

EXECUTIVE

**8th SEPTEMBER 2008
AT 1000 HOURS**

REMINDER – THOSE MEMBERS IN RECEIPT OF BROADBAND ARE REMINDED TO BRING THEIR LAPTOPS TO THIS MEETING AS PAPER COPIES WILL NOT BE PROVIDED. MEMBERS ARE REQUESTED TO DOWNLOAD THE AGENDA ON TO THEIR LAPTOPS IN ADVANCE OF THE MEETING. FOR ASSISTANCE PLEASE CONTACT ICT ON THE HELPDESK NUMBER 01246 242456

PROVIDING ACCESS FOR ALL

If you need help understanding any of our documents or require a larger print, audio tape copy or a translator to help you, we can arrange this for you. Please contact us on the telephone numbers provided:



01246 242407 or 01246 242323.

Other Equalities information is available on our web site.
www.bolsover.gov.uk or by e-mail from equalities.officer@bolsover.gov.uk

Minicom: 01246 242450 Fax: 01246 242423

Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

Date: 29th August 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 8th September 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 125 and 126.

Yours faithfully,



Chief Executive Officer

To: Chairman and Members of the Executive

Tel 01246 242424 **Fax** 01246 242423 **Minicom** 01246 242450 **Text** 07729 421737

Email enquiries@bolsover.gov.uk **Web** www.bolsover.gov.uk

Chief Executive Officer: Wes Lumley, B.Sc., F.C.C.A.

DECLARATION OF INTERESTS

COMMITTEE - EXECUTIVE _____ DATE – 8th September 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, 4th August 2008 at 1000 hours.

PRESENT:-

Members:-

Councillor E. Watts – Chair

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

Officers:-

W. Lumley (Chief Executive Officer), S. Sternberg (Solicitor to the Council), J. Brooks (Director of Resources), P. Campbell (Head of Housing), D. Eccles (Head of Regeneration/Building Control), K. Drury (Customer Service and Access Officer), B. Truswell (Head of Shared Procurement) and A. Bluff (Democratic Services Officer).

243. APOLOGIES

Apologies were received on behalf of Councillors K. Bowman and A. Syrett.

244. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

245. DECLARATIONS OF INTEREST

Member	Minute No.	Level of Interest
Councillor T. Bennett	252	2

246. MINUTES – 14TH JULY 2008

Moved by Councillor E. Watts, Seconded by Councillor A.F. Tomlinson

RESOLVED that the minutes of a meeting of the Executive held on 14th July 2008 be approved as a true and correct record.

EXECUTIVE

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

The Customer Service and Access Officer presented the report in respect of the number of compliments, comments, complaints and Freedom of Information requests for the period 1st April 2008 to 30th June 2008.

A new methodology for measuring customer satisfaction with complaints handling had been brought in for 2008/09 and this would be reported upon at the half yearly report.

Lengthy discussion took place regarding issues around the Ombudsman's comments regarding the Council's policy with regard to customers paying for a replacement wheelie bin if theirs was stolen.

Discussion also took place regarding issues around litter and dog bins in the District and welfare adaptations.

Moved by Councillor E. Watts, 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.

248. ANNUAL LETTER FROM THE LOCAL GOVERNMENT OMBUDSMAN (LGO)

The Customer Service and Access Officer presented the report in respect of the Local Government Ombudsman's Annual Letter 2007/2008.

The Annual Letter provided a summary of complaints received by the LGO for Bolsover District Council over the previous financial year. A covering letter and statistical breakdown from the LGO of the complaints received were also appended to the report.

Moved by Councillor E. Watts, seconded by Councillor J.E. Bennett
RESOLVED that the report and the LGO's Annual Letter be received.

Reason for decision: To keep Members informed of Ombudsman complaints and the view of the Ombudsman as to the District's complaints handling.

EXECUTIVE

249. RENT ARREARS – VERBAL UPDATE

The Head of Housing circulated information to the meeting on area based targets in respect of housing rent arrears.

Members asked questions and discussion took place regarding court action with regard to serious cases of rent arrears. The Head of Housing reported that the Authority had recently taken action through the court against tenants with the greatest debt. The court had granted either possession orders or evictions on a number of these cases.

Moved by Councillor B. R. Murray-Carr, seconded by Councillor D. Kelly
RESOLVED that the report be noted.

Reason for decision: To keep Members updated on the present position of housing rent arrears.

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

Moved by Councillor A. F. Tomlinson seconded by Councillor E. Watts
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 is not in the public interest for the to be revealed.

251. VALE HOUSE, PLEASLEY VALE BUSINESS PARK EXEMPT - PARAGRAPH 3

The Head of Regeneration presented the report.

Following consultation with Savills, the Council's consultants, it had been recommended that the most appropriate method of sale for Vale House be by auction with a reserve price of £100,000. It was also proposed that conditions be included in the contract of sale including a buy back clause and restrictions on the future use of the property.

Moved by Councillor A. F. Tomlinson, seconded by Councillor B.R. Murray-Carr
RESOLVED that 1) the reserve price for the property be agreed,

2) delegated powers be granted to the Head of Regeneration to exchange contracts to sell Vale House at any price that meets or exceeds the reserve,

EXECUTIVE

3) appropriate conditions be applied to ensure renovation takes place within a reasonable timescale (such conditions to be attached in consultation with the Solicitor to the Council and the Conservation Officer).

Reason for decision: To dispose of an unused property.

(Head of Regeneration)

Councillor Bennett declared a level 2 interest in the following item and left the meeting.

252. PROCEEDS FROM THE SALE OF BOLSOVER BATHS EXEMPT – PARAGRAPH 3

The Solicitor to the Council presented the report which sought Members' decision on the use of the proceeds from the sale of Bolsover Baths. The options available were detailed in the report.

Members asked questions.

After lengthy discussion it was proposed that a decision be deferred until a meeting with CISWO could be arranged to discuss the future use of the money. A report on the outcome of the meeting with CISWO would be brought to the next available meeting of the Executive.

Moved by Councillor E. Watts, seconded by Councillor A. J. Hodkin

RESOLVED that 1) a decision be deferred until a meeting with CISWO could be arranged to discuss the future use of the money and the issues raised by Members particularly relating to the use of the money within Bolsover's area,

2) a report on the outcome of the meeting with CISWO be brought to the next available meeting of the Executive.

Reason for decision: To ensure that the beneficiaries of the charity obtain the benefit of the charitable endowment.

Councillor Bennett returned to the meeting at this point.

253. TENDER OPENING – TENDER FOR THE SUPPLY OF ASBESTOS REMOVAL SERVICES EXEMPT – PARAGRAPH 3

Four tenders for the above contract had been received before the deadline.

Moved by Councillor E. Watts, seconded by Councillor A. F. Tomlinson

RESOLVED that 1) the Executive witness the opening of the tenders,

EXECUTIVE

2) the tenders be passed to the Evaluation Team for final evaluation,

3) a report for Members' information providing details of the tenders and evaluation process be submitted.

Reason for decision: In order to secure the tender which gives the best value for money.

(Head of Shared Procurement / Head of Democratic Services)

254. TENDER OPENING – TENDER FOR THE PROVISION OF SECURITY SERVICES AT PLEASLEY VALE MILLS EXEMPT – PARAGRAPH 3

Three tenders for the above contract had been received before the deadline.

Moved by Councillor E. Watts, seconded by Councillor A. F. Tomlinson

RESOLVED that 1) the Executive witness the opening of the tenders,

2) the tenders be passed to the Evaluation Team for final evaluation,

3) a report for Members' information providing details of the tenders and evaluation process be submitted.

Reason for decision: In order to secure the tender which gives the best value for money.

(Head of Shared Procurement / Head of Democratic Services)

Members noted that information from the outcome of the tender evaluation meetings was presented via the weekly reports system. After discussion it was agreed that the result from the evaluation meetings be reported to the next available meeting of the Executive.

Moved by Councillor E. Watts, seconded by Councillor D. McGregor.

RESOLVED that the result from the tender evaluation meetings be reported to the next available meeting of the Executive.

(Head of Shared Procurement / Head of Democratic Services)

The meeting concluded at 1125 hours

**RECOMMENDED ITEM FROM
SCRUTINY COMMITTEE HELD ON
19th AUGUST 2008**

284. HEALTH SCRUTINY – HEALTH IMPROVEMENT PLAN

Councillor Clifton presented a report which gave details of the Scrutiny Review of Public Health and advised that there were many issues the Review had identified. He also advised that the Improvement & Development Agency had noted the need for Scrutiny Committees to improve their monitoring of Health and Equalities.

Councillor Smith noted that the group had done some good work and highlighted the need to work together and raise awareness.

Councillor Clifton advised that the group had looked at teenage pregnancy and this was a complex issue which would be further investigated by the Health and Wellbeing group.

Mandy Chambers from the PCT then gave a presentation which provided details of the Health Improvement Plan. The presentation looked at the background to the plan, where the information was from, priorities for action, making the links, actions for the Local Authority and next steps to be taken.

Councillor Wallis thanked the PCT for their work and noted that the Joint Review of Alcohol and Young People with Chesterfield Borough Council and North East Derbyshire District Council would help to provide the building blocks to deliver the strategy.

A discussion took place regarding the situation surrounding the Doctors surgery in Langwith and whether there would be any obstacles to delivering the strategy.

It was noted that the strategy would be distributed in the community and publicised to all households. A monitoring matrix would be devised and an annual report made to the Scrutiny Committee.

Moved by Councillor K.F. Walker and seconded by Councillor S. Peake
RECOMMENDED that (1) the Executive approve the adoption of the Health Improvement Plan,

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

RESOLVED that (2) the following Members be selected to sit on the Health Scrutiny Group for 2008/09

Councillors S. Peake, H.J. Gilmour, J. Morley, P.M. Bowmer, K.F. Walker, J.A. Clifton, J. E. Smith, R. Turner, D.S. Brindley, H. Ward, M. Dooley and R.J. Bowler,

Moved by Councillor K.F. Walker and seconded by Councillor S. Peake

RECOMMENDED that (3) the group be clear on its role and remit,

(4) the group be responsible for:

Monitoring the delivery of the Health Improvement Plan
Monitoring the LSP Health and Wellbeing Action Group action plan
Monitoring dentistry – as per PPMG3's review recommendation
Dealing with local health issues that affect many residents e.g. GP Surgeries, P.P.G's
Scrutinising the performance of the LAA health targets,

(5) there be a scheduled meeting every six months (which would be open to the public) for the purpose of monitoring the plans and performance,

(6) when other issues are raised ad hoc meetings will be arranged, but must be agreed in advance by the Scrutiny Committee,

(7) the Executive be asked to give a Portfolio Holder the responsibility to drive the health improvement agenda in the district,

(8) the Chief Executive Officer be asked to designate a senior officer as the lead officer for health improvement to work closely with the Portfolio Holder to drive this forward.

(Scrutiny and Policy Holder/Democratic Services Officer)

Council/ Committee:	Scrutiny	Agenda Item No.:	5
Date:	19 August 2008	Category	
Subject:	Public Health Review	Status	Open
Report by:	The Health Scrutiny Group		
Other Officers involved:	Scrutiny and Policy Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Leader		

RELEVANT CORPORATE AIMS

REGENERATION – Developing healthy, prosperous and sustainable communities

The Health Improvement Plan will develop a healthy community in the District. The proposal for the scrutiny group going forward will ensure that the health in the District is monitored

TARGETS

The Public Health Strategy which is now named the Health Improvement Plan and included in this review is a target in the Corporate Plan

VALUE FOR MONEY

The review has no financial impact on the Council.

THE REPORT

See attached reports:

- Public Health Review
- Health Improvement Plan

ISSUES FOR CONSIDERATION

None

IMPLICATIONS

Financial : None

Legal : None

Human Resources : None

RECOMMENDATION(S)

1. That Scrutiny Committee approve the Health Improvement Plan
2. Members of the Health Scrutiny Group needs to be re-selected for 2008/09
3. The group needs to be clear on its role and its remit agreed.
4. It is suggested that the group will be responsible for :
 - Monitoring the delivery of the Health Improvement Plan
 - Monitoring the LSP Health and Wellbeing Action Group action plan
 - Monitoring dentistry – as per PPMG3's review recommendation
 - Dealing with local health issues that affect many residents e.g. GP surgeries, PPGs
 - Scrutinising the performance of the LAA health targets
5. That there be a scheduled meeting every six months (which would be open to the public) for the purpose of monitoring of the plans and performance.
6. When other issues are raised ad hoc meetings will be arranged but must be agreed in advance by the Scrutiny Committee.

- 7. The Executive be asked to give a Portfolio Holder given the responsibility to drive the health improvement agenda in the District**
- 8. The Chief Executive Officer be asked to designate a senior officer as the lead officer for health improvement to work closely with the Portfolio Holder to drive this forward**

ATTACHMENT: **Y**
FILE REFERENCE: Public Health report August 08 Final.doc and Health
 Improvement Plan.doc
SOURCE DOCUMENT:

Public Health Review
by
The Health Scrutiny Group

August 2008

Contents

1	Introduction	7
2	Aims of the review	7
3	The evidence	8
3.1	State of the District - 2006	8
3.2	Health Profile - 2008	8
3.3	Comparison of 2006 with 2008	9
3.4	Peer review	9
4	Improving health and tackling inequalities	10
4.1	What the group have done	10
4.2	Who else is looking at health	11
4.2.1	LSP Health and Wellbeing Action Group	11
4.2.2	BDC Health Improvement Steering Group	11
4.2.3	Jointly appointed Associate Director of Public Health	12
4.3	The outcome	12
5	The way forward	13
	Appendix A	14
	Appendix B	1

I would like to take this opportunity to thank all the members of the health scrutiny group for their assistance and commitment with this review, in particular I would also like to thank Bernie our Scrutiny Officer for her dedication and commitment as well as her valued input throughout the review.

Jim Clifton
Chair of Health Scrutiny Group

Members of the Group :

Cllr Bowler
Cllr Bowmer
Cllr Brindley
Cllr Connerton
Cllr Dooley
Cllr Gilmour
Cllr Heffer
Cllr Morley
Cllr Peake
Cllr Smith
Cllr Syrett
Cllr Turner
Cllr Ward
Cllr Watts

Introduction

The contents of the Directory of Health highlighted significant differences when comparing the health statistics for England and Wales against Bolsover District and the wards within the district.

Aims of the review

The review supports the council's vision :

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

The agreed aim of the review was to develop a public health strategy to improve the health of residents in Bolsover District over the long term (next 5-10 years) including:

- To reduce health inequalities within the district
- To incorporate the strategy in to the corporate aim
- Agree how to measure the improvement over the 5 years
- Agree targets for each department to measure the impact
- To Involve external agencies

The group were not able to achieve the original aim due to a number of factors. Firstly the time element was very tight in view of the number of times the Health Scrutiny Group meets over a certain period of time. The group began by looking at teenage pregnancies which during their investigations highlighted the complexities of the issues due to the many causes and variables involved. This element was time consuming due to the number of witnesses required to fully understand the current status. The group also recognised that to develop a public health strategy cannot be done in isolation i.e. by one singular organisation or agency it is a combined effort by all stakeholders and agencies that may have an input in to such an important strategy for the district as a whole. The Health Scrutiny Group is not the vehicle to deliver a Health Strategy for Bolsover district.

The evidence

Bolsover ranks as the 46th most deprived area in the country out of 354 local authorities on the index of Multiple Deprivation (MD). As in other deprived areas in Britain and abroad, there is a striking impact on health. The poor health in the district is principally caused by the high level of deprivation. It is perhaps the most important reason why the quantity and quality of employment needs to be improved, alongside economic regeneration. This is something that the Council and its partners in the health service and elsewhere will need to address in order to improve the quality of life and economic wellbeing in Bolsover

State of the District - 2006

The information within the State of the District report was summarised by area within the district (see Appendix A). This analysis highlighted the following areas that needed to be considered :

- Teenage conceptions
- Coronary heart disease
- Premature stroke
- Circulatory heart disease
- Respiratory disease
- Premature cancer
- Lung cancer
- Breast cancer
- Limiting long term illness

It also demonstrated a clear link between the areas of deprivation within the district and poor health.

Health Profile - 2008

The East Midland Public Health Observatory provided the Health Profile for Bolsover in June 2008 which highlighted the following areas that were failing against the average for England :

Our community

- Deprivation
- Children in poverty
- GCSE achievement

Children and young people's health

- Teenage pregnancies

Adults' health and lifestyle

- Healthy eating adults

Obese adults

Diseases and poor health

Incapacity benefits for mental illness
Hospital stays related to alcohol
People diagnosed with diabetes

Life expectancy and causes of death

Life expectancy – male
Life expectancy – female
Deaths from smoking
Early deaths: heart disease and stroke
Early deaths: cancer
Road injuries and deaths

Comparison of 2006 with 2008

When you look at the areas highlighted in the 2006 report many of them have remained an issue in 2008. However, breast cancer is no longer highlighted as an issue. Respiratory disease and lung cancer are also not highlighted individually but may be contributors to the current high rate of deaths from smoking.

Peer review

The I&DeA conducted a Healthy Communities Peer review in October 2007 and highlighted in the following extracts taken from the final report (Health Communities Peer Review – FINAL November 2007) :

The role of scrutiny needs to focus in monitoring and challenging current health improvement activity and challenging health inequalities. Including monitoring the strategy on health improvement to ensure that performance is managed and that key projects aimed at improving health are effective and value for money

There is good political leadership in this area with the leader of the council acting as champion for this work; he is positive and committed to the agenda of tackling health inequalities. The health issues of the borough are being considered by a scrutiny committee

The senior officer responsible for driving this work is unclear

The council operates a flexible function led structure and approach to scrutiny which can easily engage with issues with officer support

Membership of scrutiny is inclusive and show wide participation. Members attend meetings regularly and are actively involved and committed to the agreed work programme. Meetings are open to the public and views are widely sought in reviews

Health Improvement has been identified as part of the Scrutiny Committee's annual review programme which is member led and involves the community. Scrutiny are in the process of developing a 'Public Health Strategy' for the District. This may need to be rephrased as a Health Improvement Strategy

The council recognised in its self assessment that scrutiny needs to up its game in terms of scrutiny of health inequalities

However, whilst enthusiastic, the scrutiny members are still settling in to their roles, and a clearer understanding on who is actually taking responsibility for leading on health improvement within the council would make their scrutiny role easier. It's unclear who scrutiny would call to give an overview of the way the council is addressing its responsibilities for health improvement across all its activities

Overview and Scrutiny are not seen to be taking a sufficiently active role in monitoring performance around health improvement. Particularly around sustainability, value for money and efficiency of projects and service design. There is also a sense in which the committee may be underplaying its role in holding the council and its partners to account for delivering improvements in health and a reduction of health inequalities

Consider whether there should be a portfolio member specifically to provide the capacity to drive the health improvement agenda

Identify the lead officer for health improvement to work closely with the portfolio holder to drive this forward.

Improving health and tackling inequalities

What the group have done

The group identified that teenage pregnancy was identified as a concern in certain areas of our district. This particular health issue is also a government target. It is also a target recognised in the LSP Sustainable Community Strategy Health and Wellbeing Action Group. The target is to reduce teenage pregnancies by 50% between 1998 and 2010.

The review involved:

- gathering information from the authority's housing department
- information from schools within our district to understand their policy on sexual health education
- analysing information from Derbyshire County Council's Teenage Pregnancy Action Plan
- meeting health professionals who administer the plan
- talking to health nurses who have personal contact with teenagers

The aim of the exercise was to identify possible gaps, fit for purpose action plans, and the potential of delivery of the services. This was a very arduous and time consuming task but needed to be carried out if genuine scrutiny of this particular health issue was addressed in detail. The results of the exercise has been incorporated in to the Health Improvement Plan which will improve the health of the residents in Bolsover District over the long term.

Obesity was another area took in to consideration by the group, but it was decided at the time that there was enough work being carried out by other agencies on this subject, and very little the group could influence in this area.

The group also identified access to health services as an issue. They contacted Derbyshire County Council in February 2008 for an updated on what was planned for the improvement to bus stops and the bus fleet that can lower to improve access. To date the group have received no response. However the group accepted that the issue of access to services has been included in the improvement plan.

Who else is looking at health

LSP Health and Wellbeing Action Group

The Health and Wellbeing Group aims to improve health and reduce the health inequalities which the people living in the District of Bolsover experience. The Partnership is committed to significantly improving the health and quality of life in the area

The group has representation from a wide range of agencies from the voluntary and community sector, all of whom have an involvement of interest in promoting health and improving wellbeing. The group has been involved with the Neighbourhood Management Project for Shirebrook, Bolsover, South Normanton and Pinxton and the production of proposals to improve exercise opportunities, reduce smoking and improve diet.

The Action Plan has benefited from a needs assessment and health profile conducted by North Eastern Derbyshire Primary Care Trust (PCT) Public Health Directorate and this has been used to help set its priorities.

Sustainable Community Strategy aims and objectives:

- * Providing better access to doctors

- * Providing better access to health care facilities
- * Providing better nursery & childcare facilities
- * Developing more facilities & services for the disabled
- * Tackling fuel poverty
- * Reducing accidents

BDC Health Improvement Steering Group

The Health Improvement Steering Group, chaired by BDC's Chief Executive, is responsible for overseeing the development of the health improvement and inequalities plan for Bolsover. It has representation from key senior officers, elected officers with a remit for health improvement and public health input from the PCT locality team.

Jointly appointed Associate Director of Public Health

The Associate Director of Public Health (ADPH) is the Public Health lead within Bolsover District Council area. Working closely with BDC senior officers and elected members, the ADPH is responsible for promoting and protecting health and wellbeing, tackling health inequalities, and improving health care quality and is responsible for strengthening the capacity across the whole public sector to improve the health of the population.

The ADPH for Bolsover:

- supports the Derbyshire County DPH in providing public health leadership and expert advice to the PCT Board and local authority equivalent on all aspects of public health that pertain to the Bolsover population, and will ensure that resources are brought to bear across the public sector to promote health and well-being for the whole community
- will work closely with the elected Councillors with lead responsibility for public health and related areas, and be a member of key decision making bodies in BDC.
- supports the Derbyshire County DPH in working closely with the Health Protection Agency and other relevant organisations to ensure high levels of local resilience
- supports Derbyshire County DPH in ensuring an appropriate contribution to wider public health networks and to bringing public health practice, teaching and research together as appropriate
- will report directly to the Derbyshire County DPH and directly to the Chief Executive of Bolsover District Council.

The outcome

The responsibility for health improvement and tackling health inequalities is clearly set out in the sustainable community strategy, corporate plan and the work plan of the LSP Health and Wellbeing action group. It is clear that the public health scrutiny group is not the vehicle to deliver a health strategy for the Bolsover district. It needs to be formulated with input from the voluntary sectors as well as the other stakeholders.

Therefore the group agreed that the Health Improvement Plan would be developed by Mandy Chambers from the PCT using the work of the group to input to the document. The group also reviewed the document and provided feedback for the final version.

The way forward

The Health Improvement Plan needs to be agreed by the scrutiny members

The health scrutiny group needs to be re-selected for 2008/09

The group needs to be clear on their role and their remit agreed. It is suggested that the group will be responsible for:

- Monitoring the delivery of the Health Improvement plan
- Monitoring the LSP Health and Wellbeing Action Group action plan
- Monitoring dentistry – as per PPMG3's review recommendation
- Dealing with local health issues that affect many residents e.g. GP surgeries, PPGs
- Scrutinising the performance of the LAA health targets

It is suggested that the monitoring of the plans and performance is every 6 months therefore a scheduled meeting every six months which would be open to the public.

Ad hoc meeting will be arranged when other issues are raised but agreed by the Scrutiny Committee.

There needs to be a portfolio holder given the responsibility to drive the health improvement agenda in the district

A senior officer needs to be assigned as the lead officer for health improvement to work closely with the portfolio holder to drive this forward

Appendix A

	All causes	All cause premature	Coronary heart disease	Coronary heart disease premature	Premature stroke	Circulatory heart disease	Circulatory disease premature	Respiratory diseases	Cancer	Premature all cancer	Lung cancer	Lung cancer under 75	Lung cancer premature	Breast cancer
Barlborough				38%			17%				21%			
Blackwell	17%								25%					64%
Bolsover North West	5%							41%			36%			
Bolsover South									34%		31%			
Bolsover West		18%				17%					23%			
Clowne North		14%						20%				60%		
Clowne South	21%							57%						
Elmton with Cresswell	26%		35%	22%	125%									
Pinxton		16%												
Pleasley						12%				40%	33%			
Scarcliffe	13%			27%								59%		
Shirebrook East	34%			136%				105%						
Shirebrook Langwith				18%				19%						
Shirebrook North W	9%						73%	63%						
Shirebrook South E	41%						72%	68%						
Shirebrook South W		25%		43%				23%					78%	
South Normanton E	7%							27%			19%			
South Normanton West	11%										20%			
Tibshelf	22%					20%		16%			14%			
Whitwell				26%										

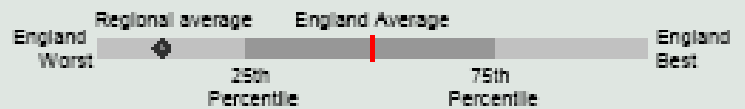
	Limiting long term illness (higher than Bolsover average)	Teenage conception (up to 18 years)	Lung cancer registration	Coronary heart disease under 75s	Circulatory heart disease
Barlborough	19%				
Blackwell	11%				
Bolsover North West	11%				
Bolsover South				31%	
Bolsover West					
Clowne North					
Clowne South	10%		45%		
Elmton with Cresswell	22%		69%		
Pinxton		167%	36%		
Pleasley					
Scarcliffe	20%	198%			
Shirebrook East	27%		173%		
Shirebrook Langwith	20%				
Shirebrook North W	29%	251%			
Shirebrook South E	11%				
Shirebrook South W	17%				
South Normanton E	10%				
South Normanton West	19%				6%
Tibshelf	17%				
Whitwell					

Appendix B

Health summary for Bolsover

The chart below shows how people's health in this local authority compares to the rest of England. The local result for each indicator is shown as a circle, against the range of results for England which is shown as a bar. A green circle may still indicate an important public health problem.

- Significantly worse than England average
- Not significantly different from England average
- Significantly better than England average
- No significance can be calculated



* relates to National Indicator 2007

Domain	Indicator	Local No. Per Year	Local Value	Eng Avg	Eng Worst	England Range	Eng Best
Our communities	1 Deprivation	22820	30.6	19.9	89.2		0.0
	2 Children in poverty *	3391	24.2	22.4	66.5		6.0
	3 Statutory homelessness			4.4	14.4		0.0
	4 GCSE achievement (5 A*-C) *	306	44.9	60.1	35.8		82.7
	6 Violent crime	1318	16.1	19.3	36.9		4.5
	8 Carbon emissions *	529	7.4	7.6	20.6		4.6
Children's and young people's health	7 Smoking in pregnancy	135	17.5	16.1	38.8		4.4
	8 Breast feeding initiation *	566	72.6	69.2	33.2		90.9
	9 Physically active children *	6425	90.4	85.7	63.3		99.2
	10 Obese children *	55	9.3	9.9	16.1		4.9
	11 Children's tooth decay (at age 5)	n/a	1.2	1.5	3.2		0.4
	12 Teenage pregnancy (under 18) *	75	54.8	41.1	83.1		12.5
Adults' health and lifestyle	13 Adults who smoke *	n/a	23.6	24.1	40.9		13.7
	14 Binge drinking adults	n/a	17.4	18.0	26.9		9.7
	16 Healthy eating adults	n/a	26.6	26.3	14.2		49.6
	18 Physically active adults	n/a	10.9	11.6	7.5		17.2
	17 Obese adults	n/a	29.2	23.6	31.2		11.9
Disease and poor health	18 Under-15s 'not in good health'	126	9.7	11.6	20.8		6.4
	19 Incapacity benefits for mental illness *	1560	35.2	27.5	66.6		8.4
	20 Hospital stays related to alcohol *	250	339.4	360.3	741.1		67.6
	21 Drug misuse	338	7.1	9.9	34.9		1.3
	22 People diagnosed with diabetes	3449	4.7	3.7	5.9		2.1
	23 Sexually transmitted infections						
	24 New cases of tuberculosis	0	0.0	15.0	102.0		0.0
	26 Hip fracture in over-65s	79	476.6	479.6	899.8		219.0
Life expectancy and causes of death	28 Life expectancy - male *	n/a	75.9	77.3	73.6		83.1
	27 Life expectancy - female *	n/a	80.1	81.6	76.3		87.2
	28 Infant deaths	4	5.0	5.0	10.3		0.0
	29 Deaths from smoking	154	266.3	325.4	355.0		139.4
	30 Early deaths: heart disease & stroke *	65	100.1	84.2	142.4		39.7
	31 Early deaths: cancer *	112	134.6	117.1	167.8		76.7
	32 Road injuries and deaths *	52	70.6	56.3	194.6		20.8

A Healthy Bolsover

Health Improvement Plan for Bolsover District

2008-2011

Introduction

The Bolsover Health and Well-being Partnership is delighted to launch - **A *Healthy Bolsover*** - a Health Improvement Plan for the people living and working in Bolsover District.

The purpose of the plan is to outline the challenge presented by the health inequalities experienced by our communities and offer a vision for improving the health and well being of local people.

The plan illustrates the key priorities and identifies important actions for all partners, including the local authority, the voluntary sector and local people. The plan translates priorities and targets into practical steps and shows how we can work together to achieve real improvements in the health and well being of our local population.

The plan builds on the excellent work of the Health and Wellbeing Partnership and its members. It links to the Bolsover Sustainable Community Strategy as well as wider regional and national strategies for health improvement.

Copies of the Plan are available on the websites of Bolsover District Council, Bolsover LSP, Derbyshire County PCT, and CVP, and by contacting

Richard Madin
Bolsover District Council
(contact details to be added)

Thank you to everyone who has contributed to the production of this plan. We hope you find the document useful in highlighting how you can work with us to make a difference to the health and well being of people in Bolsover. If you would like more information or would like to get involved in any of the priority areas please get in touch with:

(Contact details to be added)

Bolsover Health and Well-being Partnership

The Bolsover Health and Well-being Partnership is one of the Local Strategic Partnership (LSP) Action Groups set up in 2001/02 at the inception of the LSP. It has a wide membership drawn from statutory and community voluntary sector organisations working in Bolsover District.

The Partnership provides a forum for people to discuss health and well-being and to influence the prioritisation of health priorities. The Partnership promotes an understanding of the many factors influencing health and well being, many of which the health service cannot tackle alone. In order to improve health the wider determinants of health, which include, employment and income, education, housing and the environment, need to be considered in equal measure alongside health care provision and access.

The Health and Well-being Partnership also works with other LSP thematic groups to identify areas of common interest which have a positive effect on improving the health of local people.

This plan has been developed in conjunction with partners reflecting their crucial role in promoting positive health and well being and reducing inequalities across the Bolsover District.

* Add logos

Our Challenge

A Healthy Bolsover for everyone

To offer everyone living and working in Bolsover District an equal opportunity to experience the best possible health and well-being.

To achieve this we need to work in partnership to promote better health and well-being for everyone by:

Addressing the wider issues affecting health and well being, for example, employment, education, community safety and housing

Supporting local people and communities to improve their own health through lifestyle choices.

Focusing on areas of greatest need to reduce health inequalities

Insert photographs

Making the links

As part of the implementation process the priorities and action in this plan will connect with other strategies and plans related to employment, education, housing and community safety. This will ensure that we address the wider health determinants. In particular there are strong links with the Bolsover Sustainable Community Strategy – www.bolsoverpartnership.org.uk



The priorities in this plan are set within the context of key national strategies including Choosing Health (2004) and Strong and Prosperous Communities (2007). They are closely aligned to many of the Public Service Agreement Targets (PSAs)

The local priorities are linked to Local Area Agreement (LAA) indicators for Derbyshire where applicable. In addition, the plan will complement the PCT's 2010 Spearhead Plan and takes account of the recommendations from the National Support Team visit (March 2008).

The matrix at the end of the document illustrates the links between the local priorities and national, regional and Derbyshire-wide priorities. This will be used to monitor the implementation and progress of A Healthy Bolsover.

Healthy Bolsover will be reviewed annually and monitored by a number of groups including Bolsover Health and Well-being Partnership and Scrutiny Review.

Priorities for Action - The Local Context

Community Health Profile (2007) www.communityhealthprofiles.info

As this is a local plan it is driven by local information set in the wider context of national targets. By combining the most up to date health data found in the Bolsover Community Health Profile 2007, together with information from the Local Voices survey carried out in 2007 (www) the plan reflects local issues and concerns, against the background of national targets and indicators.

The community health profile summary for Bolsover (Figure x) looks at a range of key areas and compares Bolsover District to the East Midlands and England as a whole. It shows that Bolsover has many areas of health inequality as well as social and economic disadvantage, which affect health and well-being of the local population.

Using the profile we can see that people living in Bolsover have a lower life expectancy than those living in the rest of England. People die earlier from heart disease, stroke and cancers, and experience more long-term illness, for example diabetes.

People from our communities are more likely to smoke, eat less healthily and be obese. They also report feeling in poor health more frequently than in other parts of the country, and this is echoed by the high levels of long-term illness identified in the 2000 Census.

In addition the profile identifies higher than average levels of income deprivation, child poverty throughout the district, and lower educational attainment, measured by GCSE achievement. Local information shows that whilst unemployment is not a significant issue, youth unemployment is worrying and also fewer young people in our area are in education or training.

The information contained in the Health Summary and graphs is based on the best available data from the Public Health Observatory. In some cases this is aggregated over a period of years and therefore there will be inevitable time lag, where this is the case it is indicated in the footnote.

Please note that the Bolsover Health Profile is not the only information source to be used to inform the priorities for this plan. The health data is enhanced by information gathered through consultation with local groups, including the Health and Well-being Partnership and Community Voluntary Partners (CVP). This local information adds to the health data and plays a significant role in directing the priorities for the District.

Please note that the 2008 Health Profile has replaced the 2007 version

Health summary for Bolsover

The chart below shows how people's health in this local authority compares to the rest of England. The local result for each indicator is shown as a circle, against the range of results for England which is shown as a bar. A green circle may still indicate an important public health problem.

- Significantly worse than England average
- Not significantly different from England average
- Significantly better than England average
- No significance can be calculated

* relates to National Indicator 2007



Domain	Indicator	Local No. Per Year	Local Value	Eng Avg	Eng Worst	England Range	Eng Best
Our communities	1 Deprivation	22530	30.6	19.9	89.2	[Red circle]	0.0
	2 Children in poverty *	3391	24.2	22.4	66.5	[Red circle]	6.0
	3 Statutory homelessness		4.4	14.4		[White circle]	0.0
	4 GCSE achievement (5 A*-C) *	398	44.9	60.1	36.8	[Red circle]	82.7
	5 Violent crime	1318	18.1	19.3	38.9	[White circle]	4.5
	6 Carbon emissions *	529	7.4	7.6	20.6	[White circle]	4.6
Children's and young people's health	7 Smoking in pregnancy	135	17.5	16.1	38.8	[Yellow circle]	4.4
	8 Breast feeding initiation *	559	72.8	69.2	33.2	[Green circle]	90.9
	9 Physically active children *	8425	80.4	85.7	63.3	[Green circle]	99.2
	10 Obese children *	58	9.3	9.9	16.1	[Yellow circle]	4.9
	11 Children's tooth decay (at age 5)	n/a	1.2	1.6	3.2	[Green circle]	0.4
	12 Teenage pregnancy (under 18) *	76	54.8	41.1	83.1	[Red circle]	12.5
Adults' health and lifestyle	13 Adults who smoke *	n/a	23.8	24.1	40.9	[Yellow circle]	13.7
	14 Binge drinking adults	n/a	17.4	18.0	28.9	[White circle]	9.7
	15 Healthy eating adults	n/a	20.8	26.3	14.2	[Red circle]	45.8
	16 Physically active adults	n/a	10.9	11.6	7.5	[Yellow circle]	17.2
	17 Obese adults	n/a	29.2	23.6	31.2	[Red circle]	11.9
Disease and poor health	18 Under-16s 'not in good health'	128	9.7	11.6	20.8	[Green circle]	6.4
	19 Incapacity benefits for mental illness *	1580	35.2	27.5	68.6	[Red circle]	8.4
	20 Hospital stays related to alcohol *	250	339.4	260.3	741.1	[Red circle]	87.6
	21 Drug misuse	338	7.1	9.9	34.9	[White circle]	1.3
	22 People diagnosed with diabetes	3449	4.7	3.7	5.9	[Red circle]	2.1
	23 Sexually transmitted infections					[White circle]	0.0
	24 New cases of tuberculosis	0	0.0	15.0	102.0	[Green circle]	0.0
	25 Hip fracture in over-65s	79	478.8	479.8	699.8	[White circle]	219.0
Life expectancy and causes of death	26 Life expectancy - male *	n/a	75.9	77.3	73.0	[Red circle]	83.1
	27 Life expectancy - female *	n/a	80.1	81.6	78.3	[Red circle]	87.2
	28 Infant deaths	4	5.0	5.0	10.3	[White circle]	0.0
	29 Deaths from smoking	154	266.3	225.4	355.0	[Red circle]	139.4
	30 Early deaths: heart disease & stroke *	85	100.1	84.2	142.4	[Red circle]	39.7
	31 Early deaths: cancer *	112	134.6	117.1	167.8	[Red circle]	76.7
	32 Road injuries and deaths *	52	70.6	56.3	194.6	[Red circle]	20.8

Note (numbers in bold refer to the above indicators)

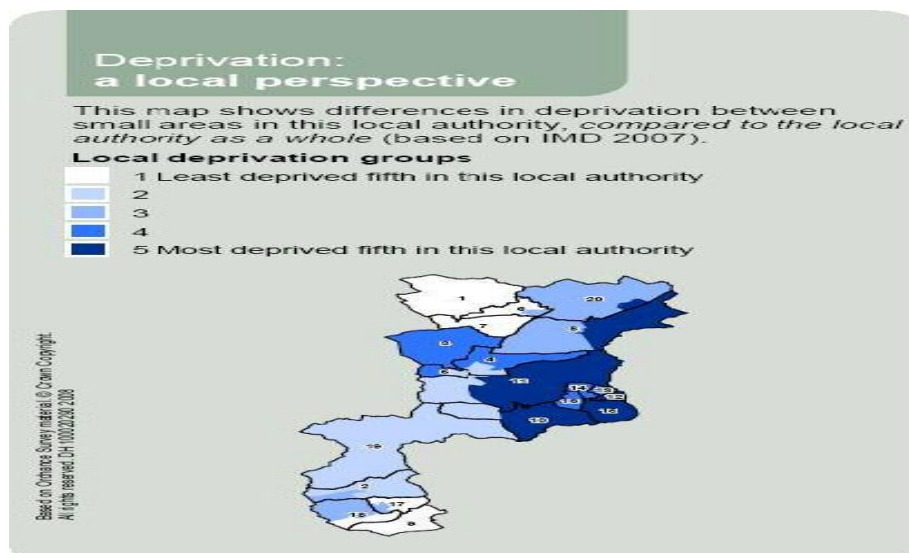
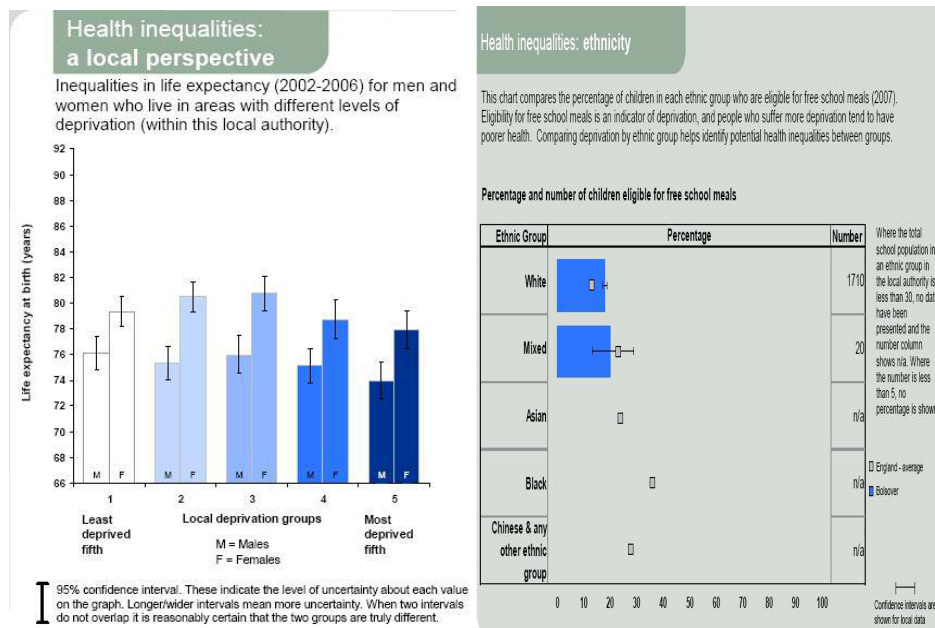
1 % of people in this area living in 20% most deprived areas of England 2005 2 % of children living in families receiving means-tested benefits 2005 3 Crude rate per 1,000 households 2005-2006 4 % at Key Stage 4 2006-2007 5 Recorded violence against the person crimes (crude rate per 1,000 population) 2006-2007 6 Total end user CO2 emissions per capita (tonnes CO2 per resident) 2005 7 % of mothers smoking in pregnancy where status is known 2006-2007 8 % of mothers initiating breast feeding where status known 2006-2007 9 5-16 year olds who spend at least 2 hrs/wk on high quality PE and school sport 2006-2007 10 % Schoolchildren in Reception year. 2006-2007 11 Average (mean) number of teeth per child which were actively decayed, filled, or had been extracted (age 5) 2005-2006 12 Under-18 conception rate per 1,000 females (crude rate) 2004-2006 (provisional) 13 % Modelled estimate from Health Survey for England. 2003-2005 14 % Modelled estimate from Health Survey for England. 2003-2005 15 % Modelled estimate from Health Survey for England. 2003-2005 16 % aged 16+ 2005/06 17 % Modelled estimate from Health Survey for England. 2003-2005 18 % who self assessed general health as 'not good' (directly age standardised) 2001 19 Crude rate per 1,000 working age population. 2006 20 Directly age and sex standardised rate per 100,000 pop. 2006-2007 21 Crude rate per 1000 population aged 15-64. No significance calculated for lower tier authorities. 2004-2005 22 % of people on GP registers with a recorded diagnosis of diabetes. 2005-2006 23 Indicator blank as data not yet available for local authorities. 24 Per 100,000 population (3-year average crude rate) 2004-2006 25 Directly age-standardised rate for emergency admission 2006/07 26 At birth, years 2004-2006 27 At birth, years 2004-2006 28 Rate /1,000 live births 2004-06 29 Per 100,000 population age 35+, directly age standardised rate. 2004-2006 30 Directly age standardised rate/100,000 pop. under 75 2004-2006 31 Directly age standardised rate/100,000 pop. under 75 2004-2006 32 Per 100,000 population (3-year average crude rate) 2004-2006

For more information from your regional PHO, visit www.apho.org.uk

You may use this profile for non-commercial purposes provided the source is acknowledged. Source: APHO and Department of Health. © Crown Copyright 2008.

The links between health and socio-economic deprivation are well established - these are often referred to as the wider determinants of health (Dahlgren and Whitehead).

Across Bolsover the relationship between health and socio-economic factors is evident. Many of the communities which suffer high levels of deprivation correspond to those experiencing poor health as identified in the graphs below.



If we are to help people towards better health, it is vital to address health issues within this broader social and economic context.

Local Voices (2007)

In addition to the local health data it is also important to listen to the view of local people. Throughout 2007 Community and Voluntary Partners (CVP) carried out neighbourhood-based surveys across Bolsover District. The results give a valuable insight into the views of local people, including their concerns relating to health.

The key issues to emerge with implications for health improvement:

- Transport and Access to services
- Anti-social behaviour, particularly in relation to binge drinking
- Access to leisure facilities and opportunities
- Young people

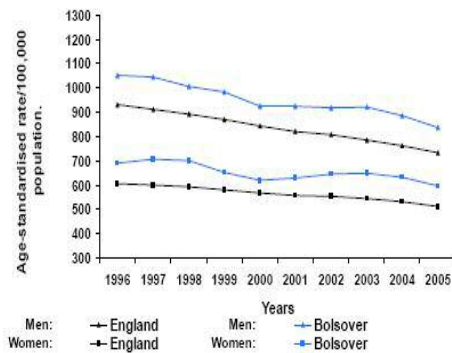
The results of Local Voices can be viewed at www.bolsovercen.org.uk

Priorities for Action - Overview

The graphs from the health profile indicate that lower life expectancy (Trend 1) linked to early deaths from the major diseases, heart disease, stroke and cancer (Trends 2&3) continue to be an area of health inequality for Bolsover.

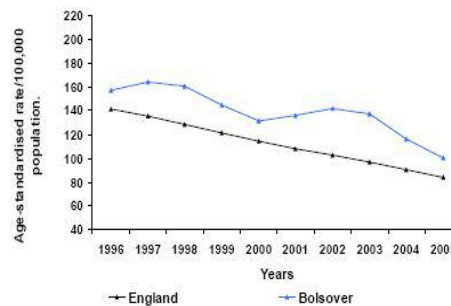
Trend 1:

All age, all cause mortality



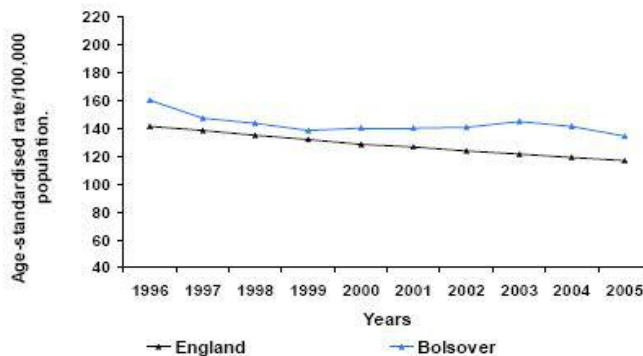
Trend 2:

Early death rates from heart disease and stroke



Trend 3:

Early death rates from cancer



We need to concentrate our actions to **prevent** the development of these diseases within our communities. The priorities for action are divided into to three sections which will help people to live longer, healthier lives:

- Promoting Healthier Lifestyles**
- Building Healthy Communities**
- Ensuring effective access to healthcare interventions**

Priorities for Action

(I) Promoting Healthier Lifestyles

In order to increase life expectancy by reducing early death from heart disease, stroke and cancer we need to encourage people to adopt healthier lifestyles and habits. We need to help people to live longer, healthier lives by supporting them to make small changes, with an emphasis on:

- Reducing obesity
- Increasing physical activity
- Encouraging health eating
- Discouraging/Reducing smoking
- Improving sexual health
- Promoting positive mental health and well-being

(II) Building Healthy Communities

Alongside lifestyle changes we need to work with communities to tackle some of the wider determinants of health, including the root cause of deprivation – low income, with a particular focus on:

- Reducing debt and maximising income
- Improving mental health and well-being
- Supporting older people and promote healthy ageing
- Promoting healthy pregnancy, good parenting and early years, including reducing teenage pregnancy
- Reducing binge drinking and associated anti-social behaviour and crime
- Supporting vulnerable people

(III) Ensuring effective access to healthcare interventions

To support people in adopting healthier lifestyles we need to ensure health care interventions are available and accessible to local communities; this includes screening and advice services for:

- Improving identification and treatment of those at risk of circulatory disease
- Improving uptake of cancer screening and early treatment
- Improving identification and treatment of respiratory disease

Each priority will be formatted to include

Why it is a local issue/priority - illustrated by health data

Local baseline where this is available and appropriate

Actions for

- Local Authority

- Other partners

- Communities and/or individuals

Good news bulletin to promote progress and success to date, using photographs, comments and quotations to create visual impact

Useful links and contacts

National target/indicator

LAA indicator if applicable

Reference to other local/countywide plans or strategies

(These will be summarised in a chart at the end)

Priorities for Action I - Promoting Healthier Lifestyles

Overview

People on the United Kingdom can now expect to live longer than ever before, but people living in Bolsover have a life expectancy that is on average over 2 years shorter than the nation average (need to do a final check for most up to date figures). In some of the most deprived Bolsover communities life expectancy is reduced even further (need the most recent ward data to confirm actual figures).

A healthy lifestyle can help to reduce the risk of ill health and early death from developing major diseases such as, cancer, heart disease, stroke, respiratory illness and diabetes.

Lifestyle is closely linked to deprivation and disadvantage and we need to look at how we support local people to make healthier lifestyle choices.

*Promoting a healthy lifestyle will contribute to the Local Area agreement Indicator N120 – All age all cause mortality rate

Reducing Obesity

Obesity in adults and children is rising dramatically and Britain has the most rapidly increasing rate in Europe. Adults living in Bolsover are more likely to be obese than those living in other parts of England and, whilst the data for children is not yet available it is likely to follow the same pattern.

Obesity is a significant risk factor in the development of coronary heart disease, hypertension, type 2 diabetes and some cancers. It is also linked to mental ill health, infertility and respiratory disease.

Halting the rise in obesity presents a major challenge and there are two main steps towards tackling this issue – **increasing physical activity** and **encouraging health eating**.

Link to LAA NI 56 (obesity) NI 53 (breastfeeding) NI 8 (adult participation in sport)

Increasing physical activity

To help to combat the rise in obesity, amongst children and adults, we need to increase the amount of physical activity being done by everyone. In Bolsover only 37% of men and 40% of women are do enough physical activity to produce a health benefit (North Derbyshire Health Lifestyle Survey 2001). This is reflected amongst younger people also, with only 3 out of 10 boys and 4 out of 10 girls

satisfying the recommended levels of physical activity (North Derbyshire Health Lifestyle Survey 2001).

Bolsover Wellness was launched in 2004 offering a range of tailored and supervised physical activities for adults of ages, particularly people at risk from heart disease, stroke and other illnesses linked to inactivity. In 2006 the 5/60 and Health 4 Life programmes for children and young people were introduced by **Bolsover Wellness** providing the opportunity for children and young people to become more active and develop positive lifestyle habits at an early age. These programmes continue to go from strength to strength.

Insert comments and photographs

Number of referrals in 4 years; schools involved in 5/60 etc

Actions for Local Authority

Work with the Bolsover Wellness Partnership to maintain and expand the delivery of **Bolsover Wellness** programmes

Launch **Bolsover Wellness Challenge** - Autumn 2008

Provide affordable and accessible leisure services and facilities for local people

Support the development and implementation of the Derbyshire Physical Activity Strategy

Support the roll out of the *Small Change Big Difference* campaign

Support the development of the Health Trainers network across the District by enabling frontline staff to uptake training and development opportunities, e.g. motivational interviewing, brief intervention work and signposting

Support the work of the Bolsover Community Sports Network

Actions for Other partners

Support the development and implementation of the Derbyshire Physical Activity Strategy

Work together to develop and/or commission services which encourage physical activity e.g. Walking projects

Promote the uptake, delivery and expansion **Bolsover Wellness** programmes, as appropriate

Support the roll out of *Small Change Big Difference* through the Health Trainers initiative.

Contribute appropriately to the Bolsover Community Sports Network

Actions for Communities and/or individuals

Do a minimum of 30 minutes moderate physical activity at least 5 days a week

Moderate-intensity Physical Activity (Approximately 3-6 METs)	Vigorous-intensity Physical Activity (Approximately >6 METs)
Requires a moderate amount of effort and noticeably accelerates the heart rate.	Requires a large amount of effort and causes rapid breathing and a substantial increase in heart rate.
Examples of moderate-intensity exercise include:	Examples of vigorous-intensity exercise include:
• Brisk walking	• Running
• Dancing	• Walking / climbing briskly up a hill
• Gardening	• Fast cycling
• Housework and domestic chores	• Aerobics
• Traditional hunting and gathering	• Fast swimming
• Active involvement in games and sports with children / walking domestic animals	• Competitive sports and games (e.g. Traditional Games, Football, Volleyball, Hockey, Basketball)
• General building tasks (e.g. roofing, thatching, painting)	• Heavy shovelling or digging ditches
• Carrying / moving moderate loads (<20kg)	• Carrying / moving heavy loads (>20kg)

Work out your body mass Index (BMI) and maintain a level between 18-25 by healthy eating and physical activity - *Insert chart to calculate BMI

If you have a BMI over 28 and/or a health problem which would benefit from physical activity ask your GP or practice nurse to refer you to Bolsover Wellness

Links and Resources:
Bolsover Wellness



Encouraging healthy eating

The food we eat affects our health and our eating habits are formed early on. A healthy diet can prevent obesity and help to protect against many chronic and potentially life threatening diseases like heart disease, diabetes and some cancers. A good diet in pregnancy and breastfeeding offers the best start for children.

A key feature of a healthier diet is to increase the amount of fruit and vegetables people consume daily. It is recommended that everyone eat at least 5 portions of fruit and vegetables each day, which can reduce the risks of heart disease by up to 20%. Fruit and vegetables consumption is often lowest in less affluent areas (up to 50% lower) which also experience the highest levels of heart disease.

For example, in Shirebrook East and Shirebrook South East less than 15% of people consume the recommended amount of fruit and vegetables (North Derbyshire Health Lifestyle Survey 2001), these communities also have some of the highest levels of early death, heart disease in the district. Demonstrating the link between deprivation, lifestyle choice and chronic disease formation

Actions for Local Authority

Provide breastfeeding facilities in council buildings and premises
Make sure in house catering promote and provide healthy eating options for staff and visitors
Promote healthy eating messages to staff and service users.
Provide training for Community Houses staff to enable them to promote healthy eating and 5 a day to local communities

Actions for Other partners

Ensure breastfeeding facilities are available in organisation premises
Promote healthy eating messages to staff and service users
Work together to explore the development of more food co-ops to provide locally produce food

Actions for Communities and/or individuals



Just Eat More
(fruit & veg)

Eat five portions of fruit and vegetables a day –

The easiest way to gauge a portion is the amount you can hold in your hand

www.5aday.nhs.uk

Discouraging/Reducing smoking

Smoking, including breathing in second-hand smoke is the greatest cause of preventable death in the UK. Every year 106,000 people die from smoking related illnesses – that's 13 people per hour!

More adults smoke in Bolsover than in other parts of the East Midlands and England as a whole and in other parts of the. Using existing practice registers it is estimated that there are more than 19,000 smokers in Bolsover aged 16 and over, the highest level in Derbyshire.

Insert most recent data

Smoking has close association with deprivation and the highest incidences of smoking related deaths occur in less affluent areas. Combined with other factors, like poor diet and lack of exercise, smoking causes much of the poor health and many of the early deaths experienced by Bolsover communities.

Actions for Local Authority

Maintain and monitor smoke free environments in all council premises
Enforce smoke free environments across the district
Encourage staff to stop smoking by providing support groups
Promote the Derbyshire Stop Smoking Service, and consider training frontline staff to offer brief intervention and signposting to service users
Work through the Derbyshire Action On Smoking (DAS) partnership to develop and implement local interventions
Work to reduce under age sales using enforcement procedures

Actions for Other partners

Create smoke free environments in all buildings and workplaces
Promote smoke free messages and signpost to the Stop Smoking Service
Offer staff support to give up smoking
Promote the Derbyshire Stop Smoking Service, and consider training frontline staff to enable them to offer brief intervention and signposting to service users

Actions for Communities and/or individuals

Stop Smoking
Get support to help you stop smoking and/or encourage others to do the same
Create smoke free area in you home and do not smoke in rooms used by children

Links and resource information:

www.smokefreederbyshire.co.uk

www.nhs.uk/gosmokefree

www.northderbyshirehps.nhs.uk

North Derbyshire Stop Smoking Service - 0800 0852299

www.ash.org.uk

www.nice.org.uk

Improving sexual health

Sexual health is integral to physical and emotional well-being. Unprotected sexual activity and ignorance about its consequences can result in the spread of

sexually transmitted diseases, unplanned pregnancy and infertility. Across the UK sexually transmitted infections such as syphilis, gonorrhoea and Chlamydia are increasing, with Bolsover reflecting this trend.

Insert most recent data from Sexual Health Services

Actions for Local Authority

Provide information about local sexual health resources and services available within the district

Support the Health Promoting Schools initiatives, and in particular the provision of sex and relationships education in schools

Actions for Other partners

Support public health and health promotion campaigns to promote community awareness about sexual health

Work through the Health Promoting Schools initiative to ensure schools deliver good quality sex and relationships education (SRE)

Promote peer-led education initiatives

Develop district specific information to promote local services and resources

Actions for Communities and/or individuals

Be aware of the importance of sexual health

Support the provision of sex and relationships education in schools

Links and resource information:

For Parents – www.parentlineplus.org

For deaf/hard of hearing or those with a speech impairment -

Textphone – 0800 783 6783

For Young People – www.connexions-direct.com

Sexwise – 0800 282 930

Promoting positive mental health and well-being

Mental Health problems are a major cause of ill health and disability; people are at a higher risk of developing physical health problems such as respiratory illness, cancer and coronary heart disease leading to an increased risk of premature death.

Mental health and wellbeing are greatly improved by the lifestyle choices. Adults should aim to take 30 minutes moderate physical activity 5 days a week - this

could be briskly walking the dog or waking instead of taking the bus. Eating a balanced diet, incorporating 5 portions of fruit and vegetables per day contribute to positive mental health, as does restricting alcohol consumption to sensible levels.

There is a strong link between mental ill-health and homelessness, and with poverty, in particular debt. To support positive mental health across Bolsover communities it is essential for partners to address the root causes of deprivation and inequality. In practical terms making links with income and debt management schemes is a good way improving mental health and well-being.

Actions for Local Authority

Make mental health a priority within local target setting.

Ensure that mental health is address as part of local authority plans and strategies, particularly in relation to Anti-poverty work and Homelessness.

Support local organisations working with people experiencing mental ill-health, including those in the voluntary sector

Provide local support for the social inclusion agenda.

Actions for Other partners

Work through the Local Strategic Partnership to address the underlying determinants of mental ill-health.

PCT to support the production of accurate data sets for mental ill-health in the area.

Target resources in response to the findings of the data sets.

Ensure that information about mental ill-health is available within local communities.

Actions for Communities and/or individuals

Understand that mental ill-health can be caused by life circumstances such as unemployment, poverty, substance misuse and homelessness.

Talk about mental health and reduce its stigma within local communities.

Seek help if you are concerned about your mental health or that of a relative.

Links and resource information:

www.mind.org.uk

MIND Information Line – 0845 766 0163

www.childline.or.uk

Childline 0800 1111

www.saneline

SANELINE 0845 767 8000

Priorities for Action II - Building Healthy Communities

Maximising income and reducing debt

As illustrated in the community health profile and the charts featured on pages 6 & 7, Bolsover District has higher than average income deprivation and child poverty. Because of the strong link between health, income level, educational attainment and youth unemployment, this health improvement plan acknowledges the importance of ensuring that connections are made between these wider issues in order to maximise impact of any interventions

As a Working Neighbourhoods Fund (WNF) local authority area, a joined up approach to tackling income deprivation, improving educational attainment and reducing youth unemployment is essential to addressing LAA NI 153.

Links to LAA NI 153; NI 117

Actions for Local Authority

Encourage links between the Regeneration Strategy and A Healthy Bolsover – health improvement plan
Reinforce links between regeneration, income initiatives and health interventions, for example debt counselling in GP practices,
Work in partnership to utilise the Working Neighbourhoods Fund (WNF)
Maintain the Citizen's Advice Bureau Triage Service and strengthen CAB provision across the district.

Actions for Other partners

Support the development of the Bolsover District Children's Partnership with particular reference to raising educational attainment and aspiration
Develop initiatives which address youth unemployment by improving the skills of local young people
Support the development of Citizen's Advice Bureau (CAB) services in community settings, including GP practices.
Review the evaluation of successful employment

Actions for Communities and/or individuals

Get involved!
Use the services provided by CAB, Job Centre Plus
Be ambitious !!

Links and resource information

Bolsover Triage Service – 0844 848 9800
www.ned-cab.org.uk

Reducing binge drinking and associated anti-social behaviour and crime

Alcohol misuse has a significant health impact. Males in Bolsover District have the highest number of months of life lost in Derbyshire. Females in Bolsover District have above average months of life lost. Male mortality is nearly double that of females. (Derbyshire Public Health Report 2006)

Links to LAA NI 20; NI 39; NI 132

Actions for Local Authority

Make links with the work on community safety, in particular violent crime and anti-social behaviour **(Insert most recent figures)**

Support the Pubwatch scheme

Use the Local Strategic Partnership to support the work of partners on alcohol and binge drinking issues

Ensure appropriate enforcement action for breaches of licensing and alcohol sales

Actions for Other partners

Support the implementation of the Bolsover District Alcohol Strategy??

Advocate the Small Change – Big Difference campaign

Work with schools to develop projects to promote awareness and understanding of alcohol issues.

Work with the Crime and Safety partnership to develop strategies for the raising of awareness of the harmful affects of alcohol.

Actions for Communities and/or individuals

Drink sensibly – keep alcohol intake within safe limits

The recommended daily limit for sensible drinking is 3 – 4 units a day for men and 2 – 3 units a day for women.

Binge drinking is drinking more than twice the daily amount in one occasion.

Links and resource information:

Drinkline – 0800 917 8282

www.alcoholism.about.com

Alcoholics Anonymous – 08457 697 555

Family support at www.al-anonuk.org

Promoting healthy pregnancy, good parenting and early years, includes reducing teenage pregnancy

A healthy start in life is the first step in improving the life chances of children born and living in Bolsover. Promoting a healthy pregnancy and supporting parents and children in early years contributes to a healthy start. The health status and life choices of mothers before, during and after pregnancy have a major influence on the future health and well-being of children.

Babies born to mothers from more disadvantaged groups are more likely to be low birth weight, a key risk factor for a number of poor health outcomes. Nationally about 8% of babies are born at low birth weight, but in Bolsover the proportion is 11%.

Also, there is a strong link between high rates of teenage pregnancy and socio-economic deprivation. The most deprived areas of Bolsover District have the highest rates of teenage pregnancies, reflecting the national trend. Within Bolsover District the rate of teenage conception is much higher than in other parts of Derbyshire and the UK as a whole. Teenage conceptions refer to abortions and births in teenagers. Teenage parents are more likely to experience poverty and often need additional support to parent positively.

Insert graph – showing teenage pregnancy rates. Predicted Teenage Conception to 2011

Parenting and life skills programmes need to be provided across the District for all parents who reside within our local communities, including teenage parents.

Actions for Local Authority

Support the Derbyshire Teenage Pregnancy Partnership and the implementation of the Teenage Pregnancy Action Plan

Review and learn from the Three Wishes - Health Needs Assessment carried out in Bolsover District (2007/08).

Work with partners to ensure development of accessible services and information to support vulnerable families in children centres and other community venues such as community houses

Promote breast feeding friendly facilities in council buildings and premises (cross reference to Healthy Eating)

Support the development of a 'smoke free homes' project in Bolsover (cross reference to Smoking)

Actions for Other partners

Work through the Local Strategic Partnership to target resources towards communities with the highest rates of teenage conceptions.

Promote peer education initiatives for teenage parents.

Support Health Promotion campaigns and encourage schools to engage with Health Promoting Schools programme.

The PCT to lead work on reducing low birth weight, including supporting pregnant quitters to stop smoking and increasing rates of breastfeeding.

Promote the provision of breastfeeding friendly facilities in all partner organisations premises (cross reference to Healthy Eating)

Actions for Communities and/or individuals (Parents)

Make the most of services provided by Children Centres

If you're pregnant, ask your midwife for advice on how to stay healthy in pregnancy, such as giving up smoking, keeping active and eating healthily.

Immunise your baby/child to protect from childhood diseases

Always place your baby on his or her back to sleep, for naps and at night.

Get involved with programmes like Living With Children, Living with Teenagers.

Support the provision of Sexual Relationships Education in schools, try to gain confidence and skills to discuss relationships and sex with teenage children.

Links and resource information:

Support older people and promote healthy ageing

Across England the numbers of older people is set to rise by xx by 2020 Bolsover has slightly more older people in the district than the national average. This has resource implications for service providers supporting older people and those who care for them, including the community and voluntary sector,

Older people may be vulnerable to income deprivation and fuel poverty. They may also experience long term conditions associated with older age, e.g. arthritis, diabetes type 2. Bolsover has a higher than average incidence of hip fractures, which are preventable though effective, falls prevention measures

Links to LAA NI 137, NI 135, NI 142

Actions for Local Authority

Continue to improve quality of housing stock in line with the Better Homes Standard, particularly in relation to energy efficiency, programmable heating
Ensure housing stock enables independent living by offering adaptations –
Maintain investment in the Home Improvement Agency
Continue to support the delivery of low cost Safety Equipment scheme for older people

Contribute to Local Area agreement Indicator N137 – Healthy Life Expectancy at 65.

Actions for Other partners

Work together to review Falls Prevention work across the district and look at how this can be improved
Support the provision of services which support carers

Develop interventions which contribute to Local Area agreement Indicator N137 – Healthy Life Expectancy at 65.

Actions for Communities and/or individuals

Maintain a healthy lifestyle
Get involved with the District Older People's Forum www.cen.org

Links and resource information:

District Older People's Forum www.cen.org
Age Concern
Telecare
North Derbyshire Home Improvement Agency
Affordable Warmth - Fuel Poverty Network -

Supporting vulnerable and disabled people

Disabled people have the same ambitions as everyone else. They want equality in health care, leisure, volunteering and training and employment opportunities. Disabled people themselves have identified seven needs that are essential for independent living. These are:

Information – we all need information to make choices in our lives.

Counselling – disabled people need peer support from other disabled people.

Housing – disabled people need housing that is adapted to suit their needs.

Technical Aids – to help them do everyday tasks.

Personal Assistance – a personal assistant is someone a disabled person employs to do things they can't do themselves.

Access – disabled people need access to the built environment.

Transport – disabled people need accessible transport.

Actions for Local Authority

Take into consideration the needs of disabled people in all of the planning processes of the council.

Involve local disabled people within the decision making process of the council.

Ensure that all literature takes into account the needs of disabled people and is provided in Braille, tape and large print.

Actions for other partners

Provide information in accessible formats such as Braille, tape, large print to suit people's needs.

Volunteering, training and employment opportunities that are fully inclusive for disabled people.

Support and funding for community transport and accessible bus services.

Provide information to people about direct payments, housing and transport.

Signpost disabled people to Derbyshire Coalition for Inclusive Living for information and advice.

Actions for Communities and/or Individuals

For everyone to realise that disabled people have skills and experience that can benefit all of us.

Everyone to realise that disabled people want to lead independent lives and have the same opportunities in education, leisure, health care, volunteering and employment.

For disabled people themselves to realise that they have a lot to offer and can and should be involved and have a voice in their communities.

For more information and to get involved:

Website: www.dcil.org.uk

E-mail: shirebrook@dcil.org.uk

I

Priorities for Action III – Ensuring access to effective healthcare interventions

Overview

Improving health outcomes for the people of Bolsover requires a focus on implementing clinical and lifestyle interventions for those individuals and communities with a higher risk of developing disease. Major priorities are to scale up the identification, medical treatment and lifestyle interventions for those at risk of the 'major killers', cardiovascular disease (CVD - heart disease and stroke), cancer and respiratory disease.

Although the NHS has a key role in delivering effective medical interventions, the local authority, other partners and individuals also have a very important role in making sure these approaches work.

Improving identification and treatment of those at risk of circulatory disease

Cardiovascular disease (CVD), such as heart attacks and stroke, account for over 200 deaths a year on average in Bolsover. Reducing the numbers of heart attacks and strokes is an important priority for improving health of people in Bolsover and for reducing the gap in life expectancy between Bolsover and the country as a whole.

The risk of CVD increases with certain genetic and lifestyle risk factors. For example, about one in five deaths from CVD are due to smoking, and obesity and inactivity also increase the risk. The NHS has a vital role in ensuring better prevention of CVD, but the local authority and other partners, can also make an important contribution by promoting healthier lifestyles

Actions for Local Authority

Encourage frontline staff, such as leisure services staff, to participate in training to support behaviour change (eg. Motivational Interviewing and brief intervention training)

Promote the take up of health checks in GP practices, by displaying information about the project in council premises

As an employer, continue to develop healthy workforce approaches

Actions for Other partners

The PCT will support general practices in Bolsover to improve systematic management of those with CVD and at risk of developing CVD

The PCT will develop a programme of heart health checks by GP practices commencing Jan 2009 to help identify those at risk of CVD

Other partners can facilitate development of outreach services for health checks through identification of appropriate venues

Actions for Communities and/or individuals

Follow the advice in the healthier lifestyles section of this report!

Take up the offer of a heart health check when invited by your GP practice

Improving uptake of cancer screening and early treatment

Cancer accounts for one in every four deaths in England, with one in three people developing cancer sometime during their life. Cancer is therefore one of the biggest killers, and in Bolsover there are approximately 230 deaths on average each year from cancer.

Although survival rates have improved there are still real inequalities in terms of who is affected. People from more disadvantaged backgrounds are more likely to get cancer and are more likely to die of it once it is diagnosed. Smoking is the biggest preventable cause of cancer, with obesity and a sedentary lifestyle also having an important impact.

Action to reduce deaths from cancer in Bolsover needs to focus on these lifestyle factors as well as ensuring good access to early identification and treatment.

Actions for Local Authority

Support the PCT in identifying potential sites for mobile breast cancer screening services in Bolsover as required

As a healthy employer, encourage staff to take up cancer screening services when invited by their GP

Facilitate the PCT's efforts to raise the profile of bowel cancer screening by enabling displays of information in council premises

Actions for Other partners

The PCT will carry out an audit of lung cancer cases and a review of ways of encouraging people with symptoms to seek early advice from their GP.

The PCT will identify areas where uptake of cancer screening is lower and target support to GP practices in those areas to promote screening.

Other partners can raise the profile of cancer screening by displaying information about the local programmes

Actions for Communities and/or individuals

Follow the advice in the healthier lifestyles section of this report to reduce your risk of developing cancer

Take up the offer of bowel, breast and cervical cancer screening when invited by your GP practice

See your GP promptly if you have any out of the ordinary signs or symptoms or if you are concerned about your health.

Improving identification and treatment of respiratory disease

There are 125 deaths each year in Bolsover from respiratory diseases, such as Chronic Obstructive Pulmonary Disease (COPD) and pneumonia. The main risk factor for COPD is smoking, and as smoking is more common among more disadvantaged communities, chronic lung disease affects a higher proportion of the population in Bolsover. It is estimated that there are 2300 people in Bolsover living with COPD.

Actions for Local Authority

Ensure co-ordination of a list of vulnerable people within Bolsover via countywide emergency planning arrangements

Maximise uptake of affordable warmth interventions among those living in fuel poverty

Implement the recommendations in the smoking section

Actions for Other partners

The PCT will support general practices in Bolsover to improve systematic identification and management of those with chronic respiratory disease

The PCT will lead work on a care pathway for those with chronic respiratory disease

Other partners can ensure vulnerable people are signposted to the local winter warmth campaign

Actions for Communities and/or individuals

Give up smoking – even if you already have chronic lung disease, it's the most important way of keeping well and avoiding complications such as a bad chest infection when you have a cold.

Go to see your GP if you have a persistent cough and/or shortness of breath.

Keep your eye on poorly neighbours, particularly when the weather is very cold or very hot.

Involving our partners from the Community and Voluntary Sector

Community and Voluntary Partners

Community Forums

Young People's Forum

Patient Participation Groups

Local Voices

References

Bolsover Sustainable Community Strategy – www.bolsoverpartnership.org.uk

Choosing Health (2004) Department for Health – www.dh.gov.uk

Community Health Profile (2007) EMPHO www.communityhealthprofiles.info

Derbyshire Local Area Agreement Indicators (2007/08)
www.derbyshire.gov.uk/partnerships

Local Voices (2007) Community Voluntary Partners www.bolsovercen.org.uk

Office of National Statistics (2000) Census

Public Service Agreement Targets

Strong and Prosperous Communities (2006) – Department for Communities and Local Government www.communities.gov.uk

Area Base Grant - Working Neighbourhoods Fund (WNF) (2008)

Agenda Item 6

**RECOMMENDED ITEM FROM
SCRUTINY COMMITTEE HELD ON
22ND JULY 2008**

216. MUTUAL EXCHANGE POLICY

The Head of Housing submitted a report detailing the proposed Mutual Exchanges of Council Properties Policy.

A lengthy debate took place regarding whether the incoming tenant should be responsible for any repairs or damage left by the previous occupiers.

Moved by Councillor T. Cook and seconded by Councillor R.A. Heffer
RECOMMENDED that (1) the Mutual Exchange Policy be accepted,

(2) the Mutual Exchange Policy be forwarded to the Executive for approval.

(Head of Housing/Head of Democratic Services)

Committee:	Scrutiny	Agenda Item No.:	9.
Date:	22 July 2008	Category	
Subject:	Mutual Exchange Policy	Status	Open
Report by:	Head of Housing		
Other Officers involved:	Patch Management Group		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Housing Management		

RELEVANT CORPORATE AIMS

REGENERATION – Developing healthy, profitable and sustainable communities

The policy clarifies the Council's position when a request for a mutual exchange of Council properties by residents is received.

TARGETS

There are no specific targets in the Corporate Plan for the delivery of the policy.

VALUE FOR MONEY

Please describe how the proposals deliver value for money for the Council and its customer. – None directly

THE REPORT

The proposed Mutual Exchanges of Council policy is attached. This draft policy has been developed via the Patch management process. The policy has been reviewed by PPMG2 who had a concern that there was no reference to the tenants' responsibilities. However the policy has been updated to refer to their responsibilities as detailed in the tenancy agreement.

ISSUES FOR CONSIDERATION

To consider the enclosed draft policy, and whether to recommend this is forwarded to the Executive for approval.

IMPLICATIONS

Financial : None directly

Legal : The right to exchange is a legal right for secure tenants arising from the 1985 Housing Act

Human Resources : None directly.

RECOMMENDATIONS :

- 1. That Scrutiny Committee review and accept the Mutual Exchanges Policy**
- 2. That the Mutual Exchanges Policy is forwarded to the Executive for approval**

ATTACHMENT: **Yes – Draft Policy.**

FILE REFERENCE:

SOURCE DOCUMENT:

BOLSOVER DISTRICT COUNCIL

Mutual Exchanges

January 2008



This Policy addresses the following Corporate Aims :



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 its 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

Details of Document	
Title	Mutual Exchange(Housing)
Document type – i.e. draft or final version	Final
Location of Policy	Intranet and internet
Author of Policy	Peter Campbell
Reviewed by Director of Strategy	
Risk Assessment completed	Not applicable
Community Safety implications Please indicate any implications in relation to the Crime and Disorder Act 1998	Not applicable
Equality Impact Assessment completed.	Peter Campbell / Deborah Whallett 8 th March 2008
Approved by	Executive
Date Approved	
Policy Review Date	

CONTENTS

Introduction	8
Scope of the Policy	8
Principles of the policy	8
Policy Statement	8
a. Legal Background	8
b. What to do when a tenant requests a mutual exchange.....	9
c. Processing the exchange	10
Responsibility for implementation	11
More information	11

Introduction

This document sets out the policy for processing a mutual exchange request. It covers advice to tenants on potential exchange of tenancy, grounds for withholding consent, and the necessary paperwork.

Scope of the Policy

The policy covers housing stock owned or managed by Bolsover District Council. The policy applies to secure tenancies only.

Principles of the policy

Mutual Exchanges are set out in law. The relevant legislation is Section 92 of the Housing Act 1985. This gives secure tenants the right to exchange.

The Council also recognises the need to ensure all mutual exchanges are dealt with following a fair and transparent methodology. This policy attempts to show how Bolsover Council will deal with requests for mutual exchanges.

Policy Statement

a. Legal Background

Any Bolsover District Council secure tenant has the right to exchange by assignment, their tenancy with a Housing Association tenant, another tenant of Bolsover District Council or the tenant of another Council. This right is given to secure tenants by the 1985 Housing Act. (Non secure tenants do not have this right).

Tenants who are the subject of a suspended or postponed possession order are not secure tenants, and do not have the right to exchange.

Consent to exchange can only be withheld on one of the grounds listed in Schedule 3 of the Housing Act 1985. In summary these are:

Either tenant is under Notice of Seeking Possession and legal proceedings have begun following Notice.

The tenancy is a starter, introductory or demoted tenancy.

Either property is specifically designed or adapted to help a disabled person or has other special features and the new tenant does not need this assistance.

Either property is too large or too small for either tenant. When considering under-occupation the council will take account of the property currently occupied by the applicants.

In judging if a property is too small or too large for the tenant the Council will use the same eligibility criteria used in the Allocations Policy (including exceptions).

There is evidence that the mutual exchange is not genuine.

Evidence of an exchange not being genuine would be if one tenant suggested that they would not be occupying the property after the exchange. Or if money or goods have changed hand to facilitate the exchange.

Any other reason contained within schedule 3 of the Housing Act 1985.

In other cases the council can also make it a condition of consent that:

Our tenant clears all outstanding rent arrears.

The exchange will not result in any immediate breach of tenancy.

Any existing breach of tenancy is remedied.

When a mutual exchange takes place by way of assignment all obligations and entitlements attached to the existing tenancy are assigned with it. The exception to this is the right to succession, which attaches itself to the tenant, not the tenancy. This means that if a tenant wishes to exchange with another tenant who succeeded to their tenancy, the other tenant (assignee) would have no further rights to succession (despite being assigned to a tenancy where no succession rights had taken place).

This means that if a tenant who is a successor completes an exchange they do not get extra succession right (i.e. they cannot pass the tenancy to anyone else when they die).

The 1985 Housing Act states that in all cases a decision must be taken, and the tenants informed of their application for a mutual exchange within 42 days of the application being received.

b. What to do when a tenant requests a mutual exchange

Both parties who are wishing to exchange must complete 'Application for Mutual Exchange' form. If tenancy is a joint one, both tenants must sign the form. (If the exchange is with another landlord, the tenants may also need to complete a form with the other landlord).

Within 5 working days of receiving the form, arrange for an inspection of the property.

In all cases an electrical and gas safety inspection will be arranged. This will normally be provided free of charge, but if the outgoing tenant has carried out work to either the gas or electrical supplies they will be charged for this inspection.

(This means that a chargeable electrical inspection is needed if a tenant has installed new items, such as a shower, new sockets or a light fitting).

If the inspection finds that the tenant has carried out unauthorised alterations, or damaged to the property, this is a breach of tenancy. The exchange will not be refused, but rectifying the breach of tenancy will be a condition that must be met before the exchange can go ahead.

If the safety inspection identifies a problem with the gas or electrical system, repairs will be carried out regardless of whether the exchange goes ahead. If this is not fair wear and tear, the tenant will be recharged for this work. As the tenant is then in breach of tenancy the repayment of the debt will be a condition that must be met before the exchange can go ahead.

If the exchange involves the tenant of another landlord. Within 2 days of completing the inspection, a reference request should be sent to the other tenant's landlord. The reference should ask whether the other tenant succeeded to their tenancy.

After the reference has been returned, and the inspection carried out, and certainly **no later than 35 days following receipt of the request to exchange**, we must write to our tenant and the other landlord involved to say whether or not we are giving our consent to the exchange. The Tenancy Management Officer should sign the bottom of the application form to confirm that the exchange has been agreed.

If there is no response from the landlord the tenant can be given permission to exchange, but the exchange is conditional on receiving a satisfactory reference from the assignee's landlord.

Where a tenant voluntarily moves from a property which has been adapted to suit their needs, to a property without adaptations or with adaptation that do not meet their needs, the Council will not provide priority for adaptations that have previously been provided to the tenant, at the property they have moved to.

Tenants can appeal against a decision to refuse consent by contacting the Head of Housing. This must be in writing and within 21 days of the refusal of consent. The appeal, together with any additional information will be considered by the HARP panel.

c. Processing the exchange

All mutual exchanges will be by assignment. This means that no new tenancy is created as the new tenant 'takes over' the tenancy.

All mutual exchanges will be taken through the sign up procedure and issued with a 'Sign-Up Pack'. But they should not be issued with a new tenancy agreement.

A 'Deed of assignment' must be completed. The Deed must be signed by the outgoing tenants and the incoming tenant (Assignee) in the presence of a witness. In most circumstances the Bolsover District Council Housing Officer will be the witness to the deed.

The deed of assignment will be kept on file, attached to the original tenancy agreement. The new tenant will be given a copy of the deed and original tenancy agreement.

All parties to the exchange will be required to provide written acceptance of the condition of the exchange property prior to the exchange taking place. The Council will not meet any costs resulting from the exchange, other than for repairs resulting from fair wear and tear.

The assignment of tenancy means that the incoming tenant accepts responsibility for all aspects of the tenancy as outlined within the tenancy agreement. This includes the condition of the property. This means that if the outgoing tenant has damaged the property, removed and any fixtures, or carried out unauthorised alterations these become the responsibility of the incoming tenant. The Council will not carry out any repair or replacements for these items.

If an exchange takes place without the consent of the Council, the tenants will be required to move back to their original homes. Retrospective permission will not be granted.

Responsibility for implementation

Head of Housing

More information

This policy should be read alongside the following:

- Allocation Policy (2007)
- Recharge Policy (2008)
- Succession Policy (2008)

Agenda Item 7

Rent Arrears – Verbal Update

Agenda Item 8

Key Decision Notices from Joint Board held on 29th July 2008

RECORD OF EXECUTIVE DECISION - JOINT WORKING

CBC: LEADER		Date of Decision:	
BDC: DEPUTY LEADER		29th July, 2008	
NEDDC: LEADER			
CBC Non-executive Leader's Support Members present: None			
Title Reference: Minutes of Previous Meetings			
Consultee Member(s) (if applicable): N/A			
Key Decision References (if applicable): CBC: BDC: NEDDC:		Delegation References: CBC: R116L BDC: NEDDC:	
Report and background papers	Yes	Public <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/> Confidential <input type="checkbox"/>
Decision Status (CBC)	On Forward Plan	N/A	Authorised by:
	General urgency		
	+Special urgency		
Record of Decision:			
That the notes/records of decision of the following meetings be noted:-			
(a) Joint Board – 2nd June, 2008.			
(b) Chief Executives' Meeting – 26th June, 2008.			
Reason for Decision			
To note progress on joint working.			
Alternative options considered and rejected (if any): N/A			
Declarations of interests: None			
Decision subject to call-in	Yes		
Date Record issued: 1st August, 2008 Contact Officer: Sandra Essex			

RECORD OF EXECUTIVE DECISION - JOINT WORKING

CBC: LEADER		Date of Decision:	
BDC: DEPUTY LEADER		29th July, 2008	
NEDDC: LEADER			
CBC Non-executive Leader's Support Members present: None			
Title Reference: Sensible Risk Campaign			
Consultee Member(s) (if applicable): N/A			
Key Decision References (if applicable): CBC: BDC: NEDDC:		Delegation References: CBC: R116L BDC: NEDDC:	
Report and background papers	Yes	Public <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/> Confidential <input type="checkbox"/>
Decision Status (CBC)	On Forward Plan General urgency +Special urgency	N/A	Authorised by:
Record of Decision:			
That all three Councils sign up to the Sensible Risk Campaign.			
Reason for Decision			
To promote sound health and safety practice.			
Alternative options considered and rejected (if any): N/A			
Declarations of interests: None			
Decision subject to call-in		Yes	
Date Record issued: 1st August, 2008 Contact Officer: Sandra Essex			

RECORD OF EXECUTIVE DECISION - JOINT WORKING

CBC: LEADER		Date of Decision:	
BDC: DEPUTY LEADER		29th July, 2008	
NEDDC: LEADER			
CBC Non-executive Leader's Support Members present: None			
Title Reference: BCN Consultancy (Building Control) – Update on Budget and Business Plan			
Consultee Member(s) (if applicable): N/A			
Key Decision References (if applicable): CBC: BDC: NEDDC:		Delegation References: CBC: R116L BDC: NEDDC:	
Report and background papers	Yes	Public <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/> Confidential <input type="checkbox"/>
Decision Status (CBC)	On Forward Plan	N/A	Authorised by:
	General urgency		
	+Special urgency		
Record of Decision:			
That the progress to date on the Business Plan and income targets for BCN Consultancy be noted and a further update report be made to the Joint Board in three months' time.			
Reason for Decision			
To enable the effective delivery of a joint building control service across Bolsover, Chesterfield and North East Derbyshire.			
Alternative options considered and rejected (if any): N/A			
Declarations of interests: None			
Decision subject to call-in		Yes	
Date Record issued: 1st August, 2008 Contact Officer: Sandra Essex			

RECORD OF EXECUTIVE DECISION - JOINT WORKING

CBC: LEADER		Date of Decision:	
BDC: DEPUTY LEADER		29th July, 2008	
NEDDC: LEADER			
CBC Non-executive Leader's Support Members present: None			
Title Reference: Joint Working in Waste Collection and Recycling Services			
Consultee Member(s) (if applicable): N/A			
Key Decision References (if applicable):		Delegation References: CBC: R116L	
CBC:		BDC:	
BDC:		NEDDC:	
NEDDC:			
Report and background papers	Yes	Public <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/> Confidential <input type="checkbox"/>
Decision Status (CBC)	On Forward Plan	N/A	
	General urgency		
	+Special urgency		Authorised by:
Record of Decision:			
(1) That the agreed areas of joint working exploration between Bolsover and North East Derbyshire District Councils be noted.			
(2) That a bid is submitted for EMRIEP funding to undertake a feasibility study and establish a business case for the future joint procurement of recyclable waste collections by Bolsover District Council and North East Derbyshire District Council.			
(3) That Bolsover and North East Derbyshire District Councils provide equal funding to develop a detailed business case for future recyclable collections services, should alternative funding streams not be available.			
(4) That work streams identified in bulky, clinical and skip waste collections are further developed by respective Waste Officers of Bolsover and North East Derbyshire District Councils as soon as reasonable practicable.			
Reason for Decision			
To facilitate joint working.			
Alternative options considered and rejected (if any): N/A			
Declarations of interests: None			
Decision subject to call-in		Yes	
Date Record issued: 1st August, 2008			
Contact Officer: Sandra Essex			

RECORD OF EXECUTIVE DECISION - JOINT WORKING

CBC: LEADER		Date of Decision:	
BDC: DEPUTY LEADER		29th July, 2008	
NEDDC: LEADER			
CBC Non-executive Leader's Support Members present: None			
Title Reference: Joint Working in Corporate Services			
Consultee Member(s) (if applicable): N/A			
Key Decision References (if applicable): CBC: BDC: NEDDC:		Delegation References: CBC: R116L BDC: NEDDC:	
Report and background papers	Yes	Public <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/> Confidential <input type="checkbox"/>
Decision Status (CBC)	On Forward Plan General urgency +Special urgency	N/A	Authorised by:
Record of Decision:			
That the progress on joint working on Corporate Services between North East Derbyshire District Council and Bolsover District Council be noted.			
Reason for Decision			
To facilitate joint working.			
Alternative options considered and rejected (if any): N/A			
Declarations of interests: None			
Decision subject to call-in		Yes	
Date Record issued: 1st August, 2008 Contact Officer: Sandra Essex			

RECORD OF EXECUTIVE DECISION - JOINT WORKING

CBC: LEADER		Date of Decision:	
BDC: DEPUTY LEADER		29th July, 2008	
NEDDC: LEADER			
CBC Non-executive Leader's Support Members present: None			
Title Reference: Enhanced Two-tier Working – Bids to the East Midlands Regional Improvement and Efficiency Partnership (EMRIEP)			
Consultee Member(s) (if applicable): N/A			
Key Decision References (if applicable): CBC: BDC: NEDDC:		Delegation References: CBC: R116L BDC: NEDDC:	
Report and background papers	Yes	Public <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/> Confidential <input type="checkbox"/>
Decision Status (CBC)	On Forward Plan General urgency +Special urgency	N/A	Authorised by:
Record of Decision:			
<p>(1) That the following projects be submitted to the Sub-Regional Derbyshire Partnership Team for EMRIEP funding, together with an Outline Business Case:-</p> <p><u>Lead Authority – North East Derbyshire District Council</u></p> <ul style="list-style-type: none"> - Joint ICT Service – DDDC/BDC/NEDDC. - Joint Business Transformation Service – BDC/CBC/NEDDC. - Revenues and Benefits Joint Service- DDC/NEDDC/BDC? - North Derbyshire Collection Authorities Dry Recyclable Waste Collection Procurement – BDC/NEDDC. - Tackling Financial Exclusion – BDC/CBC/DDDC/NEDDC. - Member Development – Accredited Courses and Personal Development BDC/CBC/NEDDC. - Remote Working – BDC/CBC/NEDDC. - Noted that South Derbyshire District Council to lead on bid for Partnership Working for Efficiencies in Pest Control – countywide. <p><u>Lead Authority – Chesterfield Borough Council</u></p>			

- **Provision of a joint Environmental Management Unit – countywide.**
- **Capacity Building in Chesterfield’s Community Forums – CBC and Forum Partners.**
- **North Derbyshire Leadership Development Programme – BDC/CBC/NEDDC/PDNPA.**
- **Internal Audit Joint Working – Expansion – countywide.**
- **Procurement of a Public/Private Partner for the provision of Corporate Services – CBC.**

Lead Authority – Bolsover District Council

- **Building Energy Performance Certification – county and region.**
- **Support Services – Bolsover District Council and North East Derbyshire District Council.**

(2) That the unions be consulted on the bids through a specially convened meeting of the Joint Working Consultation Forum.

Reason for Decision

To facilitate progress on two-tier working and assist in the delivery of the 26 stretch targets in the East Midlands Regional Improvement and Efficiency Strategy.

Alternative options considered and rejected (if any): N/A

Declarations of interests: None

Decision subject to call-in Yes

Date Record issued: 1st August, 2008
 Contact Officer: Sandra Essex

RECORD OF EXECUTIVE DECISION - JOINT WORKING

CBC: LEADER		Date of Decision:	
BDC: DEPUTY LEADER		29th July, 2008	
NEDDC: LEADER			
CBC Non-executive Leader's Support Members present: None			
Title Reference: Communications			
Consultee Member(s) (if applicable): N/A			
Key Decision References (if applicable):		Delegation References: CBC: R116L	
CBC:		BDC:	
BDC:		NEDDC:	
NEDDC:			
Report and background papers	Yes	Public <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/> Confidential <input type="checkbox"/>
Decision Status (CBC)	On Forward Plan	N/A	
	General urgency		
	+Special urgency		Authorised by:
Record of Decision:			
<p>(1) That the new communication arrangements be supported and relevant information be communicated across the respective Councils.</p> <p>(2) That issues for future news releases be identified by the Board as appropriate.</p>			
Reason for Decision			
To maximise the potential for positive communications on joint working, both internally to staff and elected members and externally via the local media, national/specialist Local Government media, and Local Government forums.			
Alternative options considered and rejected (if any): N/A			
Declarations of interests: None			
Decision subject to call-in		Yes	
Date Record issued: 1st August, 2008			
Contact Officer: Sandra Essex			

RECORD OF EXECUTIVE DECISION - JOINT WORKING

CBC: LEADER		Date of Decision:	
BDC: DEPUTY LEADER		29th July, 2008	
NEDDC: LEADER			
CBC Non-executive Leader's Support Members present: None			
Title Reference: IDeA Marketplace Update			
Consultee Member(s) (if applicable): N/A			
Key Decision References (if applicable): CBC: BDC: NEDDC:		Delegation References: CBC: R116L BDC: NEDDC:	
Report and background papers	Yes	Public <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/> Confidential <input type="checkbox"/>
Decision Status (CBC)	On Forward Plan General urgency +Special urgency	N/A	Authorised by:
Record of Decision:			
<p>(1) That neither Chesterfield, Bolsover or North East Derbyshire District Councils extends the IDeA Marketplace contract when it expires in 2008.</p> <p>(2) That appropriate FMS related e-procurement measures are implemented or continued in each District, either via Civica, Agresso or Task.</p>			
Reason for Decision			
<p>1. The three Councils can probably achieve most of the promised savings from Marketplace through a series of other means, i.e. the normal working practices of the SPU and Purchase to Pay teams.</p> <p>2. To achieve best value for money whilst adopting the most appropriate e-procurement system for each Council.</p>			
Alternative options considered and rejected (if any): N/A			
Declarations of interests: None			
Decision subject to call-in		Yes	
Date Record issued: 1st August, 2008 Contact Officer: Sandra Essex			

RECORD OF EXECUTIVE DECISION - JOINT WORKING

CBC: LEADER		Date of Decision:	
BDC: DEPUTY LEADER		29th July, 2008	
NEDDC: LEADER			
CBC Non-executive Leader's Support Members present: None			
Title Reference: Minutes of Sheffield City Region Forum			
Consultee Member(s) (if applicable): N/A			
Key Decision References (if applicable):		Delegation References: CBC: R116L	
CBC:		BDC:	
BDC:		NEDDC:	
NEDDC:			
Report and background papers	Yes	Public <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/> Confidential <input type="checkbox"/>
Decision Status (CBC)	On Forward Plan	N/A	
	General urgency		
	+Special urgency		Authorised by:
Record of Decision:			
<p>(1) That the notes of the Sheffield City Region Forum of 22nd May, 2008 be noted.</p> <p>(2) That a joint letter from the Leaders of the three authorities be sent to Angela Smith, MP, stating the District Councils' case on the role of District and Borough Councils in economic regeneration and the need for more proportionate representation with copies to the respective authorities' MPs.</p>			
Reason for Decision			
To note progress on the Sheffield City Region Forum.			
Alternative options considered and rejected (if any): N/A			
Declarations of interests: None			
Decision subject to call-in		Yes	
Date Record issued: 1st August, 2008			
Contact Officer:			

Notes to Record of Decision (Joint Working):

CBC - CALL-IN REQUESTS

*The implementation of certain decisions is suspended until the call-in period has expired without a call-in being validly invoked. The call-in period **five working days** from the date of this notice. During the call-in period **at least five** members who are not cabinet members may require certain decisions to be referred to the scrutiny board for possible reconsideration by the cabinet or council. To do this you will need to notify the head of legal, scrutiny and democratic services under the call-in procedure set out in the scrutiny procedure rules in the constitution. (you can get a form for this from the head of legal or from the scrutiny officer.)*

BDC - CALL-IN REQUESTS

*The implementation of certain decisions is suspended until the call-in period has expired without a call-in being validly invoked. The call-in period is **nine working days** from the date of this decision. During the call-in period **at least three** members may request certain decisions to be called in. You may do this in any of the following ways - In writing - a written notice may be signed by one or more Members, or By telephone - in order to safeguard the integrity of the system, Members may only call in by telephone on their own behalf, • E mail - this may be done using a Members terminal within the Council Offices or where a member has the facility via the internet, • By fax - as with written notifications, the faxed message may contain the signature of more than one Member, • In person. Democratic Services Officers who are authorised to accept notifications from Members.*

NEDDC - CALL-IN REQUESTS

*The implementation of certain decisions is suspended until the call-in period has expired without a call-in being validly invoked. The call-in period is **five working days** after the publication of this decision. During the call-in period the **Chair and Vice Chair together with three other members of any Overview and Scrutiny committee** may object to a decision and call it in.*

Committee:	Executive	Agenda Item No.:	10
Date:	8 th September 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	Director of Resources		
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 £113,695.30 as itemised on the attached schedules.

Bankruptcy		
No of Accounts	Type of Account	
5	Council Tax	£3,332.40
7	Business Rates	£83,940.78
4	Sundry Debts	£10,730.85
	Total	£98,004.03

No Trace		
No of Accounts	Type of Account	
3	Council Tax	£4,932.82
1	Business Rates	£1,097.26
3	Sundry Debts	£9,661.19
	Total	£15,691.27

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 £113,695.30 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: AMOUNTS FOR WRITE OFF - BANKRUPT

	<u>Account Reference</u>	<u>Lead Liable Name</u>	<u>Address</u>	<u>Account Balance</u>	<u>Liable From</u>	<u>Liable To</u>	<u>Bill Balance</u>
1	901086172	HOLMES,MISS JODIE	17 HOULDSWORTH CRESCENT BOLSOVER S44 6SQ	£ 389.27	01/04/2005 01/04/2008	06/02/2006 15/05/2008	£305.85 £ 83.42
2	900891860	HOLMES,MISS JODIE	3 LEAMINGTON DRIVE SOUTH NORMANTON DE55 2HX	£ 585.85	15/09/2002 01/04/2003	01/04/2003 03/09/2003	£411.95 £173.90
3	900899505	HOLMES,MISS JODIE	12 MARKET STREET SOUTH NORMANTON DE55 2EL	£ 989.08	03/09/2003 01/04/2004	01/04/2004 29/10/2004	£482.23 £506.85
4	900899710	HOLMES,MISS JODIE	21 MARKET STREET SOUTH NORMANTON DE55 2AB	£ 290.57	01/04/2001	26/11/2001	£290.57
5	901165800	CURLEY,MR DARREN	WHITE LION 128 MARKET STREET SOUTH NORMANTON DE55 2EJ	£ 1,077.63	01/04/2006 01/04/2007	01/04/2007 14/05/2007	£932.18 £145.45
				<u>£ 3,332.40</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	800137452	RICHMOND ELECTRICAL CONSULT.	12 NAPIER COURT BARLBOROUGH	£22,997.86	01/04/2007 01/04/2006 30/01/2006	19/12/2007 01/04/2007 01/04/2006	£ 8,773.25 £12,232.25 £ 1,992.36
2	800136484	PRIMA RETAIL	UNIT 62 MCARTHUR GLEN MANSFIELD ROAD SOUTH NORMANTON	£13,465.58	01/07/2007	08/02/2008	£13,465.58
3	80013539X	HOTEL SOURCE	WHARF ROAD PINXTON	£ 3,351.18	01/04/2008 31/05/2007	02/05/2008 01/04/2008	£ 408.44 £ 2,942.74
4	80013417X	ENSAS LTD IN VOL LIQUIDATION	14 SAWPIT LANE TIBSHELF	£13,679.00	01/04/2008	17/07/2008	£13,679.00
5	800125418	MR DARREN CURLEY	THE WHITE LION 128 MARKET STREET SOUTH NORMANTON	£10,584.56	01/04/2007 01/04/2006 16/12/2005	14/05/2007 01/04/2007 01/04/2006	£ 944.83 £ 7,469.25 £ 2,170.48
6	800111286	NORTHERN SALES & SERVICES LTD	14 SAWPIT LANE TIBSHELF	£ 9,941.62	01/04/2006	15/03/2007	£ 9,941.62
7	800096581	BRAND PROPERTY LTD	UNIT 51 MCARTHUR GLEN MANSFIELD ROAD SOUTH NORMANTON	£ 9,920.98	01/04/2007	28/01/2008	£ 9,920.98
				<u>£83,940.78</u>			

<u>ACCOUNT NUMBER</u>	<u>INVOICE NUMBER</u>	<u>INVOICE DATE</u>	<u>AMOUNT</u>	<u>DEBTOR</u>	<u>REASON FOR INVOICE</u>	<u>WRITE-OFF AMOUNT</u>
XWHITE	VARIOUS	VARIOUS	2508.54	WHITE FIRE STUDIOS UNIT E3B MILL1 PLEASLEY VALE BUSINESS PARK	RENT, SERVICE AND ELECTRICTY CHARGES 01.09.05 TO 19.07.06	2508.54
ENVIRO	VARIOUS	VARIOUS	3023.81	ENVIROSPHERE CONSULTANCY UNITS B2E & G3 PLEASLEY VALE BUSINESS PARK	RENT, SERVICE AND ELECTRICTY CHARGES 05.12.07 TO 06.07.08	3023.81
XRICHLAND	VARIOUS	VARIOUS	3052.93	RICHLAND MEDIA & COMMUNICATIONS LTD VARIOUS UNITS MILL3 PLEASLEY VALE BUSINESS PARK	RENT, SERVICE AND ELECTRICTY CHARGES 01.07.06 TO 08.08.07	3,052.93
XBRIT	VARIOUS	VARIOUS	2145.57	BRITAINS BEST BREAKS UNIT H2F PLEASLEY VALE BUSINESS PARK	RENT, SERVICE AND ELECTRICTY CHARGES 01.08.07 TO 05.12.07	2145.57
						<u>£10,730.85</u>

MEMBERS SHOULD BE AWARE THAT THESE DEBTS ARE RECOMMENDED FOR WRITE OFF
ON THE ADVICE OF INNES ENGLAND, AGENTS FOR THE COUNCIL IN THE MANAGEMENT OF THE PARK.

COUNCIL TAX: AMOUNTS FOR WRITE OFF - NO TRACE

	<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	900373452	MCLEAN,MR ANTHONY	76 ELMTON ROAD CRESWELL S80 4DD	£ 1,926.52	01/04/2004 01/04/2005 01/04/2006 01/04/2007	05/11/2004 01/04/2006 01/04/2007 01/09/2007	£ 88.09 £454.00 £951.29 £433.14
2	901138734	DEWBURY,MR PAUL	FLAT 6 43 MAIN STREET SHIREBROOK NG20 8AX	£ 1,341.06	10/02/2006 01/04/2006 01/04/2007	31/03/2006 01/04/2007 01/07/2007	£146.74 £919.28 £275.04
3	901129788	MR A O'DONNELL	1A ALFRETON ROAD NEWTON DE55 5TP	£ 1,665.24	01/04/2006 01/04/2007	01/04/2007 13/09/2007	£989.76 £675.48
				£ 4,932.82			

BUSINESS RATES: ACCOUNTS FOR WRITE OFF - NO TRACE

	<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	800141920	MR A O'DONNELL	KING EDWARD VII HOTEL 121 HIGH STREET TIBSHELF	£ 1,097.26	01/04/2007	19/10/2007	£1,097.26

£ 1,097.26

PROPOSED WRITE OFF OF SUNDRY-DEBTORS OVER £1000.00 - NO TRACE

<u>ACCOUNT</u> <u>NO.</u>	<u>INVOICE</u> <u>NO.</u>	<u>INVOICE</u> <u>DATE</u>	<u>AMOUNT</u>	<u>DEBTOR</u>	<u>REASON FOR INVOICE</u>	<u>WRITE OFF</u> <u>AMOUNT</u>	<u>REASON FOR WRITE OFF</u>
7773	30088	19.09.03	1162.60	D FLYNN 34 MEADOWCROFT GLADE WESTFIELD SHEFFIELD	OVER ALLOWED HOUSING BENEFIT	1108.60	NO TRACE OF DEBTOR - ALL AVENUES TRIED ie LOCAL AUTHORITY, EXPERIAN AND DWP.
13368	61837	15.01.08	5235.05	R & L BROOKS 36 KINGS ROAD WARSOP	REPAIRS TO PROPERTY 9 GARDEN AVENUE SHIREBROOK	5235.05	NO TRACE OF DEBTORS - EVICTED FROM ADDRESS, DEBTORS HAVE SINCE SEPARATED, ALL AVENUES TRIED
2378	6899	29.02.00	605.91	S H PHILLIPS	RENT AND ELECTRICITY	605.91	FORMER TENANT ARREARS - UNABLE TO
	6934	01.03.00	981.13	UNIT M2 MILL3	CHARGES	981.13	TRACE DEBTOR ALL AVENUES TRIED
	8749	01.06.00	981.13	PLEASLEY VALE BUSINESS PARK		981.13	INVOICES NOW STATUTE BARRED
	9575	03.08.00	548.31			548.31	
	9576	03.08.00	201.06			201.06	
						<u>£9,661.19</u>	

Committee:	Executive	Agenda Item No.:	11.
Date:	8 th September 2008	Status	Open
Category	Decision within the functions of Executive		
Subject:	Discretionary Relief from National Non-Domestic Rate Review		
Report by:	Head of Revenue Services		
Other Officers Involved	Billing and Recovery Manager		
Director	Resources		
Relevant Portfolio Holder	Social Inclusion		

RELEVANT CORPORATE AIMS

SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning.

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

The report seeks to ensure that all applications for relief are dealt with on an equal footing and identifies cost savings.

TARGETS

Not applicable

VALUE FOR MONEY

The identified savings will contribute to the budget savings required of the Authority.

THE REPORT

Background

1. The Best Value Review of 'discretionary' services has prioritised the first tranche of services for review. The granting of Discretionary Rate Relief falls within the first tranche.

2. Mandatory Relief

Mandatory relief is granted to all registered charities and organisations which are deemed to be of a charitable nature and whose premises are used wholly for charitable purposes. Registered Community Amateur

Sports Clubs are also eligible. It is a right in law and relief is granted equivalent to 80% of the rates bill. There is no discretion for the Council.

3. Discretionary Relief

3.1. The relief granted can be up to 20% for charitable organisations granted Mandatory Relief and up to 100% for not for profit organisations.

3.2. The Council can grant discretionary rate relief to 'not for profit' organisations which are not eligible for Mandatory Relief and which are set up for:-

Recreational purposes or are,
Philanthropic or,
Religious or,
Concerned with Education or,
Social Welfare or,
Science or,
Literature or,
The Fine Arts

4. Guidance Issued by the ODPM (now DCLG)

There is guidance issued to assist authorities in determining the level at which discretionary relief should be awarded, if any. This guidance has been taken into account in setting out the criteria in the 'scheme guidelines' below. However, I thought it might be helpful to reproduce word for word the guidance given when it comes to considering the running of a bar.

"Does the organisation run a bar? The mere existence of a bar should not in itself be a reason for not granting relief. The authority should look at the main purpose of the organisation. In sports clubs for example the balance between playing and non-playing members might provide a useful guide as to whether the main purpose of the club is sporting or social activities. A club whose main aim is to bring together people with similar sporting interests should not be excluded from relief just because of the existence of a licensed bar. Some authorities already include in their decision making criteria how much in percentage terms they would deduct from the overall relief granted to clubs with bar facilities based on how much additional revenue the facility raises."

5. Process for determining applications for relief

Currently applications for relief are presented to the Executive for it to determine whether relief should be granted or not and if so at what level. By Regulation each application must be judged on its own merits. The Council can have a set of criteria by which applications are judged, but cannot have blanket policies for all applications.

Proposed Scheme Guidelines

Where Sports Clubs are not registered as Community Amateur Sports Clubs, encouragement and help can be given to register them.

Applications (see appendix 3) would be judged by four criteria. Each criteria would be scored as follows, depending on certain attributes of the applying organisation:

1 Point

0 Points

-1 Point (negative)

The total points awarded would determine the percentage of relief granted.

1. Aims and Objectives of the Organisation

Question – Do the aims and objectives of the organisation compliment the services of the Council and fit one of the Council's Corporate Aims for 'Community Safety', 'Environment', 'Regeneration' or 'Social Inclusion'?

Scoring – 1 point if they do.
0 points if they do not

2. Serving the Community

Questions – Membership questions about open to all sections of the community, %'age from the Council's area, is the organisation affiliated to any other local or national organisation?

Scoring – Membership open and above 75% from area = 1 point
Membership open and below 75% from area = 0 point
Membership not open = 0 point

3. Community Spirit/Involvement

Questions – Is most of the organisation funded locally and, is the service offered delivered by volunteers?

Scoring – 1 point if more than 50% of finance is raised locally and more than 75% of the service offered is delivered by local volunteers.

4. Locally Based Accounts

Statements of accounts to be submitted from which judgements can be made (see appendix 1 for examples). Note we are not asking for audited accounts. We would request a statement that the accounts do get audited or independently examined and that they are presented to an organising committee for approval.

Scoring – If supplies for resale and employee costs and, sales for a bar/other sales form the bulk of the financial activity = -1 Point (see example A of Appendix 1)

If local fundraising and donations/service delivery costs form the bulk of the financial activity = 1 Point (see Example B of Appendix 1)

If the balance of funding is mixed and not clear cut one way or the other = 0 Point

Limitations on Relief Granted

1. Discretionary Relief for organisations who attract Mandatory Relief

In general the maximum amount of relief to be awarded would be the 80% Mandatory Relief. Discretionary top-up relief would be limited to an award equal to or less than the amount of money that an organisation could demonstrate that the Council saves as a result of the service they give (see Appendix 2).

2. Discretionary Relief to non-charitable organisations

1 Point equals 20% discretionary relief up to a maximum of 80% relief, in line with the mandatory relief limit. Again, to attract relief beyond the 80% the organisation must demonstrate that the Council saves as a result of the service given (see Appendix 3)

Delegation Scheme

1. The Director of Resources is given delegated authority for determining Discretionary Rate Relief and for awarding Mandatory Rate Relief.
2. The Director of Resources to be given advice from an Officer/Member group who will consider applications in detail and work to the points system awarded in relation to the criteria set.
3. The suggested advice group to be:-

Head of Revenue Services
Billing and Recovery Manager
Portfolio Member for Social Inclusion
Chair of Scrutiny

4. The Director of Resources to determine whether or not to refer an application to the Executive if it is considered appropriate and, organisations which appeal the decision, based on the process not being adhered to, have their appeal considered by the Executive.

ISSUES FOR CONSIDERATION

The Executive to consider the new way of assessing the appropriateness of awarding Discretionary Business Rate Relief against a set criteria and whether to introduce a delegation for the Director of Resources to determine the award to be given.

IMPLICATIONS

Financial: Estimated Savings (based on 2007/08)

	£
Discretionary Awards Top-up - Mandatory	31,300
Other possible savings from scheme	5,000
Encouraging Sports Clubs to be Community Amateur Sports Clubs registered	2,600
Total possible Annual Savings	38,900

Legal: None

Human Resources: None

RECOMMENDATION(S)

- 1. The criteria, as set out in the report, for determining Discretionary Rate Relief, from April 2009, be approved,**
- 2. Awarding Discretionary Rate Relief above the 80% level be restricted to applicants who can demonstrate that the level of the award saves the Council expenditure it would otherwise have to incur if the organisation did not supply the service. The maximum to be limited the amount saved within the 20% maximum discretion,**
- 3. The delegation scheme, as set out in the report, be recommended to the Standards Committee for approval.**

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

To ensure that the way of assessing the appropriateness of awarding Discretionary Business Rate Relief against a set criteria is fair and consistent to all applications and to introduce a delegation for the Director of Resources to determine the awards to be given.

ATTACHMENTS:

- 1. Appendix 1, Financial Statement**
- 2. Appendix 2, Application for Relief from Charitable Organisations**
- 3. Appendix 3, Application for Relief from Non-Charitable Organisations**

FILE REFERENCE: N/A

SOURCE DOCUMENT: Discretionary relief under s47 of Local Government Finance Act 1988.

Appendix 1

Statement of Income and Expenditure

		Example A		Example B
		£		£
Income	Bar Takings	50,000		-
	Other Sales	2,000		-
	Fund Raising	1,000		20,000
	Lettings	1,500		1,500
	Other	200		200
	Grants etc	-		
		54,700		21,700
Expenses	Supplies for Sales	40,000		-
	Employee Expenses	9,500		-
	Premises - Utilities	1,500		1,500
	Repairs and Maint	500		500
	Other	200		200
	Donations - Locally	100		2,000
	Nationally	-		17,000
		51,800		21,200

Example A would attract a negative point.

Example B would favour a positive point.

BUSINESS RATES: APPLICATION FORM FOR MANDATORY RELIEF

Please use this form if you are a charity, Community Amateur Sports Club or other organisation not established or conducted for profit, to apply for:

Charitable relief under s43 (6) of Local Government Finance Act 1988.

<p>Please return this form to: Revenue Services, Bolsover District Council, Sherwood Lodge, Bolsover, Derbyshire S44 6NF Tel: 01246 242490</p>

1. Address of property for which claim is being made

2. Name of Charity/ Organisation

3. Contact name and address of Charity/ Organisation

4. Is the charity registered with the Charity Commission? Yes No

If 'Yes' please provide the Charity Commission Registration Number

5. Is the organisation a Community Amateur Sports Club? Yes No
If so, please provide proof of registration with the Inland Revenue

6. Is the organisation designated as an Industrial Provident Society? Yes No
If so, please provide proof of designation

7. Do you use the premises as a charity shop? Yes No

8. If yes, please indicate what proportion of goods

sold consists of donated items?

9. The maximum amount of mandatory relief that can be awarded is 80 per cent. In order to receive additional discretionary relief, up to 20 per cent, you must demonstrate that the service you provide saves the Council an equivalent, or greater amount, of money. Please provide your statement/ details below. Continue on a separate sheet if required.

10. Signed Date

Print name Position held

Contact telephone

For office use only		
<u>Number of points</u>	<u>% Discretionary Relief</u>	<u>Authorised</u>

BUSINESS RATES: APPLICATION FORM FOR DISCRETIONARY RELIEF

Please use this form if you are an organisation not established or conducted for profit, to apply for:

Discretionary relief under s47 of Local Government Finance Act 1988.

<p>Please return this form to: Revenue Services, Bolsover District Council, Sherwood Lodge, Bolsover, Derbyshire S44 6NF Tel: 01246 242490</p>

SECTION A: GENERAL INFORMATION

1) Address of property for which claim is being made

2) Name of Organisation

3) Contact name and address of Organisation

4) What are the main purposes of the organisation?

5) What are the premises used for?

SECTION B AIMS AND ONJECTIVES OF THE ORGANISATION

6) The corporate aims of Bolsover District Council are shown below. Please tick any that you think your organisation also satisfies:

Community Safety: ensuring that communities are safe and secure

Environment: promoting and enhancing a clean and sustainable environment

Regeneration: developing healthy, prosperous and sustainable communities

Social Inclusion: promoting fairness, equality and lifelong learning

7) Please give a brief description of how your organisation satisfies these aims. Please continue on a separate sheet if required.

For office use only:

SECTION C: SERVING THE COMMUNITY

8) Is membership open to all sections of the community? Yes No

9) How many members does the organisation have?

10) How many members live within Bolsover district?

For office use only:

SECTION D: COMMUNITY SPIRIT/ INVOLVEMENT

11) Is the organisation affiliated to a local body? Yes No

12) Is the organisation affiliated to a national body? Yes No

13) Is at least 50 per cent of the organisation funded locally? Yes No

14) Is the service wholly/ partly delivered by volunteers? Yes No

15) Number of staff in paid employment:

16) Number of volunteers:

For office use only:

SECTION E: FINANCIAL MATTERS

17) Please complete the statement of Income and Expenditure below for your **locally** based financial activity.

Statement of Income and Expenditure

INCOME	£
Bar Takings	
Other Sales	
Membership Fees	
Fund Raising	
Lettings	
Grants etc	
Other	
TOTAL	
EXPENSES	
Stock (supplies for sales)	
Employee Expenses	
Premises - Utilities	
Repairs and Maintenance	
Other	
Donations - Local	
National	
TOTAL	

18) Are the accounts audited or independently examined and presented to an organising committee for approval? Yes No

For office use only:

19) In general, the maximum amount of discretionary relief that can be awarded is 80 per cent. In order to receive additional discretionary relief of up to 20 per cent, you must demonstrate that the service you provide saves the Council an equivalent, or greater amount, of money. Please provide your statement/ details below and overleaf. Continue on a separate sheet if required.

19) continued

For office use only:

SECTION F: AUTHORISATION

20) Signed

Date

Print name

Position held

Contact telephone

For office use only		
<u>Number of points</u>	<u>% Discretionary Relief</u>	<u>Authorised</u>

EXECUTIVE AGENDA

Monday 8th September 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 4 th August 2008.	2 to 6
5.	Recommended Item from Scrutiny Committee 19th August 2008 - Draft Health Improvement Strategy.	7 to 55
6.	Recommended Item from Scrutiny Committee 22 nd July 2008 – Mutual Exchange Policy.	56 to 66
7.	Rent Arrears – verbal update.	Verbal Report
8.	Key Decision Notices from Joint Board held on 29th July 2008.	67 to 77
9.	Procurement Strategy 2008 – 2010.	To Follow
10.	Arrears – Irrecoverable Items over £1000	78 to 85
11.	Discretionary National Non Domestic Rate Review.	86 to 98
PART 2 – EXEMPT ITEMS		
<i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a.</i>		
<u>Paragraph 3</u>		
12.	Arrears – Irrecoverable Items over £1000	99 to 102
13.	1 & 2 George Inn Court, Whitwell.	103 to 105
14. *	Tarran Bungalows Options Appraisal Study.	106 to 123

15. *	Tender Opening – New Houghton Regeneration Work.	To Follow
16. *	Tender Opening – Cavity Wall and Loft Insulation.	124
	Tender Updates	Verbal Report

*** Denotes Key Decision included on the Forward Plan.**

Items on the Agenda Page marked 'To Follow';

Open

Agenda Item 9. Procurement Strategy 2008 – 2010

Exempt – Paragraph 3

Agenda Item 15. Tender Opening – New Houghton Regeneration Work.

Committee:	Executive	Agenda Item No.:	9
Date:	8 th September 2008	Status	Open
Category	1. Key decision included in Forward Plan		
Subject:	Procurement Strategy 2008-2010		
Report by:	Head of Shared Procurement Unit		
Other Officers Involved			
Director	Director of Corporate Resources		
Relevant Portfolio Holder	Corporate Efficiency		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

Please specify how the proposals help to deliver the corporate aims.

The Strategy will provide a framework for officers to purchase goods, services and works in a transparent and inclusive way. This will result in efficiency gains that will contribute to the improvement of the organisation.

TARGETS

The Procurement Strategy will contribute to the efficiency gains required by the Comprehensive Spending Review 2007. In terms of the Corporate Plan targets;- Minimise Council Tax increases by achieving our efficiency target of £1,078,000 by March 2008 and subsequent government targets to March 2011.

VALUE FOR MONEY

The Procurement Strategy will contribute to the efficiency gains required by the Comprehensive Spending Review 2007 and the Corporate Plan target. Adherence to the Strategy will result in better value purchasing for the Council.

THE REPORT

1.0 Background

1.1 The current Procurement Strategy has been in existence for some years.

It reflects the position and procedures before the Shared Procurement Unit came into existence.

- 1.2 A new Procurement Strategy is required to take into account the work and functions of the Shared Procurement Unit (SPU). The new Strategy should also cover new and innovative procurement practices and procedures.
- 1.3 The Shared Procurement Unit is seeking to implement very similar Strategies at North East Derbyshire DC and Chesterfield BC as well as Bolsover. This will mean that the SPU is working to just one set of standards.

2.0 Strategy Content

- 2.1 This Strategy is not a purchasing guide or a work program. It is a high level document dealing in broad issues that will affect strategic procurement. A purchasing guide and work program can be found separately on the procurement intranet website.
- 2.2 The Strategy deals with issues such as Equalities, Sustainability, Collaboration and the use of frameworks, as well as more traditional purchasing matters. An analysis is made of each of these key areas with recommendations for action to remedy any areas of weakness.
- 2.3 The Action Plan within the Bolsover Strategy replicates those presented in the North East and Chesterfield versions of the Strategy. This will allow SPU staff to fulfil the requirements of the Action Plan across three Councils with minimal work.
- 2.4 The Performance Indicators are based on those agreed at the County Procurement Forum. They replicate those contained in the Strategies of other local and greater East Midlands authorities. This should allow easy comparison of service delivery between the three partner Councils and also against neighbouring Councils within Derbyshire and beyond.

3.0 Consultation

- 3.1 An almost identical version of this Strategy has already been adopted by North East Derbyshire District Council. The same Strategy is also progressing through the relevant committees at Chesterfield.
- 3.2 The Procurement Strategy was on the agenda of the Heads of Service Group in July 2008 and SMT on 14th August 2008. Amendments were invited from all participants and these have now been incorporated into this document.

- 3.3 An Equalities Impact Assessment has been prepared on the Strategy. This was prepared in conjunction with the Bolsover Equalities Officer and is due for presentation at the next ESDG Sub-Group.

ISSUES/OPTIONS FOR CONSIDERATION

The adoption of the Strategy.

IMPLICATIONS

Financial: Contribution to efficiency gains required by CSR07.

Legal: None

Human Resources: None

RECOMMENDATION(S)

That;

- 1. the Procurement Strategy is adopted by Bolsover District Council to provide a framework for strategic procurement activity across the Council, subject to the provision of baseline evidence to feed into the targets (these targets to be presented to a future meeting),**
- 2. the Procurement Strategy is adopted in its current form by Bolsover District Council in order to provide a consistent strategic procurement framework across the three partner Councils for whom the Shared Procurement Unit works.**

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

ATTACHMENTS: **Bolsover District Council Procurement Strategy 2008-2010**

FILE REFERENCE:

SOURCE DOCUMENT:

**BOLSOVER DISTRICT COUNCIL
PROCUREMENT
STRATEGY**

2008-2010

CONTENTS

	Page
1 Executive Summary	4
2 Introduction	5
2.1 The Councils Objectives	
2.2 Foreword	
2.3 Progress to Date	
2.4 Principles & Values	
2.5 Value for Money	
2.6 Government Drivers	
3 Shared Procurement Policy	9
3.1 Leadership and Responsibility	
3.2 Governance	
3.3 Rules & Best Practice	
3.4 Process Management	
3.5 Partnering and Collaboration	
3.6 Commissioning of Services	
3.7 Small Business Friendly Concordat	
3.8 Voluntary Sector COMPACT	
3.9 Ethics	
3.10 Sustainability	
3.11 Communication	
3.12 Structure of Procurement	
3.13 Risk Management	
3.14 Typical Risk Areas	
3.15 Risk Mitigation	
4 Key Procurement Objectives	17
4.1 Controls and Standards	
4.2 Training and Development	
4.3 Electronic Procurement	
4.4 Procurement Management Information	
4.5 Organisation	
4.6 Equality and Diversity	
4.7 Sustainability	
4.8 Collaboration	
4.9 Public Sector Frameworks Agreements	
5 Action Plan	26
5.1 Contact Details	
6 Appendices	
1 Performance Measures	28
2 Role of the Shared Procurement Unit	29
3 Procurement Options Available	30
4 Glossary	31

Bolsover District Council Equalities Statement

Bolsover District Council is committed to equalities as an employer and in the services it provides 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 Corporate Equality Schemes of the three Councils' and in line with current legal requirements.

The Council will have due regard to eliminate discrimination and to proactively promote equality of opportunity and social harmony between all groups in society when performing its functions.

1. Executive Summary

Bolsover District Council, Chesterfield Borough Council and North East Derbyshire District Council are working together on the delivery of a number of services on a shared basis. This is in line with the Government's agenda and should secure both efficiency gains and improvements in services for our local residents. One of these services is Procurement and in May 2007, a Shared Procurement Unit was established. This strategy reflects issues faced by the Shared Procurement Unit as well as Bolsover District Council alone.

Between them, the Councils have an annual expenditure in excess of £60 million. The manner in which the Councils acquire and manage the resources they need to undertake their many functions is critical to the success of the organisations. This Corporate Procurement Strategy provides a framework for the Councils to obtain value for money in all their procurement activities.

Each partner Council's vision for their community is contained within their Sustainable Communities Strategy. In broad terms these visions are concerned with enabling each area to be an excellent place to live, work and visit. The Councils strive to represent and advance community interests by providing high quality services, which will meet the aspirations of local people and which can demonstrate that the Council's themselves are performing well and achieving high standards. As all services grow more dependent on external suppliers of goods, works and services, it is increasingly important for the Councils to develop clear policy and guidelines for how these externally provided resources are selected, acquired and managed. Even where services are currently provided in-house they are dependent upon a range of goods, works and services that are procured externally in order to support direct service provision. Finally, there needs to be an on-going review of all Council Services, irrespective of whether they are provided in-house or through an external body to ensure that they are being provided efficiently and effectively.

In order to streamline the procurement process across the three Councils, Standing Orders for Contracts and Financial Regulations are being redrafted to reflect current best practice and allow for flexibility in order to enable officers to obtain best value whilst observing high standards and relevant legislation and protocols. In conjunction with the three Legal Departments, the Shared Procurement Unit will attempt to produce one set of Contract Procedure Rules to cover the three Councils.

The Contract Standing Orders and this Corporate Procurement Strategy are supported by a web based Procurement Toolkit which provides more detailed guidance and support for all Council officers who procure goods, services and works. (<http://www.bolsovercouncil-procurement.co.uk>)

This document sets out the Council's strategic approach to procurement. It is not intended to be a procurement manual, however, the principles contained within this strategy should be applied to all procurement activity. Supporting this Strategy are the Contract Standing Orders and the Procurement Toolkit

which provide the practical guidance enabling Officers to implement this strategy and to follow good procurement practice in their everyday activities.

2 Introduction

2.1 The Councils' Objectives

The three Councils share a vision that services, supplies and works procured should be of a high quality, flexible, represent value for money and above all be customer/user focused. The Councils expect our suppliers to find an appropriate balance between delivering high quality, economical, and fit for purpose goods and services, with promoting equality, good employment practices and sustainable development.

Procurement aims to help each authority make informed decisions about how to deliver its corporate and service objectives most effectively and how to support their Strategic and Community Plans. It is also a mechanism to assist the delivery of key policies such as those addressing diversity, sustainability.

2.2 Foreword

The strategy supports the strategic Corporate Plans of the three Councils which the Shared Procurement Unit serves, namely Bolsover District Council, Chesterfield Borough Council and North East Derbyshire District Council. These Corporate Plans seek to:

- Create and maintain organisations of excellence (managing our finances, securing real value for money, fostering innovation in service delivery and making the best use of new technology)
- Facilitate a sustainable and growing economy for the North Derbyshire area (use of local suppliers and service providers)
- Preserve and enhance a high quality, clean and sustainable environment (adopting, promoting and influencing sustainable practices)

While each individual Council has its own Corporate Plan, Chesterfield and North East have a joint Local Strategic Partnership (LSP), and a Sustainable Community Strategy which covers both Districts. Bolsover has its own LSP and a separate Sustainable Community Strategy. More generally the characteristics of our areas, our geographical proximity, and growing experience of joint working have resulted in a number of our core objectives being closely aligned. The similar goals of our authorities provide a solid foundation on which joint working can be built. While our three authorities have considerable experience of working together in a number of areas, there are distinct advantages in the area of procurement where our combined purchasing power increases our ability to secure advantageous terms of supply, and will secure economies of scale in our administrative arrangements. While our three authorities have committed to working together as part of formal joint working arrangement we remain committed to working with other partners where appropriate. In particular we seek to develop close links with Derbyshire County Council, other neighbouring District Councils,

and other public sector purchasing consortia, where this will serve to further our agreed objectives.

We are committed to work to align our procurement activity with our corporate goals in order to help deliver our core policy objectives, and in particular our procurement activities will contribute to the economic, social and environmental well being of the North Derbyshire area. In turn, this will enable the three Councils to build on existing partnerships, and in particular to develop links with our local business community and voluntary sector.

This strategy is intended to ensure that Procurement:

- reflects the Council's core values and corporate aims;
- reflects national objectives and best practice guidance;
- secures member and senior management commitment to effective procurement throughout the Council;
- secures effective partnership working both within the Council and with other key public sector agencies, and with the local supply chains;
- operates effectively and is understood and applied throughout our organisations
- ensures financial probity

2.2 Progress to Date

This strategy aims to build upon the previous National Procurement Strategy baseline objectives, set out in the Bolsover 2005/06 – 2007/08 Procurement Strategy. The Council has progressed significantly in the following areas;

- A Corporate Procurement Strategy has been developed and owned by the Members, Chief Executive, and Senior Officers
- At Officer level procurement activities are increasingly aligned with good practice.
- A significant contribution has been made to the Gershon agenda
- Commitment to collaborative working with all Councils
- Commitment to addressing sustainability and diversity in procurement
- Commitment to the voluntary and community sector COMPACT
- Engagement and co-operation with the East Midlands Regional Improvement and Efficiency Partnership
- Shared Services in place with NEDDC and CBC
- Use of Standard Tender Documentation
- Use of e-purchasing systems

2.3 Principles & Values

It is recognised that procurement and commissioning is a diverse specialism that crosses all service areas and impacts upon our corporate ambitions to;

- Ensure that communities are safe and secure
- Provide excellent customer focused services
- Promote and enhance a clean and sustainable environment
- Develop healthy, prosperous and sustainable communities
- Promote fairness, equality and lifelong learning
- Continue to improve our organisation

2.4 Value for money

Value for money requires each Council to demonstrate economy, efficiency and effectiveness in service delivery. Procurement decisions such as whether to continue to provide particular goods, services or works, and whether to provide them internally or externally are central to this requirement.

The Council produces an annual report of the overall performance and management of the Council's services, setting out how it intends to improve in the short to medium term. Our procurement practices will play a key part in securing value for money, and in delivering our wider vision for our communities. In particular we are working to ensure that our procurement will:

- be driven by desired outputs and results;
- balance quality and cost;
- consider the optimum combination of whole life costs and benefits to meet the customer's requirements;
- respond promptly and effectively to service and resident requirements;
- minimise administrative processes and unnecessary bureaucracy;
- ensure routine transactions are carried out in the most efficient manner;
- consider all options in obtaining the most appropriate solution;
- value innovation and creativity;
- use competition to obtain value for money;
- support the Council's policies and priorities;
- comply with legislation;
- promote good employment practices, fair trade and environmental sustainability amongst our suppliers
- reduce energy use and reduce carbon dioxide emissions
- be transparent and accountable
- encourage local suppliers, supply chains

In order to demonstrate Value for Money and continuous improvement, the following will be embedded into procurement activity:

Performance indicators and targets (based on both quality and cost) will be central to the procurement process.

Procedures to manage contractual arrangements will be established with performance measured, reported and effectively benchmarked.

Procurement procedures and processes will be subject to regular review and updating

The management of risk will be an integral part of the procurement process.

The Shared Procurement Unit will ensure procurement training requirements are met to support the procurement process and subsequent contract management.

A key objective of this procurement strategy is to provide a mechanism to improving quality and efficiency by harnessing competition. This will be achieved by:

Effective use of electronic tendering

Effective advertising of contracts through the Source Derbyshire Website, Supply2, OJEU.

Engagement with local Small and Medium Enterprises (SME's) and the community through "Meet the Buyer" events

Engagement with the local community through neighbourhood partnership meetings and open forums.

Encouraging SME's to register on the electronic tendering system

Effective use of electronic requisitioning, purchase ordering and invoice matching

Standardisation of contract terms and conditions and tender documents

Standardisation of specifications

Centralising Supply Contracts

Proactively market testing key services and goods supply routes

Maintaining ethical standards amongst our suppliers, promoting good employment practices, environmental sustainability and fair trade.

Promote active engagement with the "Third Sector" and "Fair Trade" supply chains

Service Managers across North Derbyshire demonstrating to their Management Team that they have achieved Value for Money. Whilst operating within the requirements of the Council Standing Orders and national and international legislation, Service Managers shall explore all avenues for improving Value for Money.

Service Managers committing to open and regular consultation with staff during procurements which could potentially involve a TUPE¹ transfer of staff.

The procurement, utilisation and management of consultants (and assessment of the resulting required outcomes) being undertaken in accordance with guidance issued in the Procurement Toolkit.

¹ Transfer of Undertakings (Protection of Employment)

² Tony Blair – Forward "Strong & Prosperous Communities"

2.5 Government Drivers

During October 2006 The Secretary of State for Communities and Local Government presented before parliament a “white paper” entitled “Strong and Prosperous Communities. The theme throughout the paper is the devolving of power from Central Government to Local Government. *“It proposes a new approach to local partnership to give local authorities more opportunity to lead their area, work with other services and better meet the public’s needs”* 2. Chapter five sets out the need for local authorities and their partners to focus on the whole commissioning cycle, including joint commissioning where this is the best way of achieving the desired outcomes.

Chapter seven sets out proposals for developing markets and supporting new providers, using competition and contestability, and ensuring open and fair competition. The Shared Procurement Unit will fully support the Council’s in their goal of meeting important drivers for improvement within the system and their commitment to delivering improvement in the quality of public services. An expectation has been placed on councils to focus on local priorities to achieve radical improvement in key areas and tackle difficult problems. This strategy also encompasses the recommendations and ongoing requirements of the following external drivers:

Sir Ian Byatt’s report ‘Delivering Better Services for Citizens’;
the Audit Commissions publication ‘Competitive Procurement’;
the National Procurement Strategy, issued by the ODPM;
the Improvement & Development Agency (I&DeA) publication ‘Procurement Essentials’;
the National e-Procurement (NePP) Project.
Audit Commission’s Use of Resources, Comprehensive Performance Assessment (“CPA”), and the move to Comprehensive Area Assessment.
The Gershon Review and ongoing requirement to identify efficiency gains
Hearts and Minds Commissioning from the Voluntary Sector (Audit Commission)
Comprehensive Spending Review 2007 (CSR07)

3 Shared Procurement Policy

3.1 Leadership and Responsibility

Subject to the matters of policy vested in the Council, the procurement of goods, services and works will be delegated to officers, having regard to the principles of Value for Money.

Service Areas must act corporately in planning and implementing any procurement, drawing on existing experience and expertise, in consultation with the Shared Procurement Unit, and where appropriate, with their own Legal Department.

In the case of goods and services in common use across all authorities, the Head of the Shared Procurement Unit is authorised to act on behalf of the

Council in the formulation of Corporate Contracts, and should accordingly be consulted in the event of any intended procurement in respect of such goods and services.

All procurement exercises which are intended to lead to a contractual relationship with a third party should be managed and led by an appropriately skilled Officer throughout the procurement process, and during the life cycle of any resultant contractual arrangements. Such contractual agreements and other allied arrangements are required to be actively managed against clear performance targets.

3.2 Governance

Stakeholder consultation is critical to the success of the Procurement Strategy. The Council is committed to driving the procurement agenda forward and achieving the highest professional and ethical standards in its procurement and commissioning activities; having regard in the decision making process for sustainable “whole life cost” scenarios and to their socio-environmental and ecological impact. The Head of the Shared Procurement Unit is responsible for ensuring that the procurement strategy is fully reflected in our procurement processes and procedures, and that agreed milestones are met. The Head of the Shared Procurement Unit will also ensure that all appropriate policies, such as equalities and whistle blowing, are adhered to by contractors.

3.3 Rules and Best Practice

The framework of rules for procurement are those determined by EU and UK law, the Council’s Contract Procedure Rules and those set out within the Procurement Toolkit (in that order of precedence).

The Procurement Toolkit will be formally reviewed on at least an annual basis in order to ensure that it remains in line with evolving best practice, and the requirements of the Council.

Responsibility for this shall rest with the Head of the Shared Procurement Unit.

The Council has established and published standards for the conduct of its employees and will require adherence to these at all times both generally and specifically in relation to Procurement. In all dealings those officers who are working with the suppliers of works, goods and services must ensure that they demonstrate the highest standards of honesty, integrity, impartiality and objectivity. Both Members and Officers need to ensure that they comply with the Council’s agreed Code of Conduct.

In dealing with suppliers and providers, the Council will ensure that there is an effective equality of opportunity, for all who meet the stated criteria, to participate in tendering for any Council requirement. Whenever requested, unsuccessful applicants or suppliers will be provided with feedback explaining why they have been unsuccessful.

In appointing contractors, the Council will appraise offers received on the basis of whole life costing and will seek an appropriate balance between cost and quality in any evaluation having regard to the Most Economically Advantageous Tender (“MEAT”).

3.4 Process Management

Records and procedures as set out in the Procurement Toolkit shall be properly maintained, decisions recorded and clear audit trails established in order to ensure openness, propriety, and probity. Procurement projects will be subject to Value for Money review, and the use of electronic and other means to reduce acquisition and transaction costs will be encouraged. The payment of suppliers will be within 30 days of receipt of invoice or according to the contract terms. Implicit within this is the need to secure continuous improvement in our management and processing of invoices and the development of electronic trading where appropriate.

3.5 Partnering and collaboration

The Council’s relationships with its providers will be based on openness and honesty. The Council will provide all relevant information to all its providers and regularly review its practices. Non-adversarial relationships will be promoted in order to engender a commitment to mutual continuous improvement and to foster positive working relationships with our suppliers.

The Council is actively supporting collaborative working alliances and have an active membership on the “Derbyshire Procurement Forum”. The Forum comprises the following public bodies;

- Bolsover District Council
- Chesterfield Borough Council
- NE Derbyshire District Council
- High Peak Borough Council
- South Derbyshire District Council
- Derbyshire Dales District Council
- Amber Valley Borough Council
- Erewash Borough Council
- Derby City Council
- Derbyshire County Council
- Other Public Bodies

3.6 Commissioning of Services

It is the responsibility of the Officers reviewing a Service to:

- Understand the market;
- To assess the Service systematically;
- Undertake an Option Appraisal and make appropriate recommendations to progress the proposals.

Any decisions and their underlying rationale must be based on transparent and auditable supporting evidence, which must be adequately recorded by the Officer responsible.

The choice between internal and external options is a fundamental one. All Council services must demonstrate value for money. Officers must also ensure that significant decisions are subject to appropriate independent challenge, and Member approval where necessary.

3.7 Small Business Friendly Concordat

The Council is one of the largest spending organisations within the local area, and clearly the more money that is spent locally, the greater the positive impact this will have on the local economy, particularly for small and medium sized businesses. Procurement legislation limits a Council's ability to favour local businesses, but there are numerous ways in which it can legitimately support local businesses, including;

- working pro-actively with the local businesses to explain how to do business with the Council;
- providing information about future procurement activity;
- where possible packaging contracts in a manner that does not preclude local, small or newly formed companies from tendering;
- the Council participates in the Source Derbyshire Initiative which is a web based bulletin board for the advertisement of contracts. This provides links into the electronic tendering system and allows businesses to express an interest in a particular contract. This service is available at no cost to the business community.

The Council signed up to the national concordat for Small and Medium Enterprises (SME's) in 2006. To support this, the Council will where possible;

- consider the use of purchase cards to procure low value goods through local outlets;
- make use of the Source Derbyshire and Supply2 websites to advertise contracts so that they are accessible to SME's and voluntary organisations;
- the council's will also seek to increase awareness amongst local businesses of the opportunities available within the wider local government market.

We anticipate that effective adoption of this approach will enable local businesses to compete more effectively within the local authority market place, and thus will contribute to our objectives of supporting the local economy and sustainable economic activity, whilst securing Value for Money for our Citizens

3.8 Voluntary Sector COMPACT

The Council recognises the ability of Voluntary Community Organisations (VCO's) to provide valuable and effective services and have concluded a

compact with the voluntary sector. Many of the issues which face local small businesses also impact upon the voluntary sector, and we anticipate that by adopting a similar approach we will be in a better position to secure the advantages that are associated with contracting with a voluntary sector provider. The Council signed the Derbyshire Countywide Voluntary Sector COMPACT in 2006. The Council fully supports the philosophy of “Third Sector” engagement as outlined in the Audit Commission Paper “Hearts and minds: commissioning from the voluntary sector”. As part of the procurement strategy, the Council will look for collaborations with VCO’s that represent Value for money and will actively seek their involvement in projects. The Council will also endeavour to:

Inform VCO’s about any opportunities they are aware of, and about organisations which may be in a position to provide support

Work to develop VCO’s

Encourage the early involvement of VCO’s when planning new policies and programmes

Assist VCO’s in the development of their approach to bidding for the supply of council products/services e.g. promoting the Source Derbyshire Web Portal, and e-tendering

Develop a good understanding of the market, knowing who can supply these particular services at an affordable price

Run an effective procurement process, balancing the need for short-term efficiency gains with longer-term market development objectives.

3.9 Ethics

All procurement activity must be undertaken to the highest standards of ethical behaviour and probity. The Council insists on compliance to recognised ethical standards from its suppliers, and in turn must exhibit the highest ethical standards itself. Officers and members must not only be fair and above board in all business dealings, but must also avoid any conduct that is capable of being adversely interpreted.

This strategy, the Procurement Toolkit, Standing Orders and the Codes of Conduct all set out clearly the standards that are required of both Members and Officers.

3.10 Sustainability

In the 2005 Sustainable Development Strategy, the UK Government stated its ambitious goal to be amongst the leaders within the European Union on sustainable procurement by 2009. To this end the Sustainable Procurement Task Force (SPTF), jointly funded by the Department for the Environment, Food and Rural Affairs and HM Treasury, was set up under the direction of Sir Neville Simms, Chairman of International Power Plc. and a leading private sector proponent of sustainability. The National Action Plan: 'Procuring the Future', delivered its findings and recommendations on 12 June 2006.

Definition of Sustainable Procurement.

‘Sustainable procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment.

Footnote:

Sustainable procurement should consider the environmental, social and economic consequences of: Design; non-renewable material use; manufacture and production methods; logistics; service delivery; use; operation; maintenance; re-use; recycling options; disposal; and suppliers’ capabilities to address these consequences throughout the supply chain.’

(Procuring the Future. Sustainable Procurement National Action Plan. June 2006 p10.)

E-procurement and all that it entails in terms of e-invoicing, e-auctions, e-tendering, use of p-cards and the electronic market place will yield some improvements in terms of efficiency, cost savings by reducing the volume of paper/number of envelopes and stamps and this can in turn contribute to associated environmental benefits.

The Local Authorities recognise that Sustainable Procurement impacts on four key areas **price and quality, environment, social considerations and ethical/reputation** and these are associated with a range of key considerations;

a) Price and Quality

- Price and Quality. (Value for money)
- Greater outputs for less or same value
- Accessing additional resources.
- Encouraging a wide and diverse supply market
- Use of accreditation as mark of quality eg Protection of Designation of Origin (PDO’s) and Protection of Geographical Indication (PGI’s)
- Collaboration with supplier to reduce costs and maintain quality after the award of the contract
- Sub-dividing large contracts into separate lots where this can be justified in terms of cost
- Weightings for quality and price, including sustainability, as part of value for money criteria for overall evaluation.

b) Environment

Requirement of supplier to be prepared to follow a sustainable procurement strategy

Reduction of material transport miles

Waste reduction requirements

Mitigation of energy procurement risk

Contract conditions that wherever possible seek to implement sustainability policies, for example use of 20% recyclables/re-usables in construction work

Section 106 agreements with developers will introduce environmental improvements alongside capital projects.

Capital build projects incorporate requirements for an agreed % renewable energy production on site.

Suppliers required to retain/take back packaging

Increase the range and quantity of items procured that have an agreed % recycled content.

Vehicle and fuel use demonstrate improved environmental performance

A clear indication of the weighting of sustainability considerations in the overall evaluation.

Source equitably, wherever possible reduce transport unless there are compelling reasons not to.

c) Social Considerations

Promote local authority objectives for diversity and equality

Workforce related, for example employment conditions and job satisfaction

Regeneration of local area

Local employment, in particular in an environment where the volume of work is declining.

Skills and training for those living and working locally

Requirement to actively participate in the economic regeneration of the locality

Social (benefit) clauses are systematically considered and applied in contracts where possible to deliver community benefits linked to 'worklessness.

Social enterprise is fostered and encouraged as new way of delivery and adding value to delivery of services.

Delivery of broader, shared community strategy of well being objectives, for example social cohesion, crime and disorder issues

Support and encourage local distinctiveness and neighbourhood vitality

d) Ethical/Reputational

Consideration will also be given to:

not knowingly buying foods that are genetically modified or contain genetically modified ingredients
not buying products that have been tested on animals where viable alternatives are available.
animal welfare
purchasing from reputable suppliers

3.11 Communication

Effective communication between Service Areas is essential to the success of a co-ordinated, strategic approach to procurement. The Intranet and regular updates for individual service areas will be used as mechanisms to communicate procurement and related issues. In addition to this, the development and publishing of a web based Buyer Profile and Selling to The Council Guide will provide standard advisory information to external suppliers on how to do business with the Council. The Council will maintain an ongoing link with local business support organisations, and will actively seek to use these to promote supply opportunities to the local government sector.

In order to increase awareness and understanding, this Procurement Strategy, together with the Contract Standing Orders, provides some outline guidance on procurement. These documents will be disseminated to all officers who have a responsibility for, and/or undertake commissioning and procurement activity.

This will be achieved through 'in-house' workshops, and by the creation of procurement intranet pages on the Council's Intranet site which should provide sufficient guidance to enable routine procurement activities to be conducted in accordance with good practice. Where more problematic issues are identified then they should be discussed at the earliest possible opportunity with the procurement team.

3.12 Structure of Procurement

Given the key role that Procurement will play in delivering a number of national, regional and local priorities, there will need to be an active participation by elected members. Their involvement will ensure that the best procurement route has been identified to satisfy the needs and that our procurement strategy is appropriate, and that it is effectively delivered.

Elected Members should take a strategic role in securing quality outcomes. Members will scrutinise the procurement processes the effective implementation of this strategy and will consider reports which monitor the outcomes of high value risk procurement projects where appropriate Gateway Reviews will be utilised.

The Shared Procurement Unit will provide;

- Central reference point for procurement
- Central resource for procurement expertise

- A co-ordinated approach to procurement decisions across the three Councils
- Advice on National and Local Framework Contracts for Goods and Services
- Structured Risk Management Approach
- Support the enforcement of Council Standing Orders and Contract Terms & Conditions
- Enhancement of procurement skills and knowledge across the Council

3.13 Risk Management

The choice of procurement method will be dependent on the strategic importance, the value of the goods, services or works, and the potential risk associated with each procurement option. Different procurement options will be suitable for different goods and services and will involve undertaking different approaches in practice to maximise the likelihood of achieving the desired outcome. The Shared Procurement Unit will develop its overall management of procurement by modelling its approach to particular tasks on a risk / value matrix, illustrated at Appendix 3.

It is important that the option selected is the one most likely to deliver Value for Money for the Council and its residents, and tenders will normally be evaluated using a balanced scorecard evaluation model. Risk management will also be applied in the form of supplier accreditation, either through an internal approved supplier list or through the use of an external pre-accredited list such as Constructionline or SOPO Accredited.

3.14 Typical Risk Areas

The procurement process will undertake a structured approach to the identification, quantification and subsequent management of risk to ensure such risk is retained by the Council or transferred to the third party (i.e. service provider) who can manage the risk most effectively.

Contract documentation, in particular conditions and specifications, will set out the scope, nature and expectations of the contract. The main categories of risk are Financial, Reputational and Operational and they may well manifest themselves in the form of;

- Increased cost
- Service failure
- Customer dissatisfaction
- Poor service delivery
- Provider lock in
- TUPE transfers
- Difficult or costly relationship management
- Permanent loss of specialist skills and assets
- Political change in the authority leading to project misalignment with authority objectives

Loss of key procurement/project management staff
Insufficient resources and skills in project team
Insufficient resources and skills to manage contract over its term
Low response rate from market leading to poor (or no) competition
Funding cannot be secured for the full period of the contract
The projected timescales for implementation are too short
Evaluation process fails to identify the value for money for money supplier
The authority is unable to agree favourable terms with the preferred supplier
The supplier fails to perform as required
Commencement date of the contract is set in a sensitive or high demand period for the service (i.e. Christmas, Bank Holidays)

3.15 To mitigate the probability of these potential risks the Council will decide on an appropriate approach to include;

Check references, visit referees and reference sites.
Question short-listed suppliers on their capability and require a structured presentation as part of the evaluation process
Set the cost quality ratio used in the bid evaluation so that high weighting is placed on quality. However, this should not be set too high so as to undermine potential efficiency gains, or result in an over specified product.
Ensure that there are clear termination and performance criteria in the contract, which can be invoked and is enforceable in cases of poor performance
Consider dual-sourcing, splitting the business between two suppliers
Consider each supplier's financial standing (including accounts) before awarding the contract and re-assess each year during the contract period.
Pay the supplier on time

4 Key Procurement Objectives

4.1 Controls and Standards

Public Sector Procurement is subject to a number of requirements and constraints. Councils have a fiduciary duty to their taxpayers and are legally required to have Contract Procedure Rules. Councils can achieve value for money by the application of controls and consistent standards across the authority.

Key Objective

To ensure that procurement is appropriately managed in a legal, ethical and transparent manner, whilst embodying and promoting, the Council's core values.

CURRENT POSITION

The Shared Procurement Unit will work actively to ensure that the Council is compliant with EU Directives, good practice and internal Contract Standing Orders. In particular advice and support will be offered in respect of the more complex contracts.

The Council will approve a procurement strategy supported by a "toolkit" which will facilitate the development of standard processes.

KEY ISSUES

While Procurement is a well established discipline there is currently a significant programme of change impacting upon the public sector. In particular there are the technological initiatives associated with the development of e-procurement, whilst the impact of the revised EU Legislation which came into effect from 31st January 2006 is still modifying our understanding regarding good practice.

At a local level procurement resources and service areas within the Councils vary considerably, depending on the expertise and capacity of the staff, and the scale, nature and complexity of the procurement requirements.

As part of the Government's modernising agenda and in particular the recent drive to secure CSR07 efficiency savings, procurement overall has assumed a considerably enhanced role within local government. Given the continued emphasis on value for money it seems relatively clear that good quality procurement will continue to play a central role in achieving the objectives of local government for the foreseeable future.

The Government's Modernising Agenda incorporates the expectation that new methods of modern procurement are adopted and applied within all Local Authorities. In particular the procurement activity should be a key driver in leading on supply chain initiatives that embrace and promote;

- Sustainability
- Corporate Social Responsibility
- Diversity and Equality
- Third Sector Engagement

Given the importance of the procurement agenda it is critical that there is a knowledge and understanding of the agenda, and how to implement it at a local level throughout our authorities. The key role in ensuring that our Strategy underpins the everyday activities of the Council will be the Procurement Toolkit which will provide a short summary of our agreed procurement practices, and will help provide officers with the knowledge to

deliver those practices. It will be available – as part of a wider suite of summary good practice guides – on our websites, and will be supported by training and where appropriate recourse to specialist advice.

ACTIONS

The Procurement Toolkit will be updated on a regular basis to reflect any new legislation and practices.

The Procurement Toolkit will be formally reviewed on an annual basis.

The Procurement Toolkit will be made available to all Council's on a web based platform.

A Supplier Questionnaire will be developed that incorporates, Sustainability, Corporate Social Responsibility, Diversity and Equality, Third Sector Engagement.

Consider using the Competitive Dialogue procedure for larger projects

4.2 Training and Development

The delivery of effective public sector procurement requires people who are suitably trained and qualified according to the complexity and frequency of the procurement activities that they undertake.

Key Objective

To facilitate a structured approach to procurement education, training and development will be provided for all officers across the three Councils with procurement responsibilities. Training and awareness programmes will also be provided to Members and senior officers.

CURRENT POSITION

The procurement-related knowledge, skills and experience of officers with procurement responsibilities varies across the Councils.

Procurement skills are a scarce resource within the Councils.

Workshops for the Council's Members and senior officers are necessary to develop and enhance existing knowledge. Training delivered for users of the e-ordering system

KEY ISSUES

On going training requirement both for new employees and for existing staff will be identified via appraisals.

The recognition that Contract Management is a key element in service delivery and requires specific skills.

A procurement briefing could be included in induction training

Exploring opportunities for partnership working with other Councils and the RIEP to deliver certain areas of procurement training.

As the Council moves towards new service delivery and partnership arrangements there will be an increasing reliance on procurement and contract management skills, to ensure that these opportunities are realised for the benefit of our residents.

ACTIONS

Publicise and take advantage of the regular free training sessions offered by the Regional Improvement and Efficiency Partnership.

Identify employee training requirements via the appraisal process.

Develop a structured approach to continuing development for staff involved in procurement within the Council.

Provide training to develop contract management skills.

4.3 Electronic Procurement

E-procurement is the phrase commonly applied to 'doing business' electronically, and opens up a wide range of possibility for working with suppliers to reduce costs.

Key Objective

To promote the use of Information Technology, to reduce the cost, and improve the efficiency and effectiveness of all aspects of the procurement process for the Councils and their suppliers.

CURRENT POSITION

In excess of 80% of all creditors are paid on a regular basis via Bank Automated Clearing System (BACS) payments.

The majority of orders are placed on the Council's e-ordering system.

The Council has introduced a corporate credit card on a limited basis and with limited functionality. There is limited use of electronic tenders.

EU notices are all placed electronically via the European Union on-line system ("SIMAP").

KEY ISSUES

Local authorities are being urged by the Government to set themselves targets to increase the number of routine purchases carried out electronically

and to increase the percentage of electronic interaction with suppliers and contractors.

There is a relatively slow take up among suppliers to sign up to conducting business electronically and therefore guidance is required to assist suppliers to adopt this approach. The Council needs to encourage this approach which is beneficial to both parties.

E-procurement and purchase cards transactions need to be undertaken in a secure environment.

ACTIONS

Encourage local suppliers and small, medium enterprises to become e-enabled, allowing them to access and receive information and documentation electronically.

Expand the use of the e-purchasing, e-tendering, e-invoicing

Work closely with the East Midlands Regional Improvement and Efficiency Partnership (RIEP) and the Derbyshire Procurement Forum (DPF) to identify e-procurement linked opportunities (frameworks, joint working, standardised supplier accreditation).

Make use of the spend analysis provided by RIEP, identifying the possible areas that might benefit from an e-procurement approach.

4.4 Procurement Management Information

It is necessary to have available the relevant information that will enable strategic procurement decisions to be taken and which, in turn, will make Council procurement more efficient, effective and economic.

Key Objective

To improve the accuracy, availability, appropriateness and accessibility of procurement related management information.

CURRENT POSITION

The Council procures goods, services and works through a variety of sources and mediums, in conjunction with the work done by staff from the LEGI.

The Shared Procurement Unit maintains a database of contracts and agreements with suppliers but the Council has no routine process for analysing management information and contract data.

The Council participates in bench marking exercises within the RIEP and DPF.

KEY ISSUES

The Spikes Cavell Observatory software has been procured by RIEP for use by the Derbyshire Districts. This software will improve the detail of procurement management information. This will be viewable on a single council basis, sub-regionally and regionally.

Information systems will need to be developed and adapted in order to produce the required information for agreed performance indicators.

There are no nationally agreed performance indicators, so it will be necessary to develop these on a local basis

ACTIONS

Take advantage of the RIEP program to analyse Council expenditure through the Spikes Cavell Observatory system.

Utilise ongoing membership of Observatory to monitor contracts.

Work with the RIEP and DPF and others to develop benchmarking standards, and take part in benchmarking exercises.

Identify strategic and tactical purchases for collaborative tender on a County Wide basis

Prioritise areas for collaboration

4.5 Organisation

Currently, purchasing and procurement are managed in a number of ways across the three authorities. While it is likely to be appropriate that our approach reflects local circumstances and requirements within each of the individual authorities, the overriding principle will be that wherever possible we will seek to standardise policies and practices. This will both ensure that each authority implements best practice, and it will optimise the advantages of joint working. It is important that these are managed effectively and that there is a consistent corporate approach across the authorities, and with our wider network of partners.

Key Objective

To ensure that procurement resources are deployed effectively and that systems are in place to deliver value for money.

CURRENT POSITION

The Shared Procurement Unit provides a range of services from advice to undertaking the full procurement process, to supporting departments requiring goods and services specific to their profession.

Responsibility for placing orders with suppliers will remain with the service officer / budget holder.

Councils are represented at meetings of the RIEP and the DPF and collaborative links have been made with a number of neighbouring Local Authorities.

KEY ISSUES

Consistency is required in terms of corporate standards and approach to procurement.

Shared Procurement Unit resources are finite and cannot be directly involved in all contract evaluation and negotiations.

Cultural change issues are likely to emerge as reliance increases upon Partnership type contracts.

ACTIONS

Corporate Procurement to engage with Service Managers and extend its influence to explore wherever possible the use of framework/consortia contracts

The SPU is to be informed on all proposed procurement over £10,000 via procurement@bolsover.gov.uk

Continue to develop collaborative working and our active involvement in the RIEP and DPF

Explore the opportunities for collaborative working with other agencies and local authorities

4.6 Equality and Diversity

The values of quality, equality and diversity should be taken into account when assessing the suitability of products or services. Products and services should not be assessed solely on lowest price.

Key Objective

To promote procurement practices and policies which contribute to the Council's priorities on equality and diversity.

CURRENT POSITION

Buyer Profile established and published on Source Derbyshire.

The Council will require pre-qualification of suppliers to ensure that they practice equal opportunities policies. Equality and diversity are to be included in the evaluation criteria on appropriate contracts.

Tender evaluation will take account of quality/price mix.

Bolsover District Council has a corporate commitment to equality of opportunity in provision of goods and services, and strives to ensure services are equally accessible to all and appropriate to the differing needs of all sectors of our community. An important part of this commitment to equality is to ensure that all providers of Council services practice equal opportunities and that providers are aware that they are required to adhere to the same policy. Equality is a core principle of employment relations and service delivery.

KEY ISSUES

A consistency of approach is required when building equality issues into tender evaluation.

Balancing the need for cost savings against securing socially acceptable products and the use of local supply chains.

SME's often do not understand public sector systems or documents.

ACTIONS

Roll out standard tender documents and contract terms and conditions which consider equality issues where appropriate.

Monitor the use of local suppliers.

Ensure that all specifications include the facility for potential suppliers to offer community benefits and local social benefits as part of their bid

Train local suppliers via Chamber / Federation for Small Business/Voluntary Sector

4.7 Sustainability

Sustainability should be taken into account when assessing the suitability of products or services. Products and services should not be assessed solely on lowest price.

<p><u>Key Objective</u></p>

<p>To promote procurement practices and policies which contribute to the Council's sustainability policies.</p>

CURRENT POSITION

Sustainability is an evaluation criteria on appropriate contracts.

Procurement activity considers 'Green purchasing guidelines'.

The Council requires pre-qualification of suppliers to ensure that they have adopted environmental policies.

The Council subscribes to the sustainability website <http://www.s-p-i-n.co.uk>

The Council buys “Fair Trade” tea and coffee for internal use.

KEY ISSUES

Difficulties in valuing sustainability issues in tender evaluation.

The Government advocates a number of potentially conflicting agendas, e.g. cost reduction and sustainable products may on occasions conflict with our objectives.

ACTIONS

Roll out standard tender documents and contract terms and conditions which consider sustainability issues where appropriate.

Consider the use of environmental weighting criteria where appropriate.

Ensure that all specifications include the facility for potential suppliers to offer prices for environmentally friendly variants

Take into consideration the whole life costs of purchases and their impact on the environment.

Increase the use of Fair Trade products where appropriate

4.8 Collaboration

The Government is encouraging collaboration, joint working, consortia and the sharing of services between local authorities, and the wider public sector as a way of providing more flexible and cost-effective services.

Key Objective

To develop further collaborative arrangements with other public bodies, outside of the three Councils in the North Derbyshire arrangement.

CURRENT POSITION

The Council is currently engaged in collaborative working with other Derbyshire Districts, Derby City Council, Derbyshire County Council and the East Midlands Regional Improvement and Efficiency Partnership.

The Council is an active participant on Eastern Shires Purchasing Organisation (ESPO), Yorkshire Purchasing Organisation (YPO) and Office of Government Commerce (OGC) frameworks.

There is an established joint working agreement between Bolsover District Council, Chesterfield Borough Council and North East Derbyshire District Council to provide a shared procurement resource and develop joint contracts.

KEY ISSUES

Difficulty in getting an agreed specification amongst Consortium participants.

Joint Working with other District Councils is time consuming and requires positive action from all parties to make it work.

The DCLG supports a number of Regional Improvement and Efficiency Partnerships who actively support Local Authorities on procurement and associated issues.

ACTIONS

Explore and develop opportunities for joint working with other District Councils.

Where appropriate, consider the use of contracts negotiated via the joint ESPO/OGC procurement mechanisms.

4.9 Public Sector Framework Agreements

The Department for Communities and Local Government (DCLG) is encouraging Local Authorities to make use of public sector framework agreements and also to engage in tender exercises as part of a Local Authority partnership.

<u>Key Objective</u>

To explore the wider use of public sector framework agreements.

CURRENT POSITION

The Council has a number of framework agreements in place e.g., Stationery contract, mobile phones, photocopiers, etc.

The Council recognises the value of public sector frameworks and use them.

A business case is considered at the start of the procurement process, and framework agreements are explored amongst the other models of partnership.

KEY ISSUES

There are a number of key cultural issues surrounding the capacity and understanding of partnerships that need to be overcome before they can begin to work on a wide scale.

How does the Council know whether framework agreements exist?

How does the Council know when to use framework agreements?

It is recognised that the Council may on occasions undertake procurement activity on behalf of partnerships, often as the Accountable Body.

ACTIONS

To further consider models of partnering, including framework agreements and the use of consortia in all future procurement reviews and contracts.

To enable other public authorities to use any frameworks that the Council has established.

Shared Procurement Unit to keep up to date with framework opportunities and advise on their use.

5. Action Plan

Bolsover District Council has identified several Key Strategic Areas for targeting improvement and has set itself timelines for achieving the objectives. The Action Plan is intended to be a dynamic document that will be available on the intranet and constantly updated. The plan can be found overleaf. Progress against this Action Plan will be monitored in the first instance by the Member and Officer Champion.

5.1 Contact Details

Details of contact officers for further information regarding this strategy or its implementation:

bob.truswell@bolsover.gov.uk

Area	Action to be Taken	Completion	Date Completed
Controls & Standards	Formally agree Strategy through Executive	September 2008	
	Complete the admin' review to identify resources to achieve the strategy	October 2008	
	Make the Procurement Toolkit available on the intranet	September 2008	
	Develop standard terms & conditions of contract	September 2008	
	Develop a central contracts database for BDC	December 2008	
	Use Experian credit monitoring system to aid Council risk management	December 2008	
	Produce baseline targets to inform the performance management info	December 2008	
Training Development	Publicise / take advantage of RIEP training sessions	Annually	
	Identify employee training requirement via Appraisals	Annually	
	Implement structured continuing development training	Annually	
	Develop training for contract management skills	Annually	
	Develop a culture of effective procurement throughout the organisation	Annually	
E-Procurement	Encourage SME's, Voluntary Sector and "Fair Trade" to become e-enabled (issue our documentation electronically)	Annually	
	Use e-ordering module of FMS	Annually	
	Work with RIEP/DPF to identify e-procurement opportunities	Annually	
Management Information	Identify Collaborative Procurement Opportunities using the Spikes Cavell Observatory	September 2008	
	Consider ongoing membership of Spikes Cavell Observatory	Review Nov 2008	
	Engage in benchmarking exercises with RIEP/DPF	Annually	
Organisation	Develop collaborative work with RIEP/DPF	Annually	
Equality & Sustainability	Use RIEP standard documents	October 2008	
	Monitor use of local suppliers	Quarterly	
Collaboration	Develop opportunities for joint working with other councils	Annually	
	Increase amount of goods procured via ESPO/OGC etc, where VFM can be achieved.	Annually	
	Help address training needs/awareness of partners	March 2009	
Framework Agreements	Enable use of our framework agreements by others (for new tenders)	October 2008	
	Procurement Officers to keep up to date with framework opportunities and advise on use.	Annually	

Work is currently underway in order to obtain baseline figures for 2007/08. This baseline will inform achievable targets for the next three years. These performance targets will include as a minimum;

Ref	Description	Actual 2007/08	Target 2008/09	Target 2009/10	Target 2010/11	Collection	Progress Update
PP1	Total cost of the procurement function: a) Cost of the procurement function as a percentage of organisational running costs (expenditure); and b) Cost of procurement function as a percentage of non-pay expenditure.					Annually	
PP3	Percentage of non-pay spend which is actively managed by procurement professionals.					Annually	
PP6	Efficiency savings of £300,000 per annum for Bolsover District Council (to support CSR07 requirements)					Annually	
PS2	Average invoice value.					Annually	
PS3	Number of the organisation's top 10 suppliers (by spend value) who have a formal partnership / framework agreement					Annually	
PS4	The percentage of non-pay spend that is channelled directly through SMEs (Small and Medium sized Enterprises).					Annually	
PS5	The percentage of total non-pay spend channelled through collaborative procurement arrangements with other buying organisations.					Annually	
PS6	Management of supplier base: a) Average spend per accredited supplier; and b) Percentage of total non-pay spend represented by the top 20% of suppliers (by value)					Annually	

Role of the Shared Procurement Unit

The Councils will manage corporate procurement through their Shared Procurement Unit. The service will not be a central buying unit. It will be a corporate resource which leads on letting corporate contracts and supporting projects, whilst allowing departmental purchasing officers (who have best knowledge of local requirements) to procure locally within a clear corporate framework. It will provide support wherever required to departmental purchasing officers, and monitor procurement activity across the council. The activity of the service will be focused on maximising benefits for all departments.

The objectives of the Shared Procurement Unit will be to:

- Develop Corporate Procurement policies and procedures that embody good practice and facilitate high ethical standards amongst our members and staff;

- Ensure that procurement makes an optimum contribution to achieving the Council's stated objectives;

- Securing Value for Money

- Assisting the Councils to engage effectively with local residents, local suppliers and other public sector agencies

- Instigate the aggregation of goods and services in common use across the three Councils, undertake the procurement process, develop agreements and contract manage such contracts for the benefit of all departments;

- Provide a range of services, from advice to undertaking the full procurement process for departments on specific procurement projects;

- Become involved in Service delivery options reviews

- Liaise with Consortia (i.e. ESPO, YPO, OGC);

- Maintain a register of agreements with suppliers, identifies areas of spend and plans the tendering processes;

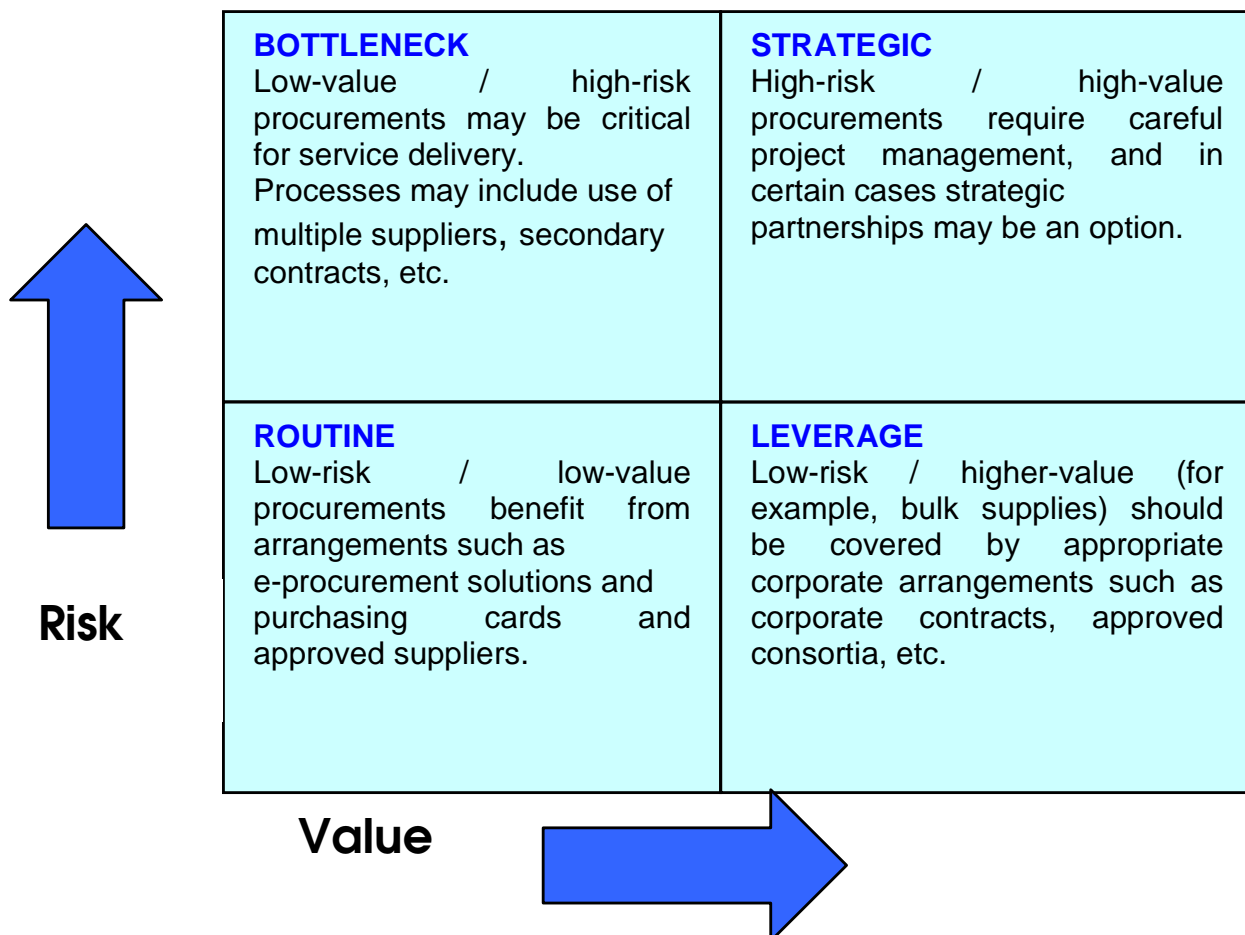
- Develop and promote appropriate contracting strategies relevant to the goods, services or works required;

- Develop, in association with the Legal Departments, various document templates for use in the tender/contracting process.

The Shared Procurement Unit ensures that procurement issues link directly into the drive for greater efficiency.

The Head of the Shared Procurement Unit represents the three Councils on the Derbyshire Procurement Forum and with the Regional Improvement and Efficiency Partnership.

Procurement Options Available



Appendix 4

GLOSSARY	
BACS	Bank Automated Clearing System
BVPP	Best Value Performance Plan
CPA	Comprehensive Performance Assessment
DCLG	Department for Communities and Local Government
DPF	Derbyshire Procurement Forum
ESPO	Eastern Shires Purchasing Organisation
EU	European Union
MEAT	Most Economically Advantageous Tender
NPS	National Procurement Strategy
ODPM	Office of the Deputy Prime Minister (now superseded by DCLG)
OGC	Office of Government Commerce
OJEU	Official Journal of the European Union
RIEP	Regional Improvement and Efficiency Partnership
SME	Small and Medium Enterprises
SOPO	Society of Procurement Officers
SPU	Shared Procurement Unit
SPTF	Sustainable Procurement Task Force
TUPE	Transfer of Undertakings (Protection of Employment) Regulations
VCO	Voluntary and Community Organisation
VFM	Value for Money
YPO	Yorkshire Purchasing Organisation