

# EXECUTIVE

**1<sup>st</sup> DECEMBER 2008  
AT 1000 HOURS**

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Sherwood Lodge  
Bolsover  
Derbyshire  
S44 6NF

Date: 21<sup>st</sup> November 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 1<sup>st</sup> December 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 16<sup>th</sup> 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 45 and 46.

Yours faithfully,



Chief Executive Officer

To: Chairman and Members of the Executive

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

**DECLARATION OF INTERESTS**

COMMITTEE - EXECUTIVE \_\_\_\_\_ DATE – 1<sup>st</sup> December 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, 27<sup>th</sup> October 2008 at 1000 hours.

### PRESENT:-

Members:-

Councillor E. Watts – Chair

Councillors J. E. Bennett (from Minute No. 453), K. Bowman, A. J. Hodkin, B. R. Murray-Carr, A. M. Syrett, and A. F. Tomlinson.

Also in attendance were Councillors R. Bowler, H. Gilmour and J. Smith.

Officers:-

W. Lumley (Chief Executive Officer), S. E. A. Sternberg (Solicitor to the Council), J. Brooks (Director of Resources), P. Campbell (Head of Housing (to Minute No.450)), B. Truswell (Head of Procurement (From Minute No.454)), R. Owen (Senior Valuation Officer (from Minute No.458)), B. Beddows (Residential Environmental Health Technical Officer (to Minute No. 449)), S. Bentley (Residential Environmental Health Officer (to Minute No. 449)), L. Kheller (Consultant (to Minute No 448)), P. Brown (Chief Executives and Partnership Manager (to Minute No 448)), K. Drury (Customer Service and Access Officer (to Minute No.451)), M. Connelly (Special Projects Officer - Leisure (from Minute No.454)), and R. Leadbeater (Democratic Services Officer).

### 444. APOLOGIES

Apologies for absence were received from Councillors D. Kelly and D. McGregor.

Apologies for late arrival were received from Councillor J. E. Bennett.

### 445. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

### 446 DECLARATIONS OF INTEREST

Minute No.	Member	Level of Interest
457	B. R. Murray-Carr	Personal

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### 447. MINUTES – 8<sup>TH</sup> SEPTEMBER 2008

Moved by Councillor E. Watts, seconded by Councillor K. Bowman

**RESOLVED** that the minutes of a meeting of the Executive held on 8<sup>th</sup> September 2008 be approved as a true record.

### 448. RECOMMENDED ITEM FROM SCRUTINY COMMITTEE – 30TH SEPTEMBER 2008 – PLANNING 106 CRITERIA

Councillor R. Bowler presented the report outlining details of the review of Planning Section 106 Criteria undertaken by Scrutiny Chairs. The report considered criteria for both commercial and housing developments and provided a list of priority outcomes for a policy to be formulated. Councillor Bowler extended her thanks to the Head of Planning, Development Control Manager, Director of Strategy and the Portfolio Holder for the Environment for their help and assistance with the review.

Members asked questions and acknowledged the work undertaken by Scrutiny Chairs but raised concerns that community consultation and input from other key services, such as Leisure and Community Services had not been adequately sought. It was generally agreed that the review should be expanded to include wider consultation and also the impact of the new Planning Bill which was currently being considered by Parliament.

It was suggested that the interim report be noted and that Chairs of PPMGs meet with Cabinet Members to discuss and formulate an action plan to progress the review.

Moved by Councillor E. Watts, seconded by Councillor B. R. Murray-Carr

**RESOLVED** that the interim report be noted and that Chairs of PPMGs meet with Cabinet Members to discuss and formulate an action place to progress the review.

**Reason for decision: To enable wider consultation to be undertaken before a policy is formulated.**

Councillors Bowler, Gilmour and Smith left the meeting.

### 449. WORKING NEIGHBOURHOODS FUND UPDATE

The Chief Executive Officer presented the report and advised Members that the Working Neighbourhoods Fund had been introduced as part of the Local Government Grant Settlement to provide resources to Local Authorities to tackle worklessness and low levels of skills and enterprise in their most deprived areas.

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Bolsover District Council had been allocated just over £7million over the next three years to tackle worklessness and a commissioning framework had been established to allocate the funding in two ways.

Focus on people already receiving benefits to encourage them back to work and;

Tasking the Local Strategic Partnership to identify measures to address and prevent the need to be in receipt of benefits or become unemployed.

Targets for National Indicator 153 - (working age people claiming out of work benefits in the worst performing neighbourhoods) had been set by GOEM to tackle worklessness in areas where the benefit claim rate was over 25%. Six areas within the Bolsover District had been highlighted as priorities with an average claim rate of 28.7%. In terms of numbers, this target equated to a net reduction of 163 people claiming benefits and into work by 2011. The Chief Executive Officer added that the primary focus would be on preventing worklessness in the first instance. Members were asked to note that the figures had been formulated prior to the recent economic downturn.

The key priorities outlined in the report were:

Reducing worklessness and increasing enterprise and skills

Improving access to employment

Increase the Employability Skills and confidence of local people through high quality volunteering

Financial inclusion for all

Improving employer engagement and employee retention and advancement

Raising aspirations

Improving job outcomes for people with learning disabilities/mental health issues

Reducing health inequalities.

Members' attention was also drawn to the financial summary provided in the report. The Working Neighbourhoods Fund had approved £426,292 of funding to date.

The Chief Executive Officer added that the Authority's aim was to commission significant projects and it was important that the money was spent on addressing gaps in provision or enhancing those projects already delivering significant and successful work. It was added that the report requested Members' agreement to suspend contract standing orders for a number of these projects which would require significant investment and specialised contractors and which were not suitable for the tendering process for the reasons given in the report.

The Executive would be advised on progress on a quarterly basis and given greater detail on the progress of the Working Neighbourhoods Fund against the LAA targets.

In response to Members' questions, it was confirmed that cross cutting issues such as transport and child care provision would be given consideration.

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Moved by Councillor A. F. Tomlinson, seconded by Councillor A. M. Syrett

**RESOLVED** that (1) the report be received,

(2) Contracts Standing Order 4.8.3 be suspended.

**Reason for decision: To ensure that WNF is targeted to best effect and where needed and to ensure that the tendering process does not unjustifiably distort the result.**

The Consultant and Chief Executive's and Partnership Manager left the meeting.

### 450. RENT ARREARS – VERBAL UPDATE

The Head of Housing tabled a report for Members' consideration in respect of rent arrears. The report indicated that the trend was for rent arrears to remain constant. It was added that this also echoed trends in other areas. The Head of Housing added that it was disappointing that rent arrears were not falling as significantly and quickly as would be preferred, however a number of tougher measures were in place to continue to reduce the arrears. The Head of Housing also detailed the number of cases for the various stages leading up to repossession.

Moved by Councillor K. Bowman, seconded by Councillor A. Hodkin

**RESOLVED** that the verbal report be accepted.

The Head of Housing left the meeting.

### 451. COMPLIMENTS, COMMENTS, COMPLAINTS AND FREEDOM OF INFORMATION REQUESTS

The Customer Service and Access Officer presented the report to provide Members with information on the number of comments, compliments, complaints and Freedom of Information requests for the period 1<sup>st</sup> July 2008 to 30<sup>th</sup> September 2008.

A number of tables were included in the report providing information on stage one, stage two and stage three complaints, ombudsman complaints, Freedom of Information requests, performance and customer satisfaction. Members were advised that all outstanding cases had been closed with the majority being responded to within the specified standard. There had been a significant increase in Freedom of Information requests.

The overall performance rate on response to written complaints within standard was 90.5% which was a positive indication that the complaints procedure had now been embedded across the Authority.

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A detailed breakdown of all compliments, complaints and freedom of information requests was appended to the agenda.

The Customer Service and Access Officer noted comments from Members with regard to response times to complaints and confirmed that a Structure Chart was being considered for inclusion in the publication scheme.

Further to a question, the Chief Executive Officer advised that the replacement bin policy was currently being reviewed by the Patch Management Group and would be presented to the relevant PPMG and Scrutiny Committee and then to the Executive in due course.

Moved by Councillor K. Bowman, seconded by Councillor E. Watts  
**RESOLVED** that the report be received.

The Customer Service and Access Officer left the meeting.

### 452. RENEWAL OF INSURANCE POLICIES

The Director of Resources presented the report to inform Members of the recent insurance renewal process carried out under delegated powers. The Council's insurance policies had been renewed on 1<sup>st</sup> October 2008.

Members' attention was particularly drawn to additional insurance costs for the Council's housing stock, Pleasley Vale Business Park and the need to reinstate the previous levels of contributions to the insurance reserves during the budget process.

Moved by Councillor A. F. Tomlinson, seconded by Councillor E. Watts  
**RESOLVED** that the action of the Director of Resources under delegated powers be noted.

**Reason for decision:** The Council has assessed value for money, quality and service issues together with the preferred risk transfer method and selected the option financially beneficial to the Council.

Councillor J.E. Bennett joined the meeting during the following minute.

### 453. EAST MIDLANDS LANDLORD ACCREDITATION SCHEME

The Environmental Health Technical Officer presented the report to recommend to Members that the Authority become a partner in the East Midlands Landlord Accreditation Scheme. The scheme had been introduced by Decent and Safe Homes East Midlands and was intended to encourage, acknowledge and actively promote good standards and management practice in the private rental sector. The



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scheme would also help to regulate the physical condition of properties rented by private landlords.

Background information and the numerous benefits to landlords and tenants were detailed in the report.

Members asked questions and discussed the benefits of the scheme at considerable length.

Moved by Councillor K. Bowman, seconded by Councillor J. E. Bennett

**RESOLVED** that (1) the report be received,

(2) the take up of the scheme is reviewed in September 2009 and the Head of Environmental Health and Street Services in consultation with the Principal Environmental Health Officer (Residential), Chief Executive Officer, Solicitor to the Council and Leader of the Council decide whether to remain as partner in the scheme,

(3) the cost of the annual partnership fee is met from the Environmental Health Private Sector Housing Budget.

**RECOMMENDED** that (4) the Council becomes a partner in the East Midland Landlord Accreditation Scheme,

(5) the Head of Environmental Health and Street Services with the prior approval of the Data Protection Officer be given delegated authority to sign the required service level agreement and information sharing protocol,

(Head of Environmental Health & Street Services/Data Protection Officer)

**Reason for decision: To improve the quality of private sector housing and its management within the District.**

The Head of Procurement and Special Projects Officer (Leisure) joined the meeting during the following minute.

### 454. HALF YEARLY BUDGET

The Director of Resources presented the report to update members on the Council's actual income and expenditure up to 30<sup>th</sup> September 2008 and forecasts for the interim remainder of the year.

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Members were asked to note the current financial position, variations and change in accounting practices, explanatory notes and supporting appendices.

Members were advised that Bolsover District Council was initially one of thirteen local authorities seeking support from the Government with regard to the investments in the Icelandic bank Landsbanki. In response to Members' questions the Director of Resources confirmed that the net investments were not expected to be at significant risk based on existing information but the interest was at risk and this had been communicated to the Government.

Moved by Councillor J. E. Bennett, seconded by Councillor E. Watts

**RESOLVED** that (1) the current position on the projected income and expenditure levels for the General Fund, Housing Revenue Account and Capital Programme be noted,

(2) the current position against the main areas identified in the Budget Risk Assessment be noted,

(3) the report on the Treasury Management Activities and Prudential Indicators be received.

**Reason for decision:** In accordance with best practice and sound financial management, Members' monitoring and consideration of changes to the budget are considered on a regular basis.

### 455. NATIONAL COAL MINING MUSEUM – MEMBERSHIP LIAISON COMMITTEE

Moved by Councillor A.F. Tomlinson , seconded by Councillor J. E. Bennett.

**RESOLVED** that Councillor E. Watts be the representative of Bolsover District Council on the National Coal Mining Museum Liaison Committee.

### 456. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor A. M. Syrett, seconded by Councillor J. E. Bennett

**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 they involve 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 that to be revealed.

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Councillor B. R. Murray-Carr declared an interest at Level 1.

### **457. TRANSFER OF LAND TO THE REAR OF VALE DRIVE, SHIREBROOK FOR USE AS CHILDREN'S PLAY AREA EXEMPT – PARAGRAPH 3**

The Special Projects Officer (Leisure) presented the report in respect of transfer of land for use as a children's play area. The land was currently in private ownership and had been regenerated over the last two years with a programme of improvement work co-ordinated by Bolsover District Council.

The land had been maintained for a number of years by Bolsover District Council who had assumed ownership, however after conducting a number of searches this was established not to be the case. Following correspondence between the owners and Bolsover District Council an offer was made to give the land to the Authority subject to the payment of legal costs and the use of the land strictly for recreational purposes.

A management agreement for future maintenance of the land and children's play area was still to be agreed with Shirebrook Town Council.

Members asked questions.

Moved by Councillor A. F Tomlinson, seconded by Councillor A. M. Syrett

**RESOLVED** that (1) the Council accepts the offer of the gift of land on the terms as proposed by Graingers Residential Management on condition that resolution (2) below is first complied with.

(2) the Council enters into a management agreement for the land and the children's play area with Shirebrook Town Council.

**Reason for decision: To allow the acquisition of an area of land for the provision of a new children's play area and its future maintenance.**

The Senior Valuer joined the meeting.

### **458. WAYLEAVE AT THE GREEN, CLOWNE EXEMPT – PARAGRAPH 3**

The Senior Valuation Officer presented the report in respect of a wayleave request by British Telecom to enable cabling to be laid for connection of a telephone system to a retail outlet.

Moved by Councillor A. F. Tomlinson, seconded by Councillor A. Hodkin

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**RESOLVED** that the wayleave be granted to British Telecom on the terms proposed by the Senior Valuation Officer.

(Senior Valuation Officer)

**Reason for decision: To assist in the regeneration of a town centre site and to secure a small receipt to the Council from the granting of the wayleave.**

### **459. LAND AT PARK LANE, PINXTON EXEMPT – PARAGRAPH 3**

The Senior Valuation Officer presented the report in respect of a parcel of land considered for sale for residential development.

Members were advised that the sale price originally agreed with the developers had now been retracted and a reduced offer made for the site. This was due to a reduction in the number of dwellings able to be accommodated on the land and the current market situation.

Having considered the implications and the Senior Valuer's recommendation, Members agreed to withdraw the land from sale until such a time as a more acceptable sale price could be achieved.

Moved by Councillor J. E. Bennett, seconded by Councillor B. R. Murray-Carr  
**RESOLVED** that the land be withdrawn from sale until a more acceptable price could be agreed, subject to consultation with the Chief Executive Officer, Leader and Deputy Leader.

(Senior Valuation Officer)

**Reason for decision: To achieve an acceptable sale price to generate a capital receipt for the Council.**

### **460. TENDER UPDATES EXEMPT – PARAGRAPH 3**

The Head of Procurement gave an update and further details on the successful tenders presented to the Executive in respect of cavity wall insulation, the New Houghton Regeneration project and roof tile vents.

Members were advised that the tenders had been considered on cost and quality to reach a decision on the best value option.

The meeting concluded at 1210 hours.

## EXECUTIVE

Minutes of a special meeting of the Executive of the Bolsover District Council held in the Council Chamber, Sherwood Lodge, Bolsover, on Friday 10<sup>th</sup> October 2008 at 1000 hours.

### PRESENT:-

Members:-

Councillor A.F. Tomlinson – Chair

Councillors J.E. Bennett and A.J. Hodkin.

Officers:-

W. Lumley (Chief Executive Officer), S. Tomlinson (Director of Strategy), B. Truswell (Head of Shared Procurement), J. Fieldsend (Senior Principal Solicitor) and A. Bluff (Democratic Services Officer).

### 408. APOLOGIES

Apologies for absence were received on behalf of Councillors K. Bowman, D. Kelly, D. McGregor, B.R. Murray-Carr, A. Syrett and E. Watts.

### 409. DECLARATIONS OF INTEREST

Minute No.	Member	Level of Interest
(411 (part))	A.F. Tomlinson	1

### 410. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

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

**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 they involve the likely disclosure of exempt information as defined in the stated Paragraph of Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

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Councillor Tomlinson declared a personal interest in the following item in respect of the receipt of a tender from Crestra Ltd (Groundwork Creswell).

### **411. TENDER OPENING – ROOF TILE VENTS EXEMPT – PARAGRAPH 3**

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

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

**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 lowest tender and best value for money in accordance with Standing Orders Contracts.

The date for final evaluation of the tenders would take place week commencing 13<sup>th</sup> October 2008, the date and time to be confirmed to Members by the Head of Shared Procurement.

(Head of Shared Procurement)

The meeting concluded at 1015 hours.

**Agenda Item 6**

**RECORD OF EXECUTIVE DECISION - JOINT WORKING**

CBC: LEADER		Date of Decision:  13th October, 2008			
BDC: EXECUTIVE MEMBER					
NEDDC: LEADER/DEPUTY LEADER					
CBC Non-executive Leader's Support Members present: None					
Title Reference: Minute of Previous Meetings					
Consultee Member(s) (if applicable): N/A					
Key Decision References (if applicable): CBC: N/A 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:					
<b>That the notes and Records of Decision of Joint Board Meeting held on 29th July, 2008 and Chief Executives' Meeting held on 17th September, 2008 be noted.</b>					
Reasons for Decision					
To note progress on joint working.					
Alternative options considered and rejected: N/A					
Declarations of interests: None					
Decision subject to call-in                      Yes					
Date Record issued: 15th October, 2008 Contact Officer: Anne Goss					

**RECORD OF EXECUTIVE DECISION - JOINT WORKING**

CBC: LEADER		Date of Decision:	
BDC: EXECUTIVE MEMBER		13th October, 2008	
NEDDC: LEADER/DEPUTY LEADER			
CBC Non-executive Leader's Support Members present: N/A			
Title Reference: East Midlands Regional Spatial Strategy – Secretary of State’s Proposed Changes – July 2008			
Consultee Member(s) (if applicable): N/A			
Key Decision References (if applicable): CBC: N/A 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><b>That as proposed by Chesterfield Borough Council, that given the mutual concerns expressed by Bolsover, Chesterfield and North East Derbyshire Councils about the proposed RSS changes and the ongoing absence of major transport schemes for the area, that the three Councils, in addition to their individual written representations, lobby through the LGA, MPs and Ministers for these schemes to be reinstated to ensure a sustainable transport system for the area in the future.</b></p>			
Reasons for Decision			
To respond to the Secretary of State’s proposed changes to the draft East Midlands RSS.			
Alternative options considered and rejected: N/A			
Declarations of interests: None			
Decision subject to call-in		Yes	
Date Record issued: 15th October, 2008 Contact Officer: Anne Goss			



**RECORD OF EXECUTIVE DECISION - JOINT WORKING**

CBC: LEADER		Date of Decision:	
BDC: EXECUTIVE MEMBER		13th October, 2008	
NEDDC: LEADER/DEPUTY LEADER			
CBC Non-executive Leader's Support Members present: N/A			
Title Reference: BCN Consultancy (Building Control) Update on Financial Position for 2008/09			
Consultee Member(s) (if applicable): N/A			
Key Decision References (if applicable): CBC: N/A 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><b>(1) That the preferred option, to make up this year's deficit in 2008/9 by increasing the contributions of the three Councils to BCN, as set out in paragraph 4.2 of the report, be approved.</b></p> <p><b>(2) That the cost of assimilating former NEDDC employees to Chesterfield Borough Council terms and conditions be approved and that this be met by an increase in the contributions of the three councils to BCN in 2008/9 as set out in paragraph 4.2 of the report.</b></p>			
Reasons for Decision			
To enable the effective delivery of a joint building control service across Bolsover, Chesterfield and North East Derbyshire and to avoid employee relations issues which might result from a two-tier workforce.			
Alternative options considered and rejected			
To carry the deficit forward to 2009/10 and seek to meet it from any surpluses achieved by BCN next year.			
Declarations of interests: None			
Decision subject to call-in		Yes	
Date Record issued: 15th October, 2008 Contact Officer: Anne Goss			

**RECORD OF EXECUTIVE DECISION - JOINT WORKING**

CBC: LEADER		Date of Decision:	
BDC: EXECUTIVE MEMBER		13th October, 2008	
NEDDC: LEADER/DEPUTY LEADER			
CBC Non-executive Leader's Support Members present: N/A			
Title Reference: Joint Economic Development Strategy			
Consultee Member(s) (if applicable): N/A			
Key Decision References (if applicable): CBC: N/A 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:			
<b>That the three Councils' Cabinets consider the draft Joint Economic Development Strategy and approve the document for wider consultation.</b>			
Reasons for Decision			
To progress the adoption of a Joint Economic Development Strategy for Bolsover, Chesterfield and North East Derbyshire.			
Alternative options considered and rejected: N/A			
Declarations of interests: None			
Decision subject to call-in		Yes	
Date Record issued: 15th October, 2008 Contact Officer: Anne Goss			

**RECORD OF EXECUTIVE DECISION - JOINT WORKING**

CBC: LEADER		Date of Decision:	
BDC: EXECUTIVE MEMBER		13th October, 2008	
NEDDC: LEADER/DEPUTY LEADER			
CBC Non-executive Leader's Support Members present: N/A			
Title Reference: Regional Efficiency and Improvement Partnership Bids			
Consultee Member(s) (if applicable): N/A			
Key Decision References (if applicable): CBC: N/A 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><b>(1) That the funding position of the joint working projects submitted by the three Councils to the REIP funding pot be noted.</b></p> <p><b>(2) That, subject to the final outcome of the REIP funding process, consideration be given by the Joint Board to taking forward any non-funded joint working projects.</b></p>			
Reasons for Decision			
To facilitate progress on joint and two-tier working.			
Alternative options considered and rejected: N/A			
Declarations of interests: None			
Decision subject to call-in Yes			
Date Record issued: 15th October, 2008 Contact Officer: Anne Goss			

**RECORD OF EXECUTIVE DECISION - JOINT WORKING**

CBC: LEADER		Date of Decision:	
BDC: EXECUTIVE MEMBER		13th October, 2008	
NEDDC: LEADER/DEPUTY LEADER			
CBC Non-executive Leader's Support Members present: N/A			
Title Reference: Communications			
Consultee Member(s) (if applicable): N/A			
Key Decision References (if applicable): CBC: N/A 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><b>(1) That the new communication arrangements be approved and that the three Councils ensure the cascade of relevant information within their respective organisations.</b></p> <p><b>(2) That the request for issues to be identified for future news releases and for inclusion in the "Working Together" newsletter be noted.</b></p>			
Reasons for Decision			
To maximise positive communication on joint working to staff and members and externally via appropriate media.			
Alternative options considered and rejected: N/A			
Declarations of interests: None			
Decision subject to call-in		Yes	
Date Record issued: 15th October, 2008 Contact Officer: Anne Goss			

**RECORD OF EXECUTIVE DECISION - JOINT WORKING**

CBC: LEADER		Date of Decision:	
BDC: EXECUTIVE MEMBER		13th October, 2008	
NEDDC: LEADER/DEPUTY LEADER			
CBC Non-executive Leader's Support Members present: N/A			
Title Reference: Minutes of Sheffield City Region Forum			
Consultee Member(s) (if applicable): N/A			
Key Decision References (if applicable): CBC: N/A 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:			
<b>That the Minutes and matters arising of Sheffield City Region Forum held on 24th July and 29th September, 2008 be noted.</b>			
Reasons for Decision			
To follow progress on the Sheffield City Region Forum.			
Alternative options considered and rejected: N/A			
Declarations of interests: None			
Decision subject to call-in		Yes	
Date Record issued: 15th October, 2008 Contact Officer: Anne Goss			

## **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.:	7
Date:	1 <sup>st</sup> December 2008	Status	Open
Category	3. Part of the Budget and Policy Framework		
Subject:	Arrears – Irrecoverable Items over £1,000		
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 £30,338.26 as itemised on the attached schedules.

<b>Bankruptcy</b>		
No of Accounts	Type of Account	
2	Council Tax	£2,564.33
2	Business Rates	£15,305.49
1	Sundry Debts	£3,881.00
	<b>Total</b>	<b>£21,750.82</b>

<b>No Trace</b>		
No of Accounts	Type of Account	
7	Council Tax	£7,565.60
1	Business Rates	£1,021.84
	<b>Total</b>	<b>£8,587.44</b>

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: This amount can be accommodated with the bad debt provision approved in the budget.

Legal: None

Human Resources: None

### **RECOMMENDATION(S)**

**That approval is given to write off the irrecoverable items including costs amounting to £30,338.26 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: BANKRUPTCY**

<b><u>Account Reference</u></b>	<b><u>Lead Liabile Name</u></b>		<b><u>Account Balance</u></b>	<b><u>Liabile From</u></b>	<b><u>Liabile To</u></b>	<b><u>Bill Balance</u></b>
900496690	HODSON,MR CHRISTOPHER	31 GRAY FALLOW SOUTH NORMANTON DE55 3BQ	£ 1,209.00	01/04/2006	01/04/2007	£1,209.00
900856161	REYNOLDS,MS KATI	2 COPSEWOOD SOUTH NORMANTON DE55 3NQ	£ 1,355.33	01/04/2006 01/04/2007 01/04/2008	01/04/2007 01/04/2008 02/07/2008	£ 528.00 £ 580.96 £ 246.37
			<b><u>£ 2,564.33</u></b>			

**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	800136439	LOGO FASHION LIMITED	UNIT 48 MCARTHUR GLEN MANSFIELD ROAD SOUTH NORMANTON	£ 7,736.28	17/10/2007 01/04/2008	01/04/2008 07/08/2008	£ - £ 7,736.28
2	800106704	CLF TECHNOLOGIES	16 SAWPIT LANE TIBSHELF	£ 7,569.21	13/02/2002 01/04/2008	01/04/2008 09/07/2008	£ - £ 7,569.21
				<u>£15,305.49</u>			

**PROPOSED WRITE OFF OF SUNDRY DEBTORS - BANKRUPTCY /LIQUIDATION**

<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>	<u>REASON FOR WRITE-OFF</u>
9970	43986	17.08.05	3881.00	MR K LOWE 11 BRUNNER AVENUE SHIREBROOK	GROUP REPAIR WORKS	3881.00	MR LOWE WAS DECLARED BANKRUPT FOLLOWING PROCEEDINGS TAKEN BY THE AUTHORITY. OFFICIAL RECEIVER HAS DECLARED THAT THERE ARE NO FUNDS AVAILABLE
						<u>£3,881.00</u>	

**COUNCIL TAX: AMOUNTS FOR WRITE OFF: NO TRACE**

<u>Account Reference</u>	<u>Lead Liable Name</u>	<u>Address</u>		<u>Account Balance</u>	<u>Liabe From</u>	<u>Liabe To</u>	<u>Bill Balance</u>
900115773	COWLEY,MISS DONNA	68 CHESTERFIELD ROAD SHUTTLEWOOD S44 3QT	£	1,242.83	28/02/2004	01/04/2004	£ 94.01
					01/04/2004	01/04/2005	£ 679.44
					01/04/2005	01/04/2006	£ 198.87
					01/04/2006	01/04/2007	£ 58.32
					01/04/2007	21/02/2008	£ 212.19
900378001	WHYSALL,MRS MANDY	4 ELMTON CLOSE CRESWELL S80 4HE	£	112.26	01/04/2001	11/06/2001	£ 112.26
900390156	WHYSALL,MRS MANDY	15 HAZELBY ROAD CRESWELL S80 4BB	£	122.63	01/04/2002	05/07/2002	£ 122.63
900566577	WHYSALL,MRS MANDY	15 ROTHERHAM ROAD NEW HOUGHTON NG19 8TE	£	43.95	18/07/2002	21/08/2002	£ 43.95
900851244	WHYSALL,MRS MANDY	61 THE CROFT SOUTH NORMANTON DE55 2BW	£	3,597.17	01/04/2003	01/04/2004	£ 625.30
					01/04/2004	01/04/2005	£ 860.72
					01/04/2005	01/04/2006	£ 889.68
					01/04/2006	01/04/2007	£ 932.18
					01/04/2007	16/11/2007	£ 289.29
901094867	PARKER,MR GRAHAM	19 ALFRED STREET SOUTH NORMANTON DE55 3EL	£	1,218.55	11/06/2005	01/04/2006	£ 625.00
					01/04/2006	15/11/2006	£ 593.55

900644950	WIDDOWSON,MRS JULIE D	14 THE CRESCENT LANGWITH JUNCTION NG20 9AE	£	1,228.21	01/04/2005	01/04/2006	£ 911.39
					01/04/2006	23/07/2006	£ 316.82

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£	<b>7,565.60</b>
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**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	800142381	RNL IMPORT	UNIT 3 HIGH ASH FARM MANSFIELD ROAD CLOWNE	£ 1,021.84	01/04/2008	27/07/2008	£1,021.84
				<u>£ 1,021.84</u>			

Committee:	Executive	Agenda Item No.:	11
Date:	1 <sup>st</sup> December 2008	Status	Open
Category	2. Decision within the functions of Executive		
Subject:	Government Connect Code of Practice		
Report by:	Director of Resources		
Other Officers Involved	Senior IT Projects Officer		
Director	Director of Resources		
Relevant Portfolio Holder	Corporate Efficiency		

#### **RELEVANT CORPORATE AIMS**

**Customer Services** - By improving the method of exchanging customer data with the Department for Work and Pensions.

**Strategic Organisational Development** – By changing the way we work electronically to a more secure method.

The security of electronic communications indirectly supports all of the Corporate aims.

#### **TARGETS**

This does not contribute to any targets specified in any approved plans.

#### **VALUE FOR MONEY**

This does not specifically deliver value for money for the Council and its customers.

#### **THE REPORT**

Government Connect is a recognised, accredited and trusted secure government network for all Local Authorities in England and Wales. The network is called GCSx and it enables secure data sharing up to restricted level across government.

It is a key enabler in the drive to transform services, with particular focus on joined-up working, shared services, identity management and efficiency gains via solutions that provide secure communication capabilities.

The GCSx network enables local government to work more easily with other government departments and agencies that are already part of a “community of



trust", for example the Government Secure Intranet for Central Government Departments, the Criminal Justice Extranet for the police and criminal justice and the network for the NHS. Local authorities will be able to join this community and will help deliver secure electronic services to the public.

The ICT Department has been working towards achieving the code of connection, the Authority must comply with this before being allowed to join the GCSx. The date that the Government require us to be compliant by is 31<sup>st</sup> March 2009. Elected Members will have training on the impact to them of this development in the New Year.

The cost of joining GCSx is being funded by Government until March 2011. At that point Authorities will have to decide whether any future cost is warranted against the business benefits.

### **ISSUES/OPTIONS FOR CONSIDERATION**

Whether to sign the attached code of practice for the Government Secure Intranet.

### **IMPLICATIONS**

Financial:                   None until March 2011  
Legal:                       None  
Human Resources:       None

### **RECOMMENDATION(S)**

**To agree that the Director of Resources is authorised to sign the Code of Practice on behalf of the Authority.**

### **REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION**

In order to improve the security of communications with Government and work as efficiently with Government & local government as possible.

ATTACHMENTS:           **Y**  
FILE REFERENCE:       **code of practice**



**The Government Secure Intranet  
Code of Practice**

OGCbuying.solutions  
Rosebery Court  
St Andrews Business Park  
Norwich  
NR7 0HS



**THE GOVERNMENT SECURE INTRANET  
CODE OF PRACTICE**

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APPENDIX 1: DEFINITIONS

APPENDIX 2: ORDERING PROCEDURES

APPENDIX 3: AUTHORITY'S RESPONSIBILITIES

APPENDIX 4: CUSTOMER'S RESPONSIBILITIES

APPENDIX 5: ADDRESSES FOR SERVICE OF NOTICES

APPENDIX 6: CUSTOMER DETAILS



## **GSi Code of Practice**

THIS CODE OF PRACTICE is entered into on the            day of ..... 20

BY:

- (1) [\*\*\*    \*\*\*] ("the CUSTOMER"); and
- (2) the Lords Commissioners of Her Majesty's Treasury as represented by OGCbuying.solutions being a separate Trading Fund of Her Majesty's Treasury without separate legal personality ("the AUTHORITY")

WHEREAS:

- a) the AUTHORITY has entered into a Framework Agreement with Energis Communications Limited, a C&W group company, whose registered office is at Lakeside House, Cain Road, Bracknell, Berks, RG12 1XL, and whose registered number is 2630471 ("the CONTRACTOR") for the provision of Government Secure Intranet Services;
- b) the CUSTOMER wishes to gain access to GSi Services under the terms of a Service Contract;
- c) the AUTHORITY has agreed to allow the CUSTOMER to gain access to GSi Services in certain Service Categories;
- d) the CUSTOMER has given details pertinent to the CUSTOMER organisation at Appendix 6; and
- e) the parties agree to comply with their respective obligations in this Code of Practice.

**IT IS HEREBY AGREED (without intending to create legal relations) as follows:**

### **1. Interpretations.**

1.1. As used in this Code of Practice:

1.1.1. the terms and expressions set out in Appendix 1 shall have the meanings ascribed therein;

1.1.2. the masculine includes the feminine and the neuter; and

1.1.3. the singular includes the plural and vice versa.

1.2. A reference to any statute, enactment, order, regulation or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as amended by any subsequent statute, enactment, order, regulation or instrument or as contained in any subsequent re-enactment thereof.

1.3. Headings are included in this Code of Practice for ease of reference only and shall not affect the interpretation or construction of this Code of Practice.

1.4. References to Terms and Appendices are, unless otherwise provided, references to terms of and appendices to this Code of Practice.

1.5. In the event and to the extent only of any conflict between the Terms and the Appendices, the Terms shall prevail.

**2. Scope of this Code of Practice**

- 2.1. This Code of Practice establishes the terms and conditions that apply to the provision of the Services to the CUSTOMER and specifies the roles and responsibilities of the CUSTOMER and the AUTHORITY.
- 2.2. The CUSTOMER is entitled (but not required) at any time during the term of this Code of Practice to order Services under certain Service Categories from the CONTRACTOR in accordance with the Ordering Procedures and the CONTRACTOR shall provide such Services in accordance with all applicable provisions of the Service Contract.
- 2.3. **This Code of Practice relating to the relationship between the AUTHORITY and the CUSTOMER is not intended and shall not be construed to be a legally enforceable agreement or to create legal obligations between the parties or to impose any legal liability whatsoever.** For the avoidance of doubt, the parties acknowledge that use of the terms “party” and “parties” herein is for convenience only, and is not intended and shall not be construed to establish or imply a separate legal identity for the AUTHORITY or the CUSTOMER.
- 2.4. The GSi Code of Practice is the customer access agreement specific to GSi.

**3. Ordering Procedures**

- 3.1. The CUSTOMER shall be entitled at any time during the term to order Services under the Service Categories authorised by the AUTHORITY. Such Services shall be provided by the CONTRACTOR pursuant to a Service Contract entered into by the CUSTOMER serving an Order on the CONTRACTOR for the supply of such Services in accordance with the Ordering Procedures specified in Appendix 2.

**4. Responsibilities**

- 4.1. The AUTHORITY shall perform the AUTHORITY's Responsibilities.
- 4.2. The CUSTOMER shall perform the CUSTOMER's Responsibilities.

**5. Provision of Information**

- 5.1. The CUSTOMER shall promptly notify the AUTHORITY of any changes that may become necessary to the information set out in Appendix 6.

**6. Warranties and Representations**

- 6.1. The CUSTOMER warrants and represents that the CUSTOMER has full capacity and authority and all necessary consents to enter into and to perform this Code of Practice and that this Code of Practice is executed by the duly authorised representatives of the CUSTOMER.

**7. Confidentiality**

- 7.1. Without prejudice to the application of the Official Secrets Acts 1911 to 1989 to any Confidential Information, the CUSTOMER acknowledges that any Confidential Information obtained from or relating to the Crown, its servants or agents is the property of the Crown.
- 7.2. Both parties hereby warrant that:
  - 7.2.1. any person employed or engaged by the parties (in connection with this Code of Practice in the course of such employment or engagement) shall only use Confidential Information for the purposes of this Code of Practice;

## **GSI Code of Practice**

- 7.2.2. any person employed or engaged by either the CUSTOMER or the AUTHORITY (in connection with this Code of Practice in the course of such employment or engagement) shall not disclose any Confidential Information to any third party without the prior written consent of the other party;
  - 7.2.3. both parties shall take all necessary precautions to ensure that all Confidential Information is treated as confidential and not disclosed (save as aforesaid) or used other than for the purposes of this Code of Practice by their employees, servants, agents or sub-contractors; and
  - 7.2.4. without prejudice to the generality of the foregoing neither party nor any person engaged by them whether as a servant or a consultant or otherwise shall use the Confidential Information for the solicitation of business from the other or by their servants or consultants or by any third party.
- 7.3. The provisions of Terms 7.1 and 7.2 shall not apply to any information which:
- 7.3.1. is or becomes public knowledge other than by breach of this Term 7; or
  - 7.3.2. is in the possession of the receiving party without restriction in relation to disclosure before the date of receipt from the disclosing party; or
  - 7.3.3. is received from a third party who lawfully acquired it and who is under no obligation restricting its disclosure; or
  - 7.3.4. is independently developed without access to the Confidential Information.
- 7.4. Nothing in this Term 7 shall be deemed or construed to prevent the AUTHORITY from disclosing any Confidential Information obtained from the CUSTOMER:
- 7.4.1. to any other department, office or agency of Her Majesty's Government, provided that the AUTHORITY has required that such information is treated as confidential by such departments, offices and agencies, and their servants or agents, including requiring servants or agents to enter into a confidentiality undertaking where appropriate; and
  - 7.4.2. to any consultant, CUSTOMER or other person engaged by the AUTHORITY in connection herewith, provided that the AUTHORITY shall have obtained from the consultant, CUSTOMER or other person a signed confidentiality undertaking on substantially the same terms as are contained in this Term 7.
- 7.5. Nothing in this Term 7 shall prevent the CUSTOMER or the AUTHORITY from using data processing techniques, ideas and know-how gained during the performance of this Code of Practice in the furtherance of its normal business, to the extent that this does not relate to a disclosure of Confidential Information or an infringement by the AUTHORITY or the CUSTOMER of any Intellectual Property Right.

## **8. Term**

- 8.1. This Code of Practice shall commence on the date of execution hereof and shall remain in force for a period of six (6) Months after the expiry or early termination of the Framework Agreement.

## **9. Termination**

- 9.1. The AUTHORITY may at any time by notice in writing terminate this Code of Practice forthwith if the CUSTOMER is in Default of any obligation under this Code of Practice and:



## **GSI Code of Practice**

9.1.1. the Default is capable of remedy and the CUSTOMER shall have failed to remedy the Default within thirty (30) days of written notice to the CUSTOMER specifying the Default and requiring its remedy; or

9.1.2. the Default is not capable of remedy.

9.2. Termination in accordance with this Term 9 shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to either party.

9.3. The provisions of Terms 1, 6, 7, 10.2 and 14 and the provisions of Appendix 1 shall survive the termination of this Code of Practice.

### **10. Protection of Personal Data**

10.1. The CUSTOMER's attention is hereby drawn to the Data Protection Act 1998.

10.2. Both parties warrant that they will duly observe all their obligations under the Data Protection Act 1998 and any associated legislation that arises in connection with this Code of Practice.

### **11. Transfer and Sub-contracting**

11.1. This Code of Practice is personal to the CUSTOMER. The CUSTOMER shall not assign, novate, sub-contract or otherwise dispose of this Code of Practice or any part thereof without the previous consent in writing of the AUTHORITY.

### **12. Amendments to this Code of Practice**

12.1. This Code of Practice shall not be varied or amended unless such variation or amendment is agreed in writing by a duly authorised representative on behalf of the AUTHORITY and by a duly authorised representative of the CUSTOMER on behalf of the CUSTOMER.

### **13. Communications**

13.1. Except as otherwise expressly provided, no communication from one party to the other shall have any validity under this Code of Practice unless made in writing by or on behalf of the AUTHORITY or as the case may be by or on behalf of the CUSTOMER.

13.2. Any notice or other communication whatsoever which either party hereto is required or authorised by this Code of Practice to give or make to the other shall be given or made either by post in a prepaid letter, or by email or by facsimile transmission confirmed by post in a prepaid letter, addressed to the other party at the address specified in Appendix 5 and if that letter is not returned as being undelivered that notice or communication shall be deemed for the purposes of this Code of Practice to have been given or made after two (2) Working Days, for a letter, or four (4) Working Hours, for an email or facsimile transmission.

### **14. Entire Agreement**

14.1. This Code of Practice constitutes the entire understanding between the parties relating to the subject matter of this Code of Practice and, save as may be expressly referred to or referenced herein, supersedes all prior representations, writings, negotiations or understandings with respect hereto.

**GSI Code of Practice**

IN WITNESS WHEREOF, the parties hereto have signed this Code of Practice.

**Signed for and on behalf of the CUSTOMER**

**By :** .....  
**Name :** .....  
**Title :** .....  
**Organisation:** .....  
**Date :** .....

**Signed for and on behalf of the AUTHORITY (OGCbuying.solutions)**

**By :** .....  
**Name :** .....  
**Title :** .....  
**Date :** .....



**APPENDIX 1  
DEFINITIONS**

The expressions set out below shall have the meanings ascribed thereto:

“AUTHORITY”	means The Lords Commissioners of Her Majesty's Treasury as represented by OGCbuying.solutions being a trading fund of her Majesty's Treasury without separate legal personality.
“AUTHORITY's Responsibilities”	means the responsibilities, listed in Appendix 3, of the AUTHORITY.
“Code of Practice”	means this agreement, comprised of the Terms and the Appendices hereto.
“Confidential Information”	means all information designated as such by either party in writing, together with all other information which relates to the business, affairs, developments, trade secrets, know-how, personnel, customers and suppliers of either party or information which may reasonably be regarded as the confidential information of the disclosing party.
“Contracting Entity”	means any UK contracting authority and any UK contracting entity (as defined in EC Directives 92/50/EEC and 93/38/EEC respectively and any subsequent legislation).
“CONTRACTOR”	means Energis Communications Limited, a C&W group company.
“CUSTOMER”	means the body identified as the “CUSTOMER” in Appendix 6.
“CUSTOMER's Responsibilities”	means the responsibilities, listed in Appendix 4, of the CUSTOMER.
“CUSTOMER User”	means a User that may be expected to be under the reasonable control of the CUSTOMER.
“Default”	means any breach of the obligations of either party (including but not limited to fundamental breach or breach of a fundamental term) or any default, act, omission, negligence or statement of either party, its employees, agents or sub-contractors in connection with or in relation to the subject matter of this Code of Practice and in respect of which such party is liable to the other.
“Framework Agreement”	means the framework agreement between the AUTHORITY and the CONTRACTOR under which the AUTHORITY has established a contractual vehicle for the provision of the Services subject to Service Contracts.

“GSI Services”	means those Services specified in the Framework Agreement and provided by the CONTRACTOR under Service Contracts.
“Intellectual Property Rights”	means patents, trade marks, service marks, design rights (whether registrable or otherwise), applications for any of the foregoing, copyright, know-how, trade or business names and other similar rights or obligations whether registrable or not in any country (including but not limited to the United Kingdom).
“Month”	means a calendar month.
“Order”	means an order for Services in accordance with the provisions of Appendix 2 served by the CUSTOMER on the CONTRACTOR in accordance with the Ordering Procedure.
“Ordering Procedures”	means the ordering procedures as specified in Appendix 2 to be followed by the CUSTOMER in relation to the serving of an Order on a CONTRACTOR.
“Register of Services” (“RoS”)	means the register of services made available by the CONTRACTOR to CUSTOMERS. The Register of Services specifies the Services available to CUSTOMERS under Service Contracts, subject to Service Usage Rules for the Specific Services.  The RoS is the catalogue of services specific to the GSI.
“Service Categories”	means the service categories listed in the Register of Services from which a CUSTOMER is authorised by the AUTHORITY to Order Services. The Service Categories are: currently Restricted; Restricted High; and Confidential.
“Service Contract”	means a contract to the same terms as those in the Specimen Service Contract for the provision of Services by the CONTRACTOR to the CUSTOMER, entered into by the CUSTOMER serving an Order on the CONTRACTOR.
“Service Usage Rules”	means the service usage rules in respect of each of the GSI Services as specified in the Register of Services.
“Services”	means any of the services, specified in the Register of Services, to be provided under a Service Contract by the CONTRACTOR.
“Specimen Service Contract”	means the specimen service contract included in the Register of Services.

## GSI Code of Practice

“User”	means an individual that may have access to, or be a direct or indirect recipient of, the Services.
“Working Day”	means Monday to Friday inclusive, excluding English public and bank holidays.
“Working Hours”	means the period between 0730 hours and 1800 hours on Working Days.

**APPENDIX 2  
ORDERING PROCEDURES**

**1. Introduction**

1.1. This Appendix 2 details the procedure to be adopted by CUSTOMERS in placing Orders for Services with the CONTRACTOR.

**2. Authorisation**

2.1. Following the execution of this Code of Practice, a copy will be sent by the AUTHORITY to the CONTRACTOR. This will signify the AUTHORITY's authorisation of the CUSTOMER to place Orders for Services within certain Service Categories.

**3. Browsing the Register of Services**

3.1. The CUSTOMER, when authorised to place Orders, may access the Register of Services at <http://gsi.cw.com>

3.2. The CUSTOMER may place an Order for Services, following the instructions on the web site, by specifying the Service required and supplying the relevant details necessary for the provision of that Service.

**4. Service Contract**

4.1. Using the details supplied by the CUSTOMER pursuant to paragraph 3.2 and the CUSTOMER details specified in Appendix 6, the CONTRACTOR will produce a Service Contract. Such Service Contract will be sent by the CONTRACTOR to the CUSTOMER addressee specified in Appendix 5 for execution.

4.2. Upon execution and return to the CONTRACTOR, the Service Contract will be performed by the CONTRACTOR.

**APPENDIX 3**  
**AUTHORITY'S RESPONSIBILITIES**

**1. Introduction**

1.1. This Appendix 3 sets out the responsibilities of the AUTHORITY hereunder.

**2. Scheduled Duties**

2.1 The AUTHORITY will undertake the following scheduled activities:

- 2.1.1 agree changes to the Register of Service with the CONTRACTOR;
- 2.1.2 approve organisations as CUSTOMERS where appropriate;
- 2.1.3 approve CUSTOMERS for particular Service Categories where appropriate;
- 2.1.4 assess value for money of GSi Services;
- 2.1.5 benchmark GSi services;
- 2.1.6 chair service review meetings with the CONTRACTOR and CUSTOMERS;
- 2.1.7 consult CUSTOMERS about Service Usage Rules;
- 2.1.8 contract management;
- 2.1.9 deal with questions from EU, National Audit Office, parliament and other bodies about GSi;
- 2.1.10 introduce arrangements for a new GSi service on expiry of the Framework Agreement;
- 2.1.11 issue GSi notices;
- 2.1.12 manage contract change control;
- 2.1.13 maintain lists of CUSTOMER representatives, and other contacts;
- 2.1.14 market and promote the take up, use and benefits of GSi; and
- 2.1.15 oversee security management of GSi with its security partners.

**3 Ongoing Duties**

3.1 The AUTHORITY will provide a GSi service management team, available via its corporate service desk, to:

- 3.1.1 advise CUSTOMERS whether prospective services are within the scope of the GSi;
- 3.1.2 advise CUSTOMERS about contractual issues such as Service Levels, Service Credits and changes in Charges;
- 3.1.3 approve domain names;
- 3.1.4 co-ordinate central agreement of changes and maintenance schedules;
- 3.1.5 escalate faults not resolved by the CUSTOMER and the CONTRACTOR;
- 3.1.6 escalate faults that impact many CUSTOMERS;
- 3.1.7 liaise with the European Union with respect to European networking;
- 3.1.8 liaise with other UK public sector network authorities, e.g. the NHS;



## **GSI Code of Practice**

- 3.1.9 process applications for security accreditation, approval, lodging & review;
- 3.1.10 publish the central GSI intranet web page;
- 3.1.11 coordinate exit arrangements from the Legacy GSI and the new GSi;
- 3.1.12 promote the GSi throughout the public sector;
- 3.1.13 manage and implement the Charges variation mechanism with the CONTRACTOR;
- 3.1.14 resolve any disputes that may arise; and
- 3.1.15 work with the CONTRACTOR to resolve service problems.

**APPENDIX 4  
CUSTOMER'S RESPONSIBILITIES**

**1. Introduction**

1.1. The obligations in this Appendix 4 are in addition to the CUSTOMER's other obligations that will arise as a result of executing a Service Contract with the CONTRACTOR.

**2. Service Usage Rules**

2.1. The CUSTOMER shall comply with all applicable Service Usage Rules.

**3. CUSTOMER Duties**

3.1. The CUSTOMER agrees to abide by this Code of Practice and to ensure that CUSTOMER Users comply with the obligations set out in paragraph 4 of this Appendix 4.

3.2. The CUSTOMER is responsible for obtaining and maintaining their accreditation or certification for those Services for which accreditation or certification is applicable.

3.3. The CUSTOMER will not place any Service Contracts for non standard GSi packages i.e. other than as specified in the Register of Services. CUSTOMERs should first liaise with the AUTHORITY about variant GSi requirements so that the AUTHORITY can confirm they are in scope and introduce them by change control.

3.4. the AUTHORITY may obtain or compile any sensitive information about the CONTRACTOR's performance of the Services and supply it to the CUSTOMER. The CUSTOMER agrees to keep such information as confidential and, if passing the information on, to cascade such confidentiality undertaking to its own contractors.

3.5. The CUSTOMER agrees to obtain the specific consent from the AUTHORITY or from the CONTRACTOR, prior to permitting the disclosure of such information to any competitors of the CONTRACTOR.

3.6. The CUSTOMER will notify the AUTHORITY of any change of the CUSTOMER's representative specified in Appendix 6.

3.7. The CUSTOMER will complete and return the CUSTOMER domain details form as issued periodically by the AUTHORITY.

3.8. If the CUSTOMER populates the GSi directory, or grants access from the GSi directory to an internal CUSTOMER directory, the CUSTOMER must update the directory entries at least every Month to minimise any misdirection of classified information that might arise from staff changes and to enable key staff to be contacted urgently as required and for the benefit of other CUSTOMERs.

3.9. The CUSTOMER agrees to accept the AUTHORITY's role and rules for domain name services for:

3.9.1. x.gsi.gov.uk: up to and including protectively marked CONFIDENTIAL;

3.9.2. gsi.gov.uk: up to and including protectively marked RESTRICTED; and

3.9.3. gsx.gov.uk: up to and including protectively marked RESTRICTED;

3.9.4. gcsx.gov.uk: up to and including protectively marked RESTRICTED;

## **GSI Code of Practice**

if recipients are cleared to receive such information, and for any other new domain names that may be introduced for GSI.

3.10. The CUSTOMER agrees to cooperate with any investigation into any:

3.10.1. inappropriate disclosure of information;

3.10.2. use not in accordance with public policy; or

3.10.3. criminal activity;

that might be conducted by the AUTHORITY or the appropriate authorities.

3.11. In the event of a national emergency, various business continuity scenarios and/or unforeseen congestion; the CUSTOMER will implement a reduction in demand, including technical measures and issuing instructions to its users, as requested by the AUTHORITY.

### **4. CUSTOMER User Duties**

4.1. The CUSTOMER agrees to ensure that CUSTOMER Users will abide by the relevant Service Usage Rules.

4.2. CUSTOMER Users are responsible for taking care to ensure that classified information is distributed only on a need to know basis.

4.3. CUSTOMER Users are responsible for taking due care in;

4.3.1. addressing emails;

4.3.2. publishing on the internet and the intranet; and

4.3.3. any use of file transfer protocol,

to ensure that classified information is not inadvertently emailed or otherwise downloaded to a security regime lower than is appropriate for holding the information.

4.4. CUSTOMER Users are responsible for taking care to ensure that classified information is not inadvertently emailed or otherwise transmitted via an insecure regime such as the Internet unless an approved form of encryption is used.

4.5. CUSTOMER Users are responsible for using the appropriate address structure, as specified in paragraph 3.9, to ensure that information remains within the appropriate community.

4.6. CUSTOMER Users must not use the Services for defamatory, offensive, pornographic, racist, sexist, violent or other inappropriate communication purposes.

4.7. CUSTOMER Users shall be responsible for the protection of any authentication materials, including usernames, passwords, PINs and digital certificates, and shall not provide or disclose such authentication materials to unauthorised parties.

### **5. CUSTOMER Acknowledgements**

5.1. The CUSTOMER acknowledges that in the event of the AUTHORITY permitting a CUSTOMER to Order Services in advance of the CUSTOMER having fully complied with any relevant Service Usage Rules (such as obtaining security accreditation), the CONTRACTOR will not enable such Services until the AUTHORITY has given its approval. In such circumstances, the CUSTOMER will

## GSi Code of Practice

still be liable to pay the CONTRACTOR from the ready for service date for that Service Contract, even if the Service has not been activated/enabled.

- 5.2. In the interests of protecting the communities, ensuring best practice and government policy, the CUSTOMER acknowledges that in the event of any persistent or serious breach of the Service Usage Rules by the CUSTOMER the provision of the relevant Service to the CUSTOMER may be suspended. In such circumstances, the CUSTOMER will remain liable for paying the CONTRACTOR during the period of suspension.
- 5.3. The CUSTOMER acknowledges that in the event of any persistent or serious breach of this Code of Practice; the AUTHORITY may revoke the CUSTOMER's status as an approved GSi CUSTOMER.
- 5.4. The CUSTOMER acknowledges that scheduled maintenance periods for Services impacting upon many or all CUSTOMERS may be agreed between the AUTHORITY and the CONTRACTOR. The AUTHORITY will ensure that advance notice is given of such scheduled maintenance whenever possible.
- 5.5. The CUSTOMER acknowledges that where it is necessary to temporarily suspend a Service in its entirety for maintenance, the AUTHORITY may collectively agree the date and time of such suspension with the CONTRACTOR. The AUTHORITY will ensure that advance notice is given of such suspension whenever possible.
- 5.6. The CUSTOMER agrees to accept the AUTHORITY's decisions about the prioritisation of CUSTOMERS and the prioritisation of Services that may arise in addressing business continuity concerns.



**APPENDIX 5**

**ADDRESSES FOR SERVICE OF NOTICES**

**1. Introduction**

1.1. This Appendix 5 sets out the addresses of the parties for the service of notices in accordance with the provisions of Term 13.

1.2. Unless otherwise previously agreed in writing by the parties, the service of notices by either party to addresses other than those set out herein shall not be valid hereunder.

**2. For the AUTHORITY:**

Name: The GSI Contract Manager  
Address: OGCBuying.solutions  
Rosebery Court  
St Andrews Business Park  
Norwich  
NR7 0HS

Email address: GSI@ogcbs.gsi.gov.uk  
Telephone Number: 01603 704400  
Fax Number: 01603 704755

**3. For the CUSTOMER:**

Name: [ ]  
Address: [ ]  
[ ]  
[ ]  
[ ]  
[ ]  
Email address: [ ]  
Telephone Number: [ ]  
Fax Number: [ ]

This address is also, by default, the address to which the CONTRACTOR will send Service Contracts for execution.

**APPENDIX 6  
CUSTOMER DETAILS**

	Notes	
Contracting entity (for any Service Contract(s))	e.g. "The Secretary of State for Defence"	
Address for Service of Notices	As required for and in Schedule 17-11 (of the Service Contract).	Please ensure Appendix 5 is completed!
Address for Submission of Invoices	As required for and in Schedule 17-8 (of the Service Contract).	Name Address  Tel. No.
Applicable law  (specify one only)	English	YES
	Northern Ireland	NO
	Scots	NO
Legal status  (specify one only)	Crown	NO
	Non-Crown	YES
	Private Authority	NO
Access to Ministry of Defence (MOD) Sites	Is optional Service Contract MOD Term required?	NO
Applicant Organisation  (the Customer)		Name Address  Tel. No. Fax No. Email
CUSTOMER's Representative	To act as single point of contact with the CONTRACTOR	Name Job Title
Members of staff authorised to place an Order		

## **EXECUTIVE AGENDA**

**Monday 1<sup>st</sup> December 2008 at 1000 hours**

<b>Item No.</b>		<b>Page No.(s)</b>
<b>PART 1 – OPEN ITEMS</b>		
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.	3
4.	To approve the minutes of a meeting held on 27 <sup>th</sup> October 2008.	4 to 12
5.	To approve the minutes of a special meeting held on 10 <sup>th</sup> October 2008.	13 to 14
6.	Key Decision Notices from Joint Board held on 13 <sup>th</sup> October 2008.	15 to 22
7.	Arrears – Irrecoverable Items over £1,000	23 to 31
8.	Rent Arrears – verbal update.	Verbal Report
9.	Choice Based Lettings.	To Follow
10.	HRA Garage Sites.	To Follow
11.	Government Connect Code of Practice.	32 to 33
	<b>NB: The Government Connect Code of Practice document is bound separately to the agenda.</b>	
12.	Working Neighbourhoods Fund – Suspension of Contract Standing Orders.	To Follow
13.	Access to Information and Charges for Property Search.	To Follow
<b>PART 2 – EXEMPT ITEMS</b>		
<i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a.</i>		
<u>Paragraph 3</u>		
14.	Drainage Easement at Elmton Road, Creswell.	34 to 36



15. *	Tender Opening – South Normanton and Pinxton Masterplans	37 to 38
16. *	Tender Opening – Unoccupied Public House Feasibility Project.	39
17.	Tender Updates.	40 to 44

**\* Denotes Key Decision on the Forward Plan**

To Follow Items on the Agenda:

Agenda Item 9 – Choice Based Lettings

Agenda Item 10 – HRA Garage Sites

Committee:	Executive	Agenda Item No.:	9.
Date:	1 <sup>st</sup> December 2008	Status	Open
Category	2. Decision within the functions of Executive		
Subject:	Choice Based Letting (CBL)		
Report by:	Head of Housing		
Other Officers Involved	Housing Innovation Officer; Housing Needs Manager		
Director	Chief Executive		
Relevant Portfolio Holder	Housing Management		

#### **RELEVANT CORPORATE AIMS**

**CUSTOMER FOCUSED SERVICES** – Providing customers with more choice over where they want to live.

**REGENERATION** – Developing sustainable communities where customers chose to live.

**SOCIAL INCLUSION** – Promoting fairness, equality and lifelong learning.

**STRATEGIC ORGANISATIONAL DEVELOPMENT** – Continually improving our organisation by embracing new ways of working alone and with partners.

#### **TARGETS**

Not directly

#### **VALUE FOR MONEY**

The introduction of Choice based letting is a government priority. By working with other authorities the cost of implementation is shared and has made the scheme eligible for external funding from DCLG.

#### **THE REPORT**

In December 2006 the Council adopted a new scheme for allocating council housing. The covering report mentioned that the government had an expectation that all local authorities would introduce an allocations scheme that is based on choice by 2010. Such schemes are known as Choice Based Lettings (CBL)

At this time, it was unclear what the government meant by choice. The scheme adopted in Bolsover offers considerable choice to applicants who are

able to specify which areas and type of property they would consider. Initial conversations with DCLG suggested that the current Bolsover scheme was very close to the CBL model.

There is also an expectation from DCLG that, in line with local housing market areas (HMA's), that local authorities work together to provide CBL systems that work across HMA's and are not limited to individual local authorities.

Together with sub-regional partners (NEDDC, Chesterfield BC and Bassetlaw DC) the Authority has been successful in obtaining this external funding to part fund the introduction of CBL across the sub-region. The value of this external funding is £115,348. The majority of this funding is to purchase and implement government approved CBL software and interactive website.

At the time of the bid for external funding Bolsover had intended to join the scheme from 2010. And, in line with previous reports, would involve only slight modifications to the existing allocations scheme. This would be monitored before making any further commitment.

In October 2008 the government issued a new code of guidance "Allocation of Accommodation: Choice Based Lettings" This makes it clear that all choice must be through an advertising scheme. In effect this means that the Authority needs to review its allocations scheme to ensure it meets the new requirements

It is therefore recommended that the Council adopt a CBL solution for the allocation of all council housing. There are financial implications of this – for both the cost of It equipment and also staffing. There have been capital and revenue budget bids submitted to cover this cost.

It is up to the Authority to decide how the system will work internally, but any new scheme must comply with guidance within the new Code of Guidance. Good practice examples have shown that the schemes that work best are those which are transparent and easy to understand, but do also retain the use of 'points' to prioritise rather than using a date order.

PPMG4 hope to carry out a Scrutiny Review of the allocation system. This was scheduled to begin in October 2008, but this was not completed due to the publication of the Code of Guidance the previous week. The group have however asked for a future session to focus on issues related to CBL within the District. This group could be used to develop the CBL option for Bolsover.

There is increased pressure from DCLG to develop CBL schemes that work across local authority boundaries. There are a number of advantages of such schemes for example it gives residents of one area access to other types of housing stock, and allows people more mobility for work or caring responsibilities.

It is proposed that the Authority lets 10% of housing stock using a common policy, and other partners have agreed to get a similar commitment from their

own organisations. This will assist local people who need to move to other areas in the region, especially those who require property types that are not widely available with the Council's own stock. This will help applicants, especially childless single people or couples to access accommodation elsewhere, and may help to find applicants for lower demand properties especially in sheltered housing schemes.

Allocation 10% of stock using the common policy does not mean that 10% of stock is let to people from outside the District, but the common policy will be used for these properties. They may still be let to people from Bolsover. The current policy also allows people from outside the District to apply for housing – since January 2007 there have been 745 lettings and 28 have been allocated to people from elsewhere within the sub-region (less than 4%)

Initial discussions with Housing Associations in the area have suggested that if a CBL system was to be introduced they may look to the Council to carry out allocations for more or all of their properties.

It is intended to provide a more complete and detailed report to a future meeting of the Executive. However, to ensure that the Authority is able to access the sub-regional funding with the other authorities within the sub-region, there needs to be an early formal commitment to this project. The recommendations within this report provide that commitment.

## **ISSUES/OPTIONS FOR CONSIDERATION**

Whether to commit to the Choice Based Lettings schemes proposed

## **IMPLICATIONS**

Financial: Not directly from this report. However, the government has an expectation that all local authorities provide CBL. By working with other partners, the cost of implementation will be shared, and much of this will be eligible for a DCLG grant. A separate capital bid has been submitted for an interface to the existing Academy system, this bid is for approximately £17,000.

Legal: None directly, however to comply with the code of guidance "Allocation of Accommodation: Choice Based Lettings the Authority must offer a CBL based system by 2010.

Human Resources: None directly from this report.

## **RECOMMENDATION(S)**

1. That Executive supports the shift to a Choice Based Letting system to allocate housing stock within Bolsover by 2010 subject to the necessary budget being in place.

2. That Executive approves working with the other authorities to develop the CBL IT system for the region.
3. That the Head of Housing works with the PPMG4 group to develop an appropriate CBL allocations scheme within Bolsover and this is reported to a future meeting of the Executive.
4. That Executive provisionally approve the draft sub-regional CBL scheme but grant delegated authority for the Head of Housing in consultation with the Portfolio Holder for Housing to agree minor amendments to the scheme.
5. That Executive provisionally approve that from April 2010 the Authority will commit 10% of housing stock to be allocated through a sub regional CBL system provided that the other partners make the same commitment.

**REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION**

A change in government guidance has meant that the Authority needs to review and improve its approach to Choice Based Letting. There is an opportunity to participate in a sub-regional scheme that will share development cost and provide access to external funding.

ATTACHMENTS: Yes - Draft sub-regional CBL scheme and CBL Budget bid for information

FILE REFERENCE:  
SOURCE DOCUMENT:

## **Sub-Regional Choice Based Lettings Allocation Policy for Cross-Authority Lettings**

### **1. Introduction**

This document outlines the proposed common allocations policy for the Sub-Regional Partnership formed between the following local housing authorities:

Bassetlaw District Council (A1 Housing Bassetlaw Ltd)  
Bolsover District Council  
Chesterfield Borough Council  
North East Derbyshire District Council (Rykneld Homes)

It is anticipated that this policy will be implemented from April 2009 to facilitate cross-boundary mobility via the Sub-Regional Choice Based Lettings Scheme.

### **2. Principles**

The principle of the Sub-Regional Choice Based Lettings Scheme is that each partner agrees to offer an agreed proportion of available properties each year to applicants on any of the partner organisations housing registers. These properties will be advertised on the Sub-Regional section of the usual advertising medium and let in accordance with the Sub-Regional allocation policy. Each partner will continue to let the remaining majority of its properties through its own allocations scheme. Details of these are available from the individual partners.

### **3. Information Sharing**

Each partner organisation will seek the express permission of housing applicants applying to join their housing register to share personal information about the applicant, and any members of their household expected to reside with them, with the other partner organisations and housing associations to whom nominations may be made.

Each partner will comply with the requirements of the Data Protection Act.

#### 4. Equalities & Diversity

The partnership, through each individual partner organisation's own Equalities Policies and Procedures, will ensure that it does not discriminate against any person on the grounds of race, ethnic or national origin, disability, religion or belief, gender, sexuality, marital status, age or any other matter which causes a person to be treated with injustice.

The partnership recognises that both equal treatment and positive action are necessary to counteract discrimination.

#### 5. Allocation Criteria

Any applicant that has been accepted onto the housing register of one of the partner organisations is eligible to bid for properties identified for letting through the Sub-Regional Choice Based Lettings Scheme. This includes applicants who are on the housing register of the partner organisation who is advertising the property.

All applicants will have their housing needs assessed in accordance with the Sub-Regional CBL policy and be placed in a housing needs band according to their circumstances. This will take into account the reasonable preference criteria outlined in the Housing Act (1996), as amended by the Homelessness Act (2002). Applicants in the same band will be sorted by date order.

The applicable date will initially be the date of application. If an applicant's circumstances change and their band changes so may the applicable date. If an applicant goes down a band following a re-assessment or change in circumstances, their applicable date will remain at their date of registration. If an applicant's need increases and they go up a band, their applicable date will be the date they enter the new band.

Properties let through the scheme will generally be let to the applicant in the highest housing needs band with the earliest applicable date who expressed an interest in the property and met the eligibility criteria (i.e. household size and type).

The Criteria for each Housing Needs Band can be seen at appendix A.



## 6. Lettings Targets (Relevance?)

In order to ensure that there is a fair distribution between transferring applicants and housing needs applicants, and that transferring applicants (who may have been on the housing register for a longer period of time) do not dominate the cross-boundary mobility moves, a target for each will be set. This target will be [two-thirds] of lettings to go to housing needs applicants and [one-third] to transfer applicants. This will be reviewed [quarterly] by the partnership.

## 7. Properties to be Included in the Scheme

Each partner organisation agrees to offer 10% of its available properties in each year to applicants on any of the partner organisations housing registers.

### General Principles

Exclude new-build properties unless specifically agreed as part of a nomination sharing agreement.

Exclude vacancies that occur in settlements that have less than 10 social housing units.

Exclude properties that are provided under Rural Exception Site policies and which are subject to any specific requirements to meet local housing needs under Section 106 of the Town & County Planning Act 1990.

Partner organisations are encouraged, but not obliged, to include properties adapted for the disabled. These may be advertised when the vacancy first occurs, or later where it has not been possible to identify a suitable applicant from the partner's own housing register.

Any other exclusion agreed by the partnership.

### Number of each Property Type to be Included

The exact number and type of property to be included will be agreed annually by the partners and will be based on the stock profile and vacancy rate for each property type for the previous 2 years. In future years the proportion of properties may take into account the rate of population growth of the different organisation's areas.



These figures will be the minimum number of properties to be identified for cross-boundary moves and include all property types. Each partner may choose to include additional properties e.g. hard to let sheltered bed-sit flats.

It is up to each partner to select the properties that are to be identified for cross-boundary moves but low demand or less popular properties should not be over represented.

## Re-advertising Properties

**If a property has been advertised through the sub-regional scheme and no eligible expressions of interest are received, the landlord of the property may re-advertise it and relax the eligibility criteria. The property will be allocated at the end of the advertising cycle to the applicant with the highest priority as detailed in section 5.**

## Monitoring and Evaluation

The outcome of each letting made through the Sub-Regional CBL scheme will be monitored by the partnership on a quarterly basis. Corrective action will be proposed if an imbalance exists between properties advertised by each partner and the number of cross-boundary moves achieved.

## 8. Eligibility for Properties According to Size

Each organisation will allocate properties in accordance with their own allocation matrices set out in their own allocation policy.

## 9. Lettings Processes

### Advertising through CBL

Each partner organisation will identify properties to be advertised as available for cross-boundary mobility moves in accordance with section 7.

The partner organisation will prepare an advert for these properties to be included in the next advertising cycle. Each cycle will commence on Tuesday at midnight and close on Tuesday at midnight in each week of the year.

The advert will contain a photograph of the either the particular property or a photograph of a similar property type. If no photograph is available then the landlord's logo will be shown instead of a photograph. The advert will also contain a description of the property; other details including the rent and any other landlord charges as well as any eligibility criteria. It is the advertising landlord's responsibility to ensure that information is accurate and complete.

The partner organisation advertising the property will set the eligibility requirements that the successful applicant must fulfil.

Partner organisations will label advertised properties with the eligibility criteria to provide more information on who is entitled to express an interest in them. Labelling criteria that can be applied (but is not restricted to) include:

- **Transferring tenant:** whether the property is only available to existing tenants of one of the partner organisations.
- **Property size:** the number of bedrooms in the property and the size and type (i.e. children) of household that is eligible to bid for it.
- **Property type and facilities:** the property type, floor level and any other relevant details.
- **Age restrictions:** whether there is a minimum age requirement (e.g. sheltered housing).
- **Adapted properties:** whether the property has adaptations such as ramped access or level access shower instead of a bath.
- **Pets:** whether pets are allowed
- **Area specific property:** to promote sustainable communities, partner organisations may introduce a specific policy in certain areas which varies from the overall lettings policy of that partner organisation. Where such a policy is in place, further details can be obtained from the relevant partner organisation.
- **Housing needs band:** properties may be labelled for applicants within a specific housing needs band.
- **Local connection:** whether the property is only available to households with a local connection with a particular local authority, open to households with a local connection to any of the local authorities in the sub-region or where there is no local connection restriction.



### Bidding for Properties

To be considered for an available property, customers will be required to contact a partner organisation to express an interest in the property. This is called making a bid.

Applicants may make up to 3 bids per advertising cycle through the sub-regional CBL scheme. These bids will be in addition to the number of bids the applicant is allowed to make to the partner organisation whose housing register they are on.

Any applicant who has been accepted onto the housing register of one of the partner organisations is eligible to bid for properties identified for cross-boundary moves provided they meet the eligibility criteria and as long as they haven't already accepted the offer of any other property.

Applicants will not be considered for any property they are not eligible to bid for. This includes but is not restricted to:

- if the household's bedroom requirement is different to the number of bedrooms in the property, for example a single person would not be considered for a three-bedroom house;
- where a customer does not meet the criteria of a local policy;
- where there are disabled adaptations that the applicant does not need;
- where there is an age restriction on the home.

Applicants will be able to bid through the following mechanisms

- Online via the website
- Automated telephone system
- Text message
- In person at specified locations

Bids must be made before the closing deadline shown in the advertisement otherwise the bid will not count.

The partnership recognises that there will be applicants who have support needs and may need assistance with accessing or using the bidding system. Each partner organisation will have their own mechanisms in place for providing the level of support required by the individual applicants.



### Shortlisting

Once the advertising cycle has closed, a shortlist of customers who expressed an interest in the home will be produced.

The partner organisation that has advertised the property will review the shortlist and decide which applicant is eligible to be offered the property in accordance with this policy.

If the partner organisation that has advertised the property does not have sufficient information on which to base a decision they may ask for the partner organisation on whose housing register the applicant was registered to provide additional information either by telephone or through the completion of a pro forma. This should be completed electronically and sent back by e-mail within 1 working day where practical.

It is the responsibility of the partner organisation advertising the property to carry out their own verification checks in accordance with their own policy. If the partner organisation wishes to visit the applicant to verify their circumstances they will need to make the necessary arrangements to do so themselves. If the applicant is a current tenant of the partner organisation the applicant's landlord is to carry out the appropriate visits.

If an applicant does not meet the verification criteria of the partner organisation advertising the property they will be considered to be ineligible to be offered the property. The partner organisation will overlook the applicant and move onto the next applicant on the shortlist. In doing so they will be responsible for advising, at the very least, the highest placed applicant that they are not eligible for the property and the reason for this.

### Offer

Having identified the applicant that is eligible for an offer the partner organisation will contact the applicant to invite them to view the property.

Following the viewing the applicant will be required to confirm whether or not they wish to accept the property. The time scale for this will be based on the normal time scale used by the partner authority advertising the property.

If the applicant accepts the property they will be invited to sign for the tenancy. If the applicant refuses the property the next eligible person is selected.

If an applicant who accepts a property is on the housing register of another partner organisation the partner organisation that advertised the property will inform the applicant's current partner organisation of the tenancy start date within 1 working day of it being agreed.

At the end of each month each partner organisation will compile a list of all applicants housed under the common allocation policy during the last month and forward this by e-mail to the other partner organisation. This is to ensure that these applicants are shown as housed on all partner organisations' housing registers that they are on.

Once a tenancy start date has been agreed the partner organisation that advertised the property may request the applicant's file from the partner authority on whose housing register they are on. The file will be provided within 10 working days of this request.

Once the tenancy is signed the tenant is required to give notice to the outgoing landlord in accordance with their policy.

### Feedback

Feedback will be provided on all homes let through the sub-regional CBL scheme on a regular basis. This is to provide an open and transparent service to help customers make realistic choices.

Feedback details may include the housing needs band of the successful customer, and the total number of people who expressed interest in the home. No personal information will be disclosed.

## **10. Appeals Process**

An applicant has a right to request a review of the following decisions: -

That they are ineligible for an offer. This request will be made to the partner organisation that has advertised the property. An officer senior to the officer making the original decision and who was not involved in making the decision will carry out any such reviews.

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That they were not offered the property having successfully bid for it. This request will be made to the partner organisation who was responsible for making the decision not to offer the property.



**Appendix A**

<b>One</b>	Statutory Homeless Statutory Unfit Critical or Crisis Medical Statutory Overcrowding	Compulsory Purchase Orders Domestic Abuse Hospital Discharges Mental Health Protocol Referrals
<b>Band Two</b>	Duties under the Children’s Act 1989 Alternative to Adaptations Racial and Other Harassment Modernisation Release of a disabled persons adapted home Employees Tied Accommodation Ending	Overcrowding – (2 or more bedrooms short) Lack of basis amenities General Medical Needs Non Statutory Homeless Under-occupation – Tenants Only Multiple Band Three Needs
<b>Band Three</b>	Special circumstances - i.e. Families with special needs children Low Level Overcrowding - (1 bedroom short) Relationship Breakdown Lodgers	Private Tenants Sharing Facilities Support Needs outside current boundary. - In partners boundary Children in Flats - Child under the age of 16
<b>Band Four</b>	All applicants with no specific housing need.  (Preference will be given to applicants with a connection to the advertising authority then to the sub regional authorities.)	Applicants living outside sub regional boundaries





**CAPITAL BUDGET BID – 2009/10**

**Project Lead Officer:**

**Job Title:**

**Department:**

**Project Title:**

**Brief outline of the project (max 30 words):**

The Secretary of State believes that allocation policies for Social Housing should provide applicants to be given more of a say and a greater choice over the accommodation which they are allocated, while continuing to ensure that the primary purpose of social housing is to meet housing need.

Choice-based lettings (CBL) is a new method of allocating social housing. CBL schemes give people more choice in where they want to live by allowing people to apply (or 'bid') for advertised social housing vacancies. Available properties are advertised and applicants can apply for any property to which they are suitably matched. Housing authorities are still required to ensure that reasonable preference is extended to certain categories of applicants, for instance those who are homeless or who have medical need.

(Note – although there is a statutory requirement for all authorities to have a choice based letting system in place by 2010 it is not a statutory requirement to use the Abrisas solution)

**This is a capital bid for the software. There is a linked revenue bid for the staff.**

**1. Describe any clear linkages this project has to the delivery of the Council's Corporate Aims, together with details of the outcomes this investment will deliver:**

Community Safety – by allowing tenants/applicants to choose where they wish to live will allow them to live in areas where they want to live away from the threats of anti social behaviour or crime. CBL offers the promotion of safe and sustainable communities

Customer Focused – Choice Based Lettings offers a potential to deliver real benefits to residents; it represents a shift towards a much more customer focussed approach. Keeping tenants informed of the properties available and how to apply for them.

Regeneration – by giving tenants a choice of where they want to live they will look after the properties better and take pride in their homes and secure a decent standard of housing across the district.

Social Inclusion – by ensuring access to affordable social housing is transparent and that



members of the community are able to make more choices on their housing options.

Strategic Organisational Development – continue to review and improve the economy, efficiency and effectiveness of all Council Services.

In particular, Bolsover District Council has entered into a partnership with neighbouring authorities (Chesterfield, North East Derbyshire DC, and Bassetlaw) to procure the software on a sub-regional basis. This has attracted additional funding from CLG of £115k, this has been used for project management and implementation costs. If the council was to provide its own CBL system there would be no external funding and Bolsover would be liable for the full project costs.

## 2. Value for Money (VFM):

### 2a. Economy – describe how the project will save money, time or effort:

By implementing a CBL system across 4 authorities each authority has made significant saving on project management and implementation costs, and this approach has attracted external funding from DCLG.

The grant awarded is £115k and the project management costs estimated at £30k per year over a 2 year period (note the grant is used for project management, this saving should not be double counted).

### 2b. Efficiency – describe how the project will improve productivity or quality of services:

During implementation adopting a partnership approach will spread the workload over a number of officers within the 4 authorities. For Bolsover, other partners are more advanced, which provides an opportunity to learn from their mistakes and to glean their experience.

Reduce void periods allowing us to advertise properties as soon as the termination is received.

Giving applicants a choice and information encourage them to bid for properties in less demand than they may have usually have been interested in.

**2c. Effectiveness – describe the impact this project will have on our customers:**

Choice Based Lettings requires the applicant to play an active part in the allocation process by having to bid on the properties they are interested in. Advertising properties allows the applicant more choice as they may not always be aware of the properties that are available to them in their areas of choice. CBL also encourages ownership by the applicant because if they do not bid then they will not be successful in being rehoused. It will also give them a greater understanding of the process of letting properties.

**3. Please state how much funding is sought from the Council, together with any other relevant sources of funding involved:**

*Tick here if funding is required beyond 2011/12*

	2009/10 £	2010/11 £	2011/12 £
Total cost of the project: Abitas software Capita Housing Interface Hosting, support & maintenance & data feeds	£35,450. £17,000	£8,735	£8,735
<b>Less</b> any external or existing funding: (provide details of funding status and exit strategy)  CLG Contribution  (Note DCLG funding to pay for project management of £115k over 4 authorities has been excluded from this calculation)	£15,000		
<b>TOTAL funding required</b>	<b>£37,450</b>	<b>£8,735</b>	<b>£8,735</b>

**4. Please provide details of any revenue implications of the project, including any potential savings/additional income:**

*Tick here if expenditure or income extends beyond 2011/12*

	2009/10 £	2010/11 £	2011/12 £
Revenue costs:			
Fee for 0800 number (up to 24k mins across all partners)	£2,160	£2,160	£2,160
Incoming SMS messages	£1,150	£1,150	£1,150
Outgoing in SMS messages	£1,920	£1,920	£1,920
Additional consultancy (5 days pa)	£3,250	£3,250	£3,250
Staffing costs (see separate Revenue bid)			
Income/potential savings:			
<b>NET TOTAL</b>	<b>£8,480</b>	<b>£8,480</b>	<b>£8,480</b>
<b>Less</b> any external or existing funding: (provide details)			
<b>TOTAL net revenue cost</b>	<b>£8,480</b>	<b>£8,480</b>	<b>£8,480</b>

**5. Risk Management**

**5a. Identify the main risk factors that could delay or prevent implementation of the project, together with any proposed actions to manage the risks:**

Lack of resources to provide a good quality CBL scheme. Please see linked revenue bid.

The scheme needs to be handled carefully, in some authorities elected members have felt that the introduction of a CBL letting scheme has excluded them from the process. Action – to involve members throughout process.

Software not working – but this is a government promoted solution that has been seen to work elsewhere.

**5b. Describe the risks or consequences of not proceeding with this project**

It is a Government target for all local authorities to operate CBL schemes by 2010. It is unclear what punitive action the government could take.

**Signature of relevant Director:**

Committee:	Executive	Agenda Item No.:	10
Date:	1 <sup>st</sup> December 2008	Status	Open
Category	3. Part of the Budget and Policy Framework		
Subject:	HRA Garage Sites		
Report by:	Head of Housing		
Other Officers Involved	Senior Valuer Repair Co-ordinators Housing Needs Officers Tenancy Management Officers Housing Assistants		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Housing Management		

### **RELEVANT CORPORATE AIMS**

COMMUNITY SAFETY – Disposing of garage sites some of which have attracted Anti-Social Behaviour.

CUSTOMER FOCUSED SERVICES – Disposing of unpopular sites will allow the Authority of providing better quality sites where needed.

ENVIRONMENT – Some of the garages sites are neglected

REGENERATION – It is envisaged that some of the sites will be developed into new housing.

STRATEGIC ORGANISATIONAL DEVELOPMENT – By considering alternative use for non-productive assets.

### **TARGETS**

None

### **VALUE FOR MONEY**

The Authority is currently spending money on maintaining garage sites with little or no return. This report recommends disposing of a number of sites resulting in a capital receipt to the Authority and a revenue saving on maintenance.

### **THE REPORT**

Over the past year or so Housing Staff have been carrying out a review of all HRA garage sites. Members have been made aware of this through the development of the Garage policy and Housing reports though the Member Service Review Panels.

In line with the Council's Garage policy this review has taken account of the condition and the use for each garage site, and has identified some sites for disposal. These are listed in the appendix where the sites for potential disposal are shown as shaded.

Many of these sites are focuses of anti-social behaviour in areas; this may take the form of fly-tipping, vandalism, etc. As well as the ongoing maintenance of the garage sites, the Authority is bearing the costs associated with tackling these issues.

It is recommended that the sites identified are disposed of. The disposal method for each site to be determined by the Senior Valuer in conjunction with the Head of Regeneration. Each site to be considered in dealing with the Council's regeneration and affordable housing aims, and where possible to maximise the receipt from each site.

If, on occasion, it is proposed to dispose of a site for less than the market value, for example to a Housing Association for affordable housing site specific approval will be sought from Executive on each and every case and only when such disposals are covered by the General Consent..

Some sites may need expenditure prior to sale (for example site clearance to reduce vandalism, or gaining planning permission to maximise potential receipt). Any capital receipt of less than £10,000 is treated as a de-minimis receipt and credited to revenue. These may then be used to fund any necessary expenditure prior to disposal. The HRA currently has a small amount of these receipts available for use. Any future disposals of less than £10,000 will increase the available balance.

That the receipt is used on planned capital projects for affordable housing and/or regeneration.

### **ISSUES/OPTIONS FOR CONSIDERATION**

Disposal of the identified garage sites in order to reduce a maintenance burden and anti social behaviour opportunities.

### **IMPLICATIONS**

Financial: Housing Revenue Account Capital receipt to the Council.  
Legal: Ensuring Compliance with section 123 of the Local Government Act 1972 in relation to a sale and the ASB Act in relation to anti social behaviour.  
Human Resources: Not specifically.

### **RECOMMENDATION(S) that**

1. The Executive agree to the disposal of the garage sites that have been identified.
2. That the Head of Regeneration is given delegated power to dispose of these sites for any sum that meets or exceeds the valuation of the Senior Valuer
3. If, in the opinion of the Senior Valuer, the Authority will gain a better return by delaying the sale of land the Head of Regeneration is given power to exclude any site from the disposal schedule.
4. That the Senior Valuer report back to the Executive with details and value of the land disposed of, the method of disposal and what aims the disposal is meeting.
5. That Executive earmark the capital receipt for use on planned capital projects for affordable housing and/or regeneration.

### **REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION**

**In order to ensure a capital receipt for the Council from the sale of land that is surplus to the Council's requirements and causing maintenance and anti social behaviour problems.**

ATTACHMENTS:            Y  
FILE REFERENCE:  
SOURCE DOCUMENT:



Site	Condition	Usage	Comments	Potential for disposal	Recommended for disposal within scope of Exec Report
<b><u>Bolsover Area</u></b>					
Hides Green	Good	Well used	No problems potential for two plots plenty of on road parking	Yes	
North Street Carr Vale			Not in Council ownership	No	
Pattison St Shuttlewood	Good	Well used	Suggested should be established how many of the tenants are also Council house tenants. Good shape and access	Yes	
Adin Avenue Shuttlewood	Poor	One plot only	Notice served. Potential for two plots	Yes	Yes
Bentinck Road	Poor	Plots	Large area	Yes	Yes
St Lawrence Ave 1	Good	Well used	Too narrow	No	
St Lawrence Ave 2	Poor	Poor	Suffers from vandalism. Footpath runs through site needs to be established if adopted. Access narrow consultation with Planning/Highways needed	Yes	Yes
The Paddock 1	Good	Well used		No	
The Paddock 2	Good	Well used	Potential for one plot if combined with part of communal grassed area	Yes	
Vale Close	Good	3 let	No problems with vandalism	Yes	
Bainbridge Road	Good	Fully let	Inspection needed		
Cundy Road	Very poor	Low	Potential to sell to either OBTC as adjoining land owner or whoever develops OBTC's land	Yes	Yes
Castle Green	Poor plots only	Low	Consultation with Planning/Highways required over access	Yes	Yes
Moor Lane					
Orchard Close	Good	Well used plots only			
Lime Tree Ave Glapwell			Accesses of sites. Development difficult	No	
Rowthorne Ave Glapwell	Poor	Fairly well used plots	Accesses of sites. Development difficult	No	

Site	Condition	Usage	Comments	Potential for disposal	Recommended for disposal within scope of Exec Report
Beech Crescent Glapwell	Good	Well used			
Church View New Houghton	Fair	Fair	Too small	No	
Peveril Road 1		Parking area only	Suffers from vandalism. Some accesses off site	Yes	Yes
Peveril Road 2	Cleared site			Yes	Yes
Occupation Road New Houghton	Plots only poor	Low	Include with Tarrans	Yes	
<b>Clowne Area</b>					
Creswell Road	Plots only	Nil	Consult Planning/Highways as access poor	Yes	Yes
Damsbrook Drive	Good	Half let	2 sites suggested that all tenants be moved into one site and the remaining site be sold	Yes	
Springfield Close	Good		Suggest sell and decant tenants into nearby Craggs Drive	Yes	
Craggs Drive			See Above	No	
Mansfield Road	Poor	One plot only	Large area of land mainly grassed. In Local Plan as allotments. The access is very narrow and an alternative would need to be looked at	Yes	Yes
Orchard Close	Plots only	Half let	Possible bungalow development fronting onto Rood Lane	Yes	Yes
Harlethorpe Ave	Fair		Tenants from larger site could be moved to the smaller site which would give a single plot	Yes	
Recreation Close		fairly well used	Single plot	Yes	
Rose Avenue		Well used	Adjacent property has an access to the rear of the site which would cause difficulties	No	
Southgate Crescent	Fair	Well used	Check boundaries with number 16 and land to the rear of 16. Possibly two plots	Yes	

Site	Condition	Usage	Comments	Potential for disposal	Recommended for disposal within scope of Exec Report
<b><u>Creswell</u></b>					
Baker Street	Fair		Flooding problem to some garages. Access may be tight	Yes	Yes
Duchess Street	Poor	Fairly well used	Asbestos roofs. Possible route of access to the land to the rear should it be developed. Further investigation needed	Not at present	
Rogers Avenue	Fair	Fairly well used	Current access poor. Could use part of front garden of adjacent flats to widen access	Yes	
Tennyson Road			Only part of site owned by Council. Access over site	No	
Titchfield Street		Poor asbestos roofs	Suggest demolition would provide increased off road parking. Too small for development.	No	
Victoria Street			2 individual garages only suggest sell them to the tenants or adjoining owners	Yes	
Duke Street	Poor	Poor	Vandalism problems. Planning permission obtained for two plots waiting for site to be cleared.	Yes	Yes
Wood Avenue	Plots only	Fairly low	Good road frontage. 2 plots.	Yes	Yes
Manse Avenue		Low	Too small for development	No	
<b><u>Barlborough</u></b>					
Manor Road	Plots only	Fair	2 sites too small for development	No	
New Road	Fair	Fairly well used	Access narrow consultation required with Planning/Highways. Potential for one plot	Yes	
Park View	Good	Well used	Could incorporate part of adjacent grassed verge to create one plot.	Yes	
Ruthyn Avenue	Good	Well used	Various accesses off garage court	No	

Site	Condition	Usage	Comments	Potential for disposal	Recommended for disposal within scope of Exec Report
<b><u>Whitwell</u></b>					
Claylands Road	Fair	Fairly well used	3 sites. Northern site is too small. The other sites could be combined to form a good sized plot. Possible problems with two accesses off sites	Yes	
Doles Land	Fair	Well used	Numerous accesses off the site. Could be used as access for land to the rear	No	
George Inn	Good	Good	Possible sale to the purchaser of George Inn	Yes	
Larpit Green	Fair	Good	Check extent off boundaries to the site	Yes	
Longcroft View	Fair		Check ownership of adjacent grassed verge. If owned by BDC possibly one plot	Yes	
Sandy Lane	Poor		Check access width	Yes	Yes
Spring Hill			Access too narrow	No	
Station Road			Too small for development	No	
Thorpe Avenue	Poor condition	Fairly well used	Good access single plot	Yes	Yes
Whitwell Common			Replace garages with parking area	No	
<b><u>Shirebrook</u></b>					
Bramble Close	Fair	Fair	Too small to develop sell to tenants or adjoining owners	Yes	
Briar Close	Fair	Fair	Asbestos roofs. Narrow site	Yes	
Central Drive	Fair	Well used	No other off road parking available. Accesses off	No	
Cherry Close	Fair	Fair	Too small to develop sell to tenants or adjoining owners	Yes	
Hazel Crescent	Fair	Fair	Numerous accesses off	No	
Herewood 1	Fair	Good	Suggest combine tenants onto one site and sell site nearest Portland Road	Yes	

Site	Condition	Usage	Comments	Potential for disposal	Recommended for disposal within scope of Exec Report
Herewood 2	Fair	Good	Retain see above	No	
Highcliffe Avenue	Fair	Fair	May be too small to develop. Check extent of ownership	Yes	
Linden Street	Fair	Fair	Accesses off site	No	
Market Close	Fair	Fully let	Possibly too small. Consultation with Planning required	Yes	
Pear Tree Drive	Poor	Low	Include with Tarran redevelopment	Yes	No
Pine Close	Fair	Fair	Too small to develop sell to tenants or adjoining owners	Yes	
Recreation Road	Poor	Poor	At rear of shops. Also used to provide rear servicing.	No	
Rowan Drive	Poor	Low	Clear site. Accesses to houses on Recreation Road. May have potential for some development. Large site but narrow.	Yes	Yes
Springfield Avenue	Poor	Low		No	
Thickley Close	Good	Fair	Too small to develop	No	
The Rocklands	Fair	Fair	Single low rise plot	Yes	
Alderway	Poor	Low	Large area. Potential for development in conjunction with adjoining allotments. Existing access insufficient suggest two houses on Carter Lane West be demolished to create access. Need to ensure not sold via RTB	Yes	No
Limes Crescent	Poor	Low	Potential access point to large area of Council owned land.	Yes	Yes
<b><u>Langwith</u></b>					
Dale Close	Plots only	Low	Check ownership as part has been sold off. Access quite narrow	Yes	Yes

Site	Condition	Usage	Comments	Potential for disposal	Recommended for disposal within scope of Exec Report
Moorfield Lane	Plots only	Low	Check ownership. Existing access is too narrow so look at adjoining ownership.	Yes	Yes
Moorfield Lane 2	Plots only	Low	Site at end of Moorfield Lane. Not on Housing lists but owned by BDC	Yes	Yes
<b><u>South Normanton</u></b>					
Beech Grove	Plots only	Nil	Two accesses off. Potential for 2 low rise plots	Yes	Yes
Eastfield Drive	Plots only	Low	Various accesses off site. Large sewer runs through the site reducing developable area. Existing access substandard but access could be improved by taking part of the side gardens of two properties on Eastfield Drive	Yes	Yes
Garden Crescent	Plots only	Nil	Planning application submitted for 1 plot	Yes	Yes
Hazel Grove	Plots only	Low	Potential for two plots	Yes	Yes
Leamington Drive 1	Poor	Low	Good site. Potential for several plots	Yes	Yes
Leamington Drive 2	Fair	Good	Access narrow	No	
St Michaels Drive	Good	Well used	Too small to develop	No	
The Croft	Plots only	Low	Poor shape	No	
<b><u>Tibshelf</u></b>					
Back Lane	Fair	Well used		No	
Derwent Drive	Poor plots only	Nil	Combine with adjacent play area	Yes	Yes
Hawthorn Avenue	Plots only	Well used	Potential for one plot	Yes	
Meadow Close	Good	Well used	2 sites could look to move tenants onto one site	Yes	

Site	Condition	Usage	Comments	Potential for disposal	Recommended for disposal within scope of Exec Report
St Thomas Close	Fair	Fair	4 sites. 3 are too small to develop so suggest move tenants from largest site to release for development in conjunction with adjoining grassed area	Yes	
Church Close Westhouses	Good	Well used	Could combine with land to the rear to provide larger area	Yes	
<b><u>Blackwell</u></b>					
Alfreton Road	Fair	Fully let	Access off site needs to be checked. Has potential in future	Yes	
Central Drive	Fair	Well used	Potential for one plot	Yes	
Pendean Close	Fair	Fair		No	
Victoria Drive	Poor	Low	Site at end of Victoria Drive. Suggest tenants moved to other Victoria Drive site to release for development	Yes	Yes
Victoria Drive	Fair	Fair	See above	No	
Charnwood Cres Newton 1	Good	Well used		No	
Charnwood Cres Newton 2	Good	Well used	Footpath runs through the site	No	
<b><u>Pinxton</u></b>					
Elm Close	Plots	Well used	Good access potential for 2 plots	Yes	
Park Lane	Plots	Well used	Individual plots sale to tenants or adjoining owners	Yes	
Sleights Lane	Good	Well used	Possible single plot	Yes	
Talbot Street/Widmerpool St	Fair	Fair	Not owned by the Council.	No	
Lime Close	Plots	Low	2 sites. Move the tenants onto one site to give 1 potential plot	Yes	Yes
Town Street	Fair	Fair	Too small to develop	No	

<b>Site</b>	<b>Condition</b>	<b>Usage</b>	<b>Comments</b>	<b>Potential for disposal</b>	<b>Recommended for disposal within scope of Exec Report</b>
Woodfield Road 1	Poor	Fair	Good access potential for 2 plots	Yes	
Woodfield Road 2	Parking area only	Fair		Yes	
Woodfield Road 3	Poor	Fully Let	Limited life span of garages	Yes	
Woodfield Road 4	Plots only	Well used	Possible drain runs through the site. Consultation with Engineers required	Yes	
Sycamore Close		Nil	Overgrown parking area	Yes	Yes



Agenda Item 13 – Access to Information and Charges for Property Search.

Please note that this item has now been withdrawn.

Agenda Item 12 – Working Neighbourhoods Fund – Suspension of Contract Standing Orders.

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Please note that this item has now been withdrawn.