



Dorchester Town Council

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15 November 2023

Agenda for the meeting of the **Policy Committee**, which will be held in the **COUNCIL CHAMBER** at **THE MUNICIPAL BUILDINGS, HIGH EAST STREET, DORCHESTER** on **MONDAY 20 NOVEMBER 2023** at **7.00pm**.

Steve Newman
Town Clerk

Public Attendance and 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 possible.

Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose interests where appropriate. A Member who declares any interest must leave the room. A Member who declares a registerable interest as a Council nominee to a partner organisation may first address the meeting as a member of the public.

Membership of the Committee

Councillors B. Armstrong-Marshall, R. Biggs (Chair), S. Biles, T. Harries, J. Hewitt, F. Hogwood, S. Hosford (Vice-Chair), G. Jones and The Mayor ex-officio.

Agenda

1. Apologies

2. Declaration of Interests

3. Minutes

To read, confirm and sign the Minutes of the meeting of the Committee held on 18 September 2023 (adopted by Council on 25 September 2023). A copy of the Minutes can be found at <https://www.dorchester-tc.gov.uk/Committees/Management+Committee/Minutes>

4. Financial Update – Page 4

To consider a report by the Responsible Financial Officer (enclosed).

5. Engagement of Internal Auditor – Page 8

To consider a report by the Responsible Financial Officer (enclosed).

6. Planning and Environment Committee – Page 9

To consider requests from the Planning and Environment Committee (extracts attached) to agree funding to commission Dorset Council to undertake two speed surveys, one at Kings Road and one at Maiden Castle Road. The surveys cost approximately £275 each.

7. Management Committee Extract – Page 10

To consider the extract from the Management Committee meeting held on 13 November 2023 (enclosed).

8. Town Crier – Page 11

To consider a report by the Assistant Town Clerk (Corporate) (enclosed).

9. Corn Exchange Front of House Project – Page 12

To consider a report by the Town Clerk (enclosed).

10. Strategic and Operational Risk Registers – Page 14

To consider a report by the Assistant Town Clerk (Corporate) (enclosed).

11. Dorchester Business Awards – Page 23

To consider whether to again sponsor the Dorchester Business Awards (background information from last year and email correspondence in respect of this year is enclosed – the awards have now been rebranded as the Dorchester Business Awards and the sponsorship cost has remained at £325). The Council last year sponsored the Outstanding Customer Service category and the Mayor presented all of the awards.

12. Council Chamber / Town Hall Refurbishment Task and Finish Group – Page 27

To consider the notes of the meeting held on 18 September 2023.

13. Cornhill / South Street Improvements Replacement Lamp Posts– Page 29

To consider a report by the Tourism Officer (enclosed).

14. Public Bodies (Admission to Meetings) Act 1960

To resolve “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”.

15. Staffing – Page 31

To consider a report by the Town Clerk (enclosed).

16. 19 North Square – Page 32

To consider a report by the Town Clerk (enclosed).

17. Claim for Property Damage – Page 33

To consider a report by the Town Clerk (enclosed).

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 20 NOVEMBER 2023
FINANCIAL UPDATE AT 31 OCTOBER 2023

1. Financial Position

- Month 7 spend (Appendix 1) £105k under:
 - £24k under on Office Staff (budgeted pay award/staff not at top of scale)
 - £34k over on Treasury income
 - £11k over on Markets income
 - £15k up on Cemetery income
 - £19k under Parks R&M, including £4k grant received from Forestry Commission
 - All other under and overspends net £5k under

• Cash Position	£000	
Lloyds Bank	45	Nil interest
National Savings and Investments	7	0.6% interest
CCLA Deposit Account	2,450	5.26% interest
Total Cash	2,502	

Notes:

- Second half of Precept received September 2023, £834k.
- £750k transferred to CCLA Deposit Account.
- 2023/24 NJC pay award confirmed, £1,925 per employee, as per the 23/24 budget, backdated to April 2023, to be paid in December.
- Debt over 30 days = £2,997.80, 9 debtors (31 August £3,165, 7 debtors).
- Payments list 1 September to 31 October on website. Supporting vouchers available from Financial Controller
 - **RECOMMENDED** that the Payments list, totalling £259,703.95 is approved.

2. External Audit Report 2022/23

- Audit completed, no amendments, one comment:

Other matters not affecting our opinion which we draw to the attention of the authority:

The Internal Audit letter of engagement relates to services provided between 2014/15-2016/17. The Council have advised that there is not an updated letter of engagement for the services provided in 2022/23. Per the Practitioners' Guide every authority should ensure that they have a letter of engagement which includes the following:

- Roles & responsibilities
- Audit planning and timing of visits
- Reporting requirements
- Rights to access to information, members and officers
- Period of engagement
- Remuneration

-
- Certificate and AGAR on the DTC website.
 - **RECOMMENDED TO COUNCIL** that the certified Annual Governance and Accountability Return for the year ended 31 March 2023 is approved and accepted.

3. Internal Audit Report 2023/24

- First audit report, with officer responses attached at Appendix Two.
- **RECOMMENDED** that the report and officer responses are noted.

Nigel Hayes

Responsible Financial Officer

MANAGEMENT REPORT AT 31 OCTOBER 2023

By Spend Type	Budget	Profile	Actual	-Under/Over
	£000	£000	£000	£000
Staff	895	524	498	-26
Capital Financing/Debt	17	7	15	8
Other Payments	547	326	301	-25
To Specific Reserves	345	345	345	0
Income	-138	-78	-141	-63
Net Budget	1,666	1,124	1,018	-105

By Service	Budget	Profile	Actual	-Under/Over
	£000	£000	£000	£000
Allotments	-11	1	2	1
Parks & Open Spaces	164	129	109	-20
Cemeteries	-12	-1	-20	-19
Corp. & Dem. Manage.	39	20	19	-1
Cultural & Twinning	68	38	35	-3
Municipal Buildings	373	324	326	2
Other Services	58	26	-12	-38
Office Team	500	292	266	-26
Outdoor Services	489	294	293	-0
Net Budget	1,668	1,124	1,018	-105

Earmarked Reserves	Budget	Profile	Actual	-Under/Over	Balance
	£000	£000	£000	£000	£000
Tourist Information	5	5	11	6	5
MB Front of House	250	12	12	0	235
19 North Square Works	11	0	0	0	11
Municipal Buildings	46	12	12	0	50
Parks Premises	50	4	4	0	61
Planning Advice	10	0	0	0	19
Trees	0	0	10	10	20
Vehicles & Equipment	20	20	20	0	97
Play Equipment	0	0	4	4	19
Christmas Lights	0	0	0	0	4
Apprenticeships	0	0	0	0	8
Public Realm	0	0	0	0	463
Climate Emergency	50	2	2	0	140
Corporate Projects	0	0	0	0	385
Cemeteries	30	0	0	0	88
Arts & Cultural	16	16	16	0	0
Net Budget	488	71	91	20	1,605

APPENDIX TWO

Darkin Miller Chartered Accountants
2023/24 INTERNAL AUDIT OF DORCHESTER TOWN COUNCIL - FINAL REPORT VISIT 1 OF 3: 30th OCTOBER 2023

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Pr.	Management Response	Resp Off	Due Date
3.1 – Ensure all minutes initialled or signed	<p>I reviewed the minutes to confirm that there was no unusual financial activity. I noted no such activity, but did note that a number of pages of the minutes have only been signed on one page or not signed at all. It is a requirement that each page is signed or initialled in order to ensure that there is evidence that the minutes shown are the ones approved. Only one page was signed in each of the following minutes:</p> <p style="padding-left: 20px;">Council – 04/04/22, 23/05/22, 24/05/22 - this was also reported in 22/23 Council - 22/05/23, 04/10/23 Policy Committee - 21/03/22, 16/05/22 - this was also reported in 22/23 Policy Committee - 20/03/23 Management Committee - 10/01/22, 11/07/22, 12/09/22, 14/11/22 , 16/01/23 - this was also reported in 22/23 Management Committee - 09/05/23, 17/07/23 Planning & Environment Committee - 01/08/22 - this was also reported in 22/23</p> <p>The following minutes had been approved but were unsigned: Council - 28/11/22, 30/01/23 - this was also reported in 22/23 Policy Committee – 23/01/23 - this was also reported in 22/23 Policy Committee - 15/05/23</p> <p>I recommend that each page of the minutes is signed or initialled, with the back page signed, in order to evidence that the minutes on file are those approved by Council</p>	H	Agreed	SN	Nov-23
7.1 – Amend payroll budget to ensure correct SCP and salary shown	<p>I checked to see that salaries approved with those set by Council. I found that the payroll budget for 2023/24 which formed part of the 2023/24 budget approved by Council contained two errors. The scale point and annual salary had been incorrectly noted for one employee (the actual SCP paid for that employee has not changed since 2022/23), and the scale point had been incorrectly noted for a second (but the salary shown was correct).</p> <p>I recommend that the payroll budget spreadsheet is corrected so that the 2024/25 budget is correct.</p>	M	Agreed	NH	Oct-23
7.2 – Put in place cover for processing timesheets, and second check of timesheet calculation	<p>I checked to see that other payments made to employees were reasonable, properly support and approved by the Council. Grounds staff prepare and sign a timesheet for each week. These are checked and countersigned by the ATC (Outdoor Services) who compiles the data onto weekly spreadsheets. The RFO then confirms the total to be paid to the payroll bureau before the amounts due are calculated.</p> <p>For w/e 18/03/23, I found that one member of staff had carried out 15 hours of additional work one week. The signed timesheet noted that it was due to be counted as TOIL, but it was both added to the TOIL record and paid. The TOIL record has now been updated to remove the hours that were paid instead.</p>	M	Agreed	CD	Nov-23
	<p>For w/e 18/06/23 I noted one member of staff was paid 2.5hrs of overtime when none was shown on the related signed timesheet, and another was not paid 3hrs of overtime which was recorded on the signed timesheet. For w/e 25/06/23 I noted one member of staff was paid 2.5hrs against a timesheet which recorded 6hrs overtime, a second was paid 6hrs overtime against a timesheet which recorded 2.5hrs overtime and 6hrs TOIL, and a third paid 2.5hrs overtime against a timesheet which recorded 3hrs overtime. These have not been corrected.</p> <p>The ATC (Outdoor Services) noted that there is currently no cover in place to process timesheets when he is absent, and that there is no second person check of the signed timesheets to the compilation spreadsheet.</p> <p>I recommend that the Council puts in place a second check of the compilation spreadsheets prior to them being passed to the RFO for processing, and that cover arrangements are put in place to ensure that timesheets continue to be processed during staff absence. This should reduce the risk of errors being made in the first place, and increase the chances of any such errors being identified and corrected before the payroll is calculated.</p>				
7.3 – Correct over and under payments for sample period	<p>I further recommend that the overtime and TOIL recorded for w/e 18/06/23 and 25/06/23 is checked, with any adjustments necessary made in the next payroll.</p>	M	Agreed	CD	Nov-23
7.4 – Recover final 4 hours of overpayment from 22/23 audit	<p>During the 22/23 audit, I found that a member of staff had been overpaid by 6 hours at time and a half and 9 hours at double time, equivalent to 27 hours at plain time. The hours were due to be recovered over a 7 month period, but the recovery calculation only spanned six months and recovered 23 hours. This means that a further 4 hours still needs to be recovered.</p> <p>I recommend that the remaining 4 hours is recovered in the next payroll.</p>	M	Agreed	NH	Nov-23
14.1 – Ensure evidence of publication date is retained	<p>I checked to see that the Council had complied with the publication requirements for the AGAR. I found that there was evidence that the notice of conclusion of audit and ss1-3 of the AGAR had been uploaded on or before 30/09/23 as required. The Council was also required to publish the public rights information (public rights notice, ss1-2 AGAR and a note that the AGAR was unaudited) at least one day before 05/06/23, which was the start of its public rights period. Evidence was provided which showed that the required documents were on the website as at 05/06/23, but no evidence was provided to prove that publication occurred at least one day before. Consequently, I have assessed this test as 'not covered'.</p> <p>I recommend that the Council retains evidence of the date of publication (and, if relevant, removal) of the public rights and notice of conclusion documents in order to prove compliance with statutory requirements.</p>	M	Agreed	NH	Oct-23

The following areas were reviewed during this visit: Proper book-keeping; Rick Management; Petty Cash; Payroll; Exemption; Transparency; Public Rights; Publication.

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 20 NOVEMBER 2023

RE-ENGAGEMENT OF INTERNAL AUDITOR

1. As commented by the External Auditor; the Internal Auditors letter of engagement expired in 2017.
2. Town Council audit is supplied locally by specialist providers. It is a limited market, c.3 providers supplying the service in Dorset. The contract is too small to interest commercial providers and sufficiently specialist to deter generalist local providers. Remote internal auditor services are now available, allowing the option of auditors to be considered from around the country, however, it is considered preferable to use a local provider with extensive knowledge of the area.
3. Darkin Miller Ltd (DM) were originally appointed in 2014 by Members using an open tender process alongside other Parishes. Appointed on an hourly rate of £41.50 (with a 2.5% discount for longer-term contracts) plus travel at 86p per mile, from Charlton Down. DM audit the majority of Town and Parish Councils in Dorset.
4. DM are experienced auditors, having previously worked for the Audit Commission and West Dorset District Council, holding the positions of Head of Internal Audit, Finance Manager, and S.151 Officer. They are chartered accountants and members of the ICAEW.
5. DM have provided a quality service, up-to-date, tailored, relevant and flexible to the councils needs, with strong local contacts. Since their appointment they have worked with Officers to reduce the number of annual audit days from 7 to 5, helping to reduce the cost to the council.
6. An updated terms of engagement has been provided by DM, the rate being £43 per hour with a 2.5% discounted rate for three year plus contracts.
7. It is **RECOMMENDED**, that Darkin Miller Ltd are engaged by members on a three-year contract with an option to extend for a further two years.

Nigel Hayes
Responsible Finance Officer

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 20 NOVEMBER 2023

PLANNING AND ENVIRONMENT COMMITTEE EXTRACTS

To consider the following extracts from the Planning and Environment Committee meetings held on 7 August 2023 and 6 November 2023.

“Reports of Speeding at Kings Road, Dorchester

The Committee considered the concerns of a resident of Kings Road regarding speeding in the area.

Members were asked to consider if they wish to request a speed survey for Kings Road with a mind to fund a SID should the site meet the required speed criteria or if they wish to recommend that the complaint be reported to Dorset Police for enforcement.

It was agreed that it should be recommended to the Policy Committee that a speed survey should be commissioned for Kings Road and that the Clerk to the Committee should write to Dorset Police in the meantime and request that they enforce the speed limit in the area.

Resolved

- i) That it be recommended to the Policy Committee that a speed survey be commissioned for Kings Road.
- ii) That the Clerk to the Committee should write to Dorset Police in the meantime and request that they enforce the speed limit in the area.”

“Speed Surveys – Maiden Castle Road

The Committee heard that reports had been received of perceived speeding in Maiden Castle Road and noted that the last speed surveys in the vicinity were carried out in 1995, the Committee agreed that it should be recommended to the Policy Committee that a speed survey should be commissioned for Maiden Castle Road.

Resolved

That a request be made to the Policy Committee be made for funding for a speed survey in Maiden Castle Road.”

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 20 NOVEMBER 2023

MANAGEMENT COMMITTEE EXTRACT – 13 NOVEMBER 2023

To consider the following extract from the Management Committee meeting held on 13 November 2023.

“32. Borough Gardens – extension to staff mess facilities.

The Assistant Town Clerk (Outdoor Services) reported to members on the outcome of the procurement process for the contract to build the extension to the Borough Gardens mess facility. The bid from Skelly Construction Ltd offered the best value for money but was £19,927 above the budget for the project of £40,000 already agreed by Committee. Members were invited to consider either abandoning the project, and thereby leave the staff with inadequate mess facilities, or increase the budget from reserves to enable construction to proceed. Members expressed support for the project and agreed to request to Policy Committee a further allocation from reserves.

Resolved

That Policy Committee be requested to allocate an additional £19,927 to the project budget for the extension of the gardeners’ mess facilities at Borough Gardens from the Parks Buildings reserves.”

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE - 20 NOVEMBER 2023

APPOINTMENT OF NEW TOWN CRIER

1. The current Town Crier, Cllr Alistair Chisholm, has been in post for approximately 20 years and has informed the Town Clerk of his intention to retire on New Year's Day 2024. There is a need, therefore, for the town council to agree the next steps in terms of appointing a new Town Crier.
2. The position of Town Crier is discretionary and is not a requirement of the council's constitution. However, it is a traditional role with many town councils across the country each having their own Town Crier to promote the town and take part in a range of civic events. The postholder should be an excellent communicator and have the skills to write appropriate 'cries' for a range of key occasions.
3. The town council currently pays the Town Crier an annual allowance of £600 to cover essential costs. There is no existing budget for the Crier's traditional livery (e.g. robe, hat, shoes, waistcoat) and it is likely that a new livery will need to be purchased for the next Town Crier. Based on advice from specialist tailors, it is recommended that the council established a budget of £5,000 to cover all the costs of purchasing livery for the new Crier.
4. If members agree to proceed with appointment of a new Town Crier, then a bespoke recruitment process will need to be put in place. For example, a job description and person specification will need to be produced and the postholder should have some form of contract with the Town Council. There will also need to be a recruitment process that involves candidates writing an example 'cry' and being tested at speaking in public.
5. To oversee the development of the job description and person specification, and to sit on the interview / assessment panel, it is proposed that the committee establishes a Town Crier Appointments Panel comprising 3-5 members including the present Town Crier. The Panel would then make a recommendation to Full Council as to which candidate should be appointed.
6. It is **RECOMMENDED**, therefore, that:
 - a) the committee establishes a Town Crier Recruitment Panel, to include the present Town Crier, to oversee the recruitment and selection process for the post of new Town Crier;
 - b) the committee proposes the allocation of a budget of £5,000 in the council's 2024-25 budget to meet the cost of purchasing livery for the new Town Crier.

Tony Hurley
Assistant Town Clerk (Corporate)

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 20 NOVEMBER 2023

CORN EXCHANGE FRONT OF HOUSE WORKS

1. The Council has previously agreed a project to improve the ‘front of house’ of the Corn Exchange. This is the final part of a number of projects to secure the fabric of the building and to make it fit for the future. The project will:-
 - Bring the facilities at the front of the building up to the standard of those which have been recently refurbished.
 - Reveal and celebrate the heritage of the building by returning it to a layout which is closer to its original form, but which also ideally suits its current and future use.
 - Create a welcoming, inviting aspect to the building as seen from the Town Pump and Cornhill areas, so as to attract people to the building and encourage them to visit and use it.
 - Substantially improve the bar and catering facilities for Dorchester Arts events, third party hires and community use.
 - Provide modern, efficient toilet facilities in a space which is suitable for users of the building, but which does not have significant potential for other activities.
 - Create a reception area which will allow Dorchester Arts to have a presence at the front of the building for meeting and greeting visitors, audiences, participants and hirers, selling tickets, providing information about Dorchester Arts and Town Council activities and events, and directing visitors and event attendees to the right spaces in the building.
 - Improve the visitor experience at all times by opening up the front part of the building and making it bright, welcoming, interesting and attractive.
 - Create a new, exciting space in the centre of the town for community activities and gatherings.
2. Crickmay Stark have drawn up detailed plans in consultation with Dorchester Arts and the Town Council which have now received both Listed Building Consent and Planning Permission.
3. Peter Gunning and Partners (quantity surveyors) have carried out an assessment of the project in detail and estimate the cost at £650,000 plus professional fees of up to 15% of project cost making a total cost of £747,500.
4. Finance already in place for the project totals £585,500
 - Section 106 - £250,000 less £24,000 already drawn down for additional works relevant to the previous works namely the new toilet provision off the Corn Exchange.
 - Town Council Reserve - £250,000
 - CIL funding - £100,000
 - Capital Leverage Fund - £9,500.

5. The project will be tendered shortly but it is possible that there will be a potential funding shortfall of around £162,000.
6. An application to the Heritage Lottery Fund for £125,000 has been submitted but was unsuccessful. There are however other funding opportunities including the Shared Prosperity Fund for projects to be completed in the financial year 2024-25.
7. A further funding report will be presented to Committee once the tenders have been received.
8. With regard to the appointment of professional services it is proposed to continue with those professionals who worked on the previous phase of refurbishment and who already have an intimate knowledge of the building:-
 - Architects – Crickmay Starks, Dorchester
 - Quantity Surveyors – Peter Gunning and Partners, Dorchester
 - Structural Engineer – Dencher Consulting Engineers, Dorchester
9. Members are asked to note this update and confirm that they are happy for those professional services to be provided as above.

Steve Newman
Town Clerk

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 20 NOVEMBER 2023

STRATEGIC AND OPERATIONAL RISK REGISTERS – ANNUAL REPORT

1. The Council manages its risks through a process that concludes in an annual risk review report presented to Policy Committee. The Council's adopted Risk Management Policy, which details the methodology used to assess the risks being faced by the Council, is attached at **Appendix 1**.
2. Using the Risk Management Policy, comprehensive Risk Registers have been developed covering not only strategic risks but also operational risks relating to the key frontline services – such as play areas, allotments, cemeteries and the Municipal Buildings.
3. At its meeting in November 2022, the Committee reviewed the Risk Registers and agreed that the two high level risk relating to the transition to the new Town Clerk and the impact of Covid 19 should both removed from the register as they were no longer relevant.
4. The Council's Risk Registers now contain **8** risks classified as 'high' and **91** risks classified as 'medium', as assessed in accordance with the Council's adopted Risk Policy. The whole register is available from the Town Clerk.
5. Following a review by officers, the identified strategic and operational 'high' risks are set out in **Appendix 2** and include the new risk of increased energy costs. Members are invited to review these 'high' strategic and operational risks.
6. As well as reviewing the highest risks, the Committee is asked to identify any new risks it considers should be included within the Registers, with an appropriate score.
7. Previous Risk Management Plans have referenced a structured approach to taking advantage of Opportunities. The Council's current financial position allows it to adopt a more flexible approach to the taking of opportunities as they arise, rather than needing to manage them in a structured way. The Plan is therefore focused on the management of negative risk.
8. It is **RECOMMENDED** that:
 - a) the assessed high strategic and operation risks as set out in Appendix 2 be approved;
 - b) any new risks identified at the Committee be included within the registers;
 - c) the strategic, operational and opportunity risk registers, as a whole, be approved.

APPENDIX 1 - RISK MANAGEMENT PLAN

1. INTRODUCTION

Risk can be defined as the 'uncertainty of an outcome', primarily relating to a negative threat to business plans or activities. The effective management of risk is a key issue for the success of any organisation or activity, for in many cases it is only by taking risks that progress is made. The importance is to understand the risks that are inherent in a decision. A structured approach to risk management can achieve this by enabling the decision to be made against a background of better information about the potential outcome of a particular course of action. The Town Council has adopted a structured approach to Risk Management.

2. AUDIENCE

This Policy is intended as the primary guidance to the Council and senior management but is made available to all employees.

3. STAKEHOLDERS

It is important to involve stakeholders in the risk management process as this will give access to the widest possible range of views about the potential threats and opportunities affecting the Council and its services. A stakeholder in this context is an organisation or individual who can affect, or is affected by decisions of the Council. Stakeholders will change depending on whether the risk is project-related or more general, but Councillors and senior management will always be involved.

4. AIMS & BENEFITS

The aim of this policy is to develop an awareness of the benefits of risk management within the Council. It also encourages everyone involved to adopt an open and structured approach to risk management. The Council hopes that effective risk management will help to deliver –

- Increased certainty and fewer surprises.
- Better management of threats to cost, time and performance, leading to improved service delivery.
- Better grasping of opportunities to improve our services.
- More effective management of change.
- Better management at all levels through improved decision making.
- Clear ownership and accountability for risk and its management.
- Better value for money for the Council Taxpayer.
- Easier achievement of Key Performance Indicators by enabling effort to be targeted.

5. PROCESS

The overall process for the management of risk is set out at Annex A.

6. OWNERSHIP

The Risk Policy is owned by the Council and implemented through the offices of the Town Clerk.

7. ASSESSMENT OF RISK

Each risk will be assessed in terms of its probability of occurrence and the potential impact on the Council. The following are the criteria by which each risk will be assessed:

Probability of Occurrence:

Category	Probability	Possible Indicators
Almost Certain (4)	>90% ¹	Frequent Occurrence
Likely (3)	>60%	Regular Occurrence
Possible (2)	>10%	Occasional Occurrence
Unlikely (1)	<10%	Has Never Occurred

¹Risks that are almost certain to happen should be addressed as an issue

Evaluation of Impact:

Impact on Performance	Risk Threat
Major (4)	Financial Impact >£25,000 Fatality / disabling injuries to public or staff / Adverse national media attention / external intervention / total service disruption / extensive legal action against the Council
Serious (3)	Financial Impact >£15,000 Adverse local media attention / extensive public complaints / adverse comments by regulators or auditors / significant service disruption / failure to meet key performance targets / service disruptions / injuries to public or staff / legal action against the Council
Significant (2)	Financial Impact >£5,000 Adverse service user complaints / service disruption / minor injuries and near misses to staff and public
Minor (1)	Financial impact less than £5,000 / isolated complaints / minor service disruption

Priority Ranking:

The ranking of an individual risk is calculated by a simple combination of its probability and impact.

Risk Matrix:

The risk, using the above impact and likelihood ratings, can then be plotted onto the risk matrix and its classification identified:

8 – 16 = High Risk 3-6 = Medium Risk 1-2 = Low Risk

Probability	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
		1	2	3	4
		Impact			

8. ROLES AND RESPONSIBILITIES

Risk management is only considered to be truly embedded when it functions as part of the Council’s day-to-day operations. In order for this to be achieved it is vital that clarity exists to determine the various roles and responsibilities of individuals involved throughout the Council in the risk management process.

To ensure that this level of clarity exists, the Council has established a structure that depicts how Members, Officers and the various Committees, Panels and individuals contribute to the overall risk management process.

Organisational Structure and Summary of Key Roles

Council	<ul style="list-style-type: none"> • Monitor annual report on risk management activity (via Policy Committee) • Certification of the Council’s annual Statement on Internal Control
Policy Committee	<ul style="list-style-type: none"> • Approve risk management policy and strategy and related documents • Approve content of risk registers and proposed risk mitigation plans and monitor implementation via regular monitoring reports • Monitor annual report on risk management activity • General oversight of the Councils risk management process • Receiving regular reports to review/scrutinise/challenge current and proposed risk management procedures and processes • Give initial consideration to the annual report on the Councils risk management activity • To recommend a risk management framework, strategy and process • Identify, analyse and prioritise risks • Determine responsibilities and actions to control risks • Monitor progress on managing risks against action plans • Review implementation of the of the risk management framework, strategy and process

Town Clerk	<ul style="list-style-type: none"> • Report to Members and external stakeholders on the framework, strategy and process • Provide advice and support on risk management matters • Maintain the risk management policy, strategy and framework • Produce an annual report on overall risk management activity • Identifying, analysing and prioritising risks • Determining risk management action plans and delegating responsibility for control • Monitoring progress on the management of risks
Staff and other stakeholders	<ul style="list-style-type: none"> • Maintaining awareness of risks, their impact and costs and feeding these into the formal risk management process • Controlling risks in their every-day work • Monitoring progress in managing job related risks

9. RISK REGISTERS

The Council will maintain computer based Strategic and Operational Risk Registers which will be developed further in order to link with the Council's other corporate documents such as the Performance and Policy Plan.

ANNEX A

RISK MANAGEMENT PROCESS

RISK IDENTIFICATION

Risks and opportunities may be identified at any stage and should be included in the Risk Register. Nevertheless, in order to capture as many of the risks and opportunities facing an activity or project methods used for identification could include:

- Brainstorming sessions with individuals, committees or panels and various levels of management. It will be important to include as many stakeholders as possible in these sessions.
- Check lists.
- Questionnaires.
- Learning from other projects, councils and auditors.

As risks are identified they will be recorded in the Risk Register. Each risk must be described in terms of the source of the risk, the consequences if it happens and the effect it would have on the Council's activities or project as the case may be.

RISK OWNERSHIP

Once a risk has been identified, it will be given an owner who is the person best able to manage the risk. The owner will be responsible for all aspects of the management of the risk or opportunity.

RISK EVALUATION

Each risk will be evaluated in accordance with the evaluation rules laid down within this Plan. This information will be entered in the Risk Register and will enable prioritisation of the risks within a certain area.

RISK PLANNING

Once each risk has been identified and evaluated actions for dealing with it will be developed. These are known as risk responses and fall into one of four areas:

- **Terminate:** An action that allows the risk to be avoided.
- **Treat:** An action that will reduce the impact and/or the probability of a risk.
- **Transfer:** Is there a stakeholder or another organisation better able to manage the risk?
- **Tolerate:** Accept the consequences if the risk occurs.

The Risk Register will identify the option selected to deal with each risk together with any actions that might be required.

Once the risk responses have been developed the risk owner must then decide which option to adopt. In reaching decisions as to which response should be used, a cost/benefit comparison should be made. For mitigation activities attracting significant cost (> £5,000) results will need to be recorded. It may be that external help is required to help decide the appropriate course of action, in which case the risk owner should record the date by which a decision must be made and the potential consequences if the decision is not taken by that date.

Following the decision to adopt a particular risk response, the owner must ensure that:

- The secondary risks associated with implementing the risk response are assessed and recorded.
- Where one exists the project plan is updated to include the activities associated with the risk response.
- Entries are made in the fields on the risk register detailing the predicted probability and impact evaluation, once the response activities are completed.
- A fallback/contingency plan is developed to address the consequences of the risk happening despite the response activities.

Risk owners must monitor the progress and success of their chosen response to risk on a regular basis. They should review all their risks and provide an evaluation of probability and impact on a regular basis.

REVIEW

The highest priority risks are to be reviewed by the Policy Committee. Risk monitoring will be regularly reported to the Policy Committee.

The effectiveness of the process will be reviewed by the Policy Committee periodically.

APPENDIX 2 - STRATEGIC RISKS SCORED 'HIGH'

Risk	Risk No	Responsible Officer	Impact and Effect of Deliverables	Probability	Impact	Total	Controls in Place	Risk response	Notes / Actions
Accidental loss/transfer of personal data or confidential information.	S042	TC	Claims against the Council. Damage to public reputation.	3	3	9	New IT contract with Dorset Council with enhanced data security. RFO acts as Data Protection Officer.	Treat/monitor	Consider further control measures. Review security of paper files in council offices and security of personal data on shared drive.
The future policy direction and management arrangements of Dorset Council present risks on which the town's residents rely.	S047	TC	Pressure on the TC to take on additional services or fund services/ voluntary organisations, reduced partnership working, loss of DC staff with experience and knowledge of issue important to Dorchester resulting in significant financial and political implications.	4	3	12	DC Members to monitor and advise the TC of any emerging risks. The TC to input into consultations. Robust Corporate Plan with flexible financial provision to be put in place.	Treat / Monitor	Town Clerk to keep under review via regular liaison with senior management at Dorset Council.
Uncertainty over future operation of the markets after 2026.	S050	TC	Reduced income, poor visitor experience, reputational damage.	2	4	8	Representation on Markets Panel.	Treat / Monitor	Negotiations to take place with Dorset Council in respect of future management.

The Town Council extending its service offer into wholly new activities.	S052	TC	Providing a poor service, financing significantly higher than anticipated, service failing resulting in significant financial damage and reputational damage.	2	4	8	Members to carefully consider detailed costed action / business plans prior to entering into any new service – robustness of plans to be tested by an independent specialist if felt necessary.	Treat / Monitor	
The consequences to the town of a poorly developed Local Plan.	S057	TC	Potential significant damage to the town and its rural surrounds, particularly in respect of development north of Dorchester.	2	4	8	Monitoring the Local Plan process with care.	Treat / Monitor	
Increase in energy costs.	S058	TC	Potential to adversely affect council budgets and operations if energy costs increase significantly.	2	4	8	Monitoring of utility costs and planned installation of low-carbon technology on council buildings (e.g. air source heat pumps).	Treat / Monitor	Monitor efficiency and effectiveness of carbon reduction measures.

OPERATIONAL RISKS SCORED 'HIGH'

Other

Risk	Risk No	Responsible Officer	Impact and Effect of Deliverables	Probability	Impact	Total	Controls in Place	Risk response	Notes / Actions
Serious incident at Council run outside event.	OTH 010	TC	Loss of life/injury to public/staff. External criticism. Negative local and national press coverage. Increased insurance premiums.	2	4	8	PLI. Risk assess prior to event. Produce Event Management Plans were needed and liaise with Dorset Safety Advisory Group.	Treat/ Monitor	
Failure to insure or secure (where appropriate) public art/civic assets.	OTH 011	TC	Loss or damage. Significant unexpected expenditure. Criticism for lack of care/civic pride. Loss of irreplaceable public art.	2	4	8	Assets identified and those in the ownership of the Council to be insured or the Council self-insures - Council decision. Additional security measures to some assets. Annual review of insurances and three yearly assessments of re-build costs.	Treat/ Monitor	

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 20 NOVEMBER 2023
DORCHESTER BUSINESS AWARDS

Email request below:-

Hello Steve

The time has come to announce the third year of the Dorchester Business Awards. This year we are looking for close to 200 entries/nominations, while we expect to have over 70 at the lunchtime awards ceremony. The date is Thursday, 18th April and the venue is the Dorchester Corn Exchange.

We have boosted the categories to fourteen, upgraded our awards ceremony videos and increased the number of shortlisted entrants.

Also, the sponsor's profile is being increased and is now included in the category name. Each category will now be branded as the (Sponsor Name)(Category name) Award

We've also bought additional state-of-the-art equipment for the awards and upgraded our backdrops. Also, the new look awards website will be launched just before the awards launch in early December (to be announced next week). Entries will open on the day of the launch.

We also now restrict the number of sponsors to just two per business group to ensure all sponsors get the maximum profile. This applies across all our awards.

Our first job is to now place the category sponsorship for the 2023/24 awards. The package is similar to the 2023 awards with sponsors receiving a place at the awards launch, two places at the awards ceremony and a place at the Winners' Reception.

As part of the 22/23 awards the Dorchester Town Council sponsored the very popular Outstanding Customer Service category and our policy is to give sponsors the first option to renew before the category is made available. We can keep the cost to the same level as before which was £225 plus VAT invoiced on booking. and £100 plus VAT invoiced one month before the awards ceremony (so £325 plus VAT-same as before).

Our policy remains to use the awards to promote the range and quality of local businesses.

I hope Dorchester Town Council would like to be a sponsor again. Interest in these awards has continued to grow so can you let me know ASAP?

Best wishes

Nigel

Background

We believe local businesses are the backbone of an area's economy, helping drive recovery and prosperity. They generate employment, they innovate, they open new markets and bring money into the local area.

Until recently there have been limited ways to promote the range and quality of these local businesses. Business awards have been county wide focusing on larger businesses with evening black tie events and high-priced tickets.

Dorchester and Poundbury Business Awards*

*Rebranding to Dorchester Business Awards this month

The Dorchester and Poundbury Business Awards are completely different. The idea emerged during the lockdown, when local businesses were being damaged by the economic effects of COVID.

To start with they are held at lunchtime rather than in the evening. Entry is free and businesses can enter as many categories as they want. The judging is independent with a panel of online judges, who don't know who the other judges are. They submit their votes online and the entries with the highest number of votes are the winners.

Even the cost of attending the awards ceremony is simply the cost to us.

The Dorchester and Poundbury Business Awards ran in 2021 and 2022 and it was clear from the start that there was a big demand from local businesses. To date the awards have received 378 entries/nominations, while over 80 local businesses leaders attended the lunchtime awards ceremony in April 2022.

The awards also have their own website: www.dandpbusinessawards.co.uk. To date the website has had (as of today) 1,303 viewings. The awards video updates and the recording of the 2022 awards ceremony have had over 400 viewings. That shows the demand for what we are trying to deliver.

Key Dates

Entries are now open and local businesses have until Monday, 30th January to enter or be nominated. The awards ceremony is at lunchtime on Thursday, 30th March 2023

Funding

The funding of the awards comes from category sponsorship. The concept of the awards has proved beneficial to local businesses throughout Dorset and we have received many testimonials (copies available) from local businesses saying how our local awards have helped and boosted their businesses.

We run similar awards in Sherborne and in Bridport and in both cases the town councils have backed the awards and become one of the awards category sponsors. Having this support in each of these areas has been a great help in the success of the awards in that area.

Our category sponsorship rate is £475 plus VAT, but, as with Sherborne and Bridport, this is reduced to £325 plus VAT for local councils.

Sponsors Benefits

1. The sponsor chooses a category to sponsor (subject to availability).
2. We publicise their category and sponsorship on our social media (approx. 3.5k followers across the three main platforms).
3. The sponsor's logo is put on the awards website with a link to their website.
4. Their logo is placed close to the streamed awards on the awards website to maximise profile (www.dandpbusinessawards.co.uk).
5. We produce a short video of the sponsor wishing all entrants success, which is played at the beginning of the awards ceremony.
6. Sponsors receive two VIP places for the awards ceremony. They announce, then present their category winner before presenting their award.
7. Sponsors can bring up to two roller banners to the awards ceremony.
8. The awards have a clear table policy, but sponsors can supply promotional materials to be handed out at the end of the awards.
9. The sponsor's logo will be in the ceremony programme.
10. The sponsor's logo will be on the screens around the venue and at the start of the streaming. Also, the logo will be on the welcome backdrop as the ceremony guests arrive.
11. The sponsor's name on the winner's framed certificate.
12. The sponsor will be photos presenting their award which will go on the awards website.

Available Categories (as of 8th November 2022)

New Business of the Year
Best Place to Work
Cafe, Pub, Casual Dining
Excellence in Customer Service

Examples of Feedback

"The Dorchester Business Awards are a significant marker of our local post-Covid recovery, a really encouraging and optimistic event that I was honoured to be part of."

Lord Fellowes of West Stafford

"The Business Awards are the best thing to happen in Dorset for many years. It is so rewarding to see how businesses across the County recognise their value and have responded by entering the various categories. Onwards and upwards!"

Barry White, Retired Solicitor, Poundbury

"We entered the Dorchester and Poundbury Awards thinking nothing ventured nothing gained. It was so nice to see businesses networking together during the awards. Not only did we win our category, but the overall best business as well! We could not believe it, We would like to say to all the businesses out there enter as you have a lot to gain!"

Nell Strudwick, Goldcrest Jewellers, Dorchester

"There is a perfect balance struck between the ceremony and the sense of occasion. There's a formula that produces a uniquely accessible, friendly format. I was inundated with messages from friends of friend, distant family and past colleagues who had seen the coverage. There remains today a clear spike in our website traffic."

James Heart, Purple Office

Nigel Reeve
8th November 2022.

DORCHESTER TOWN COUNCIL

COUNCIL CHAMBER / TOWN HALL TASK AND FINISH GROUP

18 SEPTEMBER 2023

Present: The Mayor (Councillor A. Chisholm) and Councillors L. Fry, S. Hosford, S. Jones and F. Kent-Ledger.

Officers: S. Newman, Town Clerk.

1. Terms of Reference

The Group noted its terms of reference.

2. Council Chamber Refurbishment

Members discussed those changes / improvements they would like to see in the Council Chamber as follows:-

- The far left hand display bay needs reviewing and smartening.
- The twinning memorabilia needs reviewing and rationalising – any memorabilia in storage to be reviewed at North Square in due course.
- The vertical radiator pipes to be painted the same colour as the wall to help them blend in.
- Investigate new 'flexible' tables and chairs to replace the existing furniture.
- Investigate alternative and more accessible for the public, Committee meeting 'styles'.
- Obtain prices for linking the hearing loop to the existing in the tech room.
- Consider having a screen at each end of the room.
- Remove redundant switches from the wall.
- Leave the carpet as it is following a clean.
- New LED spotlights to highlight the plaques and dais.
- Repaint the room using the heritage colours used in the Corn Exchange
- LED lighting for the Seal display.
- Put the Mayor's photo album in the Mayor's draw.
- Create a framed Honorary Citizens list.
- Create a file of historical information on everything that is displayed, including the history of twinning.
- New AV equipment to be fixed to the ceiling and accessed remotely.

3. Town Hall Refurbishment

Members discussed those changes / improvements they would like to see in the Town Hall as follows:-

- Investigate double glazing for the High East Street windows.
- Leave the oriel window as it is.

- Investigate designs to allow for a vestibule and second door to reduce noise intrusion into the Council Chamber via the existing door between the Council Chamber and Town Hall. Designs to include the possibility of increasing storage space.
- No change to the lighting.
- Obtain prices for linking the hearing loop to the existing on the tech room.
- New PA equipment – possibly by using stand alone equipment if it could be linked to hearing loop.
- Review the twinning items attached to the walls.
- Repaint the room using the heritage colours used in the Corn Exchange.
- Install destratification fans.

4. Upper hallway / landing

Members discussed those changes / improvements they would like to see in the upper hallway / landing as follows:-

- Repaint using the heritage colours used in the Corn Exchange
- Check to make sure that the hallway is not damp.

5. Next Meeting

To be arranged as and when necessary.

Steve Newman
Town Clerk

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 20 NOVEMBER 2023

South Street Heritage Lamppost replacements

1. The Policy Committee agreed on 23 January 2023 to procure and install seven replacement heritage lampposts for South Street so that they could be used for hanging baskets. The old lamp posts would be removed, and new lamp posts installed by Dorset Council. It was originally hoped that these would have been installed by the summer.
2. The estimated budget for the replacement lamp posts presented to Committee back in January was £21,000.
3. Due to supply chain shortage, particularly with steel due to energy prices, it has taken a long time to obtain a firm quote from Dorset Council for the works. This has now been received with a revised cost of £27,214. There will be an additional cost of around £1,400 to fabricate and fit the hanging basket brackets. This makes a total cost of £28,614.
4. In addition, the current columns that would be replaced are cast iron. Under Dorset Council policy, if any of these require replacing, they are to be replaced by steel lampposts. Therefore, the quote provided by Dorset Council is for non-cast iron steel heritage lampposts. Below is a visual of a cast-iron heritage lampposts and a non cast-iron lamppost.

Original heritage lamp posts on South Street - cast iron



Proposed replacement for all of the heritage lamp posts (one already in place outside Tony&Guy but this version is not heavy duty - looks the same though)



Recommendation:

- The Committee is asked to approve of the material change of heritage lampposts from cast iron to steel.
- The Committee is asked to approve the revised cost for the replacement of the heritage lampposts at £28,614.

Matilda Manley
Tourism Development Officer