

EXECUTIVE

**16TH JUNE 2008
AT 1000 HOURS**

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Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

Date: 6th June 2008

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the Executive of the Bolsover District Council to be held in the Council Chamber, Sherwood Lodge, Bolsover, on Monday 16th June 2008 at 1000 hours.

Members are reminded that under Section 51 of the Local Government Act 2000 the Bolsover Code of Conduct was adopted by the Council on 16th May 2007. It is a Councillor's duty to familiarise him or herself with the rules of personal conduct by which Councillors must conduct themselves in public life. In addition, Members should review their personal circumstances on a regular basis with these rules in mind and bearing in mind the matters listed on the Agenda for discussion at this meeting.

Copies of the Bolsover Code of Conduct for Members will be available for inspection by any Member at the meeting.

Register of Members' Interest - Members are reminded that a Member must within 28 days of becoming aware of any changes to their interests under paragraph 14 or 15 of the Code of Conduct provide written notification to the Authority's Monitoring Officer.

Members are reminded of the provisions of Section 106 of the Local Government Finance Act 1992 and the responsibility of Members to make a declaration at this meeting if affected by the Section and not to vote on any matter before this meeting which would have an affect on the Council's budget.

You will find the contents of the agenda itemised on pages 93 and 94.

Yours faithfully,



Chief Executive Officer
To: Members of the Executive

DECLARATION OF INTERESTS

COMMITTEE - EXECUTIVE _____ DATE - 16TH JUNE 2008 _____

NAME OF MEMBER - _____

- Levels of Interest
1. Personal
 2. Personal and prejudicial

AGENDA ITEM	SUBJECT	LEVEL OF INTEREST
Signed		
Dated		

Note

- * Completion of this form is to aid the accurate recording of your interest in the minutes only. This form, duly signed, should be provided to the Clerk at the commencement of the meeting
- * A nil return is not required.
- * It is still your responsibility to disclose any interests which you may have at the commencement of the meeting.

EXECUTIVE

Minutes of a meeting of the Executive of the Bolsover District Council held in the Council Chamber, Sherwood Lodge, Bolsover, on Monday, 12th May 2008 at 1000 hours.

PRESENT:-

Members:-

Councillor A.F. Tomlinson – in the Chair

Councillors J.E. Bennett, K. Bowman, A.J. Hodkin, D. Kelly, D. McGregor and B.R. Murray-Carr.

Also in attendance with the permission of the Chairman were Councillors A.M. Syrett and M. Dooley.

Officers:-

W. Lumley (Chief Executive Officer), S. Tomlinson (Director of Strategy), S. Sternberg (Solicitor to the Council), D. Hill (Head of Finance), B. O'Donnell (Scrutiny and Policy Officer) (until Minute No. 983), J. Foley (Head of Customer Service and Performance) (until Minute No. 984), P. Campbell (Head of Housing), S. Henri (Head of ICT) (Minute No. 987 to 988), R. Owen (Senior Valuer) (from Minute No. 988), A. Bluff (Democratic Services Officer) (observing) and A. Brownsword (Democratic Services Officer).

977. APOLOGIES

Apologies for absence were received from Councillors B. Huddless and E. Watts.

978. URGENT ITEMS OF BUSINESS

There were no urgent items of business.

979. DECLARATIONS OF INTEREST

There were no declarations of interest.

980. MINUTES

Moved by Councillor J.E. Bennett and seconded by Councillor D. Kelly

EXECUTIVE

RESOLVED that the minutes of a meeting of the Executive held on 7th April 2008 be approved as a true and correct record.

981. SCRUTINY REVIEW – ANTI POVERTY REVIEW

The Chair of PPMG4 presented a report detailing on Anti Poverty Review carried out by PPMG4.

The review looked at types of poverty and how the Council could address them.

Members noted that the Scrutiny Committee had made a good job of the review and asked questions.

Moved by Councillor J.E. Bennett and seconded by Councillor D. Kelly

RESOLVED that (1) all the actions to address poverty by the group in section 4 of the report be incorporated into the Anti Poverty Strategy currently being developed,

(2) an update on the viability of the actions identified in section 4 of the report be provided by September 2008,

(3) the actions that are agreed as viable be in place by March 2009,

(4) a realistic measure for poverty for the District be developed so that it can be monitored to ensure that the strategy is effective.

Reason for Decision: The decision is in line with the Executives responsibility with the formulation of strategies for consideration.

(Scrutiny and Policy Officer)

982. SCRUTINY REVIEW – COMMUNITY INVOLVEMENT IN SCRUTINY

The Chair of the Scrutiny Committee presented a report detailing a review of Community Involvement in Scrutiny.

The review looked at how to reach the Community, how accessible the Scrutiny Committee are and Community expectations.

Members noted that the Scrutiny Committee had made a good job of the review and asked questions.

Moved by Councillor J.E. Bennett and seconded by Councillor D. McGregor

RESOLVED that the report be received.

EXECUTIVE

Reason for Decision: To keep the Executive informed of the actions being taken by Scrutiny Committee to involve the public.

(Scrutiny and Policy Officer)

Councillors A. Syrett and M. Dooley left the meeting.

983. SCRUTINY REVIEW – PROVISION OF DENTISTRY IN THE DISTRICT

The Scrutiny and Policing Officer presented a report detailing a review of Dentistry Provision in the District carried out by PPMG3.

The review looked at Dentists in Derbyshire and the PCT's plans for the future.

Members noted that the Scrutiny Committee had made a good job of the review and asked questions.

Moved by Councillor D. McGregor and seconded by Councillor D. Kelly

RESOLVED that (1) the impact on the health service including dentistry be considered as part of the Planning process,

(2) it is ensured that the Planning Department work with the PCT so that they can be aware of future plans and developments which could feed in to their decision process,

(3) support be provided to the Dental Commissioner for the Derbyshire PCT to understand the local needs e.g. community forums, citizens panel, parish councils,

(4) it is ensured that the Joint Associate Director of Public Health maintains a relationship with the Dental Commissioner for Derbyshire PCT and provides regular updates on the actions for the areas in the district on the Top 10 list which should be shared via the scrutiny health group,

(5) the report be issued to Chesterfield Borough Council and North East Derbyshire District Council so that they are aware of the status of dentistry on the area,

(6) the review be closed.

Reason for Decision: The provision of dentistry has an effect on communities in the District of Bolsover's area.

(Scrutiny and Policy Officer)

The Scrutiny and Policing Officer left the meeting.

EXECUTIVE

984. COMPLIMENTS, COMMENTS, COMPLAINTS AND FREEDOM OF INFORMATION REQUESTS

The Head of Customer Service and Performance submitted a report providing information on the number of compliments, comments, complaints and freedom of information requests received for the period 1st January 2008 to 31st March 2008 together with a summary for 2007/08.

Members asked questions.

Moved by Councillor B.R. Murray-Carr and seconded by Councillor J.E. Bennett **RESOLVED** that the report be received.

Reason for Decision: To keep Members informed of volumes and trends regarding compliments, comments, complaints and freedom of information requests.

(Customer Service and Access Officer)

The Head of Customer Service and Performance left the meeting.

985. VERBAL UPDATE ON RENT ARREARS

The Head of Housing circulated information to Members on area based targets in respect of housing rent arrears and confirmed that the outstanding amounts were decreasing.

The Chairman noted that the departments progress was pleasing and showed that the measures put in place were productive.

Moved by Councillor K. Bowman and seconded by Councillor A.F. Tomlinson **RESOLVED** that the report be noted.

Reason for Decision: To update Members on the present position.

(Head of Housing)

986. EUROPEAN REGIONAL DEVELOPMENT FUND (ERDF) 2007 – 13 APPROVAL OF PRIORITY AXIS 2 (PA2) COALFIELDS AREAS – LOCAL INVESTMENT PLAN

The Director of Strategy presented a report which gave Members details of proposals for managing ERDF in Priority Axis 2 areas of Bolsover and requested delegated powers to the Head of Regeneration, in consultation with the Leader, Deputy Leader, Chief Executive Officer and the Director of Strategy to approve the final coalfields ERDF local investment plan on behalf of Bolsover.

EXECUTIVE

Moved by Councillor J.E. Bennett and seconded by Councillor D. Kelly

RESOLVED that (1) the Executive agree that the decision is an urgent one and should not, therefore, be subject to call-in, as provided for in Scrutiny Procedure Rule 16 and agreed by the Chairman,

(2) the recent developments on the delivery of the ERDF programme in relation to the Bolsover District and the pressing timetable for implementation, be noted,

(3) the proposed governance arrangements being put forward to the LAA Boards for approval and delegation where appropriate, be noted,

(4) delegated powers to the Head of Regeneration, in consultation with the Leader, Deputy Leader, Chief Executive Officer and Director of Strategy, to give Bolsover's approval to the local investment plan for the coalfields PA2 districts for the period 2007-10, be approved.

Reason for Decision: To ensure the full allocation of ERDF PA2 funding for the Bolsover District is received and spent, thereby avoiding potential underspend.

(Director of Strategy)

The Head of ICT entered the meeting.

987. ICT BUDGET BIDS

The Chief Executive Officer presented a report which summarised recommendations which had arisen from the ICT Strategy Group following a review of business cases submitted in support of budget bid applications.

Moved by Councillor D. McGregor and seconded by Councillor B.R. Murray-Carr

RESOLVED that the ICT capital bids detailed in the report be approved and financed from the ICT and Office Equipment Reserve.

Reason for Decision: In order to allocate funds from the ICT reserve.

(Head of ICT Services)

The Head of ICT left the meeting.

The Senior Valuer entered the meeting.

EXECUTIVE

988. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor K. Bowman and seconded by Councillor A.F. Tomlinson

RESOLVED that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the stated Paragraph of Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

989. 15 ROTHERHAM ROAD, NEW HOUGHTON EXEMPT – PARAGRAPH 3

The Senior Valuer submitted a report proposing that the former Police house at 15 Rotherham Road, New Houghton which was now vacant, be offered for sale at auction by Bagshaws Residential in Derby on 18th June 2008.

Moved by Councillor J.E. Bennett and seconded by Councillor A.J. Hodkin

RESOLVED that (1) a reserve as proposed in the report be placed on 15 Rotherham Road, New Houghton,

(2) delegated powers be given to the Head of Regeneration to exchange contracts to sell 15 Rotherham Road, New Houghton at any price that meets or exceeds the reserve,

(3) Members earmark the capital receipt for use on planned capital projects for affordable housing and/or regeneration.

Reason for Decision: In order to secure a capital receipt for the Council from the sale of a property which is surplus to Council requirements.

(Senior Valuer)

The meeting concluded at 1153 hours.

EXECUTIVE

Minutes of a special meeting of the Executive of the Bolsover District Council held in the Council Chamber, Sherwood Lodge, Bolsover, on Friday, 30th May 2008 at 1000 hours.

PRESENT:-

Members:-

Councillors J.E. Bennett, A.J. Hodkin, D. Kelly, D. McGregor, B.R. Murray-Carr, A.M. Syrett and E. Watts (from 1010 hours).

Officers:-

W. Lumley (Chief Executive Officer), D. Hill (Head of Finance), J Sherwood (Residential Principal Environmental Health Officer), S. Bentley (Environmental Health Officer), A. Collyer (Trainee Solicitor) and A. Bluff (Democratic Services Officer).

70. ELECTION OF CHAIR FOR MEETING

In the absence of Councillor E. Watts and A.F. Tomlinson, it was

Moved by Councillor B. R. Murray-Carr, seconded by Councillor T. Bennett.

RESOLVED that Councillor D. McGregor be elected as Chair for the meeting.

Councillor D, McGregor in the Chair.

71. APOLOGIES

Apologies for absence were received from Councillors K. Bowman and A.F. Tomlinson.

72. DECLARATIONS OF INTEREST

There were no declarations of interest received.

EXECUTIVE

73. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor J.E. Bennett, Seconded by Councillor D. Kelly.

RESOLVED that under Section 100(A) (4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the stated Paragraph of Part 1 of Schedule 12A of the Act and it is not in the public interest for the to be revealed.

74. NEW HOUGHTON RENEWAL AREA REMODELLING OF TERRACED PROPERTIES EXEMPT – PARAGRAPH 3

The Residential Principal Environmental Health Officer presented the report which gave details of proposals for the remodelling of terraced properties in the New Houghton Renewal Area.

Meden Valley Making Places would be funding internal improvements and environmental works with a contribution of £2.87 million - the Council would be funding external group repair works of £1.5 million which would come from the capital investment programme. The Council would be acting as employer of the agents and contractors which would enable the VAT to be reclaimed.

Owner occupiers would be means tested with a view to them contributing a maximum of 25% of the cost of the external works, individual owners would be expected to sign agreements / contracts regarding the works and agree to pay their contribution at the end of the scheme and landlords would have to pay 25% of the cost of the works.

Members suggested that if the costs exceed the budget, recommendation two be changed to allow a further report to be presented to Executive.

Moved by Councillor D. Kelly, seconded by Councillor J.E. Bennett.

RESOLVED that 1) the report be received,

2) the Chief Executive Officer (in consultation with the Solicitor to the Council) be authorised to sign all necessary documents on behalf of the Council to allow the scheme to proceed (including the funding agreement with MVMP, the agreement to employ the Managing Agents and the Contract for the Works), unless the costs exceed the budget, then a further report be presented to Executive,

3) the Council's Standing Orders for Contracts, with the exception of paragraph 4.8.2 (5), be suspended in respect of the appointment and employment of the Managing Agents and the appointment and employment of the Contractor for the Works,

EXECUTIVE

4) the action already taken in respect of the OJEU advert be endorsed.

(Residential Principal Environmental Health Officer)

Reason for the Decision: To allow the contract to be let and the programme of refurbishment works to be undertaken.

The meeting concluded at 1030 hours

**REPRESENTATIVES ON OUTSIDE BODIES 2008/2009
EXECUTIVE FUNCTIONS**

Organisation and Representative(s)	Term of Office Expires On
Age Concern Chesterfield & District Cabinet Member for Social Inclusion	Annual Meeting of the Council
Alliance for Enterprise (LEGI) Cabinet Member for Regeneration (Strategy)	Annual Meeting of the Council
Alliance Midlands and Southern Region Leader of the Council Deputy Leader of the Council	Annual Meeting of the Council
Alliance Sub Region Strategic Partnership Ltd (Alliance SSP) Cabinet Member for Regeneration (Strategy)	Annual Meeting of the Council
Association for Public Service Excellence (a) National Cabinet Member for Environment (b) Central Region Cabinet Member for Environment	Annual Meeting of the Council Annual Meeting of the Council
Bolsover Community Safety Strategy Group Cabinet Member for Community Safety	Annual Meeting of the Council
Bolsover Countryside Partnership Cabinet Member for Environment	Annual Meeting of the Council
Bolsover District Youth Advisory Panel Cabinet Member for Social Inclusion	Annual Meeting of the Council
Bolsover District Community Sports Forum Cabinet Member for Social Inclusion	Annual Meeting of the Council
Citizens Advice Bureau Board of Trustees Cabinet Member for Corporate Efficiency	Annual Meeting of the Council

Chesterfield, Bolsover and North East Derbyshire Community Transport Cabinet Member for Regeneration (Strategy)	Annual Meeting of the Council
Chesterfield Community Transport Cabinet Member for Regeneration (Strategy)	Annual Meeting of the Council
Chesterfield and District Crematorium Joint Committee Cabinet Member for Corporate Efficiency Cabinet Member for Environment	Annual Meeting of the Council
Chesterfield Royal Hospital Board of Governors Leader of the Council	Annual Meeting of the Council
Community Voluntary Partners Cabinet Member for Social Inclusion	Annual Meeting of the Council
Derbyshire Chamber and Business Link Board Leader of the Council	Annual Meeting of the Council
Derbyshire Children's Trust Board Cabinet Member for Community Safety	Annual Meeting of the Council
Derbyshire Coalition for Inclusive Living Cabinet Member for Social Inclusion	Annual Meeting of the Council
Derbyshire Transformational Management Board Cabinet Member for Customer Services	Annual Meeting of the Council
Derbyshire Sport Cabinet Member for Social Inclusion	Annual Meeting of the Council
Derbyshire Partnership Forum Leader of the Council Deputy Leader of the Council (substitute)	Annual Meeting of the Council
Derbyshire Sustainable and Stronger Communities Board Leader of the Council	Annual Meeting of the Council
Derbyshire Unemployed Workers Centre Bolsover Project Cabinet Member for Social Inclusion	Annual Meeting of the Council

Derbyshire Arts Partnership Cabinet Member for Social Inclusion	Annual Meeting of the Council
East Midlands Museum Service Cabinet Member for Social Inclusion	Annual Meeting of the Council
Environmental Protection UK Cabinet Member for the Environment	Annual Meeting of the Council
Frederick Gent Community Sport & Leisure Management Partnership Cabinet Member for Social Inclusion	Annual Meeting of the Council
Groundwork Creswell Cabinet Member for Regeneration	Annual Meeting of the Council
Joint Service Centre Board Cabinet Member for Regeneration	Annual Meeting of the Council
Junction Arts Cabinet Member for Social Inclusion	Annual Meeting of the Council
Local Authorities Energy Partnership Cabinet Member for Environment	Annual Meeting of the Council
Local Government Association – General Assembly Leader of the Council	Annual Meeting of the Council
Local Government Association – Rural Commission Leader of the Council Deputy Leader of the Council – Substitute	Annual Meeting of the Council
Local Government Association – Urban Commission Deputy Leader of the Council Leader of the Council – Substitute	Annual Meeting of the Council
Local Government Information Unit Leader of the Council	Annual Meeting of the Council
Local Strategic Partnership Board Leader of the Council	Annual Meeting of the Council
Local Strategic Partnership Executive Support Group Leader of the Council Deputy Leader of the Council	Annual Meeting of the Council

Markham Employment Growth Zone (MEGZ) Liaison Committee Cabinet Member for Regeneration	Annual Meeting of the Council
Meden Valley Making Places Ltd Cabinet Member for Regeneration (Strategy)	Annual Meeting of the Council
Older Persons Forum Cabinet Member for Social Inclusion	Annual Meeting of the Council
Peak District and Derbyshire Destination Management Partnership Cabinet Member for Regeneration (Strategy)	Annual Meeting of the Council
Supporting People Commissioning Body Cabinet Member for Housing Management	Annual Meeting of the Council
Surestart Board, Finance and Forward Planning Task Group & Capital Planning Task Group Cabinet Member for Social Inclusion	Annual Meeting of the Council

Committee:	Executive	Agenda Item No.:	7
Date:	16th June 2008		Open
Category	2. Decision within the Functions of Executive 3. Part of the Budget and Policy Framework		
Subject:	Conferences 2008/9		
Report by:	Head of Human Resources and Payroll		
Other Officers Involved	Human Resources Assistant		
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by using the knowledge gained to improve the way the Council delivers its services.

TARGETS

The subject matter does not contribute to any targets specified in any approved plans.

VALUE FOR MONEY

Knowledge gained will be used to improve the way in which the Council delivers its services.

THE REPORT

Attached is a list of Conferences attended in the 2007/2008 financial year together with costs. Special Council, at its meeting on 30th January 2002, resolved that one Member and one Officer attend each conference. Requests have already been received for this financial year and in some cases hotel accommodation has already been secured. This has been done to obtain 'early bird' discounts. A request has been received from the Head of Regeneration that an additional conference be added to the list for 2008/9, details attached.

ISSUES/OPTIONS FOR CONSIDERATION

Members consider whether or not attendance at the conferences listed for the 2008/2009 financial year be approved and provide Member nominations to

attend those conferences listed as necessary. Members also consider ad hoc conferences on an ongoing basis.

IMPLICATIONS

Financial - the costs listed are based on 2007/8 - increases in costs are expected therefore attendance be subject to budget availability

Legal - None

Human Resources - None

RECOMMENDATION(S) That (1) the report be received,

(2) Members consider whether or not attendance at the conferences listed for the 2008/2009 financial year be approved

(3) Member nominations be made to attend those conferences listed as necessary

(4) Members consider ad hoc conferences on an ongoing basis

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

To establish which conferences it would be most advantageous for the Council to attend.

ATTACHMENTS: Y

FILE REFERENCE:

SOURCE DOCUMENT:

LIST OF CONFERENCES

CONFERENCE	DATE/VENUE 2007/2008	DELEGATES	COSTS FOR 2007/2008 PP	BOOKED FOR 2008/2009	DELEGATES	COSTS FOR 2008/2009 PP	NOMINATIONS RECEIVED
Chartered Institute of Housing	10th-21st June 2007 Harrogate	1 Officer 1 Member	£610.00 £675.00	No	1 Officer 1 Member		
LGA Annual Conference	3rd-5th July 2007 Birmingham	1 Officer 1 Member	£499.00	Yes	1 Officer 1 Member	£519.00 £519.00	Yes
Chartered Institute of Environmental Health	Not attended in 2007/8						
LGA Rural Commission and Conference	5th September 2007 Torquay	1 Member	£229.00				
National Association of Councillors AGM and Conference	Not attended in 2007/8						
Regeneration and Renewal Conference –	22nd-23rd May 2008 London	1 Officer 1 Member	£619.00 £619.00		1 Officer	£599.00	Yes

971. POLICY AND PERFORMANCE MANAGEMENT GROUPS

ii) Progress on Reviews

PPMG1 – Member Service Review Panels

The Chair of PPMG1 presented the report which had considered Member Service Review Panels. This had been the first measure of their effectiveness since their introduction in 2001. Surveys had been completed by Members and officers and the issues highlighted were reproduced in the report. Members commented that it was encouraging that Officers felt able to be honest and open with their responses and added that Chairs of the individual groups should take on board the comments.

A number of factors were discussed including the number of officers in attendance at the meeting from each service area and the provision for Members to submit questions prior to the meeting to enable officers to prepare an appropriate response.

Moved by Councillor R.J. Bowler, seconded by Councillor J.E. Smith.

RECOMMENDED that (1) the feedback form is issued to all attendees at the MRSP held this year and forwarded to the Executive to approve,

(2) the proposed changes to the officer attendance at the MSRP is agreed and forwarded to the Executive to approve,

(3) the proposed changes to the MSRP reports is agreed and forwarded to the Executive to approve,

(4) the MSRP Terms of Reference be forwarded to the Standards Committee for approval

RESOLVED that the changes to the MSRP are reviewed in December 2008.

(Scrutiny and Policy Officer/Democratic Services/Executive)

Committee:	Scrutiny	Agenda Item	8 ii)
Date:	29 th April 2008	No.:	
		Category	
Subject:	Review of Member Service Review Panels	Status	Open
Report by:	PPMG1		
Other Officers involved:	Scrutiny and Policy Officer		
Director			
Relevant Portfolio Holder			

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

The review assessed the Member Service Review panels and has suggested improvements to improve them.

TARGETS

The review supports the target of ‘continue to monitor, review and improve the economy, efficiency and effectiveness of all Council Services’ although it is not specified as a target.

VALUE FOR MONEY

Although the officer attendance at the meetings will reduce this will not provided any savings for the authority.

THE REPORT

Report attached.

ISSUES FOR CONSIDERATION

The recommendations outlined in the report.

IMPLICATIONS

Financial : None
Legal : None
Human Resources : None

RECOMMENDATIONS that

- 1. the proposed Member Service Review Panel Terms of Reference are agreed and forwarded to the Standards Committee to approve**
- 2. the feedback form is issued to all attendees at the MSRP held this year and forwarded to the Executive to approve**
- 3. the proposed changes to the officer attendance at the MSRP is agreed and forwarded to the Executive to approve**
- 4. That the proposed changes to the MSRP reports is agreed and forwarded to the Executive to approve**
- 5. That the changes to the MSRP are reviewed in December 2008**

ATTACHMENT: Y
FILE REFERENCE: Report on MSRP for Scrutiny 29 April 08 final.doc
SOURCE DOCUMENT:

Review of
Member Service Review Panels
April 2008

by
PPMG 1

Cllr Bowler
Cllr Bowmer
Cllr Connerton
Cllr Mills
Cllr Smith
Cllr Turner
Cllr Waring

It gives me pleasure to present to you this report of the review Member Service Review Panels.

The aim of the review was to identify the effectiveness of these panels. Feedback was gathered from both members and officers.

The group assessed the amount of time spent by officers preparing for the meetings, are all the reports relevant and the attendance at the panels. Various issues were raised and are outlined in the report.

The group agreed to that an evaluation sheet will be given to members and officers at the end of the next two panels, then the group will be able to assess if the recommendations put in place are having any effect before closing the review.

My thanks go to the members of PPMG1 for their contribution, to our Scrutiny and Policy Officer for her continued support and the officers and members for the feedback given.

Rose Bowler
Chair PPMG1

Key Issues and Reasons for Review

All the members of the group highlighted different issues that they had with the panels. The effectiveness and efficiency of the panels has not been measured since they were introduced in 2001.

Aim of Review

The aim of the review is:

To identify the effectiveness of the panels for members and improve the satisfaction with them

To identify any efficiency improvements for officers.

This supported the Council's Corporate Plan within the Strategic Organisational Development element to continually improving our organisation

The review will ensure that we continue to monitor, review and improve the economy, efficiency and effectiveness of the Member Service Review Panels.

Scope

The review covered the panels from the view of the members and officers.

Elements covered by the review

The group covered the following areas as part of the review :

Gathered feedback on the panels from members – October 2007

Gathered feedback on the panels from officers – November 2007

Assessed the amount of officer time spent in preparation and attendance of the panels

Review the terms of reference for the panels from the constitution

Gathered feedback from members and officers on the proposals

The Issues

Feedback from members

The survey was issued to all the members only 15 responded which equated to 40% which was disappointing. 80% of those that responded were satisfied with the panels (either very or fairly) and 20% were neither satisfied or dissatisfied.

A summary of the responses to the questions were :

What do you get out of the Member Service Review Panels ?

- Information
- Contact with officers
- Talking about how we can support and progress policies
- Opportunity to discuss and resolve problems together
- Listening to views and comments
- Being able to focus on issues specifically relevant to my area

What aspect of the panel needs to be improved ?

- Officer attendance
- Information (delivered on time and in a readable format)
- More flexible time and venue (in the area and on an evening)
- Should not be used as a way of raising issues that have not gone through the CRM system
- Some areas are not providing feedback

How could they be improved to make them more effective for members and efficient for the Council?

- Providing answers to queries to all members by email when it cannot be provided at the meeting
- More meaningful statistics and what outcome measures have been achieved
- Expenditure figures for HRA spend for the year on repairs/maintenance at each meeting
- Update on progress re decent homes standard
- Less graphs because I sometime have difficulty in focusing
- More in depth investigation of service levels
- More contact with outside agencies who effect out residents with other services and levels of service
- One person from the departments instead of 2/3
- To put a time of the meetings – 1.5hours max
- I am aware strategy is already in place and it's beginning to happen – greater tie-in with parish councils via LSP network and links to LAAs
- All information reports etc to be in receipt by members 7 days before any meeting dates
- Review and list which appropriate officers would be best required to attend meetings with a deputy officer list available to substitute when necessary
- Meeting to be on regular intervals

Feedback from officers

The survey was issued to 33 officers who had attended a MSRP over the previous 12 months. Only 8 responded which equated to 24% which was disappointing.

A summary of the responses to the questions were :

What works well with the panels?

- Updating members on what is happening, any difficulties as well as future events
- Officer interaction with members allows us to get to know each other and should mean that we are better equipped to work together
- Provides an opportunity for members to question officers on front line services
- Forum to present positive information to members such as performance
- Not a lot now, they have accomplished and exceeded their original remit.

What does not work so well with the panels ?

- Attendance (too many officers from some departments and not represented by others)
- Information :
 - No clear remit, not clear what information they need or want.
 - The information presented is complex and not understood by the readers
 - The same information is presented in different ways
 - Deadlines for submitting reports prevents up-to-date information being presented at the meeting
 - Information presented is varied and inconsistent
 - Some officers fail to provide information on time
 - Duplication of performance monitoring
- Tone of the meeting (some officers feel that there is a blame culture/ officer bashing session)
- Due to the changes to the service under the last restructure it would benefit both officers and officers and members to have one big meeting
- Some panels are chaired better than others
- Members regularly discuss personal issues that should be taken up in the normal channels
- Officers don't view the meetings as important and don't prepare for them
- No power to make decisions.
- No clear process

How could they be improved to make them more effective for members and efficient for the Council?

- Information
 - More indepth reports would remove the need for so many officers. At present, many of the reports are just lists of statistics which are meaningless unless explained

Find an alternative way of presenting information to elected members
 Identify what specific information members would like to see presented at the meeting and identify if any information currently provided is not of benefit or use to them
 Set out a consistent reporting format

- One panel per quarter held in the council chamber for all elected members
- Terms of reference to be reviewed to establish what the purpose of the panels are and the benefits to both the officers and elected members
- Designated actions to both members and staff
- Provide an avenue for them to refer items – either to PPMG's, Scrutiny, Executive or Council
- Change the officers attending to Heads of Service – specifically Env. Health & Street Services, Housing, Community Safety, CSPD and make it mandatory for them to attend

Other comments

- Non cashable Gershon savings (officer time) could be saved by reducing or removing the panels
- The meetings cannot be supported by area information (as it is held centrally now) therefore they have outlived their use and are duplicating performance management that is covered by the PPMGs
- Consider making them area committees with their own budgets specifically to spend in their areas on the things that are important locally.

Hours and cost by department

The table below shows the officer time and cost of preparing for the MSRP and attendance at the meetings over a 12 month period

Department	Total time	Total cost
Community services *	19.45	369.51
CSPD	44.50	994.22
Democratic	60.45	871.08
Housing	128.75	3086.72
Operations	21.03	954.28
IT	0.83	18.37
Street services	118.75	2915.56
Total	393.77	9209.74

Please note: that the Community services time excludes their preparation time and cost.

Actions to resolve the issues

Update the Terms of Reference for the panels

The group reviewed the existing terms of reference in the constitution and felt that they could be updated to clarify the purpose of the meetings for officers and members.

Member Service Review Panels Proposed Terms of Reference

- i. The purpose of the panels is to inform members of the council services in their ward where the detail is available at that level.
- ii. To oversee and review progress associated with the operational services delivered and managed at Contact Centre level and their interface with other departments including – Housing, Street services, CAN Rangers and Contact Centres
- iii. To review progress of operations against agreed targets and outputs including both financial and operational objectives.
- iv. To receive detailed progress reports from the departments on all matters associated with the Contact Centre area based operations and to receive information (minutes, reports and recommendations) associated with these Contact Centre based Community Action Network operations
- v. To receive reports from and of meetings with tenants and resident groups operating in the Contact Centre operational area
- vi. To feed back information to Best Value Review Groups, in the interest of the provision of value for money and cost effective service delivery and to receive recommendations from them relating to the way the service is provided
- vii. To monitor the members area in relation to :
- viii. The standard of service being delivered against specification and contractual obligations and any statutory standards
- ix. The ongoing requirement of health and safety and employment law in the provision of the operations undertaken
- x. Complaints and compliments received against performance of the services delivered provided informally
- xi. Operations to meet the requirement of the Council's Standing Orders, Financial Regulations, Codes of Practice, Community Plan, Equalities Policy and other related policies
- xii. The Chair of the meeting will be selected from the Members of the Member Service Review Panel representing the Contact Centre area, in line with responsibility and accountability

Procedure to review the MSRP

The chairs of all the panels have been briefed that some officers have felt 'bashed' during the panel meetings so that they can monitor the situation to ensure that any feedback to officers is appropriate and in a non-confrontational way. This may be appropriate outside the meeting.

To ensure that the group continue to monitor the situation they propose that an evaluation form is issued at all the MSRPs for the following two quarters to obtain feedback from the officers and members. This will ensure that the group monitor that the changes made to the attendance and reports are effective and provide the opportunity for any concerns to be raised.

The proposed evaluation form :

Member Service Review Panel
Feedback

Are you ?

A member	<input type="checkbox"/>
An officer	<input type="checkbox"/>

How satisfied are you with the Member Service Review Panel ?

Very satisfied	Fairly satisfied	Neither satisfied or dissatisfied	Fairly dissatisfied	Very dissatisfied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What went well at the Member Service Review Panel?

Are there any aspects of the Member Service Review Panel that could be improved?

Any other comments/issues with the Member Service Review Panel

Thank you for taking the time to provide your feedback

Please return no later than 14 days after the meeting to :

Bernadette O'Donnell,
Scrutiny and Policy Officer

Meeting attendance changes

The group propose that the following changes are made to the officers attendance at the meeting :

Limit the number of officers (1 per department) who attend and those that attend should be well briefed and be able to represent their department. Attendance will be mandatory.

Members could submit issues/questions prior to the meeting to officers who would ensure that they had responses for the panels When officers are unable to answer members questions raised at the meeting, they should target their response within 5 days and supply the response to all the members of the panel

The proposed changes have been issued to officers and members who in the main agree with the changes.

Report changes

The group propose that the following changes are made to the report for the meetings:

Ensure that the information is complete and all reports are submitted on time and issued with the agenda i.e. never issued at the panel

The report needs to cover information that provides the members with the details that ensures they are aware of what is happening in their patch. The information at a local level needs to include :

- Number of face to face callers at the contact centres
- Number of CAN ranger jobs by area
- Rent arrears by area
- Housing interviews by area
- Voids by area
- Street services - number of service requests by area and local information e.g. change in schedules, any service failures (not individual ones)

Any of this information that cannot be supplied by area should indicate in the report that it is at district level.

Ensure that charts and graphs are large enough to read and the reader can distinguish and interpret

The proposed changes have been issued to officers and members who in the main agree with the changes.

Recommendations that

- 1. the proposed MSRP terms of reference are agreed and forwarded to the Standards Committee to approve**
- 2. the feedback form is issued to all attendees at the MRSP held this year and forwarded to the Executive to approve**

- 3. the proposed changes to the officer attendance at the MSRP is agreed and forwarded to the Executive to approve**
- 4. the proposed changes to the MSRP reports is agreed and forwarded to the Executive to approve**
- 5. that the changes to the MSRP are reviewed in December 2008**

Agenda Item 9

**Recommended Item
Scrutiny Committee 29th April 2008**

973. CORPORATE ENFORCEMENT POLICY

The Legal and Standards Officer presented the report which had been developed through the Patch Management Group and approved by PPMG2. The policy covered enforcement activities across all of the Council's services.

Moved by Councillor K.F. Walker, seconded by Councillor J.A. Clifton.

RESOLVED that the review and corporate enforcement policy be accepted.

RECOMMENDED that the Corporate Enforcement Policy be forwarded to Executive for approval.

(Democratic Services/Executive)

Committee:	Scrutiny	Agenda Item No.:	10.
Date:	29 th April 2008	Category	
Subject:	Corporate Enforcement Policy	Status	Open
Report by:	Principal Solicitor		
Other Officers involved:			
Director	Solicitor to the Council and Monitoring Officer		
Relevant Portfolio Holder	Community Safety		

RELEVANT CORPORATE AIMS

COMMUNITY SAFETY – Ensuring that communities are safe and secure

The policy will formalise the Council's role in enforcement.

TARGETS

There is no specific target in the Corporate Plan however the policy aims to support the targets to tackle Anti Social Behaviour and its causes.

VALUE FOR MONEY

There is no additional financial impact on the Council as a result of the introduction of the policy.

THE REPORT

The policy is attached has been developed via the Patch Management process. The policy has been reviewed by PPMG2 and accepted by the group.

ISSUES FOR CONSIDERATION

The approval of the Policy.

IMPLICATIONS

Financial : None
Legal : None
Human Resources : None

RECOMMENDATIONS that

- 1. Scrutiny Committee review and accept the Corporate Enforcement Policy**
- 2. the Corporate Enforcement Policy is forwarded to Executive for approval**

ATTACHMENT: Y
FILE REFERENCE: EnfPolFinal 09.04.08
SOURCE DOCUMENT:

BOLSOVER DISTRICT COUNCIL

Corporate Enforcement Policy

February 2008



This Policy addresses the following Corporate Aims:



COMMUNITY
SAFETY



CUSTOMER
FOCUSED SERVICES



ENVIRONMENT



STRATEGIC ORGANISATIONAL
DEVELOPMENT

The District of Bolsover Equalities Statement

The District of Bolsover is committed to equalities as an employer and in all the services provided to all sections of the community.

□ The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with the Equality Strategy.

□ The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing it's functions.

This document is available in large print and other formats from any of the Council Offices or by contacting the Chief Executives Directorate on 01246 242323. Please bear in mind we will need a few days to arrange this facility.

If you need help to read this document please do not hesitate to contact us.

Our Equality and Diversity Officer can be contacted via [Email](#) or by telephoning 01246 242407.

Minicom: 01246 242450

Fax: 01246 242423

CONTROL SHEET

Details of Document	Comments / Confirmation
Title	Corporate Enforcement Policy
Document type – i.e. draft or final version	Final
Location of Policy	Internet Intranet
Author of Policy	Principal Solicitor
Member route for Approval & Cabinet Member concerned	Council Portfolio Holders for Community Safety and Environment.
Reviewed by Director of Strategy	06/08/07
Date Risk Assessment completed	02/04/08
Date Equality Impact Assessment approved	03/04/08
Partnership Involvement (if applicable)	
Policy Approved by	Council
Date Approved	
Policy Review Date	May 2009
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	09/04/08

CONTENTS

1. The Introduction
2. The Scope of the Policy.
3. The Principles of the Policy
4. Procedures for taking Enforcement Action
5. Responsibility for implementing the policy
6. Maintaining the quality of our Enforcement Service

Introduction

Bolsover District Council recognises the value for all parties of having a published document detailing how its enforcement activity will be carried out. In producing this policy the Council acknowledges that the majority of its citizens and businesses act in a law-abiding manner. However, there are those who do not. The purpose of local government enforcement is to protect the public, the environment and the wider community from those who do not act in a law abiding manner by securing compliance with the law.

How the Council seeks to achieve its aims is defined by the following principles: -

- Listening to and responding to the needs of people
- Accepting responsibility for and explaining our decisions
- Taking decisions in the public interest
- Ensuring that everyone is treated equally and with dignity
- Being fair in dealing with people and making decisions
- Behaving with integrity
- Telling people about what the Council does
- Minimising the adverse affect of our actions

Scope

The Council is committed to the central and local government Concordat on Good Enforcement Practice and the Regulators Compliance Code. This means that the enforcement services will carry out their duties in an equitable, practical and consistent manner, whilst working to secure a safe and healthy environment for all. This policy explains the approach that officers will take when carrying out the Council's duties. The Council services covered by this policy are listed below:

Community Services e.g. CAN Rangers

Environmental Health Services e.g. Pollution Control, monitoring of food premises

Legal Services e.g. prosecution through the Court system

Planning Services e.g. Development Control, Breach of planning condition

Housing e.g. Rents, Tenancy Agreement

Additional areas may fall within the scope of this policy. There are a few exceptions from the scope of this policy including Council tax and benefits.

Principles of the Policy

In order to achieve its aims the Council will, on occasion, have to take enforcement action against businesses, individuals or other organisations. It is important that the basis on which we take enforcement action is known to anyone who may be concerned in order for our actions to be fair and open.

The Council will aim to resolve matters and ensure compliance with legal requirements through the provision of advice wherever appropriate. We will provide advice over the telephone, by making visits or by producing and distributing advisory literature. We aim to provide information and advice on the law to anyone seeking it in plain English.

We believe that prevention is better than cure. If individuals are having difficulties in meeting their legal responsibilities then we will always be willing to discuss those difficulties with them and assist where we can.

Where we are unable to assist then we will explain this clearly.

Our employees will :

Provide information on regulations and enforcement practice in plain language or alternate formats to ensure that enforcement action to be taken by the Council can be clearly understood.

Discuss compliance failures, or problems, with anyone experiencing difficulties, making clear distinctions between best practice advice and legal requirements.

Provide a courteous and efficient service. Staff will identify themselves by name and will provide a contact telephone number to encourage further discussions or to seek advice/information.

Ensure that decisions to take enforcement action are not influenced by race, age, gender, disability, sexual identity, national origin, sexual orientation, religion or belief, geographical or any other status.

Encourage regularisation, taking enforcement action only where it is justified and clearly stating the reasons for doing so. The level of action will usually be the minimum required to achieve a satisfactory resolution subject to public interest considerations.

Ensure that our duties are carried out in a fair and even-handed way.

Regard will be had to the rights contained within the Human Rights Act 1998 when enforcement action is considered to ensure that action taken is both necessary and proportionate.

Procedures for taking enforcement action

Where a breach of legislation is identified the initial approach will usually (but not exclusively) be to take informal action. This may include giving a verbal or written warning and will generally be followed up by further checks to ensure that the necessary action has been taken. In many cases this will be sufficient to resolve the breach.

Where informal advice or warnings are ignored or where there is evidence of intent, negligence, significant public concern and/or impact on quality of life, health or safety, then formal action will be pursued. Formal action includes the service of statutory notices, prosecution or injunction or the issue of fixed penalty notices. However, before formal action is taken, officers will usually provide an opportunity to discuss the case and, if possible, resolve points of difference unless immediate action is required (e.g. in the interest of health and safety, environmental protection or to prevent evidence being destroyed).

Some legislation provides for the service of statutory notices which require the recipient to take specific steps to remedy identified breaches. Generally these notices will explain what is wrong; what is required to put things right; the timescale in which to put things right and what will happen if the notice is not complied with. Where there are rights of appeal against a formal notice an explanation of the method of appeal will be clearly set out in writing at the time the notice is issued.

Where a formal or statutory notice is not complied with the Council may prosecute those responsible for non compliance. In addition, failure to carry out specified work may result in the Council carrying out the works in default and recovering all of its costs from those failing to comply.

The Council aims for a consistent and uniform approach to prosecution, having due regard to the deterrent effect of a prosecution and the need to deal with offences in a proportionate way.

The Council undertakes enforcement action on behalf of all the residents of the District and not just in the interests of any particular individual or group. The decision whether or not and how to take enforcement action will include consideration of the consequences for those affected by the offence and any views they have expressed.

Responsibility for implementing the Policy

Each service area will have its own procedures and protocols that support this Policy and these should be read in conjunction with this document. The principles in this corporate policy apply to all enforcement service areas but do not override the specific provisions within individual service policies, which have been developed with the statutory purpose of that service in mind.

Maintaining the quality of our enforcement service

The Council is committed to ensuring that the highest practicable standards are achieved and that good customer care practice is integrated into all aspects of the service. It will do this by ensuring that all employees who are likely to deal with enforcement action are appropriately trained in order to maintain high standards of competence and professionalism in their field.

If you have any comments or complaints in respect of the Council's Enforcement Policy or its implementation you can register them through the Corporate Complaints Procedure by writing to us at: -

Bolsover District Council
Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

Or telephoning us on: 01246 242424

Or e-mailing us at enquiries@bolsover.gov.uk

Agenda Item 10

**Recommended Item
Scrutiny Committee 29th April 2008**

974. ANTI SOCIAL BEHAVIOUR POLICY

The Housing Enforcement Manager presented the report which had been developed through the Patch Management process and approved by PPMG2. The policy set out the Council's process of dealing with anti social behaviour throughout the district.

Moved by Councillor J.E. Smith, seconded by Councillor J.A. Clifton.

RESOLVED that the Anti Social Behaviour Policy be accepted.

RECOMMENDED that the Anti Social Behaviour Policy be forwarded to Executive for approval.

(Democratic Services/Executive)

Committee:	Scrutiny	Agenda Item No.:	11.
Date:	29 th April 2008	Category	
Subject:	Anti Social Behaviour Policy	Status	Open
Report by:	Housing Enforcement Manager		
Other Officers involved:			
Director	Chief Executive Officer		
Relevant Portfolio Holder	Housing Community Safety		

RELEVANT CORPORATE AIMS

COMMUNITY SAFETY – Ensuring that communities are safe and secure

The policy aims to formalise the Council's role in achieving the priority of tackling Anti Social Behaviour.

TARGETS

There is no specific target in the Corporate Plan however the policy aims to support the targets to tackle Anti Social Behaviour and its causes.

VALUE FOR MONEY

There is no additional financial impact on the Council as a result of the introduction of the policy.

THE REPORT

The policy is attached has been developed via the Patch management process. The policy has been reviewed by PPMG2 and updated in line with the comments received from the group.

ISSUES FOR CONSIDERATION

The approval of the policy.

IMPLICATIONS

Financial : None
Legal : None
Human Resources : None

RECOMMENDATIONS that

- 1. Scrutiny Committee review and accept the Anti Social Behaviour policy**
- 2. the Anti Social Behaviour policy is forwarded to Executive for approval**

ATTACHMENT: Y
FILE REFERENCE: ASB Policy April 08
SOURCE DOCUMENT:

BOLSOVER DISTRICT COUNCIL

Anti Social Behaviour Policy

January 2008



This Policy addresses the following Corporate Aims :



COMMUNITY
SAFETY



CUSTOMER
FOCUSED SERVICES



ENVIRONMENT



SOCIAL INCLUSION

The District of Bolsover Equalities Statement

The District of Bolsover is committed to equalities as an employer and in all the services provided to all sections of the community.

□ The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with the Equality Strategy.

□ The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing it's functions.

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Our Equality and Diversity Officer can be contacted via [Email](#) or by telephoning 01246 242407.

Minicom: 01246 242450

Fax: 01246 242423

CONTROL SHEET

Details of Document	Comments / Confirmation
Title	Anti Social Behaviour Policy
Document type – i.e. draft or final version	Draft Version
Location of Policy	Internet and Intranet
Author of Policy	Housing Enforcement Manager
Member route for Approval & Cabinet Member concerned	
Date Risk Assessment completed	
Date Equality Impact Assessment approved	31 st January 2008
Partnership Involvement (if applicable)	Community Safety Partnership
Policy Approved by	
Date Approved	
Policy Review Date	2010
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	

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Introduction

The Anti Social Behaviour Act 2003 requires Social Landlords to publish a statement of policies and procedures with regard to anti social behaviour for all residents throughout the district. This document meets this legal requirement and is designed to give a clear statement of our approach to Anti Social Behaviour (ASB) including our commitment to eradicate anti-social behaviour, support witnesses and use available legal remedies

This Policy has been developed in line with the Derbyshire wide ASB Protocol which sets out the principles and broad processes of multi- agency working to tackle ASB.

Scope

The purpose of this policy is to ensure Bolsover has fair, transparent and consistent standards in relation to addressing Anti Social Behaviour that occurs within the District. It aims to be comprehensive, clear and accessible to all, so that it is clear how we will deal with all complaints of ASB. It also sets out the standard of behaviour expected of tenants, their households and any visitors to their home.

Multi- agency working

The Council believes that effective solutions to Anti Social Behaviour are not the responsibility of a single agency or organisation. The Council is committed to work with partners to address anti-social behaviour. These partners include but not limited to;

- The Community Safety Partnership and its statutory partners
- Residents and tenants
- The Police
- Social services
- Schools
- Community Groups
- Local businesses
- Victims and witnesses
- Youth Offending Teams
- Leisure Services
- Parenting Practitioner
- County Council
- Registered Social Landlords
- Private Landlords

The Law

In addition to the Housing Acts and Anti Social Behaviour Act 2003, a number of legislative powers have been introduced that have impacted on the way local authorities should deal with anti-social Behaviour. This document is designed to be compatible with those legal requirements affecting the Council, including but not limited to:

Children Act 1989
Environmental Protection Act 1990
Noise Act 1996
Regulation of Investigatory Powers Act 2000
Homelessness Act 2002
Disability Discrimination Act 1995
Local Government Act 2000
Data Protection Act 1998
Crime and Disorder Act 1998
Human Rights Act 1998 Race Relations Act 1976 (as amended in 2002)
Equalities Acts
Clean Neighbourhoods and Environment Act 2005
Violent Crime Act 2006
The BERR Statutory Regulators' Compliance Code

Definitions

A legal definition of behaving in an anti-social manner is found in Section 1(1) of the Crime and Disorder Act 1998. It defines ASB as:

'acting in an anti-social manner as a manner that caused or was likely to cause harassment, alarm or distress to one or more persons not of the same household as the complainant'.

For the purpose of our duties under the 1996 Housing Act (s.218A), ASB is any conduct which:

Behaviour which is capable of causing nuisance or annoyance to any person and which directly or indirectly relates to or affects the housing management functions of a relevant landlord.

Behaviour which is capable of causing nuisance or annoyance to any of the following:

- 1. A person residing in housing accommodation owned or managed by the relevant landlord.*
- 2. A person visiting the housing accommodation or otherwise engaged in lawful activity in or in the locality of the housing accommodation.*
- 3. A person employed by the relevant landlord wholly or partly in connection with its housing management functions.*

In these definitions:

A 'relevant landlord' could be a local authority, registered social landlord, or housing action trust.

The housing management function of the landlord covers any activity that the landlord would undertake in the day to day running and strategic management of their properties. This could include:

- Maintenance and repairs
- Rent collection
- Estate management

Matters that might 'indirectly' affect the housing management function include environmental clearance and refuse collection and other services that enable the efficient operation of the housing service.

It is also important to note that the anti-social behaviour could be either:

- by a tenant of a relevant landlord, affecting other tenants, owners, or others lawfully using a property or facilities in the local area
- by an owner of a property, or tenant of another landlord, in the local area, affecting tenants of a relevant landlord

Anti-social behaviour may or may not constitute criminal activity. The key factor in deciding whether particular behaviour is anti-social or not, should be the impact of that behaviour on others.

Common forms of anti-social behaviour and neighbour nuisance include, but is not limited to:

- Noise nuisance
- Intimidation and harassment
- Aggressive and threatening language and behaviour
- Actual violence
- Hate behaviour that targets members of identified groups because of their perceived differences
- Using housing accommodation to sell drugs, or for other unlawful purposes
- Damage or threats of damage to someone else's property
- Interfering with the right of someone else to live in their home

Principles

Bolsover District Council is committed to tackling Anti Social Behaviour. Anti Social Behaviour has been given a high priority by the Council which is reflected in both the vision and the Corporate Aims of the Council, the vision states:

“To enhance and improve the wealth profile, well-being and quality of life for the communities of Bolsover district”.

The Policy reflects that the Council is working with its partners to deliver the Corporate Aims which support this vision

Bolsover District Council believes that individuals have the right to live the way they want to as long as it doesn't affect the quality of life of other people around them. This means being tolerant and accepting, and respecting the needs and choices of other people.

To deliver this the Council will:

Encourage and help individuals to solve their differences wherever possible. This is often the easiest way to solving a problem, as often people do not realise they are causing a nuisance. We will get involved and work with people and other agencies to tackle anti-social behaviour quickly and efficiently.

Deal firmly but fairly with anti-social behaviour, to discourage such behaviour and to encourage and support others to come forward as witnesses.

Where possible try to ensure that troublesome families or individuals receive support to help them to modify their behaviour and then to act against those families or individuals who continue to cause a nuisance. Commit to making sure our neighbourhoods are peaceful, safe and secure places to live. Recognising that anti-social behaviour can have a severe effect and accept our responsibility to help tackle any problems in a timely manner.

Take appropriate and prompt actions within our powers when dealing with any disruptive tenants and other people causing a nuisance or harassment in our neighbourhoods and homes.

Policy Statement

Service Aims

The Council will:

- Allow residents to have quiet enjoyment of their home and communities
- Take all reasonable steps to ensure that all our tenants fully comply with their obligations under the terms and conditions of their tenancy
- Respect confidentiality
- Respond to requests, normally within 10 working days, in an effective, sensitive and consistent way
- Investigate thoroughly and take timely, effective action if required
- Encourage customers to help themselves where this is appropriate
- Maintain regular contact with complainants and work with other agencies to provide support packages if necessary
- Not tolerate unlawful discrimination and harassment
- Deal with all cases of harassment in a sensitive and professional manner always taking a victim-centred approach.
- Create the environment where people feel able to report incidents which are racially motivated
- Ensure staff are trained to deal with anti-social behaviour
- Work effectively with partners in dealing with and preventing anti-social behaviour

Obligations of Council tenants

When tenants sign their tenancy agreement, they agree to the conditions contained within the agreement. The standards of behaviour which are expected, not only from the tenant but any other people who occupy or visit the property, are detailed in the agreement..

Where appropriate, the action taken could result in tenants losing their security of tenure, their home, or being subject to an injunction which might lead to their arrest or even imprisonment. However, in many cases such action will not be appropriate and other measures will be considered.

The major conditions relating to anti-social behaviour contained within the tenancy agreement upon which tenants are managed, are:

- Nuisance
- Nuisance by family and visitors
- Harassment
- Damage to property
- Theft and Illegal use of premises

Vulnerable Perpetrators

Issues of vulnerability, for example disability, mental health problems or drug and alcohol abuse, will always be considered. In such cases the relevant provisions of the Disability Discrimination Act and other relevant legislation will be applied, seeking the intervention and support of partner agencies as appropriate.

Juvenile Perpetrators

The Council will always ensure that actions taken against juvenile perpetrators are compliant with our responsibilities under the Children Act and other legislation. It will seek to provide support and intervention in liaison through Derbyshire County Council Children's Services and other relevant youth services and the District's Senior Parenting Practitioner.

Receiving Complaints

For the purposes of this policy a complaint is a request for service made to the Council to deal with the actions or situation of tenants and residents of Bolsover District Council, members of their households and visitors to tenant's homes.

Complaints will be accepted from:

- Neighbours
- Families or friends of neighbour
- Local councillors
- Tenant representatives
- Other staff from the authority.
- Members of Parliament
- Advice agencies such as the Citizens Advice Bureau
- Solicitors
- Other partner agencies working in the District.

Complaints may be made by letter, in person, by telephone or by email. There is no requirement for a complaint to be put into writing.

Upon receipt the complaint will be entered onto the Council's Customer Relationship Management (CRM) system. This complaint will then be passed to the Community Action Network Ranger who will deal with it in the first instance.

Reporting Progress

The Council will agree with the complainant the stage at which they wish to be kept informed. This could be on a weekly or monthly basis. Even if there is nothing to tell the witness, contact will still be made with them to give them an update until the case is closed. This contact may be verbal or written, depending upon the case or needs of the complainant.

The complainant will also receive the name and contact details for the case officer who is dealing with the complaint

Support Package

The Council will offer and undertake referrals to other agencies who can deal with specialist issues such as domestic violence, victim support and home security.

Support will be provided at every significant stage. This support could be when legal papers are served on the perpetrator, giving advice and assistance if the local press are involved, and escorting the witness to court so they feel as safe as possible throughout the process.

The support package will be tailored to meet the needs of the case and the individual.

Support to witnesses and victims.

The level of fear and intimidation that victims and witnesses are living with cannot be underestimated. To work effectively trust and confidence must be established. This support is needed to ensure successful prosecutions.

Any victim or witness needing support will be referred accordingly to the Victim Support Provision, accessed through Derbyshire County Council.

The safety of victims and witnesses will always come first. The Council will endeavour to ensure that no witness is left exposed and has been protected through any enforcement action being taken.

Legal Action

After investigating a case, the ASB Team may decide that legal action is necessary. All cases where legal action is decided will be referred to an "Orders Group Meeting"

Orders Group Meeting

Upon instruction from the ASB Team, the meeting is called to discuss the case, which has been designated in need of legal action. This will include, but is not limited to all Anti Social Behaviour Order applications and ASB Injunction applications.

Any agency involved with the proposed recipient of legal action will be invited to attend the meeting to contribute their views. A consensus will be taken at the meeting in regard to progressing legal action and the quality and strength of evidence presented. Records of the meeting will be kept and stored accordingly. All publicity relating to legal action regarding ASB will be agreed by the Orders Group.

Publicity

It is important to ensure that any publicity relating to Anti Social Behaviour is necessary, appropriate, proportionate and contemporaneous. A decision regarding the publicising of Anti Social Behaviour Orders and Injunctions will be made at the Orders Group meeting. The group will agree the type, distribution and timescales of the publicity.

All publicity will be cleared by the Council's Communications Officer.

Recording Equipment

The Council recognises that it may be necessary to use recording equipment to gather evidence of Anti Social Behaviour. All requests for cameras and other recording equipment to gather evidence for ASB will be referred to the ASB team, who will make the decision on the necessity and priority of the deployment of the equipment.

Anyone utilising covert or overt recording equipment will comply fully with the Regulation of Investigatory Powers Act (RIPA) and the Data Protection Act 1998.

Racial Harassment and Hate Crime

Racial harassment and Hate Crime includes not only physical attacks on persons and damage to property, but also verbal abuse and any other form of behaviour which deprives people of the peaceful enjoyment of their homes and lives.

Hatred is a strong term that goes beyond simply causing offence or hostility. Hate crime is any criminal offence committed against a person or property that is motivated by an offender's hatred of someone because of their:

race, colour, ethnic origin, nationality or national origins
religion or belief
gender or gender identity
sexual orientation
disability
age

Hate crime can take many forms including:

physical attacks – such as physical assault, damage to property,
offensive graffiti, neighbour disputes and arson
threat of attack – including offensive letters, abusive or obscene
telephone calls, groups hanging around to intimidate and unfounded,
malicious complaints
verbal abuse or insults - offensive leaflets and posters, abusive
gestures, dumping of rubbish outside homes or through letterboxes,
and bullying at school or in the workplace

The Council's definition of a hate crime is:

Any incident, which constitutes a criminal offence, which is perceived
by the victim or any other person as being motivated by prejudice or
hate.

Bolsover District Council will not tolerate racial harassment or hate crime in
any form.

Bolsover District Council aims to abide by the Good Practice Standards for
social landlords on tackling racial harassment as published by the ODPM in
'Tackling Racial Harassment: Code of Practice for Social Landlords (2001)'.
'

This includes:

Preventing racial harassment
Recognising incidents of racial harassment
Responding to incidents of racial harassment quickly and effectively
Acting appropriately to support victims and witnesses
Having clear procedural commitments to respond to incidents of racial
harassment
Developing a clear message is sent to perpetrators that racial
harassment will not be tolerated in any form
Reporting and monitoring all racist and hate crime incidents.

Mediation

Mediation, as a way of resolving conflict can be very effective. The Council will consider and offer mediation to appropriate and suitable cases.

This will usually be undertaken in the early stages of a case involving low level nuisance or ASB. However, it may also be appropriate in circumstances where more serious nuisance is alleged over longer periods.

Domestic Violence

Domestic violence will not be tolerated and the Council recognises that it is an issue not just restricted to partner or former partner abuse, but also occurs in other intimate relationships. Working with the Police, Domestic Violence Outreach Worker and other agencies to use existing legal remedies, including where appropriate, the Housing Act provisions to evict perpetrators of domestic violence.

The Council will :

- Ensure the victim is supported
- Refer to the Domestic Violence Outreach Worker
- Provide safe housing if necessary
- Re-house victims if appropriate
- Work together with other specialist agencies and victims to secure a positive outcome
- Work with the Police Domestic Violence Unit if specific enforcement action is to be undertaken

Parenting

The Council will seek to provide education for parents to empower them to deal with the behaviour of their children as this is accepted as a successful method of dealing with problems relating to low level ASB.

The Council will also seek to support parents where it has taken action against children committing ASB.

Working in Partnership

Bolsover District Council does not work in isolation. The Council is part of the wider community and will share the problems and challenges of that wider community. Anti-social behaviour is a complex subject and it is unlikely that the causes or solutions to it will lie solely within one organisation.

The Council will work together with residents and local agencies such as the

Police, Community Safety Partnership, Social Care, Neighbourhood Wardens, Youth Offending Teams, Education Services, Health Services, Drug and Alcohol Services, other landlords and Probation Services.

The Anti Social Behaviour Team will arrange multi agency case conferences for complex cases. This will ensure that the all the relevant agencies have an input into resolving the case.

Confidentiality

Any information provided to the council will be treated in confidence in line with the Data Protection Act 1998. It will not be passed to the potential perpetrator, without the permission of the person who provided the information.

The Council will accept information anonymously and will investigate this information as far as is possible. Anonymous information can be difficult to substantiated and investigate. However, it can be used to build a picture of particular issues of ASB or support other evidence.

Sharing of information with other agencies

The Council is under a duty to act in order to reduce crime and disorder and will share information where it is necessary in order to achieve this objective. The guidance from the Information Commissioner makes it clear that the Council does have the necessary powers to share information in order to tackle Crime and Disorder.

Information may be shared with other signatories to the Information Sharing Protocol if this is authorised under the Crime and Disorder Act.

Sharing information with tenants and the wider community

Sharing information can help the Council and agencies with whom they work in reassuring tenants and other residents that action is being taken. This may take the form of local media coverage or targeted leafleting.

This action may also act as a deterrent to others whose nuisance behaviour imposes on the quality of life of others. It can also provide tenants and residents with information they need to allow them to report any breaches of injunctive measures which may be served upon perpetrators.

Closure of Cases

The Council will ensure that the complainant is kept fully informed of action taken and when satisfied that no more can be done for a complainant then they will be advised, in writing, when the case is closed.

A case may be closed for a number of reasons:

- a. Action that has been taken has resolved the matter
- b. If, after a reasonable amount of time, there has been no further problems.
- c. There is no evidence of nuisance being caused.

The decision to close a case lies with the case officer. On occasion this may be contrary to the opinion of the complainant

Appeals

If a complainant, or their representative, is unhappy that a case has been closed they have the right to appeal against this decision. The appeal should be received in writing. The appeal will be considered by an officer who is senior to the officer who decided to close the case.

The outcome of the appeal will be confirmed in writing within 10 working days. If a complainant is dissatisfied with the way his/her complaint has been handled by the Council then he/she would have the option of making a complaint under the Corporate Compliments / Comments / Complaints Procedure.

There can be no further appeal to reopen a case unless substantial new evidence or information comes to light.

Repeated Complaints

The Council will not consider a simple re-instatement of a previous complaint as a new complaint. Where a matter has been closed or a decision has been made that no action can be taken then the complainant will be required to provide the Council with significant additional new evidence in order to re-open the matter or review the decision. Such evidence will include a number of further incidents or a serious incident.

The decision to re-open the matter will normally be made within 14 days of receiving a further complaint.

Malicious Complaints

If the Council discovers that a complaint has been made maliciously they will, wherever possible, seek to take legal action against the complainant to ensure that such behaviour is not repeated. In addition future complaints will

not be considered unless they are addressed to the Customer Service and Performance Department.

Vexatious Complaints

The ASB Team will follow the corporate procedure in relation to vexatious complaints as detailed in the Corporate Compliments / Comments / Complaints Procedure.

Staff Training and Development

The council are committed to training our staff and will ensure that all staff dealing with anti-social behaviour are aware of the contents of this policy and procedures.

Refresher training and updates for changes in legislation or good practice changes will also be provided.

Responsibility for implementing the Policy

The responsibility for the deployment of this policy rests with

Initial acceptance of complaint – Contact Centre

Initial investigation – Community Services

Further investigation – Housing Department and ASB Team

Initiating legal action – ASB Team

Undertaking enforcement action – ASB Team and Legal Department

Closure of cases and appeals – Community Services, Housing or ASB Team

More Information

Other Policies relevant to tackling ASB may be viewed on the Council's Website, including;

Dumped rubbish & fly-tipping

Nuisance vehicles

Graffiti

Policy: Anti Social Behaviour Policy, Lead Officer: Deborah Whallett

Committee:	Executive	Agenda Item No.:	11
Date:	16 th June 2008	Status	Open
Category	2. Decision within the functions of Executive 3. Part of the Budget and Policy Framework		
Subject:	Policy Outlining Procedures regarding External Contractors Working at Council Premises		
Report by:	Head of Regeneration		
Other Officers Involved	Property and Estates Manager		
Director	Director of Strategy		
Relevant Portfolio Holder	Regeneration		

RELEVANT CORPORATE AIMS

ENVIRONMENT – Promoting and enhancing a clean and sustainable environment
 STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

The report / policy helps to deliver the corporate aims by :-
 Benefiting the environment in the form of procedures including controlling disposal of waste and substances hazardous to health (COSHH)
 Improving the supervision and management of contractors on sites to make them safer and more efficient.

VALUE FOR MONEY

Ensuring contracts are delivered in a safe and efficient manner.

THE REPORT

The principal of this policy is to ensure that it links in with the corporate Aims and Objectives with regard to external contractors working at Council Premises and to clarify procedures that should be followed. The policy is generic, ie applicable to all Council premises, but not specific for each individual site which may require an addendum attached to the policy. This will be the responsibility of the individual Head of Service to include for the premises under their control. The policy covers all issues including :-

Selection and Management of Contractors, Health and Safety Legislation, Construction (Design and Management) Regulations 1994 (CDM) and insurance.

ISSUES/OPTIONS FOR CONSIDERATION

There is a need to ensure that contractors are working in a safe manner across all Council buildings.

IMPLICATIONS

Financial: None

Legal: None

Human Resources: None

RECOMMENDATION

That Members approve the policy for inclusion in the Council's policy framework.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

In order to improve the supervision and management of contractors on all sites in accordance with obligations under Health and Safety at Work and other legislation.

ATTACHMENTS: **Attached Policy referred to.**

BOLSOVER DISTRICT COUNCIL
Policy Outlining Procedures
Regarding External Contractors
Working at Council Premises

January 2007

This Policy addresses the following Corporate Aims (show those which are appropriate to the policy only):



COMMUNITY
SAFETY



CUSTOMER
FOCUSED SERVICES



ENVIRONMENT



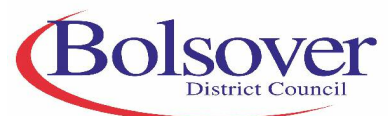
REGENERATION



SOCIAL INCLUSION



STRATEGIC ORGANISATIONAL
DEVELOPMENT



The District of Bolsover Equalities Statement

The District of Bolsover is committed to equalities as an employer and in all the services provided to all sections of the community.

The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with the Equality Strategy.

The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing it's functions.

This document is available in large print and other formats from any of the Council Offices or by contacting the Chief Executives Directorate on 01246 242323. Please bear in mind we will need a few days to arrange this facility.

If you need help to read this document please do not hesitate to contact us.

Our Equality and Diversity Officer can be contacted via [Email](#) or by telephoning 01246 242407.

Minicom: 01246 242450

Fax: 01246 242423

CONTROL SHEET

Details of Document	Comments / Confirmation
Title	Policy Outlining Procedures regarding External Contractors Working at Council Premises
Document type – i.e. draft or final version	Final
Location of Policy	Regeneration
Author of Policy	Property and Estates Manager
Member route for Approval & Cabinet Member concerned	Cllr Tomlinson - Regeneration
Reviewed by Director of Strategy	YES
Date Risk Assessment completed	4/9/07
Date Equality Impact Assessment approved	31/01/08
Partnership Involvement (if applicable)	n/a
Policy Approved by	Senior Management Team
Date Approved	January 2007
Policy Review Date	April 2009
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	n/a

POLICY OUTLINING PROCEDURES REGARDING EXTERNAL CONTRACTORS WORKING AT COUNCIL PREMISES

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1. INTRODUCTION

- 1.1 Bolsover District Council recognises its responsibility to ensure, so far as is reasonable and practical, that all contractors working at sites owned or operated by the Council shall:
- Do so in a safe manner
 - Comply with current and relevant health and safety legislation
 - Comply with all relevant Approved Codes of Practice (ACOP)
 - Include within any costing, adequate provision for health and safety requirements.

The definition of contractors in so far as this policy is concerned is:-

Those who visit Council owned and managed premises for the express purpose of carrying out work in respect of the following:-

- Building Construction / Repair / Maintenance
- Building Services and Facilities works (e.g. Mechanical / Electrical / Window Cleaning)

2. SCOPE OF THE POLICY

- 2.1 All contractors will be required to fully comply with this Policy. This document is held and maintained by the Property and Estates Manager. Any failure to comply may result in the work being suspended and / or the contract terminated. Any costs incurred by this action will be recovered from the contractor.
- 2.2 A copy of this Policy will be included in any tendering documentation and will be available on the website. Contractors engaged for work not subject to tender shall also be supplied with copies of these documents.
- 2.3 The contractor shall be responsible for ensuring that any sub-contractors they engage are made aware of and comply with this Policy.

3. PRINCIPLES

The principle of this policy is to ensure that all contractors working at Council premises and any employee involved with the process are aware of their respective responsibilities.

- 3.1 The Council has a statutory duty under Health and Safety at Work etc Act 1974; Section 3 "*to ensure, so far as is reasonably practicable, that persons not in his employment, who may be affected thereby, are not exposed to risks to their health or safety*". In practice this section affords protection to all non-employees, including contractors, members of the public, etc. Simply, this also

applies to contractors working on Council premises, in that they have a likewise duty to Council employees.

3.2 The relationship between client and contractor can be a complicated one, often with other parties becoming involved (i.e. Sub-Contractors). The Council uses a wide range of contractors and sub-contractors and all must be made aware of and agree to comply with this policy before any work proceeds.

3.3 In terms of Health and Safety, the Council (as the client) has two primary health and safety considerations, these being the initial selection of the contractor (i.e. the duty to ensure that we use competent persons, who are trained to work safely) and the management on site (that safety is actually practiced).

4. **POLICY STATEMENT**

4.1 **Selection of Contractors**

In selecting contractors consideration must be given to:

- Their technical competence (evidence to be provided)
- Their Health and Safety Management System (HSMS) including knowledge of hazards and their safe systems of work
- Previous experience of similar work

4.2 **Management of Contractors**

4.2.1 Prior to being accepted as an approved supplier, a signed and completed pro-forma will be required, confirming acceptance of this Policy. This signed pro-forma will be held by the Property and Estates Manager.

4.2.2 It is essential that the activities of contractors and sub contractors are agreed, monitored and controlled whilst on site.

4.2.3 When an order is raised for goods or services from an external contractor an appropriate manager will be identified as the Council's Nominated Officer (CNO). This person will be the primary contact between the Council and the contractor.

4.2.4 It will be the duty of the CNO to agree the work method statements, highlighting any activities of high risk which might require a Permit of Work such as:

- Hot working (including welding, braising, soldering or any process liable to give off fumes)
- Working at height*
- Confined spaces
- High voltage

Working live*
Excavation
Disable fire alarm or affecting Means of Escape*
Asbestos*
Risk of Legionella
Use of Toxic Chemicals*
Any Demolitions (implies CDM regulations)*

*= See Section 4.2.6 below

4.2.5 Where work involves any of the above guidance must be sought from the Property and Estates Manager, who will where appropriate issue a Permit of Work.

4.2.6 All contractors and sub-contractors engaged by the Council shall be required to fully comply with all current Health and Safety legislation and best practice, including the following:-

4.3 **COSHH (Control of Substances Hazardous to Health)**

4.3.1 Contractors shall not use or store any substance(s) without first declaring the substance(s), producing the product data sheet(s), and obtaining permission from the appropriate Council manager.

4.3.2 This would apply particularly to cleaning contractors where a set of their COSHH sheets should be held by the Property and Estates Manager. If products are to be stored on Council premises then they must be locked away in an agreed location to avoid accidental usage by Council staff.

4.3.3 Storage of flammable substances should be minimised.

4.4 **Electrical safety**

All work undertaken and equipment used must comply with the Electricity at Work regulations 1989, current Health and Safety legislation and approved codes of practice and the current IEE Regulations.

4.5 **Access equipment**

The contractor shall be responsible for supplying the necessary access equipment to ensure that work undertaken can be performed in a safe manner and in accordance with current approved codes of practice. Access equipment owned by the Council may not be used by contractors.

4.6 **Fire Safety**

Prior to commencement of work, the contractor, in liaison with an authorised representative of the Council, shall ensure that all contract staff are aware of the following at the site of work:

The fire warning system
Fire escape routes

Location of fire fighting equipment

Additionally, the contractor shall, prior to the commencement of work, specify any process, product or substance which may:

- Increase the risk of fire
- Obstruct a fire escape route
- Prevent the use of a fire warning system

4.7 **Asbestos**

4.7.1 The Council will ensure that where they are aware of the asbestos at locations to which the contract applies, the contractor will be provided with an internet link to access the Council's web based asbestos register.

4.7.2 In the event of any material being discovered the contractor shall immediately stop work and contact the Property and Estates Manager. The contractor shall further seal the area if practical and prevent any access.

4.7.3 The contractor will ensure that any such identified sites, or any others found as a result of the contracted work, are not disturbed unless it is necessary to do so. In such cases the contractor shall:

- Notify the Council's Property and Estates Manager before commencing work.

- Ensure that work undertaken in relation to asbestos is carried out in accordance with the Control of Asbestos at Work Regulations 2002 (CAWR), current Health and Safety legislation and approved codes of practice.

4.8 **Security of premises**

4.8.1 The contractor shall be required to ensure that before leaving any unattended premises that those premises are properly secured.

4.8.2 Contractors are responsible for the security of their own equipment, tools and materials.

4.9 **Waste disposal**

Contractors shall be required to remove and dispose of any waste arising from a contract in a safe manner and in accordance with current legislation and approved codes of practice. Where required or requested that contractor will furnish the Council with details of where waste is disposed of and provide supporting documentation as necessary.

4.10 **Tools, equipment and material**

The contractor shall normally supply all work equipment, material and safety equipment required to fulfil the terms of the contract. Unless specifically provided by the Council, contractors may not

normally use equipment or materials owned by the Council. In extenuating circumstances, permission for use may be given by an authorised representative of the Council.

The Council, so far as is reasonable and practical, will ensure that no tools, equipment or materials owned or hired by contractors are used by employees of the Council.

4.11 Accidents and dangerous occurrences

4.11.1 Contractors shall ensure that any accidents and / or dangerous occurrences occurring on Council premises are notified to the Council as soon as practical, but within 24 hours contacting the Council's 24 hour central control (01246 242309)

4.11.2 The contractor shall be responsible for notifying such incidents to the Health and Safety Executive. In addition, the Property and Estates Manager shall ensure that such incidents are reported on behalf of the Council.

4.12 Construction (Design and Management) Regulations 1994 (CDM)

4.12.1 Major construction repair or refurbishment projects, which by virtue of the duration of the work and / or the number of staff employed shall where applicable be carried out in accordance with the requirements of the CDM Regulations 1994.

4.12.2 The Property and Estates Manager shall, as the client representative, ensure compliance with the CDM regulations where applicable.

4.13 Insurance

Contractors shall be required to provide evidence of appropriate public liability insurance to a minimum limit of indemnity of £10,000,000, with a reputable company. Evidence of Employers Liability insurance will also be required. It is the Contractors responsibility to ensure that such cover is renewed and maintained. The Council reserve the right to increase the level of indemnity to reflect the risk associated with the contract.

4.14 Identification

Contractors will be required to provide a means of identification before entering premises owned or operated by the Council. Contractors are to wear such identifying cards / uniform as may be agreed.

5. **RESPONSIBILITY**

- 5.1.1 It is the responsibility of the Head of Regeneration to ensure that this policy and procedure is maintained and adhered to.
- 5.2 It is the responsibility of the Property and Estate Manger to ensure that this policy and procedure is implemented. The Property and Estates Manager will normally undertake the role of the Council's Nominated Officer.
- 5.3 It is the responsibility of the Property and Estates Manager to maintain the Council's policy for Contractors working at Council Premises.
- 5.4 This policy and procedure requires the full co-operation of management and employees at all levels.

Committee:	Executive	Agenda Item No.:	*
Date:	16 th June 2008	Category	*
Subject:	Corporate Response to draft 2008 East Midlands Housing Strategy	Status	Open
Report by:	Housing Strategic Services		
Other Officers involved:			
Director	Strategy		
Relevant Portfolio Holder	Regeneration		

RELEVANT CORPORATE AIMS

SOCIAL INCLUSION – The Regional Housing Strategy seeks to deliver balanced communities and affordable housing for all households in need

REGENERATION – The Regional Housing Strategy proposes high design quality for new build housing which acts as a regenerative tool

COMMUNITY SAFETY – The Regional Housing Strategy proposes high design quality for new build housing which incorporates “Secure by Design”

CUSTOMER FOCUSED SERVICES – The Regional Housing Strategy seeks to meet housing need at an affordable price

ENVIRONMENT – The Regional Housing Strategy seeks to limit fuel poverty through delivering better thermal efficiency standards

TARGETS

Affordable Housing

Decent Homes in the public and private sector

VALUE FOR MONEY

The Regional Housing Strategy outlines Regional Housing spend programmes to 2011. Over £300million grant is proposed to assist affordable housing delivery.

THE REPORT

Executive Summary

The Government’s key housing policy goal is to ensure that everyone has the opportunity of living in a decent home, which they can afford, in a community where they want to live. To achieve this, the Government is seeking:

To achieve a wide choice of high quality homes, both affordable and market housing to address the requirements of the community
To widen opportunities for home ownership and ensure high quality housing for those who cannot afford market housing, in particular those who are vulnerable or in need.
To improve affordability across the housing market by increasing the supply of housing
To create sustainable, inclusive, mixed communities in all areas, both urban and rural

1.2 The draft 2008 East Midlands Housing Strategy is produced by the Regional Housing Body and seeks to deliver the Government's key housing policy at the regional level. The consultation draft was issued April 2008. The consultation period closes June 27th 2008. Housing Strategic Services request committee approval to respond on behalf of Bolsover District Council.

2.0 Background

REGIONAL HOUSING BODY OVERVIEW

Regional Housing Bodies have had two main functions

to prepare, implement and monitor the Regional Housing Strategy (RHS).
to advise the Government on allocations of the Regional Housing Pot (RHP).

Over the next few years the current framework of regional institutions and strategies will change as a result of the Government's Sub-National Review of Economic Development and Regeneration (SNR). It is likely that this will be the last Regional Housing Strategy in its present form. In future the Regional Housing Strategy, Regional Economic Strategy and Regional Spatial Strategy will form part of a wider "Single Regional Strategy" to be introduced following legislation in 2010.

Once the Sub-National Review is implemented, Regional Assemblies will cease to continue in their current form and it will be Regional Development Agencies who will be charged with the development of the new Single Regional Strategy. Responsibility for Regional Housing matters beyond 2011 have yet to be determined and the consultation paper is due to be published by Government setting out various options for these matters.

REGIONAL HOUSING STRATEGY OVERVIEW

The 2008 draft East Midlands Housing Strategy is setting out the housing objectives, policies and actions it believes should be prioritised now or by any successor that may be established post SNR. The relationship between the draft East Midlands Strategy and relevant housing documents is explained below:

a. Relationship between the 2008 Regional Housing Strategy and the Housing Green Paper “Homes for the Future: more affordable, more sustainable”

The July 2007 Housing Green Paper invited submissions of interest for:
New Growth Points
Eco-Towns

A range of applications for New Growth Points and Eco Towns were submitted in the region and it is anticipated that a significant proportion of new homes will be provided in major new developments. Consideration has been given as to whether the particular housing issues in these areas will require attention in the Regional Housing Strategy and further comment is welcomed via this consultation.

Proposed Response - Bolsover District Council would welcome further detail on New Growth Points and Eco-Towns in the final Regional Housing Strategy.

b. Relationship between the 2008 Regional Housing Strategy and the Regional Plan

The 10 core objectives set out in the Regional Plan set the overall context for the Regional Housing Strategy. Matters relating to overall supply of new housing including numbers, distribution and appropriate provision are the responsibility of the Regional Plan and the 2008 Regional Housing Strategy does not address these matters.

c. Relationship between the 2008 Regional Housing Strategy and the Regional Investment Strategy

The Regional Housing Strategy provides the strategic context to guide decisions of the (future) Regional Housing Investment Strategy that will guide public investment in housing in the coming years.

d. Relationship between the 2008 Regional Housing Strategy and the Regional Economic Strategy

Some of the key housing-based actions promoted in the RES are of direct relevance to the Regional Housing Strategy:

Supporting the development of comprehensive infrastructure (transport, economic, cultural) to support housing growth
Regeneration in areas of low housing demand through the provision of new and improved housing and community and economic infrastructure

Achieving a range of housing provision to improve the range, mix and quality of housing in the region.

3.0 REGIONAL HOUSING STRATEGY (RHS) DETAIL

The Vision for the 2008 draft East Midlands Regional Housing Strategy echo's national housing policy and is as follows:

“To help create sustainable communities in which the housing needs and choices of all people of the East Midlands can be met at a price they can afford”

The objectives within the draft strategy continue the supply-side theme and are as follows:

Objective 1: To ensure that regional housing and planning policy are informed by a robust understanding of need and housing market conditions in the region

Objective 2: To ensure that everyone in the region is able to both access and afford suitable housing to meet their needs

Objective 3: To contribute to raising the quality of design in housing and the creation of sustainable homes

Objective 4: To develop a framework within which regional and local partners can develop sustainable and cohesive communities

Objective 5: To ensure that rural affordable housing need is correctly addressed through the Regional Affordable Housing Programme

Objective 6: To improve the co-ordination of provision which meets the housing needs of vulnerable people

Objective 7: To ensure the region provides a robust response to the housing implications of our ageing population

3.1 Objective 1

The robust understanding of need required by this objective was delivered Autumn 2007 via the Northern Strategic Housing Market Assessment (including Bolsover, Bassetlaw, Chesterfield and North East Derbyshire) and are as follows:

Low skills low wage equilibrium

Possible to identify pockets of deprivation with affluent areas and converse

Potential for development much higher than the RSS

Strong house prices since 2000 creating affordability problems

High levels of special needs households and those requiring adaptations

2008 RHS Actions

Continue to analyse Strategic Housing Market Assessment findings to inform key messages regarding investment

Continue to support and develop private sector housing information systems

Proposed Response: Bolsover District Council would welcome information systems such as “Home Track” to be made available at the local level for tracking purposes.

3.2 Objective 2

The RHS recognises that public resources for investment will always be limited and continue to fall short of all housing needs in the Region. The

RHS therefore sets the priorities to determine which housing activities will receive public funding.

The current Investment Strategy for 2008-11 is guided by CLG priorities for housing investment (CLG letter to Regional Assemblies 16th Oct 2006) and by *The Housing Green Paper* published July 2007 which committed the government to delivering 70,000 additional affordable homes annually by 2010/11 (45,000 social rented and 25,000 shared ownership/shared equity).

Regions were then invited to advise on the split of funding between the priorities of *affordable housing*, *local authority decent homes funding* and *private sector renewal*. The East Midlands response was subsequently adapted to meet the targets set by CLG in relation to affordable housing:

£M	Affordable Housing	LA Decent Homes	Private Sector Renewal	Gypsy & Traveller grant	RHP total
2008/9	100 (5)	20 (1)	23 (1)	3.5	146.5
2009/10	105	20	27	3.5	155.5
2010/11	112	20	22	3.5	157.5

Fig1

Local Authority Decent Homes

Fig 1 above shows future spending plans demonstrating greater reliance on private sector funding and away from public sector decent homes investment by a ratio of 5:1 which is a response to the number of local authorities in the region that have now transferred their stock (Pg 28 RHS).

Affordable Housing

Included within the funding for affordable housing is the expectation that mainstream affordable housing funding will contribute to Housing Market Renewal (see para 25 of Regional Housing Investment Strategy). This represents a shift from the RHS 2004-10 strategy with Housing Market Renewal funded through the Private Sector Renewal funding pot during that time period.

In addition to making housing affordable, the RHS seeks measures to ensure best use is made of existing housing to increase the overall supply. Bringing empty properties into residential use has a similar effect on the housing supply as the construction of new homes. The draft RSS for the East Midlands included the aspiration of lower vacancy rates but no policies were proposed as to what lower rates would be achieved. The RHS has commissioned a study to address the issue of empty property and the study will help to strengthen future action in these areas.

With 2.6 million homes in England being rented from 500,000 private landlords, the private rented sector represents an underutilised resource

for supplying both the intermediate market and meeting housing need. The government has announced a major independent review of the private rented sector (CLG 23rd Jan 2008) which will look at what works well in the sector. The RHS recommends:

Landlord Forums
Landlord Accreditation Schemes

Private Sector Renewal

Interventions supported under Private Sector Renewal should contribute to the achievement of affordable warmth and independent living targets. The Regional Housing Group has previously signalled its intention to support delivery based on loans schemes and equity release and will consult with those who have established schemes in the West Midlands and Yorkshire and the Humber. Regarding future funding for Private Sector Renewal, the Regional Housing Group has signalled its intention to delegate arrangements for sub-regional allocations.

Targets

The per annum target for delivery of affordable housing through grant stands at 2,605 for the region (65 units pa per LA area on average).

2008 RHS Actions

- Maximise developer contributions to new affordable housing
- Secure agreement from public sector bodies that “best price” for land in public ownership will be that offering the highest receipt *after* ensuring that site development will deliver against local housing policies
- Receive regular implementation reports and engage effectively in the operation of the Housing Corporation’s Regular Market Engagement model
- Encourage use of Empty Property Management Orders
- Support alternative uses for current sheltered housing where these have been identified by SHMAA’s
- Encourage LA’s to develop common housing management policies to cover Choice-based lettings, SP funded and other special needs schemes and move-on accommodation
- Maximise opportunities for joint working beyond the housing sector in homelessness prevention
- Support further developments of the Homelessness Strategy to consider differing client groups and operational aspects of housing services.

Views are sought on the evidence and views of Strategic Housing Market Assessment Areas about the balance and appropriate split between rental properties and Low Cost Home Ownership products for future investment.

Proposed Response – Bolsover District Council are satisfied with the recommended Low Cost Home Ownership: Social Rented split proposed

by the Strategic Housing Market Assessment but wish to see inclusion of the Savills review of Strategic Housing Market Assessments for the region included in the RHS.

Proposed Response – Bolsover District Council seek clarification as to the role of the Homes and Communities Agency in delivering Housing Market Renewal. Bolsover District Council seek clarification as to the availability of grant for refurbishment of properties and CPO via Homes and Communities Agency.

Proposed Response – Bolsover District Council request consideration of lobbying central government for provision of tax breaks for private sector landlords letting (empty) properties to those on the Housing Register.

3.3 Objective 3

The East Midlands Design Review Panel is supported by EMDA and the Commission for Architecture and the Built Environment. The panel supports the delivery of sustainable, high quality and well planned buildings which is a matter for local planning activity and the framework of the RSS. CABE has developed “Building for Life Criteria” which can be used by LA’s when considering planning applications.

There is further potential to reduce fuel poverty and achieve sustainable homes through the development of schemes which encourage housing providers to exceed Decent Homes Standard for thermal comfort. Reducing energy use not only reduces fuel poverty but contributes to reduction in climate change.

Example of good practice in existing stock – “Green Homes Project” Bolsover District.

2008 RHS Actions

- Work with regional partners including Local Authorities to promote the “Building for Life” criteria
- Identify and publicise independently verified exemplar projects on public or private land
- Work with Energy Saving Trust Regional Advice Centre to support the delivery of carbon savings in existing housing stock
- Commission research to review funding and control measures available to the public sector with reference to intervention in private sector stock
- Promote greater use of Modern Methods of Construction
- Work with regional partners to showcase good practice in refurbishment of current housing to high standards of sustainability

Proposed Response – Showcasing of good practice in refurbishment is welcomed by Bolsover District Council

Proposed Response – RHS identification of grant monies available regionally through Warm Front and other bodies is requested

Proposed Response – The RHS has failed to highlight the role of “Manual for Streets” which is a material consideration in securing appropriate design/layout yet only partially regarded by Highways Authorities. No reference to “tenure blind” development and the role that this can play in delivery of balanced communities.

Proposed Response – The RHS should seek to bring out elements of Housing Green Paper and RSS Strategy policies that look to deliver better quality design. Housing Strategies can then inform planners delivering LDF Core Strategies and policies linked to design quality. Statistics exist that demonstrate 55% of East Mids new build developments are judged as poor against national average of 29% new developments judged as poor against Building for Life criteria (undertaken by CABI). The Region is playing “catch up” on design quality and this needs to be highlighted in the RHS. It is already highlighted in the “Northern Way.”

Proposed Response – The Northern Sub-Region is working towards a common design quality policy potentially focussing on Building for Life criteria and Manual for Streets. This should be highlighted as good practice in the RHS.

3.4 Objective 4

The Government’s Response to the Commission on Integration and Cohesion (Feb 2008) includes the following recommendations:

Local allocations policies, local lettings policies and nomination agreements should contribute towards creating mixed, cohesive and integrated communities and local authorities should allow applicants to choose their home through Choice Based Lettings. Choice Based Lettings offer applicants greater control about where they want to live and all local authorities should offer such schemes by 2010.

That all affordable housing providers receiving investment funding should demonstrate how this funding will assist in promoting cohesion and delivering mixed communities

Authorities to mainstream cohesion across all aspects of housing by incorporating housing strategies with Sustainable Community Strategies to ensure that housing fully contributes to community cohesion, economic development and improved public services

In response to this challenge CLG plans to revise guidance to local authorities about the importance of the strategic housing role and preparation of housing strategies in late Spring.

The RHS seeks to promote policies which will support sustainable communities. The impact of Migrant workers on local housing markets forms part of an evidence base under development by the RHG that will be taken into account within the RHS final draft. Gypsy and Traveller Accommodation Assessments are well advanced in the region and will be included as part of a further review of the RSS.

2008 RHS Actions

Take account of the forthcoming study into migrant workers in the East Midlands

Endorse and adopt in the RHS the findings of "Black and Minority Ethnic Communities and Housing for the East Midlands"

EMRA to lead a review of Gypsy and Traveller Accommodation Assessments

Proposed Response – Incorporating Housing Strategies with Sustainable Community Strategies is welcomed. Bolsover District Council will utilise CLG guidance.

3.5 Objective 5

It has become clear from various reports that the scale of rural affordable housing need is greater than has been produced in the region for many years. The Housing Green Paper has given notice that policy guidance will be forthcoming on Affordable Rural Housing and the RHG are committed to also maintaining focus on larger settlements (between 3,000 and 10,000 population) and market towns (10,000 – 20,000 population).

Targets

993 rural affordable units from 2008-11 within the Region

2008 RHS Actions

To implement the investment strategy for 2008-11 rural affordable housing targets

Proposed Response – Bolsover District Council request targets for affordable housing numbers/proportions in settlements 3,000 – 10,000 and 10,000 – 20,000 (within the context of need having been established).

3.6 Objective 6

The Supporting People (SP) programme is a major provider of revenue funding for support services for vulnerable people. Capital investment of public resources in new specialist accommodation continues to be guided by the RHS. If this is to be coordinated with SP funding, the RHS is the logical place to create the necessary framework. No such framework currently exists.

This work will be linked with the Regional Homelessness Strategy that has identified the need for support as an essential part of providing pathways out of homelessness.

Aids and Adaptations

The RHG has supported a review of demand for Disabled Facilities Grant in the East Midlands. Draft recommendations are:

Prioritising DFG outcomes within Local Area Agreements to achieve greatest leverage of funding
Housing options advice, help moving house, minor repairs and adaptations, equity release to fund work privately will all have a part to play in modernising DFG service provision
Planned growth and separate funding arrangements for minor repairs and adaptations may have a positive effect on the DFG system

2008 RHS Actions

Review recommendations arising from DFG research
Encourage LA's to develop cross-boundary arrangements accommodation
RHG to work with the regional Supporting People Implementation Group to jointly commission research

Proposed Response – Supporting People Grant is to be un-ringfenced through the LAA process. Bolsover District Council welcomes RHS proposals to create more certainty through delivery of an SP framework linked to capital investment.

Proposed Response – Although the section tracks vulnerable persons through supported housing through to move-on and then permanent housing with floating support, reference should be made to non-housing related social inclusion initiatives – work/skills-based training, befriending schemes, adult education. Link again to Sustainable Communities plan.

3.7 Objective 7

Population aging is of huge significance and the RHS seeks to be robust on this matter. In February 2008 the government published its National Strategy for an Ageing Population. This predicted that by 2026 there will be an increase of 2.4 million older households than today. It also predicted double the number of older disabled people and has noted that 1 in 5 children born today can expect to live to 100 years old.

However on current national trends, research has shown that the social sector can expect to be housing relatively smaller numbers of retired people over the next 25 years and the Housing Sector needs to consider its response to these changes. Planning for an ageing population must extend further than existing stock and needs to be cross-tenure to avoid seeing future provision in terms of solely sheltered housing

The National Strategy for an Aging Population is part of a wider vision for Housing as set out in the Housing Green Paper and the main actions are summarised below:

Housing and aging to be a cross government priority

Funding of £35 million between 2008-11 to support the development of housing information and advice for older people and increase current handyman services and Home Improvement Agencies
A 31% increase in the Disabled Facilities Grant by 2011
Over £800 million additional funding for the Warm Front programme between 2008-11
All public housing to be built to Lifetime Homes Standards by 2011
Lifetime Homes standard to be mandatory part of the Code for Sustainable Homes
Improvement to systems of joined up assessment, service provision and commissioning

Further to the publication of the National Strategy, the Government has announced a bidding round of £80 million funding during 2008-10 to build extra care housing to allow older people and those with long-term conditions to live in a home of their own.

2008 RHS Actions

Support the housebuilding industry in the region to incorporate the Lifetime Homes Standard on a voluntary basis
Explore the potential for developing loan and equity release products to assist vulnerable households in the region to finance repairs and improvements to their homes
Encourage bids for affordable housing grant which provide increased housing options for older people from BME Communities
Continue to develop the evidence base and understanding of the needs of an aging population and its implications for housing markets.
Ensure that all existing housing stock and tenures are appraised with regard to future use

Proposed Response – RHS expectation of voluntary take-up of Lifetime Homes standard unlikely. Bolsover District Council would like to see a section on older persons housing included within Objective 3. Inclusion of Lifetime Homes standard within design quality policies. Need reference to sound-proofing within apartments.

Proposed Response – Bolsover District Council request addition of “future use” appraisal to Private House Condition Surveys and Homebuy Surveys. Include as action point within RHS.

4.0 Sub-regional Priorities and Strategies

New guidance for developing local and sub-regional housing strategies has been commissioned to explain how housing can help to contribute to wider place shaping ambitions. The new guidance will set out the relationship between housing strategy and the new strategic framework for delivering Strong, Safe, Prosperous Communities including the Sustainable Community Strategy, Local Development Framework and Local Area Agreements.

Local Development Frameworks, Local Area Agreements and Multi Area Agreements should take account of the Regional Housing Strategy. In turn, the Regional Housing Strategy will operate within the framework of Comprehensive Area Assessments

Implementation of the RHS

To be developed during the consultation period but will reflect LAA's and CPA/CAA.

Proposed Response – Bolsover District Council welcomes identification of forthcoming sub-regional strategy within the Northern Sub-Region as good practice. A piece of work on strategic integration between planning, housing and economic strategies within the sub-region has also been commissioned which should also be highlighted as good practice. Due for completion July.

Proposed Response – Bolsover District Council seek RHS identification that some East Mids districts are affected by Housing Markets outwith the Region. No reference to City Regions.

RECOMMENDATION(S)

- 1. THAT MEMBERS APPROVE THE 2008 REGIONAL HOUSING STRATEGY CONSULTATION RESPONSES PROPOSED IN THIS REPORT**

ATTACHMENT: Y/N
FILE REFERENCE: *please complete*
SOURCE DOCUMENT: *please complete*

Committee:	Executive	Agenda Item No.:	13
Date:	16 th June 2008	Status	Open
Category	Decision within the functions of Executive		
Subject:	Creswell Miners Welfare – Sports Ground		
Report by:	Leisure Operations Manager		
Other Officers Involved	Senior Sports Development Officer		
Director	Strategy		
Relevant Portfolio Holder	Social Inclusion		

RELEVANT CORPORATE AIMS

REGENERATION – Developing healthy, prosperous and sustainable communities

Sport is an important contributor to the regeneration of the district. It acts as the catalyst for the protection, enhancement and development of the built and natural environment which helps create a positive perception of the area to potential inward investors as well as providing jobs and generating spend in the local economy. An active lifestyle also improves people's health and wellbeing and in particular can help reduce incidents of heart disease, stroke, type 2 diabetes, high blood pressure, obesity and many other health conditions associated with inactivity.

SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning

Research shows that physically active young people often behave better, have greater level of concentration and perform better academically. Participation in a new sports activity, becoming a sports coach or running a local sports club can offer opportunities for individuals to learn new skills. Sport also builds personal confidence, raises self-esteem and used positively can play a unique role in developing citizenship, encouraging teamwork and in helping to promote unity amongst different cultures & communities.

ENVIRONMENT – Promoting and enhancing a clean and sustainable environment

Parks, playing fields and other recreational green spaces provide the green lungs for our towns and villages. Sport provides an environmentally sustainable end use for derelict and reclaimed land.

CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services

Sport is seen as a high priority by residents and our area based approach to service delivery in particular is seen as the most effective and efficient way of meeting the needs of our rural communities.

COMMUNITY SAFETY – Ensuring that communities are safe and secure

Sport has the ability to positively engage with disaffected young people, keeping them from hanging around street corners and out of trouble. Sport also provides opportunities for bringing people together usually in a non-intimidating and fun environment, for breaking down racial and social barriers and for developing tolerance and respect for others and their property.

TARGETS

The facilitation of this project will contribute directly to the delivery of Community Safety, Environment, Regeneration and Social Inclusion priorities and targets within the Council's Corporate Plan i.e. reducing criminal damage, increasing sporting activity for kids to at least 2 hours, increase adult participation rates, increase the number of volunteers in sport and physical activity, deliver creative learning opportunities for children etc.

VALUE FOR MONEY

Working collaboratively is a guiding principle running through our Sports Development strategy and our Facilities Strategy. This approach will enable partners to work more efficiently together by avoiding duplication and waste as well as improving overall effectiveness by working to shared aims² and adding value to each others work.

THE REPORT

Background

Following the closure of Creswell colliery in 1991 and a period of abandonment, Creswell Miners Welfare cricket ground site including the bowling green and allotment was leased by Welbeck Estates to Creswell Regeneration Trust for a term of 99 years under the terms of a section 106 agreement dated 8th February 1999. The view held at the time was that they were in a strong position to source grant funding for development of the site. In 2002 part of the allotment land was surrendered by the CRT to Derbyshire County Council for the development of a youth club. This was approved by an amendment to the section 106 agreement dated 13th June 2002.

There were 2 clauses in the S106 agreement that stated:

- 1) If the CRT could not source the necessary funding to develop the site or
 - 2) If the CRT ceased to exist,
- then Welbeck Estates would terminate the lease with CRT and offer a new lease to Bolsover District Council..

Creswell Regeneration Trust will cease to exist shortly, therefore Welbeck will offer a new lease to the District Council in accordance with the S106 agreement.

Current situation

Following the local elections in May 2007, Elmtown with Creswell Parish Council committed to a number of projects, one of them being a **Sports and Arts in the Community** project. The Parish Council have conducted consultation in the community to establish the local needs and wants, amongst the consulted were – Schools & teachers, youth club, village forum and the general public. The Parish also discussed their ideas with the Youth Service, PCT, Derbyshire Sport and Police who have all made supportive comments.

The project's aim is to 'increase a desire to excel in sports & arts activities within the young people of the community'. The Parish propose to achieve this by bringing facilities up to a high standard, provide coaching across a number of activities and create clubs/groups with a view to them ultimately becoming self sustaining activities.

The Parish hope to create & deliver this programme of activities and coached sessions at various venues on a partly funded basis i.e. The 1st year activities will be free in order to generate interest and maximum attendances, the 2nd year activities would be partly funded and in year 3 the activities would be paid for by the customers fully.

The Parish feel that this is a long term project and will take around 5 years to come to full fruition. It is hoped that the youngsters being coached in years 1 & 2 of the project will become the coaches in subsequent years – it is felt by the Parish that this approach not only benefits sustainability of the project but also adds to a sense of community pride.

The Parish Council believe that they can enhance their chances of attracting funding to support the project by holding the lease on the former Miners Welfare Cricket Ground. Although the Parish owns other areas of land for sport, they feel it is insufficient for them to fulfil the needs of the project they have developed.

Bolsover District Sports Development Strategy

Our strategy explains that Sports development is about putting in place the building blocks and creating the right conditions so that sport can flourish at all levels. It introduces people to sport, teaches them the basic skills and gives them the opportunity to participate at their own level, whether this be a game of Sunday morning football or representing your country.

As a rural area without large centres of population the community relies on a strong network of schools, village halls, miners welfares and community centres where some level of sports activity can take place.

Parish Councils and Miners Welfares, as key providers of neighbourhood sports and recreational facilities across the District, are often too small to raise the investment to maintain and improve these facilities from their annual precepts and many lack the expertise or time needed to secure funding from other sources such as the lottery.

STRATEGIC GOALS

- Increase participation in sport
- Improve levels of performance in sport
- Use sport to improve quality of life

Some of our KEY OBJECTIVES

- Help develop a network of good quality and locally accessible neighbourhood sports facilities.
- Help our sport clubs to become stronger.
- Help enable our gifted and talented players to reach their full potential.

Use sport to deliver neighbourhood renewal and regeneration priorities.

Bolsover District Arts Strategy

Bolsover District is in the process of reinventing itself following the decline in traditional industries and the Arts are well-placed to play a role in its regeneration. The arts can deliver effective partnerships which combat health inequalities in specific wards, youth exclusion, environmental unattractiveness and a lack of learning opportunities. There are opportunities, for example, to improve wellbeing through dance development in collaboration with regional dance agencies, or to build on alliances with Primary Care Trusts in the District.

Arts Development within the District includes a wide range of **priorities**:

- maximising audiences
- ensuring access across the geographic area
- public art and environmental improvements
- voluntary sector capacity building
- increasing participation of local people
- maximising formal and informal education through creativity
- developing partnerships with non-arts agencies
- leveraging additional funding in support of local resources

Some of the **aims** of the Council in preparing this Arts Strategy are:

to enhance the quality of life for people living and working in the district

to contribute to the development of leisure, tourism, environmental improvement, healthy living, , life long learning , community safety and employment growth in the district

to develop new opportunities for local people to experience the arts

to actively encourage the participation of current and non-users in arts activities and events, and give people access to arts that are already happening in the district and its surrounding areas

to support local creative initiatives in the voluntary sector

to ensure the staffing structure and resources available to the district are at a level to deliver the aims of the strategy and to develop the necessary partnerships

to assist access to funds for arts development through sponsorship, grant making trusts and foundations, European funding sources, the National Lottery and other grant aiding bodies

to maximise the use of existing and emerging arts facilities such as the Building Schools for the Future programme

to become a respected partner in strategic arts development, brokering agreements, collaborations and partnerships with County and regional agencies.

to celebrate the achievements and strengths of the area's creative programmers and raise the profile and reputation of the arts in the District.

To ensure the District is well placed to respond to regional initiatives such as the development of the Creative Partnerships programme

Building Schools for the Future Programme

Building Schools for the Future was launched by DfES in 2003 with the aim of transforming education by rebuilding or renewing every secondary school in England over a 15 period.

In light of this significant capital investment, consideration has been given to the opportunities BSF could present for Bolsover District and partnership working.

There are a number of exciting possibilities for joining up services and Bolsover District Council has keenly confirmed its commitment to BSF and is contributing to the development and implementation of the programme to effectively achieve the government's vision of schools being at the heart of the community.

Strategically, Bolsover District Council has recognised that its secondary schools provide the most realistic and effective way of meeting the physical activity, social and cultural needs of its residents. Each secondary school is well placed to act as the local physical activity, social and cultural 'hub' providing a District wide network of area based community facilities.

Bolsover, Heritage, Shirebrook & Stubbin Wood, Tibshelf and Frederick Gents secondary schools will all benefit from the programme and from the network of 'hubs' which is made up of all 5 of the Districts secondary schools.

The programme is very much a partnership approach to achieving a multitude of outcomes that are common to the betterment of the community at large.

How does the Parish's Sports and Arts in the Community Programme fit in?

One of the key barriers to participation in sport, cultural and leisure activities is the availability of suitable facilities at an affordable price.

In an attempt to tackle this and other barriers to participation, this Authority has developed a number of strategies and worked collaboratively on many projects.

Both the District Arts Development Strategy and the District Sports Development Strategy along with the Building Schools for the Future Programme, place great emphasis on:

- collaboration,
- partnership working,
- empowerment,
- increased opportunity,
- support of the voluntary sector,
- improved access,
- better facilities,
- enhanced quality of life,
- increased participation,
- development of a network of facilities,
- help given to clubs & other voluntary organisations to become sustainable and strong.

By working in partnership with other agencies, many benefits can be gained:

- Partnership working allows services to be delivered in a joined up way. This has benefits both strategically, in terms of providing a well-balanced service and operationally in terms of pooling resources
- Bringing together the various parts of service delivery provides a unique opportunity to develop new and innovative approaches to service provision
- Economies of scale can be achieved as service providers pool not only resources, but effort and managerial time
- Through coming together and focusing on a common goal, a shared vision is formed of what partners want to achieve and how they want to achieve it
- Partnership working co-ordinates action between organisations which can provide additional momentum to get things done
- Partnership working also allows many organisations to access funding

Elmton with Creswell Parish Council could be described as proactively seeking to improve the sports and arts provision in their community through their ***Sports and Arts in the Community Programme***.

This proposal fits well with the District Council's approach to working in partnership to achieve common objectives:

- Removing barriers to participation.

- Increase participation in Sports and Cultural activities.

- Help develop a network of good quality and locally accessible neighbourhood sports facilities.

- Help our sport clubs to become stronger.

- Use sport to deliver neighbourhood renewal and regeneration priorities.

- Voluntary sector capacity building.

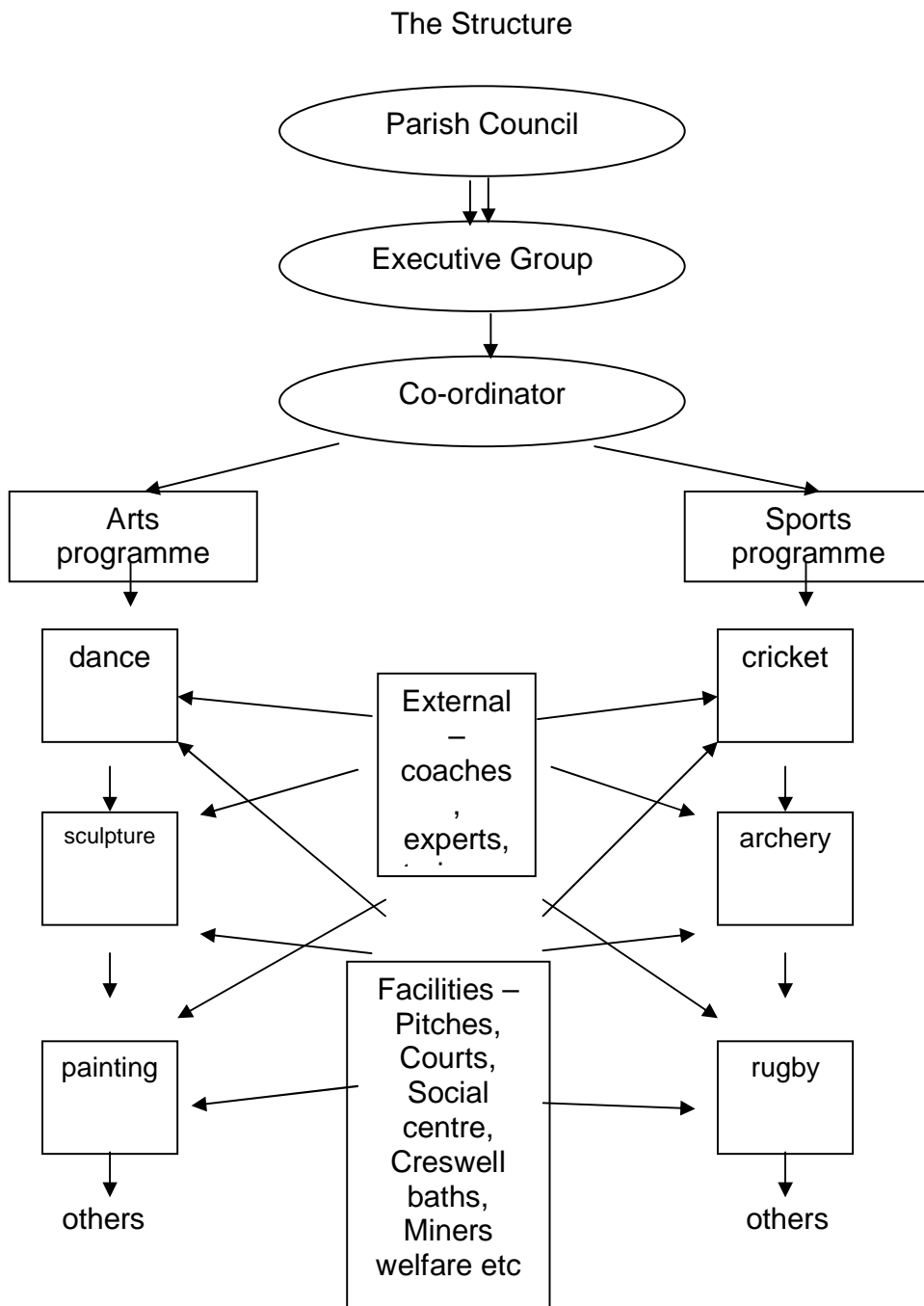
- Levering additional funding in support of local resources.

- To enhance the quality of life for people living and working in the District.

- To develop new opportunities for local people to experience the arts.

- A partnership approach to achieving a multitude of outcomes that are common to the betterment of the community at large.

How does the programme work?



It is envisaged that the programme is structured as above with each activity stream having its own sub-structure with one member from each of these sub structures who sits on the executive group who make decisions and control the

programme. The co-ordinator role is an operational one which manages the scheme and liaises with external organisations.

With the structure in place and the lease for the cricket ground and Bowling Green under their control, the Parish Council hope to provide coaching and participation opportunities for the community to over 21 different activities.

As part of the programme the Parish Council aim to:

- Bring four playing surfaces up to match standard
- Add two hard tennis courts
- Provide a programme of activities & coaches/deliverers for the activities
- Provide the necessary equipment (where needed) to enable the activities to take place
- Develop a number of clubs/activity groups that will after initial support go on to become self sustaining
- Contribute to the development of sports & arts, environmental improvement, healthy living, , life long learning , community safety and employment growth in the community
- Assist the creation of community cohesion & civic pride within Elmton with Creswell Parish

The Parish Council estimate this programme will take 5 years to come to fruition and around £300,000 - £400,000 to fund. It is hoped that funding can be sourced externally, as such a number of applications are being prepared to send to funding bodies such as:

- Lottery
- Coalfields Regeneration Trust
- Landfill tax

As described earlier, the section 106 agreement provides that on completion of the lease to the District Council, Welbeck will pay £18,000 (subject to RPI increase from 22nd April 1998) for sports recreational development or a play area or both on the land and £44,823.79 for ten years maintenance.

Elmton with Creswell Parish Council are hoping that along with the lease for the site the provision in the section 106 agreement for the capital sum of £18,000 and the maintenance/revenue sum of £44,823.79 would also be handed over to the Parish to assist them develop & deliver their programme and allow them to maintain the site in future.

ISSUES/OPTIONS FOR CONSIDERATION

Members are asked to note that within the section 106 agreement associated with this site there are a number of requirements that the Landowner shall meet:

- 1.) The Landowner, prior to the commencement of the sixtieth dwelling shall;
 - a. Provide a children's play area equipped with play equipment to the value of £26,000 or
 - b. Pay a commuted sum to the Council of £26,000 for the development of the play area unless the Landowner has paid to the Council £10,000 before any dwelling was built.

This meant that the Council would receive the £26,000 play area or commuted sum at the trigger point of the sixtieth dwelling or the Council could opt for the £10,000 up front regardless of number of dwellings etc. The decision was taken at the time to receive the £10,000 towards the creation of a nearby play area.

- 2.) In the event the Landowner leases the recreational land to the Council, the Landowner shall:
 - a. Pay to the Council a sum of £18,000 (index linked) towards the provision and development of sporting and recreational facilities or play area or both.
 - b. Pay to the council the sum of £44,834 for any maintenance of the land for ten years from the date of the lease.

Members are asked to note that there are several options to be considered for an 'in principle' decision to be reached. Members could decide:

To keep the lease and allow the District Council to produce a development plan for the site internally.

To keep the lease and put in place a management agreement with Elmton with Creswell Parish Council for them to develop their **Sports and Arts in the Community** project. (The District Council would still be Lessee – however this could affect the amount of funding that could be levered in by the Parish if they do not hold the lease)

To keep the lease but sub let to the Parish for them to develop their **Sports and Arts in the Community** project. (The sub lease could contain a 'surrender' clause which would afford the District Council some control. The longer the lease – the better in terms of funding opportunities for the Parish Council)

To assign the lease fully to the Parish for them to develop their **Sports and Arts in the Community** project. (This would mean very little control from the District Council perspective – however this would be the best

position for the Parish Council from an external funding opportunities perspective)

If it were to be decided 'in principle' that the land should be handed over subject to a management agreement, sub lease or assigned fully to the Parish, consideration would need to be given to the length & type of arrangement that would be put in place and how the sums included within the S106 agreement would be administered.

Members should be aware that the planning department are currently assessing an application to renew planning permission for this site and the sums and land referred to will need to be reviewed as part of the new section 106 agreement. This could mean that the Capital & Maintenance sums & other lease conditions could change.

Members should note that if the District Council were to hand over the land to the Parish Council an amendment would be needed to the current section 106 agreement which could require a decision by Planning Committee.

If it were to be decided 'in principle' that the land will be leased to the Parish, Members may wish to consider the requirement of a 'surrender' clause which would enable the District Council to terminate the lease in the event that the Parish became unable to fulfill their project aims which would be detailed in the lease. A similar clause could be considered if in the future the value of the land changed significantly by virtue of change of use being granted for example, where the District Council could expect a proportionate % of that new value in return.

Members are asked to consider comments from the District Council's Senior Valuer:

The land contained within the lease amounts to approximately 7.37 acres. The land is generally flat and is mostly laid to grass. The area marked on the Ordnance Survey plan (attached) as cricket ground is currently used as two football pitches. The area to the north of this is currently fenced off with a modern metal fence. There is also a bowling green with club house and car park and a further area to the rear of the former Miners Welfare that could also be used for parking with some work being undertaken.

Generally, land for recreational use or open space commands a value in the region of £5,000 to £10,000 per acre. As there is a potential to gain an income from the land through the hire of football pitches and bowling green I would suggest a figure based on £7,500 per acre. This would give a value of the leasehold of approximately £55,000.

IMPLICATONS

Financial:

There are substantial sums relating to the site via the section 106 agreement.

There is an opportunity for leveraging in very substantial amounts of funding from external agencies via the Parish's proposed programme if they held the lease.

Leisure services could benefit by being commissioned to provide coaches for the activities.

Legal:

If the District Council were to hand over the land to the Parish Council an amendment would be needed to the current section 106 agreement which could require a decision by Planning Committee.

Human Resources:

If the land were to be handed over to the Parish for them to develop their **Sports and Arts in the Community** project, District Council resources could be utilised elsewhere.

RECOMMENDATION(S)

That (1) the report be received,

(2) Executive approves 'in principle' the hand over of the Creswell Miners Welfare Cricket Ground site including Bowling Green to Elmton with Creswell Parish Council to be used for recreational purposes only. (subject to Planning Committee views)

(3) Executive approves 'in principle' that along with the hand over of the site, the provision in the section 106 agreement for the capital sum of £18,000 and the maintenance/revenue sum of £44,823.79 would also be handed over to the Parish to assist them develop and deliver their programme and allow them to maintain the site in future.

(4) Executive approves that any further funding arising from a new section 106 agreement should be subject to a further report.

(5) Executive approves 'in principle' that a 'surrender' clause in relation to the Parish Council's possible failure to achieve the project aims, should be

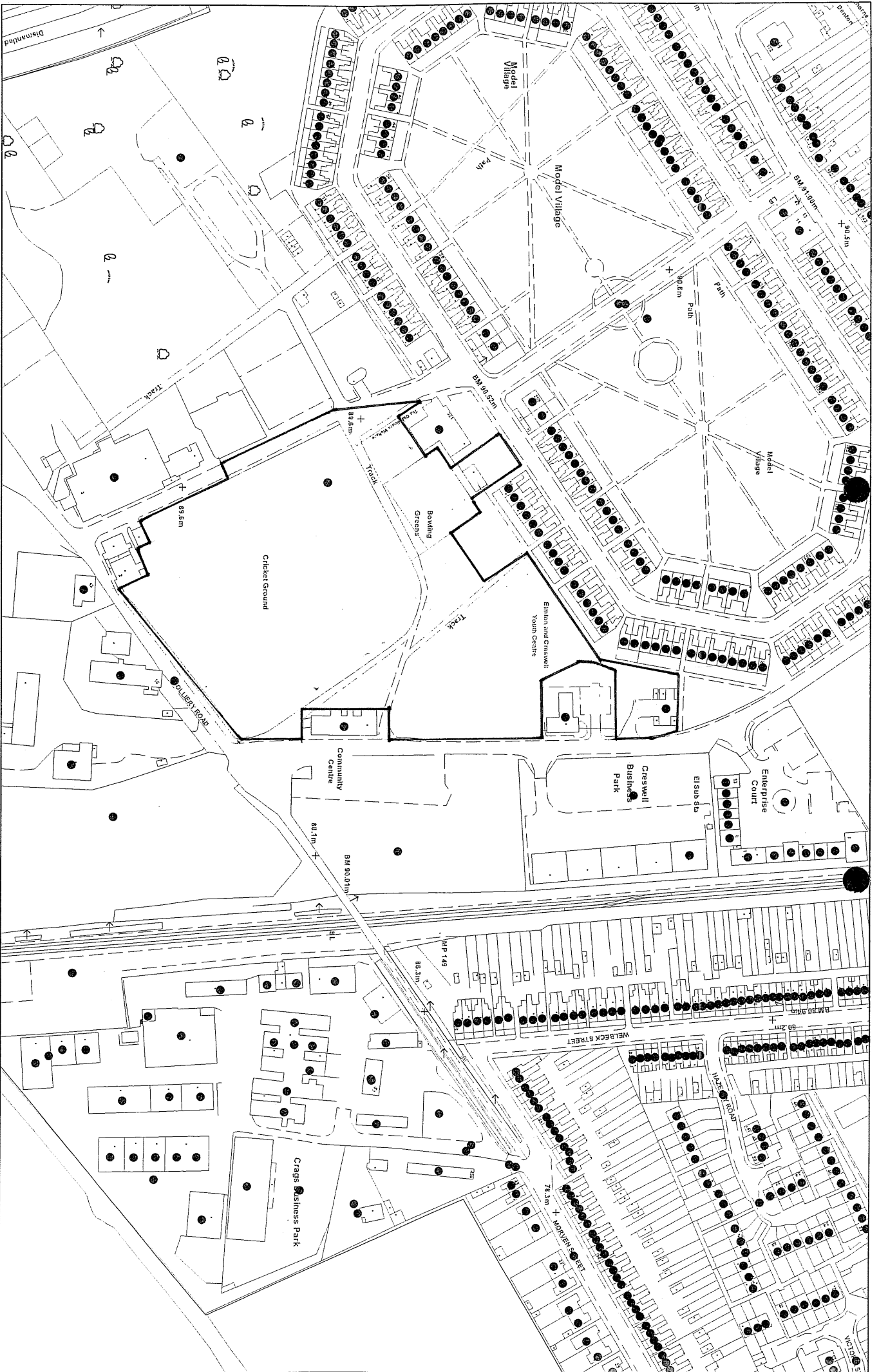
negotiated by the District Council Senior Valuer & delegated powers given to the Director of Strategy in consultation with the Chief Executive Officer, Leader of the Council, Deputy Leader of the Council & Portfolio Holders for Social inclusion and planning, to agree terms of 'clawback' provision.

(6) Executive approves 'in principle' that a 'claw back' clause in relation to the value of the land significantly changing in future, should be negotiated by the District Council Senior Valuer & delegated powers given to the Director of Strategy in consultation with the Chief Executive Officer, Leader of the Council, Deputy Leader of the Council & Portfolio Holders for Social inclusion and planning, to agree terms of clawback provision.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

To consider various options for the future control and management arrangements of the former Creswell Miners Welfare Cricket Ground and Bowling Green site.

ATTACHMENTS: Plan of the site
FILE REFERENCE: None
SOURCE DOCUMENT: Background papers held by the Leisure Operations Manager.



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Date: 22 May 2008
SLA: 100019526, 2008
Scale 1:2500

Committee:	Executive	Agenda Item No.:	15
Date:	16 th June 2008	Status	Open
Category	2. Decision within the functions of Executive		
Subject:	Short Term Loan to Elmton with Creswell Parish Council		
Report by:	Head of Finance		
Other Officers Involved	Chief Accountant		
Director	Director of Resources		
Relevant Portfolio Holder	Leader of the Council		

RELEVANT CORPORATE AIMS

REGENERATION – Developing healthy, prosperous and sustainable communities by improving the facilities and access to health care in Creswell.

CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services by helping to provide a health centre in Creswell

TARGETS

None.

VALUE FOR MONEY

The loan provides an effective and economic way of financing the project.

THE REPORT

To seek approval to place a short term loan to Elmton with Creswell Parish Council to assist with enabling the development of a new Health Centre.

The Land required for the Health Centre

The land is the former Methodist Church at the rear of the War Memorial on Elmton Road Creswell.

At a meeting facilitated by the Head of Environmental Health and Housing on 12th November 2007, Councillor McGregor represented the Parish Council as Chairman. Members from the Primary Care Trust, W Jones and D Sharp attended along with Councillor Watts and the Chief Executive Officer. The meeting was to

find a way forward for the development of the health centre. All who attended were in agreement that Creswell should have a more modern health building.

The Chief Executive Officer arranged for a valuation of the land by the Council's Senior Valuer Roger Owen, who valued the land at between £250,000 and £300,000 in February 2008. The Parish Council have received a separate valuation which agrees with this.

Primary Care Trusts do not get involved with purchasing land they provide the funds to develop the land once it has been acquired for them.

The Parish Council have met with the Methodist Church Authority and have been advised the land will go to Auction. A prospective planning application has been submitted to Bolsover District Council by the Methodist Church Authority but this has been classified as invalid, due to having insufficient information.

The issues for the Parish Council

The Parish Council have had discussions with their bankers the Royal Bank of Scotland but due to the current economic climate the bank may be willing to authorise a loan of between 70% and 100% of the cost. The Parish Council are currently also trying other external financial institutions for the loan.

The Parish Council feel the opportunity is not to be missed as the village is growing and there is a real need for a new clinic and its facilities.

The Primary Care Trust will meet on the 28th of May where the board will decide to commit to the Parish Council. A verbal update will be provided at the meeting.

The Parish Council is asking Bolsover District Council to assist in meeting any funding gap that may occur. The intention of the Parish Council is to enable the development. The Primary Care Trust will engage the contractors and refund the Parish Council the cost of the land plus administration costs. The Parish Council will then re-imburse the funders which would include Bolsover District Council.

Issues for Bolsover District Council

The general policy objective for the Council is the prudent investment of its cash balances. The aim is to maximise the return on cash investments whilst having due consideration to the security of capital and liquidity of its investments.

The Council has the power to loan such sums in Parish Councils. The Treasury Management Strategy for 2008/09 approved at Council on 12th March 2008 further requires that such temporary loans with Parish Councils are charged interest equivalent to that of Bank Base Rate (currently 5%).

In considering such temporary loans the Council must weigh up the level of risk associated with the loan. The Treasury Management Strategy classifies the Parish Council as a Specified Investment. These are low risk where the possibility of loss of principal or investment income is small.

ISSUES/OPTIONS FOR CONSIDERATION

Whether to agree to provide Elmton and Creswell Parish Council with a short term loan to purchase the land for the development of a new health centre.

IMPLICATONS

Financial: No budget implications. The risks associated with the investment are considered minimal.

Legal: The Treasury Management Strategy for 2008/09 allows the Director of Resources to invest monies with Parish Councils

Human Resources: None

RECOMMENDATION(S)

1. **a) The Council loans money to Elmton with Creswell Parish Council in support of the financial assistance required for the Health Centre,**
b) Or delegates the decision to the CEO or Director of Resources and recommends to Standards Committee that the permanent delegation is included in the delegation scheme,
2. **The Council charges interest on the outstanding principal at the Bank Base Rate applicable at the time.**

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

To enable Elmton with Creswell Parish Council to go ahead with the scheme to provide a Health Centre.

ATTACHMENTS: N
FILE REFERENCE: None
SOURCE DOCUMENT: Background papers held in Financial Services

Committee:	Executive	Agenda Item No.:	16
Date:	16 th June 2008	Status	Open
Category	3. Part of the Budget and Policy Framework		
Subject:	Arrears – Irrecoverable Items over £1000		
Report by:	Head of Revenue Services		
Other Officers Involved			
Director	Chief Finance Officer		
Relevant Portfolio Holder	Social Inclusion		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

To maintain sound Financial Management and continue to seek efficiency savings. As part of sound financial management it is necessary to recognise and deal with money owed where no further effective steps can be taken for recovery. This also goes to providing efficient Council services.

TARGETS

Does not apply to this report.

VALUE FOR MONEY

Ensuring that the limited resources are concentrated on recovery of debt that is collectable. Under current Council guidance, it has been considered not cost-effective to spend more money on outside agencies to take further action.

THE REPORT

IRRECOVERABLE ITEMS

Executive is requested to approve the write off of the under-mentioned irrecoverable items including costs amounting to £17,601.36 as itemised on the attached schedules.

Bankruptcy		
No of Accounts	Type of Account	
3	Council Tax	£2,955.57
3	Business Rates	£12,940.22
	Total	£15,895.79

No Trace		
No of Accounts	Type of Account	
1	Business Rates	£1,705.57
	Total	£1,705.57

Where debtors leave the property without forwarding addresses extensive efforts are made to trace them. In addition to departmental checks, statutory undertakers and other agencies are contacted, enquiries are made of neighbours and family or employers where known. Where it is known that a person has moved to another area contact is made with the relevant local authority to alert them and request reciprocal information.

ISSUES/OPTIONS FOR CONSIDERATION

Writing off the outstanding debts in respect of persons unable to trace/ bankrupt or Companies in liquidation.

IMPLICATIONS

Financial: None

Legal: None

Human Resources: None

RECOMMENDATION(S)

That approval is given to write off the irrecoverable items including costs amounting to £17,601.36 with the proviso that should any of the debts become collectable the amounts be re-debited.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

In order that outstanding debts can be written off.

ATTACHMENTS: **Y**

SOURCE DOCUMENT: Official Receiver/ Internal records.

COUNCIL TAX: ACCOUNTS FOR WRITE OFF - BANKRUPTCY

<u>Account Reference</u>	<u>Lead Liabile Name</u>	<u>Address</u>	<u>Account Balance</u>	<u>Liabile From</u>	<u>Liabile To</u>	<u>Bill Balance</u>
900939702	JUPE,MRS CAROLYN FRANCIS	38 Water Lane South Normanton DE55 2DG	£ 1,050.43	08/08/2004 01/04/2005 01/04/2006	01/04/2005 01/04/2006 01/04/2007	£112.00 £457.34 £481.09
900939829	JUPE,MRS CAROLYN FRANCIS	42 Water Lane South Normanton DE55 2DG	£ 680.13	01/04/2005 01/04/2006	01/04/2006 04/09/2006	£457.34 £222.79
900940068	JUPE,MRS CAROLYN FRANCIS	71 Water Lane South Normanton DE55 2EE	£ 1,225.01	06/04/2005 01/04/2006	01/04/2006 01/04/2007	£593.56 £631.45
			<u>£ 2,955.57</u>			

BUSINESS RATES: ACCOUNTS FOR WRITE OFF - LIQUIDATION

	<u>Account Reference</u>	<u>Lead Liabile Name</u>	<u>Address</u>	<u>Account Balance</u>	<u>Liabile From</u>	<u>Liabile To</u>	<u>Bill Balance</u>
1	800137111	SHERWOOD CATERING LTD	UNIT 2 CRESWELL INDUSTRIAL ESTATE CRESWELL	£ 825.64	16/05/2007	08/02/2008	£ 825.64
2	800136368	SHERWOOD CATERING LTD	UNIT 3 CRESWELL INDUSTRIAL ESTATE CRESWELL	£ 8,579.26	16/05/2007	08/02/2008	£8,579.26
3	800134115	GORHAM TRADING LTD	UNIT 48 MCARTHUR GLEN RETAIL PARK SOUTH NORMANTON	£ 3,535.32	02/06/2007	17/10/2007	£3,535.32
				<u>£12,940.22</u>			

BUSINESS RATES: ACCOUNTS FOR WRITE OFF - NO TRACE

	<u>Account</u> <u>Reference</u>	<u>Lead Liabile Name</u>	<u>Address</u>	<u>Account</u> <u>Balance</u>	<u>Liabile</u> <u>From</u>	<u>Liabile</u> <u>To</u>	<u>Bill</u> <u>Balance</u>
1	800123284	MR SUNNT SANGHA	32 ELMTON ROAD CRESWELL WORKSOP	£ 1,705.57	01/04/2006	28/09/2006	£1,705.57

£ 1,705.57

AGENDA

16th June 2008 at 1000 hours

Item No.		Page No.(s)
PART 1 – OPEN ITEMS		
1.	To receive apologies for absence, if any.	
2.	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4 (b) of the Local Government Act 1972.	
3.	To receive declarations of interest in respect of business on the agenda and any urgent additional items to be considered at the meeting.	1
4.	To approve the minutes of a meeting held on 12 th May 2008.	2 to 7
5.	To approve the minutes of a special meeting held on the 30 th May 2008.	8 to 10
6.	Representatives on Outside Bodies.	11 to 14
7.	Conferences 2008 / 2009.	15 to 17
8.	Recommended Item from Scrutiny Committee 29 th April 2008 – Member Service Review Panels (PPMG1). (Minute No. 971). Recommendation on Page 18.	18 to 31
9.	Recommended Item from Scrutiny Committee 29 th April 2008 – Corporate Enforcement Policy (PPMG2). (Minute No. 973). Recommendation on Page 32.	32 to 42
10.	Recommended Item from Scrutiny Committee 29 th April 2008 – Anti Social Behaviour Policy (PPMG2). (Minute No. 974). Recommendation on Page 43.	43 to 62
11.	Policy Outlining Procedures Regarding External Contractors Working at Council Premises.	63 to 74
12.	Corporate Response to draft 2008 East Midlands Housing Strategy.	To Follow

13.	Creswell Miners Welfare Cricket Ground Site Lease.	To Follow
14.	Rent Arrears – Verbal Update.	Verbal
15.	Short term Loan to Elmton with Creswell Parish Council.	75 to 77
16.	Arrears – Irrecoverable Items over £1000	78 to 82

PART 2 – EXEMPT ITEMS

*The Local Government (Access to Information) Act 1985,
Local Government Act 1972, Part 1, Schedule 12a*

Paragraph 3

17.	Applications for Charitable and Discretionary Rate Relief.	83 to 88
18.	Special Write Off Report.	89 to 92