Dorset Area Joint Committee
Agenda

Time: 11.30 am
Date: 13 December 2017
Venue: Committee Rooms A & B, South Walks House, South Walks Road, Dorchester, Dorset, DT1 1UZ (use DT1 1EE for sat nav).

Rebecca Knox (Chairman) Dorset County Council
Anthony Alford (Vice-Chairman) West Dorset District Council
Shane Bartlett Dorset County Council
Jeff Cant Weymouth and Portland Borough Council
Graham Carr-Jones North Dorset District Council
Spencer Flower East Dorset District Council
Matt Hall West Dorset District Council
Jill Haynes Dorset County Council
Colin Huckle Weymouth and Portland Borough Council
Sherry Jespersen North Dorset District Council
Ros Kayes Dorset County Council
Bill Pipe Dorset County Council
Byron Quayle Dorset County Council
Barry Quinn Purbeck District Council
Gary Suttle Purbeck District Council
Simon Tong East Dorset District Council

Chief Executives: Steve Mackenzie, David McIntosh, Matt Prosser and Debbie Ward

Contact: Programme Office, Colliton Park, Dorchester, DT1 1XJ
DorsetAreaJC@dorsetcc.gov.uk

Date of Publication: Tuesday, 5 December 2017

- The reports with this agenda are available at www.dorsetareacouncils.co.uk

- We can provide this agenda and the reports as audio tape, CD, large print, Braille, or alternative languages on request.

- **Public Participation**
  Guidance on public participation at the Dorset Area Joint Committee is available on request from DorsetAreaJC@dorsetcc.gov.uk.

Members of the public can ask questions and make statements at the meeting. The closing date for questions is 10.00am on 8 December 2017, and statements by midday the day before the meeting.
1. **Apologies for Absence**  
   To receive any apologies for absence.

2. **Code of Conduct**  
   Councillors are required to comply with the requirements of the Localism Act 2011 regarding disclosable pecuniary interests.

3. **Minutes**  
   To confirm and sign the minutes of the meeting held on 15 November 2017.

4. **Public Participation**  
   To receive any public questions or statements on the business of the Joint Committee.

5. **Local Government Reorganisation - Update**  
   To consider a verbal update from the Chief Executive Sponsor of the Central Programme Team on the current status of the Future Dorset proposal submitted to Government in February 2017.

6. **Programme Update – including formation of Task & Finish Groups**  
   To consider a report by the Dorset Councils’ Chief Executives.

7. **Programme Management Budget**  
   To consider a report by the Dorset Councils’ Chief Executives.

8. **Consolidated Medium Term Financial Plan**  
   To consider a report by the Dorset Councils’ Chief Executives.

9. **Work Programme and Forward Plan**  
   To consider the work programme and forward plan for the Joint Committee.
Dorset Area Joint Committee

Minutes of the meeting held at South Walks House, South Walks Road, Dorchester on Wednesday, 15 November 2017

Present:
Rebecca Knox (Chairman)
Anthony Alford, Shane Bartlett, Jeff Cant, Hilary Cox, Spencer Flower, Matt Hall,
Sherry Jespersen, Ros Kayes, Ray Nowak, Byron Quayle, Barry Quinn, Gary Suttle,
Simon Tong, David Walsh and Daryl Turner

Officers Attending: Stuart Caundle (Monitoring Officer), Steve Mackenzie (Chief Executive - Purbeck District Council), David McIntosh (Chief Executive - East Dorset District and Christchurch Borough Council), Matt Prosser (Chief Executive - West Dorset District, Weymouth & Portland Borough and North Dorset District Council), Debbie Ward (Chief Executive - Dorset County Council), Lee Gallagher (Democratic Services Manager - Dorset County Council) and Fiona Napier (Communications & Customer Experience Manager - Dorset Councils Partnership).

Apologies for Absence
20 Apologies for absence were received from Cllr Graham Carr-Jones, Cllr Jill Haynes, Cllr Colin Huckle and Cllr Bill Pipe. Cllr David Walsh attended for Cllr Carr-Jones, Cllr Hilary Cox attended for Cllr Haynes, Cllr Ray Nowak attended for Cllr Huckle and Cllr Daryl Turner attended for Cllr Pipe.

Code of Conduct
21 There were no declarations by members of disclosable pecuniary interests under the Code of Conduct.

Minutes
22 The minutes of the meeting held on 20 September and 16 October 2017 were confirmed and signed, subject to 'Purbeck District Council' being added to the title for Steve Mackenzie for the meeting on 16 October.

Public Participation
23 Public Speaking
Two public questions from Janine Miller from Unison were received at the meeting in accordance with Standing Order 21(1). The questions and answers are attached as an annexure to these minutes.

There were no public statements received at the meeting in accordance with Standing Order 21(2).

Local Government Reorganisation Update
24 A verbal update from the Chief Executive Sponsor of the Overall Programme on the current status of the Future Dorset proposal was provided. It was confirmed that the Secretary of State for Communities and Local Government (DCLG) had announced on 7 November 2017 that he was “Minded to implement the locally-led proposal for improving local government in Dorset”. It was clarified that although Joint Implementation Committees were quoted in the announcement, the Joint Committee was not a Joint Implementation Committee.

Any locally-led proposals for modifications (i.e. in the spirit of the original submission), or alternative proposals (which could only be brought forward by a council) could be made until 8 January 2018. The final decision following Secretary of State consideration in January would be subject to Parliamentary approval.
The huge amount of work still to be done in a very short timescale was recognised, to potentially dissolve nine existing councils and create two brand new councils for Dorset. The Central Programme Team was supporting both Joint Committees, including the Structural Change Order and consequential legal orders that were needed, initial work on Human Resources and Organisational Development (HR & OD), on-going work of disaggregation of budgets, council tax harmonisation and the potential for boundary views in one or both of the proposed unitary areas. Civil Servants at DCLG would now formally engage with the various teams, providing advice and guidance.

In addition to the update it was reported that Chief Executives across the pan-Dorset Area would lead the central work areas below:

- Debbie Ward – Disaggregation, supported by the Finance Officers Group
- David McIntosh – HR & OD, supported by the HR teams
- Steve McKenzie – Finance, supported by the S151 Officers Group
- Andrew Flockhart - Legal and Democratic, supported by the Monitoring Officers Group
- Jane Portman – Communications and Consultation, supported by the communications and consultation teams
- Matt Prosser – Overall Programme Sponsor – chair central programme team.

(Note: Governance of work areas is referenced at minute 27)

Updates would be provided and engagement events organised from early January 2018.

**Resolved**
That the update note provided by the Chief Executive Sponsor for the Central Programme would be shared with members and would be added to the Committee’s website.

**Independent Advice on a Process to appoint a Chief Executive in the Event of Local Government Reorganisation**

(Note: All Dorset Chief Executives withdrew from the meeting during consideration of this item.)

As one of the first issues to be considered by the Implementation Executive if Local Government Reorganisation was agreed, the Joint Committee was advised about the need to consider the steps, timing and appointment process for a Chief Executive. Some of the questions and options available to the Joint Committee were explained, including engagement with a team from the Local Government Association (LGA) to provide independent political and professional advice to consider a way forward. The team was currently being briefed on progress with Local Government Reorganisation to ensure that they were fully prepared to meet soon. The Joint Committee would take forward the process, but it would be the responsibility of an Implementation Executive to make the appointment in due course.

In addition to supporting the need to engage with the LGA, members expressed the need to prevent any delay in the process by ensuring, that as soon as the Structural Change Order was in place, the Implementation Executive was in a position to address the appointment of a Chief Executive should it wish to do so. This would maximise the lead in time to the launch of the new Council. However, an alternative view was expressed that there could be a different range of skills needed by a potential Chief Executive in the early stages of the formation of the new Council through to the evolution and stabilisation post March 2019.

The scheduling of a session with the LGA was discussed in detail and it was felt that
an informal session would be welcomed in advance of the next meeting of the Joint Committee, with a follow up report at the meeting to progress any decisions required. It was agreed that the session would start at 11:30am. The participation of all substitutes was raised at the meeting, but it was confirmed that this would be addressed following the meeting.

**Resolved**
1. That a presentation be welcomed from a team from the Local Government Association on the approach to be taken to recruit a Chief Executive for a new unitary council and any interim appointment that may be required.
2. That the presentation be held at an informal session at 11:30am on 13 December 2017, before considering a report at the next Joint Committee Meeting later on that same day.

(Note: At this point the Chief Executives of the Dorset Councils returned to the meeting.)

Local Government Reorganisation Service Disaggregation Principles

The Joint Committee considered the disaggregation principles required if the Secretary of State agreed to the formation of two unitary councils in Dorset and specifically in relation to Christchurch.

Services, funding, assets, liabilities, contracts and staff of the County Council would need to be split fairly with a target completion date of June 2018, in consultation and agreement with the representatives of the other proposed unitary council in Dorset. This would inform the budget preparations of the two unitary councils by Autumn 2018.

Substantial work would need to be commissioned from in-house staff and there was a need for a Task and Finish Group of the Joint Committee to oversee the work to provide drive and focus and to ensure members of Dorset Councils had a clear understanding of the work as it progressed. The cost of the budgetary implication of the disaggregation process was confirmed as £90k to backfill financial staff to complete the process, of which the Dorset Area Joint Committee was responsible for £46.5k, and the Bournemouth, Christchurch and Poole Area Joint Committee would fund the remaining budget.

The report was welcomed, and existing partnerships and shared services, such as the Dorset Waste Partnership, were explored. It was confirmed that disaggregation of services would retain successful arrangements as far as possible. Details would need to be worked through, but it was envisaged that the Dorset Waste Partnership would continue to be delivered in the first instance by the Council in the Dorset area, and potentially extending membership to Poole and Bournemouth in the future.

Clarification was sought about the future of Christchurch Borough Council and the possibility of whether the door was open to becoming part of the Dorset Area. Leaders across the pan-Dorset area continued to meet regularly and would discuss the implications for Christchurch and its role in the new councils. However, it was confirmed that the Joint Committees had been formed on the original submission to the Secretary of State which included Christchurch in the Joint Committee with Bournemouth and Poole and this had not changed.

**Resolved**
1. The disaggregation principles detailed in the report be agreed.
2. That the creation of a Task and Finish Group of Joint Committee members to oversee the disaggregation work, to comprise Cllrs Cant, Haynes, Suttle and Alford (or alternative), be agreed.
3. That the budgetary implications of the disaggregation process of £90k be noted,
and the Dorset Area Joint Committee proportion of £46.5k be agreed.

**Local Government Reorganisation Programme Governance and Resourcing**

Following consideration of the initial priorities for collaborative working at the Joint Committee meeting on 20 September 2017, and agreement to recruit a programme manager, communications manager and two workstream co-ordinators on 16 October 2017, members discussed the governance structure work leading to the creation of a new Council and the challenging time pressures.

The Joint Committee would act as the Programme Sponsor, and a Programme Board would report to it comprising the Chief Executives of the six authorities on the Joint Committee and a Programme Director. The Board would be led by one of the Chief Executives as the Senior Responsible Officer for the Programme and they would be accountable to the Joint Committee.

The appointment of a Programme Director was discussed, and the need for staff to deliver the programme, including those already agreed by the Joint Committee. As such a further report would be considered on 13 December 2017 on the programme management budget. The programme costs would be shared between Dorset Councils with the County Council funding 50%, and the remaining 50% being split on a population pro-rata basis.

Amidst the important work areas to be progressed, the need for a Task and Finish Group on the Electoral Boundary Review was identified as an important part of the Joint Committee’s work programme. It was explained that Groups could be established outside of formal meetings, and as such the membership of a Group would be taken forward pending the scope of the Group being completed by Cllr Spencer Flower as the lead member for the Group. It was important to ensure political representation from across partner councils and this would be an area where members outside of the Joint Committee could actively participate. There was a need to ensure a clear explanation to members of all councils and the public about the role of the Group.

The Chief Executive Sponsor of the Overall Programme confirmed that an update on the boundary review options would be reported to the next meeting on 13 December 2017 as part of the workstreams update, which included member engagement. Input from members through the Task and Finish Group was welcomed to inform discussions with the Boundary Commission following initial contact made by Monitoring Officers and the Department for Communities and Local Government in the past few days.

Formation of other Task and Finish Groups would take place as workstreams developed.

The membership of the appointment Panel of the Programme Director was debated, with a request for all Council Leaders to form the Panel. A contrary view was expressed to have political representation on the Panel. A range of views were shared which articulated the need for the panel to be non-political, and that leaders of each council would be acting on behalf of the whole of their respective council and on behalf of the new organisation, not as an individual. On being put to the vote it was agreed that the Panel of six members would comprise the leaders of Dorset’s Councils on the Joint Committee.

**Resolved**

1. That the proposed programme management governance structure set out in Appendix 1 of the report be agreed.
2. That the appointment of a full-time Programme Director, on an 18 month fixed term contract, following the ‘minded to’ decision by the Secretary of State, be agreed.
3. That the creation of an appointment panel of six members of the Joint Committee for the appointment of the Programme Director, to comprise the council leaders, be agreed.
4. A further report is brought to the Joint Committee seeking approval to the programme management budget on 13 December 2017.
5. That the agreed programme costs to April 2019 be shared between the existing councils pro-rata to population.
6. That a Task and Finish Group on Electoral Boundary Review be established, to be scoped by Cllr Spencer Flower, and be developed to invite member participation from across Dorset’s Councils to fully embrace the opinion of members at the appropriate time.

Risk Management Methodology
28 The Joint Committee discussed the use of a proactive and effective risk management process to demonstrate that objective and informed decisions were taken by the Joint Committee.

Resolved
1. That the risk management methodology set out in the report be adopted.
2. That a risk workshop be held to define the Committee’s risk appetite and identify the key risks (to be facilitated by the County Council’s Governance and Assurance Team).
3. That regular progress reports on High and Worsening risks be agreed.
4. That a SharePoint based risk register be established, enabling collaborative update and ownership.
5. That the risk management resource across the partner authorities be coordinated to provide a holistic overview of strategic risk be supported.

Work Programme and Forward Plan
29 The Joint Committee considered its Work Programme and Forward Plan and added the following items for future meetings:

- **Process to appoint a Chief Executive** – LGA informal session at 11:30am on 13 December 2017, and report to the meeting at 2:30pm. (min 25 refers)
- **Structural Change Order** – 13 December 2017
- **Approval to the Programme Management Budget** - 13 December 2017 (min 27 refers)
- **Risk Workshop** (to be facilitated by the County Council’s Governance and Assurance Team) – to be arranged (min 28 refers)
- **Member Engagement (as part of the update on workstreams)** – 13 December 2017 - potential to form a Task and Finish Group from members of all councils

A request was made to have a simple timetable which referenced all key areas of consideration and decision until March 2019 as a critical path.

Dates of future meetings were being investigated and would be made available as soon as possible.

Resolved
1. That the Work Programme and Forward Plan be updated.
2. That dates for future meetings of the Joint Committee for 2018 be progressed.
Dorset Area
Joint Committee

<table>
<thead>
<tr>
<th>Date of Meeting</th>
<th>13 December 2017</th>
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<tbody>
<tr>
<td>Subject of Report</td>
<td>Programme Update – including formation of Task &amp; Finish Groups</td>
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</table>
| Executive Summary | The joint committee (JC) has to date agreed to several work-streams and the creation of some Task & Finish Groups (T&FG’s). This report sets out updates on the work streams and suggests further work areas that require the creation of T&FG’s, in order to maintain the pace of the programme between JC meetings.

At its first formal meeting the JC members agreed three work streams where “progress could be made early in the life of the JC”, as follows:
- Shared Services
- Multi-discipline Teams
- Community Partners Engagement*  
  *includes working with Town & Parish Councils and wider community partners.

In addition the JC agreed to look at the following work areas:
- The involvement of the wider membership of councils
- Council Tax Harmonisation
- Electoral Boundary Review
- Appointment of a Chief Executive or equivalent
- Risk Management.

Since the Secretary of States announcement in early November the programme has become more focussed on the need for the JC to agree the work necessary to create a new organisation for the Dorset Area.

The JC agreed the creation of a number of task & finish groups (T&FG’s), to date it has agreed the following:
- Service Disaggregation - Cllrs Cant, Haynes, Suttle & Alford (Or alternative)
- Boundary Review – Cllr Flower agreed by Joint Committee to lead*
- Appointment of Programme Director – Council Leaders

It was agreed that at the 13th December meeting there would be updates on the following matters:
- Process to appoint a Chief Executive
- Structural Change Order
- Approval to the Programme Management Budget
- Risk Workshop
- Wider Member Engagement
- A request was made to have a simple timetable which referenced all key areas of consideration and decision until March 2019 as a critical path.

Therefore this report will set out progress made (where not covered elsewhere on the agenda) and seek the agreement of the JC to establish the T&FG’s to oversee the work agreed.

The T&FG's suggested are as follows:
- Structural Change Order
- Wider member engagement
- Future Service Integration (shared services)
- Council Tax Harmonisation
- Electoral Boundary Commission Review (Chairman agreed – Cllr Flower).

<table>
<thead>
<tr>
<th>Budget Implications</th>
<th>None directly arising from the report.</th>
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<tr>
<td>Recommendation</td>
<td>That the Joint Committee agrees:</td>
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<tr>
<td></td>
<td>1. To note the updates on the established work streams and Task &amp; Finish Groups</td>
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<td>2. To create, and nominate members to the Task &amp; Finish groups as set out in 3.1.1 in the report.</td>
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<tr>
<td>Appendices</td>
<td>Central Programme Team – Critical Path Project Plan</td>
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<tr>
<td>Report Originator and Contact</td>
<td>Name: Matt Prosser, Chief Executive, Dorset Councils Partnership</td>
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<tr>
<td></td>
<td>Tel: 01305 252201</td>
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<td></td>
<td>Email: <a href="mailto:mprosser@dorset.gov.uk">mprosser@dorset.gov.uk</a></td>
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1. Introduction

1.1 The joint committee (JC) has to date agreed to several work-streams and the creation of some Task & Finish Groups (T&FG’s). This report sets out updates on the work streams and suggests further work areas that require the creation of T&FG’s.

1.2 Some of the T&FG’s have been established but still require nominations, this report will seek to agree the groups to be set up and nominations to the various T&FG’s established.

1.3 The principle of the T&FG’s should be that they are agile enough to cope with the pace of the programme, but give elected member input to the scoping and direction of the work area they are looking at. The Programme Director and Programme Manager, when appointed, will be charged with ensuring that all the work streams have adequate communication to ensure that duplication and overlap is removed and that issues are not lost between T&FG’s.

2 Workstream Updates

2.1 At its first formal meeting the JC members agreed three work streams where “progress could be made early in the life of the JC”, as follows:

- Shared Services
- Multi-Discipline Teams
- Community Partners Engagement*
  
  *includes working with Town & Parish Councils and wider community partners.

In addition the JC agreed to look at the following work areas:

- The involvement of the wider membership of councils
- Council Tax Harmonisation
- Electoral Boundary Review
- Appointment of a Chief Executive or equivalent
- Risk Management.

2.2 At the time of considering the three work streams in 2.1 there was no announcement from the Secretary of State, now a minded to announcement has been given some more thought has gone into some of the work streams:

2.2.1 **Shared Services** - this will look at the Future Service Integration, essentially this will be what work can the sovereign councils do together in advance of the 1 April 2019 to make sure that services are aligned wherever possible and practicable, recognising the real challenges that exist, and utilising the skills and experience of established member forums where available. Suggested early work areas could include; Planning Development Management, Housing, Regulatory Services. It is recommended that a T&FG is established to consider the scope of Future Service Integration issues, although this may lead to further T&FG’s being created for the work areas identified.
2.2.2 **Multi-Discipline Teams** - There has been no further work on establishing Multi-Discipline teams. Members of the JC are invited to comment on whether this work stream area is now valid in light of the Secretary of States announcement in early November. No further action is recommended.

2.2.3 **Community Partners Engagement** – An initial meeting has taken place between officers of the constituent councils to consider the issue of engaging with Community Partners including Town and Parish Councils, including the offer from DAPTC made to the JC in September. It is recommended that a T&FG is established to further scope this work.

2.3 **Task & Finish Group Updates**

2.3.1 A number of T&FG’s have been established, however, not all of them have been populated and there is a requirement to establish some further T&FG’s to maintain the pace of the programme.

2.3.2 **Service Disaggregation** – As part of the formation of the two new organisations it will be necessary to disaggregate some services (mainly County Council). At the last JC a T&FG was established comprising of: Cllr Cant, Cllr Suttle, Cllr Haines and Cllr Alford (or alternative). This group has not met as yet, however, due to the subject matter it is felt important that there are at least two County Councillors on this group.

2.3.3 **Council Tax Harmonisation** – this has been the subject of initial work by finance officers across Dorset and whilst it is a highly technical area, it is also a highly political one too. There will be the need for agreement on the nature of Council Tax Harmonisation as part of the legal order made. A briefing is being prepared for the Dorset Leaders group for 11.12.17. It is recommended that a T&FG for Council Tax Harmonisation is formed.

2.3.4 **Electoral Boundary Review** – at the last meeting of the JC it was agreed to form a T&FG to oversee this and scope the work, following meetings between DCLG officials, Officers representing the two Joint Committees and the Boundary Commission. This meeting has now taken place and the JC agree that Cllr Flower should lead this T&FG and to date background information has been supplied to Cllr Flower. Now that a meeting with DCLG and the Boundary Commission has taken place work can begin in earnest on this T&FG. It is recommended that further members for this T&FG are now agreed by the JC.

2.3.5 **Member Engagement** - The involvement of the wider membership of councils is a critical issue. Across the six councils who are members of the Dorset Area Joint Committee (DAJC) there are currently 211 elected members, 31 of whom are twin haters (members of the County Council and also a District or Borough Council), there are 16 members represented on the DAJC. It is suggested that T&FG’s are tasked as part of their scoping work to agree with the Communications and
Engagement Manager an engagement plan to involve wider membership. It is recommended that a T&FG for Member Engagement is formed.

2.3.6 **Structural Change Order** – the JC will consider a paper from the Monitoring Officers on the key issues being raised within the draft Structural Change Order. It is recommended that a T&FG is established to oversee this work.

2.4 **Update on other work areas**

2.4.1 **Appointment of a Chief Executive or Equivalent** – this is the subject of a short report and an informal session with the LGA advisors.

2.4.2 **Risk Management** – A paper was present and agreed at the last JC on the process for reviewing risk. It was agreed to hold a risk workshop to define the Committee’s risk appetite and identify the key risks. This would be facilitated by the County Council’s Governance and Assurance Team and is in the process of being arranged for January 2018, possibly around the date of the next JC.

2.4.3 **Programme management governance** – this was agreed at the last JC and the recruitment phase is now underway to secure the following posts as agreed:
- Programme Director (Interviews scheduled 14.12.17)
- Programme Manager (closing date for applications 10.12.17)
- Communications and Engagement Manager (closing date for applications 10.12.17)
- 2 x Work-stream Co-ordinators (closing date for applications 10.12.17)

2.4.4 It was agreed that a further report is brought to the Joint Committee seeking approval to support the LGR programme budget in due course, allowing further appointments to be made within the governance arrangements and budget agreed – this report is on the agenda for 13 December meeting.

2.4.5 **Project Critical Path** - A request was made to have a simple timetable which referenced all key areas of consideration and decision until March 2019 as a critical path. Until the appointment of the Programme Director and the Programme Manager in early January 2018 the critical path is owned by the Central Programme Team that was established to oversee the submission to government and currently working on the areas where there is work that both Joint Committees need to undertake, for example, the Structural Change Order, Council Tax Harmonisation, Boundary Reviews. The critical path is updated on a weekly basis by the central team. The current copy has been shared with JC members as appendix 1. A project plan for the decisions that the DAJC will need to make between now and 1 April 2019 will be available in the New Year.
3.0 Conclusion

3.1.1 On the basis of the programme updates contained in this report it is recommended that the following T&FG’s are established/updated:

- Structural Change Order
- Wider member engagement
- Future Service Integration (shared services)
- Council Tax Harmonisation
- Electoral Boundary Commission Review - update with members (Chairman agreed – Cllr Flower).

Dorset Area Chief Executives Programme Board
Dorset Area Joint Committee
## Executive Summary

At its meeting in October the Joint Committee agreed to recruit a programme manager, communications manager and two work stream co-ordinators. In November the Joint Committee also agreed to appoint a programme director. These appointments will provide a central resource throughout the programme to create a new unitary council.

Inevitably, there will need to be additional appointments to undertake specific pieces of work, which contribute to the overall programme. The purpose of this report is to gain approval to commission work and appoint people to fixed term posts in what will be a fast moving programme, without the need to refer back to the Joint Committee first.

## Budget Implications

The work undertaken by Local Partnerships envisaged the costs of creating two unitary councils would amount to approximately £25m. The majority of this cost (£22.5m) would be incurred shortly after the new unitary councils are created, funded by Capitalisation Directions issued by the Secretary of State. The balance of £2.5m represented Local Partnerships’ assessment of the programme management costs to be incurred before April 2019. The report to Councils in January 2017 envisaged these costs would be shared by Councils pro-rata to population.

As the programme developed it became clear that some of the programme management costs will be incurred by a central team on the research which benefits both possible unitary councils. However, most of the programme management...
costs are likely to be incurred in support of one Joint Committee or the other.

The agreed contributions towards these programme management costs for the constituent councils of the Dorset Area Joint Committee is £1,213k. Once their share of the costs of the central team are deducted the budget available for the Dorset Area Joint Committee is £1,130k. The central team costs are shared between all nine Dorset councils.

The remaining budget of £1,130k will be shared between the six councils which make up the Joint Committee, pro-rata to population. £430k of the budget of £1,130k has been committed to be spent before April 2019 on the programme director, programme manager, communications manager and two workstream co-ordinators. The remaining budget is therefore £700k.

The budget of £1,130k will be shared between the existing Councils, as shown below:

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<thead>
<tr>
<th>Council</th>
<th>£000</th>
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<tbody>
<tr>
<td>Dorset County Council</td>
<td>565.0</td>
</tr>
<tr>
<td>East Dorset District Council</td>
<td>134.9</td>
</tr>
<tr>
<td>North Dorset District Council</td>
<td>107.5</td>
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<tr>
<td>Purbeck District Council</td>
<td>70.3</td>
</tr>
<tr>
<td>West Dorset District Council</td>
<td>153.2</td>
</tr>
<tr>
<td>Weymouth &amp; Portland borough Council</td>
<td>99.1</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1,130.0</strong></td>
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**Recommendation**

1. That the Joint Committee approves the remaining budget of £700k to be spent on programme management up to 31 March 2019.
2. That detailed spending decisions are agreed by the Programme Board of Chief Executives.

**Appendices**

None

**Background Papers**

None

**Report Originator and Contact**

Steve Mackenzie
Chief Executive, Purbeck District Council
Telephone: 01929 557235
E-mail: stevemackenzie@purbeck-dc.gov.uk
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## Executive Summary

The Structural Change Order will require each of the existing councils to co-operate to ensure the new unitary council is a success. Chief Financial Officers are aware the Joint Committee and the subsequent Implementation Executive will need to take financial decisions in due course. The purpose of this report is to provide a high level view of the combined financial position of the constituent councils. It is proposed to develop and update this information on a regular basis.

The high level financial view will be of greater value once there has been progress on the disaggregation of the County Council's services in Christchurch. Nevertheless, the Joint Committee should be aware that each of the district and borough councils will achieve a balanced budget in 2018/19.

Each Chief Financial Officer proposes to inform their Council whenever it considers a proposal which will have a significant impact on the financial position of the proposed new unitary council. This information will then be reported to the Joint Committee / Implementation Executive.

## Budget Implications

The aim of the report is to highlight the emerging financial position of the new unitary council so that the Joint Committee / Implementation Executive can take informed financial decisions.

## Recommendation

That the Joint Committee notes the content of the report.
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<tr>
<th>Appendices</th>
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<tbody>
<tr>
<td>Background Papers</td>
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| **Report Originator and Contact** | Steve Mackenzie  
Chief Executive, Purbeck District Council  
Telephone: 01929 557235  
E-mail: stevemackenzie@purbeck-dc.gov.uk |
1. **Background**

1.1 The Structural Change Order creating the proposed two new unitary councils for Dorset is likely to require all of the existing councils to co-operate in the formation of the new unitary councils by taking the steps necessary to prepare for the transfer of their functions, property, rights, staff, assets and liabilities.

1.2 As one of the reasons for the reorganisation of local government in Dorset is to ensure local authority services remain financially sustainable in the medium term, it is reasonable for the existing councils to co-operate in ensuring the new councils are viable when they are created. Furthermore, there is a role for the Joint Committee in monitoring the financial position of the new unitary council as it develops over the next 15 months.

1.3 The Chief Financial Officers of the existing councils has agreed to highlight to the councils any decisions which may have a significant impact on the financial position of the new unitary council as decisions are taken. They have also agreed to share this information so that the medium term financial plan of the new unitary council can be updated as appropriate.

2. **Medium Term Financial Plan**

2.1 The medium term financial plans of the councils which will make up the proposed new Dorset unitary council provide important context for the new council. The table below summarises the medium term financial plan funding gap for each of the district and borough councils in the Dorset area:

<table>
<thead>
<tr>
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<th>2018/19 £000s</th>
<th>2019/20 £000s</th>
<th>2020/21 £000s</th>
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<tr>
<td>East Dorset</td>
<td>0</td>
<td>527</td>
<td>465</td>
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<tr>
<td>North Dorset</td>
<td>0</td>
<td>647</td>
<td>289</td>
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<td>Purbeck</td>
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<td>110</td>
<td>190</td>
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<td>West Dorset</td>
<td>0</td>
<td>432</td>
<td>146</td>
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<tr>
<td>Weymouth &amp; Portland</td>
<td>0</td>
<td>863</td>
<td>366</td>
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<tr>
<td><strong>Annual Funding Gap</strong></td>
<td>0</td>
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<td><strong>1,456</strong></td>
</tr>
<tr>
<td><strong>Cumulative Funding Gap</strong></td>
<td>0</td>
<td>2,579</td>
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2.2 The Chief Financial Officers of each of the district and borough councils anticipate their 2018/19 budgets will be fully balanced by the time their work on them has been completed in the next few weeks. The combined net budget requirement of the five district and borough councils is a total of £38m.

2.3 At this stage it is not possible to include the budget position of the County Council because the costs of its services provided in Christchurch have yet to be disaggregated. As this work progresses, it may be possible to provide estimates of the financial position of the County Council, excluding Christchurch.
2.4 The current position of the County Council as a whole is that there are budget gaps to be closed in each of the next three financial years of £12.4m in 2018/19, £15.3m in 2019/20 and £7.7m in 2020/21, making a total of £35.4m over the three years. The County Council has identified potential savings of £18.4m for 2018/19, which will address the 2018/19 budget gap, provided there is not a significant overspend in the current financial year.

2.5 The share of the County Council’s budget gap which will be the responsibility of the Dorset area in 2019/20 and beyond has yet to be assessed. However, the projections above suggest that significant savings will need to be made in the first year of the new unitary council. This will become clearer once the disaggregation process has been completed.

2.6 The figures included above are based on the information available within each of the councils. They may not be based on the same set of assumptions concerning future cost increases and changes in income.

3. Commitment to co-operate

3.1 The Chief Financial Officers will co-operate to ensure the Joint Committee receives information on the likely financial position of the new unitary, as this becomes clearer. They have also agreed to point out to their Councils whether any decisions taken by them will have a significant impact on the financial position of the new unitary.

3.2 Any decisions which will have a significant financial impact on the proposed new unitary council will be reported to the Joint Committee / Implementation Executive at the earliest opportunity.
## Dorset Area Joint Committee

<table>
<thead>
<tr>
<th>Date of Meeting</th>
<th>13 December 2017</th>
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<tbody>
<tr>
<td><strong>Subject of Report</strong></td>
<td>Forward work plan for the Dorset Area Joint Committee</td>
</tr>
<tr>
<td><strong>Executive Summary</strong></td>
<td>Appendix 1 of this report provides the existing workplan of the Joint Committee. The workplan is a live document and will be updated to reflect the future work agreed by the Committee following any meetings or informal workshops.</td>
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<tr>
<td><strong>Budget Implications</strong></td>
<td>These are no direct financial consequences from this report.</td>
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<tr>
<td><strong>Recommendation</strong></td>
<td>The Joint Committee notes the forward plan and makes any changes as required.</td>
</tr>
<tr>
<td><strong>Appendices</strong></td>
<td>Forward Plan</td>
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</table>
| **Report Originator and Contact** | Name: Lee Gallagher, Clerk to the Joint Committee  
Tel: 01305 224191  
Email: DorsetAreaJC@dorsetcc.gov.uk |
### Appendix 1 – Forward Plan

**13 December 2017 2.30pm**

Publication of agenda and reports – 5 December 2017

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<th>Item</th>
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<th>Delivery method</th>
<th>Decision maker</th>
<th>Prior consultees</th>
<th>To be submitted to</th>
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<tr>
<td>Programme Update – including:</td>
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<td>• Future Service Integration (Shared Services) - scope and outline work programme</td>
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**18 January 2018 10.00am**

Publication of agenda and reports – 10 January 2018

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<td>Risk Workshop (to be facilitated by the County Council’s Governance and Assurance Team)</td>
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**21 February 2018  2.00pm**
Publication of agenda and reports – 13 February 2018

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**21 March 2018  2.30pm**
Publication of agenda and reports – 13 March 2018

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**17 April 2018  2.30pm**
Publication of agenda and reports – 9 April 2018

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**Publication of agenda and reports –**

### Item
- **Lead**
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- **Outcome**
- **Delivery method**
- **Decision maker**
- **Prior consultees**
- **To be submitted to**

**Progress against programme including relevant workstream reports**

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**Outstanding items to be scheduled**

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Chair: Cllr Rebecca Knox  
Vice-Chair: Cllr Anthony Alford  
Lead Officers: Matt Prosser, Debbie Ward, Steve Mackenzie, David McIntosh  
Support Officer: Lee Gallagher