



Bournemouth, Christchurch and Poole Joint Committee

Date: 15 January 2018 at 10.00 am

Venue: Committee Suite, Civic Centre, Poole

Membership:

Councillor Janet Walton	Borough of Poole – Chair
Councillor John Beesley	Bournemouth Borough Council – Vice-Chair
Councillor David Flagg	Christchurch Borough Council – Vice-Chair
Councillor Philip Broadhead	Bournemouth Borough Council
Councillor David Brown	Borough of Poole
Councillor Blair Crawford	Bournemouth Borough Council
Councillor Deborah Croney	Dorset County Council
Councillor Beverley Dunlop	Bournemouth Borough Council
Councillor Mike Greene	Bournemouth Borough Council
Councillor Nicola Greene	Bournemouth Borough Council
Councillor May Haines	Borough of Poole
Councillor Trish Jamieson	Christchurch Borough Council
Councillor David Jones	Dorset County Council
Councillor Jane Kelly	Bournemouth Borough Council
Councillor Robert Lawton	Bournemouth Borough Council
Councillor Drew Mellor	Borough of Poole
Councillor Karen Rampton	Borough of Poole
Councillor Mike White	Borough of Poole

Contact: Matt Wisdom: Tel: 01202 451107 – Email – matthew.wisdom@bournemouth.gov.uk

The agenda and reports are available at <https://bcjointcommittee.wordpress.com/meetings/>

AGENDA

1. Apologies

To receive any apologies for absence and notification of any substitute Members.

2. Declarations of Interests

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

3. Confirmation of Minutes

The Joint Committee is asked to confirm the minutes of the meeting held on 15 December 2017 circulated at 3.

4. Public Issues – deputation/questions/petitions

A request to speak as a deputation, ask a question or present a petition must be sent in writing or email to Matt Wisdom at the address above by no later than 10.00 am on Friday 12 January 2018.

5. Recommendations from Overview and Scrutiny Panels/Committees

To consider any recommendations from Overview and Scrutiny Panels/Committees.

6. Programme Update

See report circulated at 6.

7. Structural Change Order

See report circulated at 7.

8. Disaggregation Update

See report circulated at 8.

9. Council Tax Harmonisation

Report to be circulated at 9.

10. Forward Plan for the Joint Committee

See plan circulated at 10.

BOURNEMOUTH, CHRISTCHURCH AND POOLE JOINT COMMITTEE
15 December 2017

PRESENT:

Councillor Janet Walton	Borough of Poole - Chair
Councillor John Beesley	Bournemouth Borough Council - Vice-Chair
Councillor David Flagg	Christchurch Borough Council - Vice-Chair
Councillor Blair Crawford	Bournemouth Borough Council
Councillor Philip Broadhead	Bournemouth Borough Council
Councillor David Brown	Borough of Poole
Councillor Deborah Croney	Dorset County Council
Councillor Anne Filer	Bournemouth Borough Council
Councillor Mike Greene	Bournemouth Borough Council
Councillor May Haines	Borough of Poole
Councillor Trish Jamieson	Christchurch Borough Council
Councillor David Jones	Dorset County Council
Councillor Jane Kelly	Bournemouth Borough Council
Councillor Robert Lawton	Bournemouth Borough Council
Councillor Drew Mellor	Borough of Poole
Councillor Pat Oakley	Bournemouth Borough Council
Councillor Karen Rampton	Borough of Poole
Councillor Mike White	Borough of Poole

OFFICERS:

Andrew Flockhart, Chief Executive, Borough of Poole
David McIntosh, Chief Executive, Christchurch and East Dorset Councils
Jane Portman, Managing Director, Bournemouth Borough Council
Debbie Ward, Chief Executive, Dorset County Council
Ian Milner, Strategic Director, Christchurch Borough Council
Julian Osgathorpe, Joint Executive Director, Corporate Services
Adam Richens, Service Director, Strategic Finance - Chief Financial Officer
Tanya Coulter, Service Director, Legal and Democratic & Monitoring Officer
Georgia Turner, Head of Communications and Marketing

The meeting commenced at 10.00 am

Note: To see a copy of the public reports that were considered by the Committee at this meeting please visit:

<https://bcpjointcommittee.wordpress.com/meetings/>

Bournemouth, Christchurch and Poole Joint Committee, 15 December 2017

25. APOLOGIES

Apologies for absence were received as follows:

- Councillor Beverley Dunlop, Bournemouth Borough Council. Councillor Pat Oakley would act as her substitute for this meeting.
- Councillor Nicola Greene, Bournemouth Borough Council. Councillor Anne Filer would act as her substitute for this meeting.
- Councillor John Challinor, Borough of Poole. Councillor Mike White would act as his substitute for this meeting.

26. DECLARATIONS OF INTEREST

There were no declarations of disclosable pecuniary interests by the Joint Committee Members.

27. CONFIRMATION OF MINUTES

A Dorset County Council Member referred to Clause 16 of the minutes of the meeting held on 21 November 2017 and the reference to representation from the Council which he felt was ambiguous as he was a Member of the Joint Committee.

A Member suggested that when the minutes from the Joint Committee were published on the website that it should be made clear that they were subject to confirmation by the Joint Committee at the next meeting.

DECISION MADE:

That the minutes of the meeting on 21 November 2017 be confirmed taking account of the above comments.

28. PUBLIC ISSUES

A Dorset County Council Member reported that a number of public questions had been submitted for the meeting but some questions were denied in accordance with the Bournemouth Borough Council Constitution. He asked for clarification as he could not find reference in the minutes of the Joint Committee that the above Constitution had been agreed as the relevant standing orders and procedure rules. Tanya Coulter, Monitoring Officer reported on the distinction for public questions compared to questions from Councillors. She indicated that the Committee were able reaffirm the use of the relevant standing orders/procedure rules.

Bournemouth, Christchurch and Poole Joint Committee, 15 December 2017

DECISION MADE:

That the Joint Committee reaffirm the use of the Bournemouth Borough Council Constitution.

The Joint Committee were informed that the following public questions had been received:-

- a. MA Rodger
- b. Susan Chapman
- c. Elliot Marx

A copy of the questions and answers can be viewed at the following link:-

<https://www.bournemouth.gov.uk/councildemocratic/CouncilMeetings/Previousquestionsdocs/public-questions-15-december-2017.pdf>

29. RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY PANELS/COMMITTEES

The Committee was informed that the Bournemouth Borough Council LGR/Shared Services O&S Panel on 11 December 2017 had agreed the following recommendations for submission to the Committee:

On consideration of the reports of the Bournemouth, Christchurch and Poole Joint Committee, the Bournemouth LGR/ Shared Services O&S Panel recommends that the task and finish group on civic functions includes consultation with present and past mayors to inform its recommendations.

The Panel also recommends that the Committee is mindful of the need to promote the use of plain English in its reports in order to assist public understanding and engagement with the LGR programme

A Member of the Joint Committee referred to an Overview and Scrutiny Committee held on Wednesday evening at Christchurch Borough Council and indicated that he would make arrangements for draft minutes to be circulated to the Joint Committee as soon as they were available. A Member of the Committee sought clarification on the advice provided to Members who sit on an Overview and Scrutiny Committee scrutinising a body of which they were a Member eg the Joint Committee. The Monitoring Officer advised that would be a matter for the individual authority to address.

DECISION MADE:

That the recommendations be received and noted.

Bournemouth, Christchurch and Poole Joint Committee, 15 December 2017

30. PROGRAMME UPDATE

The Committee considered a report by the Joint Executive Director circulated at '6'. The report provided an overview of the key programme activity undertaken on behalf of the Joint Committee. The Joint Executive Director reported that there were currently no risk, budget or resource issues to escalate.

Members were advised of the proposed arrangements for a workshop facilitated by the LGA on the Chief Executive recruitment workstream for all Members of the Joint Committee which was proposed following the next Joint Committee meeting on 15 January 2018. The Joint Executive Director reported that the workshop would be held from 12.30 pm and was expected to last approximately 2 hours.

DECISION MADE:

1. That the progress made since the last Joint Committee on approved workstreams be noted.
2. That the proposed activity to progress approved workstreams on the lead up to the next Joint Committee be noted.
3. That the format and content of this report to be used for future programme reporting be noted.
4. That the proposed workshop with the LGA following the Joint Committee on 15 January 2018 be noted.

31. CONSOLIDATED MEDIUM TERM FINANCIAL PLANS (MTFPs)

The Committee considered a report by the Chief Financial Officer for Bournemouth and Poole Councils circulated at '7'. Members were advised that a culture of strong financial management would be fundamental to the success of a new unitary authority in delivering services and meeting its statutory obligations. The Chief Financial Officer explained that this culture was set even before any Shadow Authority was formed by the Joint Committee's overview of a consolidated MTFP and ensuring that sovereign Councils were aware of any decisions which would have financial implications for the new unitary council.

The Chief Financial Officer explained that the report provided a high-level overview of the MTFPs for Bournemouth, Christchurch and Poole detailed at figure 1 in the report. He explained that figure 2 in the report shows the total forecast funding gap for Dorset County Council.

Bournemouth, Christchurch and Poole Joint Committee, 15 December 2017

The Joint Committee was advised that the information presented in figures 1 and 2 was based on the MTFPs of each Council as published and in the public domain. The Chief Financial Officer reported that there were a number of caveats in regard to this information as detailed in paragraph 8 of the report. He explained that Bournemouth and Poole made similar assumptions with each Council undertaking an annual budget process. The Chief Financial Officer highlighted the commitment to co-operate and that any decision would impact on the Shadow Authority and therefore significant risks should be highlighted. A Member in referring to figures 1 and 2 and paragraph 8 a) indicated that the information was not presented in a consistent format. A Member asked at what point would there be an understanding of the Dorset County Council elements for Christchurch. He referred to 8 c) of the report and asked for clarification on the Council tax basis for future years. The Chief Financial Officer reported that the MTFPs for Bournemouth and Poole have been drawn together based on 1.99% in line with the referendum limit similar to Dorset County Council with an expected £5 per annum increase for Christchurch Borough Council.

A Member raised a number of questions including:

- will the Committee be given an update on the financial position as opposed to the 7 November 2017?
- is the Committee likely to debate a cap on exit payments for staff?
- will the full financial position for Bournemouth and Poole be made available.

The Chief Financial Officer reported that in respect of a cap on exit payments government guidance was awaited from the DCLG on introduction. He reported that once budgets were set the Government would be advised of the financial position in addition further updates would be provided when budgets were set by sovereign Councils.

DECISION MADE:

1. That having considered the MTFP position the caveats as set out in paragraph 8 of the report be noted.
2. That the intention to provide a further update report once the 2018/19 budgets of the relevant Councils have been approved be noted.
3. That the Chief Financial Officers will now highlight in reports to the relevant sovereign Councils any decisions which will have significant financial implications for the proposed new Unitary Council be noted.

Bournemouth, Christchurch and Poole Joint Committee, 15 December 2017

4. That once the Shadow Authority has been established that the Chief Financial Officers highlight to the Shadow Authority any sovereign Council decisions which will have either a significant financial impact or involves significant financial risk exposure to the new Unitary Council be noted. Such matters will be included in the regular MTFP update reports.

32. DISAGGREGATION

The Committee considered a report circulated at '8' on disaggregation. The Chief Executive, Dorset County Council reported on the progress with this workstream since the Joint Committee had approved the principles for disaggregation at the last meeting on 21 November 2017.

The Committee was advised that the pilot service assessment was in progress and on time. The Chief Executive, Dorset County Council explained that the purpose of the pilot was to test the methodology to ensure that financial/service based issues were properly assessed. Members were advised that the Oversight Group would meet next week for the lead officers who will oversee the process and resolve issues and report to the Joint Committee meetings in January,

A Member raised the following questions:

1. What was the cost in 2016/17 of services provided by Dorset County Council to residents in Christchurch and to how many users was each service provided; what is the estimated cost of those costs for 2017/18?
2. What was the yield of income to Dorset County Council from the council tax precept on residents in Christchurch in 2016/17 and what is the projected yield for 2017/18?
3. Will the Joint Committee publish the outcome of the study into the financial impact of disaggregation of services provided by Dorset County Council to Christchurch residents consequent upon the creation of a new unitary authority comprising Christchurch, Bournemouth and Poole?

The Chief Executive, Dorset County Council reported that she was not able to respond to the above questions immediately but, following a question from the Chairman, indicated that she would aim to make responses available prior to the next meeting of the Joint Committee.

Bournemouth, Christchurch and Poole Joint Committee, 15 December 2017

A Member of the Committee reported on the concern and fear for residents that the impact of any change in service would result in a change in company and carer. He asked that this be avoided. The Chief Executive, Dorset County Council explained that the principles of disaggregation meant that service users should not suffer whilst there was no guarantee that specific care companies were maintained.

A Member highlighted paragraph 8 of the report on the management of risk. He asked, in view of the importance of this piece of work, how the risks would be reported to the Committee early enough and how those risks would be managed. The Chief Executive, Dorset County Council reported that the Task and Finish Group would work with the Oversight Group with risk assessments completed which would form part of the reporting arrangements.

A Dorset County Council Member suggested in light of the above questions that if Members do have significant questions they were submitted in advance of the Committee. The Chairman supported this approach and emphasised that the public should be aware of such responses.

DECISION MADE:

That the progress of the disaggregation planning and high level plan be noted.

33. COUNCIL TAX HARMONISATION

The Committee considered a report by the Chief Financial Officers for Bournemouth, Poole and Christchurch Councils circulated at '9'.

Councillor Beesley the Chairman of the Council Tax Harmonisation Task and Finish Group set out the parameters and progress made on the work undertaken by the Group. He indicated that at the last meeting there had been a clear steer that no Borough's Council Tax levels would rise at a rate exceeding the Government's referendum limit. The Chairman of the Task and Finish Group referred to the variables set out in paragraph 2 of the report which included the period over which harmonisation would occur, freezing or reducing Council tax for Christchurch residents and Council Tax foregone (Council Tax which cannot be collected). Members were advised that 18 models had been developed but due to the decision of the Committee in November a number of options were ruled out as they exceeded the parameters with five available options. The Chairman of the Task and Finish Group indicated that no conclusions have been reached at this stage in light of the work required on disaggregation and the MTFPs.

Bournemouth, Christchurch and Poole Joint Committee, 15 December 2017

The Chairman of the Task and Finish Group referred to paragraph 8 of the report which set out the outcomes in meeting the principles agreed by the Joint Committee. Members were advised that harmonisation could be undertaken by the end of year 7 with an increase of £29 per annum for Poole Council Taxpayers, £24 per annum for Bournemouth Council Taxpayers and a saving of £948 over the 7 Year period for Christchurch Council Taxpayers. The figures related to band D properties at current referendum levels.

Members were informed that paragraph 8 details the Council Tax foregone set based on harmonisation by the end of year 7. The Joint Committee was informed that the maximum number of years for harmonisation was 10 but the Task and Finish Group would look at a model of 5 years. The Chairman of the Task and Finish Group reported that once the work on disaggregation was undertaken a preferred option would be submitted to the Joint Committee for a decision.

A Christchurch Council Member requested that recommendation 2 in the report be taken separately in light of the impact for Christchurch residents. A Member who was also on the Task and Finish Group expressed his support for the last bullet point in recommendation 2 but was surprised at the possible lack of support for a freeze or reduction for Christchurch residents. A Dorset County Council Member commented on the prudent approach of Dorset County Council and referred to the early public question from MA Rodger and in doing so stressed the importance of getting the financial model right in order to finance adult social care. He indicated that he would not oppose the report but further updates in the new year were vital.

A Christchurch Council Member outlined his concerns and indicated that if you take any protected characteristics under the Equalities Act and apply across the conurbation that cannot support the proposed format. He referred to equal tax banding from day one with residents paying the same amount of council tax for the same services.

A Poole Council Member raised a number of questions:

1. What is the likelihood that the end of year 7 will be acceptable to the DCLG? The Chief Financial Officer reported that the DCLG was expecting a proposal within 10 years.
2. Why is Bournemouth and Poole Council Tax indicated in the report per annum and Christchurch Council reflected as a lump sum can they all be per annum over a 7 year period? In acknowledging that further work was required on the modelling the Chief Financial Officer indicated that a further report would be submitted to the Committee at a later date.

Bournemouth, Christchurch and Poole Joint Committee, 15 December 2017

3. How does £10.3m compare to the business case and information presented to the public and requested that this information was included in the report. A Member indicated that the £10.3m was taken from Future Dorset proposals which was confirmed by the Strategic Director, Christchurch Council.

4. Can I see the detail of the models/workings on how conclusions have been reached by the Task and Finish Group or do I need to log a FOI request? The Chairman of the Task and Finish Group explained that the purpose of reporting back at the meeting today was an interim measure. He explained that depending on the disaggregation work and the MTFPs the Task and Finish Group would be bringing back the workings to the Joint Committee. Members of the Task and Finish Group commented on the above including one Member indicating that the information can be made available but at this stage it was work in progress and may not be the preferred model which must be borne in mind. A Member indicated that here was a judgement on what residents wanted, the driver for the proposed changes and that the two-tier system was less efficient.

The Chairman in presenting the recommendations suggested an amendment to recommendation 2 by deleting '..... include within the representation to the Secretary of State confirmation.....' and replacing with 'provide assurance to the DCLG'

A Poole Council Member moved that detailed workings considered by the Task and Finish Group, notes of the workings and reasons be provided to the Joint Committee. This motion was not seconded and the Chairman confirmed that it was already the intention to provide this information.

It had previously been suggested that the bullet points at recommendation 2 be taken separately. This motion was not carried and the Chairman wished to be recorded as abstaining.

DECISION MADE:

1. That the content of the report and request for a further update in the new year once the disaggregation and MTFP work had been progressed further be noted.

2. That Members provide assurance to the DCLG that a Council Tax Strategy is well advanced to ensure that;
 - No Council Taxpayer will see an increase greater than the Government's referendum limit and therefore pay no more than they would have done had there been no LGR;

Bournemouth, Christchurch and Poole Joint Committee, 15 December 2017

- Harmonisation across all areas is achieved within ten years;
- Council Taxpayers in the Christchurch area see a freeze or reduction in their council tax throughout the harmonisation period.

Note - Councillor David Brown wished to be recorded as abstaining from the decision at 2 above.

34. THE STRUCTURAL CHANGE ORDER - REPORT OF THE TASK AND FINISH GROUP

The Committee considered a report by the Chief Executive, Borough of Poole circulated at '10'. The report detailed the Task and Finish Group's responses to nine questions which related to issues in the Order and upon which the DCLG had asked for the Joint Committee's views.

Councillor Drew Mellor, Chairman of the Task and Finish Group outlined the proposals relating to the name of the new Authority retaining the names of the three Councils in alphabetical order - Bournemouth, Christchurch and Poole. He reported on the Shadow Authority which was a technical vehicle and the proposal that all 120 members of the three existing councils for the area should be Members of the Shadow Authority. The Chairman of the Task and Finish Group reported on the proposal for the executive arrangements and the shadow executive committee comprising of 16 Members which reflected the principles that shaped the Joint Committee and provided for a balance of representation from Bournemouth, Christchurch and Poole. He also commented on the proposal to engage representatives of Dorset County Council. The Committee was referred to paragraph 14 of the report which outlined proposals for the legal status of the new authority and was advised that the Task and Finish Group recommended a Borough Council with County functions. The Chairman of the Task and Finish Group reported that the next meeting of the Group would be on 4 January 2018.

The Chairman of the Task and Finish Group in response to a question relating to paragraph 11 of the report explained that it was recommended to operate within the Bournemouth Council's Constitution and standing orders as it provided an opportunity for public engagement which was fundamentally important.

A Poole Council Member referred to the shadow executive committee and political balance of that body with opposition representation. The Monitoring Officer reported that there was no requirement for it to be politically balanced and the approach of other structural change orders had been to move away from that criteria to allow for minority representation.

Bournemouth, Christchurch and Poole Joint Committee, 15 December 2017

The Poole Council Member made a move to request that the Shadow Executive Committee was politically balanced - there was no seconder for that motion.

The Monitoring Officer in response to a question reported that a further report would be submitted in January setting out proposals on the way in which Members were nominated and elected to the Shadow Executive Committee.

DECISION MADE:

1. That the recommendations made by the Task and Finish Group as set out in the report be agreed and that these decisions are communicated to the DCLG.
2. That the Task and Finish Group be requested to consider the other issues about the Order which are not yet resolved and to report back to the Committee on these.

35. ELECTORAL ARRANGEMENTS

The Committee considered a report by the Chief Executive, Borough of Poole circulated at '11'. The Chief Executive reported on new electoral arrangements in supporting the creation of a new Council in Bournemouth, Christchurch and Poole in Dorset. He explained that a full review would take 16-18 months but bespoke arrangements for Dorset would require work to be done quickly to enable the review to be conducted and completed. The Chief Executive reported that the Local Authorities in Dorset would need to undertake initial work as detailed in the report.

The Committee was advised of the initial preparatory work as detailed below:

- i. A 5 year electoral forecast (to November 2023)
- ii. The size of both councils - formulated by the councils following the LGBCE's published guidance - together with a rationale
- iii. Proposals for ward boundaries developed by the councils

It was suggested that the existing Structural Change Order Task and Finish Group consider i and ii above and a new Task and Finish Group be established to look at iii. The Chief Executive, in response to a question, confirmed that the DCLG was asking all Local Authorities to deal with i above and submit by the end of January. A Member clarified the implications of the above.

Bournemouth, Christchurch and Poole Joint Committee, 15 December 2017

A Poole Council Member fully supported a full electoral review and sought clarification on public and community involvement asking for sufficient time for stakeholder and community engagement. The Chief Executive, Borough of Poole reported that the electoral boundary commission would start work in June 2018 draft proposals would be published for consultation with a final recommendation by November 2018.

The Chairman clarified the work that would be undertaken by the Structural Change Order Task and Finish Group and the role of the proposed new Task and Finish Group.

DECISION MADE:

1. That the report on electoral arrangements that could be put in place for the Bournemouth, Christchurch and Poole area in the event of the Secretary of State making a final decision to implement the local government reorganisation proposals in Dorset and Parliament approving the legislation be noted.
2. That a Task and Finish Group be established to work with officers to develop the work described in this report at 12 (iii)
3. That a further report on this be submitted to the Joint Committee.

Note Councillor David Jones wished to be recorded as dissenting from the decision at 1 above

36. FORWARD PLAN FOR THE JOINT COMMITTEE

The Joint Committee considered the Forward Plan, circulated at '12'.

DECISION MADE:

That the Forward Plan be received and updated in light of decisions taken by the Joint Committee.

The Chairman thanked the Leader of Christchurch Borough Council for their hospitality in hosting the Joint Committee.

The meeting closed at 11.50 am.

Contact: Karen Tompkins, Head of Democratic Services
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Bournemouth, Christchurch and Poole Joint Committee

Agenda item

6

Report Subject	Programme Update
Meeting date	15 th January 2018
Report author	Julian Osgathorpe, Programme Director BCP Programme
Contributors	Bournemouth, Christchurch & Poole Programme Board LGR Central Programme Team
Status	Public
Classification	For information for all Members of the Committee
Executive summary	This report provides an overview of programme activity undertaken on behalf of the Joint Committee. It also sets out the format to be used for reporting Activity, Risks/Actions/Issues, Resources/Budgets and any Key Decisions required by the programme as we move forwards.
Recommendations	The Joint Committee is asked to: <ul style="list-style-type: none"> 1. Note the progress made since the last Joint Committee on approved workstreams 2. Note the proposed activity to progress approved workstreams in the lead up to the next Joint Committee
Reasons for recommendation	To note the progress made on the Bournemouth, Christchurch & Poole Joint Committee programme to prepare for local government reorganisation in Dorset.

Background detail

1. The Bournemouth, Christchurch and Poole Joint Committee (BCPJC) is made up of representatives of four Dorset councils; Bournemouth Borough Council, Christchurch Borough Council, Borough of Poole and Dorset County Council.
2. The Committee has been convened to respond to the decision of the Secretary of State to support the reorganisation of local government in Dorset. The committee is responsible for convening and directing a complex programme to implement significant change within an extremely compressed time line through to the anticipated Vesting Day of the new local authority on 1st April 2019.
3. The committee has approved a programme governance framework to oversee, direct and manage the delivery of LGR within the Bournemouth, Christchurch and Poole area. This framework can be summarised as comprising and functioning as follows

- a. Joint Committee – Nominated councillors from the preceding authorities to provide strategic direction and oversight of the programme
 - b. Programme Board – Chief Executives and Managing Director from the preceding authorities to be accountable for the delivery of the programme workstreams, budgets, resource allocation along with the management of key risks and issues arising from the programme activities
 - c. Programme Director/Manager/Team – responsible for day to day delivery of the programme workstreams, budgets, resources and the identification, mitigation and resolution of risks and issues
4. The committee has approved an outline programme divided into three phases in order to help create and maintain a robust means of focusing, prioritising and managing work, resources, cost and deliverables. These phases are described as
- a. Creating the new unitary authority
 - b. Delivering senior staffing structures and business functionality for April 2019
 - c. Designing and building the new local authority

Highlight Programme Activity in the Last Period

5. The Structural Change Order Task & Finish Working Group continues to engage with the Department for Communities & Local Government (DCLG) in order to prepare the content for the draft Structural Change Order. In addition, and following the decision of the Joint Committee on 15th December 2017, the group is overseeing the preparation of the five year electoral forecast as well as the outline governance rationale for the new council.
6. The Disaggregation (officer) oversight group has started meeting and the Task & Finish Working Group is being arranged for later this month. The programme teams are working well and the pilot exercise to develop the process and data templates has been successful, with the lessons learned now being used to develop the workstream plans. Notwithstanding this, Disaggregation is on the critical path for the programme and will require significant resource prioritisation and management in order to deliver to time and quality objectives.
7. The Civic Duties Task & Finish Working Group members have been proposed and a meeting is in the process of being convened.
8. While the Electoral Arrangements workstream is now underway, the initial deliverables are being managed by the Structural Change Order Task & Finish Group as outlined in 5. above. In time, there will be a separate Electoral Arrangements Task & Finish Working Group convened to oversee the development of new warding proposals using the electoral forecasts referred to above.
9. A team from the LGA have been engaged to facilitate a workshop on the issues and options for the recruitment of a Chief Executive to lead the Shadow Authority and/or the new council once it is created. The workshop will follow this meeting of the Joint Committee and is for members of the Joint Committee only.
10. A Programme Management Office approach and discipline is being established to support the delivery of the programme. In the short term, and pending a final decision by the Secretary of State, this is currently being supported by resources within the preceding authorities.

Highlight Programme Activity in the Next Period

11. Continue to support all of the Task & Finish Working Groups in delivering their work programmes.
12. Respond to the outcomes of the workshop on the recruitment process for the Chief Executive.
13. Continue to develop the Programme Management framework, identify appropriate resources and support the partner authorities in prioritising and releasing those resources to support the programme.

Risks, Actions and Issues

14. The risks, Actions and issues will be developed and managed through the Programme Board and Programme Team. In the event that there is a need to escalate any to the Joint Committee for either awareness or decision they will be fully outlined with background information, a description of available options and carry recommendations for approval.
15. There are no Risks to be escalated at this stage.
16. There are no Actions to be escalated at this stage.
17. There are no Issues to be escalated at this stage.

Resourcing and Budget

18. A description of cost categories along with an apportionment methodology for programme costs was set out and agreed at the Joint Committee on 21st November 2017.
19. The budget and resourcing for the Bournemouth, Christchurch & Poole Programme will be developed and managed through the Programme Board and Programme Team in preparation for a final decision by the Secretary of State.
20. Once available, it will be presented to the Joint Committee for approval and delegation sought for the Programme Board to manage the programme within the stated resources.
21. There are no resourcing or budget issues to be reported at this early stage of the programme.

Key Decisions Required

22. There are no key decisions required from the Joint Committee arising from this report.

Summary of legal implications

23. None arising from this report

Summary of human resources implications

24. None arising from this report.

Summary and Recommendations

25. The BCP Programme is being mobilised effectively and appropriately at this early stage. However, given the delay in the decision making by the DCLG along with the scale and complexity of the programme there is no room for complacency.

26. The programme teams are ensuring that the priority workstreams and activities required for the programme to stay on the critical path are being progressed, while we await a final decision by the Secretary of State.
27. The Joint Committee is asked to:
 - a. Note the progress made since the last Joint Committee on approved workstreams
 - b. Note the proposed activity to progress approved workstreams in the lead up to the next Joint Committee

Background papers

[Link to Programme Update Report 21st November 2017](#)

Appendices

None

Report Subject	The Structural Change Order – Report of the Task and Finish Group
Meeting date	15 January 2018
Report Author	Tanya Coulter, Monitoring Officer, Bournemouth & Poole
Contributors	Members of the Task and Finish Group – Cllrs Mellor (Chairman), Challinor, Broadhead, N Greene and Flagg.
Status	Public
Classification	For decision by full members of the Committee
Executive summary	The report details the Task and Finish Group’s responses and recommendations regarding outstanding issues relating to the Structural Change Order. The Group make recommendations in respect of matters concerning the process for establishing the Shadow Executive and the process for appointment of a Leader of the Shadow Executive/Authority. The Group recommends that a further Joint Committee meeting takes place at the end of January 2018 to consider matters relating to the size of the Council and other aspects of the electoral arrangements which have to be included within the Order. It further recommends that the Task & Finish Group established to undertake work relating to the proposed boundary review undertakes the work required to consider the electoral issues for inclusion in the Order, and reports to the proposed meeting of the Joint Committee at the end of the month.
Recommendations	<p>That the Joint Committee:</p> <p>1. Agrees the recommendations made by the Task and Finish Group as set out in this report in respect of the process for establishing the Leader and the Executive of</p>

	<p>the Shadow Authority and that these decisions are communicated to the DCLG.</p> <p>2. Requests the Electoral Arrangements Task and Finish Group to consider the issues about the Electoral Order which are not yet resolved and to report back to the Committee.</p> <p>3. Agrees to meet at the end of the month to consider the report in respect of electoral arrangements referred to in Recommendation 2.</p>
Reason for Recommendations	To enable the Committee to contribute to the development of the Structural Change Order before it is laid before Parliament.

Background detail

1. At its meeting on 21 November, the Committee established a Task and Finish Group (The Group) to work with officers on the input to the Structural Change Order (the Order) and report back to the Committee.

2. The Joint Committee considered recommendations of the Group at its meeting on the 15 December 2017 which dealt with a number of key issues. Decisions were made by the Joint Committee in respect of those issues.

3. There are several outstanding issues to be considered and agreed by the Joint Committee to enable further submissions about the content of the Order to be made to DCLG. The Group met and considered questions about these further issues and these are detailed below. The Group determined a view on the questions and this has shaped their recommendations to the Committee.

The Shadow Executive

4. The Joint Committee agreed at its meeting on 15 December 2017 that the Shadow Executive should consist of 16 members based upon the representation of the Joint Committee. Therefore, Borough of Poole will have six members, Christchurch Borough Council two members and Bournemouth Borough Council eight members. The process by which the Shadow Executive is established

needs to be set out in the Order. The most straightforward option is that the individual constituent councils nominate their members to the Executive, in the same way that they have done so in respect of the Joint Committee.

Question 1: Do Members agree this suggestion?

The Group recommends that each council nominates its members for the Shadow Executive.

The Leader of the Shadow Executive/Authority

5. The Order will provide that there will be a Leader of the Shadow Executive/Authority. The Order will provide a mechanism for the election to this position. It is possible that the Order could provide that the Executive elects the Leader, and it will be the case that the Leader will need to be a member of the Executive. An alternative is that the Order could provide that the Leader is elected by the Shadow Authority at its first meeting having received nominations from the Executive. Either way the Leader will need to be one of the Executive members.
6. The Group discussed the options in detail. It also, considered a further option whereby the Shadow Authority could elect any of its members as Leader, who would then displace one of the other Executive members. It considered unanimously that this latter option would be unwieldy and difficult to make provision for in the Order.
7. The Group discussed the role of the Leader as set out in the Order and thought it pertinent to make the distinction between the Leader and Cabinet model presently used in both Bournemouth and Poole. The Group agreed that the role being discussed could be perceived to be more akin to that of a Committee Chair and as such it was felt appropriate by the majority of the Group (Councillor Flagg advising of his preference for election by the Shadow Authority) - considering the information that had currently been provided on the nature of the role - that the position be elected by the Shadow Executive, as it serves primarily as Chair of that body. This was on the basis of the information available to the Group at this time and subject to any further advice from DCLG and information from officers provided during the period between the publication of this report and the Joint Committee meeting. The Group noted that there were due to be further discussions between DCLG and officers about the Order and that further clarification on these issues was being sought and should be available for the Joint Committee meeting.

Question 2: Does the Group want to recommend an option for election of Leader?

The Group, by majority, recommends that the Leader be nominated and elected by the members of the Shadow Executive subject to any further advice or information available before or at the Joint Committee meeting

Electoral Matters

8. The Joint Committee at its meeting on the 15 December 2017 agreed that the Group consider two matters relating to electoral arrangements. The detail of these is set out in the report to the Joint Committee meeting, and they are firstly the request by DCLG for five-year electoral forecasts and secondly the size of the new council to be included in the Order as the fall-back provision, in the event that the boundary review was not completed. It was anticipated by DCLG that the size of the Council would be based upon the Future Dorset proposal of 76 councillors.
9. The Group was advised that it had become clear following the last meeting of the Joint Committee that the fall-back provisions contained in the Order will not only need to set out the size of council, but also the numbers of councillors per individual ward in the form of a schedule. The requirement for more detailed information in the Order will require consideration of options, and the Group agreed that in order this could be considered more fully there should be an additional Joint Committee meeting set up at the end of the month. The Group noted that this would align with the approach being taken in the Dorset area by its Joint Committee. It also noted that further discussions were due to take place next week between DCLG and officers which would clarify the requirements in terms of the Order. It also considered the matter of the five-year forecasts and noted that whilst this was a technical piece of work being undertaken across the Dorset area, it would be appropriate for the Joint Committee to consider the outcome of the work at the end of the month by way of a report to inform the Committee on the process and methodology undertaken.
10. The Group also considered that as this further work would then inform some of the work relating to a potential boundary review, it would be more appropriate for the Task and Finish Group established to consider the boundary review issues to also consider the issues relating to electoral arrangements within the Order.

Question 3: Does the Group agree that there should be further work undertaken in respect of this matter and a further Joint Committee meeting arranged to consider these issues at the end of the month?

The Group recommends that a further Joint Committee meeting be arranged at the end of the month to consider the electoral arrangements aspect of the Order and the five-year forecasts. It further recommends that the electoral

arrangements Task and Finish Group now take on this work and report to the Joint Committee at the end of the month.

Background Papers

[Reports on the Structural Change Order and Electoral Arrangements to the Bournemouth, Poole and Christchurch Joint Committee on 15 December 2017.](#)

Bournemouth, Christchurch and Poole Joint Committee

Agenda item

8

Report Subject	Disaggregation
Meeting date	15 th January 2018
Report author	Sarah Longdon ☎01202 633018 ✉ s.longdon@poole.gov.uk
Contributors	Debbie Ward, Chief Executive, Dorset County Council, Jane Portman, Managing Director, Bournemouth Borough Council, Andrew Flockhart, Chief Executive, Borough of Poole, David McIntosh, Chief Executive, Christchurch Borough Council
Status	Public
Classification	For information for all members
Executive summary	The detailed planning and preparation for the service analysis has completed and the series of service reviews has started. The work is due to complete on time.
Recommendations	The Joint Committee is asked to note the progress of the disaggregation plan
Reasons for recommendations	To monitor progress of this critical workstream

Background detail

1. Since the last Joint Committee meeting further detailed planning and preparation for the disaggregation work has taken place. Service review meetings are being scheduled and service data is being prepared for these reviews. Some early reviews are already in progress, the majority will start in the next few weeks.
2. The Oversight group held its first meeting on 19th December 2017 where it agreed the approach to the service analysis and reviews, approved the preparation documents and provided input into the schedule. It also reviewed the outcome and learning from the Libraries Service pilot. This learning has been incorporated into the process.
3. A briefing meeting for all directors and service leads involved in the work is planned for mid-January to ensure they are fully aware of the process and their responsibilities for this work.
4. The Libraries service pilot data analysis was reviewed on 13th December 2017. Those involved felt it went well, the process achieved its objective and some useful, constructive feedback was provided to improve the process for further reviews.
5. A joint meeting of the two Task and Finish Groups will take place at the end of January or early February 2018, to share details of the process and the outcome of the early reviews.

Consultation

All Dorset Chief Executives and Dorset S151 officers have been consulted on the plan.

Summary of finance and resourcing implications

It may be necessary to provide supplementary resource by means of backfilling key staff. This will be reported through update reports to the Committee.

Summary of legal implications

None specifically related to this report

Summary of human resources implications

HR officers will review the service assessments in terms of HR implications.

Summary of environmental impact

None specifically related to this report

Summary of equalities and diversity impact

HR officers will review the service assessments in terms of equalities and diversity implications.

Summary of risk assessment

As risks are identified they will be tracked and monitored through the Oversight Group.

Background papers

None

Appendices

None

BOURNEMOUTH, CHRISTCHURCH AND POOLE JOINT COMMITTEE – FORWARD PLAN

What is the subject?	What is the issue?	When is the issue going to the Joint Committee?	Who are the key people/groups to be consulted before the decision is made	Council officer writing the report/Member providing report	Is the report likely to be considered in private i.e. it contains confidential or exempt information?
January 2018					
Programme Update	To consider a report from the Programme Board on the status of the Programme.	15 January 2018	Programme Board/Team, Section 151 Officers.	Julian Osgathorpe	No
Structural Change Order and Electoral Arrangements	To consider a report from the Programme Board on progress Prior to submission to DCLG for review	15 January 2018	Chief Executives/Managing Director, Monitoring Officers, Programme Board/Team, Section 151 Officers, CLG Officials.	Tanya Coulter	No
Disaggregation Update	To consider a report from the Programme Board on progress	15 January 2018	Chief Executives/Managing Director, Executive/Strategic/Corporate Directors, Service Managers, Programme Board/Team, Section 151 Officers.	Sarah Longdon	No
Council Tax Harmonisation	To consider a report from the Task and Finish Group on progress	15 January 2018	Chief Executives/Managing Director, Programme Board/Team, Section 151 Officers, Council Tax Harmonisation Task & Finish Group	Report from the Task and Finish Group Chairman	No
February 2018					

What is the subject?	What is the issue?	When is the issue going to the Joint Committee?	Who are the key people/groups to be consulted before the decision is made	Council officer writing the report/Member providing report	Is the report likely to be considered in private i.e. it contains confidential or exempt information?
Programme Update	To consider a report from the Programme Board on the status of the Programme.	21 February 2018	Programme Board/Team, Section 151 Officers.	Julian Osgathorpe	No
Structural Change Order	To consider a report from the Programme Board on progress	21 February 2018	Chief Executives/Managing Director, Monitoring Officers, Programme Board/Team, Section 151 Officers, CLG Officials.	Andrew Flockhart / Tanya Coulter	No
Council Tax Harmonisation	To consider a report from the Programme Board on progress	21 February 2018	Chief Executives/Managing Director, Programme Board/Team, Section 151 Officers, Council Tax Harmonisation Task & Finish Group	Adam Richens / Ian Milner	No
Disaggregation Update	To consider a report from the Programme Board on progress	21 February 2018	Chief Executives/Managing Director, Executive/Strategic/Corporate Directors, Service Managers, Programme Board/Team, Section 151 Officers.	Sarah Longdon	No
Electoral Arrangements	To consider a report from the Programme Board on progress	21 February 2018	Chief Executives/Managing Director, Monitoring Officers, Programme Board/Team, Section 151 Officers, CLG Officials.	Andrew Flockhart / Tanya Coulter	No
Chief Executive Appointment Process	To consider a report on the process for the appointment of the Chief Executive	21 February 2018	Members of the Joint Committee, Monitoring Officers and HR Officers	Tanya Coulter	No

What is the subject?	What is the issue?	When is the issue going to the Joint Committee?	Who are the key people/groups to be consulted before the decision is made	Council officer writing the report/Member providing report	Is the report likely to be considered in private i.e. it contains confidential or exempt information?
Civic Arrangements	To consider a report from the Task and Finish Group	21 February 2018	Chief Executives/Managing Director, Monitoring Officers, Programme Board/Team, Section 151 Officers, CLG Officials.	Andrew Flockhart / Tanya Coulter	No
March 2018					
Programme Update	To consider a report from the Programme Board on the status of the Programme.	20 March 2018	Programme Board/Team, Section 151 Officers.	Julian Osgathorpe	No
Consolidated Medium Term Financial Plans (MTFPs)	To consider a report from the Section 151 Officers on the confirmed position from each MTFP for the BCP Unitary Authority	20 March 2018	Chief Executives/Managing Director, Programme Board/Team, Section 151 Officers.	Adam Richens / Ian Milner	No
Structural Change Order	To consider a report from the Programme Board on progress	20 March 2018	Chief Executives/Managing Director, Monitoring Officers, Programme Board/Team, Section 151 Officers, CLG Officials.	Andrew Flockhart / Tanya Coulter	No
Council Tax Harmonisation	To consider a report from the Programme Board on progress / approve the strategy for CTax Harmonisation	20 March 2018	Chief Executives/Managing Director, Programme Board/Team, Section 151 Officers, Council Tax Harmonisation Task & Finish Group	Adam Richens / Ian Milner	No

What is the subject?	What is the issue?	When is the issue going to the Joint Committee?	Who are the key people/groups to be consulted before the decision is made	Council officer writing the report/Member providing report	Is the report likely to be considered in private i.e. it contains confidential or exempt information?
Disaggregation Update	To consider a report from the Programme Board on progress	20 March 2018	Chief Executives/Managing Director, Executive/Strategic/Corporate Directors, Service Managers, Programme Board/Team, Section 151 Officers.	Sarah Longdon	No
Electoral Arrangements	To consider a report from the Programme Board on progress	20 March 2018	Chief Executives/Managing Director, Monitoring Officers, Programme Board/Team, Section 151 Officers, CLG Officials.	Andrew Flockhart / Tanya Coulter	No
April 2018					
Programme Update	To consider a report from the Programme Board on the status of the Programme.	April 2018 (date tbc)	Programme Board/Team, Section 151 Officers.	Julian Osgathorpe	No
May 2018					
Programme Update	To consider a report from the Programme Board on the status of the Programme.	May 2018 (date tbc)	Programme Board/Team, Section 151 Officers.	Julian Osgathorpe	No
June 2018					
Programme Update	To consider a report from the Programme Board on the status of the Programme.	June 2018 (date tbc)	Programme Board/Team, Section 151 Officers.	Julian Osgathorpe	No