in the debate and vote on the item, as the Committee was due to determine an application on the use of the proposed commercial unit.

The Monitoring Officer advised that members of the Eastern Planning Committee were able to take part in the debate and vote on the item. Expressing a view or voting at Council would likely not be deemed predetermination, though ultimately this was a matter for those Members to consider.

Following debate, it was:

RESOLVED: that Council:

1. grants approval to proceed with Option 1 to enter the build contract for 68 homes and commercial floorspace, prior to executing an Agreement to Lease for the ground floor of Block A, to secure the total combined grant of £17.3m and redevelopment of the Hawkwood Road site within the external funder's timescales.

2. gives authority to the Estates team to market the non-residential property as general commercial, if the NHS is unable to commit funding for the ground floor of Block A and noting the full residential scheme is no longer deliverable.

3. gives authority to the Corporate Property Officer to proceed to sale or long leasehold of the ground floor commercial asset to ensure a funding strategy is secured to offset the cost of building.

Voting: F64, A1 (2 Abstentions)

81. Review of the political balance of the Council, the allocation of seats on Committees to each political group and the appointment of Councillors to Committees and Outside Bodies

Councillor Millie Earl introduced the report and moved the recommendations as set out in the report. Council was advised that the appointments to the remaining vacancies on the Licensing Committee and Eastern Planning Committee would be taken separately.

This was seconded and, following debate, it was:

RESOLVED: That

- a) the revised political balance of the Council, as set out in Table 1 to this report be noted;**
- b) the number of seats on the Health and Adult Social Care Overview and Scrutiny Committee be reduced to 11 to 10 seats;**
- c) the allocation of seats to each political group, as set out in Table 2 to this report, be approved;**

- d) the appointment of Councillors to Committees and Boards, taking into account the wishes of each political group, as detailed in Table 3 to this report, be approved;
- e) Councillor Mark Howell plus one other member of the Council be appointed to fill the vacancy on the Licensing Committee referred to in paragraphs 12 and 13 to this report;
- f) a member of the Council be appointed to fill the vacancy on the Eastern BCP Planning Committee referred to in paragraphs 12 and 13 of this report;
- g) the allocation of seats to each political group to the outside bodies, as detailed in Table 4 to this report, be approved;
- h) the appointment of Councillors to the outside bodies, taking into account the wishes of each political group, as detailed in Table 5 to this report, be approved;
- i) Councillor Lawrence Williams be appointed to fill the vacancy on the Dorset Police and Crime Panel as shown in Table 5 to this report.

Voting: Nem. Con.

The Chair then sought nominations to the two Committee vacancies.

Licensing Committee:

Councillors Patrick Canavan and Duane Farr were nominated and seconded. Following a secret ballot, Councillor Farr was appointed to the Committee.

RESOLVED: That Councillor Duane Farr be appointed to the Licensing Committee.

Voting: Councillor Farr: 36, Councillor Canavan: 8 (1 abstention.)

Eastern Planning Committee:

Councillors Judes Butt, Gillian Martin and Julie Bagwell were nominated and seconded. Councillor Bagwell did not accept the nomination.

Following debate, Councillor Butt withdrew and Councillor Martin was appointed unopposed.

RESOLVED: That Councillor Gillian Martin be appointed to the Eastern BCP Planning Committee.

Voting: Nem. Con.

Cllr Weight left 21:35

Cllr Weight returned 21:45

82. Non-compliance with Standards Complaints Process - Determination

Councillor Vanessa Ricketts introduced the report which was for information only.

The report was noted.

Councillor Salmon moved a motion to refer the item to the Constitution Working Group to review strengthening the powers of the Standards Committee when dealing with such matters.

The Chair advised that the motion would not be accepted.

Councillors Butt, Bagwell and Filer left 22:23

Councillor Williams left 22:24

83. Notices of Motions in accordance with Procedure Rule 10

APR1 Numberplate

As the mover of the original motion, Cllr Howell requested that the motion be deferred to a future meeting of Council to allow for officers to prepare a report.

Council accepted the request.

Voting: Nem. Con.

Live Traffic, Flooding and Infrastructure Resilience for BCP

The following motion was submitted in accordance with Procedure Rule 10 of the Meeting Procedure Rules and was moved by Councillor Peter Cooper and seconded by Councillor Patrick Canavan.

This Council notes that during the recent aftermath of Storm Chandra, Dorset Council provided residents with a dedicated live traffic update service, offering real-time information on road closures, incidents and disruption. This proved vital for public safety, emergency response and travel planning during severe weather.

In contrast, BCP Council does not currently provide a comparable live or real-time traffic and road status page. Information available to residents is largely limited to planned roadworks or issue reporting, leaving no central, publicly accessible source of live information during emergencies.

Council further notes that recent flooding events across the BCP conurbation have caused significant disruption to residents, businesses and essential services. These events are not new or exceptional, and climate related severe weather is increasingly frequent and predictable. This Council is also concerned that sewer backflow and inadequate sewer network capacity during torrential rainfall continues to exacerbate flooding, property damage and public health risks. These issues are often insufficiently acknowledged or addressed within planning, infrastructure capacity assessments and development decisions.

This Council believes the absence of a live, coordinated traffic and road status system, alongside unresolved drainage and sewer capacity challenges, represents a serious gap in resilience and emergency preparedness.

This Council therefore resolves to:

1. Ask Cabinet to set out the reasons why BCP Council does not currently provide a live, real-time traffic and road status service comparable to Dorset Council's, including an assessment of costs, funding priorities and whether financial considerations alone justify the absence of such a service.
2. Request that officers urgently explore the development of a publicly accessible, real-time system covering traffic disruption, flooding, road closures and emergency conditions across BCP.
3. Call for a long-term, resilient approach that brings together all relevant agencies, stakeholders and partners including highways, emergency services, water and sewerage providers, planning authorities and neighbouring councils to address information sharing, sewer backflow, drainage capacity and infrastructure resilience during extreme weather.
4. Require that sewer network capacity, flood risk and surface water management are explicitly and robustly addressed within planning policy and development decisions.
5. Request a report back to Full Council setting out options, costs, responsibilities and timescales for delivery.

Council debated the motion and Councillor Earl moved an amendment to add the following: "That Council refers to the Environment and Place Overview and Scrutiny Committee to investigate the following requests:"

This was seconded by Councillor Mike Cox.

Cllr Cooper accepted the proposed amendment and Council debated the substantive motion, where it was:

RESOLVED: That Council refers to the Environment and Place Overview and Scrutiny Committee to investigate the following requests:

- 1. Ask Cabinet to set out the reasons why BCP Council does not currently provide a live, real-time traffic and road status service comparable to Dorset Council's, including an assessment of costs, funding priorities and whether financial considerations alone justify the absence of such a service.**
- 2. Request that officers urgently explore the development of a publicly accessible, real-time system covering traffic disruption, flooding, road closures and emergency conditions across BCP.**
- 3. Call for a long-term, resilient approach that brings together all relevant agencies, stakeholders and partners including highways, emergency services, water and sewerage providers, planning authorities and neighbouring councils to address information sharing, sewer backflow, drainage capacity and infrastructure resilience during extreme weather.**
- 4. Require that sewer network capacity, flood risk and surface water management are explicitly and robustly addressed within planning policy and development decisions.**
- 5. Request a report back to Full Council setting out options, costs, responsibilities and timescales for delivery.**

Voting: Nem. Con.

Cllr Tarling left 22:28

Cllr Tarling returned 22:32

84. Questions from Councillors

Upon request from the Chair, Council agreed that Members would receive written replies to their submitted questions.

Voting: Nem. Con.

Question from Councillor Duane Farr

Has Children's Services carried out any safeguarding triage, Section 47 assessment, or Continuum-of-Need classification in response to concerns about filming at school sites raised since October 2025?

Response from the Portfolio Holder for Children, Young People, Education and Skills, Councillor Richard Burton

CSC has not undertaken any safeguarding triage, Section 47 assessment, or Continuum-of-Need classification in response to concerns about filming at school sites since October 2025, as no specific child's details have been provided indicating harm or risk. Without such information, CSC is unable to initiate an investigation or assessment in accordance with established procedures.

Question from Councillor Mark Howell

When I was in the changing room of the Dolphin Pool recently, I heard a BCP employee who was showing a potential new member around apologise for the state of the facility. He said it was due a refurbishment soon.

The Leader has previously committed to the facility's renovation, having reneged on the previous Leader's public commitment to build a new facility.

What is the timescale for renovation and when will the extent of the renovation be made public?

Response from the Leader of the Council, Councillor Millie Earl

The delivery of a new council leisure centre is a multi-year, multi-million-pound project. Despite the financial challenges and rising costs, if a funded solution could be found this would achieve immense social value and health benefits which often outweigh purely financial considerations in the long run. A funding strategy was investigated to support this ambition through use of the nearby car parks. After substantial due diligence, three refurbishment options and two residential development options were considered and evaluated against the set financing parameters.

Currently the development options do not provide a sufficient return, to fund the refurbishment or replacement of the leisure centre. The size and shape of the available development site limits design options. Available grant funding options are insufficient to bridge the viability gap and other local authorities delivering leisure centres, have seen costs double at build from concept stage. In 2024, three leisure centres were insourced, this included the Poole Dolphin Leisure Centre.

By taking full control back the Council has been able to establish the condition of the building and current facilities to inform a longer-term investment strategy. The Leisure team are reviewing the whole BCP Leisure portfolio to establish an investment strategy which will include options for sustaining the facilities. This reflects our priority in balancing the Council's budget for 2026/27, whilst supporting the ongoing operations of this facility.

Question from Councillor Patrick Canavan

Given the government’s new commitment to end the placement of families with children in B&Bs beyond six weeks and its wider child-poverty strategy, can the Council set out our current position in relation to these issues?

Specifically, how many children in BCP are currently living in temporary accommodation, including B&Bs beyond the legal six-week limit and what actions are being taken to reduce reliance on unsuitable accommodation?

Recognising recent initiatives, what further steps will be taken to ensure that BCP aligns local policy and resourcing with the government’s stated aim of reducing child poverty and making childcare more accessible for families on Universal Credit?

Response from the Portfolio Holder for Housing and Regulatory Services, Councillor Kieron Wilson

In terms of the use of B&Bs for families with children, BCP Council are committed not to use such accommodation for children and families.

The Council currently has 317 families in temporary accommodation, representing 726 children – most of which are staying in self contained homes managed by the Council.

We’ve worked hard to significantly reduce families in B&B from well over one hundred families and today we have just one family and one child who have stayed in B&B one night. You may have seen we have recently celebrated the past year by having no families with children in B&B for longer than 6 weeks.

To support our approach, an updated Homelessness & Rough Sleeping Strategy will be coming to Cabinet in the Spring, this details our strategic approach which further strengthens our approach to homelessness prevention and reduces dependency upon unsuitable temporary housing.

We have some families with children where there is no duty under Housing legislation to house. For these families with children, they may be supported by Children’s Services due to social care needs. We currently have one family accessing a B&B through Children’s Social Care- has been for less than 6 weeks.

Response to part 2:

We are continuing to expand the availability of childcare places across our area. Using national funding streams from the Department for Education—including the Childcare Expansion Capital Grant and the National Wraparound Childcare Programme—we are supporting schools, early years providers and childminders to grow their provision. This includes helping them develop sustainable business models and offering tools and resources through the Childcare Works programme. These measures increase capacity across the sector, ensuring more families can access the places they need.

We are strengthening wraparound childcare. Through the wraparound

programme, we are helping schools and providers to expand before- and after-school childcare, which is vital for working parents, particularly those claiming Universal Credit who must balance work requirements with caring responsibilities.

We continue to provide clear and accessible information to families through our Family Information Directory and SEND Local Offer. These platforms help parents find local childcare options, understand eligibility for funded entitlements, and navigate the support available to them, including how national Universal Credit childcare support can be used alongside local entitlements.

Through the delivery of national childcare entitlements—such as 15 hours for all 3- and 4-year-olds, and the growing offer of 30 hours for working parents from nine months to four years—we are helping to reduce the financial burden on families. These funded hours can be combined with Universal Credit childcare support, which reimburses up to 85% of eligible childcare costs. Together, these measures significantly reduce the cost of childcare for low-income working families.

This will continue to be developed as part of our Best Start in Life local plan, due to be published in March 2026.

Question from Councillor Sharon Carr-Brown

There are more than a million young people classed as NEET nationally. Could the Leader of the Council / Portfolio Holder for Children’s Services / relevant Cabinet Member please provide an update on the situation in the BCP Council area? Specifically:

- What is the current number and trend of young people aged 16–24 who are NEET in the BCP conurbation (broken down by age group where available)?
- What do we know about the root causes driving NEET status locally — for example, education disengagement, mental health barriers, transport issues, lack of opportunity, socio-economic factors, or skills gaps?
- What partnership initiatives (with Jobcentre Plus, schools & colleges, training providers, voluntary sector organisations, local employers, or combined authorities) are currently in place or planned to support NEET young people into employment, education, apprenticeships, traineeships, or volunteer placements?
- What performance data or outcome metrics is the Council using to monitor progress on reducing NEET figures and improving transition outcomes?
- How is the Council ensuring that paid employment opportunities (including apprenticeships and supported internships) are available — and that equality of access is provided across all parts of the BCP area?

Response from the Portfolio Holder for Children, Young People, Education and Skills, Councillor Richard Burton

Currently, our NEET figure in Year 12 and 13 is 201 (16- to 18-year-olds), which is a reduction on previous years.

Our NEET figure for young people with an EHCP is 97 (16 to 25 years), which is a reduction on previous years.

Across BCP, there is a combination of pressures that often overlap. These include:

- Mental health challenges and high levels of anxiety, which have become much more common since the pandemic.
- Specific barriers for young people with SEND, who often face more barriers to access courses, work experience or post-16 provision.
- Family and socio-economic pressures, which can make it harder for young people to attend consistently or stay motivated.
- Some young people experience transport barriers, especially those living further out.

Our young people who are NEET face a complex mix of health, personal, educational and practical challenges. And our response has to reflect that complexity.

We are working with Dorset Chamber, local employers, and education providers to deliver the Local Skills Improvement Plan, ensuring training meets local workforce needs.

We have recently strengthened our Education, Employment and Training Forum, to enhance partnership working. It provides strategic leadership and oversight for improving participation in education, employment and training for young people aged 14–25 across Bournemouth, Christchurch and Poole.

A small 16–18 education grant enables Skills & Learning to support around 30 young people each year who are not ready for college or apprenticeships, including creative arts and barbering programmes. The funding also provides flexible English and maths to help young people without GCSEs re-engage in learning or work.

The Dorset & Somerset Training Provider Network continues to publish *Your Future Sorted*, helping young people and families understand local education and training options.

This spring, we will launch *Connect to Work*, a new Supported Employment Service for adults with disabilities or complex barriers, offering tailored support and working with employers to create suitable job opportunities. A new Youth Hub is also being set up with Jobcentre Plus and Bournemouth & Poole College to provide dedicated employment coaching for young people.

The *Get Dorset and BCP Working* plan highlights wider partnership activity, including work to reduce turnover in the social care workforce and to

expand opportunities in local health and care.

Careers and Coffee sessions across town centres have been well attended, and in March we will host the major Careers and Apprenticeship Show with over 60 employers and a supported employment zone.

This means our young people now have more ways to re-engage, more ways to build confidence, and more supported routes into paid work than ever before.

We monitor our NEET performance monthly, comparing it with regional and national data. There is a focus on young people with vulnerabilities. This is tracked and reported at different levels, such as the Education Quality and Performance Board and SEND and AP Improvement Board.

Locally, via our work with the Careers and Enterprise company, we have developed a destination data platform which our schools can access, allowing them to track the destinations of their young people. This work has been highlighted by Ofsted in several inspections as strong practice and has also been recognised by the DFE.

Key Performance Indicators and progress of the collaborative Local Skills Improvement Plan (LSIP) are monitored by The Dorset Skills & Workforce Board, including BCP Council and impact reports and employer survey data helps shape the local training and skills offer.

We are ensuring that young people across BCP have equal access to high-quality, meaningful employment opportunities in several ways:

We have expanded Supported Internships and now have a well-coordinated network across the conurbation. 73 young people are currently accessing supported employment pathways.

Our Careers and Apprenticeship Show and Careers and Coffee events are providing direct routes into jobs and apprenticeships.

We are opening up work experience opportunities for young people with SEND through new pilot programmes, which are being supported by education and third sector partners.

In addition, Dorset Careers Hub Work Experience Directory is supporting schools to link with employers and new modern work experience for KS3 is being piloted.

Opportunities for Apprenticeships, Small Medium Enterprises and employer engagement is being expanded in schools through the work of Dorset Careers Hub, for example, via Employer Encounters and other grant-funded programmes such as Hospitality Connect. These opportunities give schools access to a variety of providers, including Sunseeker and JP Morgan, and are further supported by the flagship Dorset Chamber Apprenticeship Awards.

Bournemouth and Poole College are developing a new post-14 skills-based pathway, which will give younger learners earlier access to vocational, practical and applied learning. This upstream offer will help keep students engaged in school, build confidence before KS4, and ultimately reduce the risk of those young people becoming NEET at 16 by giving them a clearer sense of purpose and direction.

And finally, we are aware that transport is a barrier to equality of opportunity. We are working on solutions such as improved travel training and closer alignment of learning provision with local communities.

The Government's Post-16 Education and Skills White Paper sets out a new skills system that is more closely aligned with employers and guarantees every young person a place in education or training. For BCP, these reforms reinforce the approach we are already taking: earlier identification, stronger employer partnerships, and more accessible skills-based pathways, all of which help us re-engage vulnerable young people and reduce NEET locally.

Our commitment is that every young person, wherever they live, and whatever challenges they face, should have a meaningful, supported route into the world of work. And through the partnerships we have built, the data we are using, and the reforms we are leading, we are better placed than ever to make that a reality.

Question from Councillor Peter Cooper

Given the Government's introduction of a "use it or lose it" funding model for pothole repairs—under which councils may lose up to 25% of additional highways funding if sufficient progress is not demonstrated—and the implementation of a traffic-light performance rating system, can the Portfolio Holder advise:

- What progress has been made to date in repairing potholes and improving road conditions across the borough.
- How the Portfolio Holder intends to ensure the Council achieves a green rating under the new performance and transparency framework; and
- What long-term preventative maintenance strategies are being pursued to move away from short-term "patch-and-run" repairs and secure the Council's full allocation of future funding?

Response from the Portfolio Holder for Climate Response, Environment and Energy, Councillor Andy Hadley

Councillor Cooper,

The council has already secured the 25% incentive element for the current financial year. The DfT wrote to the Council on 19 December 2025 stating :

I am writing to confirm that your authority will receive its full share of this year's £500 million funding uplift for local highways maintenance, following your compliance with the new reporting requirements introduced this year.

Your commitment to transparency and best practice is greatly appreciated. The funding withheld from non-compliant authorities has been redistributed equally among all compliant local authorities.

In January the DfT advised that for 2025/26 the council has been rated as

- green for network condition

- amber for spend
- amber for wider best practice

The council was therefore rated as amber overall.

Of the 154 local authorities with Transport responsibilities, the breakdown for 2025/26 is as follows:

- 16 green rated
- 125 amber rated
- 13 red rated

Progress on repairing potholes and improving Road condition:

We are doing all we can in accordance with Best Practice, within available resources, on both reactive pothole maintenance, and structural maintenance based on road condition surveys, and focus our pothole prevention treatment programmes where they will have the most positive effect.

Improvements to the condition of the Highway Network can only be achieved with a significant increase in funding.

A recent life cycle planning exercise by our road condition survey contractor, highlighted that the LTP Maintenance Block allocation equates to about 30% of the level of resource required to keep the Highway Network in a reasonable condition.

Whilst we are pleased the allocations from DfT are increasing over the next 4 years they still fall far short of the £14M a year required to maintain steady state.

This is a legacy of decades of under funding for structural Highways maintenance, more heavier vehicles, increased congestion and climate change.

Potholes can be reported via the BCP website.

How do we ensure that the Council gets a green rating?

I am assured by the responsible officers that they are taking targeted action to improve the rating ahead of the next annual update.

The items flagged as being amber were

- The level of investment, which is an interesting indicator, given the council can only invest what it can afford to, based on a funding formula set by DfT. Of note we have no major roads maintained by Highways England within the conurbation.
- Best practice. Given the network condition was rated as green and considered to be one of the best in the country, the team were surprised by the amber rating for best practice.

Long term preventative maintenance strategies:

Once a defect has been reported, the team act swiftly to assess and where necessary implement a temporary repair.

BCP Council take a pro-active approach to the prevention of potholes

following asset management principles. Programmes of micro surfacing and asphalt preservation are undertaken on an annual basis with a programme of surface dressing also due to be implemented in 26/27. This work is focused on some sites that are showing early signs of deterioration, treated to keep them in a good condition to slow the rate of deterioration.

In the coming year (26/27) we will be treating 28.5km of our carriageways with pothole prevention treatments with details to be shortly announced.

As a result of this good practice BCP Council has one of the best Highway networks in England, evidenced by its 'GREEN' RAG status relating to Condition in the recent transparency report.

In summary, we will seek to ensure that we receive the full allocation, it is not enough to keep the highways in good condition, we could do more with increased resources.

Question from Councillor Anne-Marie Moriarty

Will the Council review and reconsider the use or promotion of content hosted on the platform X in Council or affiliated communications, given growing concerns about the platform's role in amplifying far-right narratives, the circulation of pornographic and misogynistic material (including content generated via Grok), and the widespread use of inappropriate and exploitative images, all of which appear inconsistent with the Council's commitments to equality, safeguarding, and democratic values?

Response from the Portfolio Holder for Customer, Communications and Culture, Councillor Andy Martin

Thank you for your question which is in fact timely as we have been indeed been looking at options regarding this platform.

I am sure all members even those not on social media will be more than aware of the increasing concerns about X.

Just for some context in 2024 BCP had 38,650 followers with 18,274 engagements. In 2025 we had 37,587 followers with 4991 engagements (that is likes/comments/shares).

That is a significant downward trend compared with other platforms such as Facebook, TikTok, Instagram and LinkedIn which have seen growth.

We have looked at three options for BCP. Remove all accounts, take no action or retain one corporate account on X but for limited purposes only.

This third option is our current position.

All BCP Council X / Twitter accounts are to be closed the exception of one BCP Council corporate account which retained for the following use only:

- Monitoring purposes
- communicating during emergencies when we have a statutory duty to warn and inform, and

- responding to questions about council services.

This position

- Maintains access to 37,900 users for key updates
- Supports warning and informing communications – allows us to push emergency info to 37,900 users
- A presence allows us to continue monitoring and therefore act quickly to escalating issues

The council has already taken mitigations around use of X including

- No new X accounts approved across the organisation
- No advertising, content or campaign designed for X exclusively
- No content posted only on X, anything posted on X is shared on other channels too

We intend to keep this under review and continue to monitor government guidance, updates on policy, what other public sector organisations are doing and indeed how X is being run.

Question from Councillor Duane Farr

How many public questions or statements have not been accepted to be heard at Full Council meetings since May 2023?

Response from the Leader of the Council, Councillor Millie Earl

Councillor Farr, thank you for your question.

Unfortunately, it is not possible to answer your question with a definitive number. The Democratic Services team communicate with many members of the public wishing to ask questions or make statements, typically via email.

Questions and statements may be rejected upon receipt by Democratic Services for technical failures (e.g., exceeding word limit or received too late) or ruled out of order by the Chair of the relevant meeting.

Correspondence relating to public questions and statements is not structured and would require significant officer effort to trawl through historic emails. Even if this took place, it is not possible to guarantee all rejections would be identified.

However, in response to your question, the team have implemented a new process and will in future register all received questions and statements and capture if the submission is valid or rejected, and if rejected, capture the reason.

Question from Councillor Peter Cooper

A resident has reported being instructed at the Nuffield recycling site to

place a hard-plastic crate into the general waste stream because it is “no longer economically viable” for the council to recycle that material.

Can the Cabinet Member explain whether hard-plastic recycling has been withdrawn at Nuffield, on what financial and environmental evidence this decision was based, and how this aligns with the council’s stated climate and sustainability commitments?

Further, what assessment has been made of the long-term environmental and land-use costs of sending hard plastics to landfill, and what options are being explored to reinstate a responsible and sustainable recycling route for these materials?

Response from the Portfolio Holder for Climate Response, Environment and Energy, Councillor Andy Hadley

Councillor Cooper, thanks for your question.

Hard Plastic items such as buckets, crates, garden furniture and pipes form a very small part of the overall waste streams at our three BCP recycling centres including the Nuffield site in Poole.

The council have to retender waste and recycling contracts on a regular basis to show transparency and to follow the market and economic trends.

At the end of last year we issued a tender for the treatment of hard plastic recycling from all of the Council recycling centres, but unfortunately this did not receive any suitable bids for this particular contract due to the very high price that was being asked for.

As a result, the Council temporarily removed the separate collection of hard plastic recycling whilst we monitored and assessed the market, with a view to retendering as soon as practically possible.

I must emphasise that this does not affect the kerbside recycling collection of plastic bottles, pots, tubs trays and lids.

During January 2026 our waste team have engaged in a pre market engagement exercise that has targeted local and national companies to develop industry interest, and with the feedback we have received we are now confident a new tender that will be released shortly will find a contractor with whom we can start this service again at all of our three recycling centres in the Spring.

Our recycling centres continue to collect PVCu frames, and any plastic item that contains electrical components (WEEE). Residents should let staff know if they have any hard plastic items still in good working order and condition, as these may be suitable for reuse via or ‘New to You’ store.

Only 11% of our waste now goes to landfill sites and this is reducing all of the time. The vast majority of residual waste is now sent to Energy from Waste Facilities located in the South West.

I do hope we can resume recycling of hard plastics soon.

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

None.

The meeting ended at 10.49 pm

CHAIRMAN

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BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
COUNCIL

Minutes of the Meeting held on 24 February 2026 at 7.00 pm

Present:-

Cllr L Dedman – Chairman

Cllr S Bull – Vice-Chairman

Present: Cllr C Adams, Cllr S Aitkenhead, Cllr H Allen, Cllr M Andrews, Cllr S Bartlett, Cllr J Beesley, Cllr D Brown, Cllr O Brown, Cllr R Burton, Cllr J J Butt, Cllr P Canavan, Cllr S Carr-Brown, Cllr J Challinor, Cllr A Chapmanlaw, Cllr B Chick, Cllr J Clements, Cllr E Connolly, Cllr M Cox, Cllr D d'Orton-Gibson, Cllr B Dove, Cllr M Earl, Cllr J Edwards, Cllr G Farquhar, Cllr D Farr, Cllr D A Flagg, Cllr M Gillett, Cllr C Goodall, Cllr A Hadley, Cllr J Hanna, Cllr E Harman, Cllr R Herrett, Cllr P Hilliard, Cllr M Howell, Cllr A Keddie, Cllr M Le Poidevin, Cllr D Logan, Cllr S Mackrow, Cllr A Martin, Cllr D Martin, Cllr G Martin, Cllr J Martin, Cllr C Matthews, Cllr S McCormack, Cllr P Miles, Cllr S Moore, Cllr B Nanovo, Cllr L Northover, Cllr R Pattinson-West, Cllr M Phipps, Cllr K Rampton, Cllr Dr F Rice, Cllr J Richardson, Cllr V Ricketts, Cllr C Rigby, Cllr K Salmon, Cllr J Salmon, Cllr P Sidaway, Cllr P Slade, Cllr T Slade, Cllr V Slade, Cllr M Tarling, Cllr T Trent, Cllr O Walters, Cllr C Weight, Cllr K Wilson and Cllr G Wright

86. Apologies

Apologies for absence were received from Councillors S Armstrong, J Bagwell, P Cooper, A Filer, A-M Moriarty and L Williams

87. Declarations of Interests

Council was advised that the Monitoring Officer had granted all Members dispensations to enable all Councillors to fully and freely participate in the debate relating to all aspects of the budget setting for the forthcoming year and the Council Tax base.

In relation to this Council was advised that the granting of the dispensation would be reported to the next meeting of the Standards Committee.

Councillor Jamie Martin declared an interest in Minute No. 95 (Cabinet 11 February 2026 – Minute No. 133 – Pokesdown Railway Station) and left the meeting during the discussion and voting thereon.

88. Announcements and Introductions from the Chairman

The Chairman advised Council that given the budget specific nature of the meeting the Council would be updated with regards to engagements attended at the next meeting of the Council on 24 March 2026.

The Portfolio Holder for Finance, Councillor Mike Cox paid tribute to Adam Richens who was stepping down as Chief Finance Officer at the end of March following 40 years of service, the Portfolio Holder thanked Mr Richens for his dedication, expertise, integrity and professionalism.

89. Public Issues

The Chairman advised Council that in accordance with the Constitution that questions and statements submitted to the Budget Council meeting must address the business on the agenda in so far as it may relate to the setting of the budget for the coming financial year.

Public Questions

Public Question from David Redgewell

At the meeting on 11th February 2025 the council turned down a request by Network Rail Wessex route and SWR to fund the replacement lifts at Pokesdown station including the station forecourt improvements.

As a local transport authority, BCP has a responsibility to work with the state owned rail industry with Dorset Council building new lifts at Dorchester South. We urge the council to reinstate some partnership budget on this important project. In view of the fact that this is a public project, will the council and Network Rail publish the Equality Impact Assessment EIA and Disability Impact Assessment DIA and meet with Lord Hendy, Heidi Alexander, the Western Gateway Transport Board and Lawrence Bowman?

Response by the Portfolio Holder for Climate Response, Environment and Energy, Councillor Andy Hadley

Thank you, Mr Redgewell, for your statement and question, as you highlight in your statement the Pokesdown lifts have been inoperable for nearly 50 years and over that time the railway operator has not acted to rectify this.

There was a specific obligation as a result of the community campaign on First MTR Group in taking on the South West Rail franchise in 2017 to get functional passenger lifts at the station by 2020, they failed that obligation.

It is the duty of the railway operator to comply with the Disability Discrimination Act but also to cater for those with need with prams or luggage joining or leaving trains, none of the stations across BCP comply with the regulations although Bournemouth has at least steeper ramps, and none are currently on the Access For All priority list nationally.

As a transport authority BCP Council is responsible for strategic transport planning, the oversight of public transport services and the highway infrastructure that supports them.

The offer to part fund the Pokesdown lifts was unfunded and went beyond the responsibilities of the local authority, it required us to borrow funds over a 50-year term.

For other stations including at Dorchester South there are significant developments close by that residents could benefit from the facilities and

the community infrastructure levy funding (CIL) rather than borrowing has been offered. There are no such opportunities around Pokesdown.

The Equalities Impact Assessment for the decision on our contributions is attached to the report, any decision has both a positive and negative impact and the assessment highlights that funding other essential services that the council does have responsibility for across the whole of BCP balances not funding this improvement at this one site in respect of an equalities impact.

We have met with the team from South West railway and Network Rail Wessex and written to both the Rail Minister and the Secretary of State for Transport, given the perilous state of local government funding we cannot contribute at this time, it would be great if Network Rail and South Western Railway were able to complete this long overdue project.

Public Statements

Public Statement from David Redgewell

Dear Councillors, I am very disappointed as a wheelchair user, that in the budget cabinet meeting on 11th February 2026, the BCP did not proceed with the partnership funding for the lifts at Pokesdown station after 50 years.

As a local public transport authority we do not understand why the council cannot work with public bodies like Network Rail and SWR to develop a fully accessible station and publish an Equalities and Diversity Impact Assessments on the project especially as the council is bidding with the Western Gateway Transport Board for funding of the Dorset Metro between Swanage, Wareham and Brockenhurst as part of GBR.

Public Statement from Lynne McCarty

It may be precious money to BCP Council, but ensuring our Station is step free is much much more than that. It's about ALL our integrity and values- collectively, individually, democratically. Humanitarian responsibility, in fact, and BCP's history in the making, so vital it is to honour your promise of partnership funding, supposedly unanimously ringfenced, until now. After a long patient meaningful campaign of 11 years.

Fundamentally it's about demonstrating your care and concern for all disadvantaged travellers to/from BCP.

Furthermore, the value to BCP will be monumental, raising its image positively for once, locally and nationally, against the overwhelming tsunami of constant negative bad press that anyone who cares is absolutely sick of seeing. Especially leading up to crucial elections in 2026/2027.

Please please, put all barriers and party politics aside, make an honourable and philanthropic decision TO FIND A WAY, at last.

Public Statement from Ben Smith

I urge Council to amend this budget which is bad news for investment and accessibility in Pokesdown. You committed to fund part of the lifts and refurbishment at Pokesdown. The priorities seem to have forgotten for the disabled in this budget, as well as ambition to improve Pokesdown.

You may have heard all stations in BCP have limited, or no, accessibility. That's no reason to give up here. We have to start somewhere. Pokesdown is incredibly poor for all visitors and residents. This should be a gateway to AFC Bournemouth, Boscombe and Southbourne – not a place to avoid. It is misleading to say this is significantly different from original plans, and this decision will scupper a major investment project mirrored around the country that always require local funding.

There is a change.org petition which currently has 2,213 signatures.

90. Cabinet 14 January 2026 - Minute No. 108 - Council Tax - Tax base 2026/27

The Portfolio Holder for Finance, Councillor Mike Cox presented the report on the Council Tax – Tax base 2025/26 and outlined the recommendations as set out in the agenda.

RESOLVED that Council approved: -

- (a) **the report for the calculation of the council's tax base for the year 2026/27; and**
- (b) **pursuant to the report, and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as amended, the amount calculated as the council tax base for Bournemouth, Christchurch, and Poole Council for 2026/27 is 152,481.7**

Voting: Unanimous

91. Audit and Governance Committee 15 January 2026 – Minute No. 86 – Treasury Management Monitoring report for the period April to December 2025 and Treasury Management Strategy 2026/27

The Chair of the Audit and Governance Committee, Councillor Eleanor Connolly presented the report on the Treasury Management Monitoring for the period April to December 2025 and Treasury Management Strategy 2026/27 and outlined the recommendations as set out on the agenda.

Council was advised that the report set out the monitoring of the Council's Treasury Management function for the period 1 April 2025 to 31 December 2025.

RESOLVED that Council approved the Treasury Management Strategy 2026/27 (Appendix 1)

Voting: Unanimous

92. Cabinet 4 February 2026 - Minute No. 118 - Housing Revenue Account (HRA) budget setting 2026-27

The Portfolio Holder for Housing and Regulatory Services, Councillor Kieron Wilson presented the report on the Housing Revenue Account (HRA) Budget Setting 2026-27 and outlined the recommendations as set out in the agenda papers.

RECOMMENDED that: -

- (a) **The revenue budget for 2026/27 and provisionally for 2027/28 to 2028/29 are set using the following principles:**
- (i) **That dwelling rents are increased by 4.8 per cent (Consumer Price Index for September 2025 + 1 per cent) from 6 April 2026 in line with the Ministry of Housing, Communities and Local Government Policy statement on rents for social housing.**
 - (ii) **That garage, garage bases and parking plot rental charges are increased by 4.8 percent from 6 April 2026 and 11 per cent in parts of Poole so that charges continue to align.**
 - (iii) **That leasehold services are charged to leaseholders in line with actual costs incurred.**
 - (iv) **That shared ownership dwelling rents are increased in line with lease terms.**
 - (v) **That the changes to service charges are agreed as set out in appendix 2.**
 - (vi) **That HRA reserves are set at £4.8 million.**
- (b) **That the Income and Expenditure budget for 2026/7 and provisionally for 2027/28 to 2028/29 as set out in Appendix 3 is agreed.**
- (c) **That capital budgets for 2026/27 and provisionally for 2027/28 to 2028/29 are set using the following principles.**
- (i) **That the major project capital programme as set out in Appendix 4 is noted.**
 - (ii) **That £0.5 million for the acquisition of individual properties (Acquire and Repair) and other annual capital budgets are agreed.**
 - (iii) **That the planned maintenance programme as set out in Appendix 5 is agreed.**

Voting: Unanimous

Councillor Felicity Rice joined the meeting at 7.32pm

93. Cabinet 11 February 2026 - Minute No. 132 - Budget 2026/27 and Medium-Term Financial Plan

The Portfolio Holder for Finance, Councillor Mike Cox presented the report on the Budget 2026/27 and Medium-Term Financial Plan and outlined the recommendations as set out in the agenda papers.

Councillor Rachel Pattinson-West moved an amended budget, this was seconded by Councillor Chris Rigby, copies of which had been circulated to all councillors and had been published as a supplement to the agenda papers prior to the meeting and a copy of which will be appended to the signed minutes in the signed minute book.

Council comprehensively debated the submitted budget amendment which proposed the removal of the Lead Member Special Responsibility Allowances from the 2026/27 proposed budget and the establishment of a ring-fenced Governance and Assurance Reserve.

Following discussion, the proposed budget amendment was put to a recorded vote and fell with voting 12:49 (6 abstentions)

For:12

Cllr Cameron Adams	Cllr Duane Farr	Cllr Rachel Pattinson-West
Cllr Stephen Bartlett	Cllr Mark Howell	Cllr Chris Rigby
Cllr Simon Bull	Cllr Alasdair Keddie	Cllr Joe Salmon
Cllr Jackie Edwards	Cllr Gillian Martin	Cllr Kate Salmon

Against:49

Cllr Sue Aitkenhead	Cllr Crispin Goodall	Cllr Marion Le Poidevin
Cllr Hazel Allen	Cllr Andy Hadley	Cllr Karen Rampton
Cllr Marcus Andrews	Cllr Jeff Hanna	Cllr Felicity Rice
Cllr David Brown	Cllr Emily Harman	Cllr Judy Richardson
Cllr Olivia Brown	Cllr Richard Herrett	Cllr Vanessa Ricketts
Cllr Richard Burton	Cllr Paul Hilliard	Cllr Peter Sidaway
Cllr Judes Butt	Cllr Dawn Logan	Cllr Paul Slade
Cllr Sharon Carr-Brown	Cllr Sandra Mackrow	Cllr Toby Slade
Cllr John Challinor	Cllr Andy Martin	Cllr Vikki Slade
Cllr Adrian Chapmanlaw	Cllr David Martin	Cllr Michael Tarling
Cllr Jo Clements	Cllr Jamie Martin	Cllr Tony Trent
Cllr Eleanor Connolly	Cllr Chris Matthews	Cllr Oliver Walters
Cllr Mike Cox	Cllr Simon McCormack	Cllr Clare Weight
Cllr Millie Earl	Cllr Sandra Moore	Cllr Kieron Wilson
Cllr George Farquhar	Cllr Bernadette Nanovo	Cllr Gavin Wright
Cllr David Flagg	Cllr Lisa Northover	
Cllr Matthew Gillett	Cllr Margaret Phipps	

Abstentions:6

Cllr John Beesley	Cllr Lesley Dedman	Cllr Bobbie Dove
Cllr Patrick Canavan	Cllr David d'Orton Gibson	Cllr Pete Miles

The meeting adjourned at 8.54pm and reconvened at 9.10pm

Councillor Patrick Canavan moved an amended budget, this was seconded by Councillor Eleanor Connolly, copies of which had been circulated to all councillors and had been published as a supplement to the agenda papers

prior to the meeting and a copy of which will be appended to the signed minutes in the signed minute book.

Council comprehensively debated the amendment which proposed the removal of recommendation (c) which was then to be replaced with an alternative recommendation setting out that the additional council tax receipts from increasing the council tax by the additional 1.75% be allocated specifically for the Plan for Play, the Library Strategy, pothole repair and road surfacing with the remainder being allocated towards essential services reducing the draw down of unearmarked reserves.

Following discussion, the proposed budget amendment was put to a recorded vote and fell with voting 6:57 (4 abstentions)

For:6

Cllr Sue Aitkenhead	Cllr Sharon Carr-Brown	Cllr George Farquhar
Cllr Patrick Canavan	Cllr Eleanor Connolly	Cllr Jamie Martin

Against:57

Cllr Cameron Adams	Cllr Matthew Gillett	Cllr Margaret Phipps
Cllr Marcus Andrews	Cllr Crispin Goodall	Cllr Marion Le Poidevin
Cllr Stephen Bartlett	Cllr Andy Hadley	Cllr Karen Rampton
Cllr John Beesley	Cllr Jeff Hanna	Cllr Felicity Rice
Cllr David Brown	Cllr Emily Harman	Cllr Judy Richardson
Cllr Olivia Brown	Cllr Richard Herrett	Cllr Vanessa Ricketts
Cllr Simon Bull	Cllr Paul Hilliard	Cllr Chris Rigby
Cllr Richard Burton	Cllr Alasdair Keddie	Cllr Joe Salmon
Cllr Judes Butt	Cllr Dawn Logan	Cllr Kate Salmon
Cllr John Challinor	Cllr Sandra Mackrow	Cllr Peter Sidaway
Cllr Adrian Chapmanlaw	Cllr Andy Martin	Cllr Paul Slade
Cllr Jo Clements	Cllr David Martin	Cllr Toby Slade
Cllr Mike Cox	Cllr Gillian Martin	Cllr Vikki Slade
Cllr David d'Orton-Gibson	Cllr Chris Matthews	Cllr Michael Tarling
Cllr Bobbie Dove	Cllr Simon McCormack	Cllr Tony Trent
Cllr Millie Earl	Cllr Sandra Moore	Cllr Oliver Walters
Cllr Jackie Edwards	Cllr Bernadette Nanovo	Cllr Clare Weight
Cllr Duane Farr	Cllr Lisa Northover	Cllr Kieron Wilson
Cllr David Flagg	Cllr Rachel Pattinson-West	Cllr Gavin Wright

Abstentions:4

Cllr Hazel Allen	Cllr Mark Howell
Cllr Lesley Dedman	Cllr Pete Miles

Council then debated the substantive budget proposals in detail as originally proposed.

Following comprehensive debate Council moved to a recorded vote where the motion as set out below was carried with voting: 39:20 (8 abstentions): -

For:39

Cllr Marcus Andrews	Cllr Jeff Hanna	Cllr Margaret Phipps
Cllr David Brown	Cllr Emily Harman	Cllr Marion Le Poidevin
Cllr Olivia Brown	Cllr Richard Herrett	Cllr Felicity Rice
Cllr Richard Burton	Cllr Paul Hilliard	Cllr Judy Richardson
Cllr Adrian Chapmanlaw	Cllr Dawn Logan	Cllr Vanessa Ricketts
Cllr Jo Clements	Cllr Sandra Mackrow	Cllr Peter Sidaway
Cllr Mike Cox	Cllr Andy Martin	Cllr Paul Slade
Cllr Lesley Dedman	Cllr David Martin	Cllr Vikki Slade
Cllr Millie Earl	Cllr Chris Matthews	Cllr Michael Tarling
Cllr David Flagg	Cllr Simon McCormack	Cllr Tony Trent
Cllr Matthew Gillett	Cllr Sandra Moore	Cllr Oliver Walters
Cllr Crispin Goodall	Cllr Bernadette Nanovo	Cllr Clare Weight
Cllr Andy Hadley	Cllr Lisa Northover	Cllr Kieron Wilson

Against:20

Cllr Cameron Adams	Cllr John Challinor	Cllr Gillian Martin
Cllr Sue Aitkenhead	Cllr Eleanor Connolly	Cllr Jamie Martin
Cllr Stephen Bartlett	Cllr Bobbie Dove	Cllr Pete Miles
Cllr John Beesley	Cllr Jackie Edwards	Cllr Karen Rampton
Cllr Judes Butt	Cllr George Farquhar	Cllr Toby Slade
Cllr Patrick Canavan	Cllr Duane Farr	Cllr Gavin Wright
Cllr Sharon Carr-Brown	Cllr Mark Howell	

Abstentions:8

Cllr Hazel Allen	Cllr Alasdair Keddie	Cllr Joe Salmon
Cllr Simon Bull	Cllr Rachel Pattinson-West	Cllr Kate Salmon
Cllr David d'Orton-Gibson	Cllr Chris Rigby	

RESOLVED that Council: -

- (a) **Undertakes a recorded vote in relation to the following items as required by the Local Authorities (Standing Orders) (England) (Amendments) Regulations 2014.**
 - (i) **Agrees that a net budget requirement of £452m, resulting in a total council tax requirement of £297.033m, is set for 2026/27 based on the draft local government financial**

- settlement figures published by government in December 2025.
- (ii) Agrees an increase in council tax of 2.99% for 2026/27 in respect of the basic annual threshold and the collection of the additional social care precept of 2%.
 - (iii) Confirms the key assumptions and provisions made in the budget as proposed and as set out in Appendix 3.
 - (iv) Agrees the allocations to service areas in the budget as set out in Appendix 5.
 - (v) Agrees the implementation of £14m of savings as set out in Appendix 5a.
 - (vi) Approve that the current Council Tax discount for Beach Chalets on Mundeford Sandspit and Hengistbury Head is removed from 1 April 2026 onwards see appendix 5b.
 - (vii) Approves the flexible use of capital receipts efficiency strategy as the mechanism for funding the council's transformation related and invest to save expenditure as set out in Appendix 6 and potentially a capitalisation direction from government to cover the 2026/27 DSG borrowing costs should it be granted.
 - (viii) Approves the capital investment programme (CIP) as set out in paragraphs 66 to 82 and Appendix 7.
 - (ix) Approves the asset management plan as set out in Appendix 8.
 - (x) Agrees the treasury management strategy (TMS) and prudential indicators as set out in paragraphs 84 to 87 and Appendix 9.
 - (xi) Accepts and supports the formal advice of the chief finance officer on the robustness of the budget and the adequacy of the reserves as set out in paragraphs 102 to 109 and Appendix 10.
- (b) Agree to borrow £95.7m to fund the 2026/27 excess Special Educational Needs and Disability (SEND) High Needs DSG revenue expenditure above the government grant being made available. This is also based on previous assurance from government that the council can exceed its borrowing thresholds temporarily based on their commitment to return the SEND system to financial sustainability.
- (c) Delegate to the Chief Executive, in consultation with the Director of Finance, Leader, and Portfolio Holder for Finance, the allocation of any additional resources that become available through the final 2026/27 local government finance settlement or any other means.
- (d) Approves the chief officers' pay policy statement 2026/2027 for consideration and approval by the council in accordance with

the provisions of the Localism Act 2011 as set out in paragraphs 111 to 113 and Appendix 12.

- (e) Note amendments to the Council’s Shared Vision (Appendix 1b), updated to reflect changes to political and officer leadership, the list of milestones to reflect progress made in the last two years and areas of focus for 2025 to 27. The vision, ambitions and priorities remain unchanged.**

Voting: For:39, Against:20, Abstentions:8

Councillors Jackie Edwards, Margaret Phipps and Toby Slade left the meeting at 10.52pm at the conclusion of this item.

The Chairman advised that Council would now proceed to Agenda Item 10 (2026/27 Council Tax Resolution), after which the meeting would return to the published order of business.

94. 2026/27 Council Tax Resolution

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

Council was advised that under the Local Government Finance Act 1992 the council as the billing authority must calculate a council tax requirement and basic amount of council tax for the following year.

Further to this Council was informed that if the formal council tax resolution at Appendix A was approved the BCP Council Band D council tax would be £1,980.46 from 1 April 2026.

Following debate Council moved to a recorded vote where the motion as set out below was carried with voting 40:9 (15 abstentions): -

For:40

Cllr Marcus Andrews	Cllr Jeff Hanna	Cllr Marion LePoidevin
Cllr Stephen Bartlett	Cllr Emily Harman	Cllr Felicity Rice
Cllr David Brown	Cllr Richard Herrett	Cllr Judy Richardson
Cllr Olivia Brown	Cllr Paul Hilliard	Cllr Vanessa Ricketts
Cllr Richard Burton	Cllr Dawn Logan	Cllr Peter Sidaway
Cllr Adrian Chapmanlaw	Cllr Sandra Mackrow	Cllr Paul Slade
Cllr Jo Clements	Cllr Andy Martin	Cllr Vikki Slade
Cllr Mike Cox	Cllr David Martin	Cllr Michael Tarling
Cllr Lesley Dedman	Cllr Chris Matthews	Cllr Tony Trent
Cllr Millie Earl	Cllr Simon McCormack	Cllr Oliver Walters
Cllr David Flagg	Cllr Sandra Moore	Cllr Clare Weight
Cllr Matthew Gillett	Cllr Bernadette Nanovo	Cllr Kieron Wilson
Cllr Crispin Goodall	Cllr Lisa Northover	
Cllr Andy Hadley	Cllr Rachel Pattinson-West	

Against:9

Cllr Sue Aitkenhead	Cllr Sharon Carr-Brown	Cllr Gillian Martin
Cllr Judes Butt	Cllr Eleanor Connolly	Cllr Jamie Martin
Cllr Partrick Canavan	Cllr George Farquhar	Cllr Pete Miles

Abstentions:15

Cllr Cameron Adams	Cllr David d'Orton-Gibson	Cllr Karen Rampton
Cllr Hazel Allen	Cllr Bobbie Dove	Cllr Chris Rigby
Cllr John Beesley	Cllr Duane Farr	Cllr Joe Salmon
Cllr Simon Bull	Cllr Mark Howell	Cllr Kate Salmon
Cllr John Challinor	Cllr Alasdair Keddie	Cllr Gavin Wright

RESOLVED that Council approved the council tax resolution as set out in Appendix A.

Voting: For:40, Against:9, Abstentions:15

95. Cabinet 11 February 2026 - Minute No. 133 - Pokesdown Railway Station

The Portfolio Holder for Climate Response, Environment and Energy, Councillor Andy Hadley presented the report on Pokesdown Railway Station and outlined the recommendations as set out on the agenda.

Council was advised that prior notice had been received of a proposed amendment from Councillor Patrick Canavan in respect of this item which had been circulated to all members in advance of the meeting.

Councillor Canavan formally moved his amendment which was seconded by Councillor George Farquhar and read as follows: -

Cabinet recommends to council re-examination of the offer of a £2.6 million contribution to the Pokesdown Railway Station Improvement Project. This to be considered following further discussion with the rail companies and other interested parties and no formal commitment will now be made without a further resolution of Council.

Comprehensive discussion took place on the amendment whereby Members spoke in support of the importance of the accessibility issues being addressed at Pokesdown Station whilst highlighting the length of time the project had taken to get underway and the increased financial pressures on the council.

Following debate, the proposed amendment was put to the vote where it fell with voting: For:19, Against:38, Abstentions:5

Council then thoroughly debated the substantive recommendation as originally proposed.

RESOLVED that Council withdraw the offer of a £2.6m contribution to the Pokesdown Railway Station Improvements project.

Voting: For:38, Against:13, Abstentions:10

Councillor Jamie Martin declared an interest in this item and left the room for the discussion and voting thereon.

Councillor Rachel Pattinson-West left the meeting at 11.28pm prior to the vote on the substantive motion.

96. Recruitment of Interim Chief of Finance & Section 151 Officer

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

Council was advised that the report invited the Council to approve the appointment of Matthew Filmer to the position of Interim Chief of Finance & Section 151 Officer in accordance with the Council's Constitution and statutory requirements.

In relation to this Council was informed that a summary of Mr Filmer's skills, experience and employment history was shown within appendix 1 of the report.

RESOLVED that Council approved the appointment of Matthew Filmer to the position of Interim Chief of Finance & Section 151 Officer.

Voting: Unanimous

The meeting ended at 11.48 pm

CHAIRMAN

AUDIT AND GOVERNANCE COMMITTEE

Report subject	Financial Regulations - Annual evolution for the financial year 2026/27
Meeting date	26 February 2026
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 Financial Regulations document which is shown at Appendix A.</p> <p>No material changes have been made to Part A to F, and H, and Appendices of Financial Regulations.</p> <p>Some very minor changes have been made in the glossary of terms.</p> <p>More substantial changes were made last year to reflect procurement regulations reform. This year, in some cases throughout Part G there has been a need to refine wording to make regulations more explicitly clear to clarify Financial Regulations requirements.</p>
Recommendations	<p>It is RECOMMENDED that Audit & Governance Committee:</p> <p>Approve the Financial Regulations as shown in Appendix A before referral to Council for adoption. The operational go live date will be 1 April 2026.</p>
Reason for recommendations	The Council's Financial Regulations are subject to annual evolution to align to the start of each financial year, or as close as is reasonably possible subject to how Council meetings fall.
Portfolio Holder(s):	Cllr Mike Cox, Portfolio Holder for Finance
Corporate Director	Aidan Dunn, Chief Executive
Report Authors	<p>Nigel Stannard Head of Audit & Management Assurance ☎01202 128784 ✉ nigel.stannard@bcpcouncil.gov.uk</p>
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 (full) Council meetings fall, the evolution of the Regulations will align to as close to the start of the financial year as possible. For 2026/27 (full) Council meets on 24 March 2026 so this evolution of Financial Regulations will be operationally live from 1 April 2026.
4. Evolutionary changes are shown 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. BCP Council colleagues are now generally well versed in the annual evolution of Financial Regulations. Nevertheless a communication, training and awareness process will take place to ensure all colleagues, and particularly new colleagues, are aware of the annual evolution.
6. 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 has 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. This delegation will also be used if any officer designations (job or role names) need changing, for example as a result of any restructuring, most likely within Appendix 1.
7. This annual evolution is formally known as BCP Financial Regulations EVO26.v1, where 26 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 EVO26.v1 – Part A to F, and H, Glossary and Appendices

8. No material changes have been made to these sections of Financial Regulations. Some very minor changes have been made in the glossary of terms.
9. Part A regulation 4, the sentence:
Wholly owned companies of BCP Council will adhere to the Regulations unless exceptions are agreed by their respective Boards.

Has been replaced with:

Wholly owned companies of BCP Council will adhere to the Regulations unless exceptions are agreed by the Council at the time of company set-up.

Changes in BCP Financial Regulations EVO26.v1 - Part G PROCUREMENT & CONTRACT PROCEDURES changes

10. More substantial changes were made last year to reflect procurement regulations reform. This year, in some cases throughout Part G there has been a need to refine wording to make regulations more explicitly clear to clarify Financial Regulations requirements.
11. The list of bullet points below summarises the changes to Part G:

- 2a – requirement to follow any corporate ‘expenditure control’ instructions.
- 2e – add the relevant procurement act (PA23).
- 5aⁱⁱ – explicitly state, using wording from the Act, what is defined as ‘technical reasons’ (for not following standard competition requirements).
- 18c – add PSR (provider selection regime) procurement activity to the list of contracts that 18c does not apply to.
- 18d – Specifications should focus on outcomes to encourage flexibility and innovation in the approach taken by suppliers.
- 28 and 29 – Contract completion section re-write to make regulations more explicitly clear and to enable compliance with statutory ‘Contract details’ notice requirements.
- 32d – added, to enable compliance with statutory ‘contract performance’ notice requirements.
- 33 – Contract changes – a number of wording changes to make regulations explicitly clearer.
- 34 – Termination and exit plan - a number of changes to make regulations explicitly clearer including a list of regulation requirements.

BCP Council Debt Management Policy

12. The Financial Regulations, Part F, Financial Systems and Procedures, Income, provides the strategic framework for debt collection and debt management within BCP Council. The BCP Debt Management Policy contains the operational detail and procedures to supplement the Regulations.
13. This detailed operational policy is also subject to annual evolution to ensure it remains up-to-date and is approved by the Corporate Management Board for the 2026/27 financial year. Some very minor operational changes have been made.

Options Appraisal

14. The Council could choose to 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

15. 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

16. The Financial Regulations are Part 5 of the Council’s Constitution and apply to every councillor and officer acting behalf of the Council.
17. 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

18. The Financial Regulations apply to every councillor and officer acting for or on behalf of the Council.

Summary of sustainability impact

19. 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.
20. A requirement to obtain local supplier quotes wherever possible is included in Financial Regulations in Part G regulation 22.

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 EVO26.v1

PART 5
FINANCIAL REGULATIONS

BOURNEMOUTH, CHRISTCHURCH AND POOLE (BCP) COUNCIL



FINANCIAL REGULATIONS

Live from 01-04-2026 (EVO26v1.1)

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PART B	FINANCIAL MANAGEMENT ROLES AND RESPONSIBILITIES
PART C	FINANCIAL PLANNING AND BUDGETING
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PART E	INTERNAL CONTROL, AUDIT AND RISK MANAGEMENT
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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 the **Council at the time of the company incorporation**.
- 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 and other processes such as procurement decisions and waiver sign off of Part G to these Regulations vary accordingly.
- 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. 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:
- a. Reporting any actual or potential breaches of the law or maladministration to Council and/or to Cabinet.
 - b. Ensuring that procedures for recording and reporting key decisions are operating effectively.
 - c. Ensuring that Cabinet decisions and the reasons for them are made public.
 - d. 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.
 - e. Advising all councillors and officers about who has authority to take a particular decision.
 - f. 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:
- a. 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.
 - b. Determining the contents of Financial Procedures and ensuring compliance with these and Financial Regulations.
 - c. 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 all Council premises and property, and 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 taxpayers.

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 behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour 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:

- a. 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.
- b. 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.
- c. Ensuring that expenditure is coded correctly and committed only against approved budget headings.
- d. Supporting the regular reporting of financial performance, variances, and forecasts within the areas of their responsibility to Cabinet by the CFO.
- e. 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:

- a. Ensuring that governance arrangements are in place to regularly review progress against the Capital Programme.
- b. Maintaining a record of the current capital budget and expenditure on the Council's financial systems and ensuring compliance with financial reporting standards.
- c. Reporting to Cabinet the financial position against the approved Capital Programme.
- d. 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:

- a. 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.
- b. 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 DfE Framework.as agreed and applied locally in the Scheme for Financing Schools.

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 Council premises, property, 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 wrongdoing, 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 relevant local school's 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. All refunds should be made to the original source / bank account unless agreed by the CFO.
 - **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. Ensuring that refunds are only made to the original source/bank account. Any refunds not to the original source/bank account must be authorised by the CFO or their appointed representative.
 - i. Providing operational data and information to ensure that claims for Government grants and other monies due are made properly and promptly.
 - j. 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)
 - k. Keeping all income received in secure storage prior to banking and ensuring cash holdings do not exceed insurance limits.
 - l. Ensuring that cash income is never used to cash personal cheques or used to make any other payments.

- m. 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).
- n. 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.
- o. 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.

- p. 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 £30,000 (inclusive of VAT) 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
 - 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 £30,000 (inclusive of VAT) 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 registers 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

BCP maintained schools should augment this section of Financial Regulations with Buying Procedures and Procurement Law for Schools guidance issued by the DfE. <https://www.gov.uk/guidance/buying-procedures-and-procurement-law-for-schools>. If specific DfE guidance content differs to Part G, BCP Council requirements, then DfE guidance content applies. BCP Council's internal governance arrangements and requirements in these Regulations for Procurement Decisions Records do not apply to BCP maintained schools

PRINCIPLES

1. Goods, services, works and concessions must be procured in a way that is lawful, ensures transparency, integrity and accountability, covering all funding sources (Revenue, Capital, Grant or Partner Funding, HRA), represents value for money (VFM), maximises public benefit and serves to deter fraud and corruption.
2. All procurement and contractual commitments made by the Council must:
 - a. Follow **any corporate** 'expenditure control' instructions.
 - b. Ensure when calculating the estimated value of a contract it must be inclusive of VAT.
 - c. Involve the Procurement and Contract Management (PCM) team in all procurement activity where the whole life contract value is over £30,000 (VAT inclusive).
 - d. Ensure standard tender processes or documentation cannot be changed without the approval of the Head of Strategic Procurement.
 - e. Comply with all relevant statutory provisions including the **Procurement Act 2023 (PA23)**, Concession Contracts Regulations 2016 (CCR16) and Procurement Regulations 2024 (PR24) (or as amended).
 - f. 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 and plans.
 - g. 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.
 - h. Offer best value and protect the Council from any loss arising from the failure of a contractor to perform the contract.
 - i. Ensure that the Council pays a fair and proper price (or receives a fair and proper price in the case of concessions).
 - j. Follow procurement advice published on the Council's "How Do I" intranet pages.
 - k. Plan activities sufficiently early to enable orderly transitions to new contract arrangements, whether extending, re-tendering.

STANDARDS

3. 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 during the whole life 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, Climate Team, Insurance and other professional advice appropriate to the individual procurement exercise will be obtained.
- e. Managers will work with Finance and Procurement to understand their spend and, where relevant, work to migrate spend from spot-purchasing (normally reserved for urgent needs, one-time purchases, or when the market conditions dictate) to buying against a compliantly procured contract with suppliers on pre-negotiated terms and conditions.
- f. Ensure that contract opportunities are as accessible as possible to all entity types, including Small Medium Enterprise (SME) / Voluntary Community & Social Enterprise (VCSE) suppliers.
- g. Estimation of contract value of goods, services and works, for the purposes of determining the applicable threshold, is an aggregation of the whole life value from award and includes implementation prior to live service and extends to contract termination, 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, delivery, licensing, implementation, upgrades, maintenance, parts, recycling, staffing costs, decommissioning and disposals.
- h. The estimated value of a concession is calculated based on the total turnover of the concessionaire generated over the duration of the contract, net of VAT, as estimated by the contracting authority, in consideration for the works and services that are the object of the concession as well as for the supplies required for such works and services. Turnover is defined as equivalent to revenue or sales (net of discounts and sales taxes) i.e. total money in (not net of expenditure).
- i. No goods will be delivered, nor services or works begun without a proper contractual commitment and/or purchase order being in place.
- j. 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.
- k. Industry and/or Council standard contracts/terms/conditions must be used wherever possible as approved by Legal Services.
- l. 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.
- m. The general principle is that unlimited liability is not permitted because it is disproportionate, can have the effect of deterring bidders, raising prices due to the inclusion of large risk premiums and it runs contrary to government policy on growth and supporting business.
- n. All tender processes over £30,000 will be undertaken using the Council's procurement system unless otherwise agreed by the Head of Procurement (e.g., for a collaborative procurement where BCP Council is not the lead, or a Framework requires otherwise).
- o. When appointing interim staff or consultancy services (contract of employment or contract for service) refer also to the Corporate Schedule of Financial Delegations in Appendix 1 (EX9, 10 & 11).
- p. The Procurement & Contracts Board has oversight over all planned spend decisions across the entire Council and has the authority to require any Manager to attend a meeting and provide information and/or explanation as required by the Board.

- q. Managers delegating responsibility for leading a procurement will ensure that allocated staff receive adequate support to achieve time and quality requirements.

BREACHES

4. 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. Where it is evident that any part of Part G has not been followed then a breach has occurred.
 - b. 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.
 - c. Service Directors may be required to supplement the CFO's annual report on 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.

PROCUREMENT DECISION RECORDS (PDRs) – GENERAL REQUIREMENTS

5. Managers will engage with PCM as required and input into the completion and approval of Procurement Decision Records (PDRs). Managers should note:
 - a. PDRs will be used to record the following reportable circumstances:
 - i. Standard competition requirements not followed as they would likely cause harm to health or property.
 - ii. **Standard competition requirements not followed for technical reasons; using a different supplier would result in the supply of goods, services or works that are different from, or incompatible with, those already provided for in the contract and the Council considers that the difference or incompatibility would result in disproportionate technical difficulties in operation or maintenance or other significant inconvenience, and the substantial duplication of costs.**
 - iii. Payments in advance for goods, services or works
 - iv. Spot-purchase (i.e. off-contract) when buying against a compliantly procured contract was an option.
 - b. PDRs will not be granted retrospectively unless under emergency requirements (Section 7) and any such requests will be treated seriously and constitute a breach.
 - c. PDRs will not be considered approved until approved by all relevant signatories which include Lead Client Officer, Lead Procurement Officer, Accountant, Director, Head of Procurement, Chief Financial Officer. PDRs for IT subject matter will also need to be approved by IT.
 - d. The CFO will produce an annual report on relevant PDRs and submit this report to the Audit & Governance Committee for scrutiny and potential follow up action.

PIPELINE

6. PCM will prepare and maintain the Council's organisational pipeline of recurrent contracts and planned new contracts.

- a. The pipeline must look ahead a minimum of 18 months to support procurement resourcing and bidder planning as well as service preparation and planning. Estimated contract values must be shared with PCM.
- b. Managers must engage with PCM on a regular basis to share information and data on their forward plan of procurements, including extensions, for the forward-looking period specified by PCM.
- c. PCM will publish the Council's pipeline in the public domain in the required Pipeline Notice format. This includes the Council's forward plan of procurements with estimated values above £2M, including extensions. The forward plan must extend for a minimum of 18 months.

EMERGENCIES

7. Emergencies (serious risk to life or serious and immediate risk of loss or damage), only applies 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 PDR 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 five working days.
 - d. In such an event, the Head of Procurement shall be advised of the use of the procedure and an emergency PDR be sent as soon as reasonably practicable for all procurements of any value.

USE OF CORPORATE CONTRACTS AND FRAMEWORKS

8. At all levels of spend, where an appropriate organisation-wide contract exists, including compliantly procured framework agreements, it must be used.
 - a. If a corporate contract is deemed unsuitable by PCM, then a written justification must be recorded in the PDR, describing the reason why such a corporate contract cannot deliver the Council's requirements/specifications and alternative VFM must be demonstrated.
 - b. Where a corporate contract does not exist, the service(s) will consult PCM who will:
 - i. select the most appropriate procurement route to market and tender processes.
 - ii. identify if similar contracts are being let, or due to be let, with a view to aggregating requirements and/or modifying existing contracts.
 - c. Although such contracts may be available to them, this is not a requirement for BCP maintained schools.

PRELIMINARY MARKET ENGAGEMENT (PME)

9. Proportionate PME should be undertaken to inform the development, deliverability and affordability of requirements including the feasibility of alternative options that could help better deliver services. For contracts over £30,000 PCM must be consulted and involved before undertaking any PME.
 - a. PME must be conducted in a fair and transparent manner and must not to be treated as a call for competition and a contract must not be awarded.
 - b. PME can be conducted with a view to informing suppliers of procurement plans, requirements and informing the Council's Pipeline.
 - c. Steps must be taken to ensure that participating suppliers are not unfairly advantaged.
 - d. At the commencement of each specific planned procurement, Conflict of Interest declarations / assessments must be completed by all individuals that could influence a decision made by or on behalf of BCP Council.

LEGAL OBLIGATIONS AND COUNCIL POLICY OBJECTIVES

10. Legal obligations and Council policy objectives must be considered in all procurement processes and where relevant and proportionate, incorporated into the specification, evaluation process and the terms and conditions of the contract.
 - a. Legal obligations and Council policy objectives that must be met as a minimum are:
 - i. Risk Assessment and Business Continuity Impact Assessment
 - ii. Sustainability Decision Impact Assessment
 - iii. Social Value Considerations (The Public Services (Social Value) Act 2012)
 - iv. Equality Impact Assessment
 - v. UK General Data Protection Regulation (UK GDPR)
 - vi. Transfer of Undertakings (Protection of Employment) Regulations (TUPE)

PROCUREMENT TIMELINE

11. PCM will determine minimum & maximum procurement timeline(s) depending on the proportionality and complexity of the requirements against procurement legislation, which must be set out in the tender documents.

CONTRACT LENGTH

12. PCM and the manager will decide the length of a contract, consideration should be given to the complexity of the requirement, as well as the resources and investment required. The timeframe should be realistic and sufficient for both sides to perform their contractual obligations.

FRAMEWORKS

13. The access to and use of any 3rd party framework or dynamic market is subject to PCM due diligence and must be approved by the Head of Procurement before use.

PROCURING WHEN FUNDED BY EXTERNAL GRANTS

14. Managers must, in advance of undertaking any procurement activity, ensure PCM has full access to any relevant paperwork and guidance to ensure the Council is fully conversant and compliant with all the requirements of the relevant funding bodies.

LIGHT TOUCH REGIME (LTR)

15. Only Light Touch service contracts defined under Schedule 3 of PCR15 or Schedule 1 of PR24 can use this process. All procurement processes covered by the Light Touch Regime must be agreed with and run by PCM.

PROVIDER SELECTION REGIME (PSR)

16. All procurement processes of any value covered by The Health Care Services (Provider Selection Regime) Regulations 2023 must be agreed with and run by PCM.

CONCESSIONS

17. Where a manager is considering entering into a Concession Contract of any value, the process must be agreed with and run by PCM.

SPECIFICATIONS

18. Within technical specifications the words “*or equivalent*” must immediately follow every reference to a specific make or source of a product.
 - a. Under £30,000 - The manager is responsible for ensuring a specification is created that describes the Council’s requirements in sufficient detail including the considerations required in legal obligations and Council policy objectives, to enable the submission of equal and transparent competitive bids.
 - b. Over £30,000 - The manager must consult the PCM to ensure a specification is created that describes the Council’s requirements in sufficient detail including the considerations required in legal obligations and Council policy objectives, to enable the submission of equal and transparent competitive bids.
 - c. Specifications for contracts with estimated values above £5M must include at least three key performance indicators. This does not apply to frameworks, concessions, LTR or PSR contracts.
 - d. **All expenditure thresholds – The manager should focus on the outcome required when writing specifications to encourage flexibility and innovation in the approach taken by suppliers.**

PAYMENT IN ADVANCE

19. The Manager is responsible for ensuring approval for a payment in advance is made in accordance with Part F (7) (g) & (h). Examples that may apply include, but are not limited to, lease arrangements, ICT software licensing and support agreements, subscriptions, maintenance agreements, works, goods or services received from utility companies and market research.
 - a. Requirements of such must be included in the relevant specifications and T&Cs and the payment in advance is limited to the actual requirement of the T&Cs and no more.
 - b. Where CFO approval is required in accordance with Part F (7) (g) & (h), such approval will be sought in the format of a PDR.

PERFORMANCE BONDS AND PARENT COMPANY GUARANTEES

20. The manager 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 parent company guarantee further to their risk assessment.
ii. £500,000 up to PA23 works threshold	Consult the CFO and MO to consider the requirement, or not, for and value of performance bond or parent company guarantee further to their joint risk assessment.
iii. Over PA23 works threshold	Bond or parent company 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.

EVALUATION CRITERIA AND SCORING MATRIX

21. PCM will ensure that a scoring matrix is prepared for all tenders above £30,000 against assessment criteria derived from the requirements in the specification and price elements. The evaluation criteria, weightings and price elements must be issued with the tender and be clear and transparent to bidders.

- a. Invitations to tender will include relevant and proportionate evaluation criteria, derived from the elements defined under Legal obligations and Council policy objectives that might improve and secure improvement in respect of the economic, social and environmental well-being of the relevant area.
- b. Where relevant and proportionate, tenders are to be assessed with a minimum of 10% of the quality score being allocated to economic, social and environmental (i.e. social value) considerations.

COMPETITION REQUIREMENTS

22. Competition Requirements

- a. Local Suppliers must be used wherever possible under £30,000. A local supplier is defined, for this purpose, as operating within the BH, DT and SO postcode regions.
- b. All requirements of any value relating to the Provider Selection Regime (PSR) and Concessions must go through PCM.

c. Competition Requirements: £0 - £5,000

Procurement Decision Record – Not required (unless circumstances at 5a apply)
Responsibility: Manager
<ul style="list-style-type: none">i. Obtain at least one written, value for money quote.ii. Ensure verbal quotes are retrospectively followed up by a written quote (by email if preferred) before placing the order.iii. The quote should, where possible, be from a local supplier prior to placing order.

d. Competition Requirements: £5,000 - £30,000

Procurement Decision Record is required
Responsibility: Manager and PCM
<ul style="list-style-type: none">i. Consult PCM beforehand to develop a solution if a manager considers it appropriate to advertise under £30,000.ii. Invite sufficient suppliers by e-mail to ensure a minimum of three comparative written quotations are received back (to be declared in the PDR if less than three). Invitations must adhere to the principles of transparency and equal treatment.iii. 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.iv. Ensure at least one of these quotes, where possible, is from a local supplier.v. Provide the same specification, evaluation criteria (where not price only) and the Council's standard terms and conditions to suppliers.vi. Set a quotation return date and time and evaluate accordingly.vii. If the estimated value was under £30,000 and all of the subsequent quotes received were above £30,000, then consult PCM.viii. Ensure a PDR has been approved prior to awarding contract / issuing a PO.

e. Competition Requirements: Regulated Below Threshold (i.e. £30,000 to Threshold) including PSR and Concessions.

Procurement Decision Record is required
Responsibility: Manager and PCM
<ul style="list-style-type: none">i. The manager must involve PCM from the outset of the procurement process.ii. PCM will trigger conflict assessments which will be kept under review, revised and mitigated as necessary.iii. PCM will determine the most appropriate route to market and invite bid(s) in compliance with PR24:<ul style="list-style-type: none">a. PCM are not required to openly advertise any below threshold opportunity.

- b. PCM may at its discretion elect to openly advertise any below threshold opportunity.
- c. Where an opportunity is advertised generally in the public domain, including where targeted at any specific class of supplier, it shall initially be advertised on the relevant national opportunity platform.
- d. An opportunity shall not be considered advertised where it is made available to a number of particular suppliers who have been selected for that purpose regardless of how PCM draws the opportunity to the attention of those suppliers.
- e. Where an opportunity is made available to a number of particular suppliers for **Goods or Services**, PCM will:
 - i. Invite a minimum of 5 quotes (where possible) up to £100,000. In exceptional circumstances PCM are permitted to reduce this requirement.
 - ii. Advertise in the public domain above £100,000.
- f. Where an opportunity is made available to a number of particular suppliers for **Works**, PCM will:
 - i. Invite a minimum of 5 quotes (where possible) up to £1,000,000. In exceptional circumstances PCM are permitted to reduce this requirement.
 - ii. Advertise in the public domain above £1,000,000.
- g. Where an opportunity is made available to a number of particular suppliers for **Light Touch Regime** services, PCM will:
 - i. Invite a minimum of 5 quotes (where possible) up to £200,000 unless grounds for direct award are approved by PCM. In exceptional circumstances PCM are permitted to reduce this requirement.
 - ii. Advertise in the public domain above £200,000 unless grounds for direct award are approved by PCM.
- h. Where an opportunity is made available to a number of particular suppliers for **Concessions**, PCM will:
 - i. Invite a minimum of 5 quotes (where possible) up to £100,000.
 - ii. Advertise in the public domain above £100,000.
- iv. PCM will identify if similar contracts are being let, or due to be let, with a view to aggregating requirements, creating corporate contracts and/or modifying existing contracts.
- v. PCM will ensure, where relevant, the appropriate notice(s) are published on Find a Tender Service via the Council's procurement system.
- vi. PCM will ensure that clarification questions (direct or public), received during the tender period are answered within the set tender period and appropriate responses provided by the Service are published via the procurement system.

f. Competition Requirements: Above Threshold including PSR or Concessions.

Procurement Decision Record is required
Responsibility: Manager and PCM
<ul style="list-style-type: none"> i. The manager must involve PCM from the outset of the procurement process. ii. PCM will trigger conflicts assessments which will be kept under review, revised and mitigated as necessary. iii. PCM will select the most appropriate route to market and tender process. iv. PCM will identify if similar contracts are being let, or due to be let, with a view to aggregating requirements, creating corporate contracts and/or modifying existing contracts.

- v. PCM will ensure, where relevant, the appropriate notice(s) are published on Find a Tender Service via the Council's procurement system.
- vi. PCM will ensure that clarification questions (direct or public), received during the tender period are answered within the set tender period and appropriate responses provided by the Service are published via the procurement system.

EVALUATIONS

23. The evaluation criteria, weightings and price elements for procurements must be scored against the score guide described within the tender documents, where applied.
- a. PCM will ensure:
 - i. Compliance and due diligence checks are undertaken before evaluation begins.
 - ii. Evaluators are provided with the compliant tender(s) and scorecards with instructions for individual evaluation purposes.
 - iii. A date and time are agreed with the evaluators for the return of all completed evaluation scorecards. Evaluators will record concise whole sentence responses/comments against all criteria to support audit and transparency.
 - iv. Appropriate moderation will be led by PCM with all evaluators present.
 - v. Evaluation of price and quality is completed in accordance with the tender documents and that evaluator scores are based on the question asked against the requirement (specification) and not a predefined opinion or experience.

ABNORMALLY LOW BIDS

24. Abnormally Low Bids will be reviewed by PCM in accordance with PCM's standard operating procedures.

FINANCIAL APPRAISALS

25. The Council has a responsibility to assure ourselves of the solvency and competency of suppliers that bid for our contracts. The key principle is to safeguard the delivery of public services, while being proportionate, fair and not overly risk averse.
- a. PCM and Accountancy are responsible for ensuring:
 - i. A financial appraisal risk assessment is completed on procurements valued over £30,000 to determine the level of financial checking required on a supplier as part of the procurement process.
 - ii. The appropriate financial appraisal as determined by the financial appraisal risk assessment is completed on the preferred supplier prior to notification of the procurement outcome to bidders.
 - iii. The method for each level of financial appraisal has been determined and agreed by the CFO.
 - iv. any risks identified through the financial appraisal of a preferred supplier are notified to the Head of Procurement prior to the notification of the outcome to bidders. The Head of Procurement will be responsible for the making the decision as to whether to continue with contract award.

AWARD NOTIFICATION

26. Award Notification

- a. Below the £30,000 threshold the Manager will notify bidders of successful and unsuccessful bid status, and award of contract / issuing of a PO. Such communication / notification must be after the PDR has been approved.
- b. Above the £30,000 threshold PCM will notify bidders and the wider market of the award of contract and issue successful and unsuccessful letter(s)
- c. PCM will notify bidders and the wider market of award of contract and issue successful and unsuccessful letter(s) for PSR and/or concession contracts at any value.
- d. With the exception PCM and/or Legal Services, Managers will not communicate with suppliers during any standstill period.

CONTRACT REGISTER RECORDS BETWEEN £5,000 and £30,000

27. Contract Register records between £5,000 and £30,000

- a. Managers must ensure that PCM are informed in a timely manner to enable records of contracts valued between £5,000 and £30,000 to be published in the public domain at the start of the contract.
- b. PCM will ensure a record of the contract is published in the public domain on the Council's Contracts Register.

CONTRACT COMPLETION (above £30,000)

28. Contract completion

- a. PCM issue award letter(s) to successful bidder(s).
- b. PCM provide the Service with copies of all applicable elements that will make up the contract (derived from the original tender process).
- c. Service collates documents that make up the contract, ready for signature.
- d. If the contract is to be signed, then the Service will get the contract signed by the other party and on return to the Council, the relevant Service Director will sign.
- e. If the contract is to be sealed, then the Service will send the contract to Legal
- f. If contract will be in the form of licence or lease (e.g. concession), then the Service will instruct Estates.
- g. Service will complete the contract by inserting the agreed completion date and forward a copy of completed contract to PCM.
- h. Service will ensure a copy of all contract documentation is stored locally in an accessible filing location.

29. If the contract has an estimated value of more than £5 million then within 90 days of the day on which the contract is entered into, the Service will provide PCM with a copy of the contract to enable the UK7 Contract Details Notice to be published.

CONTRACT IMPLEMENTATION

30. Immediately following contract award and prior to the contract start date, contract implementation is a key phase in setting up a new procurement project for success:

- a. PCM and the manager are 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.

- b. Adequate time should be set aside for mobilisation activities in the planning of a procurement to make sure that the right contract management processes and relationship can be developed prior to contract going live.

ORDERING

31. After a tender or quotation has been accepted in writing (via the Councils procurement system if over £30,000) it must have a written contract agreed and a proper Council Purchase Order, in accordance with Part F (7) and must be issued before goods are supplied, services delivered or works begin.

CONTRACT MANAGEMENT

32. Manager and PCM responsibilities:

- a. Contract management involves the oversight and administration of a contract throughout its lifecycle, including:
 - i. Ensuring day-to-day management and compliance with the specification, pricing and contract terms.
 - ii. Performance monitoring against key performance indicators (where applied) on a regular basis with any under-performance addressed.
 - iii. Regular budget monitoring and cost reconciliation of payments to ensure the contract sum is not exceeded.
 - iv. Effectively managing disputes and resolutions using appropriate contractual and non-contractual levers.
 - v. Conducting contract risk assessments.
 - vi. Carrying out annual due diligence in relation to evidence of insurances and other compliance certificates that feature end dates.
 - vii. Carrying out annual due diligence in relation to financial stability of strategically significant suppliers.
 - viii. Consulting Legal Services if significant compliance issues emerge.
- b. In the case of Corporate Contracts / Frameworks, PCM shall be responsible for the contract management with support from the key managers of the Corporate Contract / Framework.
- c. Where applicable or where key performance indicators have been set in accordance with 18(c), performance should be assessed at least once every 12 months and on termination. The Manager will inform PCM of the performance ratings in a timely manner using the same standardised rating system namely:
 - i. Good: Performance is meeting or exceeding the KPIs
 - ii. Approaching target: Performance is close to meeting the KPIs
 - iii. Requires improvement: Performance is below the KPIs
 - iv. Inadequate: Performance is significantly below the KPIs
 - v. Other: Where performance cannot be described as good, approaching target, requires improvement or inadequate
- d. For contracts above £5M, excluding LTR and PSR, provide PCM with contract performance data to enable PCM to publish UK9 Contract Performance Notice.

CONTRACT CHANGES

33. The Manager must consult PCM to ensure:
- a. All proposed contract **changes (including extensions, modifications or variations; to scope, price, period)** are **approved** well in advance of the requirement.
 - b. No contract **change** will be instructed without an approved **Contract Change Request Form**.
 - c. Where **changes to below threshold contracts** exceeds the thresholds specified in PR24 then such contracts **convert** to be covered by PR24 as if it were an above threshold contract.

CONTRACT TERMINATION & EXIT PLAN

34. Contract Termination **and exit plan**
- a. When exiting a contract, the **contract** manager is responsible for preparing and planning for the end of the contract in advance of the end date and, as a minimum consider:
 - i. **Termination clauses.**
 - ii. **Contractual timescales for contract termination (notice period) to avoid any potential penalties.**
 - iii. **List of files that contractor must handover.**
 - iv. **List of contractor's equipment to be returned by the Council (if applicable).**
 - v. **Lessons learned.**
 - vi. **Unresolved claims (ensure SRO and Finance are sighted).**
 - vii. **How to prevent service disruption.**
 - viii. **TUPE implications.**
 - ix. **PDR Contract Termination (to trigger PCM to publish UK11 Contract Termination Notice as applicable).**
 - b. Where it is an above threshold contract, it is the responsibility of the Manager to inform PCM of the termination (for any reason).
 - c. PCM will issue a Contract Termination Notice on Find a Tender Service.

DISPOSALS

35. Managers are responsible for:
- a. 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 in Appendix 1.
 - b. Disposal of surplus or obsolete plant and machinery or other non-land or buildings asset (and excluding ICT equipment) – must be undertaken in consultation discussed with the PCM.

DOCUMENT RETENTION

36. PCM will ensure proportionate and relevant tender and contract management documentation for contracts valued over £30,000, including a copy of the contract, is retained throughout the life of the contract and then further retained for a minimum of 7 years after the contract end date.

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:
- a. Approving bids for external funding that may be put forward by councillors or managers prior to submission of any bid.
 - b. 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.
 - c. Approving bids where delegated to do so in line with the requirements of the Corporate Scheme of Financial Delegations (Appendix 1).
 - d. Ensuring that all external funding is received and properly recorded in the Council's accounts and in the name of the Council.
 - e. Maintaining a central register of external funding/grant arrangements.
 - f. Ensuring that all audit requirements are met.
- 8 Managers are responsible for ensuring that:
- a. 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)
 - b. The sustainability of funding is assessed for risk; all agreements entered into are consistent with and support the Council's service priorities.
 - c. The necessary approvals are obtained to accept funding in line with the requirements of the Corporate Scheme of Financial Delegations (Appendix 1).
 - d. All claims for funds are made by the due date.
 - e. 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:
- a. Issuing guidance on the assessment of trading opportunities and options.
 - b. Advising on and approving the financial implications of any proposed trading arrangements between the Council and third parties.
 - c. 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.
 - d. Ensuring appropriate insurance arrangements are in place.
- 11 Managers are responsible for:
- a. Identifying trading opportunities and evaluating the respective risks and financial benefits in accordance with the guidance issued by the CFO.
 - b. Obtaining all necessary legal advice to ensure the terms and conditions of all trading contracts are reasonable and are proportionately documented.
 - c. 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.
 - d. Maintaining a local register of all trading contracts entered into.
 - e. 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 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
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
Threshold(s)	Means the financial amount(s) described within PA23, CCR16, PR24 above and below which certain Regulations apply or do not apply
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 (Director of Finance)
CIA	The Chief Internal Auditor (Head of Audit & Management Assurance)
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 (Dynamics F&O)
HHR	Head of Human Resources (Director of People and Culture)
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 (Director of Law & Governance)
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
PA23	Procurement Act 2023
PCM	Procurement and Contract Management
PCN	Penalty Charge Notice
PR24	Procurement Regulations 2024
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
VFM	Value for Money
VAT	Value Added Tax (at the prevailing VAT rate, relevant to BCP Council)

CORPORATE SCHEDULE OF FINANCIAL DELEGATIONS

INTRODUCTION

- 105
- 1 The Corporate Schedule of Financial Delegations (this schedule) 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.
 - 2 This schedule (appendix 1) does not apply to BCP maintained schools who will operate their own schemes of delegation.
 - 3 This 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 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.
 - 4 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 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 schedule can be read as apply to them (i.e. without formal delegation recording requirements as per 3 above).
 - 5 This 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.
 - 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
<p>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</p>			
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 within or between 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: <ul style="list-style-type: none"> • correction of errors to the initial budget upload • correction of errors to an approved virement • distribution of any centrally held budgets, as presented to Council agreeing the annual budget, where there is no change to the overall net budget of the Council or the council tax requirement 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 upload 			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

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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	Sundry debt write-offs (not cancellation) (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)	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	Heads of Service in Revenues & Benefits *
		Over £1k and up to £10k	Heads of Service in 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) *

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EXPENDITURE (all approvals assume the availability of an approved budget/allocation, except EX7)			
REF	DESCRIPTION	CATEGORY	APPROVER
EX1	Approving capital scheme details prior to the placement of any initial order/contract to start on site or commit to purchase a service. Such approval shall reference back to the 'three categories' of approvals agreed in the 'Annual Approval of The Capital Programme Report' or other such report where Council agreed The Capital Programme. The three categories of approval are Unconditional, Conditional, Requires subsequent Cabinet approval - in most cases the agreed Capital Programme is only a broad allocation of funding and not approval to proceed (unless the 'unconditional' category was approved by Council.	Unconditional	Service Director *
		Conditional	Service Director and CFO to agree conditions have been met
		Requires subsequent approval	Cabinet / cabinet member
REF	DESCRIPTION	LIMIT / VALUE / THRESHOLD	APPROVER
EX2	Approving expenditure commitments with suppliers / contractors for the supply of goods, services or works, in the form of Purchase Orders, contract award letters and/or signing contacts.	Any value	Service Director *
EX3	Receiving and receipting goods, services and works	Any value	Service Director *
EX4	Approving payment of invoices or contract stage payments (where the corporate purchasing system has not been used)	Any value	Service Director *
EX5	Approving expenditure on P- Cards+ Individual transaction limit Monthly transaction limit Variations to transaction limits above (individual or monthly)	Up to £1000	Service Director *
		Up to £5000	Service Director *
		Any variation	CFO *
EX6	Approving individual client cash floats (exceptional use) (client cash floats should not be confused with petty cash which have been abolished)	Up to £500	Service Director *
		Over £500	Service Director and CFO *
EX7	Approving 'Emergency expenditure' – incurring such expenditure by any means that is reasonable in the circumstances (in response to a major civil emergency, disaster or similar such event)	Any value	Any one of the following in rank order BCP Gold Commander, Chief Executive, any Corporate Director, CFO, MO
EX8	Approving all expenditure on salaries, wages, allowances and expenses, for establishment posts, in compliance with the Council's HR policies	Any value	Service Director*
+ the term p-card means purchasing card, payment card, credit card or whatever card type BCP Council chooses to use. EX5 does not apply to pre-loaded cards which must be approved by the CFO			

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 £30k	Service Director * Additional approval of HHR if contract for service is preferred over a contract of employment to ensure IR35 tax compliance
		Over £30k 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 to 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 £30k	Service Director *
		Over £30k 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 to complete a business case for approval by the Chief Executive
EX11	Approving where a 'Contract for Service' is to be offered to a bona fide self-employed individual who has held employment with the Council in the last 3 years.	Any value	Chief Executive (with advice from CFO and HHR)

REF	DESCRIPTION	LIMIT / VALUE / THRESHOLD	APPROVER
EX12	Approving where a permanent or fixed term (exceeding 12 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	Any Value	Corporate Director (after advice from CFO and HHR)
EX13	Special Severance Payments (any severance exceeding statutory entitlement) Including: Payments reached under a settlement agreement, write-offs of any outstanding loans, payments to employees for retraining related to their termination of employment, pay or compensation in lieu of notice where the amount of the payment is not greater than the salary due in the period of notice set out in the employee's contract, pension strain payments arising from employer discretions to enhance standard pension benefits. If such as special severance payment is to be paid to any individual who is normally on the approver list opposite, then that individual must not be involved in the approval. If a formal deputy exists, then they should act as the approver. The Approver must ensure the statutory guidance is followed : Statutory guidance on the making and disclosure of Special Severance Payments by local authorities in England - GOV.UK	Up to £20,000	Service Director, Director of People & Culture, CFO & MO
		£20,000 to £100,000	Service Director, Director of People & Culture, CFO, MO, HPS, Leader of the Council
		Over £100,000	Full Council (as per Localism Act)
EX14	Approving all expenditure on external legal services	Any Value	MO*

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	Up to £1,000	Service Director *
		£1k to £50k	Service Director * and CFO
		Over £50k	Cabinet / cabinet member

	(limits/value/threshold is 'book' value/accounting value not estimated sales value)		(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 *
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**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 £500,000	Service Director * and CFO *
		Between £500,000 and £1.0M	Cabinet / cabinet member (with advice from the CFO)
		Over £1.0M	Council (with advice from the CFO)

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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 - TAX RELIEF SCHEMES

REF	DESCRIPTION	APPROVER
TR1	To implement Central Government fully funded council tax, business rate or other tax rebate 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
TR2	To implement Non-Domestic Rates criteria under section 49 and section 44a of the Local Government Finance Act 1988 regarding Hardship Relief and Part Occupation Relief.	CFO in consultation with Portfolio Holder for Finance

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 and exemptions of the 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 2026-27)

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			

FINANCIAL REGULATIONS

BACK COVER ONLY



Report subject	Children's Services Capital Strategy Report 2026-2029
Meeting date	27 January 2026
Status	Public Report
Executive summary	This report sets out the Education and Skills Capital Programme for the period 2026/27– 2028/29. The report summarises available capital funding totalling £34.9 million and provides an indicative programme of investment of £33.5 million set against key budget headings aligned to improvement priorities across the service. The planned expenditure of available capital is set out in this report and shows a balanced budget.
Recommendations	It is RECOMMENDED that: agrees the capital programme as set out in the report, including the budget allocations set against the capital funding available for the period 2026/27.
Reason for recommendations	Utilising investment in the school estate to discharge the council's statutory duties to deliver good estate management and secure sufficiency of places aligned to the Childcare Sufficiency Assessment, SEND Sufficiency Strategy, Belonging and Improvement Strategy and DSG Recovery Plan.
Portfolio Holder(s):	Councillor Richard Burton (Cabinet Member for Children, Young People, Education and Skills)
Corporate Director	Cathi Hadley (Director of Children, Young People, Education & Skills)
Report Authors	Tanya Smith - Head of Service Place Planning and Admissions Jason Moors – Schools Capital Programme Manager Anna Fresolone – Finance Manager Charleen Putman – Capital Accountant
Wards	Council-wide
Classification	For Recommendation

Background

1. The Council's Constitution sets out the budget and policy framework. The Council is required to calculate budget requirements for each financial year and to set a balanced budget. The Capital Programme supports the delivery of the Council's strategic Asset Management Plan and is consistent with the Medium-Term Financial Plan and with Children's Services strategic plans for the provision of sufficient and well-maintained education infrastructure.

2. Capital expenditure is defined as spending that creates an asset for the Council i.e. buildings, vehicles and equipment and spending on non-current assets i.e. buildings not owned by the council (academy schools where the trust holds the freehold) and the award of capital grants and funding agreements.
3. The current capital programme was approved by Council in March 2025 and set out the priorities for the period of 2025/26 – 2027/28. The updated programme for the period 2026/27 – 2028/29 provides an update on the progress previously approved budget headings and schemes and new proposals for investment summarised under strategic headings.
4. Academies, Free Schools, and Voluntary Aided Schools are directly allocated condition funding through the Department for Education (DfE), so maintenance works in these types of establishments are not part of this capital programme. The Council funds sufficiency works at Academies and Free Schools (as well as at maintained schools) in order to ensure there are sufficient school places, and sufficient and suitable provision for SEND.
5. **Sources of Estimated Capital Funding:** The estimated capital funding sources available for the 2026/27 Capital Programme, including slippage from the schemes agreed in the 2025/26 capital strategy are contained in Table 1. Including the estimated allocations for future years, the total amount of capital available for the financial years 2026-29 is £34.9 million. This is made up of the following sources of funding:
 - **Basic Need Grant Funding:** Basic need funding is allocated to fund the supply of new school places. The total available in this plan period is £0.88 million.
 - **School Condition Allocation (SCA):** Funding of £5.88m supports the work necessary to maintain the school estate.
 - **SEND High Needs Provision Capital:** The Council's high needs provision capital is estimated at £27.68 million. This is grant funding provided to councils for the purpose of increasing the supply of specialist places and promoting inclusion.
 - **Section 106 Contributions:** Funds have been received from developers for expansion of school places to mitigate school place pressures created by new housing developments totalling £0.51 million.

Table 1: Sources of Estimated Capital Funding

	2025/26 (estimated carry forward)	2026/27	2027/28	2028/29	Total
Basic Need	876	0	0	0	876
Schools Condition Allocation*	4,040	595	613	631	5,879
High Needs Provision Capital**	15,681	4,000	4,000	4,000	27,681
Section 106 Contributions	508	0	0	0	508
Total Funding Received	21,105	4,595	4,613	4,631	34,944

*Funding for SCA is estimated based on current data and previous allocations. The DfE has guaranteed SCA funding for the next 10 years.

**The DfE has not committed capital funding for High Needs Provision Capital Allocations in future years so it is not possible to provide an accurate estimate. A nominal figure has been included in the table, which is below the levels of funding received in the previous 3 financial years.

Issues

6. **Capital Programme 2026/27 – 2028/29:** For ease of reporting, the proposed capital programme for the period 2026/27 – 2028/29 comprises schemes grouped under two headings as follows:
 - **Schemes under Pre-Approved Budget Headings:** These include carried forward amounts from schemes with prior approval that are currently in progress for the period 2025/26 – 2026/28.
 - **New schemes requiring Approval:** details of schemes and priority budget allocations requiring approval necessary to maintain the school estate, deliver new school places and expand access to childcare.

7. **Budget Headings with Prior Approval:** Budget headings with prior approval are set out in the table below along with commentary for each. Details of individual schemes are detailed in **Appendices 2 and 3**. Spending for these schemes is profiled across financial years 2026/27 and 2027/28.

Table 2: Budget Headings with Prior Approval –Schemes in development aligned under previous budget headings approved.

Headline Budget	2026/27	2027/28	Total
	£'000	£'000	£'000
Basic Need Surveys	50	50	100
Basic Need Total	50	50	100
Planned Repairs and Maintenance	1,790	200	1,990
Urgent Works	100	100	200
Condition Surveys	50	50	100
Climate Change/Low Carbon	550	50	600
School Condition Allocation Total	2,490	400	2,890
SEND Advanced Design Fees	200	200	400
SEND Adaptations: Access	70	100	170
Specialist Places 0-19 (Round 2)	3,875	300	4,175
High Needs Provision Capital Allocation Total	4,145	600	4,745
Total Budgets with Prior Approval	6,685	1,050	7,735

- **Planned Repairs and Maintenance:** A summary of priority repairs and maintenance works carried out and planned in the maintained school estate is set out at **Appendix 2**. This work was informed by analysis of up-to-date condition data and subsequent consultations with school leaders.
- **Urgent Works:** The Urgent Works budget is essential to ensure that we are able to react responsively to unforeseeable condition or health and safety issues that arise in maintained schools and are beyond the resources of the school to resolve. In 2025/26, Urgent Works funding was used to responsively repair structural defects that arose at Somerford Primary School, ensuring that the health and safety of pupils at the site was not jeopardised.
- **Condition Surveys:** Condition surveys will continue to be carried out for maintained schools every five years in line with the DfE's Good Estate Management guidance. 6 maintained school sites were surveyed in 2025/26.
- **Climate Change:** This budget contributes to the Council's carbon emission reduction targets and to the delivery of the Climate Change Strategy by using capital funding to install carbon reducing systems that benefit schools and pupils. In 2025/26 projects have been funded at maintained schools to install energy efficient LED Lighting and efficient heating control systems.
- **SEND Advanced Design Fees:** To progress surveys and feasibility works required to develop viable and affordable schemes that have been identified as having the potential to substantially address BCP SEND sufficiency needs with respect to Specialist Places and Alternative Provision places both within school settings and surplus corporate sites. Budgetary approval for any schemes developed in this way will be sought in line with BCP Financial Regulations.
- **SEND Adaptations - Access:** To support the admission of children with complex needs into mainstream or specialist settings who otherwise may require nonlocal or higher cost provision. Note: The fund is not available to support reasonable adjustments to school premises in line with normal duties and responsibilities contained in the Equality Act 2010.

- **Specialist Places 0-19 (Round 2): Specialist Places - Round 2:** To respond to our sufficiency challenges, the Council has worked with local school leaders to agree to co-locate specialist provisions in mainstream schools, soliciting expressions of interest and approving projects through the SEND Programme Board as set out in the Capital Strategy 2025-28. This approach helps to make the best use of the school estate by utilising surplus accommodation in schools thereby sustaining schools experiencing falling rolls. Proposals include resourced provisions, satellite locations and a mainstream plus link provision for Year 7 children. Capital funding will support the development of appropriately sized accommodation and suitable facilities to meet the needs of the children that are placed there. A list of approved projects funded from the £8.3m allocation agreed in the Capital Strategy 2025-28 is included at **Appendix 3** with governance arrangements for the capital projects and specific project details set out at **Appendix 4**. A total of 200 places is being created at approximately £19,375 Per place; this is substantially below the national benchmark of £22,890 for SEND places in refurbished accommodation. A summary of projects that have addressed the shortage in SEND Places that have been completed or closed in the 2025/26 financial year is included at **Appendix 5**.
- **Pipeline Projects:** Work continues to deliver additional specialist places working with our special schools and with our wider mixed economy of schools and providers within the market. There are a number of pipeline projects that are in the development stages. Details of progress will continue to be reported to the SEND Programme Board for appropriate oversight and scrutiny. Any financial approvals will be sought in line with Financial Regulations.

8. **New Schemes Requiring Approval:** Proposed budget headings requiring approval are listed in Table 3 below. This identifies investment of £25.9 million in the next 3 years. A commentary for each of the headline budgets is set out below.

Table 3: Proposed New Schemes for Capital Programme 2026/27– 2028/29

Headline Budget	2026/27	2027/28	2028/29	Total
	£'000	£'000	£'000	£'000
Planned Repairs and Maintenance	500	1,000	1,450	2,950
Total School Condition Allocation	500	1,000	1,450	2,950
Specialist & Alternative Provision Places**	2,000	4,900	7,000	13,900
Per-pupil Capital (Replaces Free-School Funding) +	500	2,000	7,500	9,000
Total Specialist Provision Capital	2,500	6,900	14,500	22,900
Total Commitment Proposed	3,000	7,900	15,950	25,850

*The unspent allocation for Specialist and Alternative Provision Places agreed in the Capital Strategy 2025-28 has been re-profiled to deliver the emerging updated SEND and Alternative Provision Sufficiency Strategy

+ Several potential schemes are in the development pipeline at different stages with detail needed before they are brought forward for formal approval. Therefore, future expenditure is profiled based on high-level cost and programme estimates.

9. **Planned Repairs and Maintenance:** Investment is proposed to address identified condition and suitability issues and areas of compliance. In 2026/27 investment is proposed at Mudeford Infant School and Christchurch Learning Centre based on recent condition survey data indicating priority condition works necessary to maintain a safe learning environment and a breakdown of these costs by school is included at **Appendix 1**. Spending is profiled for future years based on existing condition data and the schedule of planned condition surveys.
10. **Specialist and Alternative Provision (AP) Places:** The current SEND Sufficiency Strategy was established with a two-year horizon, focusing on immediate priorities for expanding provision, improving outcomes, and addressing rising demand for EHCPs. As we approach the end of this cycle, a refreshed strategic plan is in progress. The updated strategy will sustain progress and respond to evolving needs, particularly across the secondary phase, increase availability of local post-16 pathways and develop our alternative provision. This means that capital investment in this updated capital programme will support the delivery of an updated SEND and Alternative Provision Sufficiency Strategy. The focus of the updated strategy will further help to create the

right conditions for the creation of specialist and alternative provision places by pursuing system wide changes that bring together the activity across the service. For example, this could include investment to adapt existing primary and secondary school facilities to create specialist resource bases, or to develop dedicated spaces within alternative provision settings that support therapeutic interventions and vocational pathways for post-16 learners. The strategy involves:

- **Primary Phase:** The development of specialist and alternative provision places across the primary phase to meet increased need including development of the three-tier model of alternative provision. The new model will help provide the right support at the right time enabling our local school partners to intervene earlier, de-escalate need and promote inclusion in mainstream schools. The three-tier model helps to provide informal and more formal models of provision along a continuum aligned to the needs of children and enabling smooth and swift transition back into mainstream schools. The actions necessary to develop the model is set out in the AP Delivery Plan which has been developed by the AP Working Group comprising stakeholders from across the partnership.
- **Secondary Phase Approach:** The creation of secondary phase mainstream pathways that are responsive, inclusive, and sustainable. Work is underway with academy trusts and partner schools to discuss innovative models of provision and co-design solutions that draw on shared expertise and actively apply the three-tier model of alternative provision to resolve sufficiency issues. Capital investment will be brought forward for approval of schemes in line with the Council's Financial Regulations.
- **Developing Our Post-14 and Post-16 Offer:** The development of a cohesive local offer providing flexible pathways of provision helping more young people remain in mainstream settings. This requires investment in sites and the development of local partnerships and commissioned services. Continued collaboration is essential to align services, identify gaps, and shape a more integrated and responsive offer that meets the diverse needs of young people.
- **Development of Education Provision in Surplus Corporate Sites:** Children's Services continue to assess properties that have been declared surplus by service areas for the purpose of maximising opportunities to increase the supply of specialist places. A range of site locations will be investigated, including those offered by local school partners in order to maximise the use of the school estate and help sustain schools in a falling rolls context. These are estimated to provide between 120-300 places.

11. **Per Pupil Capital (Replaces Free School Funding):** Per Pupil Capital (Replaces Free School Funding): In December 2025, the Department for Education cancelled 18 special free school projects, including the already approved Bournemouth, Christchurch and Poole special free school. These projects will no longer proceed under the original free school model and instead, BCP Council has been informed that it will receive a per-pupil capital allocation to deliver equivalent provision within existing school settings. The funding received does not enable us to build a new provision with an equivalent number of places so this reduces our options. The change is intended to enable Local Authorities to expand specialist SEND places through mainstream and specialist settings more quickly than a centrally delivered project, but there are challenges in finding partner schools who are able to expand provisions or offer new sustainable specialist places in line with Local Authority needs. This approach also presents specific challenges, including identifying suitable sites within existing school estates (with appropriate space, access, and adjacencies), securing and sustaining the specialist workforce and leadership capacity required to run high-quality provision, and ensuring revenue funding and commissioning models align with the pattern of growth. There are further practical considerations around safeguarding, specialist adaptations (e.g., sensory, therapeutic and hygiene facilities), and ICT infrastructure; establishing clear governance and partnership arrangements with host schools; and ensuring geographic balance to minimise travel and transport pressure for families.

12. **School Rebuilding Programme:** BCP Council is working with DfE to deliver the 2 projects approved as part of the School Rebuilding Programme (SRP) in 2022. The two projects are detailed as follows:

- Winchelsea School began the feasibility stage of the SRP project in July 2025. The DfE is anticipated to report the results of the feasibility study in April 2026, which will provide details on the scope, design and programme of the project.
- Somerford Primary School began the pre-feasibility stage of the SRP project in September 2025. The DfE is anticipated to report the results of the feasibility study in 2026, which will provide details on the scope, design and programme of the project.

13. **Summary Position:** Table 4 shows the balance of grant funding remaining taking account of total estimated capital funding, the cost of pre-approved schemes and schemes for approval as contained in this report. Importantly, Table 4 includes funds received from developers for expansion of school places to mitigate the pressures of new housing. It is proposed that the available capital will be allocated to schemes which meet the criteria of the Section 106 agreement and appropriate approvals will be sought when schemes are brought forward.

Table 4: Balance of Capital Grant Funding at 2026/27 – 2028/29

	Basic Need £,000	SCA £,000	High Needs £,000	CIL £,000	Total £,000
Estimated Allocation	876	5,879	27,681	508	34,944
Pre-Approved Schemes	100	2,890	4,745	0	7,735
New Schemes Requiring Approval	0	2,950	22,900	0	25,850
Total Investment	100	5,840	27,645	0	33,585
Grant Funding Remaining*	776	39	36	508	1,359

**Grant Funding Remaining: This includes funding necessary to support the development of works and schemes following receipt of updated information and data about the needs of the school estate. This includes admissions data on in year pressures for places and updated condition and works surveys.*

Summary of financial implications

14. This report sets out the financial position in respect of the spending of grant funding allocated to the Local Authority by the Department for Education.
15. The report also sets out S106 funding that has been received from developers to meet sufficiency need. All schemes proposing to use S106 funding will be taken to Capital Briefing Board in consultation for Corporate Finance to ensure that the conditions of the agreement are met with respect to the use and location of the project.

Summary of legal implications

16. This report sets out the current position of the capital programme. The contracts and funding agreements that Children’s Services enters into as client for the projects that form part of the capital programme will be drafted and signed in conjunction with Legal Services. Capital funding is allocated to projects in line with the published terms and conditions.
17. Changes to the admissions policies of schools and academies that are expanding SEND places in Resourced Provisions or Satellite Sites require a significant change application to be undertaken. Where the responsible body is an academy trust, this application needs to be approved by the Department for Education’s Southwest Regions Group and SEND Sufficiency colleagues will work closely with Academy Trusts to support this process. Where BCP Council is the responsible body, significant change approval will be sought from Cabinet.

Summary of human resources implications

18. The commissioning of Children’s Services capital projects rests principally with staff under the Education and Skills directorate. This includes client-side project management. Technical project management is provided by or commissioned through the Council’s Facilities Management Team. The ongoing staffing of schools and academies is the responsibility of governing bodies and academy boards, with day-to-day professional leadership and management provided by

headteachers and school staff. During the delivery phase of a capital programme additional technical staff, such as surveyors and designers, may be required: such costs are generally capitalised.

Summary of sustainability impact

19. Any new project will take account of sustainability at the design stage as set out above. A discrete budget has been set aside to fund condition works to the maintained school estate more sustainable.
20. Any new buildings constructed at Winchelsea School and Somerford Primary School as part of the DfE's SRP schemes will be designed on the principles of net zero carbon, substantially reducing the emissions in the maintained school estate.

Summary of public health implications

21. Children with special educational needs and disabilities often have associated health needs, in some cases lifelong medical needs. The health needs of children will be taken into account as part of the options appraisal and design works for any project. This would include, for example, the provision of hygiene and first aid rooms. The provision of outdoor play space and facilities for physical education will be considered as part of any project in line DfE Building Bulletin design guidance, as will the promotion of walking and cycling to school by the provision of appropriate facilities. An approach to SEND which enables more children to attend a school in their local community will reduce journey times and distances and potentially reduce emissions.
22. Condition works projects and projects to fund the creation of SEND places in existing schools address historic issues of building non-compliance with respect to fire regulations, ventilation and carbon efficiency, leading to a net improvement in health

Summary of equality implications

23. All proposed capital projects will be developed in accordance with the Council's Equalities Policy. Children with SEND often have a range of disadvantages, such as economic deprivation. Better SEND provision is a means of mitigating these disadvantages and enabling children to achieve more. Some types of SEND affect either boys or girls disproportionately. Proposals for new SEND accommodation will help to address any such disadvantage. An equalities impact assessment conversation screening tool has been completed and sent to panel to the EQIA Panel for review and discussion.

Summary of risk assessment

24. This report sets out recommendations for budgetary approval for a number of schemes that will require further definition before final costs are known both as part of the SEND Sufficiency strategy and Planned Repairs and Maintenance Plan. The main risks and mitigations provided at **Appendix 6**.

Recommendation

25. It is recommended that Cabinet agrees the capital programme as set out in the report, including the new budget allocations set against the capital funding available for the period 2026/27-2028/29.

Background Papers

- Children's Services Capital Strategy 2025 – 2028
- Children and Young People's Partnership Plan 2024/25
- SEND and Alternative Provision Improvement Plan 2025/27
- Belonging Strategy 2024
- Alternative Provision Delivery Plan 2025
- SEND Sufficiency Strategy 2024 – 2026

Appendices

- Appendix 1 - Proposed Planned R&M Capital Programme for Approval 2026/27– 2028/29
- Appendix 2 - Summary of Completed and Planned Works in Repairs and Maintenance Schemes
- Appendix 3 - High Needs Provision Capital: Budget Headings with Prior Approval
- Appendix 4 - Capital and Programme Governance Arrangements for Specialist Places 0-19 (Round 2) and Summary of Capital Projects for Specialist Places 0-19 (Round 2) Programme
- Appendix 5 - High Needs Provision Capital Allocation capital projects closed in 2025/26
- Appendix 6 - Project Risks and Mitigations

Proposed Planned R&M Capital Programme for Approval 2026/27– 2028/29

Name of Project/Budget	2026/27	2027/28	2028/29	Total
Christchurch Learning Centre+	330	As we work with the schools and appointed contractors to review condition data and develop further schemes, we will understand the works that need to be programmed into future years.		330
Mudeford Infant School+	170			170
Planned Repairs and Maintenance	500	1,000	1,450	2,950

+These are planned repairs and maintenance works. Best endeavours have been used to estimate costs based on existing data but due to construction inflation since the surveys were complete, availability of labour and materials and the potential for surveys to uncover additional issues, these costs may increase. These figures should not be viewed as final at this early stage.

Summary of Completed and Planned Works in Repairs and Maintenance Schemes

School	2025/26	2026/27
Burton Primary School	<ul style="list-style-type: none"> ➤ Extension of fire alarm system ➤ Refurbishment of toilet block ➤ Repair of glazed roofs 	<ul style="list-style-type: none"> ➤ Replacement of windows ➤ Fire compartmentation ➤ Additional toilet refurbishment
Christchurch Learning Centre	<ul style="list-style-type: none"> ➤ Replacement and upgrade of boiler plant at Stour Road ➤ Replacement and upgrade of boiler plant at Stour Cottage ➤ Replacement and upgrade of electrical distribution at Stour Road ➤ Roof repairs at Stour Road 	<ul style="list-style-type: none"> ➤ Replacement of windows and external doors at Stour Cottage ➤ Installation of boundary fencing at Stour Cottage ➤ Repair of boundary walls ➤ Road safety enhancements at entrance to Stour Road ➤ Replacement of lighting at Stour Road ➤ Replacement, upgrade and extension of A/C at Stour Road.
Highcliffe St Mark	<ul style="list-style-type: none"> ➤ Site security improvements and boundary fencing. ➤ Replaced life-expired boiler plant and upgraded boiler controls and distribution pipework. 	<ul style="list-style-type: none"> ➤ Condition survey of flat roofs.
Linwood	<ul style="list-style-type: none"> ➤ Widespread replacement of fire doors and additional fire stopping to comply with building regulations. ➤ Replacement and upgrade of main electrical intake. ➤ Upgrade of boundary fencing to improve site security. 	<ul style="list-style-type: none"> ➤ Conversion of former Swimming Pool to sports and dining hall. ➤ Repair of boundary walls ➤ Replacement of boiler plant ➤ Survey and replacement of flat roofs in line with needs.
Mudford Infant School	<ul style="list-style-type: none"> ➤ Replacement of fire doors in response to Fire Risk Assessment ➤ Resurfacing of external play areas to remove trip hazards ➤ Replacement and upgrade of electrical distribution boards in response to EICR 	<ul style="list-style-type: none"> ➤ Replacement and upgrade of boiler plant, controls and distribution. ➤ Roof survey and replacement of roofs in line with needs
Mudford Junior School	<ul style="list-style-type: none"> ➤ Upgraded access control to improve site security. ➤ Upgraded security alarm and CCTV monitoring on site to bring systems in line with other parts of the school estate. ➤ Installed edge protection system for safe access to A/C equipment on roof. ➤ Internal works to upgrade floor coverings. 	<ul style="list-style-type: none"> ➤ Condition survey to determine next R&M priorities.
Somerford Primary School	<ul style="list-style-type: none"> ➤ Upgrade of school wide LED lighting to reduce carbon emissions. ➤ Replacement and expansion of guttering ➤ Replacement of life expired timber access ramp 	<ul style="list-style-type: none"> ➤ M&E survey to determine interim R&M priorities ➤ Work with Department for Education to maximise scope of rebuild project.
Winchelsea School	<ul style="list-style-type: none"> ➤ Replacement of physical therapy space that was lost when modular buildings were demolished. 	<ul style="list-style-type: none"> ➤ Work with Department for Education to maximise scope of rebuild project.

High Needs Provision Capital: Budget Headings with Prior Approval

Headline Budget	2026/27	2027/28	Total
SEND Advanced Design Fees	200	200	400
SEND Adaptations - Access	100	100	200
Specialist Places 0-19	5,000	300	5,300
Total Budget Approved	5,300	600	5,900

Projects in development using headline budget.

Resourced Provisions

Project Name	2026/27	2027/28	Total
Bethany Junior School	250	0	250
Elm Academy	480	0	480
Manorside Academy	280	0	280
Muscliff Primary School	250	0	250
Pokesdown Primary School	450	0	450
Queens Park Infant School	205	0	205
Queens Park Infant Progression Pathway	250	0	250
Somerford Primary School	250	0	250
St Clement's/ St John's	815	0	815

Special Schools Satellite Expansions

Project Name	2026/27	2027/28	Total
Old Town Infant School	35	0	35
Stanley Green Infant Academy	610	0	610
Total Programme	3,875	0	3,875

*Note: All costs for schemes are based on a Cost Plan 1 cost estimate subject to final designs. Costs currently contain c.15% contingency and will be refined as part of a robust project management and change control methodology (See **Appendix 4**)*

Summary – committed and remaining funding from pre-approved budgets

Project Name	2026/27	2027/28	Total
Total Funding Pre-Approved	5,300	600	5,900
Total Funding Committed	3,875	0	3,875
Amount remaining (to be utilised as the development of schemes progresses)	1,425	600	2,025

Capital and Programme Governance Arrangements for Specialist Places 0-19 (Round 2)

All projects included in the Round 2 programme of work were identified, scoped, designed and costed as part of a robust governance process to ensure that:

- Places are delivered in the right locations.
- Places meet the needs of BCP Council.
- Schemes have had input and approval from school leadership teams and governing bodies.
- Provisions created are proportionate to the needs of the children and young people that are placed there.
- Buildings are compliant with statutory regulations and are in line with Department for Education recommendations with respect to space and facilities.
- Schemes offer value for money.

All expressions of interest from school partners were assessed with oversight from strategic commissioning. Site constraints and capital project risks were captured at the bidding stage. Following this, projects received scrutiny and approval from the Children's Services SEND Programme Board.

Under the capital governance framework, a Project Initiation Document (PID) was prepared for each project that proposed a scope of works, included a detailed risk register and identified site constraints. Following approval of the PID, site surveys were carried out to further develop risk and constraint mitigations and inform a concept design. At all stages, Headteachers and relevant staff from partner schools and academies were consulted on the design and changes were not made without their approval.

After the designs were adopted, all schemes were costed by BCP Council's in-house construction works team and by School Project Managers using data from recently delivered projects. Therefore, the estimated cost used to seek budget approval are robust and include sufficient contingency to mitigate against unforeseen risks proportionate to the scale and complexity of the projects.

The governance process includes for a robust change control process whereby changes are escalated through the dedicated School Project Manager to the Capital Steering Group that provides close financial and operational oversight of all projects. Likewise, the delivery of the schemes against the service objectives are monitored through the SEND Sufficiency Recommendations Board with ultimate oversight from the SEND Programme Board.

All projects have been through the relevant project Gateway Stages to receive approval to proceed and PIDs and Gateway reports detailing the scope of works and a breakdown of the identified costs are available.

Approval for the programme of works is required meet tight timescales for capital delivery as construction works on school sites need to be scheduled and managed in order to minimise disruption to education provision, meeting holiday periods where necessary.

A list of projects is set out in the table below.

Summary of Capital Projects for Specialist Places 0-19 (Round 2) Programme

Project Name	Cost £'000	No. of Places	Age Range Primary Need	Target Opening
Bethany Junior School RP	250	16	Internal segregation, refurbishment and fire compliance works. Form external breakout space with improved fencing. Provides a progression pathway for the RP at St Clement's.	Sep -2026
Elm Academy RP	480	24	Medium refurbishment, health and safety works and minor remodelling of existing modular building with external space.	Sep -2026
Manorside Academy RP	280	10	Heavy refurbishment, remodelling and health and safety works to former caretaker's bungalow with boundary security improvements.	Sep -2026
Muscliff Primary School RP	250	16	Light refurbishment of classroom spaces, remodelling and external spaces with a potential further phase for Alternative Provision.	Sep -2026
Old Town Infant School Satellite	35	10	Winchelsea satellite base expansion for 10 KS1 and early years children at Old Town Infant School. Intimate care space and external play areas	Sep-2025
Pokesdown Primary School RP	450	16	Significant internal remodelling and partitioning works to create suitably sized spaces with some health and safety compliance works and external improvements.	Sep -2026
Queens Park Infant School RP	205	20	Formalisation of existing BCP funded provision. Internal remodelling and light refurbishment to make space suitable for pupils' needs.	Sep -2026
Queens Park Infant Progression Pathway RP	250	16	Refurbishment of spaces to make suitable for pupils' needs and the security of staff and pupils.	Sep-2026
Somerford Primary School RP	250	16	Internal remodelling and condition rectification works to create internal space for existing SEND pupils. Could be used for RP if significant change request is granted.	Sep -2026
Stanley Green Infant Academy Satellite	610	40	Light refurbishment and remodelling works to make spaces fit with Winchelsea's delivery model for Primary School SEND facilities.	Sep -2026
St Clement's/ St John's RP	815	16	Necessary to formalise an existing BCP funded provision. Life expired modular building to be replaced by a new classroom building sensitive to heritage considerations and refurbishment of internal space to form suitable classroom.	Jan -2027
Total	3,875	200		

Appendix 5

High Needs Provision Capital Allocation capital projects closed in 2025/26

Project Name	Places Created	Total Project Cost £'000	Project Description	Date Opened
Bourne Academy Link	12	490	Internal provision to support children transitioning to secondary school as part of a graduated approach to enabling children with additional needs to access the Key Stage 3 curriculum	Sep-2024
Broadstone First School	20	1,700	Extension of school to create 16 place resourced provision for 14 KS1 pupils with ASC.	Oct-2024
Canford Heath Infant/Junior School	35	1,800	Extension and remodelling to create a 15-place resourced provision KS1 pupils and a 20-place resourced provision for KS2 pupils.	Feb-2025
Dingley's Promise: Bournemouth	10	25	Works to improve the space, increase security and make the space more effective for EYFS children undergoing a needs assessment.	Apr-2024
Dingley's Promise: Christchurch	8	306	Refurbishment of former caretaker's bungalow to create early years assessment centre run by Dingley's Promise.	Feb-2026
Dingley's Promise: Poole	12	48	Refurbishment of former family hub to create early years assessment centre run by Dingley's Promise.	Sep-2025
Linwood Satellite: Oakdale Junior School	32	470	Creation of new standalone satellite provision for EYFS and KS1 pupils in surplus accommodation at Oakdale Junior School	Nov-2024
Malmesbury Park	Suitability of existing places	30	Funding to support suitability works to improve an existing Resourced Provision that was approved under a previous tranche of works.	N/A
Post-16 Skills Centre	60	1,550	Refurbishment of former family hub to create Post-16 Skills Centre satellite of Linwood School for 60 young people	Nov-2025
Somerford: Forest Hub	Suitability of existing places	40	Refurbishment of internal spaces to create a dedicated base at Somerford Primary School to support 20 children with EHCPs	Nov-2025
Victoria Education Centre (VEC)	7	110	Refurbishment of internal spaces to create a class for a cohort of EYFS pupils with complex needs placed at VEC.	Jan-2025
Total	196	6,569		

Project Risks and Mitigations

- a. **Risk:** Project costs exceed the approved budget:

Mitigation: condition projects are based on recent condition surveys undertaken by building professionals. Where survey data is older, budgets take into account recent price inflation in construction industry, statutory fees and surveys and allocate a contingency to mitigate project specific risks. Where cost information is not available, for both condition projects and new SEND facilities, in-depth feasibility work will be carried out to provide greater cost certainty and further approvals will be recommended in line with BCP Financial Regulations. This approach has delivered all Planned R&M and SEND Sufficiency schemes undertaken in 2025/26 within their approved budgets.

- b. **Risk:** the project is not delivered on time.

Mitigation: all projects will have a project plan setting out the timescale for critical products and will be managed in accordance with the governance procedures overseen by the Children's Services Capital Steering Group and SEND Programme Board.

- c. **Risk:** the project is not delivered to the quality expected.

Mitigation: all projects will have a clear specification in terms of service outcomes (usually defined within Children's Services), and technical specifications (that will be determined by specialists within the Facilities Management Team or 3rd party consultants as appropriate). Construction monitoring and snagging will be overseen by in-house property professionals in the Facilities Management Team.

- d. **Risk:** the project does not deliver facilities that are required.

Mitigation: Condition works have been agreed in consultation with school senior leadership teams and professional building surveyors. All projects that propose to provide sufficiency places will have a Project Initiation Document, approved by the SEND Sufficiency Project Board and agreed with partner schools that clearly sets out the rationale for the project and the results that are expected from it. The Capital Projects Partnership Working Document sets out the basis on which BCP Council undertakes to fund projects based on the recommendations of the DfE's Building Bulletin 104.

- e. **Risk:** there is not a clear understanding of the respective responsibilities of the council and academy trusts in the delivery of a project on an academy site.

Mitigation: a Partnership Working Document setting the roles of the Capital Delivery Team will be shared with partner schools and a Service Level Agreement (with maintained schools) or Contract (for academy trusts) will be agreed for every scheme to ensure responsibilities with respect to service use and placements will be agreed for every scheme.

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CABINET



Report subject	Asset Disposals
Meeting date	4 March 2026
Status	Public Report
Executive summary	<p>This report presents a proposal to dispose of the following assets:</p> <ol style="list-style-type: none"> 1. 12-14 Commercial Road, Poole, BH14 0JW 2. Queensmead Care Home, Bronte Avenue, Christchurch, BH23 2NP 3. Penn Hill Car Park, Canford Cliffs Road, Poole, BH14 9LZ <p>The proposal to dispose of the above assets was considered by the cross-party strategic asset disposal working group on the 12 February 2026. The draft minutes of this meeting are presented as a confidential appendix to this report (Appendix 3). The approved recommendation of the cross-party working group was to endorse the proposal.</p>
Recommendations	<p>It is RECOMMENDED that Cabinet recommend that Council:</p> <ol style="list-style-type: none"> (a) note the confidential minutes and the recommendations of the Cross-Party Strategic Asset Disposal Working Group meeting held on the 12 February 2026. (b) approve the disposal on an open market basis of; 12-14 Commercial Road, Queensmead Care Home and Penn Hill Car Park on such terms to be approved by the Director of Finance, acting in his capacity as Corporate Property Officer, in consultation with the Portfolio Holder for Finance.
Reason for recommendations	To seek Cabinet approval for the disposal of the identified surplus and under-utilised assets to secure capital receipts in support of the Council's financial strategy.

Portfolio Holder(s):	Cllr Mike Cox, Deputy Leader BCP Council and Portfolio Holder for Finance
Corporate Director	Adam Richens, Director of Finance
Report Authors	Miles Phillips, Head of Estates Darryl Tidd, Senior Estates Surveyor Rupert Williams, Senior Estates Surveyor Sarah Knott, Senior Estates Surveyor
Wards	12 -14 Commercial Road – Parkstone Ward <ul style="list-style-type: none"> • Cllr Crispin Goodall • Cllr Emily Harman Queensmead – Commons Ward <ul style="list-style-type: none"> • Cllr Margaret Phipps • Cllr Vanessa Ricketts Penn Hill Car Park – Canford Cliffs Ward <ul style="list-style-type: none"> • Cllr John Challinor • Cllr Gavin Wright
Classification	For Decision and Recommendation

Background

1. The Cross-Party Strategic Asset Disposal Working Group and its guiding principles were established at Cabinet on 26 July 2023.
2. Principle 4 states that '*We will look to dispose of surplus, under-used, vacant land & buildings unless there is a strong strategic rationale for holding them for example - support future service delivery, regeneration, housing, or place making*'.
3. The Cross-Party Strategic Asset Disposal Working Group considered these assets at its meeting on 12 February 2026 and endorsed the proposal for their disposal.
4. The detailed background for each property now follows:

12-14 Commercial Road, Poole,

5. BCP's interest comprises two Freehold titles.
6. The built property has been constructed spanning across Land Registry titles. The asset comprises a modern office building with attached converted Victorian villa and separate surface car park. The main building and the villa were previously utilised by Children's Services, with Tricuro also occupying part of the main building.
7. The site is currently unoccupied although it is being used by BCP for temporary storage purposes. The building has been the subject of several break ins.

8. Following consideration of long-term strategic options this asset was presented to council officers at the Corporate Property Group (CPG) on 10 November 2025 where it was confirmed as surplus to BCP's operational requirements and recommended that it should be considered for disposal to generate a capital receipt. The Cross-Party Strategic Asset Disposal Working Group agreed to the disposal on the 12 February 2026.
9. The site has been identified as offering development potential and accordingly external advice is required on the potential development value for the highest and best use. This will involve considering whether to dispose as a single or multiple plots.
10. The site is not within a Conservation Area, albeit the eastern boundary is immediately adjacent to the extent of the Ashley Cross conservation area. There are several mature trees on site which are not subject to Tree Preservation Orders.

Queensmead Care Home, Christchurch

11. Queensmead is a former 40-bed care home constructed in the 1970s. The accommodation is now outdated and does not align with contemporary standards or expectations for modern care provision.
12. The property was previously leased to Care South. Following significant storm damage in 2022, residents were relocated to alternative accommodation, after which Care South formally surrendered its lease.
13. While long-term strategic options for the site have been reviewed, a range of interim or 'meanwhile' uses were also explored. However, due to the building's configuration, condition, and associated viability and planning constraints, none of these options proved feasible.
14. As a result, the property remains vacant and unoccupied, incurring ongoing security and holding costs. A clear course of action is therefore required.
15. It has been concluded that there are no viable operational uses for the asset, and it was declared surplus at Corporate Property Group on 12 January 2026. Accordingly, disposal of the property on the open market is recommended, to achieve best consideration.
16. The asset was taken to Corporate Management Board on 19 January 2026 and subsequently the Cross-Party Strategic Asset Disposal Working Group agreed to the disposal on the 12 February 2026.

Penn Hill Car Park, Poole

17. The site comprises a public pay-and-display surface car park providing 47 spaces (plus 2 motorcycle spaces and a disabled car space). It is located within a high-value area and falls within a designated Conservation Area.
18. The total site extends to approximately 1.013 acres (0.410 hectares), of which around 40% consists of natural woodland.
19. The car park is consistently underutilised, generating low levels of income.

20. Housing Delivery has undertaken an assessment of the site and concluded that it is not viable for their development needs. Overall, it has been determined that there are no viable operational uses for this asset.
21. Accordingly, disposal of the property on the open market is recommended to achieve best consideration.
22. The asset was taken to the Corporate Property Group on 10 November 2025 and Corporate Management Board on 19 January 2026. The Cross-Party Strategic Asset Disposal Working Group agreed to the disposal on the 12 February 2026.

Conditions associated with any disposal

23. In considering the disposal of these assets there are several factors which need to be resolved including:

- **Long leasehold or freehold.**

To maximise market interest and secure the highest possible capital receipt, the recommended approach is to proceed with a freehold disposal. A freehold sale transfers full ownership of the site to the purchaser, which is generally preferred by developers and investors. As an alternative, the freehold could be sold subject to conditions, such as the purchaser obtaining satisfactory planning permission. It is also possible to incorporate an overage agreement, enabling the Council to benefit from any uplift in land value generated through future development.

An alternative disposal route is the grant of a development lease, which allows the Council to retain a degree of control over the site. Under this structure, the lessee would be required to obtain the Council's consent for planning applications and comply with restrictions on the proposed use. A development lease also provides greater assurance that the purchaser will implement the development within an agreed timeframe.

However, a freehold sale is likely to attract significantly stronger market interest than a leasehold disposal. Leasehold arrangements can affect marketability due to factors such as lease length, lease terms, restrictions, and the need for freeholder consent, whereas a freehold interest provides purchasers with full autonomy.

It should also be noted that while overage can protect the Council's financial position, such provisions can deter some potential bidders, and their use therefore requires careful consideration. The due diligence undertaken as part of the valuation and marketing process will inform the appropriate structure and detail of any overage provisions, including an assessment of their potential impact on marketability and value.

Greater market demand typically results in increased competition and may lead to enhanced bid levels. For these reasons, a freehold sale—potentially with conditions or overage where appropriate—offers the strongest prospect of maximising both interest and value.

Recommended option: Freehold disposal, potentially with an overage agreement.

- **Conditional or Unconditional Sale**

Two disposal routes are available for consideration: sale on an unconditional 'sold as seen' basis or sale subject to the purchaser obtaining planning permission.

A 'sold as seen' disposal represents the quickest means of securing a capital receipt and brings an immediate end to the Council's ongoing holding costs and associated ownership risks. This approach enables rapid completion and removes the uncertainties inherent in the planning process.

Conversely, a sale subject to planning may achieve a higher overall capital receipt; however, it places the planning risk with the Council. Experience from complex and protracted transactions, such as the Southbourne Crossroads and Cambridge Road sites, demonstrates the potential challenges, delays and resource implications associated with conditional sales. Under this route, the capital receipt is deferred until an acceptable planning permission is granted, meaning the balance of the purchase price may be delayed for a prolonged period or, in some cases, may not materialise if planning proves unattainable.

Recommended option: Proceed with an unconditional 'sold as seen' sale to expedite the transaction, secure an early receipt, and minimise ongoing financial and operational risks to the Council.

Options Appraisal

24. Options considered include:

- a) Do nothing. Not consistent with principles agreed by Council for holding assets.
- b) Alternative use. It has been confirmed that the Council has no viable alternative service proposals or uses for the sites, via the Corporate Property Group.
- c) Disposal but on alternative terms e.g. leasehold or subject to planning. We have set out the recommended options in each of these scenarios in paragraph 23.
- d) Disposal as recommended in this report.

Summary of financial implications

25. The financial implications are detailed in confidential Appendix 2 of this report.

26. The current estimated value of the assets is included in confidential Appendix 2. The values will be subject to independent RICS Red Book valuations to determine updated Market Values for the purposes of disposal. The Council will also look to offset any costs associated with the disposals from these capital receipts.

Summary of legal implications

27. The Council has the necessary statutory powers to dispose of these properties under Section 123 of the Local Government Act 1972, which gives a general power of disposal provided it is for the best consideration that can be reasonably obtained.
28. It is advised that Reports on Title are commissioned prior to the commencement of marketing to ensure that all legal, ownership, and title matters are fully understood and addressed in advance of bringing the assets to market.
29. The sites will require further legal investigation prior to marketing.
30. The legal implications for each site are as follows.

12-14 Commercial Road, Poole,

31. The property is freehold.
32. There are potential legal rights over the site which will require further investigation prior to marketing.

Queensmead Care Home, Christchurch

33. The property is freehold.
34. The site will require further legal investigation prior to marketing.

Penn Hill Car Park, Poole

35. The property is freehold but subject to restrictive covenants (see confidential Appendix 2 for further information).
36. The site will require further legal investigation prior to marketing.

Summary of human resources implications

37. There are no direct human resources implications of this decision.

Summary of sustainability impact

38. The Asset Management Plan recognises the estate should be sustainable and carbon neutral and will play a key role in the council achieving these targets. Disposal of surplus assets will reduce the council's carbon emissions.

Summary of public health implications

39. There are no public health implications arising from the recommendations within this report.

Summary of equality implications

40. Since 12–14 Commercial Road and Queensmead are both vacant and unoccupied, their disposal is not anticipated to give rise to any direct equality implications.
41. The disposal of Penn Hill Car Park will result in the loss of one disabled parking space. The Equality Impact Assessment (EIA) is provided in Appendix 4.

Summary of valuation implications

42. A valuation has already been provided by an external RICS Registered Valuer to provide an opinion of the market value of the asset (see confidential Appendix 2).

Summary of risk assessment

43. The disposal of these assets is considered low risk. A review of the Council's future operational requirements has confirmed that 12–14 Commercial Road and Queensmead are no longer required for service delivery by Housing or Children's Services, and that Penn Hill Car Park is significantly underutilised. As such, all three sites are deemed suitable for disposal.

44. If prevailing economic conditions deteriorate, demand for development sites may decline, which could reduce market interest and negatively impact achievable capital receipts.

45. Retaining the vacant and surplus buildings at 12-14 Commercial Road and Queensmead presents the following risks:

- Public liability risk: Holding a vacant site with potential hazards increases the risk of injury and associated liabilities.
- Financial risk: Ongoing security and holding costs for vacant buildings continue to rise, placing unnecessary financial pressure on the Council.
- Reputational risk: Failure to progress the agreed strategy for a surplus asset could reflect negatively on the Council's asset management approach.
- Opportunity cost: Delaying disposal limits the Council's ability to realise a capital receipt that could otherwise support strategic priorities.

Appendices

Appendix 1	Public	Asset Information
Appendix 2	Confidential	Financial and Legal Information
Appendix 3	Confidential	Cross-Party Strategic Asset Disposal Working Group (To follow)
Appendix 4	Public	Equality Impact Assessment

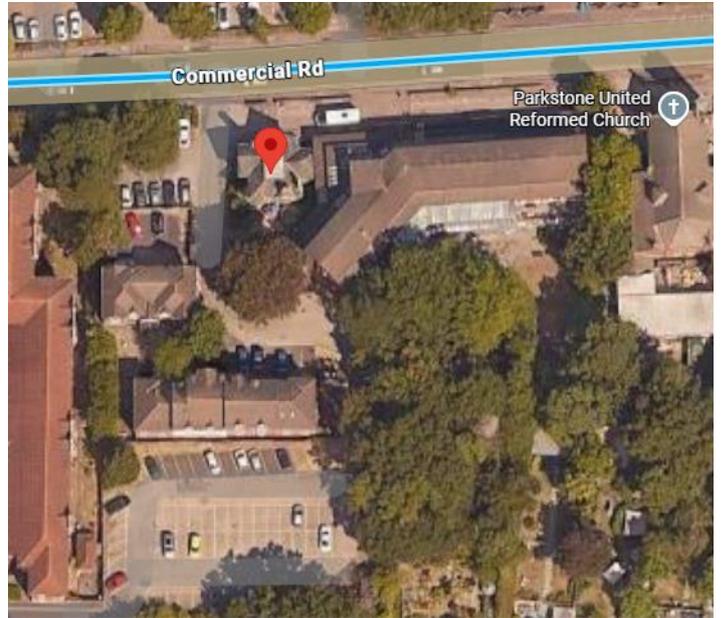
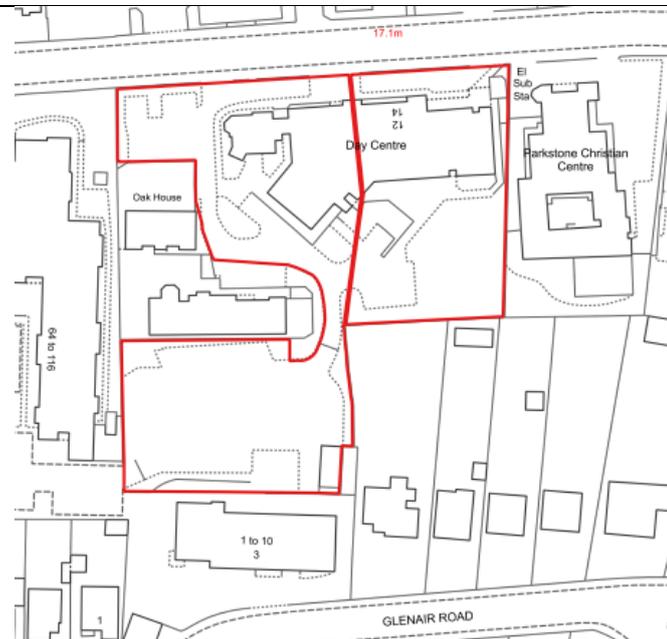
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ASSET INFORMATION

12-14 Commercial Road, Poole, BH14 0JW



Location Plan (not to Scale)



Site Area: 0.58 ha (1.44 acres)

Gross Internal Area (GIA): Approx 989 sqm/ 10,645 sq ft taken from the Valuation Office

Tenure: Freehold

Queensmead Care Home, Bronte Avenue, Christchurch, BH23 2NP



Location Plan (not to Scale)



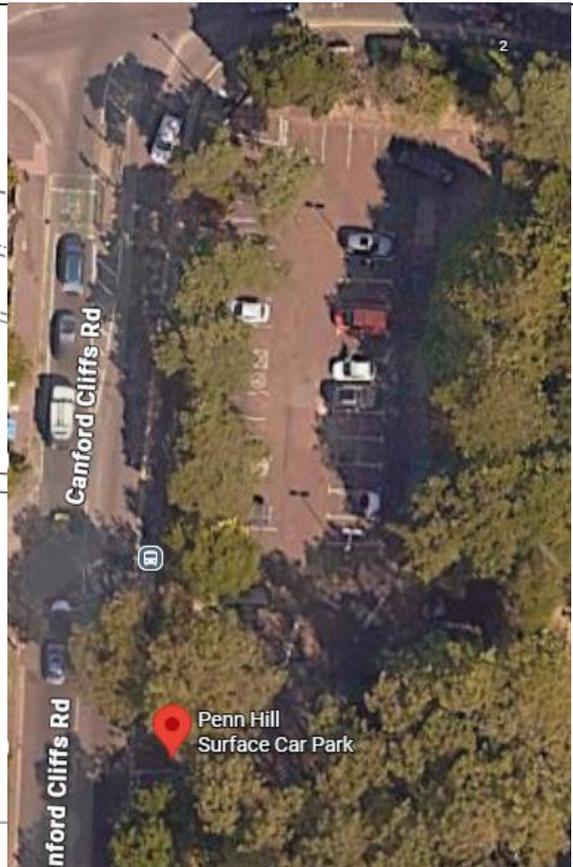
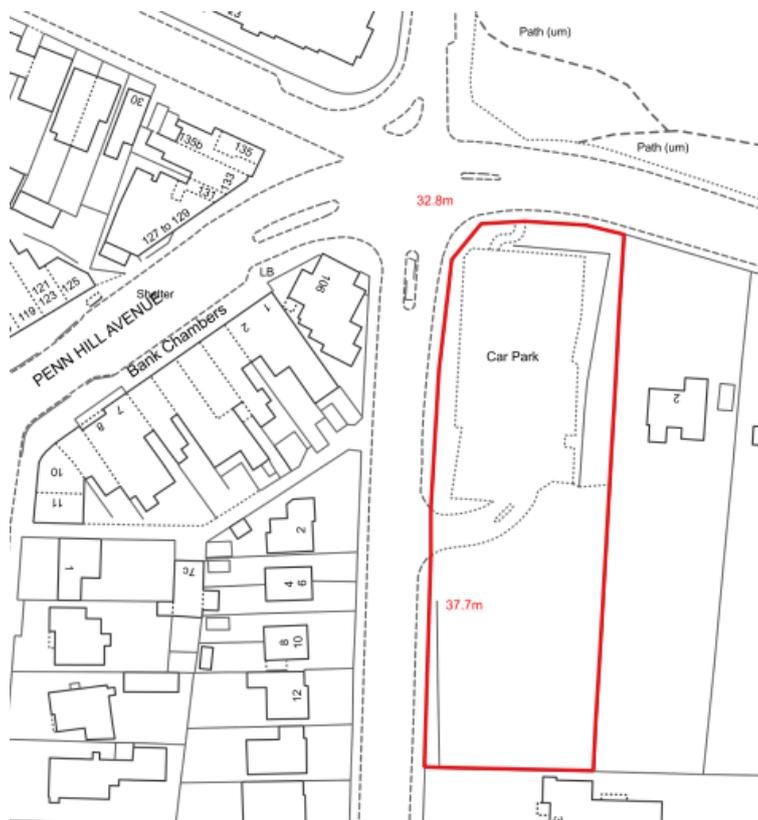
Site Area: 0.66 ha (1.63 acres)

Tenure: Freehold

Penn Hill Car Park, Canford Cliffs Road, Poole, BH14 9LZ



Location Plan (not to Scale)



Site Area: 0.41 ha (1.013 acres)

Capacity: 47 car spaces (plus 2 motorcycle spaces and a disabled car space)

Tenure: Freehold

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

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

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Equality Impact Assessment Form

Once completed, please send this form to bcpequalities@bcpcouncil.gov.uk so the Policy, Performance and Partnerships team can hold a copy.

1	What is being reviewed?	Property Disposal
2	Details about your decision:	To dispose of the following properties which are owned by BCP Council: <ul style="list-style-type: none"> 12-14 Commercial Road, Poole, BH14 0HU Queensmead Care Home, Bronte Ave, Christchurch, BH23 2NP Penn Hill Car Park, Canford Cliffs Road, Poole, BH14 9LZ
3	Service Unit	Finance, Estates and Benefits
4	People involved in the process	<ul style="list-style-type: none"> Miles Phillips (Head of Estates) Darryl Tidd: 12-14 Commercial Road Sarah Knott: Queensmead Care Home Rupert Williams: Penn Hill Car Park
5	Relevant meeting date(s)	Cabinet Meeting: 4 March 2026. Team's meeting with Pippa Quinton (BCP Equalities): 18 February 2026. Teams call with Richard Pearson (Transport Network Manager): 18 February 2026.
6	Who is your current or potential client base? Who are your key stakeholders?	<ul style="list-style-type: none"> 12-14 Commercial Road: not applicable (vacant property). Queensmead Care Home: not applicable (vacant property). Penn Hill Car Park: members of the public with disabilities.
7	What are the different needs and experiences of the below protected groups? age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, sex members of the armed forces community, socio-economic status, children in care and care-experienced young people, carers, local businesses, any human rights issues	<ul style="list-style-type: none"> 12-14 Commercial Road: previously occupied by Children's Services and Tricuro but vacant since 2024. No different needs or experiences have been identified since the building became vacant. Queensmead Care Home: 40-bed care home. Vacant since 2022. No different needs or experiences have been identified since the building became vacant. Penn Hill Car Park: 1no. blue badge space will be lost. This will impact on people with disabilities accessing nearby shops, restaurants, local business etc.
8	What are the positive equality impacts from your decision?	<ul style="list-style-type: none"> 12-14 Commercial Road: none identified Queensmead Care Home: none identified Penn Hill Car Park: the Traffic team wishes to introduce limited-wait parking spaces in Canford Cliff Roads. These will be funded by disposal proceeds.
9	What are the negative equality impacts from your decision?	<ul style="list-style-type: none"> 12-14 Commercial Road: none identified. Queensmead Care Home: none identified.

		<ul style="list-style-type: none"> • Penn Hill Car Park: loss of 1no. blue badge parking space.
10	Will colleagues be impacted?	
11	How are you going to mitigate against the negative impacts identified?	<ul style="list-style-type: none"> • 12-14 Commercial Road: not applicable. • Queensmead Care Home: not applicable. • Penn Hill Car Park: there is an existing on-street blue badge parking space in Penn Hill Avenue. In addition, the Traffic team wish to introduce limited-time parking spaces in Canford Cliffs Road to be funded by the disposal proceeds. Consideration will be given to the provision of an additional blue badge space either in Penn Hill Avenue or Canford Cliffs Road. Blue badge holders can park on double yellow lines for up to 3 hours in nearby residential streets.
12	How will you monitor the impacts, both positive and negative?	<ul style="list-style-type: none"> • 12-14 Commercial Road: not applicable • Queensmead Care Home: not applicable • Penn Hill Car Park: Estates to keep the Traffic team updated regarding the proposed disposal and to liaise regarding the need for replacement blue badge spaces nearby.
13	Summary of Equality Implications	<ul style="list-style-type: none"> • 12-14 Commercial Road: not applicable (vacant property). • Queensmead Care Home: not applicable (vacant property). • Penn Hill Car Park: the Traffic team has confirmed it has no concerns regarding the proposed disposal. This will result in the loss of a blue badge parking space. There is an existing blue badge parking space in front of the retail parade in Penn Hill Avenue. The Traffic Team wishes to introduce limited-time parking spaces in Canford Cliffs Road. This will be funded by the disposal proceeds. Estates will engage with the Traffic team regarding the possible provision of an additional blue badge space within Penn Hill Avenue or the immediate area. Blue badge holders can also park on double yellow lines for up to 3 hours in nearby residential streets.

CABINET



Report subject	Our Place and Environment: Local Transport Consolidated Fund Programme 2026/27
Meeting date	4 March 2026
Status	Public Report
Executive summary	<p>The Department for Transport (DfT) has set out details of the new Local Transport Consolidated Funding settlement for Local Transport Authorities (LTAs) and confirmed funding allocations for the next Spending Review period (2026/27 to 2028/29 for revenue funding and 2026/27 to 2029/30 for capital funding).</p> <p>The new settlement grant conditions require the council by the 20 March 2026 to submit Local Transport Delivery Plans (LTDP) setting out the planned 2026/27 investment of the funding and an indicative programme for the future year allocations covering the period 2027/28 to 2029/30.</p> <p>The council then has until the 18 September 2026 to provide greater detail on the proposed 2027/28 to 2029/30 indicative programme.</p> <p>This report sets out the recommended 2026/27 programme (refer to Appendix A) for consideration and seeks approval and delegation to deliver it and to submit indicative programmes into the future to ensure compliance with the new grant conditions.</p> <p>Note 1: the recommended 2027/28 programme and future year programmes thereafter shall still be brought to Council for approval annually. In the instance of the 2027/28 programme that shall be in February/March 2027.</p> <p>Note 2: this report should be read in conjunction with the Active Travel Fund (ATF) and Local Authority Bus Grant (LABG) Cabinet reports.</p>
Recommendations	<p>It is RECOMMENDED that:</p> <p>a) Cabinet recommends to Council approval of the 2026/27 Local Transport Consolidated Fund programme as set out in Appendix A and delegates delivery to the Director of Planning and Transport in consultation with the Portfolio Holder for Climate Response, Environment and Energy and Portfolio Holder for Destination,</p>

	<p align="center">Leisure & Commercial Operations</p> <p>b) Cabinet delegates the development and submission of Local Transport Delivery Plan (LTDP) programmes to meet Department for Transport grant conditions to the Director of Planning and Transport in consultation with the Portfolio Holder for Climate Response, Environment and Energy and Portfolio Holder for Destination, Leisure & Commercial Operations.</p>
Reason for recommendations	<p>Enable expedient delivery/investment of the Local Transport Consolidated funded programmes for 2026/27 in line with financial regulations.</p> <p>Enable the council to comply with the new grant conditions that require it to submit draft future Transport Delivery Plans for the period up to 2029/30 by 20 March 2026 and more detailed plans by 18 September 2026.</p> <p>Note: approval for the actual proposed 2027/28 programmes shall still be brought to Council for approval in February/March 2027.</p>
Portfolio Holder(s):	<p>Councillor Andy Hadley - Portfolio Holder for Climate Response, Environment and Energy</p> <p>Councillor Richard Herrett – Portfolio Holder for Destination, Leisure & Commercial Operations</p>
Corporate Director	Glynn Barton – Chief Operations Officer
Report Authors	<p>Richard Pincroft – Head of Transport and Sustainable Travel</p> <p>Susan Fox – LTP and Capital Programme Manager</p>
Wards	Council-wide
Classification	For Decision and Information

Background

1. The Local Transport Consolidated Fund programme seeks to deliver schemes and initiatives (see Appendix A) that align with the Council's Local Transport Plan (LTP 3) and the vision, key ambitions and priorities set out in the Corporate Strategy including the council's commitments to sustainability, equality, and diversity.
2. The Local Transport Plan (LTP3) covers the period from 2011 to 2026 and came into effect from April 2011. In south-east Dorset, the LTP 3 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

The council is currently working with Dorset Council to develop and adopt a new joint Local Transport Plan (LTP) covering the next 15 years. This is expected to be adopted in Summer/Autumn 2026.

3. Government funding is provided by the Department for Transport (DfT) to deliver the objectives of the Local Transport Plan. DfT has confirmed a new local transport funding system to replace the current Local Transport Plan grant. Funding allocations for the Local Transport Consolidated Funding (LTCF) settlement are confirmed for the next Spending Review period (2027/27-2028/29 for revenue funding; 2026/27 to 2029/30 for capital funding).
4. The grant comprises of two principal elements: Integrated Transport Fund (ITF) and the Bus Services Fund (BSF). The ITF is intended to be used flexibly to deliver a wide range of local transport outcomes. The BSF should only be used to support outcomes for bus passengers/services. ITF includes Active Travel, Local Authority Bus Grant (capital), Local Electric Vehicle Infrastructure (LEVI), Highway Maintenance and Local Transport Grant.
5. A condition of the grant is that the council produces a Local Transport Delivery Plan (LTDP), setting out details of how all the available funding has been prioritised. The LTDP will include details of schemes and interventions or programmes and packages of spend. A detailed draft of the LTDP with all spending for 2026/27 and an outline plan to 2029/30, must be submitted to DfT by 20 March 2026.
6. An updated LTDP containing more detail for the planned future years investment needs to be submitted to DfT by 18 September 2026. Given the timescales and the requirement to align with to be published DfT guidance, Cabinet is recommended to recommend to Council that the development and submission of the Local Transport Delivery Plan to DfT is delegated to the Director of Planning and Transport in consultation with the Portfolio Holder for Climate Response, Environment and Energy and Portfolio Holder for Destination, Leisure & Commercial Operations. Note: future year programmes would still be brought to Cabinet and Council annually for approval.
7. DfT will set priority outcomes for transport expenditure through the Local Transport Outcome Framework. The council will be required to report to DfT on progress against the LTDP and the Local Transport Outcome Framework and to provide other key monitoring data, in addition to those already in place for highways maintenance and active travel.
8. The Secretary of State for Transport will set out their vision for domestic transport across England in the integrated national transport strategy (INTS) and publish updated LTP guidance in line with the INTS.

Due to existing reporting requirements that are set to remain in place during the funding period, separate Cabinet reports detailing the planned investment of the Active Travel Fund (ATF) and Local Authority Bus Grant (LABG) have been

prepared. This report requests approval of the Local Transport Consolidated Fund programme in consideration of the ATF and LABG programmes, as set out in Appendix A. Note: that approval is being sought for the funding shaded in **grey and in bold type Local Transport Consolidation (LTC) Grant element**. For information a breakdown of the capital funding by theme has been presented in a pie chart in Appendix B.

9. £3,721,100 comprising £3,345,900 capital and £375,200 revenue is allocated in 2026/27. Capital funding is invested in schemes that are prioritised using robust ranking mechanisms. For example, the 'Casualty reduction measures' allocation will be invested in proposals that will generate the best return for investment at reducing the likelihood of fatal and/or serious injuries at locations that have been identified as the highest priority by reviewing collision data.
10. The scale of the overall programme has substantially increased and offers the certainty of 4 years capital funding. This gives an opportunity to review and upscale resource capacity and capability to ensure effective and timely delivery to be funded from the revenue element. Any revenue not needed for capacity and capability building would be allocated to strategic scheme development.
11. For 2026/27 the programmes align with LTP3, from 2027/28 onwards the programmes are expected to align with the LTP4 and its associated delivery plan (once adopted), in addition to the DfT requirements outlined above.

Highways Maintenance element

12. Funding for Highway Maintenance is allocated annually by the DfT on a 'needs' basis. The nationally available budget is shared between authorities based on network length, number of bridges and number of streetlights.
13. DfT has allocated the available funding 2026/27 as follows. £7,763,000 capital is allocated, of which a proportion to be announced will be described as an incentive element. In 2026/27 at least 50% of the incentive element will be contingent on the council demonstrating compliance with criteria aimed at driving best practice and continual improvement in highways maintenance practice. The DfT has advised that it will be publishing details of the requirements in due course. In 2025/26 the council received its full allocation of incentive funding, on publication of the required transparency report.

Summary of financial implications

14. The Local Transport Consolidated Funding settlement for BCP Council as Local Transport Authority (LTA) is confirmed for the next Spending Review period as £89.3m. This comprises £77.7m capital (CDEL) for 2026/27- 2029/30, and £11.6m revenue (RDEL) for 2026/27-2028/29, as set out in Table 1.

	2026/27	2027/28	2028/29	2029/30	Total
Capital (CDEL)	16,377.4	18,093.5	20,211.1	23,025.6	77,707.6
Revenue (RDEL)	3,855.1	3,855.1	3,855.1		11,565.3
Total	20,232.5	21,948.6	24,066.1	23,025.6	89,272.9

15. The Local Transport Consolidated Funding comprises of the Integrated Transport Fund (ITF) and the Bus Services Fund (BSF) which is the revenue only element of the Local Authority Bus Grant (LABG). Table 2 is a breakdown of how the total figure has been calculated. The Integrated Transport Fund (ITF) consolidates the following stable formula-based grants:

- Highways Maintenance (CDEL)
- Active Travel (RDEL and CDEL)
- Local Electric Vehicle Infrastructure (LEVI) Capability Funding (RDEL)
- Local Transport Grant (RDEL and CDEL)
- LA Bus Grant (CDEL)

and as stated above the Bus Services Fund (BSF) corresponds to the LA Bus Grant (RDEL).

Revenue allocations for 2029/30 will be made during the following Spending Review period.

	Funding type	2026/27	2027/28	2028/29	2029/30
Highways Maintenance (HM)	CDEL	7,763.0	9,144.0	9,860.0	11,273.0
Local Transport Grant (LTG)	CDEL	3,345.9	3,620.3	4,961.2	6,302.0
Local Transport Grant (LTG)	RDEL	375.2	375.2	375.2	-
Active Travel	CDEL	2,249.7	2,249.7	2,249.7	2,249.7
Active Travel	RDEL	705.9	705.9	705.9	-
Local Electric Vehicle Infrastructure Grant (LEVI)	RDEL	152.9	152.9	152.9	-
LA Bus Grant (LABG)	CDEL	3,018.8	3,079.5	3,140.2	3,200.9
LA Bus Grant (LABG)	RDEL	2,621.1	2,621.1	2,621.1	-
Total		20,232.5	21,948.6	24,066.1	23,025.6

16. The Highway Maintenance programme includes £1.25m funding to enable Neighbourhood Services to deliver preventative permanent repairs to manage condition and support surface treatment and resurfacing programmes.
17. Incentive Elements: As was the case in 2025/26, a portion of the Highway Maintenance pot will be designated as incentive funding. The Council must demonstrate compliance with best practice to receive its full allocation. In all four years at least 25% of the annual incentive funding will be dependent on the council publishing transparency reports. In 2026/27, 50% of the incentive funding will be subject to performance, with the measures to be confirmed by DfT.
18. Local Authority Active Travel Capability Ratings influence allocations for Active Travel. The allocation presented above reflects the Council's rating as Level 3.

Should an increase or decrease in rating occur then this would adjust the amount in 2027/28 and beyond.

19. Bus funding is contingent on the timely receipt of a delivery plan satisfying DfT expectations and continued compliance with those expectations.
20. LTG revenue funding shall be used for capability and capacity building and to fund direct staff time allocated to delivering the programmes. In 2026/27, subject to approval £75k of the LTG shall also be utilised to establish the BCP Lane Rental Scheme – refer to separate Cabinet Report. It shall be in-effect repaid back to the programme in future year if/when sufficient Lane Rental revenue has been generated.
21. Separate reports to Cabinet/Council will consider the programmes for Active Travel and LA Bus Grant.
22. At the end of the financial year any unspent grant identified for schemes shall be carried forward into 2027/28.

Summary of legal implications

23. Public engagement and/or consultation shall be undertaken for the projects and programmes. The requirements will be identified through review of the equalities impact screenings/assessments which shall be undertaken at the outset of the projects.
24. Where applicable relevant legislation and processes shall be complied with. For example, the need to undertake statutory consultations for the adjustment of traffic regulation orders.

Summary of human resources implications

25. Continuity of delivery of the programmes is subject to securing appropriate resources, both within the Transport & Sustainable Travel, and Engineering units, and through the ongoing partnering contract for technical consultancy support and successor arrangements.
26. The announcement of the multi-year settlement is very helpful in so much as it enables the council to plan resource for future years more effectively.

Summary of sustainability impact

27. A DIA has been completed (ID 760) and the impact summary is included at Appendix C to this report. The overall impact is positive, with few minor impacts, and the carbon footprint score is low.

Summary of public health implications

28. The schemes within the programmes 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

29. The recommended programme has been Equality Impact Assessment (EIA) screened, included at Appendix D to this report. Individual projects within the programme will be EIA screened and full EQIAs completed should a need be identified during screening. The DfT has emphasised the need for funded schemes to meet accessibility standards and guidance will be complied with.

Summary of risk assessment

30. No significant risk implications with regards to approval of the respective programmes have been identified. Schemes of significant scale would be subject to specific risk assessments and risk registers as part of the overarching programme delivery process.

Background papers

None

Appendices

Appendix A – Local Transport Consolidated Funding Programme 2026/27

Appendix B – Pie chart showing percentage of capital spend by theme

Appendix C - DIA ID (760) Impact Summary table

Appendix D - Equality Impact Assessment Screening

Appendix A – Local Transport Consolidated Funding Programme

Note: the funding within the column headed “2026/27 LTC Funding [£]” in bold type and shaded is that for which approval is being sought in this report.

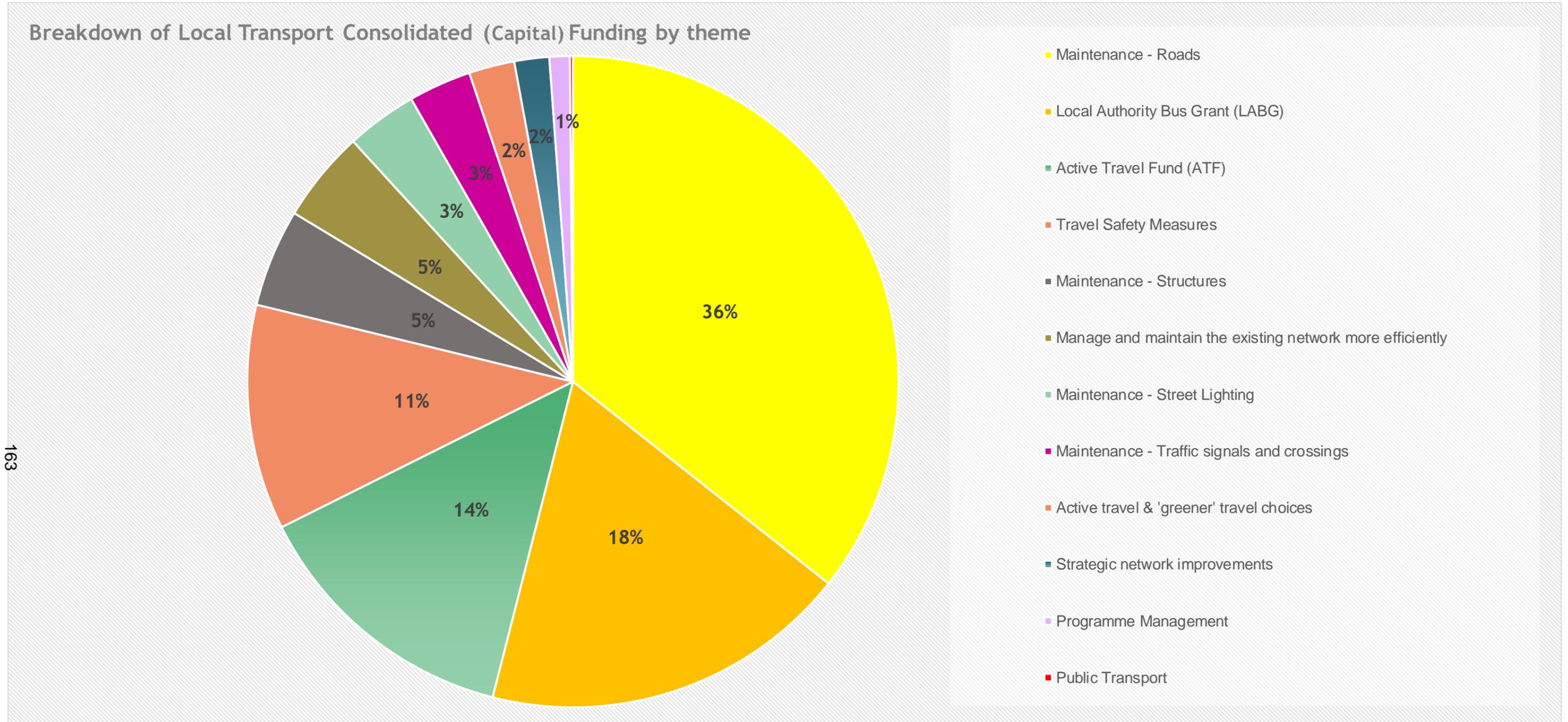
Highways Maintenance	Funding Source (£)		
	2026/27 LTC Funding [£]	External grant indicative spend during 2026/27 [£]	Total funding 2026/27 [£]
Maintenance - Roads			
Preventative Patching (repair road/footpath to receive surface treatment, or resurfacing)	1,500,000	0	1,500,000
Resurfacing programme	1,400,000	0	1,400,000
Surface Treatments Micro Asphalt & Surface Dressing (preserving/renewing existing surfacing)	1,300,000	0	1,300,000
Cross Asset Priorities – resurfacing	580,000	0	580,000
Highway Drainage	300,000	0	300,000
Footway and Cycleway Treatments	250,000	0	250,000
Surveys & software	190,000	0	190,000
Programme Management Fees	350,000	0	350,000
Sub-total	5,870,000	0	5,870,000
Maintenance - Structures			
Structures Maintenance	680,000	0	680,000
Principal Inspection Programme	120,000	0	120,000
Sub-total	800,000	0	800,000
Maintenance - Street Lighting			
Street Lighting Maintenance	580,000	0	580,000
Sub-total	580,000	0	580,000
Maintenance - Traffic Signals and Crossings			
Traffic Signals and Crossings Maintenance	513,000	0	513,000
Sub-total	513,000	0	513,000
Total for Highway Maintenance	7,763,000	0	7,763,000

1/3 (continued next page)

Local Transport Grant	Funding Source (£)		
	2026/27 LTC Funding [£]	External grant Indicative spend during 2026/27 [£]	Total funding 2026/27 [£]
Strategic improvements			
<i>Local Transport Grant Resource Fund (RDEL)</i>	375,100	0	375,100
Local Transport Plan (LTP), Business Case Development for Strategic Transport Priorities	120,000	0	120,000
Advanced design for future year schemes	100,000	0	100,000
South-East Dorset Strategic Transport Model	65,000	0	65,000
Sub-total	660,100	0	660,100
Travel Safety Measures			
Pedestrian Crossings including School Crossing Patrol site upgrades to permanent crossings – MTFP	850,000	0	850,000
20mph speed limit areas	490,000	0	490,000
Prioritised casualty reduction measures	400,000	0	400,000
Safer Routes to School	100,000	0	100,000
Sub-total	1,840,000	0	1,840,000
Manage and maintain the existing network more efficiently			
Castle Lane East/Deansleigh Road junction upgrade	500,000	0	500,000
Minor Transportation Schemes – MTFP	100,000	0	100,000
Intelligent Transport Systems (ITS)	100,000	0	100,000
Data Collection	50,000	0	50,000
Sub-total	750,000	0	750,000
2/3 (continued next page)			

Local Transport Grant (cont'd)	Funding Source (£)		
	2026/27 LTC Funding [£]	External grant indicative spend during 2026/27 [£]	Total funding 2026/27 [£]
Active travel & 'greener' travel choices			
Active Travel Fund (ATF) 2026-27 (CDEL) – refer to separate Cabinet Report for detail	0	2,249,725	2,249,725
Active Travel Fund (ATF) 2026-27 (RDEL) – refer to separate Cabinet Report for detail	0	705,900	705,900
<i>Local Electric Vehicle Infrastructure (LEVI) (2026/27) (RDEL)</i>	0	152,900	152,900
Public Rights of Way	100,000	0	100,000
Cross-pavement EV charging channel grant	0	93,000	93,000
Walking and Cycling (priorities derived from Local Cycling and Walking Infrastructure Plan)	80,000	0	80,000
School Streets	50,000	0	50,000
Accessibility improvements	50,000	0	50,000
Sub-total	280,000	3,201,525	3,481,525
Public transport alternatives to the car			
Local Authority Bus Grant (LABG) 2026/27 (CDEL) – refer to separate Cabinet Report for detail	0	3,018,821	3,018,821
Local Authority Bus Grant (LABG) 2026/27 (RDEL) – refer to separate Cabinet Report for detail	0	2,621,127	2,621,127
National Passenger Travel Information	25,000	0	25,000
Sub-total	25,000	5,639,948	5,664,948
Programme Management	166,000	0	166,000
Total for Local Transport Grant	3,721,100	8,841,473	12,562,573
Total Local Transport Grant and Highway Maintenance 2026/27 Programme	11,484,100	8,841,473	20,325,573
3/3			

Appendix B – Pie chart showing percentage of capital spend by theme



Appendix C - DIA Impact Summary table

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	No positive or negative impacts identified	
Natural Environment	Amber - Minor negative impacts identified / unknown impacts	
Sustainable Procurement	No positive or negative impacts identified	
Transport & Accessibility	Green - Only positive impacts identified	

Answers provided indicate that the score for the carbon footprint of the proposal is: **0.5**

Answers provided indicate that the carbon footprint of the proposal is:	Low	
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Equality Impact Assessment: Conversation Screening Tool

<p>What is being reviewed?</p>	<p>The Department for Transport (DfT) has set out details of the new Local Transport Consolidated Funding settlement for Local Transport Authorities (LTAs) and confirmed funding allocations for the next Spending Review period (2026/27 to 2028/29 for revenue funding and 2026/27 to 2029/30 for capital funding).</p> <p>The new settlement grant conditions require the council to submit Local Transport Delivery Plans (LTDP) setting out the planned 2026/27 investment of the funding and an indicative programme for the future year allocations covering the period 2027/28 to 2029/30.</p> <p>The DfT has set out expectations that local authorities deliver accessible and inclusive local transport as part of the funding conditions:</p> <p>“Authorities must role model inclusive policy making, and embed active consideration of accessibility within the development and delivery of policies funded through their consolidated funding. In particular they must:</p> <p>Assess equalities impacts throughout the policy development and delivery lifecycle, and reflect such consideration in Equality Impact Assessments for individual projects, which must be made available to the Secretary of State upon request:</p> <ol style="list-style-type: none"> i. Co-design policy, infrastructure and service change initiatives funded from consolidated funding with disable groups; ii. Align their processes with the government’s Transport Accessibility Charter, once published.” <p>A new programme of activity will be produced for Cabinet approval each financial year to determine priorities and to profile the annual DfT grant funding</p>
<p>What changes are being made?</p>	<p>The LTCF comprises of two principal elements: Integrated Transport Fund (ITF) and the Bus Services Fund (BSF). The ITF is intended to be used flexibly to deliver a wide range of local transport outcomes. The BSF should only be used to support outcomes for bus passengers/services. ITF includes Active Travel, Local Authority Bus Grant (capital), Local Electric Vehicle Infrastructure (LEVI), Highway Maintenance and Local Transport Grant.</p> <p>Due to existing reporting requirements that are set to remain in place during the funding period, separate Cabinet reports detailing the planned investment of the Active Travel Fund (ATF) and Local Authority Bus Grant (LABG) have been prepared with associated Equality Impact Assessment Screening Tools</p> <p>Local Transport Grant funded improvements include:</p> <ul style="list-style-type: none"> • Strategic network improvements, • Travel safety measures such as 20mph zones, pedestrian crossings, and Safer Routes to Schools • Active travel and ‘greener’ travel choices including walking and

	<p>cycling schemes identified in the Local Cycling and Walking Infrastructure Plan (LCWIP); accessibility improvements</p> <ul style="list-style-type: none"> • Public transport information • Intelligent Transport Systems (ITS) and data collection to manage the road network more efficiently – smarter traffic control • Minor transportation schemes. <p>Highway Maintenance schemes include:</p> <ul style="list-style-type: none"> • Resurfacing of roads and footways • Bridge and structures maintenance • Street lighting maintenance • Traffic signals maintenance
Service Unit:	Planning and Transport
Participants in the conversation:	Richard Barnes - Service Unit Equality Champion Susan Fox, LTP & Capital Programme Manager
Conversation date/s:	January 2026 and ongoing as integral part of the delivery of individual schemes.
Do you know your current or potential client base? Who are the key stakeholders?	<p>People living in, or visiting, Bournemouth, Christchurch, and Poole – as all are affected by local travel in some way. Households on travel corridors will be affected by any changes in road layout to improve sustainable travel options. BCP Council officers and Councillors - when making decisions or forming policies relating to, affecting, or affected by, transport and travel within the conurbation – with the Local Transport Plan 3 and forthcoming LTP4 as a point of reference. Organisations on the statutory consultation list for Traffic Regulation Orders (TRO) as new or amended TRO's will be needed to deliver the programme. Organisations include - the emergency services – Police, Fire, Ambulances, Taxi associations/operators, and DOTS Disability/Dorset Local Access Forum - community interest company. Transport providers within our area who are involved in the programme – bus companies, Go South Coast – More Bus Network Rail and South Western Railway train operator Beryl - bicycle and scooter hire BH Active Travel Forum - local network promoting cycling and walking. Walk Wheel Cycle Trust – charity promoting sustainable transport. Other organisations including - Local Chambers of Commerce and Trade. Town Business Improvement Districts, employers, Bournemouth University, and the Arts University Bournemouth. Public Health Dorset – relevant to the health benefits of active travel. Department for Transport linked to funding and monitoring of programme.</p>
Do different groups have different needs or experiences?	The difference in needs or experience will cover the general programme and will not go into detail of specific development or delivery schemes or other measures. For each individual 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.

The Local Transport Grant (LTG) elements of the programme will give different experiences depending on how people travel currently and how they could travel after the programme is complete. There is evidence of how both protected groups and different people within those groups are affected. From –

- A Bournemouth Christchurch and Poole travel survey from October 2018-January 2019, with detailed equality report and analysis of local travel patterns.
[Travel Survey Report](#)
- Consultation from recent active travel schemes (Summer 2020 onwards) introduced in the BCP area using HM Government funding linked to the COVID-19 pandemic.
- Initial consultation and engagement from Transforming Travel proposals.
- National transport studies and research include:
[Low Traffic Neighbourhoods Residents' Survey \(DfT, Jan 2021\)](#)
[Pave the Way - The Impact of Low Traffic Neighbourhoods on Disabled People \(Transport For All, Jan 2021\)](#)
- [BCP Council participates in the National Highways and Transport Network \(NHT\) Public Satisfaction Survey](#) which collects the public's views on different aspects of Highways and Transport in local authority areas.

Sometimes this evidence base is contradictory.

The needs or experience will cover the ethos of improving sustainable transport options, noting that individual parts of the programme will differ in specifics. Impacts for each scheme will be covered at a later stage as proposals are developed and issues identified.

Age

- Children and young people are less likely/unable to drive, and therefore improving other sustainable options will benefit them.
- Older people are less likely to cycle or drive, but more likely to walk and use public transport. Consequently, proposals to improve conditions for pedestrians will be of benefit. There is a Transforming Travel objective to 'Improve pavement access for people with mobility needs' - anticipated to benefit both older and younger people
- With bus use 'Particularly common for people aged 17 to 20 and over 70 years' (source National Audit Office), public transport improvements will advantage these groups.
- LTG funded trip end facilities e.g., cycle parking, for schools and educational facilities are planned, under the Transforming Travel initiative, which will assist younger people.
- Improvements, at bus stops and bus priority measures will benefit both younger and older people according to the local and national profile of people that use the bus.
- Road signal crossings provided through some schemes will help more vulnerable people including both younger and older people. Less conflict between motor vehicles and cyclists/pedestrians will benefit the more vulnerable including young and older people.
- 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.

- Residents from middle age groups are more likely to drive and improvements to sustainable transport will be less important to these people based on their current travel patterns. By developing other travel options congestion should be reduced which could benefit those who drive.
- Groups that are more likely to drive are likely to be concerned to a greater extent about any changes to traffic flow or reduction in car parking arrangements arising from cycle schemes or bus priority measures.
- Initial consultation as part of the Transforming Travel programme showed; younger groups 18-24yrs more likely to walk and use the bus, but less likely to cycle; Middle aged groups from 35-54 yrs. more likely to cycle, but less likely to use the bus; older people from 55 yrs. and over were more likely to travel by car and bus and much less likely to cycle. Where asked for agreement with proposed schemes, for some measures, those from middle aged groups showed support; but people aged 65 and over, were much more likely to disagree with proposals.
- A Department for Transport review of Low Traffic Neighbourhoods introduced during the COVID pandemic showed that people aged over 65 were less supportive of schemes than people aged under 65. This shows that LTG fostered transport schemes prioritising active travel, are likely to vary in support and experience based on age profiles.

- **Disability**

- Disabled people overall are less likely to have access to a car than non-disabled people and are also more likely to use buses (BCP Council Travel Survey). Improving transport options for people that are unable to drive will be a benefit to those people whose disability does not preclude them from walking (including with a mobility aid), cycling (including with a non-standard cycle) or able to access public transport.
- Improving pavement access for people with mobility needs is intended to benefit many disabled people. Traffic signal crossings provided through some schemes will assist more vulnerable groups including disabled people.
- Improved cycling and walking facilities, including road safety improvements will reduce conflict between motor vehicles and vulnerable road users, which includes some disabled people.
- Disabled people where a car is essential for all their transport needs are potentially affected by any changes to car parking and if car journeys are affected by different road layouts. Some disabled people will find it more challenging to get used to new road layouts compared to those without a disability.
- Respondents to the BCP Council survey with a disability are significantly less likely to cycle or walk than those without a disability. Encouraging cycling and walking could exclude take up by some disabled people and those that are not disabled will benefit more.
- Programme improvements prioritising buses will proportionately benefit disabled people who locally are more likely to use buses than drive.
- The perspective of individual disabled people is likely to vary depending on the nature of their disability and/or whether they

drive or rely on other forms of transport.

- Initial consultation as part of the Transforming Travel Programme showed; that disabled people were more likely to travel by bus but much less likely to cycle. Overall disabled people were much more likely to disagree with proposals compared to non-disabled people. For the Evening Hill active travel scheme consultation responses for those whose 'Disability limited their activity a lot' - showed the lowest levels of support at 21%.
- Where schemes are introduced which change the road layout, research indicates that disabled people are more affected by any outcomes such as increased journey times as they have limited alternative options for travel, compared to people that are not disabled.
- The Transport for All report cited the concerns of disabled people as the focus of debate about the impact of active travel schemes without their effective participation.

Race

- Ethnicity is a factor in car use, with people from all other ethnicities far less likely to have access to a car than 'White British' people. Better access to sustainable transport is likely to improve access to employment, education, leisure, and social opportunities for most ethnic groups.
- Bus use is particularly common for most ethnic groups (Source – National Audit Office), so public transport improvements will help most ethnic minorities.
- Some differences according to race were evident from responses to the BCP active travel schemes. 'White Other' people were much more supportive than 'White British' respondents. There were also higher levels of satisfaction for the schemes from other ethnic groups. Lower levels of support were noted from 'White British' respondents.
- White British people who are more likely to own cars are anticipated to be less supportive of measures to develop walking, cycling and public transport. The objectives of the Transforming Travel Programme are less likely to benefit this group based on their current travel patterns.
- Locally 'White other' and BME residents are more likely to cycle than 'White British' residents. Nationally studies report that cycling is under-represented in other non-white people. Based on the ethnic profile of cycling some groups are going to benefit and use improved cycle facilities more than others.

Religion or Belief

- The BCP Travel Survey showed that people with no religion and all other religions were less likely to drive than Christians.
- Development of other transport options are likely as a result to cover the transport needs of people without religious belief and all other religions to a greater extent than Christians.
- Initial consultation as part of the Transforming Travel Programme showed - people with no religion are significantly more likely to travel by bicycle and were more in agreement to proposed schemes compared to Christians.

Gender

- The BCP travel survey indicated that men are twice as likely to cycle regularly compared to women. This means that parts of the programme that improve cycling facilities will benefit men more than women.
- Women cited personal safety/ security concerns and busy roads as a barrier to cycling. As the programme aims to make cycling safer through some segregated cycle lanes this should encourage more women to cycle by addressing some of the concerns raised by women.
- Bus use is particularly common for women and girls, (source National Audit Office), so any public transport improvements will particularly provide for females.
- Initial consultation as part of the Transforming Travel Programme showed; Men are more likely to cycle compared to women and women are more likely to walk. For one proposed scheme men agreed more than women.

Sexual Orientation

- People who identify as one of 'All other sexual orientations' are significantly less likely to drive (56%) compared to heterosexuals (82%).
- Bus use is also higher for 'All other sexual orientations' compared to heterosexual people.
- 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.
- Improvements to the transport network from the programme are likely to benefit all other sexual orientations more than heterosexual people.
- Initial consultation as part of the Transforming Travel Programme showed for one scheme, people identified as 'All other orientations' were more in agreement compared to heterosexuals. For the Evening Hill Active Travel Scheme consultation responses from - 'All other sexual orientations' showed the highest level of support of any group at 92%.

Deprivation

- People living in the most deprived areas are significantly less likely to own a car and drive than residents of less-deprived areas. In BCP 75% own a car in the decile of highest levels of social deprivation, compared to 96% household car ownership in the decile with the lowest level of social deprivation.
- However more deprived areas 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, cycling and public transport, 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.

	<p>There is not any evidence available of any discernible differences likely to arise from Transforming Travel on the other groups of - gender reassignment, marriage and civil partnership, members of the armed forces community and human rights. Responses to consultations have included that where a carer relies on a car any loss of parking or longer journey times can impact on the ability to do their work.</p>
<p>Will this change affect any service users?</p>	<p>Yes, as above, information about how different forms of transport can affect protected groups is available from a recent local travel survey, from analysis of responses by protected characteristics. This can be used as a guide to show how specified activity and schemes within the programme will affect different groups of people. Each activity within the programme may affect groups differently and information will be gathered through review of evidence and consultation as plans for the schemes are progressed. For each activity and individual 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>What are the benefits or positive impacts of the change on current or potential users?</p>	<p>The emphasis on creating more infrastructure to help make sustainable travel (walking, wheeling, cycling and public transport) more attractive and accessible to everyone is intended to benefit all protected groups. Groups that already are shown to use sustainable travel modes more will benefit from better connected routes, reduced danger from the speed and volume of traffic, and improved air quality. 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.</p> <p>Examples of schemes with positive impacts recently delivered:</p> <ul style="list-style-type: none"> • Zebra crossings, including with associated road safety measures, traffic calming and footway improvements • Controlled crossings including Puffins. Puffin crossings have sensors attached to the signal pole, instead of a timer. These sensors can detect whether any pedestrians are on the crossing and ensure that the lights for traffic do not change until all pedestrians have finished crossing the road. • Cycle tracks and facilities • Improving accessibility to bus stops and replacing bus shelters • Installing dropped kerbs to improve access to footways <p>The highway maintenance programme is guided by the principles of BCP's Highway Asset Management Policy and Strategy. Maintaining a safe and accessible network of roads, footways, cycleways encourages people of all ages and abilities to get out and about and to live independent lives.</p>
<p>What are the negative impacts of the change on current or potential users?</p>	<p>Groups that are currently less likely to travel locally by sustainable transport may be negatively impacted by measures intended to make these travel means more attractive. Improving conditions for cycling and walking are seen by some car drivers as negatively impacting their travel. Consultation and</p>

	<p>research show that people who usually drive are less receptive and do not think they will benefit as much as from plans to improve walking, cycling and public transport.</p> <p>Changes to parking arrangements proposed to prioritise cycling, walking and public transport can impact on some groups who are less able to access some locations as a result.</p> <p>People that are older than 65, and disabled people according to some research, are less likely to support active and greener travel choices, particularly where road layouts are changed as a result. Reasons given are that disabled people can feel disproportionately impacted by any longer journey times and change in itself can be an access barrier due to anxiety and confusion from any change to usual travel patterns.</p> <p>Any change implemented which affects the movement of vehicles and pedestrians will have an impact on disabled people, who feel the changes more strongly due to limited alternative options for travel.</p>
<p>Will the change affect employees?</p>	<p>Yes, as infrastructure/initiatives should improve accessibility by rebalancing the needs of all network users through improvements to sustainable/active travel and because of network efficiency activity.</p>
<p>Will the change affect the wider community?</p>	<p>Yes – both residents and visitors to our area, businesses, schools and higher education establishments, as local travel affects all our community.</p>
<p>What mitigating actions are planned or already in place for those negatively affected by this change?</p>	<p>For each individual scheme it is 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. Individual schemes will be subject to an Equality Impact Assessment as they come forward for delivery. Transport and Sustainable Travel and Engineering Services officers have an embedded process to ensure a consistent approach to EIA screening throughout each project’s lifecycle, from initial brief, design, consultation, and delivery.</p>
<p>Summary of Equality Implications:</p>	<p>The LTCF Programme seeks to set out and deliver against the intended LTP4 policy objectives:</p> <ul style="list-style-type: none"> • Safeguard the climate and environment • Improve health and wellbeing • Create accessible and prosperous places • Enable a safer transport system • Maintain a resilient and fit for purpose transport network • Ensure public transport is inclusive and accessible to all. <p>Therefore, overall, the equalities implications of the proposed programme are extremely positive.</p> <p>Individual schemes can affect protected groups in different and sometimes contradictory ways, and this will continue to be addressed on a scheme-by-scheme basis:</p> <ul style="list-style-type: none"> • Individual schemes will be subject to Equality Impact Assessment Screening as they come forward for delivery. • Project management processes will ensure a consistent approach to EIA screening throughout each project’s lifecycle.

	<ul style="list-style-type: none">• Officers within Transport and Sustainable Travel and Engineering Services will continue to review individual scheme EIAs, share learnings and good practice.
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CABINET



Report subject	Our Place and Environment: Active Travel Funding 2026/27
Meeting date	4 March 2026
Status	Public Report
Executive summary	<p>Active Travel England, the government’s executive agency responsible for walking, wheeling and cycling in England, published its Active Travel Capability Ratings in December 2025. BCP Council was uprated from a Level 2 authority to a Level 3 authority.</p> <p>The council is one of only 11 local authorities in the country to achieve level 3, and one of only 5 that isn’t part of a large, combined authority or city region.</p> <p>The increased grading has resulted in the council being allocated a larger Active Travel settlement. The council has been allocated £2,249,725 of capital funding for walking, wheeling and cycling infrastructure, per year up to and including 2029/30. Alongside this, a revenue allocation of £705,869 per year up to and including 2028/29. This represents a significant increase from the 2025/26 allocations of £1,128,857 (capital) and £330,685 (revenue).</p> <p>This report recommends how the grant award should be invested and seeks delegated authority to facilitate the delivery. The recommended proposals are aligned with the Local Cycling and Walking Infrastructure Plan (LCWIP) approved by Council in May 2022.</p> <p>This report should be read in conjunction with the Local Transport Consolidated Funding Programme 2026/27 Cabinet report.</p>
Recommendations	<p>It is RECOMMENDED that Cabinet:</p> <p>(a) Recommends to Council delegation of the investment of the £2.96m of 2026/27 active travel funding to the Service Director for Planning & Transport in consultation with the Portfolio Holder for Climate Response, Environment and Energy.</p>
Reason for recommendations	<p>To expediate investment of the 2026/27 active travel funding award in line with the constitution and financial regulations delegations.</p> <p>The investment of the ATF funding is aligned with the LCWIP; Council’s Corporate Strategy; and the Climate and Ecological Emergency Action Plan.</p>

Portfolio Holder(s):	Councillor Andy Hadley - Portfolio Holder for Climate Response, Environment and Energy
Corporate Director	Glynn Barton – Chief Operations Officer
Report Authors	Richard Pincroft – Head of Transport and Sustainable Travel Beth Barker-Stock – Sustainable Travel Team Leader
Wards	All
Classification	For Recommendation

Background

1. On 5 December 2026 a letter was received from Active Travel England confirming BCP Council’s increase from Level 2 to Level 3 Capability Rating.
2. Level 3 is defined as “Very strong local leadership and organisational capability, comprehensive plans, and a significant network in place with a growing number of people choosing to walk, wheel and cycle.”
3. The letter also advised that, for the first time, multi-year funding allocations have been agreed which means that the Council has surety about its capital active travel funding for the next 4 years, and its dedicated revenue funding for the next 3 years.
4. Allocations are calculated based on Local Authorities’ Active Travel Capability Ratings and population size.
5. BCP Council has been awarded a total of £2,249,725 capital funding per year over the 4 years to 2029/30, and £705,869 revenue funding per year for the 3 years to 2028/29. In total this equates to £11,116,505 over 4 years.
6. The funding is intended to support local authorities with developing and constructing walking, wheeling and cycling facilities, along with network planning, community engagement and training activities.
7. The proposed expenditure set out within this report includes projects which are all aligned with the BCP Local Cycling and Walking Infrastructure Plan (LCWIP) approved at Council in May 2022 and the following motion approved at Council in November 2022:

‘In order to meet our climate emergency declaration, we will work to decarbonise the transport network in the BCP area. In order to do this we will aim to get to 50% of journeys within the BCP area to be done by walking, scooting, cycling or public transport by 2030, in the spirit of the government’s ‘Decarbonising Transport. A Better, Greener Britain 2021 report’.
8. The proposals also align closely with the Corporate Strategy vision and ambitions, for example:
 - a. “People and places are connected by sustainable and modern infrastructure”
 - b. “Climate change is tackled through sustainable policies and practice”

- c. “High quality of life for all, where people can be active, healthy and independent”
9. An assessment of the existing council active travel related programmes including the delivery of high-quality walking, wheeling and cycling infrastructure, behaviour change activities and capability building measures has been undertaken by the council Sustainable Travel Team in consultation with the Active Travel England Regional Lead, Portfolio Holder for Climate Response, Environment and Energy, and Portfolio Holder for Destination, Leisure & Commercial Operations.
10. The output of the assessment is a recommendation that the following items are funded using the active travel allocation 2026/27:

Capital Allocation	
Description (refer to Appendix A for more details)	Estimated Cost [£]
Delivery – new crossings including localised safety and accessibility improvements leading to them: Turbarry Park Avenue, Kinson Road, Canford Cliffs Road, Bournemouth Road, A35 Iford Road/Barrack Road	1,230,000
Design work for delivery in a future year – pedestrian and cycle route improvements: Wallisdown Road between University Roundabout and Boundary Roundabout, Turbarry Park Avenue, Poole Park to Broadstone Way Phase 2 of 3 (Birds Hill to Sterte Road), Talbot Roundabout to Lansdowne.	260,000
Delivery – Poole Park to Broadstone Way Route Phase 1 of 3 (Poole Park Causeway). Landscaping and improvements to existing walking and cycling route.	250,000
Access to Urban Greenspace programme – package of works to improve accessibility to and through BCP’s parks and green spaces.	149,725
Design work for delivery in a future year – new crossing facilities at: Charminster Road, Queens Park Avenue, Columbia Road	110,000
Secure cycle parking in town and district centres and key destinations	90,000
Delivery – pedestrian crossing facilities at Riverside Avenue traffic signal junction	75,000
Data collection equipment to support network development	60,000
Wayfinding on existing walking and cycling routes	25,000
Total	2,249,725

Revenue Allocation	
Description (refer to Appendix A for more details)	Estimated Cost [£]
Active Schools Programme – extension of existing education and engagement programme working with multiple schools	200,000
Programme delivery resource, monitoring, promotion, activation and communications relating to active travel fund activities	195,869
Safer Active School Journeys at three schools/school clusters – East Way schools, Poole High, Twynham	120,000
Wheels for All - accessible cycling hub pilot	100,000
Development for future year delivery: Feasibility for resident led area-wide traffic management and public realm interventions across neighbourhoods	75,000
Secure cycle parking in town/district centres – operating costs	10,000
Training for officers and members	5,000
Total	705,869

Note: All schemes will be subject to appropriate consultation and engagement. The extent and exact location of schemes (crossings for example) are subject to change as proposals develop. Appendix A includes additional detail and the reason for recommending some of the schemes scheduled above.

Options appraisal

11. Options:

- a) Do nothing – not recommended. Reason: this would require the council to return the coming year's £2,955,594 funding to the Department for Transport and forfeit the opportunity to provide infrastructure and activities to encourage and enable active travel in our communities.
- b) Support recommendation to invest the grant as scheduled above under item 6 – recommended. Reason: acceptance of the grant and investment would be directly aligned with high priorities in the council Local Cycling and Walking Infrastructure Plan (LCWIP) and Local Transport Plan (LTP). Delivery of the priority items scheduled would help to maximise the impact of infrastructure built to date by providing key links to connect them. Revenue activities have been carefully considered to support the development of a pipeline of future years' schemes, as well as to continue the Council's valuable engagement and training work with schools.
- c) Adjust recommendation – not recommended. Reason: the proposed schedule has been developed in consideration of LCWIP, Local Transport Plan priorities

and capacity to deliver the schemes within the time period. Therefore, adjusting the recommendation would likely result in lower priority items being delivered and/or the Council being unable to deliver the schemes on time, which would jeopardise the future Capability Rating thus leading to funding being reduced.

Summary of financial implications

12. All resources and costs to deliver the schemes in accordance with the grant criteria are included within the funding.
13. Failing to accept the funding will mean that these prioritised and strategically important projects would not be funded.
14. Officer time spent delivering the schemes shall be recharged to the programme.

Summary of legal implications

15. The proposed schemes are all at varying levels of development and where appropriate public engagement and consultation would be undertaken to ensure that residents and stakeholders are able to inform proposals.
16. Delivery of some schemes funded by the grant scheme would require alterations to Traffic Regulation Orders and these would be progressed in accordance with the detailed procedures set out in legislation, including public consultation as required.

Summary of human resources implications

17. The cost estimates set out in this report allow for programme management (including financial support) and associated communications and consultation costs to be recharged to the programme.

Summary of sustainability impact

18. A DIA has been completed (ID 754) and the impact summary is appended to this report. The overall impact is positive, with few minor impacts, and the carbon footprint score is moderate.

Summary of public health implications

19. The delivery of schemes to support walking, wheeling and cycling would enable and encourage more people to travel by active modes, thus incorporating physical movement into their daily lives. This in turn would result in improved health and well-being for residents and visitors, with evidence showing that more daily activity leads to fewer sickness days and positive long-term health outcomes. Active travel undertaken in the place of motorised journeys has a positive impact on air quality with consequential health benefits.

Summary of equality implications

20. The funded programme of projects will have an overall **positive** impact on people from protected characteristic groups, particularly those living in the relevant areas and travelling on foot, by cycle, wheeling, or using a mobility aid.

Crossing busy main roads can be a real barrier and safety concern for anyone who is permanently or temporarily visually, mentally or physically disabled or

impaired. Provision of formal crossing points can help people make safer, more comfortable active journeys.

Similarly, implementing measures in and around schools to help children travel safely and independently to school on foot, or by scooting, wheeling or cycling, improves safety and perceptions of safety. It can also help reduce the number of children being driven to school, which helps increase activity rates, improves air quality and reduces road danger, and is in line with national and local policy.

21. Where applicable further EIA screenings and potentially full assessments shall be undertaken as proposals are progressed.

Summary of risk assessment

22. Not accepting the funding would result in the delay or non-delivery of active travel schemes in the BCP council area. This would impact on the propensity to shift to sustainable travel modes and make it more difficult to achieve reductions in traffic congestion, which in turn impact on air quality, the local economy, health and wellbeing and climate change targets.

Background papers

[BCP Local Cycling and Walking Infrastructure Plan](#)

Appendices

Appendix A – List of proposed projects with details

Appendix B – DIA Impact Summary table

Appendix C – Equality Impact Assessment screening

Appendix A – List of proposed projects with details

Description	Further details	Rationale
<p>New crossings: Turbary Park Avenue, Kinson Road, Canford Cliffs Road, Bournemouth Road, A35 Iford Road/Barrack Road</p>	<ul style="list-style-type: none"> • Turbary Park Avenue near Mandale Road • Kinson Road near Kinson Academy and Medical Centre • Canford Cliffs Road on NCN25, near Links Road • Bournemouth Road near Alexandra Road and North Lodge Road • A35 Iford Road/Barrack Road, linking Iford Old Bridge with Oak Avenue 	<p>High priority in the LCWIP due to the roads they cross being a barrier to walking, wheeling and/or cycling.</p>
<p>Design work for delivery in a future year – pedestrian and cycle route improvements at:</p> <ul style="list-style-type: none"> • Wallisdown Road between University Roundabout and Boundary Roundabout • Turbary Park Avenue • Poole Park to Broadstone Way Phase 2 of 3 (Birds Hill to Sterte Road) • Talbot Roundabout to Lansdowne 	<ul style="list-style-type: none"> • Provision of cycle track, footway improvements, and new crossings at University Roundabout. • Cycle lane between Poole Lane and new crossing near Mandale Road. • “Quiet route” active travel improvements from Birds Hill Road to Sterte Road via Garland Road and Tatnam Rd. • Active travel improvements along Talbot Avenue, Wimborne Road and Lansdowne Road 	<p>High priority in LCWIP due to being missing links in the existing network. Form parts of routes to places of education.</p>

<p>Poole Park to Broadstone Way Route Phase 1 of 3 (Poole Park Causeway).</p>	<p>Landscaping and improvements to existing walking and cycling route through Poole Park between Whitecliff Road and Parkstone Road. Replace the temporary barriers at the gate with a permanent solution; create planted areas to reclaim some of the asphalt; provide benches, shade, “play on the way”; resurface including smoothing the speed humps.</p>	<p>This is a key walking, wheeling and cycling route both for leisure and for journeys to schools and to the hospital. It links to Baiter/Whitecliff and beyond, and to the new crossing over Parkstone Rd (bottom of Birds Hill Rd) which is being delivered in 2026 using a previous round of funding.</p>
<p>Access to Urban Greenspace programme</p>	<p>A programme of interventions to improve residents’ access to and through green spaces and parks. For example, improved gateways, signage and paths, and access to doorstep greenery as per the BCP Urban Greening strategy.</p>	<p>Paths through parks and open spaces may form parts of longer journeys, as well as those spaces being destinations in themselves.</p>
<p>Design work for delivery in a future year – new crossing facilities at: Charminster Road, Queens Park Avenue, Columbia Road</p>	<p>Design work for delivery in a future year – new crossing facilities at:</p> <ul style="list-style-type: none"> • Charminster Road near junction with West Way • Queens Park Avenue at junction with Howard Road • Columbia Road near junctions with Ensbury Avenue and Draycott Road 	<p>Identified in LCWIP, in close proximity to schools and link into wider existing routes</p>
<p>Secure cycle parking in town and district centres and key destinations</p>	<p>Locations to be determined – across BCP. To form a network of reliable and secure cycle parking.</p>	<p>A lack of secure cycle parking is a key barrier to people cycling for their everyday journeys.</p>
<p>Contribution to adding pedestrian crossing facilities to Riverside Avenue traffic signal junction</p>	<p>Junction of Riverside Ave and Castle Lane East, Riverside Avenue arm.</p>	<p>There are currently no pedestrian crossing facilities to enable people to safely cross over to the Stour Valley park.</p>

Data collection equipment to support network development	Apparatus purchase and installation	Provides evidence for business case development and design development for future years' schemes.
Wayfinding on existing walking and cycling routes	Adding suitable signage to make existing walking and cycling routes more coherent and recognisable.	Supports people who may be new to walking or cycling in the area to find the most suitable, safe and convenient routes.
Active Schools Programme – extension of existing education and engagement programme working with multiple schools	Programme of activities and engagement with schools across BCP delivered by the Walk Wheel Cycle Trust (previously known as Sustrans)	This popular and successful programme has been running in BCP for several years now and is supporting us to deliver modal shift and better engagement with school communities, as well as new School Streets.
Programme management, monitoring, promotion, activation and communications relating to active travel	To include staffing, resourcing, business support, corporate comms and other project overheads	Necessary in order to properly manage delivery of this substantial programme of work.
Safer Active School Journeys – street audits and intensive engagement to identify barriers and determine required improvements on routes to three schools/school clusters – East Way schools, Poole High, Twynham.	Intensive study and engagement to identify the barriers and safety concerns in the area around, and key routes leading to, large schools or clusters of schools. A holistic design approach will follow in a future year to ensure that more children are empowered to walk or cycle to school through making their journeys safer.	Studies show that many more children that currently do, would like to walk or cycle to school. However the roads around schools tend to be very busy and therefore parents can be reluctant to allow children to travel independently. Improving safety around schools on key routes will address this and lead to modal shift. The largest schools (or clusters) have been chosen in the first instance to positively impact the greatest number of children.
Wheels for All - accessible cycling hub pilot	A project to deliver a pilot scheme which gives disabled people the opportunity to try out a range of specially adapted cycles in a safe and supportive environment. If successful, this could lead to a permanent hub in BCP which would benefit many residents.	Many disabled people already use cycling to get around, but many more disabled people do not have access to the type of cycle, or the training or support, that they need. In addition, the hub will allow us to deliver cycle training to children with SEND who are not currently able to do Bikeability due to a lack of suitable cycle.
Development for future year delivery: Feasibility for resident led area-wide traffic	Measures within scope to include:	Identified as a LCWIP deliverable to create quiet routes connecting communities

management and public realm interventions across neighbourhoods	<p>Pedestrian crossings and footway improvements</p> <p>Trees and planting</p> <p>Speed reduction measures</p> <p>Accessibility improvements (including to public transport)</p> <p>Creation of quiet routes</p> <p>School Streets</p>	
Secure cycle parking in town/district centres – operating costs	Operating costs including maintenance, back office administration, cleansing and servicing.	Essential cost associated with capital delivery of secure cycle parking facilities.
Training for officers and members	Appropriate training courses, continuous professional development and attendance at relevant industry conferences and forums.	Important for officers and members to be equipped with up to date knowledge in order to aid decision-making and design development.

Appendix B – DIA Impact Summary table

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	Green - Only positive impacts identified	
Natural Environment	Green - Only positive impacts identified	
Sustainable Procurement	Green - Only positive impacts identified	
Transport & Accessibility	Green - Only positive impacts identified	

Answers provided indicate that the score for the carbon footprint of the proposal is: **5**

Answers provided indicate that the carbon footprint of the proposal is:	Moderate	
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Appendix C – Equality Impact Assessment Screening

Equality Impact Assessment: Conversation Screening Tool

<p>What is being reviewed?</p>	<p>Expenditure of the Active Travel Funding (ATF) '26-'27 on an agreed programme of projects.</p>
<p>What changes are being made?</p>	<p>£2.92m of funding (capital and revenue) is being accepted by the Council from Active Travel England in order to deliver a range of measures and initiatives to enable more people to walk, wheel or cycle.</p> <p>The programme of projects on which the funding is to be spent has been agreed with the Portfolio Holders and derived from the Local Cycling and Walking Infrastructure Plan (LCWIP) which was approved by Council in 2022 following extensive public consultation.</p> <p>The proposed Capital projects include:</p> <ul style="list-style-type: none"> • Delivery of a number of new crossings over busy roads • Design development for future years' active travel schemes (not yet funded for construction) • Upgrade of junctions to provide better crossing facilities • Provision of secure cycle parking at a number of town/district centres and destinations • Data collection and wayfinding <p>The proposed Revenue projects include:</p> <ul style="list-style-type: none"> • Continuation of our Active School Journeys project (formally called Bike It Plus) in schools along with School Streets – including intensive engagement with schools and families around modal shift. • Street audits and school/community engagement in a number of areas around schools across BCP to establish what safety improvements are needed to improve accessibility and facilitate more walking, wheeling and cycling. • A pilot project to create a hub for accessible cycling – enabling disabled people to try out specialist cycles in a safe and inclusive environment
<p>Service Unit:</p>	<p>Planning and Transport</p>
<p>Participants in the conversation:</p>	<p>Beth-Barker-Stock – Sustainable Travel Team Leader</p> <p>Emily Cooper – Senior Cycling and Walking Officer</p>

	Katie Rice – Walking and Cycling Officer
Conversation date/s:	7 th January 2026 29 th January 2026
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>This will include residents as well as people visiting the area for work, education, leisure or any other purpose, using any of the above modes of travel for or during their visit.</p>
Do different groups have different needs or experiences?	<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 catch buses, 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, wheel 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), wheeling or cycling (including with a non-standard cycle). A lack of safe crossings over busy roads is likely to be a barrier to disabled (and/or elderly, or very young, people) being able to walk, wheel or cycle for everyday journeys that would otherwise be possible for them. • 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, wheeling and cycling can be a good option for these communities, if safe and direct infrastructure is

	<p>provided. Better access to free/cheap transport is likely to improve access to employment, education, leisure and social opportunities.</p> <ul style="list-style-type: none"> • 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, wheel 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, wheeling 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.
<p>Will this change affect any service users?</p>	<p>Introducing new or improved infrastructure such as road crossings may impact any service users who travel actively in that area, or who may wish to in the future.</p>
<p>What are the benefits or positive impacts of the change on current or potential users?</p>	<p>There will be a positive benefit of implementing the projects proposed, in particular to many of the groups as listed above. New crossings over busy main roads, and other safety improvements will remove existing barriers to active travel for many people, helping to improve access to essential services and facilities; education; employment; social contact and leisure.</p>
<p>What are the negative impacts of the change on current or potential users?</p>	<p>There are no foreseen negative impacts to people with protected characteristics of implementing the proposed projects. Where appropriate, an individual EIA screening will be carried out on the respective individual schemes as they progress in order to assess and mitigate any concerns with the designs.</p>
<p>Will the change affect employees?</p>	<p>The proposed infrastructure schemes may positively affect employees who use them.</p>
<p>Will the change affect the wider community?</p>	<p>The proposed infrastructure schemes may positively affect anyone within the community who use them.</p>

<p>What mitigating actions are planned or already in place for those negatively affected by this change?</p>	<p>It is not believed that the progression of the proposed programme of projects will have any effects that require mitigation.</p> <p>As schemes are developed, they will be further assessed and consulted upon as appropriate. Any negative impacts which are highlighted as a result will be examined and mitigated appropriately.</p>
<p>Summary of Equality Implications:</p>	<p>The ATF programme of projects will have an overall positive impact on people from protected characteristic groups, particularly those living in the relevant areas and travelling on foot, by cycle, wheeling, or using a mobility aid.</p> <p>Crossing busy main roads can be a real barrier and safety concern for anyone who is permanently or temporarily visually, mentally or physically disabled or impaired – and for children and elderly people. Provision of formal crossing points and junction improvements can help people make safer, more comfortable active journeys.</p> <p>Similarly, implementing measures in and around schools to help children travel safely and independently to school on foot, or by scooting, wheeling or cycling, improves safety and perceptions of safety. It can also help reduce the number of children being driven to school, which helps increase activity rates, improves air quality and reduces road danger, and is in line with national and local policy.</p>

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CABINET



Report subject	Our Place and Environment: Local Authority Bus Grant (LABG) 2026/27
Meeting date	4 March 2026
Status	Public Report
Executive summary	<p>The council has been awarded £5.64m Local Authority Bus Grant (LABG) by the Department for Transport (DfT) for 2026/27 to continue delivery of the Bus Service Improvement Plan (BSIP).</p> <p>The purpose of this paper is to seek council approval to accept and invest the grant, which is a combination of both capital and revenue funding.</p> <p>A proportion of the revenue element of the grant has been allocated to support a revised subsidised bus service network in accordance with the 4 February 2026 Subsidised Bus Services Review Cabinet report.</p> <p>Note: this report should be read in conjunction with the Local Transport Consolidated Funding Programme 2026/27 Cabinet report.</p>
Recommendations	<p>It is RECOMMENDED that:</p> <p>(a) Cabinet recommends to Council acceptance of the £5.64m Local Authority Bus Grant funding for 2026/27 from the Department for Transport</p> <p>(b) Cabinet recommends to Council to Delegate delivery of the Local Authority Bus Grant funded Bus Service Improvement Plan programme set out in Appendix 2 of this report to the Service Director for Planning and Transport in consultation with the Portfolio Holder for Climate Mitigation, Energy and Environment</p>
Reason for recommendations	<p>(a) To inform Cabinet of the improvements introduced for the benefit of buses and bus passengers funded by BSIP/LABG programme to date.</p> <p>(b) Approval is sought to accept the LABG funding to support immediate investment in bus service improvements.</p> <p>(c) The investment of the LABG funding is aligned with the Council's Corporate Strategy and the Climate and</p>

	Ecological Emergency Action Plan. (d) The council is a key partner of the BCP Enhanced Bus Partnership with local bus operators. The recommended programme has been co-developed and endorsed by the partnership.
Portfolio Holder(s):	Councillor Andy Hadley, Cabinet Member for Climate Mitigation, Energy and Environment
Corporate Director	Glynn Barton, Chief Operations Officer
Report Authors	Richard Pincroft, Head of Transport and Sustainable Travel John McVey, Sustainable Transport Manager Nick Phillips, Sustainable Transport Operations Team Leader
Wards	Council-wide
Classification	For Information and Recommendation

Background

1. The DfT has awarded the council further Local Authority Bus Grant (LABG) funding to deliver its Bus Service Improvement Plan (BSIP). The funding, comprising revenue and capital, is formula-based and now a multi-year allocation which provides certainty and assists with forward planning. LABG has replaced the previously separate Bus Service Improvement Plan (BSIP) and devolved Bus Service Operators Grant (BSOG) allocations.
2. The allocations from 2026/27 are as follows:

	2026/27	2027/28	2028/29	2029/30
Revenue (RDEL)	£2,621,127	£2,621,127	£2,621,127	-
Capital (CDEL)	£3,018,821	£3,079,501	£3,140,180	£3,200,860
Total:	£5,639,948	£5,700,628	5761307	£3,200,860

3. The council has been in receipt of bus grant funding (capital and revenue) since 2022/23 and, through the Enhanced Partnership with the bus operators, has made good progress with the delivery of the BSIP. A summary of the schemes and initiatives delivered and currently underway is set out in **Appendix 1**. Cabinet is asked to note the achievements and positive outcomes from the programme to date.
4. Delivery of the BSIP programme has previously been delegated to the Service Director for Planning and Transport in consultation with the Portfolio Holder for Climate Mitigation, Energy and Environment.

5. Payment of the LABG is conditional on the submission of a Delivery Plan by the end of March 2025 which lists the schemes to be delivered with the funding. The recommended Delivery Plan is set out in **Appendix 2**.
6. Cabinet will be aware that, in accordance with the Medium-Term Financial Plan, a Bus Subsidy review has been undertaken. Following the review, DfT confirmed that it would permit the council to utilise the Local Authority Bus Grant (LABG) revenue allocation to subsidise services on the basis that the local network has been reviewed following consultation and performance review to demonstrate best value.

Options Appraisal

7. With regards to the Bus Grant funding, there are two possible options for Members to consider:
 - a) Accept the £5.64m 2026/27 Bus Grant funding allocation and implement the programme set out in **Appendix 2** developed in conjunction with the Enhanced Partnership Board. This will help attract more passengers to bus services and make service operation more viable for the bus companies which in turn will reduce traffic congestion, improve air quality and contribute to the council's carbon reduction targets (**Recommended**).
 - b) Decline the funding and have a much-reduced opportunity to support buses and bus passengers. This will not find favour with the DfT and could impact on future funding awards (**Not Recommended**).

Summary of financial implications

8. The council has been awarded a funding allocation £5,639,948 (of which £3,018,821 is capital and £2,621,127 is revenue) to continue delivery of the BSIP. This covers the period from 1 April 2025 to 31 March 2026 but is part of a multi-year settlement (to 2028/29 for Revenue and to 2029/30 for capital).
9. Where applicable the cost of additional support from Corporate Services will be recharged to the programme. For example, financial monitoring, procurement, communications.
10. The DfT BSIP Programme Board has agreed changes to the change control guidelines supporting an extension of the original 2022/23-2024/25 BSIP 1 award. An extension of the Capital spending was approved to March 2026 (where schemes are committed to by March 2025), similarly an extension of the revenue spending was approved to March 2026 (for service support).
11. The LABG award terms and conditions state that the 2026/27 allocation can be carried forward into 2027/28 financial year provided the schemes/proposals within the programme are committed to before end of March 2027.

Summary of legal implications

12. The BSIP Delivery Programme is developed in conjunction with the Enhanced Partnership Board. The Enhanced Partnership is a statutory arrangement created by the Bus Services Act 2017. All parties have a stronger commitment to joint working than the previous voluntary partnership arrangement.

Summary of human resources implications

13. The council benefits from well experienced public transport professionals embedded within the teams with a good track record of partnership working to deliver positive

outcomes for bus passengers. In-house resources will be supplemented by external specialist consultants where appropriate. Where applicable, the cost of additional support from Corporate Services will be recharged to the programme. For example, financial monitoring, public engagement, procurement, communications.

Summary of sustainability impact

14. A Decision Impact Assessment DIA Proposal ID753 has been created for this decision.

Answers provided indicate that the score for the carbon footprint of the proposal is 4.5 and the carbon footprint of the proposal is **Low**.

Impact Summary

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

Answers provided indicate that the score for the carbon footprint of the proposal is: **4.5**

Answers provided indicate that the carbon footprint of the proposal is:	Low	
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Summary of public health implications

- Urban traffic speeds are falling by on average 2% every year, causing NO_x emissions to rise. Diesel cars are the single biggest contributor to NO_x levels,

responsible for 41% of all NOx emissions from road transport. Buses are amongst the cleanest vehicles on our roads with many now achieving Euro VI emissions standards. Improving local bus services contributes to the BCP Council priority of developing an eco-friendly and active transport network with positive implications for public health.

Summary of equality implications

16. An Equalities Impact Assessment was undertaken regarding the acceptance and delivery arrangements for the first round of BSIP funding and considered by the EIA Panel on 11 August 2022. This received an overall rating of **Green – good to go/approved, providing sufficient evidence the public sector equality duty has been met.**

The same circumstances applied to the 2025/26 BSIP funding and now apply to the 2026/27 funding. Individual schemes and measures will require specific EIAs as appropriate.

Summary of risk assessment

17. None identified.

Background papers

1. [Bus Back Better - A National Bus Strategy for England](#)
2. [BCP Council Enhanced Partnership Plan and Scheme](#)
3. [BCP Council Bus Service Improvement Plan \(BSIP\)](#)

Appendices

Appendix 1 – Summary of BSIP 2022/23-24/25 and 2025/26 Programmes

Appendix 2 – BSIP 2026/27 Capital and Revenue Programme

Appendix 1

Summary of BSIP 2022-26 Programme

Capital funded Projects

1. Bournemouth Station to Town Centre Bus Priority Route

The key corridor from Bournemouth Travel Interchange to the town centre is used by 22 buses in each direction per hour. Seasonal traffic volumes (to the beach car parks in particular) cause significant congestion and hence delay to these bus services. This results in both increased journey times and delays across the bus network. In addition, many bus stops in the area lack modern, accessible facilities and require updating.

A public engagement exercise was undertaken from 27/2/24 – 2/4/24 on proposed improvements to this key corridor and this showed widespread support for the outline proposals.

72% of respondents supported the key objectives of the scheme as follows:-

- Improve journey times and reduce delays for buses by providing two-way bus movements along Old Christchurch Rd.
- Encourage greater bus use by improving passenger waiting facilities with Real Time Information displays and CCTV.
- Reduce congestion and improve traffic flow.
- Improve access to Bournemouth Town Centre, Lansdowne and Railway Station.

This feedback enabled more detailed plans to be drawn up, and a public consultation exercise was then held from 16/4/25 to 12/5/25. This again showed support for the plans, with the summary of measures below:

Old Christchurch Road - Reconfiguration of sections of on-street parking will permit two-way bus use. New and improved bus stops and shelters will be provided.

Gervis Place, Hinton Road and Westover Road - The junction with Hinton Road and Gervis Place will be reconfigured to permit two-way bus use. The footways in Gervis Place on the Northern (shops) side will be widened, with a new crossing point provided. New bus shelters with raised accessible boarding kerbs and CCTV will be provided throughout.

Westover Road - Benefits from new bus shelters with CCTV, resurfacing, plus a better distribution of loading and disabled parking spaces.

The Traffic Regulation Order (TRO) consultation has been completed, detailed designs agreed and a contractor appointed. Construction of the scheme commenced on 12 January 2026 with the initial delivery phase being undertaken at Westover Road.

2. Provide bus priority at signalised junctions

System successfully tested in partnership with Yunex, Ticketer and Morebus. All equipment installed and working correctly, providing bus priority at 65 key junctions across the BCP area.

3. Branksome, Poole Road/Bourne Valley Road Bus Priority

Junction phasing amendments completed to give added priority to Poole Road traffic (including high frequency bus services).

4. Westbourne Bus Priority

Junction improvement at County Gates gyratory delivered in November 2025 following successful trial period. This has resulted in reduced journey times for Westbound buses entering the gyratory.

5. Westbourne Grosvenor Road Junction

Junction improvement completed in November 2025 to aid left turning buses into Poole Road.

6. Christchurch High Street and Bargates

Significant improvements to passenger waiting facilities completed in May 2025. Three new larger fully accessible bus shelters have been installed onto widened pavements. Raised boarding kerbs permit level access onto the bus for wheelchair users and passengers with mobility impairments. Real Time Information displays and CCTV provided at all three stops. Full width shelter seating and new benches installed.

7. Southbourne & Pokesdown Bus Priority

Following consultation scheme delivered in December 2025 to reallocate parking from Seabourne Road into side roads to aid the flow of all traffic (including buses) and reduce congestion overall. Bus stop clearways also extended to permit safe access onto the bus for all users.

8. Further Bus Priority Schemes- Charminster, Purewell, Winton, Branksome Roundabout and Bournemouth Travel Interchange (Asda) Slip Rd – Station Roundabout

Schemes in preparation.

9. New Bus Shelters and Accessible Boarding kerbs

10 fully accessible bus shelters now installed. These include full width seating, wheelchair/buggy spaces and Real Time Passenger Information. Accessible boarding kerbs installed at 20 locations as part of an ongoing programme of works.

10. New Real Time Passenger Information (RTPI) Displays

New RTPI displays now installed. They include audible announcements for blind/visually impaired passengers. Bus operator has ability to directly add additional information on delays/diversions if required, ensuring passengers are kept always informed.

11. Poole Bus Station Improvements

Totems with RTPI and CCTV installed at 14 stands in Poole Bus Station with excellent feedback received. In addition to real time information, they are updated to provide details of roadworks/diversions/delays as required.

Comprehensive CCTV and regular patrols by **Transport Safety Officers** has provided added security for passengers and staff in an area and a reduction in ASB incidents.

Further works in the Bus Station will include redecoration and improved flooring, lighting, signage and seating. The underused tarmac area at the Seldown Car Park end of the site is being transformed into a greener, more welcoming space for everyone to use. This includes new seating and planting, with works commencing in January 2026.

12. Live Stream CCTV from 250 bus shelters to council control room

Cameras now installed into the busiest bus shelters across BCP. They have directly helped to reduce vandalism of bus shelters and have improved passenger security at the bus stop.

13. Provision of Low Emission Vehicles

Two electric single deck buses have been ordered and are due to be delivered in Summer 2026. Charging facilities will be provided in Seldown Coach Park.

Revenue funded Projects

1. Align morebus Ticketing Zone A with BCP Council area boundary (previously excluded Merley and Highcliffe)

Successfully delivered and now gives equitable pricing for all BCP residents.

2. Child/young person's 30-day and 90-day period tickets available via morebus app.

New child 30-day and 90-day period tickets available from June 2024, with over 6,250 sold so far.

3. Commuter club £1 fare ticket bundles for participating businesses

"Commuter Club" launched to businesses in September 2024 providing multi trip bundles of 20 journeys for £20. Supports flexible working and designed to encourage workers to try the bus for the first time. Promoted with Press Release, social media and direct marketing to employers in the area. Over 50 local businesses are now participating in the scheme.

4. £1 evening fare after 7pm

£1 single fare available on all buses within BCP area to encourage ridership and support the Night Time Economy. Over 212,000 tickets sold from May – December 2025.

5. Bus Service 13 frequency enhancement

Daytime frequency enhanced from half hourly to every 20 minutes, with joint funding provided by Dorset Council.

6. Bus Service 18 frequency enhancement

Daytime frequency enhanced from hourly to every 30 minutes on Mondays- Saturdays. Sunday service introduced.

7. Night Bus Service frequency enhancement

N1, N2 and N5 services now operating daily from May 25.

8. Trial of New Services 11 and 21

Service 11 Bournemouth to Canford Paddock and Service 21 Bournemouth to Turbary Retail Park introduced in May 25.

9. Extension of Service 33

Service now extended from Bournemouth- Alum Chine.

10. Mobility as a Service (MAAS) Transport App

Morebus App to have enhanced multi- modal content including real time information on train, bike share and car share options.

11. Passenger Satisfaction – Passenger Charter and Passenger Surveys

Passenger Charter introduced. Transport Focus "Your Bus" Survey results showed BCP third in the country with 91% overall satisfaction with bus services. Results being further analysed at regular meetings with operators.

Appendix 2 - BSIP 2026/27 Programme – Capital			
National Bus Strategy objective	Title of scheme or proposal	Description	Estimated cost [£]
Bus Priority	Bournemouth Travel Interchange to Town Centre	Passenger accessibility improvements	£458,821
Bus Priority	Poole Civic Centre Gyratory	Bus lane for Eastbound Services from Clock Tower to Willow Park	£350,000
Bus Priority	Winton High St (Banks - Ensbury Park Rd)	Delivery of bus improvements including extending bus stops clearways, raised kerbs, new shelters	£300,000
Bus Priority	Bus Priority- Red Routes	Red Routes - Development and delivery of phased programme of prioritised sections	£300,000
Bus Priority	Minor Traffic Regulation Order amendments to speed up bus journeys	Review existing laybys, parking arrangements and bus lane times along bus routes	£60,000
Bus Priority	Bus Priority Ashley Road (Pottery Junction) to County Gates	Feasibility Study for delivery in 2027/8 capital programme including Pottery Junction, Pedestrian Crossings, St. Aldhem's Road and Bourne Valley Junction	£50,000
Bus Priority	Alma Road - Winton	Review of existing parking arrangements to improve bus journey times and reliability	£50,000
Accessibility and inclusion	Raised kerbing and extended bus stop clearways at 50 stops	Provision of raised kerbs and 27m bus stop clearways at 50 stops in area to improve boarding for disabled users	£350,000
Waiting and interchange facilities	Shelter upgrade programme	Upgrade of 20 bus stops with new bus shelters, Real Time Passenger Information and live-stream CCTV	£600,000
Waiting and interchange facilities	Poole Bus Station	Refurbishment including redecoration, CCTV and potential reopening of toilets	£250,000
Waiting and interchange facilities	Bournemouth Travel Interchange	Refurbishment including lighting, CCTV, redecoration	£200,000
Waiting and interchange facilities	Boscombe Bus Station	Detailed design for provision of bus priority bypass around Centenary Way Roundabout for Westbound buses. Reconfigure exit from Bus Station	£50,000
Total Capital [£]			£3,018,821

Appendix 2 - BSIP 2026/27 Programme – Revenue			
National Bus Strategy objective	Title of scheme or proposal	Description	Estimated cost [£]
Service level and network coverage	Socially necessary bus services	Support new subsidised bus service network following comprehensive review	£1,003,818
Service level and network coverage	Frequency enhancement	Service enhancements (13, 14, 18, 20, 24, 33, N1, N2 and N5) to promote increased patronage	£942,000
Bus passenger experience	Transport Safety Officers	2 x Trained Security Officers to patrol travel interchanges and journeys to help prevent anti-social behaviour	£140,000
Bus passenger experience	Poole Bus Station enhancements	Improved cleanliness of Poole Bus Station including potential to re-open and staff/maintain toilet facilities	£110,000
Bus passenger experience	Transport Focus Survey	Participation in Transport Focus 'Your Bus Journey' Passenger Satisfaction Survey	£55,000
Lower and simpler fares	Discounted weekend young person's Day Rider - £2	Reduced price day rider ticket for unlimited travel in the BCP area for young people at weekends	£180,000
Lower and simpler fares	Commuter Club	£20 for bundle of 20 journeys for employees of businesses that sign up to the club (£1 per journey) up to 5 x bundles available per employee.	£88,309
Lower and simpler fares	£2 multi-trip bundle - app only	£20 for bundle of 10 journeys open to all when purchased via the morebus app	£52,000
Lower and simpler fares	Concessionary fares travel during peak times for job holders	Trial to enable disabled passengers with concessionary fares entitlement to travel before 9:30am for a £1 single fare. This will enable them to access employment/education/volunteering opportunities	£50,000
Total Revenue [£]			£2,621,127

CABINET



Report subject	Our Place and Environment: BCP Council Lane Rental Scheme
Meeting date	4 March 2026
Status	Public Report
Executive summary	<p>The council has consulted on the potential establishment of a BCP Lane Rental Scheme (LRS) which would enable the council to charge up to £2,500 per day for works on the busiest roads at the busiest times.</p> <p>This report presents the outputs of the consultation and seeks approval to apply to the Secretary of State for Transport to establish a BCP Lane Rental Scheme.</p>
Recommendations	<p>It is RECOMMENDED that Cabinet recommends to Council to:</p> <p>(a) approve the submission of an application to the Secretary of State for Transport to establish and operate a Lane Rental Scheme across Bournemouth, Christchurch and Poole</p> <p>(b) subject to Secretary of State approval, delegate the establishment and operation of a BCP Lane Rental scheme to the Service Director for Planning and Transport in consultation with the Portfolio Holder for Climate Mitigation, Energy and Environment.</p>
Reason for recommendations	<p>The introduction of a Lane Rental Scheme would help to encourage:</p> <ul style="list-style-type: none"> (a) Behaviour change to minimise the duration of road works occupation of the highway at the busiest locations at the traffic-sensitive times (b) Right first-time reinstatements (c) Minimise the number of works taking place during traffic-sensitive times (d) Contribute to reducing disruption to all road users (e) Encourage a proactive approach to planning and undertaking of works on the highway (f) Encourage innovations that will reduce the duration and need for roadworks (g) Encourage collaborative working amongst activity promoters (h) Ensure parity of treatment for all activity promoters (i) Reduce any unreasonable occupation of the Highway through efficient coordination and minimise the impact of

	works on the travelling public.
Portfolio Holder(s):	Councillor Andy Hadley, Cabinet Member for Climate Mitigation, Energy and Environment
Corporate Director	Glynn Barton, Chief Operations Officer
Report Authors	Richard Pincroft, Head of Transport and Sustainable Travel Richard Pearson, Transport Network Manager
Wards	Council-wide
Classification	For Information and Recommendation

Background

1. The Traffic Management Act (TMA) 2004 imposes a duty on all local traffic authorities to secure the expeditious movement of traffic on their road networks, and to facilitate the expeditious movement of traffic on other authorities' networks. Additionally, the New Roads and Street Works Act (NRSWA) 1991 places a duty to coordinate street and road works on the highway. These duties are the responsibility of the Network Management section and Traffic Manager for the Authority.
2. Under provisions within the TMA the council introduced a Street Works Permit Scheme in September 2020 and that has improved the council's ability to manage and control all Streetworks.
3. The New Roads and Streets Works Act 1991 (NRSWA), as amended by the Traffic Management Act 2004 (TMA), contains additional provisions for highway authorities to operate Lane Rental Schemes that involve charging promoters for the time their works occupy the highway (Section 74A of NRSWA) on defined sections of road that are particularly sensitive to traffic disruption. The power for local highway authorities to implement and operate a LLRS in England is subject to the approval of the Secretary of State for Transport.
4. Under NRSWA, the Council defines a network of traffic sensitive streets where additional restrictions apply to road works. Prior to applying for a LRS it is a mandatory requirement to conduct a review of this network and that exercise, including a consultation was completed in the summer of 2025. The traffic sensitive network is data led being based on traffic flow data, bus routes and the historic number of road works and can be seen in Appendix A. The LRS network must be traffic sensitive and a maximum of 10% of the traffic sensitive network can be classified as lane rental. Similar to the traffic sensitive network, the lane rental network is data driven with the most traffic sensitive parts of the traffic sensitive network being chosen. The proposed LRS network can be seen in Appendix B.
5. Prior to applying for powers to implement a LRS an authority must also conduct a consultation on its proposed lane rental scheme including a business case justifying the scheme and details of the governance of the scheme.

Existing Lane Rental Schemes

6. In England the following highway authorities have introduced a LRS: 1) Transport for London (TfL) 2) Kent 3) Surrey 4) West Sussex 5) East Sussex, and schemes are being developed in Southwark and Hampshire.
7. Where they have been introduced, LRS have reduced road roads and related traffic congestion on the defined routes by between 9 and 25%.

BCP Lane Rental Scheme Consultation

8. Following a review of the other schemes that are operating nationally and an assessment of the potential benefits that a BCP Lane Rental Scheme could provide, the council launched a public consultation to help inform if it should apply to the Secretary of State to implement a scheme and to seek views regarding how such a scheme should be shaped.
9. To launch the consultation a briefing was hosted on the 8 December 2025 with key stakeholders and partners ahead of the public consultation going live on 15 December 2025. The consultation ran until 1 February 2026.
10. The consultation included the proposed lane rental network, business case and operational details of the scheme as shown in the following Appendices:
 - Appendix C BCP LRS Scheme
 - Appendix D BCP LRS Road Schedule
 - Appendix E BCP LRS Governance for Surplus Funding
 - Appendix F BCP LRS Evaluation Plan
 - Appendix G BCP LRS Cost Benefit Analysis
 - Appendix H BCP LRS Charges
 - Appendix I BCP LRS Stakeholder Presentation
11. The consultation summary report can be read in Appendix J of this report.
12. A total of 156 respondents comprising 142 individuals, 11 businesses (including utility companies) and three that did not specify their status answered the following questions:
 - To what extent do you agree or disagree with the Lane Rental Scheme proposal?
 - What impact do you feel this may have on you, your business or the wider community?
13. Overall, most respondents expressed agreement with the Lane Rental Scheme proposal, with 73% of businesses indicating that they either strongly agreed or tended to agree and 85% of individuals.
14. Overall, just over half of respondents (55% for both individuals and businesses) indicated that the proposals would have a positive impact on them, their business or the wider community. Most business responses were positive (55%), although a notable minority expected negative impacts (27%). Some of those expecting negative effects said they would need to use the scheme.
15. Alongside these questions, some respondents also chose to submit feedback in free text in response to the following question:
 - Please let us know what impact you think the scheme will have or if you have any other comments, suggestions or alternatives you think we should consider?
16. Key themes that were identified from the free text responses were:
 - Coordination and timing of road works
 - Effects on congestion and journey times
 - Financial impacts and utility costs
 - Duration of works
 - Impacts on local businesses and daily life

- Quality of reinstatement and surface condition
- Governance, enforcement, and fairness

17. Respondents also suggested additional roads for inclusion within the scheme:

- Sandbanks Road, including the section to the ferry and beyond Lilliput shops
- The Avenue to Branksome Dene
- Willow Drive, Christchurch
- The A35, including the Christchurch bypass and A35 Upton Road
- Upton Road and Pergin Crescent

18. Several of the major utility companies that operate in BCP submitted comprehensive responses and the council shall respond to them directly in detail regarding the matters that they have raised. Dialogue with them shall continue between now and when any application (subject to council decision) to the Secretary of State is submitted. The council shall continue to include them in the process.

19. The main themes raised by the utility companies were:

- The limited times (windows) that lane rental charges would not apply along proposed lane rental streets
- Potential noise implications for residents due to increased activity in the evenings, overnight and early morning
- Waiving of charges if their works are delivering the roll out of nationally important infrastructure
- 48hrs (2 days) not being a sufficient period to undertake emergency repairs to services
- Concern about health and safety and welfare of employees that may be required to work later and start earlier
- Requested examples of innovative working practices that would qualify for discounts and/or funding from the scheme revenue
- Costs that would be incurred from the charges and administrative costs within the respective companies to manage the process

20. In addition to the above there were also some minor typographical errors that were fed back upon and shall be rectified ahead of any potential application.

Proposed BCP Lane Rental Scheme

21. Having fully considered the consultation feedback there are no recommended changes to the proposed scheme which (subject to approval) would see the following lane rental charges introduced along the roads shown in red on the plan presented in Appendix B:

Identified Lane Rental Charge Streets (Bands)	Lane Rental Charge Discount Applied	Full Day Charge
Band 1 (Road Closure or Single Carriageway Road Occupancy)	0%	£2,500
Band 2 (All Carriageway Remedial Works)	0%	£2,500
Band 3 (Single Lane Occupancy of Multi Lane or Dual Carriageway)	20%	£2,000
Band 4 (Cycle Track)	40%	£1,500

Note: Band 4 cycle track includes cycle lanes, cycle paths, and cycle routes, including both on-carriageway cycle lanes and off-carriageway, physically separated tracks.

22. The reasons for not recommending changes to the consulted upon scheme include:

- Only up to 10% of the network can be eligible for lane rental charges, hence, including the streets listed (paragraph 17) in the proposed scheme is not permissible at this stage unless other streets are removed. This is not recommended because the detailed analysis of the data undertaken when designing the scheme supports the proposed streets being the priority. Furthermore, the network over which lane rental charges apply can be increased once a scheme has been established, hence, provided they meet the criteria they could be included in the scheme in future years following review.
- Conversely the extent of the proposed network over which it is proposed lane rental charges apply and adjustment to the times of day that they apply (to reduce) is not recommended because they have all been identified as traffic sensitive. Note: the council has recently consulted twice on the Traffic Sensitive network. The main routes around and between the three towns are busy for large periods of time on both working days and at the weekend (as shown in the traffic counts). The network identified for lane rental reflects this.
- The purpose of lane rental is not to generate revenue it is to reduce the duration of roadworks on critical routes, encourage collaboration among works promoters and to promote off-peak or non-peak hour work to lessen traffic congestion. And to drive innovation. Any surplus funds are to be invested in highway maintenance to reduce the volume of reactive works on the network in the future by improving the condition and to be available to support and drive innovation.
- Examples of innovative processes or work methodology could include trenchless technologies like directional drilling or impact moling. Using faster setting materials, or methods that reduce the time the works are in place or using more efficient traffic management.
- The 48-hour period is stated within the 'Lane Rental Schemes in England, Operational Guidance'. In the interests of consistency nationally, it is imperative when developing a lane rental scheme that the guidance is adhered to.

- There is no requirement for any organisation to work outside of normal hours to avoid lane rental charges if it believes doing so would compromise safety thereby increasing the risk of harm to employees, or the public.
- Waivers and discounts can be applied to works dependent on the circumstances. One of the principal objectives of the scheme is to drive collaboration. Early engagement with the council will help to agree discounts/waivers during the planning stage of works.
- If/when established the Lane Rental Schemes would be reviewed annually and amendments undertaken informed by data/performance of the scheme.

Options Appraisal

23. With regards to the BCP Lane Rental Scheme, there are three possible options for Members to consider:
- a) Proceed with an application to establish and operate a BCP Lane Rental Scheme. This is **recommended** because where they have been introduced, LRS have reduced traffic congestion on the defined routes by between 9 and 25%.
 - b) Not proceed with an application to establish and operate a BCP Lane Rental Scheme. This is **not recommended** because none of the benefits of a lane rental scheme would be realised.
 - c) Amend the proposed scheme by either reducing the proposed charges and/or increasing the times of day during which the lane rental charges do not apply. This is not recommended because reduced charges would reduce the incentive to work more efficiently and/or collaboratively. Increasing the times of day during which the charges do not apply would lead to more works at these times on routes that have been identified as being traffic sensitive. It should also be noted that the proposed scheme allows for discounts and waivers for locations to be assessed on a case-by-case basis and once established a scheme can be adjusted. Therefore, the amendment of the proposed scheme is **not recommended** at this stage.

Summary of financial implications

24. A Lane Rental Scheme increases the costs of road works to Public Utility Companies, the council's own maintenance and improvement works and developers. By reducing road works, the local economy will operate more efficiently and due to the reduction in traffic delays a societal financial benefit will arise. The council has conducted a financial assessment of the likely costs and the likely benefits of its proposed scheme, and this predicts a Benefit Cost Ratio of 8.9 will be achieved.
25. It is anticipated that the operation of the LRS will cost £75k to set up and then £500k per annum for the increased resource. The £75k shall initially be funded via the Local Transport Consolidated Fund 2026/27 programme. The estimated total lane rental charges levied are expected to be approximately £2.3m per annum and in the first year the revenue shall be used to repay the estimated £75k set up cost alongside covering any operational costs.
26. The anticipated annual LRS charges to the council as Highways Authority (HA) for carrying out maintenance and improvement work is estimated at £460k and the costs to Public Utility (PU) companies is estimated at £1.85m based on projections from previous years.

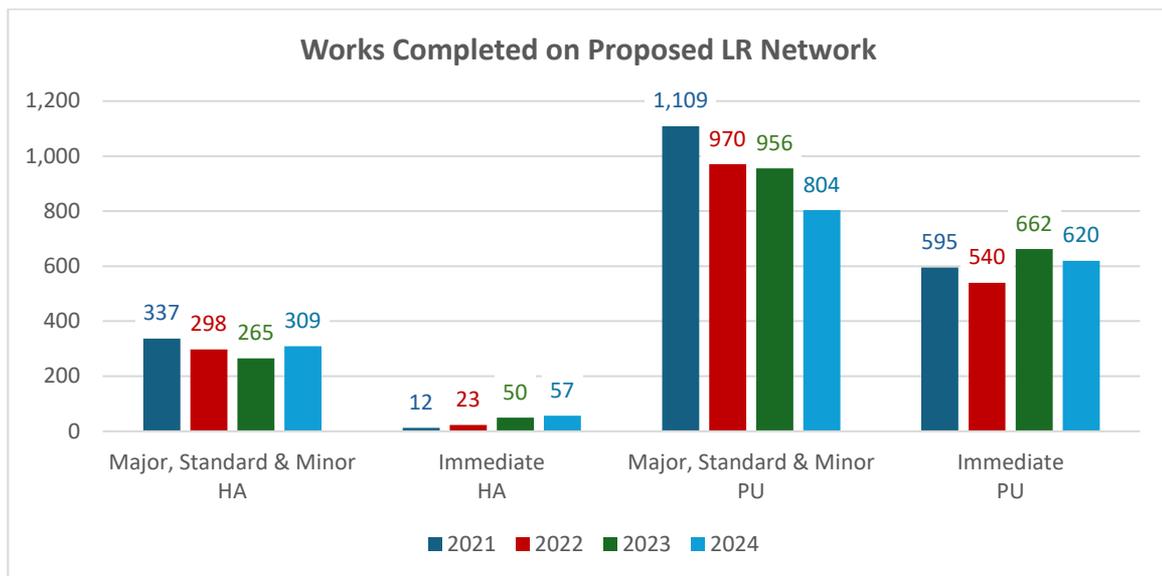


Figure 2: Baseline Works Completed based

27. The DfT amended the Regulations to the Code of Practice for the Co-ordination of Street and Road Works effective from 5 January 2026. Highway Authorities operating a lane rental scheme must spend 50% of all net proceeds from surplus lane rental funds on highway maintenance and the remaining 50% on purposes intended to reduce the disruption caused by street works, innovations, etc. BCP Council is expected to generate approximately £2.3m per annum, and a surplus of approximately £1.8m per annum after the £500k operating costs are taken into account. As 50% of the LRS surplus is required to be used for highway maintenance, it is estimated the LRS will generate approximately £900k (50%) of income to the council's maintenance and improvement teams. That will cover the LRS costs of approximately £460k per annum and provide an overall surplus for additional investment in highway maintenance. Other benefits are likely to arise from the remaining 50% of the surplus including further reductions in disruption due to road works. This 50% of the surplus can be allocated to the council's highway maintenance and improvement teams as well as Public Utility companies, under the governance structure set out in the LRS.
28. Where applicable, roadworks promoters will still apply for but will not need to pay for a permit to work. Therefore, the LRS will result in a reduction in income through the council's Permit to Work scheme. This is likely to be approximately £40 to £50k per annum. The estimated LRS income is based on historic roadworks activity over the last 4yrs. It does not take account of reduced income of approximately £40 to £50k through the Permit to Work scheme. It is important to note that all projected incomes and any more minor reductions could vary widely on a year-by-year basis depending on the volume of roadworks that promoters bring forward. It will also vary based on the degree to which roadworks promoters are incentivised or able to revise their delivery plans to avoid falling within the scope of the LRS. There is a legal requirement for the council to report the impact, annual costs and revenues from the Permit to Work Scheme and also, if taken forward the LRS. This will ensure that the council will continue to monitor the performance of these activities.
29. As described in Appendix E, a body of appointed representatives will form a Board, referred to as the "BCPLRS Surplus Fund Management Board". This will oversee the administration of the surplus revenues, with the principal responsibility to evaluate and monitor proposals to spend this revenue towards initiatives. The BCPLRS Surplus Fund Management Board will assess applications for use of the surplus funding and will have delegated powers to allocate funding on behalf of the council in line with assessment criteria to be developed and agreed by the board.

Summary of legal implications

30. As set out in the background information at the beginning of this report. The Traffic Management Act (TMA) 2004 imposes a duty on all local traffic authorities to secure the expeditious movement of traffic on their road networks, and to facilitate the expeditious movement of traffic on other authorities' networks. Additionally, the New Roads and Street Works Act (NRSWA) 1991 places a duty to coordinate street and road works on the highway. These duties are the responsibility of the Network Management section and Traffic Manager for the Authority.
31. Under provisions within the TMA the council introduced a Street Works Permit Scheme in September 2020 and that has improved the council's ability to manage and control all Streetworks. The New Roads and Streets Works Act 1991 (NRSWA), as amended by the Traffic Management Act 2004 (TMA), contains additional provisions for highway authorities to operate Lane Rental Schemes that involve charging promoters for the time their works occupy the highway (Section 74A of NRSWA) on defined sections of road that are particularly sensitive to traffic disruption. The power for local highway authorities to implement and operate a LLRS in England is subject to the approval of the Secretary of State for Transport.
32. Under NRSWA, the Council defines a network of traffic sensitive streets where additional restrictions apply to road works. Prior to applying for a LRS it is a mandatory requirement to conduct a review of this network and that exercise, including a consultation was completed in the summer of 2025. Furthermore, prior to applying for powers to implement an LRS an authority must also conduct a consultation on its proposed lane rental scheme including developing a business case justifying the scheme and details of the governance of the scheme in line with the DfT guidance:
[Lane rental schemes: guidance for English highway authorities - GOV.UK](#)
33. As set out in section 21 above the required consultations and supporting documents have been prepared in line with the relevant guidance. The council, therefore, considers that it has satisfied the conditions to enable it to apply to the Secretary of State for Transport for permission to operate a LLRS.

Summary of human resources implications

34. To operate the proposed LLRS it is estimated that 5 new posts shall be required as follows:
 - Lane Rental Scheme Coordinator
 - Street Works Inspector x 2
 - Permit Officer x 2Furthermore, up to 7 existing posts may need their role profiles to be re-evaluated.
35. The cost of establishing and operating the LLRS are fully recoverable from the income generated from LR fees.
36. Further scoping will be required with the People Business Partner to further understand people implications and the appropriate processes to be followed.

Summary of sustainability impact

37. A Decision Impact Assessment DIA Proposal ID 752 has been created for this decision.

Impact Summary

Climate Change & Energy	Green - Only positive impacts identified	
Communities & Culture	Green - Only positive impacts identified	
Waste & Resource Use	Green - Only positive impacts identified	
Economy	Green - Only positive impacts identified	
Health & Wellbeing	Green - Only positive impacts identified	
Learning & Skills	Green - Only positive impacts identified	
Natural Environment	Green - Only positive impacts identified	
Sustainable Procurement	No positive or negative impacts identified	
Transport & Accessibility	Green - Only positive impacts identified	

Answers provided indicate that the score for the carbon footprint of the proposal is: **4.5**

Answers provided indicate that the carbon footprint of the proposal is:	Low	
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Summary of public health implications

38. Urban traffic speeds are falling by on average 2% every year, causing NOx emissions to rise in some cases. Diesel cars are the single biggest contributor to NOx levels, responsible for 41% of all NOx emissions from road transport.
39. Reducing congestion and works durations that impact the highway including pavements and cycle tracks contributes to the BCP Council priority of developing an eco-friendly and active transport network with positive implications for public health.

Summary of equality implications

40. An Equalities Impact Screening has been undertaken and can be found in Appendix K and concluded that drawing on data from national travel surveys and the BCP Local Travel Plan the introduction of a Lane Rental Scheme will only bring benefits to our communities.
41. The reduction in congestion will improve journey time reliability, reduce emissions and improve the economy and these benefits will translate into benefits for all road users in different ways with some of the more notable benefits to the elderly, the young, the disabled and other groups being described in more detail in this EIA Equality Impact Assessment Screening Tool.
42. Increasing sustainable transport options, including travel by public transport allows people that do not have access to a car to better access services, education, healthcare and leisure with associated benefits for mental health and wellbeing.
43. Overall, the scheme will only result in people being positively impacted. there are only benefits to persons with protected characteristics.

Summary of risk assessment

44. Legal challenge due to unforeseen documentation or process errors resulting in either a proposed scheme not being approved in a timely manner for implementation by the Department for Transport, or legal challenge from any objector to a scheme for the reasons stated above. Note: the council has tried to mitigate these risks by following the published DfT guidance and using consultants that have overseen the implementation of other LRS nationally.

Background papers

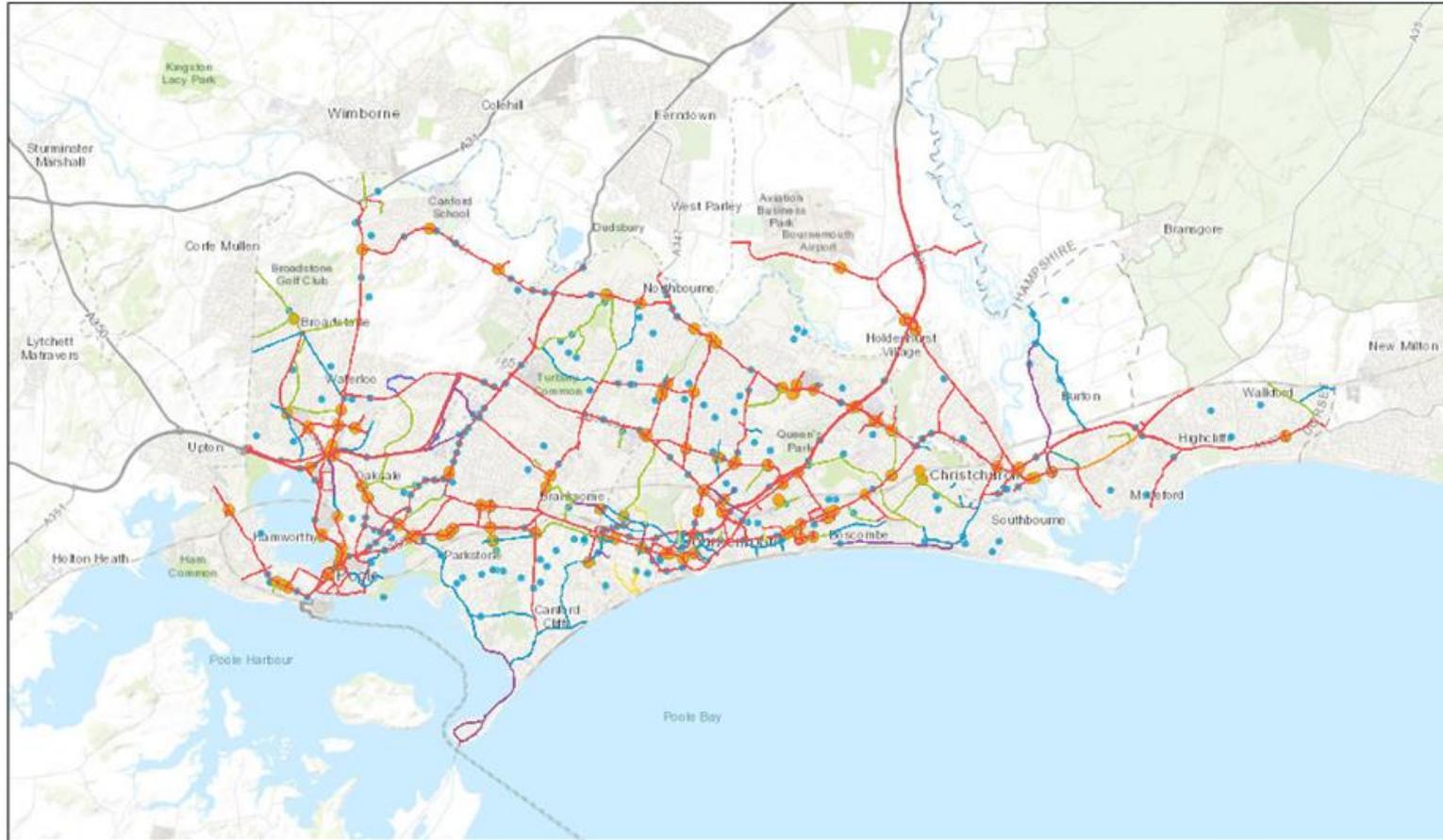
None

Appendices

- Appendix A BCP Traffic Sensitive Streets
- Appendix B BCP Lane Rental Network
- Appendix C BCP LRS Scheme
- Appendix D BCP LRS Road Schedule
- Appendix E BCP LRS Governance for Surplus Funding
- Appendix F BCP LRS Evaluation Plan
- Appendix G BCP LRS Cost Benefit Analysis
- Appendix H BCP LRS Charges
- Appendix I BCP LRS Stakeholder Presentation
- Appendix J Consultation Outcome
- Appendix K Equality Impact Assessment Screening Tool

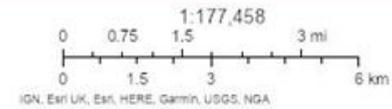
Appendix A BCP Traffic Sensitive Streets

Bournemouth Christchurch Pool Traffic Sensitive Street Review



11/5/2025

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|--|------------------------------------|-----------------------|
| BCP Proposed Traffic Sensitive Streets | Monday-Saturday, 09:00-19:00 | Everyday, 08:00-22:00 |
| Weekdays, 08:00-09:30, 14:30-18:00 | Everyday, 08:00-09:30, 14:30-18:00 | traffic_signals |
| Weekdays, 08:00-09:30, 16:00-18:00 | Everyday, 08:00-09:30, 16:00-18:00 | Traffic Counters |
| Weekdays, 08:00-20:00 | Everyday, 08:00-20:00 | Citations |
| Monday-Saturday, 07:00-20:00 | Everyday, 07:00-20:00 | |



Appendix B BCP Lane Rental Network

BCP Lane Rental Network Review





BCP Lane Rental Scheme

Scheme Document

History

Date	Version	Comments
15/12/25	1	DRAFT for consultation

Review Control

Reviewer	Date	Section	Comments	Actions Agreed

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Introduction

The BCP Council Lane Rental Scheme (BCPLRS) has been introduced to enable the council to support the duty to co-ordinate and manage all street and road works, also known as activities, on the highway, to minimise disruption in accordance with the Network Management Duty a key principle of the Traffic Management Act 2004.

A lane rental scheme is designed to work in conjunction with a permit scheme to complement the powers provided within it by implementing a charging regime for works taking place on the most congested section of the network at peak times.

The BCPLRS will align with the objectives of the BCP Permit Scheme, particularly:

- Encourage a proactive approach to planning and undertaking of works on the highway.
- Ensure parity of treatment for all activity promoters.
- Reduce any unreasonable occupation of the Highway through efficient coordination and minimise the impact of works on the travelling public.

Objectives and Principles

The BCPLRS seeks to limit the amount of disruption to BCP Council roads by encouraging the undertaking of activities at the least disruptive time for road users, and for the early completion of works.

The New Roads & Street Works Act 1991 (NRSWA) contains provision in Section 74a for highway authorities to operate schemes that involve charging Promoters for the time their works occupy the highway (as a daily charge).

The Government considers that well-designed and well-targeted lane rental schemes, focused on the most critical parts of the highway network, and with charges applying only at the busiest locations at traffic sensitive times, should encourage those undertaking works to carry out their works in a less disruptive manner.

The BCPLRS is designed to limit the carrying out of activities at specified locations by applying a daily charge for any part(s) of the day that the highway is occupied by the activities during chargeable hours.

The daily charge will not apply if the activities take place outside of the specified traffic sensitive times.

The BCPLRS therefore provides a mechanism for providing all activities' Promoters with an incentive to change behaviour and minimise the occupation of lane rental streets at the most traffic sensitive times which are the most critical parts of the BCP highway network.

The BCPLRS applies the following guiding principles:

- The cost of disruption from activities on the highway network must be recognised
- Inconvenience to all people using a street must be minimised, but especially for people with accessibility requirements, and also other vulnerable road users, such as people walking or cycling.
- Working with all parties operating within the Scheme to ensure there is an open approach to meeting the objectives of the scheme
- Taking a practical and reasonable approach to decision making and any disputes that arise; and
- Providing transparency to the success and governance of the scheme.

The objectives of the BCPLRS are to:

- Apply the scheme to all work Promoters on a consistent basis
- Promote behaviour change to minimise the duration of occupation of the highway at the busiest locations at the most traffic sensitive times
- Complete works to the required standard first time, reducing the need to return to the site to carry out further works
- Minimise the number of works taking place during the most traffic sensitive times; and

- Contribute to reducing disruption to all road users.

The council will measure these objectives and evaluate whether they are being met.

The means by which that will be achieved are set out in the Evaluation and Governance section of the BCPLRS below.

National Infrastructure

The BCPLRS will support, wherever possible, UK national infrastructure projects, including:

- Airport expansion.
- High speed rail.
- Nationwide full fibre broadband by 2033.
- Half of the UK's power provided by renewables by 2030.
- Three quarters of plastic packaging recycled by 2030.
- Preparing for 100 per cent electric vehicle sales by 2030.
- Ensuring resilience to extreme drought.
- A national standard of flood resilience for all communities by 2050.

Improvements Expected

The expected improvements from the BCPLRS are:

- Behavioural changes that minimise the duration of occupation of the highway at the busiest locations at traffic sensitive times.
- Reductions in the number of works taking place during traffic sensitive times.
- Contributions towards maintaining or improving journey time reliability on the highway network.

Regulatory Compliance

The New Roads & Street Works Act 1991 (NRSWA), as amended by the Transport Act 2000 and the Traffic Management Act 2004 (TMA), contains provision for Highway Authorities to operate lane rental schemes that involve charging Promoters for the time their street or road works occupy the highway.

The BCPLRS, which applies charges determined by reference to the duration of works, is based on the Street Works (Charges for Occupation of the Highway) (England) Regulations 2012 (the "Lane Rental Regulations") made under Section 74A, and is designed to operate in conjunction with Section 74 of NRSWA, and the Traffic management (Bournemouth, Christchurch and Poole Council) Permit Scheme Order ("BCPPS"), subject to certain exemptions on charges and fees contained within the Scheme.

The Regulations are the Street Works (Charges for Occupation of the Highway) (England) Regulations 2012 ("the Regulations") made under Section 74A of NRSWA.

NRSWA contains provision for two forms of charge for works:

- Section 74 – Charge for occupation of the highway where works are unreasonably prolonged; and
- Section 74A – Charge determined by reference to duration of works.

The power for Local Authorities to implement lane rental schemes in England is subject to the approval of the Secretary of State.

The Prescribed Charge in the Regulations is the charge multiplied by the number of days, including part days, comprising the duration of the works.

Section 59 of NRSWA places a duty on Highway Authorities to co-ordinate works of all kinds on the highway.

Equally important is the parallel duty on works Promoters to co-operate in this process under Section 60 of NRSWA.

As well as the duty to co-ordinate under Section 59 of NRSWA, BCP Council has a duty under Section 16 of the TMA to manage its road network (the Network Management Duty) with a view to achieving, so far as may be reasonably practicable, having regard to its other obligations, policies and objectives, the following overriding objectives:

- Securing the expeditious movement of traffic on the Authority's Road network.
- Facilitating the expeditious movement of traffic on road networks for which another Authority is the Traffic Authority.

In preparing the BCPLRS, BCP Council has had regard to the requirements of the Public Sector Equality Duty under section 149 of the Equality Act 2010.

In accordance with the DfT's Guidance for Lane Rental Schemes, the agent appointed by BCP has consulted with all relevant stakeholders during the development of the BCPLRS.

Scope of the Scheme

The BCPLRS has been designed to ensure that charges are only applied when works Promoters occupy the highway at traffic sensitive times and to allow exemptions or reduced charges to encourage Promoters to adopt less disruptive working practices.

The scope of the Scheme has been designed to meet the objectives and principles of a lane rental scheme and in accordance with The Street Works (Charges for Occupation of the Highway) (England) Regulations 2012.

The Scheme will apply a lane rental charge when a Promoter undertakes work on the highway during traffic sensitive times on those streets to which the Scheme applies.

The Scheme provides incentives through charge exemptions and discounts to encourage the planning and subsequent undertaking of works to have a less disruptive impact to the highway.

Promoters

The scope of the BCPLRS applies to any person or organisation that commissions or promotes specified works on the highway.

Specified Works

All non-excavation works, such as operating valves, hydrants, sewer jetting, lifting manhole covers, leakage and fault detection, and above-ground asset maintenance, in traffic sensitive designated streets at traffic sensitive times are deemed as a 'registerable activity' and will therefore require a Permit and may be subject to the Scope of the BCPLRS.

Any non-excavation works subject to the Scope of the BCPLRS that result in reduction of Lane Width, or the use of Traffic Management, for example give & take, stop & go boards, portable traffic signals, will result in a Charge.

Diversionsary works are included within the DLRS under "works for road purposes" – maintenance and improvement work to the road itself carried out by, or on behalf of, the highway authority. Please refer to the glossary for further clarification on the term 'diversionary work'.

The BCPLRS applies to all works, as defined in the Glossary, that include:

- That require a permit under the relevant section of the DPS.
- Are executed under a NRSWA Section 50 licence.
- Are executed under an agreement pursuant to Section 278 of the Highways Act 1980.
- Are executed under an agreement pursuant to Section 106 of the Town and Country Planning Act 1990.

Specified Locations

Under the DfT's Lane Rental Guidance Document, lane rental charges are to be targeted at the most critical parts of an Authority's highway network, which are streets where evidence shows that works in the highway cause the highest levels of disruption and thus require the greatest efforts to manage the impact the works may have on pedestrians, cyclists, buses, freight or other general motor vehicles. The BCPLRS will apply when there is either a Road Closure or a Lane Closure, where the term Lane Closure refers to any of the following:

- Any form of traffic control is deployed on the carriageway or a cycle track.
- Any traffic management reduces the number of lanes of a carriageway or cycle track which can be safely used.
- There is any impact which reduces the traffic flow capacity or operation of a junction.

Charges will **not** be payable in the following circumstances:

- Charges will not apply if the activities take place outside of the traffic sensitive streets specified times.
- Charges will be waived for a period of 48 hours from the start of immediate works beginning; after which time the normal lane rental rules for the location will apply.
- Charges will be waived for activities which are confined to a verge or footway, footpath, bridleway, or byway.
- Charges will be waived if works which do not reduce the number of lanes, or prescribed width, available to traffic or if normal traffic flows can be maintained.

The streets selected on the council Highway Network are those where the lane rental charge will, by encouraging behaviour change, have the most effect in reducing disruption and the cost of disruption.

Works in the footway that involve breaking up the street, or tunnelling or boring under it, will be subject to the Scheme and charge if such works require any form of traffic control to be deployed on the carriageway.

The BCPLRS does not apply to works that are carried out in a verge or on a footway of a lane rental chargeable street that does not involve any occupation of a carriageway or cycle track. (such occupation includes use by any associated plant, vehicles, or materials, or for any temporary arrangements for providing a walkway for pedestrians, as a result of, or as part of the works).

Specified Days and Times

Lane rental charges under the BCPLRS will apply to specified locations at specified days and times detailed in the 'BCPLRS List of Lane Rental Streets'.

BCP Council expects any Promoter planning to avoid specified times will allow sufficient contingency into the time needed to complete their work.

As such BCP will charge for any activities found to have continued into the specified time, even if only by a few minutes.

These times will be limited to when a street is designated as traffic sensitive, including weekends and Bank Holidays – except for Christmas Day and Boxing Day. The traffic sensitive times on a Bank Holiday will be the same as those for a Sunday at that location.

The BCPLRS will apply at the specified locations that are designated as a lane rental record within the current version of Bournemouth, Christchurch and Poole Council Additional Street Data (ASD) file. This is published on the National Street Gazetteer hub (as defined in the Glossary).

The Lane Rental designation record will identify:

- If it applies to the whole street or part street.
- If it applies to the carriageway or cycle track.
- If it is a tidal record, it will identify the direction affected and the Lane Rental operational times, for example eastbound from 07:00 to 09:30.
- The days and times when lane rental will apply.
- The applicable charge.

This data will be kept up to date by the Council and no variation to specified locations, days or times will come into effect without the relevant updates to the NSG.

Environmental Considerations (Potential Impacts of Noise, Vibration, Dust, Lighting)

The council will take responsibility to apply a balanced approach to the needs of the Promoter, the Authority's network management duty and Environmental Health Department's duties and considerations, when determining an application to work at a specified location.

Care shall always be taken to minimise the potential for disturbance from noise, vibration, dust and lighting. It is recognised that the potential for disturbance is heightened for works taking place outside of normal working hours. As such, where potential disturbance is likely for out of hours works.

If the council considers that a Promoter has made a genuine attempt to plan work outside of Specified Times but is prevented from doing so by environmental impacts, it may consider applying a discount to lane rental charges, provided all other means of avoiding the charge have also been adequately explored.

Works by BCP Council or Third-Party Developers

Works carried out by or on behalf of BCP Council, including those by third party developers pursuant to an agreement under Section 278 of the Highways Act 1980, fall outside of the scope of 74A of NRSWA.

However, since it is BCP Council's intention to minimise all disruptive occupation of the traffic sensitive parts of the BCP Council Highway Network, as part of the BCPLRS, BCP Council will apply the same Lane Rental charge to its own works and works carried out under a Section 278 Highways Act agreement, as it does to statutory undertaker works.

Immediate Works

Immediate works (which can include Immediate Emergency & Immediate Urgent works) that must be carried out during the charging period to avoid significant danger to public safety or significant damage to property will be provided with a 'Lane Rental Charge Free Period' to enable the immediate works to be dealt with.

The Lane Rental charge free period shall begin from the start of the immediate works and shall apply for a period of 48 hours, after which time the normal lane rental rules for the location will apply on and from the third calendar day.

To minimise disputes, works Promoters claiming this waiver must, when requested by BCP Council, provide documentary evidence of the nature of the emergency before the waiver will be granted.

This evidence will need to be sufficient to demonstrate the works categorisation as immediate works.

Permit Scheme

Under the existing BCP Permit Scheme (BCPPS), anyone intending to carry out activities on the highway must apply for permission from BCP in advance of the activities.

BCP Council has operated the BCPPS on its highway network since 2020, and all provisions of that scheme and those set out under Section 50 of NRSWA apply to the BCPLRS.

The BCPLRS is designed to work in conjunction with the BCPPS to complement the powers provided within the BCPPS.

As the content of the permit will determine whether the work is within the scope of the Scheme, it is imperative for the Promoter to include accurate details of location, traffic control and duration, including times.

Unless a Promoter indicates otherwise in their permit, the Council will assume work on a specified street is subject to the Scheme.

Permit Application on a Lane Rental Street

As the content of the permit application will determine whether the planned or immediate works is within the scope of the BCPLRS it is imperative for the Promoter to include accurate details for location and duration, including times.

For all permits where the BCPLRS applies, the Permit Authority will assume, the activity is subject to the BCPLRS. If the Promoter intends to work under a waived or reduced lane rental charge within the BCPLRS, they must include relevant text in their permit application.

Permit Variations

The BCPPS allows for a Promoter to vary a permit in instances where unforeseen circumstances prevent the completion of an activity within the agreed times, and where the activity may extend beyond the reasonable period.

If the variation will result in the activity taking place in a different Lane Rental charging band to that of the original activity, then this must be clearly indicated on the permit variation application.

Promoters should also indicate any instances where the revised activity will result in work being carried out in a Lane Rental chargeable area for any part of the activity duration.

Highway Authority Imposed Changes

In any instances where the Permit Authority issues a Highway Authority Imposed Change to a Promoter which results in an activity becoming subject to the scope of the BCPLRS, or an

increased rate of BCPLRS charge, no new charge or any increase in charges will be applied as a result of the Permit Authority's instruction.

Permit Fees

A permit fee will not be charged where an activity is liable to a BCPLRS charge.

The BCPPS related process and procedures as defined in the BCPPS are integral to the BCPLRS.

Where an activity is not liable for a BCPLRS charge, then the relevant permit fee will apply.

Where a permit fee has been applied but it is discovered, without a Promoter variation, that the activity carried out by the Promoter should have been subject to a BCPLRS charge, then all permit related fees will be returned and BCPLRS charges applied.

Lane Rental Charges

In accordance with the Regulations and the Scope of the BCPLRS, BCP will apply a daily rate of charge for the duration of the specified works carried out by the undertaker of the activities for the Promoter of the activities at the specified location during the specified times and days.

Lane rental charges will only apply when there is either a Road Closure or a Lane Closure, where the term Lane Closure refers to any of the following:

- Any form of traffic control is deployed on the carriageway or;
- any traffic management reduces the number of lanes of a carriageway which can be safely used or;
- there is any impact which reduces the traffic flow capacity or operation of a junction.

Lane Rental Charge Status

For all activities on a lane rental street BCP Council will issue a Comment, using the topic 'General', on the activities record which will contain the estimated charge status for reference, if able to be determined.

The estimated charge does not denote the charge that will be applied but provides an indication of the charge that may be applied.

BCP Council will use a code to define the charge, similar in use to codes for permit conditions. These codes and example use of these codes are shown below.

Codes to denote the charges to be applied to works

- Code LR0, Activities on a lane rental street, but no charges will apply. The code must be applied with an appropriate suffix (letter) to signify the reason(s) why no charges will apply. If more than one reason is appropriate, then each suffix must be added to the code, e.g., LR0 AB. Where the code D for other is used, a short text description will be given as to why charges do not apply.
- Code LR0A, Activities outside of lane rental times.
- Code LR0B, No reduction of traffic flow or capacity on the carriageway.
- Code LR0C, Activities outside of lane rental section where the whole road is not included.
- Code LR0D, Other reason.

- Code LR1, Activities on a lane rental street with a charge. The duration and charge category will be added to the Permit or Licence details.
- Code LR2, Activities on a lane rental street with a discounted charge. This code will be applied with an appropriate suffix (letter) to signify the relevant discount and also the amount of discount, i.e. LR2 A100, where a 100% discount is being applied for major infrastructure improvement. If more than one discount is to be applied, then each suffix must be added to the code, with the total discount to be applied.
- Code LR2A, Activities on a lane rental street with a discount applied for major infrastructure improvement.
- Code LR2B, Activities on a lane rental street with a discount applied for collaboration.
- Code LR2C, Activities on a lane rental street with a discount applied for innovation.
- Code LR2D, Activities on a lane rental street with a discount applied for other cases, as agreed with the Highway Network Manager (or delegated officer).

Calculating the Charge

To calculate the daily rate of charge, other than for immediate works lane rental charges will apply between dates and times specified in the start of works notice and the works stop notice (as the date of works ended).

For all types of immediate works, the charges will apply on and from the third calendar day of occupation – taking the works start as stated within the relevant permit application and ending on the date specified in the works stop notice.

Promoters are strongly encouraged to consider the carrying out of immediate works outside of specified times or days wherever possible.

When calculating the actual work start and finish dates for all activities, the Permit Authority or the Promoter may provide additional information to prove a variation to the duration of the works and/or activity type, if different to any submitted application or notice.

In all circumstances, any BCPLRS charge will be applied according to the actual occupation and activity.

Section 74 overrun charges will apply in accordance with the Section 74 Regulations following the end of the agreed reasonable period, in addition to the BCPLRS charges.

Change Categories

The Regulations allow for a prescribed daily rate of charge, which may be waived or reduced in particular cases.

In accordance with the Regulations and with consideration to the objectives of the BCPLRS, there are a range of charge categories depending on the traffic control type, works type, location, times and days of work.

The 'BCPLRS List of Lane Rental Streets and 'BCPLRS Charges Policy and Table' sets out the traffic control type, works type, location, times and days of work and any applicable charge.

If an activity spans more than one traffic control type at any time during the duration of the activities, then the daily rate of charge will apply for the days the different traffic control type is in place.

In instances where the works have fully moved to a lower traffic control type, thereby changing the charging to be applied, the Promoter must submit a timely permit variation. If the permit

variation is solely for the purpose of notifying that the works have transferred from one traffic control type to another, then this permit variation would not be subject to a permit fee.

For the calculation of charges in such instances, the Permit Authority will determine the timings for such changes based on the receipt of the associated permit variation.

Exemptions

Charges will be waived for a period of 48 hours for immediate works, after which time the normal lane rental rules for the location will apply.

Certain types of works are exempt from lane rental charges under the BCPLRS as follows:

- Works in non-traffic sensitive streets.
- Works which are confined to a verge or footway with no impact on the carriageway or cycle track at a specified location.
- Works in traffic sensitive streets at non-traffic sensitive times.
- Replacing poles, lamps, columns or signs in the same location; or pole testing.

If one of the above applies, the activities Promoter must record the appropriate lane rental charge waiver or exemption in the permit application and, if possible, works clear, works closed or works stop notices.

Failure to do so will result in appropriate action being taken.

BCP would expect any deliveries associated to works to be outside of traffic sensitive times whenever possible. Short exemptions may be allowed when this is not possible and in agreed circumstances, a condition will be applied to the Permit to provide for the opportunity requested. Such circumstances may include:

- delivering safety critical equipment to the site; or
- the collection of spoil using a grab lorry.

Lane Widths

The minimum acceptable Lane Widths allowable under the BCPLRS will be as defined in Safety at Street Works and Road Works, a Code of Practice, or otherwise in any superseding code of practice as that suitable for "Normal traffic including buses and HGV".

Lane rental charges will not be applied to works which do not reduce the number of lanes, or prescribed width, available to traffic or if normal traffic flows can be maintained.

Variations to Lanes Available within an Activity

In such instances where the reduction of lane width changes during an activity, the Promoter must submit a permit variation to the Permit Authority clearly indicating the change applied at the relevant time the change is made. There will be no permit fee for such variations.

For the calculation of changes in such instances, the Permit Authority will determine the timings for such changes based on the receipt of the associated permit variation.

Works Spanning Multiple Streets

Where activities cover more than one USRN, and therefore a Permit is required for each separate USRN and the work site does not contain any form of junction, then the equivalent of one charge will apply for the entire activities. No permit fees will apply to those activities.

An example is where works are carried out over two USRNs that the lane rental fee will be discounted on each works so that the total fee amounts to a charge for one work only. i.e. 50/50 between the two permits.

Where a work site contains a junction, irrespective of whether a joining street is a lane rental street, then the Highway Network Manager (or delegated officer) will review this on a case-by-case basis.

Works wholly contained within a white hatched area

No charge will apply where a work is wholly contained within a white hatched area (of the carriageway) with no encroachment onto the carriageway, thereby reducing the traffic flow or capacity.

Use of temporary traffic signals to replicate permanent signals

Where temporary traffic signals are used at a location where permanent signals are usually in operation, BCP Council will consider reducing the charge, dependent on how closely the temporary traffic signals have been designed and programmed to replicate the intelligent operation of the permanent signals.

If the temporary traffic signals fully replicate all aspects of the permanent signals being replaced, and the junction can effectively continue to operate without any detrimental impact to the traffic flow capacity, BCP Council will waive charges.

Traffic Control deployed on a Lane Rental Street

Where activities are not on a lane rental street, but traffic control needs to be deployed on a lane rental street, thereby reducing the traffic flow or capacity of that street, charges will apply. The Specified Work is located on a street without a lane rental designation, and the traffic control is deployed on a street with a lane rental designation.

Side road closures

Where a road closure is wholly contained within another street with a separate USRN which adjoins a lane rental scheme street, thereby not affecting traffic flow or capacity of the carriageway of the lane rental street, no lane rental scheme charges will apply.

Partial or semi recessed road space

Where activities are wholly within a recessed area of the carriageway, thereby not reducing the traffic flow or capacity of the carriageway, no lane rental charges will apply.

Location of a works vehicle

A works vehicle may be parked in a works site if it is necessary for carrying out those works. A vehicle entirely within the coned off area of the site may require a larger coned off area than would otherwise be the case.

A vehicle may be parked outside a works site if it obeys the parking rules that apply to any other vehicle in that street. Outside the works site, the vehicle has no special status and no exemption from parking enforcement.

Use of road plates and/or temporary materials

If suitable road plates and/or other materials can be safely used to avoid activities impacting on traffic flow or capacity at specified times, then charges will not be applied, even if such measures necessitate a speed limit reduction for their safe deployment.

For example, it may be possible for excavations to be safely covered during specified times thereby maintaining the carriageway traffic flow or capacity, with traffic control measures deployed outside of specified times only.

This process could be repeated each day throughout the duration of the activities. If such a solution were viable for activities, the Local Highway Authority would consider the duration a reasonable period, recognising that the duration of the activities may be extended to accommodate these measures.

Road plates and/or other materials will need to comply to the tolerances for surface profile as set out in the Specification for the Reinstatement of Openings in Highways and with suitable skid resistance appropriate to the location. Such measures should be checked at regular intervals to ensure they remain in place and in good condition.

Remedial Works

Remedial works carried out at traffic sensitive times at specified locations to rectify defective reinstatements on the carriageway or on the footway or verge which impacts on the carriageway will be subject to the maximum daily charge.

Change of Promoter

Where activities are liable for charge changes responsibility from one Promoter to another relevant charges will be applied to the initial activities until such time as either the responsible Promoter (who owns the defect) takes over the work site or creates their own work site to undertake repairs, thus allowing the initial Promoter to clear site.

An example is where a defect / safety issue is made safe by the council in the first instance whilst the responsible Promoter is identified for the necessary remedial activities.

The responsible Promoter should submit the appropriate permit to cover their activities on site, and this work will be liable for charge.

The initial Promoter may recover their reasonable costs from the responsible Promoter, which may include any charges which were applied for the initial period during which they were occupying the highway, prior to the responsible Promoter taking over the activities.

In such instances the council expects the initial Promoter to make best endeavours to mitigate the charges, rather than seek to pass on the charges without having given consideration as to how they might have been avoided or reduced.

Damage to apparatus by third parties

In situations where damage to apparatus is due to another Promoter's activities there are two scenarios:

- Scenario 1: Promoter A has left site and promoter B has to excavate to repair apparatus – these activities would be charged against the permit for promoter B in the expectation that promoter B would pass charges / costs onto promoter A who caused the original damage.

- Scenario 2: Promoter A is still on site and promoter B undertakes repair works in their excavation – these would be charged against the permit for promoter A already in place.
- In an instance where unreasonable delays in Promoter B's attendance to effect repairs cause Promoter A to be liable for further lane rental charges over and above those that would already have applied (i.e. Promoter A's activities duration is extended solely as a result of any unacceptable delay in repair) Bournemouth, Christchurch and Poole Council considers that any financial reconciliation will take place directly between Promoter A and Promoter B to agree any distribution of charges received which may be dependent on a variety of factors, many of which Bournemouth, Christchurch and Poole Council would not have clear sight of as they would not be a requirement of any permit content.
- Where damage to apparatus is because of other third parties, such as damage to apparatus as a result of a Road Traffic Collision, charges will still be applied and it will remain the responsibility of the Promoter to recover their reasonable costs incurred, including applicable lane rental charges.

In such instances the council expects the Promoter to make best endeavours to mitigate the charges, rather than seek to pass on the charges without having given consideration as to how they might have been avoided or reduced.

Monitoring Activity

The calculation of the daily rate of charge, in most circumstances, is based on the dates specified in the relevant Section 74 notices.

If during the monitoring of activities on the highway, the Permit Authority obtains evidence that the actual activity carried out by the Promoter varied from the notices received and as a result became subject to a daily rate of charge, then all relevant BCPLRS charges or permit fees will apply.

The Permit Authority recognises the effect that unforeseeable circumstances can have on the carrying out of activities and will always consider fairness and any impact when taking appropriate action.

In such circumstances the Promoter is advised to contact the Permit Authority at the earliest opportunity to inform them of the reasons for change and to discuss mitigating action being taken to prevent any unnecessary disruption to the highway.

In all circumstances of monitoring activity, if the Permit Authority considered that an offence has been committed by the Promoter, they may consider applying any relevant sanction or pursuing a prosecution.

Payment and reconciliation of charges

For the collection of lane rental charges, the Council will follow the same timescales and procedures associated to the Permit Scheme - an account will be issued to a Promoter, who will be provided with the opportunity to reconcile this account, prior to invoicing.

It is expected that the Promoter will also follow the procedures and timescales of the Permit Scheme for the payment and reconciliation of lane rental charges.

The Council will issue an account, setting out the lane rental charges payable to a Promoter no later than three months after receipt of the final notice for the works.

The Council will issue two separate accounts to the Promoter. One for permit fees and one for lane rental charges.

The payment and reconciliation process will follow a similar process to the Permit Scheme fee payment process, following a monthly cycle with a reconciliation period.

The Council will only issue accounts to a Promoter or their agreed representative and reconcile the account with that organisation, not a contractor or third-party.

The activities reference number will be included which is based on the numerical reference generated by the permit system.

Payment and reconciliation of permit fees

As there is a direct relationship between permit fees and lane rental charges but different timescales to collect payment for either, the Local Highway Authority will undertake the following process to ensure the payments are aligned:

- Permit fees will be applied according to the fees table at the time of granting the PAA, Permit or Permit Variation.
- Where payment of a permit fee has been collected and activities did incur a lane rental charge the collected permit fees will be credited to the Promoter.
- These permit fees will be identified clearly on the reconciliation issued to the Promoter.
- Where a permit fee has not been charged for activities subject to lane rental charges and the activity was either (a) cancelled, (b) did not proceed, or (c) did not become subject to lane rental charge, the permit fee will be charged and collected on the next available billing cycle.

An example of the application of this process is detailed below:

- Permit application on 25th April with activities are not subject to a lane rental charge.
- Permit granted on 26th April - a permit fee is generated.
- Payment of the permit fee is collected in May.
- Activities commence on the 1st June and completed on 5th June and did become subject to a lane rental charge.
- Permit fee paid in May will to be credited to Promoter on the next applicable permit fee billing cycle.

Reduced Charges (Discounts)

In accordance with the Lane Rental Regulations, the council may waive or reduce lane rental charges as it deems appropriate.

The Council will apply a discount, as a percentage reduction of the original lane rental charge, to any lane rental charge in specified circumstances. Multiple discounts may apply to a single work up to a total amount of 100% of the lane rental charge.

Further discounts may be considered for any works on a case-by-case basis. A Promoter should discuss these with the Council's Highway Network Manager (or delegated officers).

Collaborative Works

Any opportunity for two or more Promoters to collaborate their activities to reduce the occupation of the highways is strongly encouraged.

Collaborative works that are carried out concurrently and / or consecutively by two or more works Promoters at the same location can apply to have charges reduced or waived for the period of collaboration.

Where two or more sets of works are carried out in collaboration concurrently, the lane rental charge will be discounted by a minimum of 25% for each Promoter during the period of collaboration.

Collaboration will be as identified within the associated permit applications and/or site inspections, however the onus to prove such collaboration rests with the Promoter to receive this discount.

In some instances, charges may be reduced for collaboration where the works originate from two distinctively different operational divisions of the same organisation.

At BCP Council's discretion charges may be waived where there is a significant positive impact of collaboration.

Innovation

Where it is agreed that a Promoter can demonstrate to the Council that an innovative process or work methodology has reduced the detrimental impact of their work, compared to a traditional works methodology, the lane rental charge will be discounted by a minimum of 25%.

Major Infrastructure Improvements

Discounts up to 100% are available in some circumstances and are considered on a case-by-case basis. For example, any works that:

- Deliver significant infrastructure improvements or upgrades that substantially extend the longevity of, improve or renew an asset.
- Are recognised by the Council to be nationally significant infrastructure projects. or
- Install infrastructure specifically to minimise detrimental impact of future works.

Shuttle Lane lengths for temporary traffic signals

For long length activities, the length of the shuttle lane for any temporary traffic signals can directly affect the scale of the disruption and/or congestion caused by the activities.

The council will give careful consideration as to the most appropriate length of shuttle lane permitted, with regards day-to-day level of disruption against overall duration of the activities.

For example, for activities involving a maximum allowed 100-metre-long shuttle lane resulting in a duration of two weeks, it may be considered preferable to allowing allow a 200-metre-long shuttle lane, which would have allowed activities to be completed within one week.

Reviewing any activities featuring temporary traffic signals, these options will be carefully considered for each location as would the reasonable period for any activities using temporary traffic signals.

The council may consider reducing charges in some instances where a Promoter had reasonably proposed longer shuttle lane lengths in their traffic management proposals to achieve a shorter activities duration, but where it is determined that a shorter shuttle lane over a longer period was more preferable from an overall network impact assessment.

The council will not however consider reducing charges in any instance where a clearly unreasonable and unrealistic shuttle lane length is being proposed. Promoters should not seek

to use this provision to artificially reduce charges by proposing a shorter overall activities duration in the knowledge that the Local Highway Authority would not agree to such shuttle lane lengths and may reduce actual lane rental charge liabilities as the final reasonable period agreed would no doubt be longer than the duration originally proposed for the unrealistic traffic control proposals.

Lane Rental Inspections

The Local Highway Authority will undertake live site inspections of activities on lane rental streets to check that the activities are being undertaken in accordance with the agreed working arrangements.

There is no specific lane rental inspection category within Street Manager, therefore a Live Site type with Site occupancy category will be used to record a lane rental compliance inspection.

For each inspection an appropriate outcome for the inspection type will be selected to indicate the status of the activities.

- Works stopped – apparatus remaining.
- Work in progress – no carriageway incursion.
- Works in progress.
- Works stopped.
- Unable to complete inspection.

In addition, a code will be added within the text description field to denote the specific results of the lane rental compliance inspection, i.e., whether the activities are adhering to the working arrangements or is not adhering to the working arrangements.

6.1 Inspection failure categories and definitions

- Code LR-A The activities are adhering to the working arrangement for lane rental as defined in the Permit or Licence.
- Code LR-NA-CI. There is non-adherence – Carriageway Impact. The activities are not adhering to the working arrangement in relation to avoiding impact to the carriageway.
- Code LR-NA-TIM. There is non-adherence – Timing. The activities are not adhering to the working arrangement in relation to avoiding working at lane rental times.
- Code LR-NA-EI. There is non-adherence – Environmental Impacts. The activities are not adhering to the working arrangement in relation to avoiding environmental impacts.
- Code LR-NA-DIS. Non-adherence – Discount. The activities are not adhering to the working arrangement in relation to discounts.
- Code LC-NA-WIP. Non-adherence – Work in Progress. An active site should be closed or has been notified as closed.
- Code LR-NA-OTH. Non-adherence – Other. The failure reason is not covered by the defined categories, detailed above.

Where a non-adherence is recorded the council will also send a Comment to the Promoter to inform them of a change to the charge status as appropriate.

Highway Occupation

Without exception, works will be defined as complete when the Promoter has completed any required reinstatement and:

- removed all signing, lighting and guarding in respect of the works; and
- removed all remaining spoil, unused materials and other plant in respect of works; and
- returned the highway fully to public use (normal traffic capacity).

Dispute Resolution

The council is committed to delivering its Network Management duty using all available tools. It is also committed to maintaining a positive working relationship with all stakeholders and particularly those that carry out road and street works on the council Highway Network.

Please see the Code of Practice for Co-ordination of Street Works and Road Works and Related Matters, HAUC (England) Edition, Chapter 13 Dispute Resolution, or the equivalent relevant documents.

Dispute Review

If agreement cannot be reached locally on any matter arising in relation to the BCPLRS, the dispute will be referred for review on the following basis:

Straightforward issues. Where the council and the Promoter(s) consider that the issues involved in the dispute are relatively straightforward, the matter will be referred to impartial members of SWHAUC for review.

That review should take place within the timescales set out in the HAUC dispute process, from the date of referral. Both parties will accept the result as binding.

Complex Issues. If the council and the Promoter(s) involved in the dispute think the issues are particularly complex, HAUC(England) will be asked to set up a review panel of four members - two Utilities and two Highway Authorities. One of the four persons will be appointed as Chair of the panel by the HAUC(England) joint chairs.

Each party must make all relevant financial, technical and other information available to the review panel.

The review would normally take place within the timescales set out in the HAUC(England) dispute process, from the date on which the issue is referred to HAUC(England). The conclusions of the review panel will be binding on all parties.

Adjudication. If agreement cannot be reached by the procedure above, the dispute can be referred to independent adjudication. Adjudication within the BCPLRS will only be used if the council and the Promoter(s) agree in relation to the matter under dispute, that:

- the decision of the adjudicator is deemed to be final; and
- the costs of adjudication will be borne equally unless the adjudicator considers that one party has presented a frivolous case, in which case costs may be awarded against them.

Where the adjudication route is followed, the council and the Promoter(s) will apply to the joint chairs of HAUC (UK), who will select and appoint the independent adjudicator from a suitable recognised professional body.

Arbitration. Disputes relating to matters covered by the following sections of NRSWA may be settled by arbitration, as provided for in Section 99 of NRSWA:

- Section 74 (2) - charges for occupation of the highway where works are unreasonably prolonged.
- Section 74A (12) - charges determined by reference to duration of works.

Sanctions

Regulations 21 to 28 of the Traffic Management Act Permit Scheme (England) Regulations 2007 (and Schedules 1 & 2) authorise BCP as a Permit Authority to issue Fixed Penalty Notices in respect of criminal offences.

Offences

Fixed Penalty Notices offer the offender an opportunity to discharge liability for an offence by paying a penalty amount.

These powers and any subsequently amended powers will continue to apply to all roads managed by BCP.

Similarly, any offences under NRSWA continue to be offences and BCP as a Permit Authority maintains the right to take such action, as is appropriate, including prosecution where such offences have been committed.

Section 74 of NRSWA

Bournemouth, Christchurch and Poole Council will continue to apply its powers under Section 74 of NRSWA.

Legislation allows lane rental charges to be applied daily while works are occupying the highway, for the duration of works, but also during days of unreasonably prolonged occupation (known as overruns under section 74 NRSWA). Lane rental charges may be applied in addition to charges under section 74 for the duration of the overrun.

The regulations make provision (similar to overrun charges) for a one-off charge of £100 (set out in paragraph (8) of the Regulations) to apply (in place of the full daily lane rental charge) where up to 5 items of signing, lighting or guarding have inadvertently been left behind on site and have been removed by the end of the working day following the day on which the authority informed the undertaker and asked them to remove the items.

This reduced charge would apply only in cases where the responsible party had made all reasonable efforts to clear the site but had inadvertently left a small number of items behind. Full daily charges would continue to apply where such efforts had not been made.

IT Systems and Street Gazetteer

As defined by the Bournemouth, Christchurch and Poole Permit Scheme, all permit applications must comply with the definitive format and content of electronic permit applications.

National Street Gazetteer

The National Street Gazetteer (NSG) and associated additional street data (ASD) will contain the related information for the BCPLRS specified locations.

This data will be kept up to date by the Permit Authority, as NSG Custodian, and no variations to the BCPLRS will come into effect without the relevant updates to the NSG and/or ASD, as required.

Evaluation and Governance

In accordance with the Regulations, BCP Council will retain revenues obtained from charges to meet the costs incurred for the efficient operation of the BCPLRS. Any surplus revenues will be applied towards initiatives that are associated to the objectives of the BCPLRS, within the areas of transportation; enabling infrastructure; and industry practices and research and development.

The council will publish periodic evaluation reports, and in accordance with any format or frequency specified in legislation or statutory guidance.

Parity Obligation

BCPLRS will apply to BCP Council's own works in the same way as it applies to all Promoters activities.

The principles applied to the application of the surplus revenues will be applied equally, without any consideration to the source of the revenue and in consistency to the parity treatment for all Promoters within the BCPLRS.

Lane Rental Scheme Evaluation

The council recognises the need to evaluate the operational performance of the BCPLRS, both in terms of its efficiency and the effectiveness at meeting its objectives.

The BCPLRS will be evaluated on an annual basis. The first evaluation report will cover a full year from the commencement date specified in the Statutory Instrument / Lane Rental Scheme Order.

See the BCP Council Lane Rental Scheme Evaluation Plan for further details.

Prior to the Governance Group coming into effect, BCP will prepare a full cost-benefit analysis to demonstrate that the overall benefits are sufficient to justify the full costs involved in running the Governance Group.

The Permit Authority will collect data, prior to the BCPLRS coming into effect, to provide a clear evaluation of the benefits achieved from operating the BCPLRS.

Surplus Revenue Policy

In accordance with the Regulations, the council will retain revenues obtained from charges to meet the costs incurred for operating the BCPLRS, including any subsequent costs required for BCPLRS evaluation.

The Street Works (Charges for Occupation of the Highway) (England) Regulations 2012 requires Highway Authorities to invest at least 50% of surplus funds into highway maintenance.

Any surplus revenues will be applied towards initiatives that are associated to the objectives of the BCPLRS, within the areas shown below.

- Innovation – Techniques, research, and systems, including:

- Innovation in responses to the Climate Emergency.
- Developing new disruption saving products, services, or techniques.
- Improvements in noise, pollution, or safety.
- Research and development.
- Disruption - Congestion Mitigation, including:
 - Deploying new disruption saving products, services, or techniques.
 - Measures to mitigate congestion and disruption caused by activities, particularly major projects.
- Transport - Transportation Development, including:
 - Sustainable Transport in response to the Climate Emergency.
 - Transportation initiatives.
 - Enabling infrastructure.
 - Active Travel.
 - Accessibility.
- Infrastructure – Infrastructure and Apparatus, including:
 - Projects in responses to the Climate Emergency
 - Installing infrastructure to enable apparatus to be accessed without disruption.
 - Measures to improve systems and records.
- Repairing potholes
 - Caused by utility street works (where permitted by regulations).

(The surplus fund can't be used for the repairing of potholes caused by general wear and tear or, for example, bad weather).

Surplus funds may be used for either capital or revenue projects.

To determine the appropriate use of surplus revenues, the Council will establish a Lane Rental Scheme Governance Board, which will operate in accordance with any statutory guidance and will evaluate opportunities or requests for the application of these funds. This board will comprise of:

- Representatives from the regional Joint Utilities Group (comprising water, gas, electricity and communications).
- Representatives from BCP Highways, Permit Authority, Treasurer and Administrator.
- An appointed BCP Board Chair.
- Representatives from the team or body administering the process that evaluates opportunities or requests for funding and monitors and reports on the results.

Requests for allocation of surplus funds will be submitted with a business case setting out estimated costs, benefits; expected outcomes; and time scales.

The principles applied to the application of the surplus revenues will be applied equally, without any consideration as to the original source of the funds and consistent with a parity of approach for all Promoters.

If the person or organisation submitting the request for funding does not have the skills or resources to prepare a business case, a request can be made to the team or body that administers the process for support. Details of relevant forms will be provided on the council website and will be available upon request.

The results of the initiatives undertaken will be published and an objective measurement will be recorded and published in order to identify the end benefit towards the network management and road users in Bournemouth, Christchurch and Poole.

The management of the revenues from the Governance Group will be separate from other BCP revenues.

BCP Council or its agent will keep an account of the revenues and costs associated to the Governance Group, including a record of the application of surplus revenues. These accounts will be published on an annual basis.

Scheme Variations

Demands on the BCP Council highway network are always subject to change and therefore BCP will always seek to change the BCPLRS to help manage that demand.

It is therefore expected that the BCPLRS and scope may vary to ensure it is providing the necessary powers and tools required by the Permit Authority to meet their statutory duty. There may be a requirement to amend the waivers and/or charge reductions to ensure the incentives from the BCPLRS charges are achieving the desired objectives.

In circumstances where BCP wants to change the BCPLRS, subject to Regulation, any such changes will be formally consulted on, including via SWHAUC. Where applicable, for example, in the amendment to locations or charge bands, associated evidence will be provided to justify the changes requested.

Any changes will not vary the total road length or number of streets or alter the overall ratio of charge bands covered by the BCPLRS from the current number by more than +/- 3% (three per cent).

For more substantial changes to the BCPLRS, such as the scope and structure of the scheme, these cannot be made without the consent of the Secretary of State, in which case a new application and legal Order may be required. In this case a Lane Rental Scheme Joint Development Group will be established which will consider, review and comment on documentation prepared to support formal consultation with stakeholders by Bournemouth, Christchurch and Poole Council for proposed changes to the BCPLRS.

The Joint Lane Rental Development Group will be made up of Officers of the Council, Environmental Health officer(s), local Utility representatives who are members of the Joint Utilities Group (JUG), any consultants or support staff employed by the Council, National Highways, and neighbouring Local Authorities as appropriate.

Formal consultation will follow the most recent published DfT Guidance available at the time the consultation is undertaken.

Transitional Arrangements

BCP will provide Promoters with no less than 12 weeks' formal notice for the coming into effect of the BCPLRS.

The basic rules of transition will apply to all works which could be covered by the scope of the BCPLRS:

- i. No lane rental charges will be levied on any works for the first calendar month of Scheme operation following the Scheme coming into effect date, however, the Council still expects all promoters of works in Specified Locations at specified times during this period to best mitigate any disruption their works might cause.
- ii. After the initial calendar month of scheme commencement, the Scheme will apply to all works where the initial permit application, or in cases of Major works, a provisional advanced authorisation, is submitted to the Council after the date the Scheme comes into legal effect.

- iii. All works with a permit granted prior to the Scheme coming into effect will not be subject to lane rental charge (see iv below).
- iv. If any works covered by (iii) are varied by duration or methodology once the Scheme is in effect, they will become subject to lane rental charge from the date that any variation takes effect, beyond the initial calendar month when no lane rental charges will be applied as set out in (i).
- v. All works with a Provisional Advanced Authorisation granted prior to the Scheme coming into effect will not be subject to a lane rental charge, provided the work has started within 24 months of the Scheme coming into effect. Where a subsequent permit application for these works to commence within 24 months of commencement of the scheme has been submitted, but road network coordination considerations prevent the Council from granting the permit, a work will not be subject to a lane rental charge provided the Promoter commences the works at the earliest date at which the Council considers there to be acceptable availability on the road network.
- vi. Any works directly related to works covered by (v), but which will have a separate permit application (such as diversionary works) will also not be subject to a lane rental charge.

In advance of the BCPLRS coming into effect and during the period of notice, the Permit Authority will operate a shadow-running of the BCPLRS for a period of 4 weeks.

This period will provide opportunity for the Promoter and Permit Authority to embed new ways of working, including operating processes and IT system usage.

If, during this period and prior to a BCPLRS coming into effect any Promoter considers that they have a planned activity that may affect their compliance to the BCPLRS, they must contact the Permit Authority at the earliest opportunity to discuss a practical resolution.

During the transition and formal notice period, prior to a BCPLRS coming into effect, no BCPLRS charges will apply.

There are no dis-applied or modified sections from NRSWA because of the BCPLRS coming into effect.

Timeline Overview	Month 1	Month 2	Month 3	Month 4	Month 5
SoS Approval	x				
Notice Given to Promoters		x			
Statutory Instrument Process		x	x	x	
Shadow Running + No Charges				x	
BCPLRS Commences + Charges					x

The timescale has the following steps:

- The Secretary of State's Approval in Month one.
- A statutory notice of the intention is given to the works promoters in month two.
- The statutory instrument is drawn up, which will take place from months two to four.

- The lane rental scheme will shadow the permit scheme with one lane rental charges in month four.
- The lane rental scheme comes into operation with charges applying from month five.

It is noted that this timescale is approximate although the notice period will be adhered to.

Appendix D BCP LRS Road Schedule

USRN	Street Description	Road Number	Whole Road Flag	Part Road Description	Part Length (km)	Traffic Sensitive	Periodicity Days	Periodicity Times
3700090	RICHMOND HILL ROUNDABOUT	A347	Yes		0.23	Yes	Everyday	06:00-20:00
3700091	COOPER DEAN ROUNDABOUT	A3060	Yes		0.26	Yes	Everyday	06:00-20:00
3700901	ALMA ROAD	A3049	Yes		1.10	Yes	Everyday	06:00-20:00
3702401	ASHLEY ROAD	A3049, A35	Yes		1.31	Yes	Everyday	06:00-20:00
3704501	BATH ROAD	B3066	Yes		1.11	Yes	Everyday	06:00-20:00
3705051	BELLE VUE ROAD	B3059	Yes		2.16	Yes	Weekdays	06:00-09:30, 16:00-18:00
3707101	BOUNDARY ROAD	A347	No	WHOLE ROAD - EXCLUDES SIDE ACCESS	1.20	Yes	Everyday	06:00-20:00
3711251	CASTLE LANE EAST	A3060	Yes		2.64	Yes	Everyday	06:00-20:00
3711301	CASTLE LANE WEST	A3060, C319	No	WHOLE ROAD (EXCLUDE ACCESS ROAD)	5.59	Yes	Everyday	06:00-20:00
3711941	CENTENARY WAY	A35	Yes		0.56	Yes	Everyday	06:00-20:00
3712351	CHARMINSTER ROAD	B3063	No	CEMETERY JUNCTION TO WEST WAY	2.51	Yes	Everyday	06:00-20:00
3712701	CHERRIES DRIVE	A347	Yes		0.11	Yes	Everyday	06:00-20:00
3713251	CHRISTCHURCH ROAD	A35, B3064	Yes		5.36	Yes	Everyday	06:00-20:00
3714651	COMMERCIAL ROAD	C320	No	EXCLUDES PEDESTRIANISED AREA	0.36	Yes	Everyday	06:00-20:00
3717876	DEANSLIGH ROAD		No	DEANSLIGH ROAD - CASTLE LANE EAST	0.62	Yes	Everyday	06:00-20:00
3721701	ENSBURY PARK ROAD	A347, C318	No	REDHILL AVENUE TO CHERRIES DRIVE	0.08	Yes	Everyday	06:00-20:00
3722201	ENTER ROAD	C307, B3066	Yes		0.73	Yes	Everyday	06:00-20:00
3722951	FIRVALE ROAD	C320	No		0.13	Yes	Weekdays	06:00-09:30, 16:00-18:00
3724551	GERMIS PLACE	C307, C320	Yes		0.34	Yes	Everyday	06:00-20:00
3731201	HOLDENHURST ROAD	A3049, A35, C320, B3066	Yes		3.05	Yes	Everyday	06:00-20:00
3735951	LANDOWNE ROAD	B3064	Yes		1.41	Yes	Everyday	06:00-20:00
3738951	MAGNA ROAD	A341	Yes		0.44	Yes	Everyday	06:00-20:00
3743451	NEW ROAD	A347	No	WHOLE ROAD - EXCLUDES SERVICE ROAD	0.82	Yes	Everyday	06:00-20:00
3745251	OLD CHRISTCHURCH ROAD	C320	No	EXCLUDES PEDESTRIANISED AREA	0.69	Yes	Everyday	06:00-20:00
3745701	OSVALD ROAD	A347	No	ONE WAY SECTION AT BETWEEN REDHILL	0.07	Yes	Everyday	06:00-20:00
3746301	PALMERSTON ROAD	A35	Yes	CENTENARY WAY TO CHRISTCHURCH	0.35	Yes	Everyday	06:00-20:00
3747951	POOLE HILL	C320	No		0.22	Yes	Everyday	06:00-20:00
3748051	POOLE ROAD	C320, B3066	Yes		1.48	Yes	Everyday	06:00-20:00
3749901	REDHILL AVENUE	A347	No	ENSBURY PARK ROAD TO ASHTON ROAD	0.55	Yes	Everyday	06:00-20:00
3750051	REDHILL DRIVE		No	COOMBE AVENUE TO REDHILL AVENUE	0.16	Yes	Weekdays	06:00-09:30, 16:00-18:00
3750451	RICHMOND PARK ROAD	A3049	No	EXCLUDES SPUR AT SOUTHERN END	1.24	Yes	Everyday	06:00-20:00
3750701	RINGWOOD ROAD	A348	No	EXCLUDES SIDE ACCESS ROADS BETWEEN	5.08	Yes	Everyday	06:00-20:00
3753501	SEABOURNE ROAD	C309, B3059	Yes		0.68	Yes	Everyday	06:00-20:00
3753701	SEAMOOR ROAD	C320	No		0.44	Yes	Weekdays	06:00-09:30, 16:00-18:00
3755451	SOUTHBOURNE GROVE	B3059	Yes		0.44	Yes	Monday-Saturday	07:00-20:00
3755551	SOUTHBOURNE ROAD	C309, B3059	No	SOUTHBOURNE GROVE TO TUCKTON F	0.39	Yes	Weekdays	06:00-09:30, 14:30-18:00
3757951	ST PAULS ROAD	A35	Yes		0.58	Yes	Everyday	06:00-20:00
3758001	ST PETERS ROAD	C320	No		0.07	Yes	Weekdays	06:00-09:30, 16:00-18:00
3758151	ST SMITHLIN ROAD SOUTH	A35	Yes	GERMIS PLACE TO GLEN FERN ROAD	0.68	Yes	Everyday	06:00-20:00
3760751	TALBOT AVENUE	A347	Yes	EXCLUDES ACCESS ROAD TO 2-20 STS	1.44	Yes	Everyday	06:00-20:00
3760901	TALBOT ROAD	A3049	Yes		1.08	Yes	Everyday	06:00-20:00
3761351	TERRACE ROAD		Yes		0.30	Yes	Everyday	06:00-20:00
3762901	TUCKTON ROAD	C309	No	TUCKTON ROAD - STOUR ROAD TO SOI	0.40	Yes	Everyday	06:00-20:00
3764801	WALLSDOWN ROAD	A3049	Yes		1.84	Yes	Everyday	06:00-20:00
3767301	WESTOVER ROAD	C320	Yes		0.42	Yes	Everyday	06:00-20:00
3767601	WHITELEGG WAY	A347	Yes		0.98	Yes	Everyday	06:00-20:00
3768401	WIMBORNE ROAD	A341, A3049, A347, C319, A3060	No	EXCLUDES SIDE ROAD BETWEEN NORTH	7.96	Yes	Everyday	06:00-20:00
3770272	BOURNE MOUTH WEST ROUNDABOUT	A339	Yes		0.17	Yes	Everyday	06:00-20:00
3770280	REDHILL ROUNDABOUT	A347	Yes		0.12	Yes	Everyday	06:00-20:00
3770317	NORTHBOURNE ROUNDABOUT	A347	Yes		0.18	Yes	Everyday	06:00-20:00
3770333	BOUNDARY ROUNDABOUT	A347	Yes		0.18	Yes	Everyday	06:00-20:00
3770337	ST SMITHLIN ROUNDABOUT	A35	Yes		0.13	Yes	Everyday	06:00-20:00
3770340	EAST AVENUE ROUNDABOUT	A347	Yes		0.14	Yes	Everyday	06:00-20:00
3770341	BOURNE MOUTH INTERNATIONAL	C3066	Yes		0.07	Yes	Everyday	06:00-20:00
3770342	THE LANDS DOWN ROUNDABOUT	B3064	Yes		0.12	Yes	Everyday	06:00-20:00
3770408	KINGS PARK DRIVE	C320	No	ROUNDABOUT BETWEEN HOLDENHURST	0.06	Yes	Weekdays	06:00-09:30, 14:30-18:00
3770411	RICHMOND PARK BRIDGE	A3049	Yes		0.44	Yes	Everyday	06:00-20:00
7500010	PURWELL CROSS ROAD	B3059	Yes		0.82	Yes	Everyday	07:00-20:00
7500021	HIGHCLIFFE ROAD	A337	No	EAST OF HOBURNE ROUNDABOUT TO I	0.45	Yes	Everyday	06:00-20:00
7500029	SOMERFORD ROAD	B3059	Yes	EXCLUDE NORTHERN PARALLEL ACCESS	1.58	Yes	Monday-Saturday	07:00-20:00
7500035	STONY LANE ROUNDABOUT	A35	Yes		0.43	Yes	Everyday	06:00-20:00
7500042	STOUR ROUNDABOUT	B3059	Yes		0.08	Yes	Monday-Saturday	07:00-20:00
7500043	HIGH STREET	B3073	Yes		0.32	Yes	Everyday	06:00-20:00
7500044	BRIDGE STREET	C350	No	EXCLUDE ACCESS TO ROSSITERS QUAY	0.41	Yes	Everyday	06:00-20:00
7500045	FAIRMILE ROAD	B3073	Yes		1.84	Yes	Everyday	06:00-20:00
7500117	PURWELL	C350	Yes		0.60	Yes	Everyday	06:00-20:00
7500198	LYMINGTON ROAD	A337	No	EXCLUDE SIDE ACCESS ROAD TO 132-1	3.45	Yes	Everyday	06:00-20:00
7500224	BAFFRACK ROAD	A35	No	WHOLE ROAD - EXCLUDES ACCESS ROAD	3.43	Yes	Everyday	06:00-20:00
7500344	SOMERFORD ROAD ROUNDABOUT	A35	Yes		0.19	Yes	Everyday	06:00-20:00
7500554	STOUR ROAD	C16X, B3059	Yes		1.26	Yes	Everyday	06:00-20:00
7500667	STONY LANE	B3347	No	PURWELL TO STONY LANE ROUNDABOUT	0.45	Yes	Monday-Saturday	06:00-09:30, 16:00-18:00
7500675	HOBURNE ROUNDABOUT	A337	Yes		0.12	Yes	Everyday	06:00-20:00
7500781	CASTLE STREET	C350	Yes		0.22	Yes	Everyday	06:00-20:00
7500815	GROVE ROUNDABOUT	B3073	Yes		0.05	Yes	Everyday	06:00-20:00
7500902	RINGWOOD ROAD	C497	Yes		1.37	Yes	Weekdays	06:00-09:30, 14:30-18:00
7500912	FOUNTAIN WAY	A35	Yes		0.52	Yes	Everyday	06:00-20:00
7500916	BARGATES	B3073	Yes		0.48	Yes	Everyday	06:00-20:00
7500958	PURWELL CROSS ROAD ROUNDABOUT	B3059	Yes		0.08	Yes	Monday-Saturday	07:00-20:00
7500965	BAILEY ROUNDABOUT	A35	Yes		0.09	Yes	Everyday	06:00-20:00
7500952	FAIRMILE ROUNDABOUT	B3073	Yes		0.07	Yes	Everyday	06:00-20:00
10100194	ST PETERS ROUNDABOUT	B3066	Yes		0.16	Yes	Everyday	06:00-20:00
30300067	RIGLER ROAD	A350	Yes		1.09	Yes	Everyday	06:00-20:00
30300074	BRIDGE APPROACH	A350	Yes		0.26	Yes	Everyday	06:00-20:00
30300097	ELIZABETH ROAD	A350	No	LONGFLEET TO PARKSTONE ROAD	0.14	Yes	Everyday	06:00-20:00
30300101	WEST STREET	A350	Yes		0.78	Yes	Everyday	06:00-20:00
30300109	WEST QUAY ROAD	A350	Yes		0.89	Yes	Everyday	06:00-20:00
30300111	BAY HOG LANE	A350	Yes		0.13	Yes	Everyday	06:00-20:00
30300144	TOWNGATE BRIDGE	A350	Yes		0.87	Yes	Everyday	06:00-20:00
30300166	KINGLAND ROAD	C338	No	KINGLAND ROAD ROUNDABOUT TO GE	0.55	Yes	Everyday	06:00-20:00
30300171	PARKSTONE ROAD	A35, A350	Yes		1.26	Yes	Everyday	06:00-20:00
30300172	MOUNT PLEASANT ROAD ROUNDABOUT	A350	Yes		0.13	Yes	Everyday	06:00-20:00
30300176	GEORGE ROUNDABOUT	A350	Yes		0.29	Yes	Everyday	06:00-20:00
30300177	LONGFLEET ROAD	A350, B3068	Yes		1.03	Yes	Everyday	06:00-20:00
30300213	SANDBANKS ROAD	A35, B3369, A350	No	PARK ROAD TO ELGIN ROAD	1.29	Yes	Weekdays	06:00-09:30, 16:00-18:00
30300215	SANDBANKS ROAD	A35, B3369, A350	No	GYRATORY FROM PARK ROAD TO PARK	0.22	Yes	Everyday	06:00-20:00
30300214	PARK ROAD	A35, B3369	No	SANDBANKS ROAD TO COMMERCIAL R	0.22	Yes	Everyday	06:00-20:00
30300215	FERNSIDER ROAD	C305, B3093, A35	Yes		1.43	Yes	Everyday	06:00-20:00
30300217	WIMBORNE ROAD	B3093, A35	Yes		2.69	Yes	Everyday	06:00-20:00
30300218	SERPENTINE ROAD ROUNDABOUT	B3093	Yes		0.06	Yes	Everyday	06:00-20:00
30300316	NORTH ROAD	C305	Yes		1.39	Yes	Everyday	06:00-20:00
30300317	CONSTITUTION HILL ROAD	C312	Yes		1.00	Yes	Weekdays	06:00-09:30, 14:30-18:00
30300319	RINGWOOD ROAD	A3049, B3068	Yes		5.17	Yes	Everyday	06:00-20:00
30300320	ASHLEY ROAD	A3040, B3061	Yes		2.23	Yes	Everyday	06:00-20:00
30300329	RICHMOND ROAD	C332	Yes		0.46	Yes	Everyday	06:00-20:00
30300352	BOURNE MOUTH ROAD	A35	Yes		2.06	Yes	Everyday	06:00-20:00
30300422	FERRY WAY		Yes		0.12	Yes	Everyday	06:00-20:00
30300505	HERBERT AVENUE	C322	Yes		2.05	Yes	Everyday	06:00-20:00
30300556	ALDER ROAD	A3040	Yes		2.59	Yes	Everyday	06:00-20:00
30300653	SEA VIEW ROAD	B3061	Yes		0.55	Yes	Everyday	06:00-20:00
30300664	VIEWPOINT ROUNDABOUT	B3061	Yes		0.07	Yes	Weekdays	06:00-09:30, 16:00-18:00
30300679	OLD WAREHAM ROAD	B3061	Yes		1.23	Yes	Everyday	06:00-09:30, 16:00-18:00
30300680	OLD WAREHAM ROAD ROUNDABOUT	B3068	Yes		0.06	Yes	Everyday	06:00-20:00
30300684	ALDER ROAD ROUNDABOUT	A3040	Yes		1.06	Yes	Everyday	06:00-20:00
30300758	BROADSTONE WAY	C300, A349	No	CABOT LANE TO HOLESBAY	1.57	Yes	Everyday	06:00-20:00
30300845	HATCH POND ROAD	C321, A349	No	WHOLE ROAD - EXCLUDES SIDE ACCESS	0.76	Yes	Everyday	06:00-20:00
30300896	CABOT LANE	A349	Yes		1.20	Yes	Everyday	06:00-20:00
30300906	FLEETS BRIDGE ROUNDABOUT	A35	Yes		0.40	Yes	Everyday	06:00-20:00
30300995	DARBY'S CORNER ROUNDABOUT	A349	Yes		0.31	Yes	Everyday	06:00-20:00
30300996	GRAVEL HILL	A349	Yes		3.77	Yes	Everyday	06:00-20:00
30300997	DUNYEATS ROAD ROUNDABOUT	A349	Yes		0.13	Yes	Everyday	06:00-20:00
30301018	MAGNA ROAD	A341	Yes		2.61	Yes	Everyday	06:00-20:00
30301055	OAKLEY HILL ROUNDABOUT	A349	Yes		0.06	Yes	Everyday	06:00-20:00
30301798	COMMERCIAL ROAD	A35	Yes		1.08	Yes	Everyday	06:00-20:00
30301896								



BCP Lane Rental Scheme

Governance of Surplus Funding

Document Control

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Introduction

On <insert date>, Bournemouth, Christchurch and Poole Council introduced a lane rental scheme, the Bournemouth, Christchurch and Poole Lane Rental Scheme (BCPLRS), to apply

charges to those undertaking street works and road works at the busiest locations at traffic sensitive times to encourage these works to be carried out in a less disruptive manner.

In accordance with the Regulations, Bournemouth, Christchurch and Poole Council will retain revenues obtained from charges to meet the costs incurred for the efficient operation of the BCPLRS. Any surplus revenues will be applied towards initiatives that are associated to the objectives of the BCPLRS, within the areas of transportation; enabling infrastructure; and industry practices and research and development.

This document details the governance model for the administration of revenues towards these initiatives– describing the roles of the participants and processes for decision-making, monitoring and evaluation.

This document does not detail the governance for the administration of the revenues obtained to meet the costs incurred for operating the BCPLRS. This governance will be subject to existing BCP financial governance and procedures.

Application of Surplus Funding

The Street Works (Charges for Occupation of the Highway) (England) Regulations 2012 requires Highway Authorities to invest at least 50% of surplus funds into highway maintenance.

The BCPLRS sets-out the specific initiatives that the remaining 50% surplus revenues will be applied towards, which are principally associated to the objectives of the BCPLRS; to be applied equally (within a limited tolerance) to the following areas:

- Innovation – Techniques, research, and systems, including;
 - Developing new disruption saving products, services, or techniques
 - Improvements in noise, pollution, or safety. Research and development
 - Disruption - Congestion Mitigation including deploying new disruption saving products, services, or techniques.
 - Measures to mitigate congestion and disruption caused by activities, particularly major projects.
- Transport - Transportation Development, including:
 - Sustainable Transport
 - Transportation initiatives
 - Enabling infrastructure
 - Active Travel
 - Accessibility.
- Infrastructure – Infrastructure and Apparatus, including:
 - Installing infrastructure to enable apparatus to be accessed without disruption
 - Measures to improve systems and records
 - Schemes.
- Potholes
 - Caused by Utility Works.

The primary purpose of these initiatives is based on reducing the impact of works on the highway network, to reduce any disruption whilst important and essential services are maintained - this is the Scope of this administration. This Scope supports the aim to raise standards in the planning and execution of works for the benefit of the road users in Bournemouth, Christchurch and Poole.

Roles and Responsibilities for the BCPLRS Surplus Fund Management Board

A body of appointed representatives will form a Board, referred to as the “BCPLRS Surplus Fund Management Board”, which will oversee the administration of the surplus revenues, with the principal responsibility to evaluate and monitor proposals to spend this revenue towards initiatives.

The management and administration duties of the Board members are detailed within this section. In addition to these, there are common principles shared by all Board members, which are to:

- support the objectives of the BCPLRS regarding the application of surplus revenues,
- prudently invest revenues towards the objectives of the BCPLRS,
- be impartial among stakeholders and interested parties,
- account for actions and keep stakeholders and interested parties informed,
- be loyal,
- not delegate, unless by agreement,
- not profit,
- not be in a conflict-of-interest position,
- administer support the best interest of the beneficiaries.

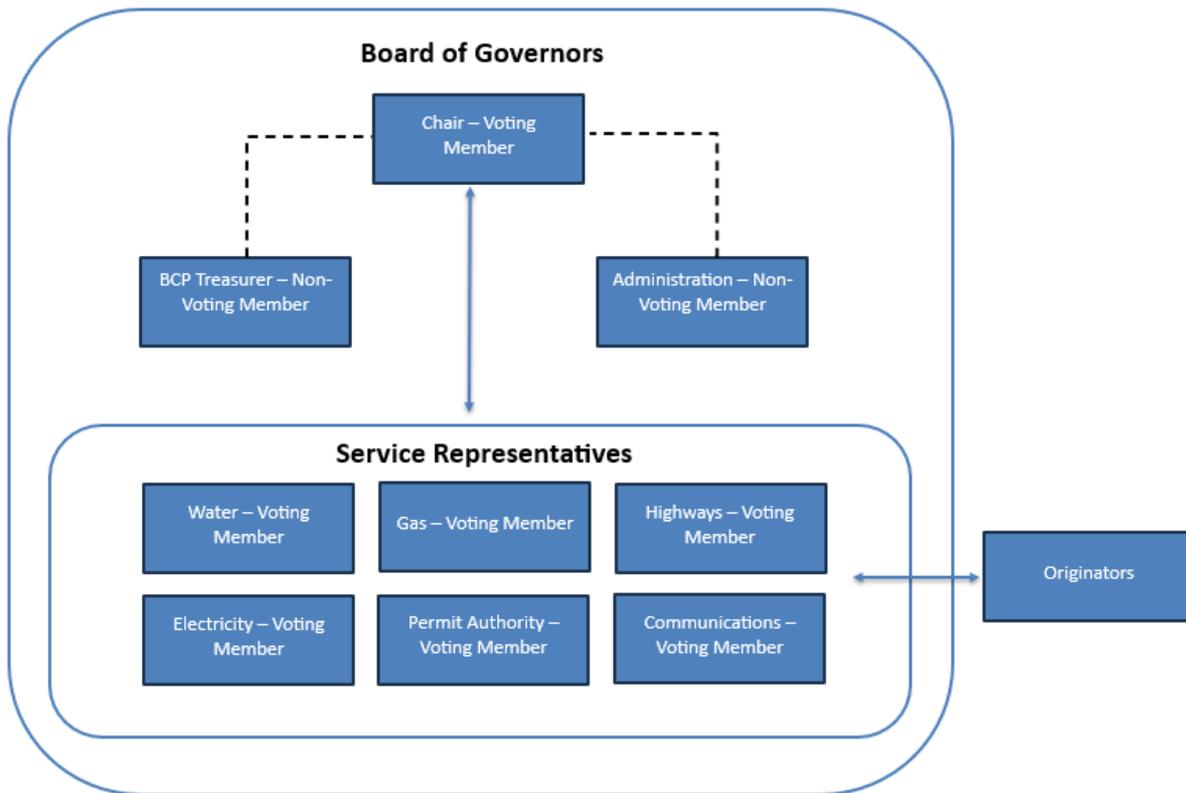
The Board members also have a responsibility to the wider implications and effect of their decisions outside of Bournemouth, Christchurch and Poole, for the benefit of industry and to ensure efficiency in the use of the surplus revenues.

To this effect, where possible, the Board must encourage collaboration with national groups and interested parties, including those operating schemes with similar initiatives. Every opportunity must be taken to maximise the effectiveness and efficiency in the use of surplus revenues.

The diagram below provides a graphical overview of the Board, which will essentially comprise members from service areas representing either promoter of works or BCP as a Permit Authority. These representatives will have the capability to identify, agree and implement any initiatives that will deliver the intended objectives of this administration.

Any involvement with the Board is on a voluntary basis without recompense from the BCPLRS revenues.

Structure of the BCPLRS Surplus Fund Management Board



The structure of the board of governors will be:

- Chair of the Board, who will have a vote
 - BCP Lane Rental Co-ordinator/Treasurer, who won't have a vote
 - Administration Support, who won't have a vote.
- Service Representatives
 - Water, who will have a vote
 - Gas, who will have a vote
 - Electricity, who will have a vote
 - Communications, who will have a vote
 - Highways, who will have a vote
 - Permit Authority, who will have a vote.

Board Representatives from the Joint Utilities Group

One representative from each of the utility areas of water, gas, electricity and communications will be included within this Board.

The National Joint Utilities Group (NJUG) will be invited to attend the Board, as a non-voting member, to ensure visibility and cross-industry engagement is obtained by the Board.

Board Representatives from BCP Highways (Promoter)

One representative from the BCP Highways Team as a Promoter of works will be included within this Board.

Board Representatives from BCP as Permit Authority

One representative from the BCP Permit Team as Street Authority will be included within this Board.

Board Representatives from BCP as Chair

A member of the BCP Senior Leadership Team will act as the Board Chairperson, referred to as Chair, or delegate this function to an appropriate officer, who will own the responsibility to:

- Chair the meetings of the Board.
- Organise and coordinate the Board's management and associated information.
- Evaluate the governance and performance of the Board.
- Resolve issues and mitigate risks related to the purpose of the Board.

They shall also ensure that the board operates in accordance with the BCP Council Financial Regulations.

BCP Administration Support

One representative from BCP will provide administrative support to the chair and collate funding applications.

BCP Controller/Treasurer

This role will be held by a BCP employee and will be primarily responsible for controlling and monitoring the surplus revenues and the associated governance.

This role will also administer the processes within the Governance, whilst also acting as a liaison between all parties and ensure the governance is in place and followed correctly.

This position will be appointed by BCP as a function of the BCPLRS Governance and Stakeholder Liaison Officer position.

Appointment to the Board

The initial Board will comprise of elected members from SWHAUC and those assigned to roles from BCP Council.

To ensure continuity and representation on the Board, each member may nominate one other individual to serve as a deputy in cases where the primary Board member is unable to attend.

Subsequent Board members will be nominated and elected via SWHAUC, where applicable. In any instances where a decision related to an appointment cannot be made by SWHAUC, BCP, as the Permit Authority, has the final decision on any appointment.

Term of Appointment

Each Board member will serve for a 24 (twenty-four) month term of appointment, after which time re-appointment must be sought or a new member appointed (as detailed within the previous section).

If, during a term of appointment, a Board member wishes to leave the Board, a new member will be sought either through SWHAUC or BCP (as appropriate). Ideally, the Board member will provide at least 3 (three) months' notice of their intention to leave to provide opportunity to facilitate a new appointment.

In circumstances where a Board member cannot provide sufficient notice and a new member cannot be appointed; a deputy representative can be nominated to the Board. BCP retain the authority to allow or deny this nomination during this interim stage.

In all instances, any new member of the Board, including deputy representatives, will take on the responsibilities and duties held by the previous member, including any related to new or existing initiatives.

Management and Administration - General Principles

The management of initiatives for surplus revenue spend will follow a process, with four key stages: (i) Application; (ii) Board Decision; (iii) Implement and (iv) Evaluation.

The initial stage is the development of an application, which will detail the objective to be achieved and the proposed methods to achieve this objective. This process will be carried out by an Application Originator.

Completed Applications will be considered and voted on by the Board who will determine whether the proposed surplus revenue spend is accepted or not.

Where an application is recommended for approval and funding is released by the Council, the Sponsor will take on responsibility for monitoring the implementation, expenditure, and any subsequent evaluation of the project, also ensuring the Group is kept updated during this process. At this stage, the Sponsor can be changed from the initial Sponsor to another Promoter Representative or Chair.

Once an application has been agreed, the proposed initiative will be implemented, which will require monitoring and Evaluation once it is complete. The final Evaluation stage will feed back into the Application development and Decision processes to further enhance decision making and management.

Application

Any organisation with a legitimate application can make a submission, however in the first instance anyone who wants to make an application will need to complete an Application for Revenue Spend - this individual will be referred to as the Originator. Where an Originator is not a member of the Board, they will need to seek sponsorship for the Application from a relevant Member (according to the service area or outcome of the initiative).

Completed Applications are to be sent to the BCPLRS Governance and Stakeholder Liaison Officer via email to BCPLRS@bcpcouncil.gov.uk, The BCPLRS Governance and Stakeholder Liaison Officer will immediately log the Application assigning it a unique number for identification. This number will be used throughout the life of the initiative for reference.

The BCPLRS Revenue Administrator will conduct an initial review of the Application to ensure it has been completed thoroughly and in accordance with the guidelines. If any further detail or development is required, the Application will be sent back to the Originator. Once an application is ready for review, it will enter the Decision process.

Decisions

The Implementation of any approved initiative will require close monitoring to ensure that it is delivered within the agreed scope, as defined within the Application, and achieves its stated objectives through the expected outcomes.

It is recognised that the initiative may be implemented by multiple parties not represented on the Board, so the Owner will be responsible for monitoring the management and progress during implementation, including reporting to the Board progress towards completion, variation to the scope and potential risks.

If at any stage of the implementation, either the Owner or the Board decide that the initiative will not meet the objectives outlined within the Application, or that there is a variation to the agreed scope of the initiative, then the implementation must be stopped and a formal report presented to the Board outlining a proposed course of corrective action. If necessary, this action may include stopping the Implementation and commitment of further resources, including cost, until a variation of course of action is agreed.

In such cases, the Owner must contact the Board Chair to discuss this matter at the earliest opportunity. The Board Chair will then decide on the best course of action, in consideration to any progress to date and schedule, to mitigate the impact of committed resources and potential wasted revenues.

Once the Implementation is complete, a final report must be submitted to the Board detailing the results of the initiative (as an Evaluation).

Evaluation

Every completed initiative must have an Evaluation of the overall result (outcomes) in consideration to the objectives. The purpose of this Evaluation is to (a) provide evidence that the initiative has delivered a tangible positive outcome; (b) provide information to enable the identification of further initiatives; and (c) provide lessons learnt to develop the decision-making process.

The evaluation of the initiative will be considered at the outset of the process through the Application stage; however, this can be developed in more detail during the implementation to allow further areas of evaluation.

The evaluation must be clearly aligned to the objectives of the BCPLRS, within the areas specified in the Scheme. Wherever possible, any associated measurements must represent tangible outcomes, for example, a reduction in the occupation of road-space, however, intangible outcomes may also support the overall evaluation, for example the opinion of residents or businesses.

During the development and preparation of the evaluation, the Owner and/or Originator is advised to consult with BCP to ensure the objectives, outcomes and associated measurements are pragmatic and fit-for-purpose.

Revenue Monitoring

The BCP Treasurer will take on the responsibility to record and monitor the accounts related to the surplus revenue, including current balance, projected income and monies allocated but not issued.

The Owner will be responsible for monitoring and reporting any spend in relation to a proposal during the implementation stage.

Both accounts will be presented to the Board at a BCPLRS Revenue Governance Meeting for review.

The revenue allocation, together with supplier engagement and management (if required) will be agreed through the Application process, but the general principle is stage payments and Originator supplier engagement and management (through their own protocols and procedures).

If after 12 (twelve) months of any allocation of revenues there is no evidence of research or tangible product as described in the Application, then BCP will reserve the right to recover all or any of the revenues allocated.

Meetings and Information Releases

The Board will meet on a three-month (quarterly) basis to review the application of the surplus revenue and make decisions in relation to the new and on-going initiatives.

If, due to extenuating circumstances, an application requires assessment in advance of an upcoming Board meeting, then a promoter may request that an application be circulated via email for consideration. Note: this will only be considered in extraordinary circumstances.

Chair and Administration

A member of the BCP Senior Leadership Team will Chair the BCPLRS Revenue Governance meetings.

BCP will provide administration to this meeting, to include scheduling and invitations; arranging the meeting venue; disseminating information; managing the agenda; and collecting and preparing a record of Key Actions and Decisions.

Agenda

The standard Agenda for the meeting is shown below; however, this may be adapted or developed as required:

- Apologies and Introductions – apologies for absence and introductions for new members or nominated representatives
- Previous Actions – a review of Actions from previous meetings (these may be covered within other Agenda items)
- New and Developed Applications – presentations; review and decisions relating to new and developed (previous) Applications
- Implementation Progress Update – updates from the monitoring and evaluation of approved Applications (until complete and closed) and the revenue account.
- Any other Business – other matters not considered on the agenda and within the scope of the meeting
- Next Meeting – confirmation of the date for the next meeting and any potential revision to the agenda.

The members of the Board are responsible for identifying any additional agenda items and preparing any information or background documentation for these items.

Related Management Information

The Administration will collate all the relevant meeting information including progress and account reports and circulate this to the Board one week (5 working days) prior to the scheduled meeting date.

Publicity

The Recipient of surplus following successful application shall use all reasonable endeavours to ensure that the public is aware that the works are supported by the BCP Lane Rental Scheme.

The Recipient shall include the use of the BCP Lane Rental Scheme logo (to be approved by the board) on publicity material, followed by the words:

"Supported by the BCP Lane Rental Scheme"

Information

BCP will provide an annual report on the use of the surplus revenues, detailing the initiatives undertaken and any measured outcomes. This report will be published to the BCP website, thereby accessible to the public.

BCP will review the governance arrangements for allocation of surplus revenue as part of the annual evaluation. This review will consider changes at both a BCP level for the LRS and a wider national level. The latter is to consider any national alteration in approach to the operation or governance of lane rental schemes, including changes to guidance relating to governance arrangements. Any proposed changes to governance arrangements will be take account of any views of relevant stakeholders prior to any changes being adopted.



BCP Lane Rental Scheme Evaluation Plan

Document Control

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Introduction

The New Roads & Street Works Act 1991 (NRSWA), as amended by the Transport Act 2000 and the Traffic Management Act 2004 (TMA), contains provision for Highway Authorities to operate lane rental schemes that involve charging Promoters for the time their activities (road and street works) occupy the highway during traffic sensitive times.

The BCP Lane Rental Scheme (BCPLRS) has been introduced to enable BCP Council to support the duty to co-ordinate and manage all activities on the highway to minimise disruption.

The BCPLRS will be evaluated on an annual basis. The first evaluation report will cover a full year from the commencement date specified in the Statutory Instrument / Lane Rental Scheme Order.

The BCPLRS Evaluation Report will be based on the original assumptions made within the BCPLRS Cost Benefit Analysis (CBA), data collected by the BCP Council Permit Scheme and various BCPLRS data and monitoring reports.

This document provides details on the evaluation methodology and the baseline data to be used for assessment and comparison purposes.

In the interest of parity and transparency, representatives of both BCP and Promoters will be actively involved in monitoring and the evaluation process.

The Regulations permit a portion of lane rental revenues to be applied for the purposes of lane rental scheme evaluation.

The evaluation plan includes provision for independent evaluation of the BCPLRS performance, including an assessment of the overall balance between costs and benefits arising from the BCPLRS.

Joint Working Arrangements

The joint working arrangements for the BCPLRS will be a group made up of Officers of BCP Council, local Utility representatives who are members of the Joint Utilities Group (JUG) and any consultants or support staff employed by BCP Council.

The Chair will be a Lead Officer from BCP Council with delegated authority from the council who shall act as the accountable body for the scheme.

BCP Lane Rental Scheme Scope

The BCPLRS has been designed to ensure that charges are only applied when Promoters occupy lane rental streets at traffic sensitive times and to allow waivers or reduced charges at other times or for different ways of working to encourage Promoters to adopt less disruptive working practices.

Background

The Government's expectation is that a robust evaluation plan will be built into any proposed lane rental scheme that is submitted for Secretary of State approval.

As the evaluation plan is an integral part of the BCPLRS, there is a need to adhere to the plan to comply with the terms of any Secretary of State approval.

The BCPLRS Evaluation Report will inform Central Government's overall assessment of the effectiveness of lane rental schemes nationally.

The BCPLRS Evaluation Plan is based on the principle that the original BCPLRS Cost Benefit Analysis output is repeated using actual data produced over the initial and following years of operation.

Actual impacts and benefits are therefore calculated in a manner consistent with the original assumptions.

BCP Council Lane Rental Scheme Evaluation Plan Objectives

The principal objective of the BCPLRS Evaluation Plan is to assess the extent to which the BCPLRS objectives are being met and the ongoing appropriateness of key parameters, such as the list of lane rental streets and charge levels.

The BCPLRS seeks to limit the amount of disruption to Bournemouth, Christchurch and Poole roads by encouraging the undertaking of activities at the least disruptive time for road users, and for the early completion of activities.

The BCPLRS is designed to limit the carrying out of activities at specified locations at specified times by applying a daily charge for any part(s) of the day that the highway is occupied by the activities during chargeable hours.

The daily charge will not apply if the activities take place outside of the specified times.

The BCPLRS therefore provides a mechanism for providing all activity Promoters with an incentive to change behaviour and minimise their occupation of lane rental streets at traffic sensitive times which are the most critical parts of the highway network.

The BCPLRS applies the following guiding principles:

- The cost of disruption from activities on the highway network must be recognised
- Inconvenience to all people using a street must be minimised, but particularly to people with accessibility requirements, and other vulnerable road users such as people walking or cycling.

The objectives of the BCPLRS are to:

- Apply the scheme to all work Promoters on a consistent basis
- Promote behavioural change to minimise the duration of occupation of the highway at the busiest locations at traffic sensitive times
- Minimise the number of activities taking place during the most traffic sensitive times
- Contribute towards reducing disruption to all road users.

BCP Council will measure against these objectives and evaluate whether they are being met.

The means by which that will be achieved are set out in the Evaluation and Governance section of the BCP Lane Rental Scheme Document, and this BCPLRS Evaluation Plan.

Improvements Expected

The expected improvements from the BCPLRS are:

- Behavioural changes that minimise the duration of occupation of the highway at the busiest locations at traffic sensitive times
- Reductions in the proportional number of activities taking place during traffic sensitive times
- Contributions towards maintaining or improving journey time reliability on the highway network.

Evaluation Plan Assessment Parameters

The BCPLRS Evaluation Plan sets out the evidence and data that will be collected to enable a proper evaluation to take place, and the pre-lane rental benchmarks against which the before and after comparison will be made. Therefore, the BCPLRS Evaluation Plan defines:

- The success criteria by which it will be measured
- The information used for monitoring and assessment, please refer to table 1
- Surplus Revenue Allocation
- Base Innovation and Disruption Saving Assumptions
- Customer Satisfaction Monitoring
- Updating the lane rental streets list.

Success Criteria

The principal success criteria of the BCPLRS are delivery of benefits arising from the BCPLRS, which are defined as:

- Reductions in disruption and congestion delay for road users where activities are carried out in a less disruptive way, benefiting both business users and private individuals
- Improved journey time reliability for road users where activities are carried out in a less disruptive way, benefiting both business users and private individuals
- Revenue generated by BCPLRS. The regulations require the revenue generated from lane rental to be applied to measures that will help to reduce the disruption caused by future activities. Such measures would be expected to deliver further benefits to Promoters, activities undertakers and road users
- Environmental benefits. By reducing the congestion arising at activity sites, the BCPLRS has the potential to reduce road transport-related emissions – particularly local air quality pollution that is exacerbated by stationary or slow, stop-start traffic.

Table 1 – Summary Monitoring and Assessment Table

Baseline Costs and Benefits Parameters	Year 1	Year 2 +	Net Present Value
COSTS			
Lane Rental Scheme charges paid by Promoters	£	£	

BCPLRS administration costs	£	£	
TOTAL COSTS	£	£	
BENEFITS			
BCPLRS surplus revenue allocation	£	£	
TOTAL BENEFITS	£	£	

The monitoring will take into account, for each year of operation;

- The costs, which will be income generated through the scheme minus the administration costs of the scheme.
- The benefits, which will be the grants allocated from the scheme.

Surplus Revenue Allocation

An important element to the BCPLRS Evaluation Plan is an assessment of the allocation and subsequent impacts of any surplus revenues generated.

Surplus revenues will be applied towards initiatives that are associated with, and aligned to, the objectives of the BCPLRS, within the areas shown below:

- Investments in innovation and developing new disruption saving products, services or techniques.
- Trials of new disruption saving products, services or techniques
- Transportation
- Installing infrastructure to enable apparatus to be accessed without disruption
- Measures to improve systems and records
- Measures to improve noise, pollution or safety relating to activities
- Measures to mitigate congestion and disruption caused by activities, particularly major projects
- Enabling infrastructure
- Industry practices and research and development
- Repairing potholes caused by utility street works (where permitted by regulations).

Base Innovation and Disruption Savings Assumptions

It is assumed that:

- Significant progress will be made in developing and applying new, less-disruptive techniques by the third year of the BCPLRS
- There will be increased scope to work in less disruptive ways in years three (3) to five (5) onwards, therefore, in following years Promoters and undertakers are able to reduce their exposure to lane rental charges by increasing their expenditure on, and use of, less disruptive working practices
- Lane rental charges will also provide an incentive for Promoters and undertakers to further invest in the development of less-disruptive techniques
- There will be an increased use of innovative traffic management
- There will be an increased use of innovative techniques.

Customer Satisfaction Monitoring

Another important element of the BCPLRS Evaluation Plan is an assessment of changes to the public perception of activities on the highway network.

Wherever possible, monitoring of customer satisfaction, public perception and stakeholder communication will be undertaken and reported on.

Examples of surveys and monitoring could include:

- Frustrations associated with activities carried out at busy times
- Frustrations associated with repeated activities on the same stretch of road
- Streets partially closed, but no-one working on site
- Future activities communicated effectively
- Acknowledgement that the cost of activities to society are being recognised
- Understanding that the cost of activities to society are being repaid through network and operational improvements.

Updating the Lane Rental Street List

Part of the assessment of the BCPLRS is a review of the lane rental streets lists.

It is anticipated that, depending on the extent of changes and developments to the Bournemouth, Christchurch and Poole Council Highway Network, the list of lane rental streets will be reviewed every, one (1) to three (3) years.

This is to ensure that the list is always appropriate and takes account of changes to the highway network.

Lane Rental Charges

In accordance with the Regulations and the scope of the BCPLRS, BCP will apply a daily rate of charge for the duration of the specified activities carried out by the promoter at the specified location during the specified times and days.

Calculating the Charge

To calculate the daily rate of charge, other than for immediate works, the duration of the activities shall begin on the date specified in the actual start of works notice and end on the date specified in the works stop notice, the date of works ended.

For all types of immediate works, charges will be waived for a period of 48 hours after which time the normal lane rental rules for the location will apply – taking the works start as stated within the relevant permit application and ending on the date stated on the relevant Section 74 works clear or works stop notice.

Promoters are strongly encouraged to consider the carrying out of immediate works or urgent activities outside of specified days and times wherever possible.

When calculating the actual work start and finish dates for all activities, the Permit Authority or the promoter may provide additional information to prove a variation to the duration and activity type, if different to any submitted notice. In all circumstances any charge will be applied according to the actual occupation and activity.

Section 74 overrun charges will apply in accordance with the Section 74 Regulations following the end of the agreed reasonable period, in addition to the BCPLRS charges.

Identifying Lane Rental Charge Periods

Within the Cost Benefit Analysis (CBA), a traffic model is used with an assumption being that activities are done outside traffic sensitive times and / or with a shorter duration.

A comparison with normal behaviour is then possible, and this is done by simulation with normal activities creating reduced traffic flows using a traffic profile run in the Department for Transport (DfT) QUADRO (QUEues And Delays at ROadworks) model.

DfT Guidance states:

‘An application must demonstrate how the scheme will deliver the benefits, and it must also justify the details of the scheme, including which roads which are included in the scheme, the charging structure etc. The application must include a full cost benefit analysis of the scheme with all the underlying data used to create the assumptions in that analysis.

Benefits attributed to lane rental should not include those benefits that could reasonably be expected to arise in the absence of lane rental under other mechanisms already in place within the area of the proposed scheme.’

To support promoters in identifying the times lane rental charges apply to lane rental streets the journey time profile has been aligned to the traffic sensitive streets times, so lane rental charges apply during traffic sensitive times on the identified streets.

Lane Rental Charge Categories

The Regulations allow for a prescribed daily rate of charge, which may be waived or reduced in particular cases.

In accordance with the Regulations and with consideration to the objectives of the BCPLRS, there are a range of charge categories depending on the traffic control type, works type, location, times and days of work.

The BCPLRS ‘BCP Council Lane Rental Scheme Charges Policy and Table’ sets out the traffic control type, works type, location, times and days of work and any applicable charge.

If an activity spans more than one traffic control type at any time during duration of the activities, then the daily rate of charge will apply for the days the different traffic control type is in place.

In instances where the activities have fully moved to a lower traffic control type, thereby changing the charging to be applied, the promoter must submit a timely permit variation. If the permit variation is solely for the purpose of notifying that the activities have transferred from one traffic control type to another then this permit variation would not be subject to a permit fee.

For the calculation of charges in such instances the Permit Authority will determine the timings for such changes based on the receipt of the associated permit variation.

In accordance with the Regulations 4(4) the Permit Authority reserves the right in exceptional and unavoidable circumstances, to apply a discretionary discount to the lane rental charge.

Reference to Previous Lane Rental Trials Cost Benefit Analysis

Prior to the introduction of the lane rental scheme a cost benefit analysis was carried out. This was based on the QUADRO programme.

A range of activities scenarios were modelled at selected locations across the network to establish representative values for the costs of the roadwork. For each site, tests were carried out for lane closure and for full road closure, with and without the lane rental scheme in place, and for activities outside the time sensitive periods.

The QUADRO output was collated to determine average values for each charge band and network type.

These average values were used for the original cost benefit analysis and have been adopted for the post scheme monitoring of the trial schemes.

The cost benefit analysis, prior to the introduction of trial lane rental schemes, was based on the average values per activity and on assumptions about the potential behaviour change by Promoters.

Average Cost of Activities on the Highway

The average costs of activities on the highway established for the trial cost benefit analysis were based on outputs from the QUADRO program.

The costs per day of activities include vehicle delay, diversion, consumer and business impacts, accident costs, fuel carbon emissions, fuel tax revenue, etc.

To maintain a consistent approach, these average representative costs have been used for the original BCPLRS Cost Benefit Analysis and any BCPLRS Evaluation Reports unless more accurate data is identified.

Evaluation Principles

In the BCPLRS CBA, a traffic model is used with an assumption based on those activities being moved to outside traffic sensitive times, and a comparison made of the different impacts.

These lane rental charge periods can also be shown for weekday and weekend days. The assumption is that a % of activities move to times outside traffic sensitive times. This is shown as the total workdays that move from peak to off peak times.

Another factor considered is improved efficiency of work during peak hours or lane rental charge periods.

Analysis of whether activities are completed quicker will be evidence based and collected throughout the year.

The BCPLRS Evaluation Plan is an examination of actual data regarding the behavioural change from introducing BCPLRS with comparison to the original assumptions made in the pre-scheme CBA.



BCP Lane Rental Scheme Cost Benefit Analysis

Document Control

Version History

Date	Version	Comments
15/12/25	1	DRAFT for consultation

Review Control

Reviewer	Date	Section	Comments	Actions Agreed

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Introduction

The Bournemouth, Christchurch and Poole Lane Rental Scheme (BCPLRS) has been proposed to enable BCP Council to support the duty to co-ordinate and manage all street and road works, also known as activities on the highway, to minimise disruption in accordance with the Network Management Duty, a key principle of the Traffic Management Act 2004.

A lane rental scheme is designed to work in conjunction with a permit scheme to complement the powers provided within this scheme through a charging regime for works taking place on the most congested sections of the network at peak times.

The BCPLRS will also align with the objectives of the existing permit scheme, particularly:

- Encourage a proactive approach to planning and undertaking of works on the highway.
- Ensure parity of treatment for all activity promoters.
- Reduce any unreasonable occupation of the Highway through efficient coordination and to minimise the impact of works on the travelling public.

Cost Benefit Analysis

A Cost Benefit Analysis (CBA) has been carried out to forecast and report the benefits of the proposed BCPLRS.

The CBA has been carried out in accordance with the Department for Transport (DfT) Transport Appraisal Guidance TAG Unit A1.1 Cost-Benefit Analysis and the best practice guidance set out in The Green Book (HM Treasury 2022).

The impact of the traffic management works has been modelled using QUADRO 2021 (Queues and Delays at Roadworks) v4.20.0.1. The software models queues and delays at roadworks and reports the monetary value of the travel time and vehicle operating costs of the works against a free flow baseline situation.

The modelled impacts have been collated and reported using the CBA form provided by the DfT for this purpose.

CBA Parameters

The following parameters have been applied in the analysis:

- Present Value Base Year (for calculating TM, Staff costs and LR Charges) **2026**.
- Appraisal Period **10 years**.
- Opening (Base) Year for Scheme **2027**.
- Design (Future) Year for Analysis **2036**.
- Price Base Year reporting costs & benefits (*May 2025 Update TAG Unit A1.1*) **2023**.
- Discount Rate (*TAG Data Book, November 2024 v2.0 FC*) **3.5%**.
- Optimism Bias (*adjustment to costs to account for uncertainty*) **23%**.

- Risk Adjustment (*adjustment to capital costs*) **10%**.
- Market Price Factor (*to convert operating costs to market prices*) **1.19**.
- Quadro Model Base Year **2010**.
- Factor to convert modelled costs to Price Base Year (*GDP Deflator, TAG Data Book, November 2024 v2.0 FC*) – 100 (2023) / 72.37 (2010) **1.38**.

Quadro Models

BCP provided comprehensive traffic flow data for over 800 sites across the network. Sixty three of these sites are located on the Lane Rental Network (LRN).

The traffic models have been developed to evaluate the impact of various traffic management measures at each of the three road category types.

Each category displayed a wide range of daily flows, therefore suitable sites have been selected with a reported daily flow close to the median flow for each:

- Reinstatement Category 1, median flow 23,556 vehicles per day (two-way flow).
- Reinstatement Category 2, median flow 16,320 vehicles per day (two-way flow).
- Reinstatement Categories 3&4, median flow 12,986 vehicles per day (two-way flow).
-

Three sites were selected, representing the average flow on the three categories (Figure 1):

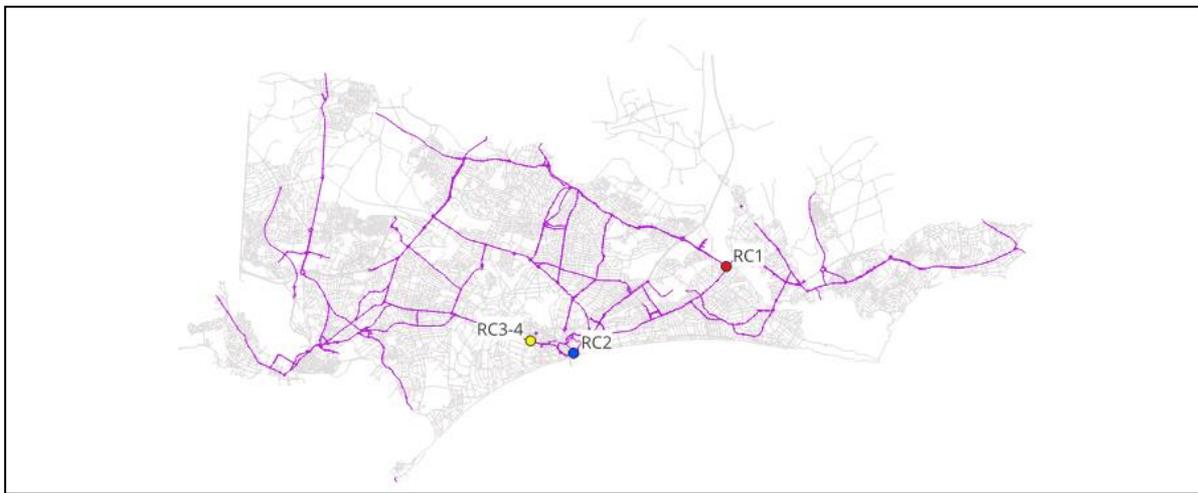
- A3060 Castle Lane East, RC1, 23,828 vehicles per day.
- A341 Magna Road, RC2, 16,939 vehicles per day.
- B3066 Poole Road, RC4, 14,170 vehicles per day.

The traffic flow data has been collated into the four flow groups represented in the Quadro model:

- FG1, Monday- Thursday average.
- FG2, Friday.
- FG3, Saturday.
- FG4, Sunday.

The flow data is provided in hourly intervals for each flow group. This allows the impacts of each traffic management type to be assessed at various times of the day, and days of the week to properly evaluate the impact of the behavioural change in timing and duration of works anticipated because of Lane Rental (LR) charges.

The hourly flow profiles for each selected site are shown in Appendix A.



Key:

- Proposed LR network
- Selected site road category 1
- Selected site road category 2
- Selected site road category 3&4

Figure 1: Quadro Model Sites

Baseline Works Completed

The Street Manager full extract has been reviewed to identify the number of works completed on the LR network in each of the last four full calendar years – 2021 to 2024.

Between 1,790 and 2,053 works were recorded as complete in each year. 16%-20% of the works were undertaken on behalf of the highway authority (HA) and the remainder by external works promoters (PU).

The number of works completed in each year is shown in Figure 2. Immediate Urgent and Emergency works are shown separately from Major, Standard and Minor works, as the lane rental charge will be waived for the first 48 hours for this works category.

The number of works completed peaked in 2021 following the lifting of COVID-19 restrictions. 2021-23 also saw a large increase in the number of works completed by telecoms utilities involved in the roll out of fibre broadband services.

The telecom works have returned to near normal levels in 2024, so this year has been selected as most representative of a typical year to forecast activity volumes when the LR scheme is expected to be implemented. The detailed analysis of all works recorded on the LR network has been carried out with this data set.

The analysis has identified the number of works and average duration of works by traffic management type and by works category group. This provides the baseline against which the benefits of the behavioural change in method and timing of working have been evaluated.

The majority of works completed on the LR network in 2024 were recorded on Category 2 streets, 1,044 of the 1,785 works were recorded as complete. Approximately half of these works were Major, Standard and Minor works carried out by external works promoters.

1,419 (79%) of the works were completed by external works promoters and 366 (21%) by the Highway Authority.

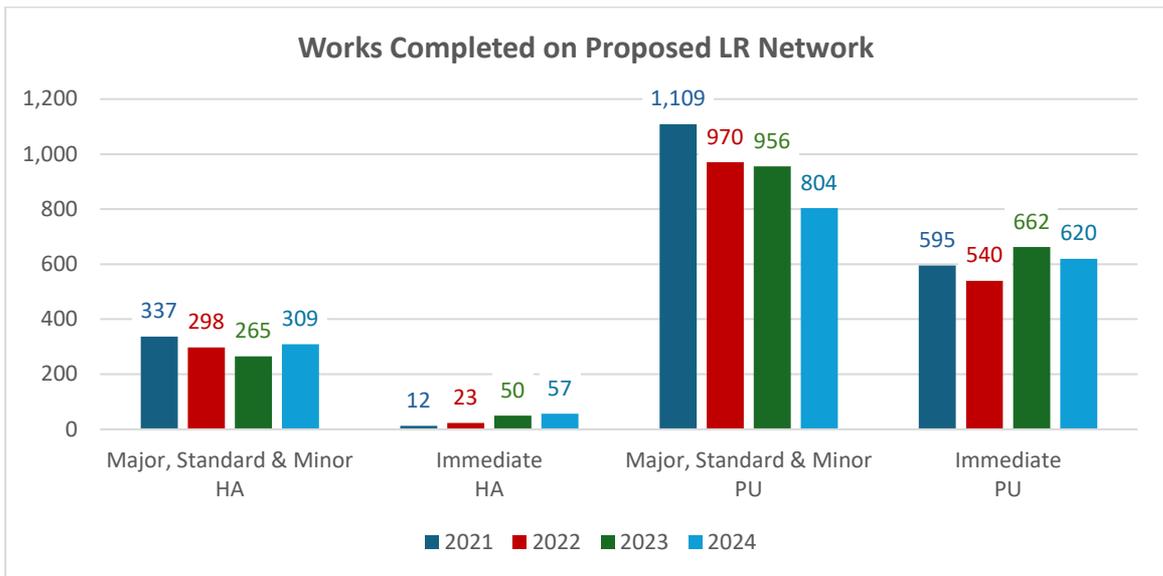


Figure 2: Baseline Works Completed

311 of works are recorded as being carried out with no carriageway incursion and have been excluded from the analysis, since there should be no impact on traffic flows and no LR charge would be incurred.

The remaining 1,465 (82%) had some form of temporary traffic management in place that would have disrupted traffic flows to varying degrees.

The majority of works are carried out with some incursion in the carriageway or give & take traffic management in place – 908 of 1,776 works where the traffic management type was reported. Of the remainder, 19% operated with temporary traffic signals, 10% required a lane closure and 2% a full road closure.

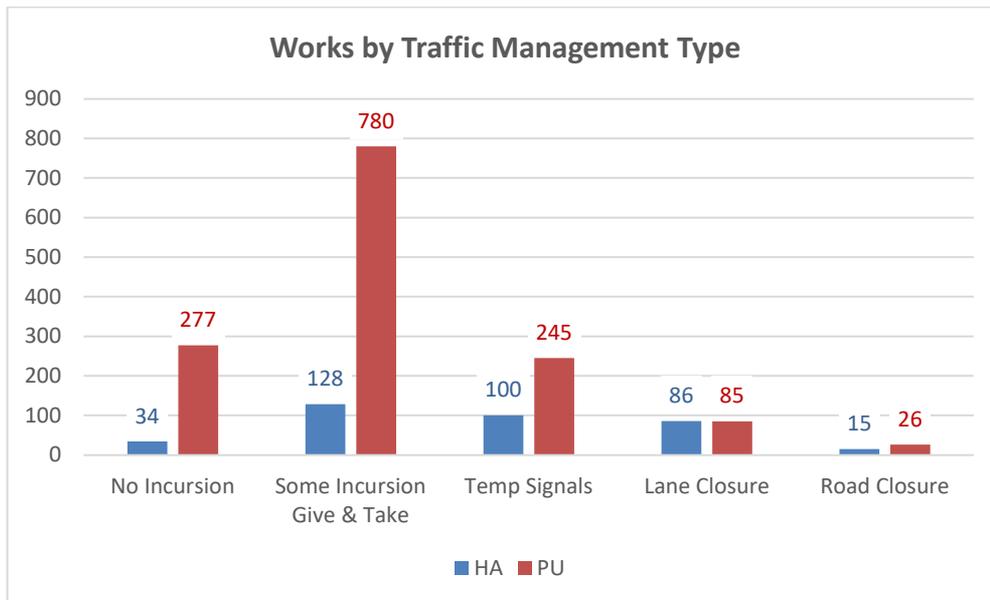


Figure 3: Traffic Management Type

LR Behavioural Change

A sensitivity analysis has been carried out to determine the impact and benefits of the expected behavioural change in method and timing of working by both the HA and PU works promoters because of the lane rental charges.

The following scenarios have been analysed:

- Baseline, current situation.
- Scenario 1, minimum position (works duration reduces to half of current).
- Scenario 2, target position (most likely outcome with all works adjusting duration and timing of works to minimise exposure to charges).

Scenario 1 is the minimum response likely, with no change in day of week or method of working. The behavioural change only includes the halving of works durations to reduce LR charges.

The modelling assumptions applied for Scenario 2 is the more likely outcome of the BCPLRS and includes a reduction in works duration and/or a number of works moving to periods of the day where no charges are applied or discounts are available.

Most streets on the proposed LR network are designated as Traffic Sensitive (TS) every day between 06:00 and 20:00 – 119 of the 140 streets. The remainder are TS during peak periods, 06:00 to 09:30 and either 16:00 to 18:00 or 14:30 to 18:00.

The plot below shows streets designated TS every day between 06:00 and 20:00 in red. Four streets are TS Monday to Saturday between the same times (green).

Seventeen streets are designated TS for peak periods only - 14 Mon-Fri (yellow) and 3 everyday (blue).



Figure 4: Traffic Sensitive Periodicity

With the majority of network designated TS every day between 06:00 and 20:00, there is limited scope for works being undertaken and completed wholly outside of TS times, other than very short duration works or scheduling works in short intervals over several days.

Therefore, a mix of short duration overnight, inter-peak and weekend working has been applied in Scenario 2.

LR charges would be waived for works employing innovative traffic management (TM) measures designed to minimise disruption to traffic flow during the peak periods and any works undertaken collaboratively with other works promoters.

Scenario 2 includes a mix of collaborative working, innovative TM methods and short duration works scheduled during less busy periods, as follows:

- 10% of works completed collaboratively, fee waived.
- 10% of works undertaken with innovative techniques, fee waived.
- 10% of works undertaken outside of TS times, no fee charged.
- 30% of works completed in inter-peak or at weekend (discounts applied).
- Remainder (40%) would be completed in half of their current duration.

To encourage works to be undertaken at less disruptive times, a series of discounts has been applied (Table 1).

Table 1: Potential discounts for working wholly outside peak periods of demand

Discount	0%	100%	50%	25%
LANE RENTAL CHARGES:	Long duration	Overnight	Inter Peak	Weekend
Some Incursion	£2,500	£0	£1,250	£1,875
Temp Signals	£2,500	£0	£1,250	£1,875
Lane Closure	£2,000	£0	£1,000	£1,500
Road Closure	£2,500	£0	£1,250	£1,875

For longer duration works of greater than 10 days, this analysis has applied a 10-day cap on the LR charge to reflect the likely discounting or waiver of charges if innovative methods of working can be found to minimise disruption during the busier peak periods.

The number of works incurring a LR charge in each scenario are shown in Figure 5 below.

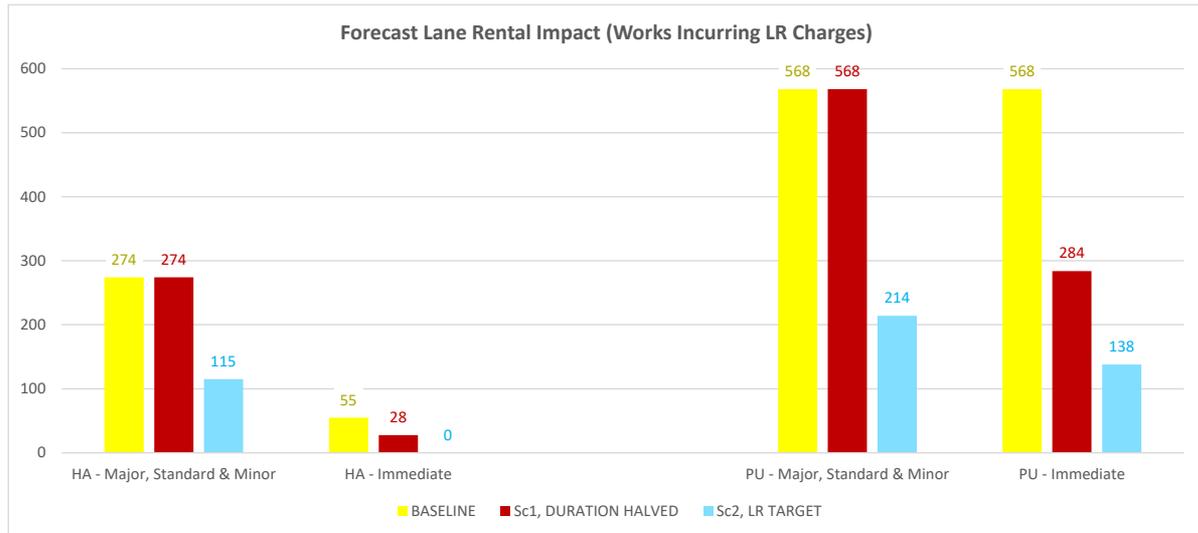


Figure 5: Scenario Testing – Works Incurring LR Charge

Scenario 2 would reduce the number of works in the busy peak periods from 1,465 to 467; 65% of HA works and 69% of PU works would avoid LR charges under this scenario.

A large proportion of the 467 works charged would be charged at a discounted fee for completing the works outside of the busiest periods of the day; 76 of 115 HA works and 286 of 352 works.

This compares with the reported performance in the Transport for London (TfL) scheme of 98% TfL and 83% of utility works avoiding the charge (source: Transport for London Lane Rental Scheme, Monitoring Report 1 April 2020 – 31 March 2021).

LR charges would be waived for all Immediate works completed within 48 hours.

The impact of each Scenario on the number of days worked across the LR network is shown in Figure 6. Scenarios 1 and 2 would result in a significant reduction in the number of days worked on the LR network.

Scenarios 1 would reduce occupancy of the LR network by 50% from 8,220 days in the baseline situation to 4,110.

Scenario 2 would reduce the occupancy of the LR network from 8,220 days to 2,558, a saving of over 5,500 days or 69% fewer days worked.

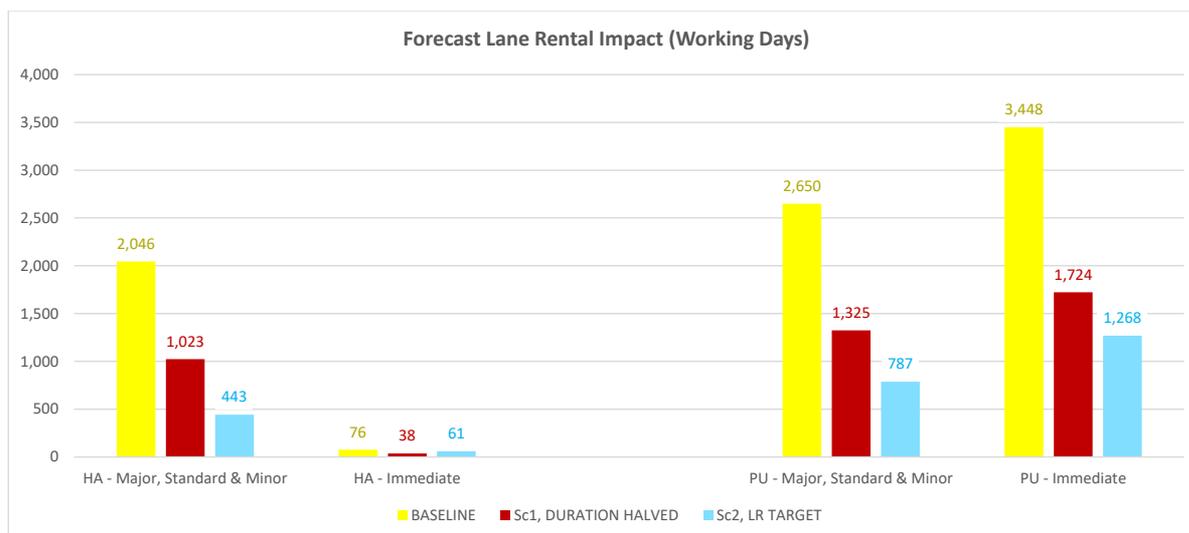


Figure 6: Scenario Testing – LR Impact Working Days

LR Charges

The potential LR charges has been estimated for each of the scenarios tested:

- Baseline – current situation, £16.4M (HA - £4.7M, PU - £11.7M).
- Scenario 1 – minimum change, £6.6M (HA - £2.3M, PU - £4.3M).
- Scenario 2 – target position, £2.3M (HA - £0.46M, PU - £1.85M).

The above charges for Scenario 2 have been input to the CBA spreadsheet along with the Quadro modelled impacts, to calculate the economic performance of each.

Scenario 1 has not been evaluated as this has a very low-level change in behaviour that has been surpassed in established LR schemes. The cost of changing working practices in Scenario 2 is significantly lower than the additional LR charges with this scenario.

CBA Summary

The monetised cost of delays in the baseline situation is calculated at £14.7M annually.

Scenario 1 would provide £7.1M of benefits annually with total LR charges calculated at £6.8M per annum.

Scenario 2 is estimated to provide £9.4M of benefits annually with total LR charges calculated at £2.3M per annum. This would be achieved with an annual cost to the transport budget of £1.0M - including LR charges (£450k), initial set-up (£75k) and staff operating costs (£500k).

The CBA results provided collated for the DfT model form is summarised below:

Scenario 2, Target Position

Present Value of Costs (PVC)			£ 10,153,545
Present Value of Benefits (PVB)			£ 100,299,800
Net Present Value (NPV)			£ 90,146,255
Benefit Cost Ratio (BCR)			8.9

The targeted position in Scenario 2 provides significantly higher performance, with a BCR of 8.9. This is achieved by significantly reducing the LR charges faced by the HA and external works promoters, and by increasing the peak time benefits achieved from the forecast behavioural change.

65% of HA works and 69% of external promoters works would avoid a LR charge in Scenario 2.

The Scenario 2 position is supported by evidence recorded in other well-run schemes, such as the TfL scheme in London, where 98% and 83% of works (for HA and PU respectively) are reported to avoid LR charges by minimising disruption to the transport network during the busiest congested periods.

This scenario represents the minimum performance benchmark targeted in the early years of the scheme. BCP are committed to working proactively with the other works promoters to further minimise peak period disruption and to reduce the exposure of all to the cost of the lane rental charges.

The operational performance and benefits achieved will be monitored regularly and distributed to all stakeholders annually as the scheme progresses.

A. Hourly Traffic Flow Profiles

The hourly traffic flow profiles for the following selected sites are shown in Figures A.1 to A.3:

- A3060 Castle Lane East, RC1.
- A341 Magna Road, RC2.
- B3066 Poole Road, RC4.

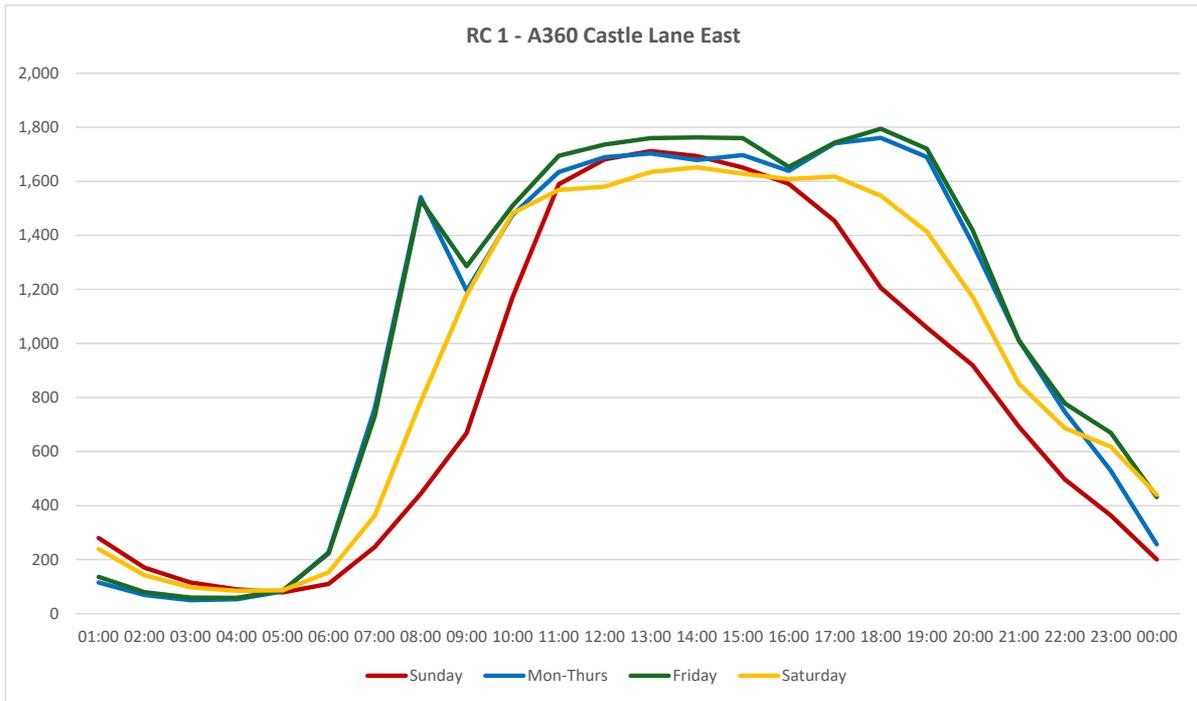


Figure A.1: A3060 Castle Lane East

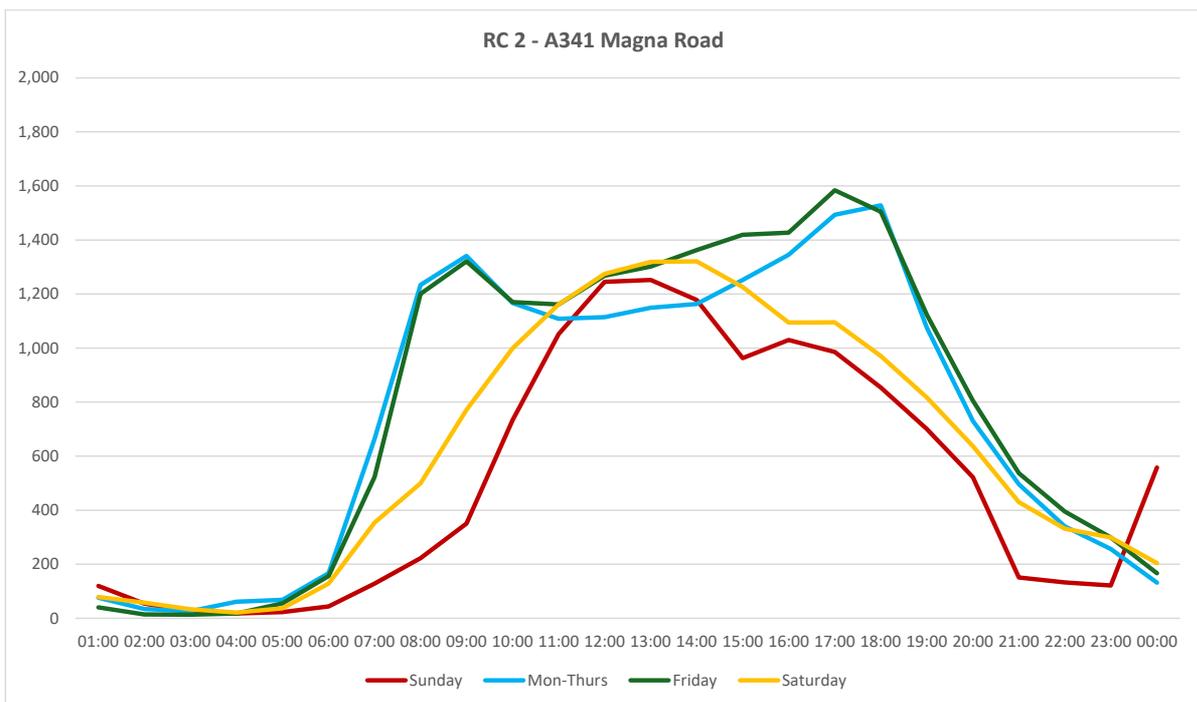


Figure A.2: A341 Magna Road

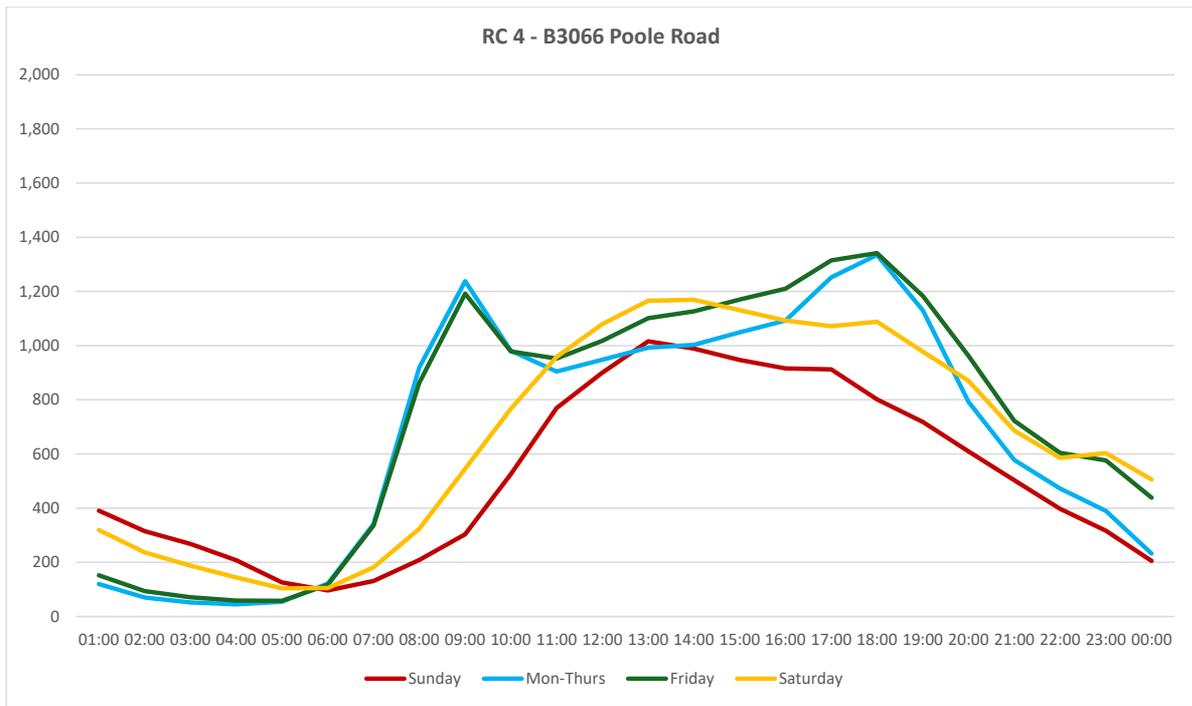


Figure A.3: B3066 Poole Road



BCP Lane Rental Scheme Charges

Version History

Date	Version	Comments
15/12/25	1	DRAFT for consultation

Review Control

Reviewer	Date	Section	Comments	Actions Agreed

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Lane Rental Charges

The New Roads & Street Works Act 1991 (NRSWA), as amended by the Transport Act 2000 and the Traffic Management Act 2004 (TMA), contains provision for highway authorities to operate lane rental schemes that involve charging Promoters for the time their works occupy the highway.

The regulations are the Street Works (Charges for Occupation of the Highway) (England) Regulations 2012 ("the Regulations") made under Section 74A of NRSWA.

In accordance with the Scope of the BCP Lane Rental Scheme (BCPLRS), BCP Council will apply a daily rate of charge for the duration of the specified activities carried out by the undertaker of the activities for the Promoter of the activities at the specified location during the specified times and days.

Section 74 overrun charges will apply in accordance with the Section 74 Regulations following the end of the agreed reasonable period, in addition to the BCPLRS charges. The charge will consist of a single payment of £100 in the circumstances set out in paragraph (8) of the Regulations, where up to 5 items of signing, lighting or guarding have inadvertently been left behind on site and have been removed by the end of the working day, following the day on which the authority informed the undertaker and asked them to remove the items.

This reduced charge would apply only in cases where the responsible party had made all reasonable efforts to clear the site but had inadvertently left a small number of items behind. Full daily charges would continue to apply where such efforts had not been made.

To calculate the daily rate of charge, other than for immediate works, the duration of the activities shall begin on the date specified in the actual start of works notice and end on the date specified in the works clear, works closed or works stop notice, the date activities ended.

For all types of immediate works, the charges will apply after 48 hours of occupation – taking the works start as stated within the relevant permit application and ending on the date stated on the relevant Section 74 works stop notice.

Lane Rental Charges Policy

Lane Rental charges will only apply when there is either a Road Closure or a Lane Closure, where the term Lane Closure refers to any of the following:

- Any form of traffic control is deployed on the carriageway or a cycle track.
- Any traffic management reduces the number of lanes of a carriageway or cycle track which can be safely used.
- There is any impact which reduces the traffic flow capacity or operation of a junction.

Charges will **not** be payable in the following circumstances:

- Charges will not apply if the activities take place outside of the Traffic-Sensitive Streets specified times
- Charges will be waived for a period of 48 hours from the start of immediate works beginning; after which time the normal lane rental rules for the location will apply
- Charges will be waived for activities which are confined to a verge or footway, footpath, bridleway, or byway
- Charges will be waived if works which do not reduce the number of lanes, or prescribed width, available to traffic or if normal traffic flows can be maintained.

If one of the above applies, the activity Promoter must record the circumstances along with the permit application and, if possible, works stop notice. Failure to do so may result in appropriate action being taken.

Further examples of when lane rental will or will not apply can be found in the following table

Example	Detail
Traffic Control deployed on a Lane Rental Street	Where activities are not on a lane rental street, but traffic control needs to be deployed on a lane rental street, thereby reducing the traffic flow or capacity of that street, charges will apply. The Specified Work is located on a street without lane rental designation, and the traffic control is deployed on a street with a lane rental designation.
Side road closures	Where a road closure is wholly contained within another street with a separate USRN which adjoins a lane rental scheme street, thereby not affecting traffic flow or capacity of the carriageway of the lane rental street, no lane rental scheme charges will apply.
Partial or semi recessed road space	Where activities are wholly within a recessed area of the carriageway, thereby not reducing the traffic flow or capacity of the carriageway, no lane rental charges will apply.
Location of a works vehicle	A works vehicle may be parked in a works site provided that it is necessary for carrying out those works. A vehicle entirely within the coned off area of the site may require a larger coned off area than would otherwise be the case. A vehicle may be parked outside a works site provided that it obeys the parking rules that apply to any other vehicle in that street. Outside the works site, the vehicle has no special status and no exemption from parking enforcement.
Works Spanning Multiple Streets	Where a work site contains a junction, irrespective of whether a joining street is a lane rental street, then the Highway Network Manager (or delegated officer) will review this on a case-by-case basis. An example is where works are carried out over two USRNs that the lane rental fee may be discounted on each works 50/50 so that the total fee amounts to a charge for one work only.
Works wholly contained within a white hatched area	No charge will apply where a work is wholly contained within a white hatched area (of the carriageway) with no encroachment onto the carriageway thereby reducing the traffic flow or capacity.
Use of temporary traffic signals to replicate permanent signals	Where temporary traffic signals are used at a location where permanent signals are usually in operation, BCP Council will consider reducing the charge dependent on how closely the temporary traffic signals have been designed and programmed to replicate the intelligent operation of the permanent signals. If the temporary traffic signals fully replicate all aspects of the permanent signals being replaced, and the junction can effectively continue to operate without any detrimental impact to the traffic flow capacity BCP Council will waive charges

Use of road plates and/or temporary materials	If suitable road plates and/or other materials can be safely used to avoid activities impacting on traffic flow or capacity at specified times, then charges will not be applied, even if such measures necessitate a speed limit reduction in order for their safe deployment.
Remedial Works	Remedial works carried out at Traffic-Sensitive times at specified locations to rectify defective reinstatements on the carriageway or on the footway or verge which impacts on the carriageway will be subject to the maximum daily charge.
Change of Promoter	Where activities are liable for charge changes responsibility from one Promoter to another relevant charges will be applied to the initial activities until such time as either the responsible Promoter (who owns the defect) takes over the work site or creates their own work site to undertake repairs, thus allowing the initial Promoter to clear site.
Damage to apparatus by third parties	<p>In situations where damage to apparatus is due to another Promoter's activities there are two scenarios:</p> <ul style="list-style-type: none"> • Scenario 1: Promoter A has left site and promoter B has to excavate to repair apparatus – these activities would be charged against the permit for promoter B in the expectation that promoter B would pass charges / costs onto promoter A who caused the original damage. • Scenario 2: Promoter A is still on site and promoter B undertakes repair works in their excavation – these would be charged against the permit for promoter A already in place. • In an instance where unreasonable delays in Promoter B's attendance to effect repairs cause Promoter A to be liable for further Lane Rental charges over and above those that would already have applied (i.e. Promoter A's activities duration is extended solely as a result of any unacceptable delay in repair BCP Council considers that any financial reconciliation will take place directly between Promoter A and Promoter B to agree any distribution of charges received which may be dependent on a variety of factors, many of which BCP Council would not have clear sight of as they would not be a requirement of any permit content. • Where damage to apparatus is as a result of other third parties, such as damage to apparatus as a result of a Road Traffic Collision, charges will still be applied and it will remain the responsibility of the Promoter to recover their reasonable costs incurred, including applicable Lane Rental charges.

Further detail and guidance on the scenarios can be found in the main scheme document.

Options to Waive or Reduce Charges

BCP Council retains the option to waive or reduce lane rental charges at its discretion.

The current charge is £2,000 per day for a lane closure and £2,500 per day for a road closure.

Discounts up to 100% are available in some circumstances and are considered on a case-by-case basis.

Examples where discounts may be considered include

- Works that deliver significant improvements
- Upgrades that substantially extend the longevity of the road
- Nationally significant projects.

We actively promote collaboration and innovation so the lane rental charge will be discounted by a minimum of 25% for each Promoter during the period of collaboration to works promoters that show these in their initial permit applications.

Further discounts may be considered for any works on a case-by-case basis. A Promoter should discuss these with the Council's Highway Network Manager (or delegated officers).

Our Streetworks officers monitor all works and may remove discounts if we believe works are not being carried out as initially proposed.

Collaborative Working

Any opportunity for two or more Promoters to collaborate to reduce the occupation of the highway is strongly encouraged.

Collaborative works that are carried out concurrently and / or consecutively by two or more works Promoters at the same location can apply to have charges reduced or waived for the period of collaboration.

In such circumstances, where works are carried out at the same location by two or more Promoters concurrently, the above discount will be applied, with the remaining daily charge rate will be split between the associated Promoters following confirmation and acceptance within the permit.

Collaboration will be as identified within the associated permit applications and/or site inspections, however the onus to prove such collaboration rests with the Promoter to receive this discount.

In some instances, charges may be reduced for collaboration where the works originate from two distinctively different operational divisions of the same organisation.

At BCP's discretion charges may be waived where there is a significant positive impact of collaboration.

Review of Charges

The BCPLRS will be evaluated on an annual basis. The first evaluation report will cover a full year from the commencement date specified in the Statutory Instrument / Lane Rental Scheme Order.

Part of the assessment of the BCPLRS is a review of the BCPLRS lane rental streets list.

It is anticipated that, depending on the extent of changes and developments to the BCP Council Highway Network, the list of streets will be reviewed every, one (1) to three (3) years.

This is to ensure that the list is always appropriate and take account of changes to the highway network.

The methodology used to initially identify the list of lane rental streets will be repeated.

The BCPLRS lane rental streets list review methodology is detailed in and part of the BCPLRS Evaluation Plan, even though it may not be undertaken every year.

The charges will not exceed the maximum charges as set by the DfT.

Lane Rental Charge Table

Identified Lane Rental Charge Streets (Bands)	Lane Rental Charge Discount Applied	Full Day Charge
Band 1 (Road Closure or Single Carriageway Road Occupancy)	0%	£2,500
Band 2 (All Carriageway Remedial Works)	0%	£2,500
Band 3 (Single Lane Occupancy of Multi Lane or Dual Carriageway)	20%	£2,000
Band 4 (Cycle Track)	40%	£1,500

The charges will be;

- Band 1, Road closure or single carriageway Road occupancy, no discount will be applied and the full daily charge of two thousand five hundred pounds will apply
- Band 2, All Carriageway remedial works, no discount will be applied and the full daily charge of two thousand five hundred pounds will apply
- Band 3, Single lane occupancy of multi lane or dual carriageway, a twenty percent discount will be applied with the daily charge being two thousand pounds
- Band 4, cycle track, a forty percent discount will be applied with the daily charge being one thousand five hundred pounds.

If an activity footprint spans more than one traffic control type at any time during the duration of the activities, then the higher daily rate of charge will apply for the days the activity footprint includes that traffic control type.

Appendix I BCP LRS Stakeholder Presentation



Bournemouth, Christchurch & Poole Lane Rental Scheme Consultation

8 December 2025

bcpcouncil.gov.uk

1



Introduction & Contents

- Permit Scheme
- Timeline
- Why consider a Lane Rental Scheme
- Scheme Details
- Lane Rental Network
- CBA
- Traffic Sensitive Review
- Questions

- GeoPlace & GK-TC commissioned to prepare a lane rental scheme proposal for consultation
- GK-TC & GeoPlace extensive experience in the implementation and review of permit schemes.

2

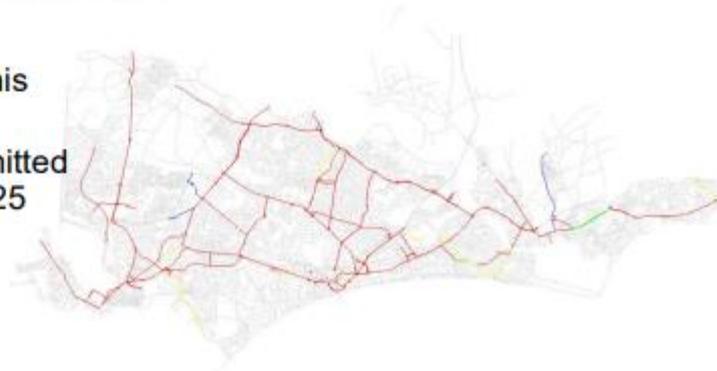
Permit Scheme

- Implemented in June 2020
- Annual reports completed – <https://www.bpcouncil.gov.uk/roads-and-travel/street-works-and-working-on-the-highway/permit-scheme-for-street-works-and-roadworks>
- Meeting objectives, delivering:
 - a reduction in disruption to road users caused by road and street works
 - an improvement in the quality, completeness and availability of road and street works information for stakeholders
 - a reduction in carbon emissions from highway maintenance and highway-related activities
 - an advancement in digital connectivity for communities as part of the UK government's Levelling Up agenda
 - innovation using transport data to improve the quality of services; and
 - improved access to travel for people with disabilities.

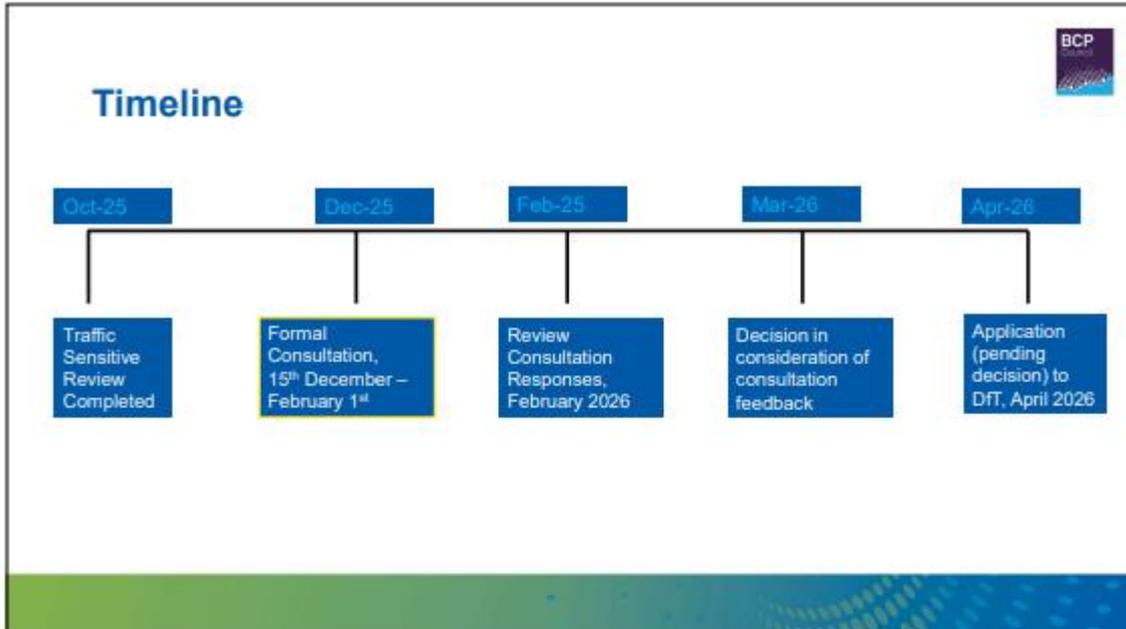
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Traffic Sensitive Review

- Reviewed and consulted earlier this year
- New network submitted during October 2025



4



5

Why BCP is consulting on a Lane Rental Scheme

BCP

It has been identified that a BCPLRS could limit the amount of disruption to roads by encouraging improved working practices, collaboration and incentivising innovation for the efficient and early completion of street works.

The objectives of a BCPLRS would be to:

- Apply a scheme to all work Promoters on a consistent basis.
- Promote behaviour change to minimise the duration of occupation of the highway at the busiest locations at the most Traffic-Sensitive times.
- Minimise the impact of works taking place during the most Traffic-Sensitive times; and
- Contribute to reducing disruption to all road users.

6

When Charges would apply

Lane Rental charges would only apply for

- Road Closure
- Remedial Works
- Lane Closure*

*Lane Closure refers to any of the following:

- Any form of traffic control is deployed on the carriageway or,
- Any traffic management reduces the number of lanes of a carriageway which can be safely used or,
- There is any impact which reduces the traffic flow capacity or operation of a junction.

7

When charges would not apply

Charges would **not** be payable in the following circumstances:

- Charges would not apply if the activities take place outside of the Traffic-Sensitive Streets specified times;
- Charges would be waived for a period of 48 hours from the start of immediate works beginning; after which time the normal lane rental rules for the location will apply.
- Charges would be waived for activities which are confined to a verge or footway, footpath, bridleway, or byway.
- Charges would be waived if works which do not reduce the number of lanes, or prescribed width, available to traffic or if normal traffic flows can be maintained.

8

Discounts

- BCP would retain the option to waive or reduce lane rental charges at its discretion for the following:
 - longer term major works provided measures are taken to reduce disruption
 - Good performing organisations
 - major works that deliver significant highway infrastructure improvements
- Collaborative Working
- Innovative or improved working practices to reduce time on site

9

Proposed Lane Rental Charges

Identified Lane Rental Charge Streets (Bands)	Full Day Charge
Band 1 (Road Closure or Single Carriageway Road Occupancy)	£2,500
Band 2 (All Carriageway Remedial Works)	£2,500
Band 3 (Single Lane Occupancy of Multi Lane or Dual Carriageway)	£2,000
Band 4 (Cycle Track)	£1,500

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The proposed Lane Rental network

	Full Network		Publicly Maintainable Network		Proposed Lane Rental Network					
	No. of USRNs	Length (km)	No. of USRNs	Length (km)	No. of USRNs	Length (km)	% of Full Network		% of Publicly Maintainable Network	
							USRNs	Length	USRNs	Length
Overall	6,430	1,749.07	3,859	1,387.97	139	137.41	2.162%	7.856%	3.602%	9.900%

Data Inputs

- DfT Traffic Counts
- Local Traffic Counts
- Critical signalised junctions, gyratory & roundabouts (LSG)
- DfT Congestion Data
- DfT Bus Open Data Service (BODS)
- Street Manager Roadworks Data
- Reinstatement Categories
- Proximity to important sites

[Webmap](#)
[Spreadsheet](#)

11

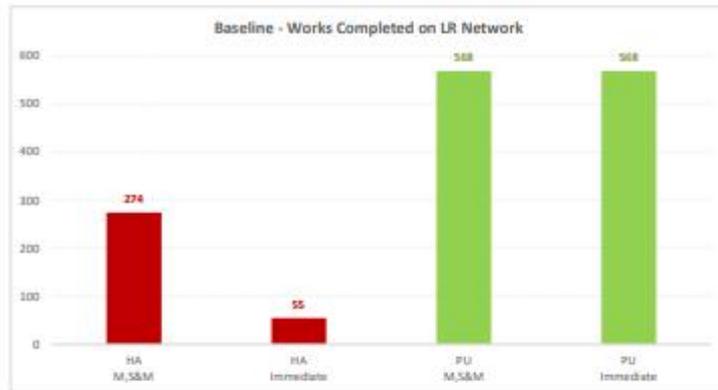
Cost Benefit Analysis (CBA)

CBA evaluates the impact of current works on the cost of delays and congestion across the Lane Rental (LR) network:

- Street Manager records interrogated for 4-year period – 2021 to 2024;
- Volume of Private Utilities (PU) works reducing year on year from a peak in 2021 – related to an increase in telecoms works associated with broadband fibre rollout
- 2024 records lowest volume of PU works, selected as representative of Highway Authority (HA) and PU activity over the evaluation period;
- Three scenarios considered in evaluation;
 - Baseline position (no behavioural change)
 - Interim position (works duration halved in all cases – the Do Minimum situation)
 - LR scheme target (works adjust time of day and day of week to reduce exposure to LR charges – Do Maximum)

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Baseline Situation



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Lane Rental Network, Reinstatement Categories



14

Lane Rental Network, Traffic Sensitive Periodicity



Key - Traffic Sensitive periods:

- Monday to Sunday 06:00-20:00
- Monday to Sunday 06:00-09:30, 14:30-18:00
- Monday to Friday 06:00-20:00
- Monday to Friday 06:00-09:30, 14:30-18:00

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Hourly Traffic Volumes

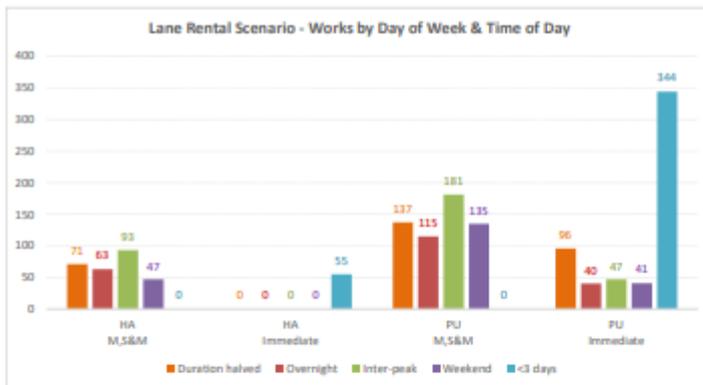


- Automatic traffic count data supplied for locations on LR network
- Provides average two-way volumes by hour of day and day of week
- Helps identify periods where disruption can be minimised within the Traffic Sensitive (TS) active periods



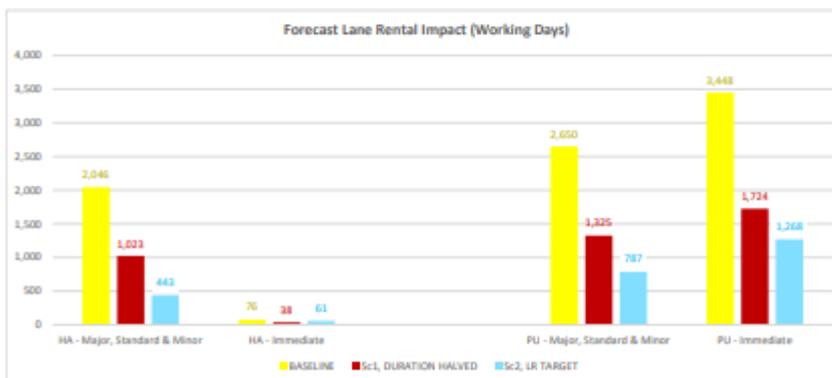
16

LR Scheme Forecast Position



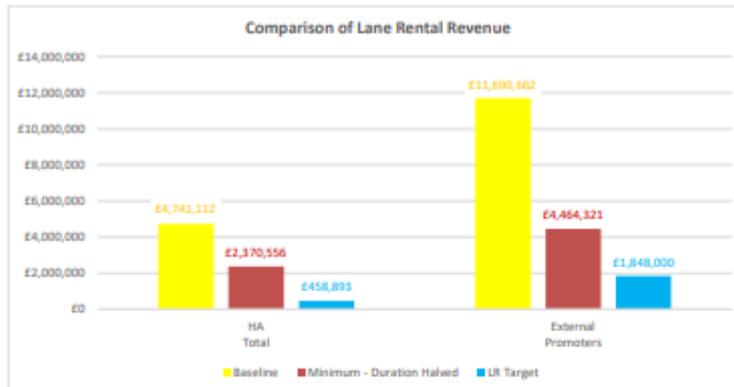
17

CBA Scenarios – Number of Working Days



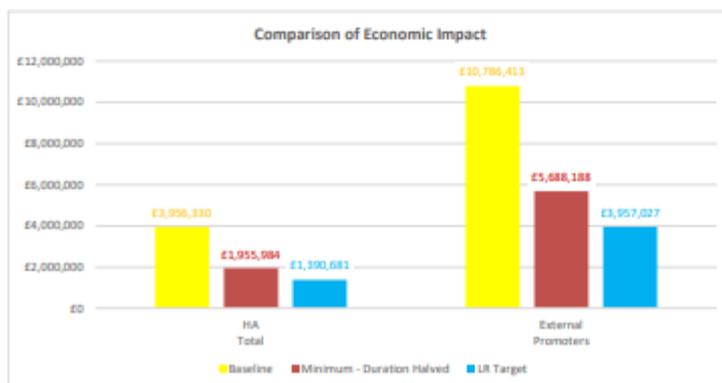
18

Potential Lane Rental Charges



19

Economic Impact of Works (Congestion & Delays)



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Cost Benefit Analysis

CBA would be submitted to DfT with application pack for review:

- Would present impacts of each scenario considered;
- Would demonstrate the scale of behavioural change required to reach the minimum value for money threshold;
- Would report the economic benefit achieved for each scenario
- In addition to modelled benefits, the assessment would include;
 - Staffing and operating costs to run the LR scheme
 - The additional cost of changing working procedures to avoid/reduce LR charges (tm costs)
 - Costs to regularly review the operation of the scheme and report benefits achieved
 - Other costs (e.g. supervisory board appointed to monitor performance and administer allocation of surplus revenue to schemes)

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Next Steps

- Formal Consultation – 15 December 2025 to 1 February 2026
- All invitees of this briefing to be sent link to the consultation page.

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LANE RENTAL CONSULTATION

February 2026

Research and Consultation Team

Lane Rental Consultation

1. Background

- 1.1 BCP Council is considering plans to introduce a Lane Rental Scheme on a proportion of its road network. The aim is to encourage utility companies and contractors, including our own works teams, to plan work more effectively so that works take less time to complete and, where possible, are carried out at quieter times.
- 1.2 We believe this will help manage the impact of works on the highway network on some of the busiest roads at the busiest times, reducing delays for residents and businesses.
- 1.3 To introduce a scheme, a detailed application must be approved by the Department for Transport (DfT). Initial work undertaken indicates that there could be significant benefits to the council introducing a Lane Rental Scheme.
- 1.4 Before submitting a proposal, we consulted on a draft scheme to help inform whether and how such a scheme should be implemented.

2. Methodology

- 2.1 The consultation ran from 15 December 2025 to 1 February 2026.
- 2.2 Respondents could reply via an online survey or by using paper copies available at all BCP Council libraries.
- 2.3 The consultation was promoted online via social media, e-newsletters, and at all BCP public libraries.
- 2.4 Detailed technical information could be viewed or downloaded from the site.
- 2.5 Literal comments within this report have been summarised using Microsoft Copilot and this output has been verified by a Research Officer.

3. Responses

- 3.1 A total of 156 survey responses were received.
- 3.2 Eleven of these were submitted by local and national businesses. Five indicated that they would need to use the scheme if it were implemented. Business responses have been analysed separately. However caution needs to be taken as it's a small sample, it is important to understand whether there were any differences between individual and organisation views.
- 3.3 In addition, three written representations were submitted directly to the Council. Representations and comments received from organisations who said they would be using the scheme are included at Appendix A in full.

4. To what extent do you agree or disagree with the Lane Rental Scheme proposal?

- 4.1 A total of 156 respondents answered this question. Responses were received from 142 individuals and 11 businesses. Three respondents did not specify their status, all of whom strongly agreed.

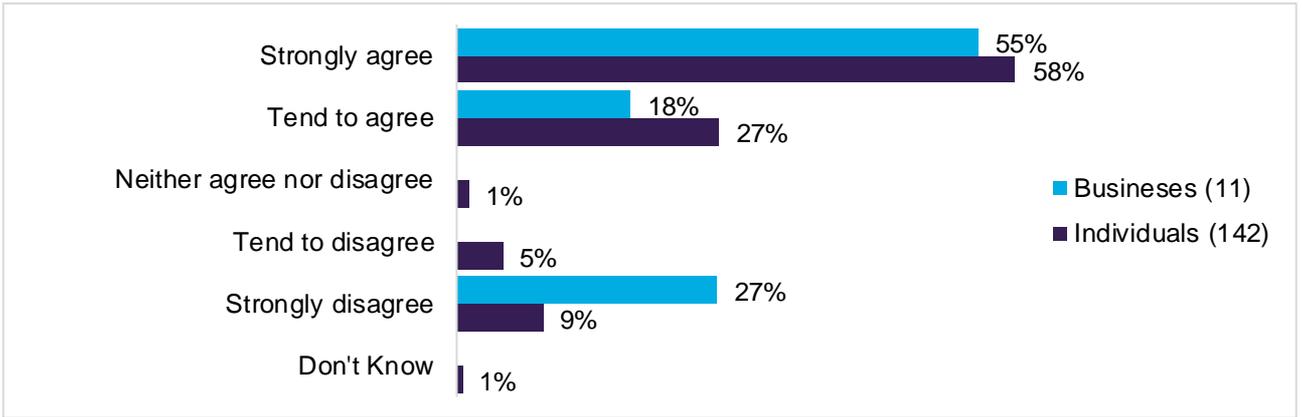


Figure 1: Responses to the question “To what extent do you agree or disagree with the Lane Rental Scheme proposal?” by respondent type.

4.2 Overall, the majority of respondents expressed agreement with the Lane Rental Scheme proposal, with 73% of businesses indicating that they either strongly agreed or tended to agree and 85% of individuals.

4.3 These results were more mixed amongst business respondents, with strong support (55%) from some alongside firm opposition (27%) from others.

5. What impact do you feel this may have on you, your business or the wider community?

5.1 A total of 156 respondents answered this question. Of these, 142 were individuals and 11 were businesses. Three respondents did not specify their status, with two indicating a positive impact and one selecting don't know.

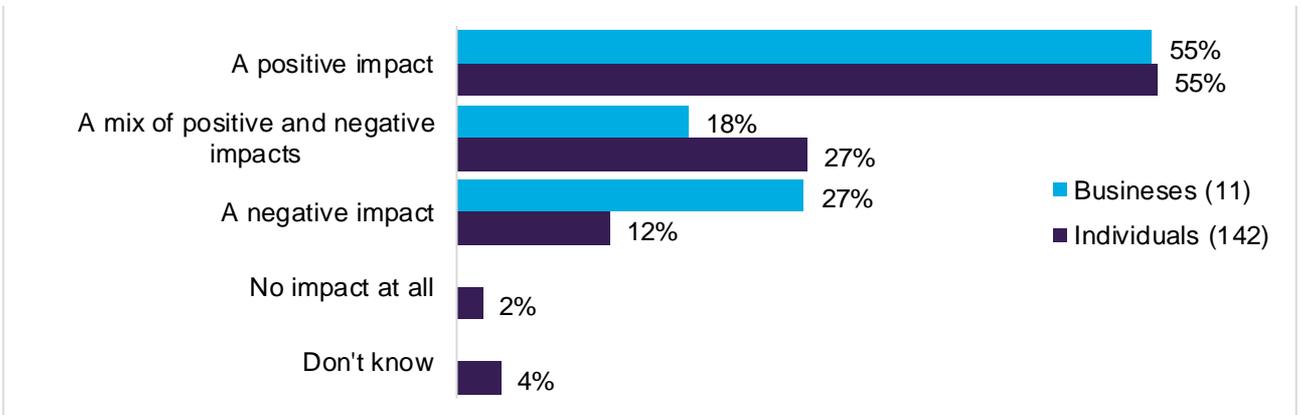


Figure 2: Responses to the question “What impact do you feel this may have on you, your business or the wider community?” by respondent type.

5.2 Overall, just over half of respondents (55% for both individuals and businesses) indicated that the proposals would have a positive impact on them, their business or the wider community.

5.3 Most business responses were positive (55%), although a notable minority expected negative impacts (27%). Some of those expecting negative effects said they would need to use the scheme.

6. **Please let us know what impact you think the scheme will have or if you have any other comments, suggestions or alternatives you think we should consider.**
- 6.1 Comments from individuals and businesses have been considered together.
- 6.2 Among those who commented, views on impact often matched their overall view of the scheme. Supporters tended to describe positive or mixed impacts, while those who opposed the scheme were more likely to describe negative impacts.
- 6.3 The key themes identified from the 98 comments were as follows. The themes set out below reflect comments from both residents and businesses, and do not indicate that all issues were raised by all respondent groups.
- **Coordination and timing of roadworks** (22 comments): Respondents supported the Lane Rental Scheme as a way to improve coordination of roadworks and reduce repeated disruption, inactivity and peak time impacts. However, some warned that increased coordination requirements could delay beneficial works if not managed carefully.

“I think it’s a great idea, fed up with seeing the roads (and Christchurch High St pavement) continuously being dug up because the different utilities don’t speak to each other to get all work done at once rather than separately”

“I believe the scheme will reduce the number of 'road disruptions with no work evident' as well as the obvious cases of poor planning and preparation which result in delays to completion...”

“It might prevent road contractors choosing to place roadworks on multiple vital routes through the BCP area concurrently! Often works are planned on all (or at least more than one!) major tributaries at the same time which makes it impossible to find a route through!”

“I think it's a good idea to reduce roadworks time, but there are a significant number of instances where all works should be completed at once, including road resurfacing. Instead multiple different companies keep digging up the same road, and still it never actually gets fixed or resurfaced. Planning ahead, doing it all at once and fixing the road when finished should be more cost efficient and reduce frustration from everyone who uses it.”

“It should encourage users to ensure resources are in place before starting projects. But, it could delay some beneficial projects, while resources for other works in the same lane are awaited.”

- **Effects on congestion and journey times** (20 comments): Respondents highlighted congestion from poorly planned roadworks on main routes. While many felt the Lane Rental Scheme could improve traffic flow and air quality by reducing works duration, others were concerned about limited coverage, traffic displacement and increased night working.

“I think it will have a positive affect in the zones at the times but it will pass some of the burden to smaller routes, routes not in the zone.

I think a blanket ban for work during peak times unless its a emergency.”

“This should reduce the congestion and delays to bus services caused by roadworks.”

“We need a scheme that will reduce the impact of roadworks on traffic and congestion, with all the negative impact on our environment that entails. The BCP area is currently very difficult to navigate because of excessive roadworks and road closures.

I think this will deter visitors, make locals think twice about accepting jobs in the

area and reduce footfall in our businesses, affecting the prosperity of our towns.”

“BCP is a very traffic congested area. Most of us only travel a short distance but at peak times sit in traffic jams the whole journey. There are a few main routes through the area and very often roadworks on some part of our journeys. Some roadworks last hours others last years, causing further congestion on our roads. The lane rental scheme may help with this issue.”

“Incentive for works to be completed at night (I assume that is when the charges will be waived as this is not stated in the documents). Reduces impact on traffic during the day. Increases noise pollution at night.”

Financial impacts and utility costs (19 comments): Respondents were concerned about the financial impact of the Lane Rental Scheme, including costs being passed on to the public and doubts about value for money. Some were concerned it could deter essential works and operate primarily as a revenue raising measure.

“The contractors may want to do all the necessary work in one go rather than in phases to keep overall costs down. I think a better option for contractors would be to fine them for going over the quoted time for the project as the daily charge stated seems very high and will add large extra costs for developer or individual owners needing the work carried out.”

“These charges will only get passed back to the public via increased utility and service bills in the end, meaning more expense for the public and no doubt much of the raised funds will be wasted in admin.”

“If Contractors are going to be charged a Lane Fee to carry out work one of two things will happen. One, some Contractors won't bother to submit Tenders for the work, therefore there is the possibility that the 'Overall Quality' of Contractors submitting Tenders will be lower. Secondly, those that do submit Tenders will ADD the cost of the Lane Fee to the Tender Quote, thereby charging the Council Tax Payers more money to have the work done...”

“The utility company will charge more for their services to accommodate to increase in cost they have incurred”

“I'm not sure the rental scheme will have much if any impact to the larger companies in terms of speeding up works, surely the cost will just be forwarded to the end customer?”

- **Duration of works (17 comments):** Respondents supported the Lane Rental Scheme as a way to encourage quicker completion of roadworks, but some warned that pressure to reduce durations could affect reinstatement quality or delay works due to increased coordination requirements.

“It will make the contractors focus on completing their work within their quoted times”.

“It appears to me that there is 'no urgency' by various companies digging up roads, doing the job and getting it finished, so if they get charged they will now hurry it up!!”

“Concerned if contractors are paying for the time the lane is shut, to reduce their costs completion and works may end up shoddy. Or they may even wait longer to complete.”

“I am concerned that quality of the resurfacing will be diminished as contractors try to control costs by rushing the work to deal the road back up. Pavements are already dangerous for kids on scooters due to the multiple opening and closing of the tarmac.”

“Utilities are currently taking too long to resolve their issues and not taking into account the negative impact they have on traffic and the subsequent impact on

pollution an the wider economy”

“It will incentivise contractors to minimise time on the network to avoid the cost. It will provide much needed income to Council to re-invest in the network.”

- **Impacts on local businesses and daily life** (15 comments): Respondents supported the Lane Rental Scheme in principle but emphasised the importance of faster completion, improved coordination and careful scheduling to minimise disruption to businesses and maintain access.

“Something has to be done so well worth a go. I drive professionally in Bournemouth and the amount of pointless roadworks or drawn out calamities are too long and too frequent”

“Hopefully it will focus contractors minds to work together rather than individually. It should also result in work being conducted much more rapidly, rather than leaving one job to work on another yet leaving traffic controls in place. Currently there does not seem to be any sanctions to compel contractors to complete any works ASAP, resulting in the road users paying the price, while they seem to shift resources around, sometimes leaving works unfinished for a considerable time, at great inconvenience to road users. Hopefully this will give them impetus to get it sorted”.

“Hopefully it’ll make the blighters responsible for the mess and the negative impact their work has on locals.”

- **Quality of reinstatement and surface condition** (11 comments): Respondents warned that pressure to reduce works duration could affect reinstatement quality, and stressed the importance of robust quality controls and accountability to protect safety and durability.

“...Positive outcome for road congestion, but it may have a negative effect on work quality when time constraints are applied by senior management of the utility companies...”

“Charging daily fees for lane closures will encourage utility companies to rush the work, thus leaving behind poor workmanship and potentially serious implications.”

“Effectiveness depends on implementation. Road-workers and their managers needs incentivising to complete their jobs efficiently and to a good standard. I would hope that the quality of work completed (in time or not) is assessed and penalties exacted for sub-standard result.”

- **Governance, enforcement, and fairness** (10 comments): Respondents raised concerns about fair and consistent governance of the Lane Rental Scheme, including accountability, enforcement and equal treatment of council and utility works, and the risk of increased administrative costs.

“Just put up the cost of utilities/highway repairs. Has anyone at BCP ever read the PUSWA and more importantly thought about implementing it. BCP can turf off contractors who close lanes for convenience not necessity -but you wouldn’t believe it seeing what is allowed to happen.”

“Completed works should be quality checked to insure corners are not being cut. Daily fines for exceeding the rental period”

“Contractors will be reluctant to commit to works that would potentially overrun limiting available resources and job viability for profit . There is a potential for avoidance of penalties and costly litigations there needs

to be a clear binding framework that both Council and Contractors sign up too, I don't see that happening.”

“Cannot see a negative as long as any over running works are penalised.”

- 6.4 Respondents also suggested additional roads for inclusion within the scheme.
- Sandbanks Road, including the section to the ferry and beyond Lilliput shops
 - The Avenue to Branksome Chine
 - Willow Drive, Christchurch
 - Stour Road, Christchurch
 - The A35, including the Christchurch bypass and A35 Upton Road
 - Upton Road and Pergin Crescent
- 6.5 Some respondents also thought that the scheme should be extended to include additional major and key routes that regularly experience repeated or poorly coordinated works and significant impacts on businesses.

7. Respondent Profile

7.1 Respondent profile summarises the characteristics of both individual and business respondents.

Do you live, work, study, volunteer or visit the area?

Respondents could provide more than one response to this question.

I live within Bournemouth, Christchurch and Poole	129	90%
I work within Bournemouth, Christchurch and Poole	32	22%
I study in Bournemouth, Christchurch and Poole	1	1%
I volunteer within Bournemouth, Christchurch and Poole	9	6%
I live outside Bournemouth, Christchurch and Poole	1	1%
I visit Bournemouth, Christchurch and Poole	4	3%

Age group

18 - 44 years	24	19%
45 - 64 years	42	33%
65 - 84 years	57	44%
Prefer not to say	6	5%

Sex

Male (94)	94	67%
Female (40)	40	28%
Prefer not to say (7)	7	5%

Ethnicity

White (English/Welsh/Scottish/Northern Irish/British)	96	71%
White (Other)	24	18%
Other Mixed ethnicity	4	3%
Prefer not to say	12	9%

Religion

No religion	61	48%
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	50	39%
Other religion	5	4%
Prefer not to say	12	9%

Appendix A

Representations and comments received from businesses who will be using the scheme

SCOTTISH AND SOUTHERN ELECTRICITY NETWORKS (SSEN)

General: Scottish and Southern Electricity Networks (SSEN) would like to have the following points considered, as a response to the Bournemouth, Christchurch and Poole (BCP) Council formal consultation to operate a Lane Rental (LR) Scheme on the highway network.

BCPLRS Draft Scheme document

Para 1 Introduction: *“A lane rental scheme is designed to work in conjunction with a permit scheme to complement the powers provided within it by implementing a charging regime for works taking place on the most congested section of the network at peak times.”*

SSEN consider that the current permit scheme should be more than sufficient in managing street and road works on BCP’s network. Within the current permit scheme, your permitting officers have the powers to direct when works can take place on your most sensitive areas. Introducing a Lane Rental scheme to effectively provide the same service but at a greater cost to all (HA as well as utilities) does not seem appropriate, when powers are already available to BCP Council.

However, SSEN are aware that the current Permit Scheme within BCP has been operating at a loss.

“The permit scheme has fallen into deficit in the fifth year of operation and that BCP permit scheme already operates at maximum permit fee level it will be difficult to maintain a balanced budgets in future years.” (deficit of £157,829) (extract from Permit scheme review 2024 -2025)

So, it may be considered that the implementation of a Lane Rental Scheme has been considered by BCP to help improve revenue and support the resource used to administer the current Permit Scheme.

Para 2 Objectives & principles: *“The BCPLRS therefore provides a mechanism for providing all activities’ Promoters with an incentive to change behaviour and minimise the occupation of lane rental streets at the most traffic sensitive times which are the most critical parts of the BCP highway network”.*

SSEN consider this phrase to be inaccurate, as the mechanism suggested is already in place in the current Permit scheme. It is considered that BCPLRS would result in either a substantial increase in operational costs to change the process of how SSEN works or risk a financial penalty. There are a large number of works (Faults) that will take place on streets included within the BCPLRS that are outside of SSEN’s ability to control, therefore SSEN will not be able to reduce these or avoid Lane rental Charges.

Para 2.1 - National Infrastructure: SSEN request that the list of UK national infrastructure projects be fully detailed. SSEN have projects that support this, but do not easily fall under the listings shown (e.g. – supplying power to a Government Data Centre) which are designed to support the National Infrastructure.

Para 2.2 Improvements expected:

- *“Behavioural changes that minimise the duration of occupation of the highway at the busiest locations at traffic sensitive times.*
- *Reductions in the number of works taking place during traffic sensitive times”.*

SSEN consider that the changes indicated will come about by Utilities not carrying out planned works in the BCPLRS areas during traffic sensitive times - due to excessive cost incurred, not through any incentive offered. Immediate works will not be reduced as they are time sensitive (as per Regulations which SSEN must adhere to) and the location is unknown. SSEN also consider that this may change a Utilities behaviour to delay carrying out maintenance work until it is more urgent and will be dealt with under an immediate urgent permit request. Ironically would save SSEN money.

Para 3.1 Promoters: Can BCP confirm that its own council works will be included within the BCPLRS, as this is not clear from the statement made.

Para 3.2 Specified works: *“Diversionary works are included within the DLRS under “works for road purposes” – maintenance and improvement work to the road itself carried out by, or on behalf of, the highway authority.”*

SSEN ask if this is a typing error and “DLRS” should be “BCPLRS”. If not, please confirm what DLRS means.

Please confirm that when works are started outside of LR timings and then are plated over to restore the highway to full public use, that no charge will be applicable.

3.3 Specified locations

“Charges will not be payable in the following circumstances:

- *Charges will not apply if the activities take place outside of the traffic sensitive streets specified times.*
- *Charges will be waived for a period of 48 hours from the start of immediate works beginning; after which time the normal lane rental rules for the location will apply.*
- *Charges will be waived for activities which are confined to a verge or footway, footpath, bridleway, or byway.*
- *Charges will be waived if works which do not reduce the number of lanes, or prescribed width, available to traffic or if normal traffic flows can be maintained”*

SSEN are pleased to see that BCPLRS includes a 48-hour waiver for immediate works, however, SSEN consider this to be an unrealistic timeline to complete urgent electrical fault works. The majority of Utilities will find it a challenge to complete immediate works within this timeframe. Can BCP detail how they decided on this timeline? What metrics were used to understand how an electrical utility carries out its immediate fault works. Has BCP Council completed a feasibility study to ensure that immediate electrical works, with fault finding, excavation, repair and reinstatement can be achieved within the 48hr waiver?

SSEN consider that current Lane Rental schemes result in Utilities being penalised financially for adhering to regulatory safety and operational timelines. Exemptions and waivers should be more realistic in timelines for emergency works or provide opportunity to carry out emergency works in accordance with regulatory guidelines.

SSEN are pleased to see that works carried out within the verge/footway in its entirety (with no carriageway incursion) will not form part of the BCPLRS.

Para 3.4 Specified days and times: SSEN would like to know why BCPLRS charges will apply on weekends and select bank holidays? The BCPLRS scheme will apply to public holidays apart from Christmas day & Boxing Day. As Easter is also a religious holiday why is that not also included in the exception?

Please provide the calculations and measurements of traffic flows which justify charging lane rental on weekends.

In the LRS Guidance for English authorities, one of the incentives to encourage promoters to minimise their exposure to lane rental charges, is to make greater use of evening or weekend working, so BCPLRS contradicts this Guidance. The inclusion of weekend charging is likely to discourage promoters to change working practices rather than encourage modification.

SSEN would also like to highlight that the assumption that works will be done outside of BCPLRS Traffic sensitive times and with shorter durations, seems a misnomer in any lane rental scheme. Working outside of normal working hours will result in a smaller window for physical activity (especially in Winter) and will involve multiple setting up and taking down of sites, which will increase durations rather than decrease it.

SSEN ask if BCPLRS has, in its selection of proposed specified Lane Rental streets and times, considered the safety and welfare of workers? Working at after 8 pm in the evening has a significant safety impact (especially in the winter months), setting non lane rental times to be only between 8pm and 6am does not offer any safer practical times for works to be done.

Para 3.5 – Environmental Considerations: SSEN can see that BCP Council has consulted with the Environmental Health Office, however do they agree with the encouragement of noisy works taking place outside of normal hours (8pm to 6am Mon to Fri) The stated comment that the Environmental considerations can be mitigated, when works are to start after 8pm in the evening, is not a realistic assumption. (especially when our fault works occur within residential areas)

“If the council considers that a Promoter has made a genuine attempt to plan work outside of Specified Times but is prevented from doing so by environmental impacts, it may consider applying a discount to lane rental charges, provided all other means of avoiding the charge have also been adequately explored.”

SSEN request that this statement be more detailed to include all the actions a Utility can take to show a “genuine attempt” to plan outside of specific timing.

How will BCP manage any crossover between neighbouring lane rental schemes? A utility will have one project of work to be completed, and it is not realistic or fair to receive multiple (and differing) invoices, from several authorities, with conflicting lane rental schemes whilst working on that project. This will cause additional unnecessary planning, administration, and resource costs.

Para 3.7 Immediate permits: *“To minimise disputes, works Promoters claiming this waiver must, when requested by BCP Council, provide documentary evidence of the nature of the emergency before the waiver will be granted. This evidence will need to be sufficient to demonstrate the works categorisation as immediate works”.*

SSEN requests further explanation is given regarding what guidelines BCP are using to base a decision on. Can it be clarified and detailed as to what evidence is required or sufficient for this to be in effect?

Para 5.3 Calculating the charge: *“For all types of immediate works, the charges will apply on and from the third calendar day of occupation – taking the works start as stated within the relevant permit application and ending on the date specified in the works stop notice.”*

This statement is in contradiction to the statement in para 3.7 Immediate Works – *“The Lane Rental charge free period shall begin from the start of the immediate works and shall apply for a period of 48 hours”.* Can this please be clarified? Does BCPLRS charges start after 48hrs of a reported start of an immediate permit? or is it on the 3rd calendar day of occupation?

“Section 74 overrun charges will apply in accordance with the Section 74 Regulations following the end of the agreed reasonable period, in addition to the BCPLRS charges”.

SSEN question the fair and realistic application of this statement, as a utility would generate 2 charges for a situation of an overrun on a BCPLRS traffic sensitive street, - a LR charge at £2500 per day and a S74 charge of £25000 per day on a Type 1 TS road. SSEN question whether this application of the LR scheme is within its principals of incentivising Utilities to clear site faster or just increasing the revenue for the HA.

Para 5.16 Remedial works: SSEN would like to see exceptions to remedial works – such as defects which are caused by 3rd party damage or incidental damage, where this is not the responsibility of the utility.

To encourage first time compliance, the charging of lane rental at full rate should only be applied to remedial works to remedy a defect identified on work completed after the introduction of the scheme. Any defects identified on works completed before the lane rental scheme is commenced should be based upon the location and timings of the works.

It is recognised within the SROH that there are occasions where reinstatements will fail even though the specification has been followed, which is the reason for the performance requirements in section 2, consequently these must be treated in the same way as the original works. By charging the highest rate possible BCP are seeking to penalise promoters for something outside of their control and will have created a revenue generating remedy for something which already has an established process and established sanctions in place.

Para 10.3 Surplus Revenue Policy: In considering your Lane Rental Governance group, SSEN has a limited number of individuals that can attend this requirement. This is not part of their contracted role and is of no direct benefit to SSEN, so it is requested that it be considered for support for this position be funded via the Lane Rental scheme, and/or included in its running costs. This should be incorporated into the scheme for all the Utility members on the Governance board. With an increasing number of governance boards being created within SSEN's area of operations, it will become increasingly challenging for SSEN to commit now to be able to fulfil this additional requirement.

BCPLRS Evaluation plan document

There are several assumptions and issues within this document that SSEN has already addressed and queried in the above response to the Draft Scheme document, please refer to this when considering the Evaluation Plan document. In addition, SSEN have the following to add:

7.4 Base Innovation and Disruption Savings Assumptions: It is assumed that:

- *Significant progress will be made in developing and applying new, less-disruptive techniques by the third year of the BCPLRS*
- *There will be increased scope to work in less disruptive ways in years three (3) to five (5) onwards, therefore, in following years Promoters and undertakers are able to reduce their exposure to lane rental charges by increasing their expenditure on, and use of, less disruptive working practices*
- *Lane rental charges will also provide an incentive for Promoters and undertakers to further invest in the development of less-disruptive techniques*
- *There will be an increased use of innovative traffic management*
- *There will be an increased use of innovative techniques.*

SSEN are concerned that BCP are endorsing a Utility to increase their operational costs when approximately half of works that SSEN carry out in Traffic Sensitive areas are Immediate Faults, therefore we will be unable to reduce our impact.

SSEN also wish BCP Council to be aware that current technology does not support trenchless digging or the replacement/repair or maintenance of underground electrical cabling without an excavation of some type. Although the innovation developments in science and technology are improving in these areas, SSEN do not consider this can be achieved within the next 3 to 5

years, so do not see how the BCPLRS Scheme will enable SSEN to reduce their exposure to Lane Rental Charges or enable SSEN to be less disruptive in its working practices.

Para 12 Evaluation Principles: SSEN would again like to highlight that the assumption within this paragraph, that works will be done outside of BCPLRS Traffic sensitive times and with shorter durations seems a misnomer in any lane rental scheme. Working outside of normal working hours will result in a smaller window for physical activity (especially in Winter) and will involve multiple setting up and taking down of sites, which will increase durations rather than decrease it.

BCPLRS Cost benefit document

SSEN cannot see in the Cost Benefit Analysis that the increased operational costs to a Utility, to change working practice or use greater resource for out of hours working has been included within the calculations/impact to a Utility.

Para 6 Behavioural change : *The following scenarios have been analysed:*

- *Baseline, current situation.*
- *Scenario 1, minimum position (works duration reduces to half of current).*
- *Scenario 2, target position (most likely outcome with all works adjusting duration and timing of works to minimise exposure to charges).*

*Scenario 1 is the minimum response likely, with no change in day of week or method of working. **The behavioural change only includes the halving of works durations to reduce LR charges.***

*The modelling assumptions applied for Scenario 2 is the more likely outcome of the BCPLRS and **includes a reduction in works duration and/or a number of works moving to periods of the day where no charges are applied or discounts are available.** Most streets on the proposed LR network are designated as Traffic Sensitive (TS) every day between 06:00 and 20:00 – 119 of the 140 streets. The remainder are TS during peak periods, 06:00 to 09:30 and either 16:00 to 18:00 or 14:30 to 18:00.*

SSEN would again like to highlight, that the assumption that works can be done outside of BCPLRS Traffic sensitive times, with shorter durations seems a misnomer in any lane rental scheme. Due to the operational challenges SSEN does not support the above scenario assumptions for out of hour works and the cost benefit of such. SSEN will only work when it is safe to do so and cannot accept any additional safety risks or being expected to continue working. SSEN are concerned about any increased in planning costs, when working out of hours. This will also result in a smaller window for physical activity (especially in Winter) for works to be completed, as identified in the document:

Para 6 Behavioural change: *“With the majority of network designated TS every day between 06:00 and 20:00, there is limited scope for works being undertaken and completed wholly outside of TS times, other than very short duration works or scheduling works in short intervals over several days. Therefore, a mix of short duration overnight, inter-peak and weekend working has been applied”*

SSEN operational practices and the manner in which we are regulated to work, does not support the multiple setting up and taking down of the majority of our sites, due to the size and location of the excavations required to complete our works, therefore “interpeak working” would not be a viable option for SSEN (and also for a number of other major Utilities (e.g. Gas/Water). SSEN enquires why the practical application of BCPLRS traffic sensitive timings, and their impact has not been outlined or included within your two costing scenarios?

SSEN question the use of “*Weekend working*” as a solution to avoid Lane rental charges, when a lot of the traffic sensitive streets have weekend Lane rental timings applied to them, so working on a weekend would not avoid charges.

Charges document

There are several assumptions and issues within this document that SSEN has already addressed and queried in the above response to the Draft Scheme document, please refer to this when considering the Evaluation Plan document.

SSEN would like to state that the charges set out and waivers available for the BCPLRS have been better presented than other schemes consulted on by SSEN. The “minimum of 25% discount “for collaboration opportunities is noted and welcome.

SSEN note that the wording used for “*examples where discounts maybe considered*” is different from the other documents in the BCPLRS pack, and request that consistency of phrasing be adopted to help prevent future misconceptions. A detailed list of exemptions and discount should be detailed consistently throughout the BCPLRS documentation for reasons of clarity.

Governance of surplus funding document: SSEN would like to reiterate that when considering your Lane Rental Governance group, SSEN has a limited number of individuals that can attend this requirement. This is not part of their contracted role and is of no direct benefit to SSEN, so it is requested that it be considered for support for this position be funded via the Lane Rental scheme, and/or included in its running costs. This should be incorporated into the scheme for all the Utility members on the Governance board. With an increasing number of governance boards being created within SSEN’s area of operations, it will become increasingly challenging for SSEN to commit now to be able to fulfil this additional requirement.

In conclusion: SSEN consider that there is minimal evidence to support that lane rental reduces the potential impact of works, it may reduce the overall number of large-scale works, as planned infrastructure projects will be cancelled or delayed as the cost becomes prohibitive if lane rental costs are applicable, however it is considered that it would not reduce the amount of immediate/urgent permits for faults on traffic sensitive streets, as this cannot be controlled.

Utilities are unable to predict the number of faults or 3rd party damages on any of our assets. This means that we do not have a choice on where works take place or often when, especially in loss of service supplies, so the possibility of these types of works being reduced is unlikely.

SSEN cannot support any additional administrative burden being placed upon our staff. The work to identify lane rental charges and any applicable exemptions is expected to be undertaken by BCP Council as part of the running of the BCP lane rental scheme.

SSEN consider that there is a requirement for the DfT and the Highways Authorities to understand how an electrical Utility carries out its operational works and the regulations and legislation SSEN must adhere to.

SSEN work to a government regulatory body that provides strict regulatory safety and operational guidelines and timelines for SSEN to carry out all our works. This seems to be contrary to some of the practices being outlined within the BCPLRS, by encouraging a Utility to either:

- a) Work outside of optimum working hours, which may impact safety and increase the risks involved - (Fatigue management).
- b) Increase pace to clear sites quicker (safety risk and may impact quality of work)
- c) Have an increase in resource costs or pay a financial penalty.
- d) Penalise a Utility for responding to fault work (as per legislation) but not giving a realistic timeline to complete it without financial penalty

It could be suggested that to avoid lane rental charges, an organisation may choose to prioritise routine maintenance or upgrade work in areas or streets where lane rental does not apply. As a result, the infrastructure in Lane rental areas may suffer, as the utility may consider waiting until

the asset fails, rather than meet the cost of maintenance, due to excessive Lane Rental Charges.

When TfL were looking to introduce lane rental, their studies acknowledged that working outside of normal hours would result in one additional death a year. It is SSENs position that any scheme which could involve additional deaths cannot and will not be considered as an acceptable risk.

There is an Increased cost to a Utility, to work to avoid or mitigate for Lane Rental charges, and the cost to change the way we work may currently outweigh the Lane Rental charge costs. Also, the Regulators have deemed Lane Rental as an allowable charge, so these charges may be passed on to customers, thus putting undue pressure on SSEN to increase its prices.

SSEN is yet to be convinced that a lane rental scheme is anything more than a revenue generation mechanism, to help provide funds to maintain and administrate a HA's network at a Utilities expense.

Openreach

Thank you for the invite to consult on BCP council proposals for a lane rental scheme. Openreach welcomes this opportunity to provide our feedback.

Openreach would like to object to the lane rental scheme as currently proposed and wish to provide the following feedback.

Openreach believes that while lane rental can be utilised to minimise impact to the most critical parts of a network at the most critical times, lane rental schemes should allow for reasonable opportunity to attend to works outside of lane rental times. Of the 135 USRNs to which lane rental charges will apply, 114 will be subject to lane rental charges from 06:00 to 22:00 every day. This represents 84% of streets where lane rental charges are applicable.

These timings are in line with the timings of the traffic sensitive designations for each street, however, Openreach has previously objected to the blanket application of this timing across a vast percentage of the network during the consultations regarding the traffic sensitive street review conducted by BCP in 2025. During the TSS review, Openreach identified that 68% of streets identified as traffic sensitive will be designated as such between 06:00-22:00 every day of the week.

The below USRNs are examples of streets upon which the TS designations were significantly increased during BCP TSS review in 2025, without any increase in applicable criteria for TS designations, and which now will be subject to lane rental charges every day from 06:00 to 22:00

Seabourne road, USRN 3753501 – Previously designated as TS weekdays and Saturday only, 09:00-19:00, expanded to 06:00-22:00 upon BCP TSS review 2025, now to be subject to lane rental charges everyday 06:00 - 22:00

Terrace road, USRN 3761351 – Previously designated as TS 07:30-09:30 and 16:00-18:00 working days and 16:00-18:00 Saturday, expanded to 06:00-22:00 upon BCP TSS review 2025, now to be subject to lane rental charges everyday 06:00 - 22:00

Herbert road, USRN 30300505 – Previously designated as TS 07:30-09:30 and 16:00-18:00 working days only, expanded to 06:00-22:00 upon BCP TSS review 2025, now to be subject to lane rental charges everyday 06:00 - 22:00

Richmond drive, USRN 30300329 – Previously designated as TS 07:00-19:00 weekdays only, expanded to 06:00-22:00 upon BCP TSS review 2025, now to be subject to lane rental charges everyday 06:00 - 22:00

Sea view road, USRN 30300663 – Previously designated as TS 07:30-09:30 and 16:00-18:00 working days only, expanded to 06:00-22:00 upon BCP TSS review 2025, now to be subject to lane rental charges everyday 06:00 - 22:00

Openreach would object to a proposal for lane rental charges to be applicable between 06:00 – 22:00 every day on 84% of the roads identified as lane rental roads within this proposal. This effectively denies any opportunity for Openreach to execute much of its essential work outside of lane rental times on 84% of the roads lane rental will apply. Openreach does not believe that BCP have provided justification for these timings on every road applicable. There was an illustrative example provided for statutory undertakers in BCPs presentation to us on 8th of December (specifically Magna road A341), however, this is one illustrative example, and itself seems to show variation on different days of the week. Openreach believes that while some streets may be suitable for lane rental charges between 06:00-22:00 on some days of the week, no justification has been provided for these charging windows needing to apply every day of the week on 84% of the applicable roads.

Environmental concerns

Openreach welcomes the recognition of environmental considerations in the proposed lane rental scheme, section 3.5. However, given the extent of the lane rental charge timings on 84% of the network as outlined above, Openreach believes further clarification and assurances are required as to how we can mitigate all environmental issues while avoiding lane rental charges. Section 3.5 indicates the potential for BCP to consider discount to charges at discretion of BCP, however, given that a high percentage of our works cannot be completed at night, or without creating noise and disturbance, it would be expected that lane rental charges could be agreed to be waived for specific agreed reasonable times should we need to work during the day to execute the works safely and to mitigate all environmental concerns.

Collaborative works – discounted by a MINIMUM of 25% for each promoter during period of collaboration (6.1)- In some instances, charges may be reduced for collaboration where the works originate from two distinctively different operational divisions of the same organisation. Openreach believe this should read in all instances, not some.

Where it is agreed that a Promoter can demonstrate to the Council that an innovative process or work methodology has reduced the detrimental impact of their work, compared to a traditional works methodology, the lane rental charge will be discounted by a minimum of 25%. (6.2) – Can BCP give some examples of what BCP consider as being an innovative process or work methodology?

Discounts up to 100% are available in some circumstances and are considered on a case-by-case basis. For example, any works that: - Deliver significant infrastructure improvements or upgrades that substantially extend the longevity of, improve or renew an asset. - Are recognised by the Council to be nationally significant infrastructure projects. or - Install infrastructure specifically to minimise detrimental impact of future works.- Could BCP confirm whether the Openreach fibre broadband rollout qualifies as a major infrastructure improvement and is eligible for applicable discounts?

Wessex Water

BCP Lane Rental: It is recognised that the investigation and adoption of Lane Rental Lane Rental schemes is becoming widespread amongst many highways authorities across England and it is not surprising BCP Council is following suit however it is appreciated the opportunity has been given to offer views for consideration prior to any further progression towards possible implementation.

It is considered and accepted that BCP's evaluation will be undertaken in accordance with the guidelines appertaining to the Lane Rental regulatory framework. It is considered BCP has proposed a number of features of the scheme with a degree of reasonableness, pragmatism and fairness; for example using temporary traffic signals which replicate existing signals or closures on adjoining streets.

It is acknowledged that the volumes of roads being considered for adoption is fewer than anticipated although it is disappointing that the traffic-sensitive timings being applied to these roads generally reduces the working window available to the works promoters.

It is recognised that Lane Rental charges would not apply for working outside of traffic-sensitive times or for a 48 hour period where immediate works are involved.

It is also recognised that charges would apply for carriageway works only but not where Some Carriageway Incursion is the determined TM involved. It is not considered appropriate however that cycle tracks are included in the chargeable carriageway measures given that cycleways do not tend to be pre-advised to statutory undertakers for advice of whether assets lie beneath these cycleways.

It should also be clarified that cycle tracks housed on footways will also have charges waived in line with any footway works.

It is believed however that the 48 hour period should extend to all works, planned as well as immediates.

Wessex Water believes reduced charges should apply for short duration works where occupancy of the impacted roads is restricted to a period equivalent to half of the working window available on those roads upon which Lane Rental charges are being applied.

Where collaborative working is being undertaken between either two works promoters whether that be Statutory Undertakers, other works promoters or highway authority road works then each promoter should be subject to a 50% reduction of the chargeable lane rental amount.

Wessex Water would prefer to ensure engagement continues with BCP over it's works such that works are allowed to proceed without undue encumbrance such as for example hours not being restricted further where school bus transport is involved.

Effectively forcing statutory undertakers to undertake works outside traffic-sensitive times increases costs significantly to those undertakers which are likely to ultimately lead to increase bill pressure on households. This should be a key consideration before implementation.

The LR scheme should allow for non-excavation works in traffic-sensitive periods be charge free where the duration of occupancy is to an agreed minimum timescale irrespective of the TM used other than lane/full road closure.

It should be mandated as part of the LR scheme that works unable to be undertaken to completion outside of traffic-sensitive periods will have LR charges waived where these commence within the usual traffic-sensitive period, which would normally be a commencement towards the back end of the traffic-sensitive designation for that road.

It is acknowledged that BCP Council's own works will experience the same charging regime as all works promoters.

Lane Rental charges should not apply for significant infrastructure schemes which are undertaken for the benefit of the wider community.

It is appreciated that the LR scheme seems to provide the inference that major infrastructure projects will receive significant discount depending upon the likely works duration.

If works require to be extended then subsequent daily lane rental charges should be waived where it can be reasonably demonstrated that there are legitimate reasons for the extension requirement.

Remedial or defect work on footways and verges should be exempt from charges under all circumstances.

Under circumstances where a works promoter is required to undertake works as a result of third party influences or damage it seems unreasonable for that promoter to suffer LR charges because they would be undertaking activities that they would not ordinarily be undertaking. Charges under these situations should be waived.

Wessex does not believe that any timescale should be applied for works already approved in advance, Provisional Advanced Authorisation, or otherwise and certainly not within the 24 months timescale advised in the proposed LR scheme.

Unattributed

Contractors will be reluctant to commit to works that would potentially overrun limiting available resources and job viability for profit.

There is a potential for avoidance of penalties and costly litigations there needs to be a clear binding framework that both Council and Contractors sign up too, I don't see that happening.

Equality Impact Assessment: Conversation Screening Tool

<p>What is being reviewed?</p>	<p>The council is considering introducing a Lane Rental Scheme (LRS), which would enable the it to charge works promoters up to £2,500 per day for works on the busiest roads at the busiest times. Where other highway authorities have done this, the evidence suggests that the number and duration of road roads on busy roads and busy times reduces such that traffic congestion is eased and that despite the extra costs of doing works, there is an overall financial benefit to the areas due to the reduced costs of congestion with a Benefit Cost Ratio (BCR) estimated at 8.9.</p> <p>The costs are paid for mainly by utility companies (Statutory Undertakers) but also apply to the councils own highway maintenance and improvement works and any developer led work, i.e. works promoters. The income covers the operating costs and is then legally ringfenced, 50% to highway maintenance and 50% for innovations that are judged by the governance board to reduce traffic impact of future schemes.</p> <p>The LRS is being considered because of the benefits listed in the next section.</p>
<p>What changes are being made?</p>	<p>The introduction of a Lane Rental Scheme would help to encourage:</p> <ul style="list-style-type: none"> a) Behaviour change of works promoters to minimise the duration of road works occupation of the highway at the busiest locations at the traffic-sensitive times b) Right first-time reinstatements c) Minimise the number of works taking place during traffic-sensitive times d) Contribute to reducing disruption to all road users e) Encourage a proactive approach to planning and undertaking of works on the highway f) Encourage innovations that will reduce the duration and need for roadworks g) Encourage collaborative working amongst activity promoters h) Ensure parity of treatment for all activity promoters i) Reduce any unreasonable occupation of the Highway through efficient coordination and minimise the impact of works on the travelling public.
<p>Service Unit:</p>	<p>Planning and Transport</p>
<p>Participants in the conversation</p>	<p>Richard Pearson (Transport Network Manager) Richard Barnes (Senior Transport Planner)</p>

:	
Conversation date/s:	12/01/2026 and 13/01/2026
Do you know your current or potential client base? Who are the key stakeholders ?	<p>Current Users:</p> <p>The users of the public highway include all motor transport types, principally including HGV traffic, local delivery traffic, other commercial and business traffic, public transport vehicles, taxis and private hire vehicles, private motor vehicles, motorcyclists, cyclists and pedestrians.</p> <p>Almost every member of society uses the public highway and is at least partly dependent on it. This includes all age groups, genders, and every other protected characteristic.</p> <p>As well as all those travelling on the highway, the contractors, utility companies and anyone else undertaking the works are a stakeholder as they will be affected in terms of timescales and financially by the changes.</p>
Do different groups have different needs or experiences?	<p>A comprehensive BCP Council Local Travel Survey, undertaken between October 2018 and January 2019, has been used to provide data to support this EIA.</p> <p>The Local Travel Survey included a comprehensive Equality Report and a summary is provided as an appendix (see Appendix A). The survey is mentioned throughout this EIA where findings are relevant.</p> <p>As the proposal is an extension of the existing scheme, many of the potential needs and experiences of different groups will be the same.</p> <p>Age</p> <p>The BCP Travel Survey data shows that some 24% of all respondents travel by public transport and this rises to 40% in ages 65 and above. Similarly, some 34% of people in the age range 16 to 24 use public transport. Reducing congestion for all road users is likely to promote shorter and more reliable bus journey times and thus benefit these age group more.</p> <p>The BCP Travel Survey data shows that residents from middle age groups are more likely to drive, and the expansion of the current scheme could have a direct benefit in terms of providing safe and sustainable alternative transport options (modal shift), and indirect benefits of reduced local congestion, which could benefit those who drive.</p> <p>National data shows that car ownership amongst younger age groups is declining and, therefore, the provision of shorter and more reliable</p>

bus journeys is likely to provide an alternative and potential help promote those services.

Additionally, older people may be less able to drive and may make greater use of taxis or private hire vehicles, and short journey times may help make this option more affordable and accessible.

Disability

Some people with limited mobility due a disability be less likely to use public transport but more likely to use motorised vehicle journeys, either with their own vehicles or via carers or taxis/private hire. Shorter journey times are likely to assist these groups.

Research has indicated that some disabled people can be impacted more through uncertainties and dis-orientation to their usual journey patterns and longer journey times by roadworks with diversions - compared to the rest of the population. The LRS can thus be seen as a positive here as it's likely to reduce the extent of roadworks and congestion and related uncertainty.

Race

Data from the BCP Travel Survey shows that Ethnicity is a factor in car use, with people from all other ethnicities far less likely to have access to a car than 'White British' people. More reliable sustainable transport, including public transport, is likely to improve access to employment, education, leisure, and social opportunities for most ethnic groups.

Religion or Belief

There is evidence that different ethnic groups have a higher or lower propensity to use motor vehicles and therefore making public service vehicles and taxis and private hire vehicles more reliable may assist those groups.

Gender:

Data from the BCP Travel Survey shows that women may drive slightly less and be a passenger in a private motor vehicle more than males. Both groups will benefit from reduced congestion.

Sexual Orientation

Data from the BCP Travel Survey, highlighted that people who identify as one of 'All other sexual orientations' are more likely to use public transport (34%) and therefore shorter and more reliable journey times may assist this group more.

Deprivation

People living in the most deprived areas are significantly less likely to

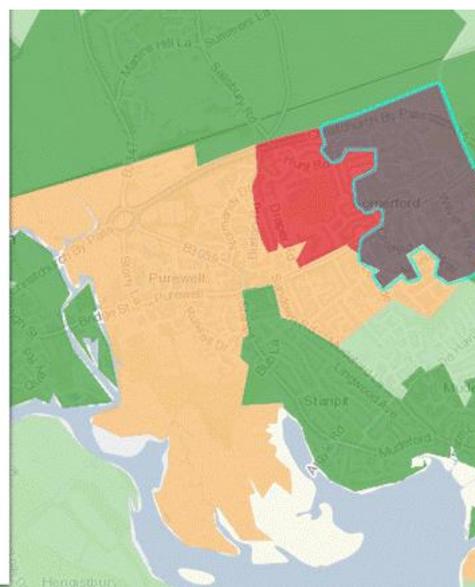
drive than less-deprived areas and are more likely to suffer the effects of car use – for example through air pollution, noise pollution and road danger. Therefore, a reduction in congestion and related improvements to public services may assist these individuals more.

Transport Related Social Exclusion (TRSE) means being unable to access opportunities, key services, and community life as much as needed, and facing major obstacles in everyday life through the wider impacts of having to travel. These wider impacts include the cost and time entailed in using the transport system, and the impacts of stress and anxiety linked with using the transport system. Together, these impacts contribute to a vicious cycle of poverty, isolation, and poor access to basic services. TRSE is caused by the combination of fragmentation, unreliability, and high costs in the public transport system; poor conditions for walking, cycling, and wheeling in car-dominated environments; and the high levels of car dependency that result from this. This leads to poor access to key destinations for those primarily dependent on public transport and active travel, alongside forced car ownership, in which households feel compelled to have access to a car, despite the costs of car access causing them significant hardship.

There are pockets of the BCP area which appear as higher risk in terms of TRSE. For example, Somerford in Christchurch is classified as high risk, with particular issues around access to employment and transport access. Improvements to bus journey times and reliability may assist these areas more.

TRSE risk data

Local authority	Christchurch
LSOA	E01020347
Population	1,787
TRSE Risk Category	One to Five. One is lowest risk, five is highest risk
Overall	5
Employment	5
Education	2
Health	4
Key services	2
Transport access	5
Accessibility decile	One to ten. One means the LSOA is in the 10% worst in England
Overall	3
Employment	2
Education	6
Health	4
Key services	7



What are the benefits or positive impacts of

As identified above, **BCP residents and visitors** will benefit from reduced congestion.

The very positive Cost Benefit Ratio is difficult to apportion to

<p>the change on current or potential users?</p>	<p>individuals and groups in an empirical way. The impacts mentioned in earlier sections, such as reduced journey times to bus operators does have a financial benefit to those organisations that is likely to reflect in more or improved services.</p> <p>The wider economic benefits will filter down to society in many ways but ultimately result in financial savings to individuals and businesses that will be positive for the area.</p>
<p>What are the negative impacts of the change on current or potential users?</p>	<p>Reducing congestion is unlikely to bring negative benefits to any road user group.</p> <p>The LRS will add costs and constraints to those carrying out road works on the limited number of sections of roads defined as being within the scope of the scheme.</p>
<p>Will the change affect employees?</p>	<p>BCP Council employees are also road users and will be impacted positively in the same way as the rest of the population.</p>
<p>Will the change affect the wider community?</p>	<p>Reduction in congestion and associated improvements to air quality along with indirect economic benefits are only likely to bring positive benefits to the wider community.</p>
<p>What mitigating actions are planned or already in place for those negatively affected by this change?</p>	<p>The only disbenefit is that the LRS will add costs and constraints to those carrying out road works on the limited number of sections of roads defined as being within the scope of the scheme. However, the BCR of 8.9 shows that the LRS will bring over economic benefits to society and surplus income from the LRS is expected to more that offset the added council works costs and the remaining 50% will be available to all utility companies and BCP itself to apply for if they can submit costed proposals for qualifying road works innovations/improvements.</p>
<p>Summary of Equality Implications:</p>	<p>Drawing on data from national travel surveys and the BCP Local Travel Plan the introduction of a Lane Rental Scheme will only bring benefits to our communities.</p> <p>The reduction in congestion will improve journey time reliability, reduce emissions and improve the economy and these benefits will translate into benefits for all road users in different ways with some of the more notable benefits to the elderly, the young, the disabled and other groups being described in more detail in this EIA Equality Impact Assessment Screening Tool.</p> <p>Increasing sustainable transport options, including travel by public transport allows people that do not have access to a car to better access services, education, healthcare and leisure with associated benefits for mental health and wellbeing.</p>

	Overall, the scheme will only result in people being positively impacted.
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Form Version 1.2

Appendix A –

Equality Information for Transport.

Information sources for transport relevant to completion of Equality Impact Assessments is detailed below.

BCP Travel Survey – 2019.

As there was a lack of local travel information, an on-line travel survey was undertaken between October 2018 and January 2019. Evidence was obtained based on

- Who is travelling
- Where they are going
- What routes and modes are being used
- Why they are travelling and using the modes used
- How changes could influence future travel choice.

The survey was carried out over a 12-week period and 3621 responses were obtained. Responses were aligned with the population split of Bournemouth, Christchurch and Poole. The survey analysis included a comprehensive equality report and included consideration of levels of deprivation.

When asked which modes of transport have been used in the last 12 months to travel locally – and then which modes are used 5 or more days a week

	Last 12 months	5 or more days a week
By foot (walk or run longer than 5 minutes)	86%	45%
Car – as driver	83%	56%
Car – as passenger	73%	7%
Bus	60%	8%
Train	49%	1%
Taxi	48%	<1%
Pedal bike	33%	6%
Motorcycle/moped	4%	<1%
E bike	2%	<1%
Mobility Scooter	1%	<1%

The demographic/equality breakdown of residents who drive a car or van at least weekly and as a passenger.

	As a driver	As a passenger
All respondents	80%	46%
Location		
Christchurch	83%	55%
Poole	81%	47%
Bournemouth	76%	45%
Gender		
Male	83%	37%
Female	78%	54%
Age		
16-24	52%	58%
25-34	78%	55%
35-44	85%	50%
45-54	87%	42%
55-64	87%	40%
65 and above	83%	37%
Disability		
No Disability	81%	46%
Disability	75%	41%
Ethnicity		
White British	80%	46%
BME	76%	41%
White other	60%	46%
Sexual Orientation		
Heterosexual	82%	46%
All other Sexual Orientations	56%	46%
Religion		
Christian	83%	45%
No religion	77%	48%
All other religions	70%	33%
Index of multiple deprivation		
Top 10% - least deprived, most prosperous	90%	
Lowest 10% - most deprived, least prosperous	61%	

In their analysis of the survey the BCP Council insight team identified –

For residents driving a car or van	
Location	Bournemouth residents are significantly less likely to drive a car or van at least weekly compared to those living in Christchurch or Poole.
Gender	Men are significantly more likely than women to drive a car or van at least weekly.
Age	Apart from those aged 65 and over, weekly use of cars or vans increases with age.

Disability	Respondents with a disability are significantly less likely to drive a car or van at least weekly, compared to those without a disability.
Ethnicity	Those from other white backgrounds are significantly less likely to drive at least weekly compared to white British and BME respondents.
Sexual Orientation	Differences occurring between sexual orientation and religion, are likely to be linked to age, (there are higher proportions of heterosexual respondents amongst younger age groups and higher proportions of Christian respondents amongst older age groups)
Religion	See sexual orientation

For car/van passengers	
Location	Respondents living in Christchurch are significantly more likely to be passengers in a car or van at least weekly compared to those living elsewhere.
Gender	Women are significantly more likely than men to be a passenger at least weekly.
Age	The proportion of respondents who are passengers at least weekly decreases with age.
Disability	Respondents with a disability are significantly less likely to be a passenger at least weekly compared to those without a disability.

The demographic/equality breakdown of residents who travel by bus, by pedal cycle or on foot, at least weekly.

	By Bus	By pedal cycle	On foot
All respondents	24%	15%	74%
Location			
Christchurch	18%	17%	72%
Poole	26%	16%	77%
Bournemouth	27%	16%	77%
Gender			
Male	24%	21%	75%
Female	23%	10%	74%
Age			
16-24	34%	14%	78%
25-34	20%	14%	71%
35-44	13%	20%	75%
45-54	12%	22%	74%
55-64	14%	15%	73%
65 and above	40%	11%	75%
Disability			
No Disability	22%	17%	76%
Disability	33%	6%	67%
Ethnicity			
White British	23%	15%	74%

BME	28%	17%	72%
White other	37%	21%	78%
Sexual Orientation			
Heterosexual	22%	15%	85%
All other Sexual Orientations	38%	15%	73%
Religion			
Christian	24%	12%	73%
No religion	23%	18%	75%
All other religions	33%	21%	74%
Index of multiple deprivation			
Top 10% - least deprived, most prosperous	16%		
Lowest 10% - most deprived, least prosperous	43%		

The insight team analysis showed –

For travel by bus	
Location	Respondents living in Bournemouth and Poole are significantly more likely to travel by bus at least weekly than Christchurch residents.
Age	Respondents at both ends of the age categories (those aged 16-24 and those aged 65 and over) are significantly more likely to travel at least weekly by bus, compared to other age groups.
Disability	Respondents with a disability are significantly more likely to travel by bus at least weekly compared to those without a disability.
Ethnicity	Those from white other backgrounds are significantly more likely to travel by bus at least weekly compared to white British respondents.
Socio-Economic Status	Significance testing shows a correlation between social deprivation and frequency of travel by bus, with respondents living in the most deprived areas more likely to frequently travel by bus compared to those in less deprived areas. (43% regularly travel by bus in the areas that are in the most deprived – top 10%(decile); compared to 16% regularly travelling by bus in the 10% (decile) living in the least deprived areas.

For travel by pedal cycle	
Gender	Men are more than twice as likely to cycle at least weekly compared to women.
Age	Respondents aged 35 to 54 are significantly more likely to cycle at least weekly compared to all other age groups.
Disability	Respondents without a disability are almost three times as likely to cycle at least weekly, compared to those with a disability.
Ethnicity	Those from other white backgrounds are significantly more likely to cycle at least weekly compared to white British respondents.

For Travel on foot	
Location	Respondents living in Bournemouth and Poole are significantly more

	likely to travel on foot at least weekly compared to those living elsewhere.
Age	Respondents aged 16 to 24 are significantly more likely than those aged 25 to 34 to travel on foot at least weekly.
Disability	Respondents with a disability are significantly less likely to travel on foot at least weekly compared to those without a disability.

Encouraging Sustainable Transport.

When residents were asked how important or unimportant certain factors were in deciding their choice of transport-

Convenience, distance, time taken, reliability, availability, Weather, route, cost, personal safety, physical ability, health benefits environmental benefits and relaxation

Encouraging Sustainable Transport	
Gender	there were some factors that showed a particularly wide difference between women and men - personal safety (+19%), physical ability (+10%), environmental benefits (+10%) and cost (+10%).
Age	Those aged 16-24 were significantly less likely to rate route and health benefits as important than all other age groups; the latter factor increases in importance as age increases. Those aged 65+ were significantly more likely to rate physical ability as an important factor and were significantly less likely to rate time taken, personal safety and cost as important; the latter factor reduces in importance as age increases.
Disability	Respondents with a disability were significantly more likely to rate physical ability, personal safety and availability as important than those without a disability and were less likely to consider the time taken to be important.
Socio Economic Status	When comparing results to the Index of Multiple Deprivation (IMD), the only factor that showed a significant correlation to deprivation was cost, with 88% of those living in the most 36 deprived areas saying that cost is an important factor compared to only 59% of those in the least deprived areas.

Factors Preventing Use of Public Transport	
Gender	Cost was more of a barrier for women (52%) than men (45%) and women were almost twice as likely to be concerned about personal safety (17%) than men (9%). Men were more concerned about the total time taken (60%) than women (55%).
Age	Older respondents (aged 65+) were more likely to be put off using public transport by the weather and physical ability than other age

	groups and were less likely to be put off by too many changes, cost, confusing fares and length of journey.
Disability	Respondents with a disability were more likely to consider physical ability, personal safety, weather and distance to bus stop / train station to be barriers to using public transport and were less likely to consider too many changes, cost, length of journey and time taken to be barriers.
Factors Preventing Cycling.	
Gender	Women were more likely than men to be put off by personal safety (46%), busy roads (52%), not owning a bike (43%) and having nowhere to store a bike at home (10%).
Age	Respondents aged 65+ were less likely than all other age groups to be put off by the weather (33%), length of journey (15%) and total time taken (11%) and were more likely to be put off by age or physical ability (31%). Respondents aged under 35 were more likely than other age groups to be put off by personal safety concerns (49%).

Factors Preventing travel on foot	
Gender	Women were more likely to be put off walking by the length of the journey (67%) than men (63%) and are almost twice as likely to be put off by concerns for personal safety (28% of women compared to 15% of men).
Age	Respondents aged 16-24 are more likely than other age groups to be put off by the weather (76%), lack of pedestrian crossings (11%), long waiting times at pedestrian crossings (10%) and the length of the journey (76%). Those aged 65+ are less likely than other age groups to be put off by the length of the journey (51%) and the total time taken (32%) and are more likely to be put off by health factors (41%).
Disability	Health factors / physical ability are a deterring factor for 70% of respondents with a disability, who are also more likely to be put off by concerns for personal safety (26%) than those with no disability. Those with a disability are less likely to be put off by the length of the journey (48%), total time taken (31%) and the weather (48%).

Vehicle Ownership	
Socio Economic Status	Significance testing shows a correlation between car ownership and deprivation with respondents living in deprived areas being significantly less likely to own a car compared to those in less deprived areas (75% of those in the lowest decile compared to 96% of those in the highest decile).

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COUNCIL



Report subject	Calendar of Meetings for 2026/27 and 2027/28
Meeting date	24 March 2026
Status	Public Report
Executive summary	The Council is asked to consider and approve the schedule of meetings for the 2026/27 and 2027/28 municipal years.
Recommendations	<p>It is RECOMMENDED that Council:</p> <p>(a) reaffirms the schedule of meetings for the 2026/27 municipal year as previously agreed on the 6 May 2025 as attached at Appendix 1, picking up any in-year amendments; and</p> <p>(b) approves the schedule of meetings for the 2027/28 municipal year as attached at Appendix 2</p>
Reason for recommendations	To reaffirm the schedule of meetings for 2026/27 as previously agreed on the 6 May 2025 and to set the schedule of meetings for 2027/28.
Corporate Director	Chief Executive
Report Authors	Sarah Culwick, Deputy Head of Democratic Services
Wards	Council-wide
Classification	For Decision

Background

1. In accordance with the Constitution the calendar of meetings is approved by the Council each year. Attached at Appendix 2 is the proposed schedule of meetings for 2027/28.
2. Attached at Appendix 1 is the schedule of meetings for 2026/27, whilst already approved by Council in May 2025, the schedule attached acts as a reminder of future meeting dates and picks up any required tweaks which have arisen.
3. Once approved the meetings will be added to modern gov and pushed out to Members and Officers diaries.

Summary of financial implications

4. There are no financial implications associated with this report.

Summary of legal implications

5. The Council is required to ensure compliance with the Constitution in setting the calendar of meetings.

Summary of human resources implications

6. There are no human resources implications associated with this report.

Summary of sustainability impact

7. There are no sustainability implications associated with this report.

Summary of public health implications

8. There are no public health implications associated with this report.

Summary of equality implications

9. The schedule of meetings aims to provide accessibility for both Councillors, Officers and the public to the decision-making process.

Summary of risk assessment

10. There are no risk implications associated with this report.

Background papers

None

Appendices

Appendix 1 – Schedule of meetings for the 2026/27 Municipal Year

Appendix 2 – Schedule of meetings for the 2027/28 Municipal Year

Schedule of Meetings – 2026/27

Day	Date	Time	Meeting
MAY	2026		
Monday	4 May 2026		Early May Bank Holiday
Monday	11 May 2026	1:00 PM	Eastern Planning Committee (Additional meeting)
Tuesday	12 May 2026	7:00 PM	Annual Council
Wednesday	13 May 2026	10:15 AM	Licensing Sub-Committee
Wednesday	13 May 2026	2:30 PM	Transportation Advisory Group
Thursday	14 May 2026	10:00 AM	Western Planning Committee
Monday	18 May 2026	6:00 PM	Overview and Scrutiny Board
Tuesday	19 May 2026	10:00 AM	Appeals Committee
Tuesday	19 May 2026	6:00 PM	Health and Adult Social Care Overview and Scrutiny Committee (1)
Wednesday	20 May 2026	10:15 AM	Licensing Committee
Wednesday	20 May 2026	6:00 PM	Environment and Place Overview and Scrutiny Committee (1)
Thursday	21 May 2026	10:00 AM	Licensing Sub-Committee
Monday	25 May 2026		Spring Bank Holiday
Wednesday	27 May 2026	10:15 AM	Cabinet
Wednesday	27 May 2026	5:00 PM	Members Training, Workshops and Briefings
Thursday	28 May 2026	10:00 AM	Eastern Planning Committee
Thursday	28 May 2026	6:00 PM	Audit and Governance Committee (Additional Non- Core Meeting)
JUNE	2026		
Monday	1 June 2026	2:00 PM	Russell Cotes Art Gallery and Museum Management Committee
Tuesday	2 June 2026	7:00 PM	Council
Wednesday	3 June 2026	10:15 AM	Licensing Sub-Committee
Thursday	11 June 2026	10:00 AM	Western Planning Committee
Monday	15 June 2026	6:00PM	Overview and Scrutiny Board
Tuesday	16 June 2026	10:00 AM	Appeals Committee
Tuesday	16 June 2026	6:00 PM	Children's Services Overview and Scrutiny Committee (1)
Monday	22 June 2026	10:00 AM	Schools Forum
Monday	22 June 2026	5:00 PM	Corporate Parenting Board
Tuesday	23 June 2026	10:00 AM	Licensing Sub-Committee
Tuesday	23 June 2026	5:00 PM	Members Training, Workshops and Briefings
Wednesday	24 June 2026	10:15 AM	Cabinet
Wednesday	24 June 2026	4:00 PM	Standing Advisory Committee on Religious Education
Thursday	25 June 2026	10:00 AM	Eastern Planning Committee
Monday	29 June 2026	2.00PM	Health and Wellbeing Board
JULY	2026		
Wednesday	1 July 2026	10:15 AM	Appeals Committee
Tuesday	7 July 2026	6:00 PM	Standards Committee
Wednesday	8 July 2026	10:15 AM	Licensing Sub-Committee
Thursday	9 July 2026	10:00 AM	Western Planning Committee
Monday	13 July 2026	6:00 PM	Overview and Scrutiny Board

Appendix 1

Day	Date	Time	Meeting
Wednesday	15 July 2026	10:15 AM	Appeals Committee
Wednesday	15 July 2026	2:30 PM	Transportation Advisory Group
Wednesday	15 July 2026	6:00 PM	Environment and Place Overview and Scrutiny Committee (2)
Monday	20 July 2026	6:00 PM	Health and Adult Social Care Overview and Scrutiny Committee (2)
Tuesday	21 July 2026	10:00 AM	Licensing Sub-Committee
Tuesday	21 July 2026	5:00 PM	Members Training, Workshops and Briefings
Wednesday	22 July 2026	10:15 AM	Cabinet
Thursday	23 July 2026	10:00 AM	Eastern Planning Committee
Tuesday	28 July 2026	10:00 AM	Appeals Committee
Tuesday	28 July 2026	7:00 PM	Council
Thursday	30 July 2026	6:00 PM	Audit and Governance Committee
AUGUST	2026		
Wednesday	5 August 2026	10:15 AM	Licensing Sub-Committee
Thursday	6 August 2026	10:00 AM	Western Planning Committee
Tuesday	11 August 2026	10:00 AM	Appeals Committee
Wednesday	12 August 2026	10:15 AM	Licensing Sub-Committee
Tuesday	18 August 2026	10:00 AM	Appeals Committee
Wednesday	19 August 2026	2:30 PM	Transportation Advisory Group
Thursday	20 August 2026	10:00 AM	Eastern Planning Committee
Monday	24 August 2026	6:00 PM	Overview and Scrutiny Board
Wednesday	26 August 2026	10:15 AM	Licensing Sub-Committee
Monday	31 August 2026		Summer Bank Holiday
SEPTEMBER	2026		
Tuesday	1 September 2026	10:00 AM	Appeals Committee
Tuesday	1 September 2026	5:00 PM	Members Training, Workshops and Briefings
Wednesday	2 September 2026	10:15 AM	Cabinet
Thursday	3 September 2026	6:00 PM	Audit and Governance Committee (Additional Non- Core Meeting)
Wednesday	9 September 2026	10:15 AM	Licensing Sub-Committee
Wednesday	9 September 2026	6:00 PM	Environment and Place Overview and Scrutiny Committee (3)
Thursday	10 September 2026	10:00 AM	Western Planning Committee
Monday	14 September 2026	6:00 PM	Children's Services Overview and Scrutiny Committee (2)
Wednesday	16 September 2026	10:15 AM	Appeals Committee
Wednesday	16 September 2026	2:30 PM	Transportation Advisory Group
Thursday	17 September 2026	10:00 AM	Licensing Committee
Monday	21 September 2026	6:00 PM	Overview and Scrutiny Board
Tuesday	22 September 2026	6:00 PM	Health and Adult Social Care Overview and Scrutiny Committee (3)
Wednesday	23 September 2026	10:15 AM	Licensing Sub-Committee
Thursday	24 September 2026	10:00 AM	Eastern Planning Committee
Monday	28 September 2026	5:00 PM	Corporate Parenting Board
Tuesday	29 September 2026	10:00 AM	Appeals Committee
Wednesday	30 September 2026	10:15 AM	Cabinet

Appendix 1

Day	Date	Time	Meeting
OCTOBER	2026		
Thursday	1 October 2026	10:00 AM	Licensing Sub-Committee
Tuesday	6 October 2026	6:00 PM	Standards Committee
Thursday	8 October 2026	10:00 AM	Western Planning Committee
Monday	12 October 2026	2.00PM	Health and Wellbeing Board
Tuesday	13 October 2026	10:00 AM	Appeals Committee
Tuesday	13 October 226	2:30 PM	Transportation Advisory Group
Tuesday	13 October 2026	7:00 PM	Council
Wednesday	14 October 2026	10:15 AM	Licensing Sub-Committee
Thursday	15 October 2026	6:00 PM	Audit and Governance Committee
Monday	19 October 2026	6:00 PM	Overview and Scrutiny Board
Tuesday	20 October 2026	5:00 PM	Members Training, Workshops and Briefings
Thursday	22 October 2026	10:00 AM	Eastern Planning Committee
Monday	26 October 2026	2:00 PM	Russell Cotes Art Gallery and Museum Management Committee
Tuesday	27 October 2026	10:00 AM	Appeals Committee
Wednesday	28 October 2026	10:15 AM	Cabinet
Thursday	29 October 2026	10:00 AM	Licensing Sub-Committee
NOVEMBER	2026		
Thursday	5 November 2026	10:00 AM	Western Planning Committee
Tuesday	10 November 2026	10:00 AM	Appeals Committee
Tuesday	10 November 2026	2:30 PM	Transportation Advisory Group
Wednesday	11 November 2026	10:15 AM	Licensing Sub-Committee
Wednesday	11 November 2026	4:00 PM	Standing Advisory Committee on Religious Education
Monday	16 November 2026	6:00 PM	Overview and Scrutiny Board
Tuesday	17 November 2026	5:00 PM	Members Training, Workshops and Briefings
Wednesday	18 November 2026	6:00 PM	Environment and Place Overview and Scrutiny Committee (4)
Thursday	19 November 2026	10:00 AM	Eastern Planning Committee
Tuesday	24 November 2026	10:00 AM	Licensing Sub-Committee
Tuesday	24 November 2026	6:00 PM	Children's Services Overview and Scrutiny Committee (3)
Wednesday	25 November 2026	10:15 AM	Cabinet
Thursday	26 November 2026	10:00 AM	Appeals Committee
Thursday	26 November 2026	6:00 PM	Audit and Governance Committee (Additional Non- Core Meeting)
Monday	30 November 2026	6:00 PM	Health and Adult Social Care Overview and Scrutiny Committee (4)
DECEMBER	2026		
Wednesday	2 December 2026	2:30 PM	Transportation Advisory Group
Thursday	3 December 2026	10:00 AM	Western Planning Committee
Monday	7 December 2026	6:00 PM	Overview and Scrutiny Board
Tuesday	8 December 2026	10:00 AM	Appeals Committee
Tuesday	8 December 2026	7:00 PM	Council
Wednesday	9 December 2026	10:15 AM	Licensing Sub-Committee
Thursday	10 December 2026	10:00 AM	Licensing Committee

Appendix 1

Day	Date	Time	Meeting
Monday	14 December 2026	5:00 PM	Corporate Parenting Board
Tuesday	15 December 2026	5:00 PM	Members Training, Workshops and Briefings
Wednesday	16 December 2026	10:15 AM	Cabinet
Thursday	17 December 2026	10:00 AM	Eastern Planning Committee
Friday	25 December 2026		Christmas Day
Monday	28 December 2026		Boxing Day (substitute day)
JANUARY	2027		
Friday	1 January 2027		New Years Day
Monday	4 January 2027	6:00 PM	Overview and Scrutiny Board
Tuesday	5 January 2027	10:00 AM	Appeals Committee
Tuesday	5 January 2027	2:30 PM	Transportation Advisory Group
Wednesday	6 January 2027	10:15 AM	Licensing Sub-Committee
Monday	11 January 2027	2.00PM	Health and Wellbeing Board
Tuesday	12 January 2027	5:00 PM	Members Training, Workshops and Briefings
Wednesday	13 January 2027	10:15 AM	Cabinet
Thursday	14 January 2027	10:00 AM	Western Planning Committee
Thursday	14 January 2027	6:00 PM	Audit and Governance Committee
Monday	18 January 2027	2:00 PM	Russell Cotes Art Gallery and Museum Management Committee
Tuesday	19 January 2027	10:00 AM	Appeals Committee
Tuesday	19 January 2027	6:00 PM	Standards Committee
Wednesday	20 January 2027	10:15 AM	Licensing Sub-Committee
Wednesday	20 January 2027	2:30 PM	Transportation Advisory Group
Thursday	21 January 2027	10:00 AM	Eastern Planning Committee
Monday	25 January 2027	10:00 AM	Lower Central Gardens Trust Board
Tuesday	26 January 2027	6:00 PM	Children's Services Overview and Scrutiny Committee (4)
FEBRUARY	2027		
Monday	1 February 2027	6:00PM	Overview and Scrutiny Board
Tuesday	2 February 2027	10:00 AM	Licensing Sub-Committee
Wednesday	3 February 2027	10:15 AM	Cabinet
Thursday	4 February 2027	10:00 AM	Western Planning Committee
Tuesday	9 February 2027	10:00 AM	Appeals Committee
Tuesday	9 February 2027	7.00 PM	Council (Budget Meeting)
Tuesday	16 February 2027	2:30 PM	Transportation Advisory Group
Tuesday	16 February 2027	5:00 PM	Members Training, Workshops and Briefings
Wednesday	17 February 2027	10:15 AM	Licensing Sub-Committee
Thursday	18 February 2027	10:00 AM	Eastern Planning Committee
Monday	22 February 2027	6:00 PM	Overview and Scrutiny Board
Tuesday	23 February 2027	7:00 PM	Council
Wednesday	24 February 2027	10:15 AM	Appeals Committee
Wednesday	24 February 2027	6:00 PM	Environment and Place Overview and Scrutiny Committee (5)
Thursday	25 February 2027	6:00 PM	Audit and Governance Committee (Additional Non- Core Meeting)

Appendix 1

MARCH	2027		
Monday	1 March 2027	6:00 PM	Health and Adult Social Care Overview and Scrutiny Committee (5)
Tuesday	2 March 2027	10:00 AM	Licensing Sub- Committee
Wednesday	3 March 2027	10:15 AM	Cabinet
Thursday	4 March 2027	10:00 AM	Western Planning Committee
Tuesday	9 March 2027	10:00 AM	Appeals Committee
Tuesday	9 March 2027	6:00PM	Children's Services Overview and Scrutiny Committee (5)
Wednesday	10 March 2027	4:00 PM	Standing Advisory Committee on Religious Education
Thursday	11 March 2027	10:00 AM	Licensing Committee
Monday	15 March 2027	5:00 PM	Corporate Parenting Board
Tuesday	16 March 2027	6:00 PM	Standards Committee
Wednesday	17 March 2027	10:15 AM	Licensing Sub-Committee
Thursday	18 March 2027	10:00 AM	Eastern Planning Committee
Monday	22 March 2027	6:00 PM	Overview and Scrutiny Board
Tuesday	23 March 2027	7:00 PM	Council
Thursday	25 March 2027	10:00 AM	Appeals Committee
Thursday	25 March 2027	6:00 PM	Audit and Governance Committee
Friday	26 March 2027		Good Friday
Monday	29 March 2027		Easter Monday
Tuesday	30 March 2027	10:00 AM	Licensing Sub-Committee
APRIL	2027		
Thursday	1 April 2027	10:00 AM	Western Planning Committee
Monday	5 April 2027	2.00PM	Health and Wellbeing Board
Tuesday	6 April 2027	10:00 AM	Appeals Committee
Wednesday	14 April 2027	10:15 AM	Licensing Sub-Committee
Thursday	15 April 2027	10:00 AM	Eastern Planning Committee
Tuesday	20 April 2027	10:00 AM	Appeals Committee
Thursday	22 April 2027	10:00 AM	Western Planning Committee
Wednesday	28 April 2027	10:15 AM	Licensing Sub-Committee
MAY	2027		
Monday	3 May 2027		Early May Bank Holiday
Thursday	6 May 2027		BCP Elections
Tuesday	25 May 2027	7:00 PM	Annual Council
Wednesday	26 May 2027	10:00 AM	Licensing Committee
Monday	31 May 2027		SPRING BANK HOLIDAY

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Schedule of Meetings – 2027/28

Day	Date	Time	Meeting
MAY	2027		
Monday	3 May 2027		Early May Bank Holiday
Thursday	6 May 2027		ELECTION DAY
Tuesday	25 May 2027	7:00 PM	Annual Council
Wednesday	26 May 2027	10:00 AM	Licensing Committee
Monday	31 May 2027		Spring Bank Holiday
JUNE	2027		
Wednesday	2 June 2027	10:15 AM	Licensing Sub-Committee
Monday	7 June 2027	2:00 PM	Russell Cotes Art Gallery and Museum Management Committee
Monday	7 June 2027	6:00 PM	Health and Adult Social Care Overview and Scrutiny Committee (1)
Thursday	10 June 2027	10:00 AM	Western Planning Committee
Monday	14 June 2027	6:00PM	Overview and Scrutiny Board
Tuesday	15 June 2027	10:00 AM	Appeals Committee
Tuesday	15 June 2027	6:00 PM	Children's Services Overview and Scrutiny Committee (1)
Monday	21 June 2027	5:00 PM	Corporate Parenting Board
Tuesday	22 June 2027	10:00 AM	Licensing Sub-Committee
Tuesday	22 June 2027	5:00 PM	Members Training, Workshops and Briefings
Wednesday	23 June 2027	10:15 AM	Cabinet
Wednesday	23 June 2027	4:00 PM	Standing Advisory Committee on Religious Education
Thursday	24 June 2027	10:00 AM	Eastern Planning Committee
Monday	28 June 2027	2.00PM	Health and Wellbeing Board
Wednesday	30 June 2027	10:15 AM	Appeals Committee
JULY	2027		
Tuesday	6 July 2027	6:00 PM	Standards Committee
Wednesday	7 July 2027	10:15 AM	Licensing Sub-Committee
Wednesday	7 July 2027	6:00 PM	Environment and Place Overview and Scrutiny Committee (1)
Thursday	8 July 2027	10:00 AM	Western Planning Committee
Monday	12 July 2027	6:00 PM	Overview and Scrutiny Board
Wednesday	14 July 2027	10:15 AM	Appeals Committee
Wednesday	14 July 2027	2:30 PM	Transportation Advisory Group
Tuesday	20 July 2027	10:00 AM	Licensing Sub-Committee
Tuesday	20 July 2027	5:00 PM	Members Training, Workshops and Briefings
Wednesday	21 July 2027	10:15 AM	Cabinet
Thursday	22 July 2027	10:00 AM	Eastern Planning Committee
Monday	26 July 2027	6:00 PM	Health and Adult Social Care Overview and Scrutiny Committee (2)
Tuesday	27 July 2027	10:00 AM	Appeals Committee
Tuesday	27 July 2027	7:00 PM	Council
Thursday	29 July 2027	6:00 PM	Audit and Governance Committee
AUGUST	2027		
Wednesday	4 August 2027	10:15 AM	Licensing Sub-Committee

Appendix 2

Day	Date	Time	Meeting
Thursday	5 August 2027	10:00 AM	Western Planning Committee
Tuesday	10 August 2027	10:00 AM	Appeals Committee
Wednesday	11 August 2027	10:15 AM	Licensing Sub-Committee
Tuesday	17 August 2027	10:00 AM	Appeals Committee
Wednesday	18 August 2027	2:30 PM	Transportation Advisory Group
Thursday	19 August 2027	10:00 AM	Eastern Planning Committee
Monday	23 August 2027	6:00 PM	Overview and Scrutiny Board
Wednesday	25 August 2027	10:15 AM	Licensing Sub-Committee
Monday	30 August 2027		Summer Bank Holiday
Tuesday	31 August 2027	10:00 AM	Appeals Committee
Tuesday	31 August 2027	5:00 PM	Members Training, Workshops and Briefings
SEPTEMBER	2027		
Wednesday	1 September 2027	10:15 AM	Cabinet
Thursday	2 September 2027	6:00 PM	Audit and Governance Committee (Additional Non- Core Meeting)
Wednesday	8 September 2027	10:15 AM	Licensing Sub-Committee
Wednesday	8 September 2027	6:00 PM	Environment and Place Overview and Scrutiny Committee (2)
Thursday	9 September 2027	10:00 AM	Western Planning Committee
Monday	13 September 2027	6:00 PM	Children's Services Overview and Scrutiny Committee (2)
Wednesday	15 September 2027	10:15 AM	Appeals Committee
Wednesday	15 September 2027	2:30 PM	Transportation Advisory Group
Thursday	16 September 2027	10:00 AM	Licensing Committee
Monday	20 September 2027	6:00 PM	Overview and Scrutiny Board
Wednesday	22 September 2027	10:15 AM	Licensing Sub-Committee
Thursday	23 September 2027	10:00 AM	Eastern Planning Committee
Monday	27 September 2027	5:00 PM	Corporate Parenting Board
Tuesday	28 September 2027	10:00 AM	Appeals Committee
Wednesday	29 September 2027	10:15 AM	Cabinet
OCTOBER	2027		
Thursday	1 October 2026	10:00 AM	Licensing Sub-Committee
Monday	4 October 2027	6:00 PM	Health and Adult Social Care Overview and Scrutiny Committee (3)
Tuesday	5 October 2027	6:00 PM	Standards Committee
Thursday	7 October 2027	10:00 AM	Western Planning Committee
Monday	11 October 2027	2.00PM	Health and Wellbeing Board
Tuesday	12 October 2027	10:00 AM	Appeals Committee
Tuesday	12 October 2027	2:30 PM	Transportation Advisory Group
Tuesday	12 October 2027	7:00 PM	Council
Wednesday	13 October 2027	10:15 AM	Licensing Sub-Committee
Thursday	14 October 2027	6:00 PM	Audit and Governance Committee
Monday	18 October 2027	6:00 PM	Overview and Scrutiny Board
Tuesday	19 October 2027	5:00 PM	Members Training, Workshops and Briefings
Thursday	21 October 2027	10:00 AM	Eastern Planning Committee

Appendix 2

Day	Date	Time	Meeting
Monday	25 October 2027	2:00 PM	Russell Cotes Art Gallery and Museum Management Committee
Tuesday	26 October 2027	10:00 AM	Appeals Committee
Wednesday	27 October 2027	10:15 AM	Cabinet
Thursday	28 October 2027	10:00 AM	Licensing Sub-Committee
NOVEMBER	2027		
Thursday	4 November 2027	10:00 AM	Western Planning Committee
Tuesday	9 November 2027	10:00 AM	Appeals Committee
Tuesday	9 November 2027	2:30 PM	Transportation Advisory Group
Wednesday	10 November 2027	10:15 AM	Licensing Sub-Committee
Wednesday	10 November 2027	4:00 PM	Standing Advisory Committee on Religious Education
Monday	15 November 2027	6:00 PM	Overview and Scrutiny Board
Tuesday	16 November 2027	5:00 PM	Members Training, Workshops and Briefings
Wednesday	17 November 2027	6:00 PM	Environment and Place Overview and Scrutiny Committee (3)
Thursday	18 November 2027	10:00 AM	Eastern Planning Committee
Tuesday	23 November 2027	10:00 AM	Licensing Sub-Committee
Tuesday	23 November 2027	6:00 PM	Children's Services Overview and Scrutiny Committee (3)
Wednesday	24 November 2027	10:15 AM	Cabinet
Thursday	25 November 2027	10:00 AM	Appeals Committee
Thursday	25 November 2027	6:00 PM	Audit and Governance Committee (Additional Non- Core Meeting)
Tuesday	30 November 2027	5:00 PM	Members Training, Workshops and Briefings
DECEMBER	2027		
Wednesday	1 December 2027	2:30 PM	Transportation Advisory Group
Thursday	2 December 2027	10:00 AM	Western Planning Committee
Monday	6 December 2027	6:00 PM	Overview and Scrutiny Board
Tuesday	7 December 2027	10:00 AM	Appeals Committee
Tuesday	7 December 2027	7:00 PM	Council
Wednesday	8 December 2027	10:15 AM	Licensing Sub-Committee
Thursday	9 December 2027	10:00 AM	Licensing Committee
Monday	13 December 2027	5:00 PM	Corporate Parenting Board
Tuesday	14 December 2027	6:00 PM	Health and Adult Social Care Overview and Scrutiny Committee (4)
Wednesday	15 December 2027	10:15 AM	Cabinet
Thursday	16 December 2027	10:00 AM	Eastern Planning Committee
Monday	27 December 2027		Christmas Day (substitute day)
Tuesday	28 December 2027		Boxing Day (substitute day)
JANUARY	2028		
Monday	3 January 2028		New Years Day (substitute day)
Tuesday	4 January 2028	10:00 AM	Appeals Committee
Tuesday	4 January 2028	2:30 PM	Transportation Advisory Group
Wednesday	5 January 2028	10:15 AM	Licensing Sub-Committee
Monday	10 January 2028	2.00PM	Health and Wellbeing Board
Monday	10 January 2028	6:00 PM	Overview and Scrutiny Board

Appendix 2

Day	Date	Time	Meeting
Tuesday	11 January 2028	5:00 PM	Members Training, Workshops and Briefings
Wednesday	12 January 2028	10:15 AM	Cabinet
Thursday	13 January 2028	10:00 AM	Western Planning Committee
Thursday	13 January 2028	6:00 PM	Audit and Governance Committee
Monday	17 January 2028	2:00 PM	Russell Cotes Art Gallery and Museum Management Committee
Tuesday	18 January 2028	10:00 AM	Appeals Committee
Tuesday	18 January 2028	6:00 PM	Standards Committee
Wednesday	19 January 2028	10:15 AM	Licensing Sub-Committee
Thursday	20 January 2028	10:00 AM	Eastern Planning Committee
Monday	24 January 2028	10:00 AM	Lower Central Gardens Trust Board
Tuesday	25 January 2028	6:00 PM	Children's Services Overview and Scrutiny Committee (4)
Wednesday	26 January 2028	2:30 PM	Transportation Advisory Group
Monday	31 January 2028	6:00PM	Overview and Scrutiny Board
FEBRUARY	2028		
Tuesday	1 February 2028	10:00 AM	Licensing Sub-Committee
Wednesday	2 February 2028	10:15 AM	Cabinet
Thursday	3 February 2028	10:00 AM	Western Planning Committee
Tuesday	8 February 2028	10:00 AM	Appeals Committee
Tuesday	8 February 2028	7:00 PM	Council (Budget Meeting)
Tuesday	15 February 2028	2:30 PM	Transportation Advisory Group
Tuesday	15 February 2028	5:00 PM	Members Training, Workshops and Briefings
Wednesday	16 February 2028	10:15 AM	Licensing Sub-Committee
Thursday	17 February 2028	10:00 AM	Eastern Planning Committee
Monday	21 February 2028	6:00 PM	Overview and Scrutiny Board
Tuesday	22 February 2028	7:00 PM	Council
Wednesday	23 February 2028	10:15 AM	Appeals Committee
Wednesday	23 February 2028	6:00 PM	Environment and Place Overview and Scrutiny Committee (4)
Thursday	24 February 2028	6:00 PM	Audit and Governance Committee (Additional Non- Core Meeting)
Monday	28 February 2028	6:00 PM	Health and Adult Social Care Overview and Scrutiny Committee (5)
Tuesday	29 February 2028	10:00 AM	Licensing Sub- Committee
MARCH	2028		
Wednesday	1 March 2028	10:15 AM	Cabinet
Thursday	2 March 2028	10:00 AM	Western Planning Committee
Tuesday	7 March 2028	10:00 AM	Appeals Committee
Tuesday	7 March 2028	6:00PM	Children's Services Overview and Scrutiny Committee (5)
Wednesday	9 March 2028	4:00 PM	Standing Advisory Committee on Religious Education
Thursday	9 March 2028	10:00 AM	Licensing Committee
Monday	13 March 2028	5:00 PM	Corporate Parenting Board
Tuesday	14 March 2028	6:00 PM	Standards Committee
Wednesday	15 March 2028	10:15 AM	Licensing Sub-Committee
Thursday	16 March 2028	10:00 AM	Eastern Planning Committee

Appendix 2

Day	Date	Time	Meeting
Monday	20 March 2028	6:00 PM	Overview and Scrutiny Board
Tuesday	21 March 2028	7:00 PM	Council
Thursday	23 March 2028	10:00 AM	Appeals Committee
Thursday	23 March 2028	6:00 PM	Audit and Governance Committee
Tuesday	28 March 2028	10:00 AM	Licensing Sub-Committee
Thursday	30 March 2028	10:00 AM	Western Planning Committee
APRIL	2028		
Monday	3 April 2028	2:00PM	Health and Wellbeing Board
Tuesday	4 April 2028	10:00 AM	Appeals Committee
Wednesday	12 April 2028	10:15 AM	Licensing Sub-Committee
Thursday	13 April 2028	10:00 AM	Eastern Planning Committee
Friday	14 April 2028		GOOD FRIDAY
Monday	17 April 2028		EASTER MONDAY
Tuesday	18 April 2028	10:00 AM	Appeals Committee
Wednesday	19 April 2028		Environment and Place Overview and Scrutiny Committee (5)
Thursday	20 April 2028	10:00 AM	Western Planning Committee
Wednesday	26 April 2028	10:15 AM	Licensing Sub-Committee
MAY	2028		
Monday	1 May 2028		EARLY MAY BANK HOLIDAY
Tuesday	9 May 2028	7:00 PM	Annual Council (Non-election Year)
Wednesday	10 May 2028	10:15 AM	Licensing Sub-Committee
Thursday	11 May 2028	10:00 AM	Eastern Planning Committee
Monday	15 May 2028	7:00 PM	Overview and Scrutiny Board
Tuesday	16 May 2028	10:00 AM	Appeals Committee
Tuesday	16 May 2028	6:00 PM	Health and Adult Social Care Overview and Scrutiny Committee (1)
Wednesday	17 May 2028	2:30 PM	Transportation Advisory Group
Thursday	18 May 2028	10:00 AM	Western Planning Committee
Wednesday	24 May 2028	10:15 AM	Licensing Committee
Wednesday	24 May 2028	6:00 PM	Environment and Place Overview and Scrutiny Committee (1)
Thursday	25 May 2028	10:00 AM	Licensing Committee
Monday	29 May 2028		SPRING BANK HOLIDAY

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