



# Dorchester Town Council

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15 September 2020

**Agenda** for the meeting of the **Policy Committee**, which will be held via the Zoom video conferencing platform on **Monday 21 September 2020 at 7.00pm**.

You will be able to join the meeting at <https://us02web.zoom.us/j/87293515611>

Adrian Stuart  
Town Clerk

### Public Speaking at the Meeting

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please **contact the Clerk by 9.00am on the morning of the meeting**. We ask speakers to confine their comments to the matter in hand and to be as brief as is reasonably possible.

### Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose pecuniary or non-pecuniary interests where appropriate. A Member who declares a pecuniary interest must leave the room unless a suitable dispensation has been granted. A Member who declares a non-pecuniary interest may take part in the meeting and vote.

### Membership of the Committee

Mayor R. Biggs and Councillors B. Armstrong-Marshall, A. Chisholm, T. Harries, F. Hogwood, S. Hosford (Chairman) and G. Jones.

1. Apologies, Declarations of Interest & Signing of Minutes  
To confirm that the Chair may sign Minutes of the meeting of 20 July 2020, adopted by Council on 27 July 2020, at the next available opportunity.
2. Financial Update A
3. Corporate Plan Update. B

## DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 21 SEPTEMBER 2020

## FINANCIAL UPDATE

## 1. Financial Position

- Month 5 spend (Appendix 1) net £21k below profile
  - General underspends (£12k) plus delayed replacement and pension savings for Outdoor staff (£19k)
  - Offset by net extra cost due to Covid 19 to date (£10k) being £19k lost room hire, £10k preparing cemeteries for increased burials (ultimately not required), and savings resulting from non-delivery of the summer events programme (£19k). Lost room hire income will grow throughout year
  - Two pieces of positive Covid Grant News
    - £10k from Reopening High St Fund, covering all our first phase costs
    - £5k re Discretionary Business Grant, towards lost income at Municipal Buildings
  - The Pay Award for 2020/21 has been agreed nationally at 2.75%, compared to 2.00% budgeted. This will add c. £6k to this and future years' budgets
  - Year-end position likely to return to be neutral

• Cash Position	<b>£000</b>	
Lloyds Bank	183	Nil interest
Payden Global	1,000	c. 0.70% return
National Savings and Investments	1,000	0.70% interest
<b>Total Cash</b>	<b>2,183</b>	<b>(30 Jun £2,383k)</b>

- Debt over 30 days = £1,242, 2 debtors (30 Jun £6,024, 4 debtors)
- Payments list 1 Jul – 31 Aug 20 on website. Supporting vouchers available from Financial Controller. **RECOMMENDED** that the Payments list, totalling £231,661.08 is approved

## 2. Procurement Review of Regular Corporate Supplies

- See Appendix 2 for report
- **RECOMMENDED** that, following a review of procurement processes for regular suppliers of corporate services, the proposed way forward for each supply is as laid out in Table 1 of the report

## 3. Internal Audit Recommendations

- First part of 2020/21 audit completed, covering Income, Petty Cash, Accounts and Bank Rec, and Management arrangements – summary of findings at Appendix 3
- **RECOMMENDED** that the Internal Audit report and officer response is noted

#### 4. **Changes to Financial Management Work Practices resulting from Lockdown**

- The lockdown period required the Council and its staff to identify new ways of maintaining operations without being able to meet face to face.
- **RECOMMENDED** that the following minor procedural changes, developed during the lockdown period, are documented and retained
  - Replacing signatures with authorisation by e-mail , by both Members and Officers, for Creditor Invoice approval
  - Replacing signatures with authorisation by e-mail, by the appropriate manager, for Payroll Time Sheets
  - Removal of the Order Book and Order number system, including references in Financial Regulations
  - Replacing the process for fixed banking of all cash received with an ad hoc arrangement, with the consequent retention of a higher Petty Cash Float (up to the maximum limit specified in the Council’s Insurance document)
- As a result of the lockdown a new online tennis membership system has been implemented, which has reduced payments by cheque and cash and attendance at our Reception

#### 5. **Recommendation from Management Committee**

- Play equipment at Holmead Walk has reached the end of its useful life. When it was provided, c. 15 years ago, a further £15,000 was provided to replace it at a future date – this is held in our Playground Equipment Reserve
- **RECOMMENDED** that £15,000 is released from the Playground Equipment Reserve to provide new equipment at Holmead Walk Play Area

#### 6. **Appointment of Contractor for Municipal Buildings Roof and Extension works**

- Following a request for Expressions of Interest for the contract 7 PQQs have been received by the architect. The architect will short list from these.
- The programme for tenders is planned to close on 2 November. Our next meeting is on 16 November, with the 2 week gap being critical to the delivery timeline.
- Members are asked to choose from one of the following options, should it be required
  - Call a Special Meeting to approve the contract appointment
  - Delegate authority to the Town Clerk to approve the contract appointment

Adrian Stuart

Town Clerk

**MANAGEMENT REPORT AT 31 AUGUST 2020**

By Spend Type	Budget £000	Profile £000	Actual £000	-Under/Over £000
Staff	858	430	406	-24
Capital Financing	41	17	17	0
Other Payments	561	303	284	-18
To Specific Reserves	216	216	216	0
Income	-177	-64	-42	22
<b>Net Budget</b>	<b>1,499</b>	<b>902</b>	<b>881</b>	<b>-21</b>

By Service	Budget £000	Profile £000	Actual £000	-Under/Over £000
Allotments	-6	1	2	1
Parks & Open Spaces	123	46	51	4
Cemeteries	-3	14	19	6
Corp. & Dem. Manage.	37	12	12	-1
Cultural & Twinning	35	22	6	-16
Municipal Buildings	270	230	240	10
Other Services	231	212	209	-2
Office Team	376	172	170	-1
Outdoor Services	438	194	172	-22
<b>Net Budget</b>	<b>1,499</b>	<b>902</b>	<b>881</b>	<b>-21</b>

Earmarked Reserves with budgeted Expenditure In Year	Budget £000	Profile £000	Actual £000	-Under/Over £000
Play Equipment	25	8	8	0
Parks Premises	0	0	0	0
Municipal Buildings	24	2	2	0
Vehicles and Equipment	0	0	0	0
Cemeteries	30	0	0	0
Public Realm	250	7	7	0
Art & Cultural	0	0	0	0
Heritage Tourism PM	35	8	8	0
Dorchester West Ramp	10	0	0	0
Climate Emergency	20	15	15	0
Christmas Lights	8	0	0	0
Planning Advice	10	0	0	0
Corporate Projects	0	0	6	6
<b>Net Budget</b>	<b>412</b>	<b>40</b>	<b>46</b>	<b>6</b>

### Use of Regular Suppliers

1. At its meeting of the 18 November 2019, in response to an Internal Audit recommendation on the procurement of supplies, the Committee resolved that a list of 15 supplies previously untendered for several years, be given a 12 month temporary exemption, during which time further work is undertaken to justify a permanent exemption or a timetable for the supply to be subjected to a procurement process.
2. Officers have since produced a one page Procurement Review Form (example attached is Payroll) for each supply, which describes the key features of the supply and the market for service provision. Other forms can be supplied on request, prior to the Committee meeting.
3. The review exercise has highlighted 3 broad outcomes for these types of supply
  - Those that should be tendered this year, there being no reason not to do so (3 exercises)
  - Those that should be retendered at a future logical trigger point, sometimes beyond 12 months (6 exercises)
  - Those where the service we receive is sufficiently specialised that changing supplier would be more disruptive than the financial or other benefit we would reasonably expect to gain – to be retendered if we experience negative service (6 exercises)
4. As a result of the exercise it is recommended that the proposed way forward for each supply is as laid out in Table 1 below.
5. A similar list of operational supplies is being prepared relating to the activities of the Management Committee and will be submitted to a future meeting of the Management Committee.

## Example Procurement Form: Payroll

### PROCUREMENT REVIEW FORM

<p>Service Description: <b>Payroll Administration</b></p> <ul style="list-style-type: none"><li>• Provision of the back end processing of a monthly payroll service for c. 50 staff and councillors, based on information supplied by officers of the Town Council</li><li>• Provision of records to the Pension Authority to enable them to manage entitlement purposes</li></ul>
<p>Current Provider Details: Dorset Council</p> <ul style="list-style-type: none"><li>• Annual fee £3,400, indexed to inflation, renewable annually</li><li>• Dorchester based, c. 500m from our office</li><li>• In place for 5 years</li></ul>
<p>Characteristics of the Supplier Market:</p> <ul style="list-style-type: none"><li>• Mature market with a number of nationally based providers</li><li>• Also some smaller locally based providers, often micro-businesses</li><li>• Not local government sector specific</li></ul>
<p>Mitigating Factors from the current supplier:</p> <ul style="list-style-type: none"><li>• Local Government specific – provide relevant challenge and information regarding our payroll management decisions</li><li>• Local Government Pensions specific – provision of records to the Pension Authority is a key part of the service, not available to the same standard from other suppliers</li><li>• Good quality of service – very few errors, very responsive to questions, available for meetings at short notice</li><li>• Our administration is minimised – has been progressively reduced during the relationship period</li><li>• Unlikely to achieve significant savings. Significant set up costs and risk of disruption to an important service</li></ul>
<p>Proposed Way Forward:</p> <ul style="list-style-type: none"><li>• Do not undertake procurement unless current provider fails to deliver an acceptable service</li><li>• In the event of service failure it is likely that an option of bringing the service back in house, using proprietary software, would be the most viable alternative</li><li>• Desktop review every 5 years – next review 2025</li></ul>
<p>Review carried out by:</p> <p>Adrian Stuart &amp; Nigel Hayes 9/1/20</p>

**Table 1: Proposed way forward for procurement of Corporate Supplies**

Supply	Current Supplier	Value £ pa	Proposal
Accounting Software	Sage	800	Would result in significant work to set up new service. Retain unless service fails
Banking	Lloyds	300	Would result in significant work to set up new service. Retain unless service fails
Employment Law	Ellis Witham	2,900	Procure in 2020. Completed Mar 20, Ellis Witham reappointed for 3 years
External Audit	PKF Littlejohn	2,000	Remain in NALC purchasing consortium, who reprocure every 3 years, unless service fails
Insurance, inc Brokerage	WPS appointed insurers	30,000	Full exercise in Dec 21, at end of current Long Term Agreement
Internal Audit	Darkin Miller	1,600	Procure in Spring 2021 at end of current financial year
IT Services Support	MRT	4,000	Develop specification to be market tested in Summer 2021. Take account of significant non-financial benefits of current supplier
Newsletter Distribution	Royal Mail, via Whistl	2,400	Very limited market. Retain unless service unsatisfactory
Newsletter Printing	ADP	1,800	Procure in 2020. Completed Jul 20, ADP reappointed for 2 years
Payroll Services	Dorset Council	3,500	High quality service, linked to pensions service. Retain unless service unsatisfactory
Phones: Main Switchboard	Complete IT	1,200	Procure when current technology becomes inoperable, probable c.5yrs
Phones: Broadband	Carter Utilities	1,900	Return inhouse when relocating offices. No saving anticipated
Photocopier Services	Copycare	600	Procure when current copier becomes uneconomic to repair, likely <3yrs
Recruitment Advertising	Dorset Council	600	Achieves good coverage for local government adverts. Occasionally supplemented with commercial radio advertising. Retain unless service fails.
Regalia: Badges	Thomas Fattorini	300	Change would result in inconsistent approach to Mayoral badges. Retain unless quality deteriorates
Training	DAPTC/SLCC	500	Sector specific training. Retain unless quality deteriorates. Supplement with specialised training as required.

Darkin Miller Chartered Accountants 2020/21 INTERNAL AUDIT OF DORCHESTER TOWN COUNCIL –  
DRAFT REPORT VISIT3: 14<sup>th</sup> SEPTEMBER 2019    Recommeions and Action Plan

Rec. No.	Detail	Pr	Management Response	Resp Off	By
5.1 – Debt recovery	<p>I checked to see that all income due to the Council is collected. I found that the aged debt profile had worsened, with 100% of the total debt of £1.2k relating to invoices raised at least six months before the audit date of 07/09/20. This is unsurprising given the Council's debtors primarily relate to room hire, and all hiring ceased during the coronavirus lockdown. The Council's Municipal Buildings and Borough Gardens House remain closed at present (the former is not due to reopen until March 2021, after a range of maintenance and buildings works), so there has been no hiring income during 20/21. The aged debt relates to two hirers, one of which is on a payment plan (currently suspended). The Finance Officer is monitoring the situation.</p> <p><b>I recommend that</b> staff continue to monitor the situation and that the monies are recovered at the earliest opportunity.</p>	M	Agreed Debt relates to one hirer that has already been the subject of discussion at Policy Committee.	NH	Ongoing
5.2 – Review of VAT codes	<p>I checked to see that VAT output tax had been treated correctly on sales. I found that the amount of VAT charged was correct (where standard rating applied), but that where no VAT was due the VAT code used was not always correct (e.g. allotment rents were shown as T0 = zero rated, where the VAT liability index notes they are non-business and therefore outside of the scope = T9). Whilst there is no impact on the level of VAT accounted for, the correct VAT code should be used in order to ensure that the VAT return is correctly completed.</p> <p><b>I recommend that</b> the income codes and default customer settings are reviewed in order to ensure that the correct VAT code is being used.</p>	L	Agreed	NH	30/9
5.3 – Kiosk income	<p>I checked to see that the correct prices had been charged. I found that prices agreed for the sample selected (allowing for the fact that the Council agreed to waive increases to grass and verge cutting contracts due to coronavirus), but that no calculation had been provided to support the license fee paid in relation to the kiosk in the Borough Gardens. This was subsequently obtained during the audit.</p> <p><b>I recommend that</b> the Financial Controller ensures that all paperwork due from licensees is submitted as required to ensure that the amounts remitted can be proven.</p>	L	Agreed	SN/ NH	30/9



**DORCHESTER TOWN COUNCIL****POLICY COMMITTEE – 21 SEPTEMBER 2020****DEVELOPMENT OF THE CORPORATE PLAN****Overview**

1. After the elections in 2019 the Council started the development of a new Corporate Plan, at the same time recognising that some legacy projects from the current Corporate Plan remained ongoing.
2. In January 2020 Council approved a Corporate Plan High Level Focus document for consultation (Appendix 1). Policy Committee also received an update on the legacy projects. The Council also received and approved a plan for implementing individual Climate Emergency initiatives.
3. The Covid 19 Lockdown put further development of the Corporate Plan on hold, while at the same time presenting an opportunity to expedite individual projects, particularly relating to the Climate Emergency.
4. As a result of Covid 19 new challenges and priorities are emerging which need to be considered against our High Level Focus document.

**Covid 19 Lockdown and Implications for the Long Term**

5. Operationally and financially the Council has coped with the lockdown with only modest negative impacts on our budget in year, and with most services returning to normal at the earliest possible stage.
6. Financially the big questions going forward relate to the ability of residents to pay their Council Tax and its knock on to future tax base levels, at what pace property growth will continue, and how a wider recession might impact on partner organisations and their ability to continue to deliver services that the town values. While we start with a very robust Medium Term Financial Strategy, it could be quite heavily affected by the answers to these questions.
7. More importantly, the longer term implications for residents and workers could be very significant. They remain to be quantified, as does the degree to which, and how, the Town Council can support a response to them. Attached at Appendix 2 is a preliminary analysis of some generic issues that towns like Dorchester might face as a result of the extended lockdown; officers are working to refine our understanding of which of the potential issues are most relevant to Dorchester so that we can prepare options that can be considered against our existing Corporate Plan priorities.
8. The work we have been doing with business organisations, and other contacts, has given us an early insight into the potential impacts of lockdown and changes in shopper habits on the town centre retail and hospitality sectors. The continued absence of large numbers of office workers from the town's largest employers will have a significant impact on which town centre businesses can survive the short term and continue to operate into the medium term.
9. These three issues do not feature in the High Level Focus document at Appendix 1. Adding them inevitably spreads officer resources more thinly and may mean that other items in the

document will be delayed, or that additional resources are required to deliver any plans that come out of the document; alternatively the Committee might remove other items from the document.

10. At Appendix 3 is a proposed redraft for Members to consider. It

- Varies two of the aims to particularly focus on the community and town centre in response to the recovery from the Covid 19 pandemic
- Adds an aim to place extra emphasis on our Medium Term Financial planning
- Removes the aim to work with Dorset Council to develop stronger housing policies – this is the area of the Plan where we have least knowledge to be able to build on

11. It is **RECOMMENDED TO COUNCIL** that the proposed redraft is adopted as our High Level Focus for the Corporate Plan.

### **Public Consultation**

12. Once the Council has considered any changes we need to undertake public consultation on the outcomes. The following is proposed to be conducted between October - December:

- Political Groups and town organisations focused on specific sectors– opportunity for face to face or Zoom contact to discuss
- Dorset Council – request opportunity to discuss the whole plan at senior officer and member levels, in particular to gauge interest in aspects of the plan that are reliant on their involvement
- Wider community – newsletter with questionnaire, both general and focusing in particular on the impact of Covid 19. Possible direct contact as an add on to other consultation exercises

### **Current Corporate Plan Projects**

13. Despite the pandemic the Council continues to progress the projects from the existing Corporate Plan, some of which are also reflected in the High Level Focus document.

14. A summary update is included at Appendix 4.

Adrian Stuart  
Town Clerk

**DORCHESTER TOWN COUNCIL**

**HIGH LEVEL FOCUS OF THE CORPORATE PLAN**

**AFFORDABLE HOUSING**

- Work proactively with the Dorset Council to develop stronger policies to support the delivery of truly affordable housing
- Focus resources and effort into working with key partners on a programme of unlocking and developing sites across the town for affordable housing

**COMMUNITY, CULTURE, HEALTH AND WELLBEING**

- Working with other agencies and community partners, develop our understanding of the general needs of our community and the specific needs of vulnerable groups
- Maintain and, where appropriate, adapt the Council's Community, Sports, Cultural and Health & Wellbeing service delivery to meet the requirements of the town's residents and visitors, either directly or working with local partners
- Resolve the future of the Municipal Buildings to make a relevant and environmentally efficient contribution to the town's community

**THE ENVIRONMENT**

- In response to the declared Climate Emergency, proactively support practical steps to reduce the impact that the Council and the town's community has on its environment
- Focusing in particular on the Town Centre, support the introduction of sustainable practices that assist the town's community and other key partners to improve the town's appearance

**LOCAL ECONOMY, TRANSPORT AND PARKING**

- Working with other agencies and business representatives, develop our understanding of how the town's economy can be strengthened
- Working initially with the town's Heritage and Tourism sectors, develop a holistic strategy to maximise the benefits of tourism to the town
- Work with the Dorset Council to agree and implement a new Transport and Parking strategy that resolves the competing demands of residents, workers and visitors to the town

**FUTURE GROWTH OF DORCHESTER**

- Develop the Town's existing response to the pressure for development of new housing emerging through the Local Plan process

**GOVERNANCE AND ADMINISTRATION**

- Ensure that the Council's governance, communication and administration arrangements remain relevant to the needs of the town and are delivered efficiently and effectively

**Preliminary Consideration of risks arising from Covid and Lockdown which might impact on Dorchester residents**

**APPENDIX 2**

Risk	Impact	Who specifically is at risk	Factors that might reduce risk	Actions DTC might take
<p><b>Rise in unemployment – particularly affecting:</b></p> <ul style="list-style-type: none"> <li>• Retail</li> <li>• Tourism and hospitality</li> <li>• Arts sector</li> <li>• Public Sector</li> </ul>	<p>Risk to individuals/families.</p> <p>Increased risk of homelessness.</p> <p>Effect on wider economy.</p> <p>Increasing inequality.</p> <p>Increased shop/business closures – with further economic &amp; environmental consequences.</p> <p>Worsening community cohesion.</p> <p>New ways of working lessen need to use Dorchester’s offices, which support the town economy</p>	<ul style="list-style-type: none"> <li>• Young people may be particularly adversely affected.</li> <li>• Those already in lower paid, more insecure, zero hours roles (including free-lancers)</li> <li>• Range of businesses at risk from small to national chains.</li> <li>• Older people/with less mobility unable to shop locally.</li> </ul>	<p>Dorchester has lots of public sector employers.</p>	<p>Work with BID and Chamber to support local businesses.</p> <p>Continue to develop Tourism offer for the town.</p> <p>Support groups assisting those in or at risk of poverty including CAB, DPAG, Food Bank offers.</p> <p>Help to develop apprentice, mentoring and work experience opportunities.</p> <p>Develop a Community Fridge.</p> <p>Support community resilience projects – Try This, Repair Café.</p>
<p><b>Rise in mental health issues.</b></p>	<p>Impaired sense of wellbeing &amp; additional strain on families and communities.</p> <p>Increased pressure on already stretched local services.</p> <p>Impact on peoples’ productivity and economic input.</p> <p>Risk of long term pattern of ill health.</p>	<ul style="list-style-type: none"> <li>• Those with pre-existing mental health or physical health conditions, including dementia.</li> <li>• Young people.</li> <li>• Other vulnerable groups – such as those living in poverty, BAME groups.</li> </ul>	<p>Dorset MIND service has significantly developed over last 3 years.</p> <p>Increased awareness of GP’s, schools and other settings of need to support people.</p> <p>The community and service providers may now be better adapted, to online support?</p>	<p>Work with D. MIND and D. Mental Health Forum to promote services/develop new – inc. Gap Eco-Therapy project.</p> <p>Promote other mental wellbeing offers.</p> <p>Develop activities/projects which build on increased awareness of mental health during lockdown.</p>

Risk	Impact	Who specifically is at risk	Factors that might reduce risk	Actions DTC might take
<b>Worsening physical health.</b>	<p>Diagnosis and treatment of conditions such as cancer, cardiovascular disease, diabetes and other non-communicable diseases have been adversely impacted.</p> <p>Access to GP's, Pharmacies, medications, hospital service and dentists is more limited</p> <p>Longer waiting times for treatment for some years to come.</p> <p>Impact of poor physical health on mental health.</p>	<ul style="list-style-type: none"> <li>• Those with previous ill health.</li> <li>• People receiving diagnosis late or avoiding seeking treatment during Covid.</li> <li>• People at higher risk of poor health outcomes, especially those living in poverty.</li> </ul>	<p>Healthwatch report says 44% of people have avoided services because of Covid-19 (27% below national average of 71%)</p> <p>Life and health expectancy in Dorset higher than English averages.</p>	<p>Work with local Primary Care Network and Dorset County Hospital to understand issues.</p> <p>Promote new digital ways of communicating which can, in some instances, provide improved care.</p> <p>Work with Dorset Council on an obesity strategy – particularly to encourage active travel and getting active.</p> <p>Support local community groups promoting health related activities – including gardening, walking, sports &amp; nutrition.</p>
<b>Increase in people being isolated/housebound.</b>	<p>Effect on mental and physical well-being.</p> <p>Worsening of conditions such as dementia.</p> <p>Lowering of life expectancy.</p>	<ul style="list-style-type: none"> <li>• Older people losing independence leading to increase in need for care.</li> <li>• Number of unpaid carers in UK has risen 50% during Covid and is currently double the number in 2011.</li> </ul>	<p>Goodwill of people willing to volunteer more – supporting neighbours and local groups.</p> <p>Digital inclusion projects being developed by Dorset Council &amp; Age UK.</p>	<p>Work with groups delivering isolation reducing projects inc Age UK, RVS, Red Cross, carers groups and Dorset Council.</p> <p>Assist groups to set up phone buddying projects. Promote digital inclusion initiatives.</p>

Risk	Impact	Who specifically is at risk	Factors that might reduce risk	Actions DTC might take
<p><b>Rise in some types of crime including:</b></p> <ul style="list-style-type: none"> <li>• Domestic violence &amp; Sexual abuse</li> <li>• Cyber crime/scamming</li> </ul>	<p>There has been a decrease in many types of crime during Covid.</p> <p>Contacts to domestic abuse helplines increased during Covid, with incidents becoming more complex &amp; serious, and higher levels of physical violence and <a href="#">coercive control</a>.</p> <p>Over a third of British adults (36%) have been the target of a scam since lockdown began - CAB.</p>	<ul style="list-style-type: none"> <li>• Women and children in particular at risk of Domestic violence and abuse.</li> <li>• Increased risk of being scammed inc. <ul style="list-style-type: none"> <li>○ People with a disability or long term illness, 45% targeted</li> <li>○ Half (50%) of those at an increased risk of coronavirus or shielding had been contacted</li> <li>○ Over half (54%) of those who have lost personal income due to the virus have also been contacted.</li> </ul> </li> </ul>	<p>Good quality and accessible services – for instance CAB.</p>	<p>Work with local community organisations to understand issues.</p> <p>Help find funding to extend voluntary services.</p> <p>Promote information about how people can get help – via print as well as digitally.</p>
<p><b>Ongoing issues relating to Covid-19.</b></p>	<p>Continuing stress and anxiety.</p> <p>Continuing disruption of ‘normal’ life.</p> <p>Ongoing effects on services and economy.</p>	<ul style="list-style-type: none"> <li>• Residents with existing physical or mental health issues.</li> <li>• Groups and families impacted by access to schools and childcare.</li> </ul>	<p>Understanding of how to mitigate risks from Covid in different settings.</p> <p>Resumption of more services, such as schools reopening.</p>	<p>Help to disseminate up to date scientific information.</p>
<p><b>Risks to local services</b></p>	<p>Continuing/increased financial strain on Dorset Council (especially social care) and other services such as GP’s, hospital, schools, the police.</p> <p>Potential for greatly reduced capacity in the voluntary sector as number of national, county-wide and local groups struggle to survive.</p>	<ul style="list-style-type: none"> <li>• Service users reliant on statutory or voluntary providers</li> </ul>	<p>Dorset Council already proactive on restructuring and working cost effectively.</p> <p>Many Dorchester community groups are quite small, so relatively unaffected financially.</p>	<p>Work with partners to understand how to deliver more cost effective services.</p> <p>Encourage more community initiatives that build on neighbourliness and sense of community support which was enhanced during lockdown.</p>

## DORCHESTER TOWN COUNCIL

## DRAFT OF REVISED HIGH LEVEL FOCUS OF THE CORPORATE PLAN

## AFFORDABLE HOUSING

- ~~Work proactively with the Dorset Council to develop stronger policies to support the delivery of truly affordable housing~~
- Focus resources and effort into working with key partners on a programme of unlocking and developing sites across the town for affordable housing

## COMMUNITY, CULTURE, HEALTH AND WELLBEING

- Working with other agencies and community partners, develop our understanding of the general needs of our community and the specific needs of vulnerable groups, ***in particular as a result of changes brought about by the Covid 19 pandemic***
- Maintain and, where appropriate, adapt the Council's Community, Sports, Cultural and Health & Wellbeing service delivery to meet the requirements of the town's residents and visitors, either directly or working with local partners
- Resolve the future of the Municipal Buildings to make a relevant and environmentally efficient contribution to the town's community

## THE ENVIRONMENT

- In response to the declared Climate Emergency, proactively support practical steps to reduce the impact that the Council and the town's community has on its environment
- Focusing in particular on the Town Centre, introduce sustainable practices to assist the town's community and key partners to improve the town's appearance

## LOCAL ECONOMY, TRANSPORT AND PARKING

- Working with other agencies and business representatives, develop our understanding of how the town's economy can be strengthened ***and reshaped, with a particular focus on supporting recovery of the town centre following the Covid 19 pandemic***
- Working initially with the town's Heritage and Tourism sectors, develop a holistic strategy to maximise the benefits of tourism to the town
- Work with Dorset Council to agree and implement a new Transport and Parking strategy that resolves the competing demands of residents, workers and visitors to the town

## FUTURE GROWTH OF DORCHESTER

- Develop the Town's existing response to the pressure for development of new housing emerging through the Local Plan process

## GOVERNANCE AND ADMINISTRATION

- Ensure that the Council's governance, communication and administration arrangements remain relevant to the needs of the town and are delivered efficiently and effectively
- ***Ensure that the Town Council's Medium Term Financial Strategy recognises the direct and indirect impacts of the Covid 19 pandemic***

## CORPORATE PLAN 2014 – LEGACY PROJECTS UPDATE

<b>Task</b>	<b>Latest Position</b>
Explore opportunities to improve Market operations	DMJP Briefing cancelled; due to be rescheduled by Dec 20
Develop & implement (Heritage) Tourism Strategy	Strategy out to consultation. Moving towards implementation phase
Influence delivery of Traffic/Parking strategy	No progress on Strategy development due to reorganisation of Dorset Council/Covid. Major change to traffic flows during lockdown and recovery needs to be evaluated Hospital Multi-Storey planning application approved Sep 20.
Develop Trinity St tennis courts with DACLT	Planning application resubmitted for 15 flats. Legal work to tfr land in hand
Support delivery of Great Field	Planting, pathways and AET building underway. Play equipment delayed, due to commence Spring 21
Municipal Buildings Refurbishment (4 new roofs, Extension for Biomass and Offices, refurb of rear ground floor spaces)	Planning applications submitted for extension Procurement commenced for roofs and extension Aiming to complete works by Mar 21
Support delivery of improved Arts offer in town	Task Gp set up to oversee development of a DA operated Municipal Buildings Business Plan, for evaluation by DTC DC meeting scheduled for 7 Oct to consider allocation of £1.0M s106 monies. Developing a request with DA and THS
Refurbish Town Pump public realm	Project Mgr has commenced consultation. Public event in late September suspended due to latest guidance re gatherings
Refurbish South Gate public realm	Closed for now. Consider as part of longer term strategy
Respond to Local Plan (North Dorchester)	Awaiting next DC Local Plan proposal Member workshop to be scheduled