

# Dorchester Town Council

## Policy Committee

18 November 2014

**Present:** Mayor P.G. Mann and Councillors V. Allan, R. Biggs, G. Jones, T. Jones (Chairman) and D. Roberts.

24. **Minutes**

The Minutes of the Meeting of the Committee held on 16 September 2014, adopted by Council on 23 September 2014, were taken as read and were confirmed and signed by the Chairman as a correct record.

25. **Finance & Performance Report**

The Town Clerk presented a positive report covering the 7 months to 31 October 2014.

He updated the Committee with the outcome of pay negotiations for implementation from December 2014, and in response to a question he provided further information about the Council's debtors and bad debt provision.

The Committee reviewed progress regarding the actions identified in the Council's Corporate Plan, which would be used shortly to carry out senior management half-year appraisals. In response to a question about notices at Brewery Square he confirmed that the site was private land.

26. **Risk & Resources Panel Minutes**

The Committee considered the Minutes of the Risk Management Panel held on 4 November 2014 (Appendix 1) and it was

**Recommended**

That the strategic and operational risk registers, as amended, be approved.

27. **Affordable Housing on site adjacent to Red Cow Farm**

Councillor T. Jones declared an interest in development of this area within the town and left the meeting while it was discussed. Councillor G. Jones took the chair for this item.

The Committee considered a report by the Town Clerk in relation to the possible construction of 10 units of affordable housing on land to be passed to the Town Council for allotment purposes.

Members recognised the risks of developing the site, in particular relating to reputational risk should the properties prove unattractive to purchasers, and also noted

the barriers that needed to be overcome, listed in the report, in order to put a scheme together.

**Resolved**

That the Town Clerk take the necessary steps to progress the scheme to planning application stage, and, with Hastoe Housing, be invited to report back to the Committee in four months' time

**28. Warding Arrangements for Dorchester Town Council**

The Committee noted a report of the Town Clerk, which identified that it would not be possible to change the warding arrangements determined by the LGBCE in July 2014 before the Town Council elections in May 2015.

**29. Dorset County Members Personal Grant Scheme**

The Mayor P. Mann identified an interest in this item as Chairman of Dorchester Municipal Charities and did not take part in discussions.

The Committee endorsed the proposal by County Councillors T. Jones and R. Biggs to award the remainder of their county members' budget to the Whetstones Garden Refurbishment scheme.

**30. Public Bodies (Admission to Meetings) Act 1960**

**Resolved**

That, in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters, the public and representatives of the press be excluded from this meeting during their discussion.

**31. Exploration of further use of the Municipal Buildings by Dorchester Arts**

The Committee considered the report of the Town Clerk, considering a number of issues, including curtaining of the Corn Exchange, the décor of the building, charging arrangements, the need to limit any impact of increased usage by Dorchester Arts on existing users, how the Corn Exchange building could play a greater role in the community in the long term, and the long term plan for Dorchester Arts to move into The Maltings.

**Resolved**

That discussions continue with Dorchester Arts, supported by a task group of Councillors including Councillor V. Allan as the Committee's representative, and that a further report is submitted to the January cycle of meetings.

## Dorchester Town Council

### Risk and Resources Panel

4 November 2014

**Present** Councillors T. James, G. Jones (Chairman), Trevor Jones, and R.B. Potter.

**Apologies** for absence were received from The Mayor (Councillor P. Mann) and Councillor R. Biggs.

#### 1. **Review of the Strategic and Operational Risk Registers**

##### (a) Review of the Strategic Risk Register

The Panel reviewed the strategic risk register which identified the overarching risks faced by the Council and made the following risk scoring amendments and comments:-

S002 – Pace of Innovation and Modernisation – reduce impact score from 3 to 2.

S005 – Inappropriate officer and Member relationships / corruption – increase impact score from 3 to 4.

S007 – Major budget overspend / variation resulting from unplanned work or work required at short notice – reduce probability score from 2 to 1.

S010 - Over reliance and / or too demanding of key officers, taking on too many responsibilities – reduce probability score from 2 to 1.

S015 – Not meeting the needs of minorities and the disadvantaged – amend impact and effect of deliverables comment to read ‘Poor implementation of policies resulting in the threat of legal action if legislation not complied with, adverse publicity and minorities / disadvantaged not receiving the service to which they are entitled.

S023 – Adverse reports from quality organisations on corporate capability or whole services – remove reference to ‘loss of quality status’ and ‘best value auditor’.

S025 – Climate change – review following a check on any previous consideration of the ‘Ways to tackle climate change’ publication.

S028 – Failure to deliver long term vision and priorities – additional control measure – The Council to manage the agreed vision established through the emerging Corporate Plan.

S029 – Long term industrial action - reduce probability score from 2 to 1.

S038 – Industrial Tribunals – change risk to ‘Employment Tribunals’ and reduce probability score from 2 to 1.

S040 – Failure of the Council’s financial investments - reduce impact score from 3 to 1 subject to confirmation that the Council’s investments are guaranteed.

S043 – Incident or allegation of child abuse – change control to refer to safeguarding children rather than child protection.

##### (b) Review of the Operational Risk Registers

The Panel reviewed the operational risk registers which identified the risks faced by the Council in its service delivery and made the following risk scoring amendments comments:-

ALL002 – Lack of adequate insurances – reduce probability score from 2 to 1.  
PA002 – Change risk to read ‘Lack of adequate insurances’ rather than ‘Provision of adequate insurances’.  
PA008 – Play areas not inclusive – reduce probability score from 2 to 1.  
MB004 – Inadequate budget provision – reduce probability score from 2 to 1.  
OS001 – Failure to collect income – reduce probability score from 2 to 1.  
OS009 – Poor maintenance regime – reduce probability score from 2 to 1.  
CEM014 – Significant increase in grass cutting contract price – for this year reduce probability score from 2 to 1.  
OTH001 – Failure to maintain/develop twinning links – reduce probability score from 2 to 1.  
OTH006 – Failure to commemorate/organise civic events – reduce probability score from 2 to 1.  
OTH009 – Failure of Decorate Dorchester to continue Christmas Decorations – Decorate Dorchester no longer exists, the Council is presently responsible for erecting Christmas lights in the town.  
OTT010 – Major incident at Council run event – change risk to read ‘Serious incident at Council run event’.

ALL – Allotments      PA – Play Areas      MB – Municipal Buildings      OS – Open Spaces  
CEM – Cemeteries      OTH – Other Services

(c) Review of the Opportunities

The Panel reviewed the opportunities previously identified and were pleased to note that many of them had now been achieved resulting in both savings and improved working.

**Resolved**

That the strategic and operational risk registers, as amended, be approved.