

EXECUTIVE

**26TH JANUARY 2009
AT 1000 HOURS**

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Minicom: 01246 242450 Fax: 01246 242423

Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

Date: 16th January 2009

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 26th January 2009 at 1000 hours.

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

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

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

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

You will find the contents of the agenda itemised on pages 125 and 126.

Yours faithfully,



Chief Executive Officer

To: Chairman and Members of the Executive

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

DECLARATION OF INTERESTS

EXECUTIVE

DATE: 26th January 2009

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, 1st December 2008 at 1000 hours.

PRESENT:-

Members:-

Councillor E. Watts – Chair

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

Officers:-

S. Tomlinson (Director of Strategy), J. Brooks (Director of Resources), A. Turner (Legal and Standards Officer), F. Bacon (Head of Revenue Services (to Minute No. 514 only)), P. Campbell (Head of Housing (to Minute No. 517)), B. Truswell (Head of Shared Procurement (from Minute No. 520)), R. Owen (Senior Valuer (for Minute No. 518 only)) and A. Bluff (Democratic Services Officer).

The Chair reminded the meeting that agenda item 12 – ‘Working Neighbourhoods Fund – Suspension of Contract Standing Orders’ and agenda item 13 – ‘Access to Information and Charges for Property Search’ had been withdrawn from the agenda.

506. APOLOGIES

There were no apologies for absence.

507. URGENT ITEMS OF BUSINESS

The Chair advised the meeting of an urgent item of business to consider, ‘Sale from the proceeds of Bolsover Baths’ which would be discussed in exempt business after agenda item 14, ‘ Drainage Easement at Elmton Road, Creswell’.

508. DECLARATIONS OF INTEREST

There were no declarations of interest made.

EXECUTIVE

509. MINUTES – 27TH OCTOBER 2008

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

RESOLVED that the minutes of a meeting of the Executive held on 27th October 2008 be approved as a true record.

510. MINUTES – 10TH OCTOBER 2008

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

RESOLVED that the minutes of a special meeting of the Executive held on 10th October 2008 be approved as a true record.

511. KEY DECISION NOTICES FROM THE JOINT BOARD HELD ON 13TH OCTOBER 2008

Councillor Watts presented the key decision notices from the Joint Board held on 13th October 2008.

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

RESOLVED that the Key Decision Notices from the Joint Board held on the 13th October 2008 be accepted.

Reason for decision: To keep Members informed of key decisions made by the Leader as part of the Joint Board.

512. ARREARS – IRRECOVERABLE ITEMS OVER £1,000

The Head of Revenue Services presented the report to seek Members approval to write off outstanding debts, including costs amounting to £30,338.26 in respect of persons; unable to trace / bankrupt or companies in liquidation.

Members asked questions and discussion took place.

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

RESOLVED that the irrecoverable items including costs amounting to £30,338.26 be written off with the proviso that should any of the debts become collectable the amounts be re-debited.

(Head of Revenue Services)

Reason for decision: In order that outstanding debts can be written off where they are uncollectable.

EXECUTIVE

513. RENT ARREARS – VERBAL UPDATE

The Head of Housing circulated information on area based targets in respect of housing rent arrears to the end of October 2008.

Members asked questions and discussed the figures given in the report.

Moved by Councillor E. Watts, seconded by Councillor J. E. Bennett
RESOLVED that the report be noted.

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

The Head of Revenue Services left the meeting at this point.

514. CHOICE BASED LETTINGS

The Head of Housing presented the report in respect of a new government initiative for allocating council housing known as 'Choice Based Lettings' (CBL). The government expected all local authorities to have introduced the scheme by 2010.

The Head of Housing explained that Bolsover had always allowed customers choice when properties became vacant but the government's guidance stated that this did not fit their definition and that in future vacant properties would have to be advertised.

The report was discussed at length and Members asked questions regarding revenue and staffing implications.

Councillor Bowman stated that as the Authority had no choice but to carry out Choice Based Lettings he would reluctantly support the five recommendations in the report providing that Members were kept up to date on any future additions and revenue implications and also had full input into the scheme.

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

RESOLVED that 1) the shift to a Choice Based Lettings (CBL), system to allocate housing stock within Bolsover by 2010, subject to the necessary budget being in place is supported,

2) to work with the other authorities within the sub-region (NEDDC, CBC and Bassetlaw) to develop the CBL IT system for the region be approved,

3) the Head of Housing works with the PPMG4 group to develop an appropriate CBL allocations scheme within Bolsover and this be reported to a future meeting of the Executive,

EXECUTIVE

4) the draft sub-regional CBL scheme be provisionally approved and delegated authority be granted to the Head of Housing, in consultation with the Portfolio Holder for Housing, to agree minor amendments to the scheme,

5) provisionally approve that from April 2010 the Authority 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: **A change in government guidance has meant that the Authority needs to review and improve its approach to Choice Based Lettings. There is an opportunity to participate in a sub-regional scheme that will share development cost and provide access to external funding.**

(Head of Housing)

515. HRA GARAGE SITES

The Head of Housing presented the report in respect of a review which had been carried out by Housing staff on the Authority's garage sites. The review had taken into account the condition and use of each garage site and some had been identified for disposal – these were included in an appendix to the report.

Members considered the sites listed on the appendix and raised various questions.

Lengthy discussion took place.

Councillor Bowman noted that recommendations two and three should include "in consultation with the Portfolio Holder for Regeneration".

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

RESOLVED that 1) Executive agree to the disposal of the garage sites that have been identified,

2) in consultation with the Portfolio Holder for Regeneration, the Head of Regeneration be given delegated powers 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, in consultation with the Portfolio Holder for Regeneration, be given power to exclude any site from the disposal schedule,

4) 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,

EXECUTIVE

5) the capital receipt be earmarked for use on planned capital projects for affordable housing and/or regeneration.

Reason for Decision: **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.**

(Head of Housing / Senior Valuer)

516. GOVERNMENT CONNECT CODE OF PRACTICE

The Director of Resources presented the report in respect of the Government Connect Code of Practice. This was a recognised, accredited and trusted secure government network entitled GCSx, for all Local Authorities in England and Wales and enabled secure data sharing up to restricted level across government.

The ICT Department had been working towards achieving the code of connection, which must be complied with by 31st March 2009, before the Authority could join the GCSx. Elected Members would need training due to the implications on them and this would take place in the New Year (2009).

Moved by Councillor A. J. Hodkin, seconded by Councillor J. E. Bennett
RESOLVED that the Director of Resources be authorised to sign the Code of Practice on behalf of the Authority.

Reason for Decision: **In order to improve the security of communications with Government and work as efficiently with Government & local government as possible.**

(Director of Resources)

The Head of Housing left the meeting at this point.

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

Moved by Councillor A.F. Tomlinson, seconded by Councillor E. Watts
RESOLVED that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that 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.

EXECUTIVE

518. DRAINAGE EASEMENT AT ELMTON ROAD, CRESWELL EXEMPT – PARAGRAPH 3

The Director of Strategy presented the report in respect of a request to connect into a Council owned sewer which was in the garden of a Creswell tenant. The sewer in turn connected to the public sewer system.

Further to a question raised by Councillor McGregor it was confirmed by the Director of Strategy that the tenant had been advised of the application.

Members raised various concerns and it was agreed to adjourn the meeting for fifteen minutes whilst the Director of Strategy sought clarification on the issues raised.

The Director of Strategy reported that advice sought from the Engineering Section and Building Control was that the easement proposed was acceptable in terms of connecting into the public sewer.

The Senior Valuer attended the meeting to answer any further questions from Members regarding the application.

In response to a question raised by Councillor McGregor, the Senior Valuer confirmed that both parties would be responsible for maintenance of the sewer if a blockage occurred up to the point where the sewer was adopted.

Moved by Councillor D. McGregor, seconded by Councillor B. R. Murray-Carr
RESOLVED that the easement be granted on the terms proposed by the Senior Valuer.

Reason for Decision: To assist in the development of a vacant site and secure a small receipt to the Council from the granting of the easement.

(Senior Valuer)

519. URGENT ITEM – PROCEEDS FROM THE SALE OF BOLSOVER BATHS EXEMPT - PARAGRAPH 3

The Legal and Standards Officer presented the report which gave details of a meeting that had taken place on the 21st November 2008 between Members and Officers of the Council and the CEO of CISWO. Attached to the report was an extract from CISWO's website describing work they carried out.

The next CISWO Board meeting was on 17th December 2008 and if Members had any proposals for schemes to be put forward they would need to be with CISWO on or before 10th December 2008

Lengthy discussion took place and Members raised concerns regarding the advice given by the CEO of CISWO and the short length of time available to put any proposals forward.

EXECUTIVE

Further to a question raised by Councillor Kelly, the Legal and Standards Officer clarified the recommendations in the report and added that at this stage Members were giving consideration as to whether to agree the proposal to have a CISWO employee working in the Bolsover area. Any proposal for the transfer of the monies would need to come back to Executive for a decision.

Members requested that their reluctance to agree the recommendations be noted.

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

RESOLVED that 1) a request be made to the Chief Executive of CISWO to put

a proposal to the CISWO Board of Trustees that in exchange for receiving the Bolsover baths charitable endowment the Board will agree that a CISWO employee be actively present within Bolsover district for an agreed period;

2) the Chief Executive Officer explores whether there are any current schemes that can be funded from the accrued income from the Bolsover Baths endowment,

3) it be noted that the Chairman of the Council had agreed that the call-in procedure as set out in 4.5.16 of the Council's Constitution shall not apply,

4) it be noted that the Executive consider that the above decision is an urgent one.

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

(Members / Chief Executive Officer / Solicitor to the Council)

The Head of Procurement joined the meeting at this point.

520. TENDER OPENING – SOUTH NORMANTON AND PINXTON MASTERPLANS EXEMPT - PARAGRAPH 3

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

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

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.

EXECUTIVE

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

(Head of Shared Procurement / Head of Democratic Services)

521. TENDER OPENING – UNOCCUPIED PUBLIC HOUSE FEASIBILITY PROJECT EXEMPT – PARAGRAPH 3

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

Moved by Councillor E. Watts, seconded by Councillor D. McGregor
RESOLVED that 1) the Executive witness the opening of the tenders,

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

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

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

(Head of Shared Procurement / Head of Democratic Services)

522. TENDER UPDATES EXEMPT – PARAGRAPH 3

The Head of Shared Procurement gave a verbal update to the meeting regarding progress on the tender for Security at Pleasley Vale Mills.

The meeting concluded at 1145 hours.

Recommended Item from Scrutiny Committee held on 10th December 2008

560. POLICY AND PERFORMANCE MANAGEMENT GROUP

(1) Progress on Reviews

(i) PPMG4 – Review of the Housing Allocations Policy

The Chair of PPMG4 reported that whilst the Group had taken the review very seriously, they had felt very disappointed to be informed in October that the Council would shift to a Choice Based Lettings system, therefore a review of the Allocations Policy was unnecessary.

The Group felt that they should have been informed sooner that the review was unnecessary and hoped that there were no more unnecessary reviews on the list.

The Chair thanked everyone who had been involved in the review for all their work.

Councillor Smith asked for an explanation of Choice Based Lettings.

Moved by Councillor B. Huddless and seconded by Councillor S. Peake
RESOLVED that the Head of Housing be asked to attend Scrutiny Committee and give a presentation on Choice Based Lettings.

Moved by Councillor M. Dooley and seconded by Councillor S. Peake
RESOLVED that (1) the review of the Housing Allocation policy be closed,

(2) the outstanding reviews are issued to Senior Management Team for them to confirm that there are no issues with any of the other subject areas before any further reviews commence,

(3) PPMG4 be kept updated on the current status of the Council's allocation rights on other properties,

(4) PPMG4 be kept up to date on the development of the Choice Based Lettings in the Council,

Moved by Councillor M. Dooley and seconded by Councillor S. Peake
RECOMMENDED that (1) the report be forwarded to the Executive for approval.

(Scrutiny and Policy Officer/Democratic Services Officer)

Council/ Committee:	Scrutiny Committee	Agenda Item No.:	9 (1) PPMG 4
Date:	10 December 2008	Category	
Subject:	Review of the Housing Allocations Policy	Status	Open
Report by:	PPMG4		
Other Officers involved:	Scrutiny Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Housing Management		

RELEVANT CORPORATE AIMS

SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning.
The group intended the review of the policy would ensure that the allocation of housing is provided in a fair and equitable manner.

TARGETS

There are no specific targets in the Corporate Plan in relation to the allocation of housing.

VALUE FOR MONEY

The review has no financial impacts.

THE REPORT

The report on the review of the housing allocations policy is attached.

ISSUES FOR CONSIDERATION

Whether to approve the recommendations

IMPLICATIONS

Financial : None
Legal : None
Human Resources : None

RECOMMENDATIONS

- 1. the review of the Housing Allocation policy is closed**

- 2. the outstanding reviews are issued to SMT for them to confirm that there are no issues with any of the other subject areas before any further reviews commence**
- 3. PPMG4 are updated on the current status of the Council's allocation rights on other properties**
- 4. PPMG4 are kept up-to-date on the development of the Choice Based Lettings in to the council**
- 5. The report is forwarded to the Executive for approval**

ATTACHMENT: Y
FILE REFERENCE: Report on housing allocation policy for Scrutiny
Dec 08.doc
SOURCE DOCUMENT: Word

Review of the Housing Allocations Policy

December 2008

By PPMG4

Cllr Dooley
Cllr B Hendry
Cllr P Hendry
Cllr Huddless
Cllr Peake
Cllr Rodda
Cllr Webster

My thanks once again must go to all members of PPMG4 for their comment, questions and commitment. It is unfortunate we were unable to get our teeth in to this review as the new legislation is the next step forward for the Council. We as a group felt that the last 6 months our energy could have been generated to a review where we could have added value to the Council and residents.

My thanks go to Peter Campbell Head of Housing, Keith Bowman the portfolio holder for Housing and Bernie our Scrutiny Officer for there support during the review.

Mary Dooley
Chair of PPMG4

Introduction

The aim of the review to ensure that the council's Housing Allocation policy is fit for purpose. The group also wanted to review the housing associations process for the allocation of housing and the Council's involvement. The group were also hoping to identify any improvement opportunities in the allocation of housing within the district.

Reason for the review

The group decided to review the policy as there was the following evidence where the residents had indicated that there was some level of dissatisfaction. The evidence included:

Community forums (October 2007- January 2008):

More investigation of tenants before letting (x6)
More control over tenants (x5)
Raising qualifying age for council tenancy to 21 (x3)

Complaint (April – December 2007):

Feels allocation process is not fair

Community and Voluntary Partnership – Local Voices survey (September 2007):

In the conclusion of the Bolsover data it states that 'The perception is the housing allocation is unfair.

Some members of the group had examples of where the criteria may be unfair.

The review

The group reviewed the Council's Housing Allocations Policy dated December 2006 and identified the areas of concern.

The group also considered how they may involve the community including:

- Investigate the option of gathering feedback from the person who has complained
- Investigate the option of gathering feedback from those on the council's waiting list.
- Attending resident's association meetings.

The Head of Housing and the Portfolio Holder for housing attended a meeting with the group to clarify the group's concerns.

He confirmed that the council has to have an allocations policy which clearly states the basis on which houses will be allocated. He confirmed that reasonable preference is given to people:

- who are homeless
- living in insanitary, overcrowded or unsatisfactory housing
- who need to move on medical or welfare grounds
- who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship to themselves or to others

The group raised the issue about people from outside the district being given houses and wanted residents of the district to be given priority. The Head of Housing confirmed that the points did allow for the length of time they have been a resident of the district as well as a connection with area. However he suggested that if the points were increased that this may lead to a legal challenge as has happened in other authorities.

The Head of Housing confirmed that individuals who do not have the right to live in the country are excluded and will not be considered for housing in the district. Individual behaviour can exclude individuals from being considered however the evidence of their behaviour would have to lead to them being evicted if they were a tenant. If this is the case the decision is made by a panel of officers (HARP) and the applicant is informed of the decision and what actions they need to take to be considered for housing in the district.

They discussed the issue where a tenant had previously been evicted from another authority for non-payment of rent and was currently being evicted from a private residence for behaviour and non payment. They are then going to be our council tenants but the private landlord has not specified any issue with them as tenants to ensure that vacate their property. However if landlords do not provide the council with the truth then the council are limited in the action that they can take to prevent them from becoming tenants

He confirmed that they still use the facility of non secure tenancy of 6 to 12 months when there are any potential issues. The group questioned if this was long enough but this time could be extended however this had to be carefully considered as the management of them increased the impact on officer time. There are currently 80 non secure tenancies in the district. They are also testing out temporary tenancies but this creates a problem as it has to be applied to all council tenants. Homeless applicants are offered temporary tenancies which can progress to a secure tenancy if the conduct themselves in line with the requirements.

He updated the group that the current allocation allows people to pick the area that they would like to live in but the government have decided that individuals

should be given choice (Choice based lettings). This would involve the council advertising the vacant properties and applicants selecting the house that they would like. The government have stated that councils have to consider choice based lettings and have to examine the opportunities prior to 2010.

Conclusion

The group considered what steps to take next in the review in light of the forthcoming changes to meet the requirement of Choice Based Lettings. The group agreed to complete the review and include the issues that they had raised with the Head of Housing in the report. However they felt disappointed as an investigation in to Choice Based Lettings has been ongoing from April 2008 and they had been allowed to progress on this review which they felt wasted their time.

The group agreed that they needed to understand the status of the Council's allocation rights on other properties as well as more information and to be kept fully up-to-date with the developments and progress on Choice Based Lettings.

Recommendations

- 1. That the review of the Housing Allocation policy is closed**
- 2. That the outstanding reviews are issued to SMT for them to confirm that there are no issues with any of the other subject areas before any further reviews commence**
- 3. That PPMG4 are updated on the current status of the Council's allocation rights on other properties**
- 4. That PPMG4 are kept up-to-date on the development of the Choice Based Lettings in to the council**

Recommended Item from Scrutiny Committee held on 10th December 2008

565. POLICY AND PERFORMANCE MANAGEMENT GROUPS

(1) Progress on Reviews

(i) PPMG1 – Members Laptop Package

The Chair of PPMG1 reported that Members had been re-surveyed regarding the laptop package and most had had problems.

A very positive meeting had been held with officers to discuss the problems and a number of changes had been made immediately.

IT had requested that a small number of Members volunteer for a pilot scheme and IT Training would be available for one to one training sessions.

Concerns had also been raised regarding costings and the Director of Resources had circulated a document giving further information.

Councillor Connerton asked why the starting position had been nil cost to the Council and the Director of Resources noted that the starting position had not been nil cost, but the Council was trying to get to a point where Members felt the benefit of the laptops.

Moved by Councillor H.J. Gilmour and seconded by Councillor J.E. Smith
RECOMMENDED that (1) Councillors H.J. Gilmour, R. Turner, V.P. Mills, B. Huddless, J.J.P. Phelan and J.E. Smith and an Executive Member take part in the IT Pilot Scheme.

(2) the Executive note and consider the findings of the review and the concerns raised by the Scrutiny Review and seek a way forward.

(Scrutiny and Policy Officer/Democratic Services Officer)

Council/ Committee:	Scrutiny Committee	Agenda Item No.:	9 (1)
Date:	10th December 2008	Category	
Subject:	Members laptop package	Status	Open
Report by:	PPMG1		
Other Officers involved:	Scrutiny Officer		
Director	Director of Resources		
Relevant Portfolio Holder	Cllr Hodkin		

RELEVANT CORPORATE AIMS

ENVIRONMENT – Promoting and enhancing a clean and sustainable environment.

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

TARGETS

The effective use of the IT facility will strengthen the role of Members as Community Leaders.

VALUE FOR MONEY

The current solution is having a negative impact financially on most members.

THE REPORT

PPMG1 re-surveyed members in September 2008 and the results highlighted many issues with the current IT solution.

Members were issued with a laptop package in April 2008 which included the laptop and the optional 'business' broadband service. The package was costed in against the reduction in printing costs and the members' contribution to the business broadband service (which was available for personal use), to produce for the Council a no cost solution. This was agreed by the Independent Review Panel.

Feedback from members highlighted two major issues:-

Efficiency

Members reported experiencing a number of difficulties in preparing for meetings and in taking part effectively in meetings while using their laptops. These included:

- A mixture of electronic information and the hard copy information tabled at the meeting;
- Non alignment of page numbers, and the impossibility of moving to different parts of the report (e.g. appendices) rapidly on the laptop;
- Lack of facility to annotate/add reminders to the laptop information for use when taking part in the meeting debates;
- Time needed before the meeting to boot up the laptop ; the time needed for shutdown after the meeting; the tendency for the laptop to rapidly revert to standby, and then necessitate another password entry and powering up sequence; and the different focus (i.e. on the machine, not the Council business) that these difficulties cause;
- The Council Chamber and meeting rooms are ill-equipped for laptop use; resulting in difficulties in vision (member to chair and visa versa); of hearing (microphones are set for seated, unhindered speakers), and of plugging in laptops;
- If documents which are normally printed for long term use are also on the laptop reference to them electronically proves almost impossible;
- Increasing the brightness of the screen for acceptable visibility in meetings dramatically reduces the battery time;

PPMG1 are working with the officers to develop operational solutions where practical via a pilot group of members.

The Costing

Most members are not using the facility for their personal use. (Many already have IT provisioning, and there are difficulties with the logging on and password/security procedures)

The Council's saving on printing costs has been transferred to the members, and the printing is now much poorer quality, much less economic, often only done on one side of paper, is patchy and takes much longer to do;

The continued cost of printing to members will rise when the present resources of printers, cartridges etcetera have disappeared;

Members have experienced an increase in electricity costs;

The business broadband costing was done using estimates which have subsequently proved to be incorrect. In reality the estimated monthly cost of £23 per month is between £26 and £30;

The allowance of £11.50 (which is subject to deductions of tax and national insurance) therefore does not fulfil the Council's part of the option;

Members signing up for the 'business' broadband service have to sign contracts for a period of time which may extend beyond their time of office; this implies future financial problems for the members

There is an increased impact for the ICT department with the support needed for members in dealing with a number of different broadband contractors, and the different configuration issues met in dealing with each provider via the individual member.

The original, agreed intention of the scheme was to move towards e-government. The comments of the members collected by PPMG1 suggest that we have now stopped moving in that direction because of the problems being encountered by members in trying to put the principle in to practice; and may even be moving in the opposite direction, with members giving up the laptop/broadband facility.

The results of the PPMG1's surveys, and the difficulties outlined above, clearly demonstrate that the original decision needs to be reviewed by the Executive.

ISSUES FOR CONSIDERATION

Whether or not to approve the recommendations

IMPLICATIONS

Financial: Significant changes can be considered with the pilot group that will have limited financial impact. Any changes requiring financial resources will need to be approved and a budget agreed.

Legal: Any changes to the Members Allowance scheme will need to be approved by the Independent Remuneration Panel in

accordance with The Local Authorities (Members' Allowances)
(England) Regulations 2003

Human Resources :None

RECOMMENDATION

- 1. that the Executive note and consider the findings of the review and the concerns raised by the Scrutiny Review and seek a way forward.**

ATTACHMENT: **N**
FILE REFERENCE:
SOURCE DOCUMENT:

SCRUTINY COMMITTEE

10TH DECEMBER 2008

AGENDA ITEM 9 (1)

ADDITIONAL FINANCIAL INFORMATION TO THE REPORT

To support Member's consideration of the report the Chair of PPMG 1 has asked that the following financial information be made available to members of the Committee.

BROADBAND

1. When the existing scheme was introduced the assumed cost per month of broadband was £23.00 and Members taking advantage of this facility contributed 50% (£11.50).
2. Since the scheme was introduced the costs have been inflated such that Payroll now pay a monthly sum of £12.00.
3. Currently the Council would incur a cost of £5,328 if all Members were participating.
4. If the Council were to fully fund the broadband cost the maximum increase based on these prices would be £10,656.
5. Members have indicated these values do not reflect the actual costs incurred. Every £2 increase in total costs the Council pick up increases the total cost by £888.
6. This scheme is part of the Members allowance's that is considered by the Remuneration Panel. Ultimately any proposed changes would need to be considered by the Panel.

Recommended Item from Scrutiny Committee held on 10th December 2008

565. POLICY AND PERFORMANCE MANAGEMENT GROUPS

(3) Joint Scrutiny Review – Alcohol and Young People

Councillor Wallis reported that some findings of the report went beyond young people and acknowledged that there was a great deal going on with much support from different partners.

Moved by Councillor S. Wallis and seconded by Councillor T. Connerton
RESOLVED that (1) the report be received,

(2) the recommendations in the report be agreed.

RECOMMENDED that the report and recommendations be forwarded to Executive for approval.

(Scrutiny and Policy Officer/Democratic Services Officer)

Council/ Committee:	Scrutiny Committee	Agenda Item No.:	9 (3)
Date:	10 December 2008	Category	
Subject:	Alcohol and Young People	Status	Open
Report by:	Joint scrutiny group (with CBC/NEDDC) Cllr Brindley Cllr Morley Cllr Wallis		
Other Officers involved:	Scrutiny Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Community Safety		

RELEVANT CORPORATE AIMS

COMMUNITY SAFETY – Ensuring that communities are safe and secure
The outcome of the review will support the priorities of tackling Anti Social Behaviour and its causes as well as assisting everyone in feeling safe and secure at home and outdoors.

REGENERATION – Developing healthy, prosperous and sustainable communities
The outcome of the review will support the priority of contributing to improving the health of the district.

TARGETS

There is no specific target for this in the Corporate Plan. However this indirectly supports many targets in the Corporate Plan and the LSP's Strategy mainly around crime, health by reducing consumption, sexual health, teenage conception rates, parenting skills, education, worklessness and the delivery of diversionary activities. The recommendations also support as significant number of the LAA targets.

VALUE FOR MONEY

The recommendations of working jointly to address the issues will ensure that there is no duplication across the councils' resources and effective use of finances.

THE REPORT

The report from the Joint Scrutiny review of Alcohol and Young People by Bolsover District Council, Chesterfield Borough Council and North East Derbyshire District Council is attached.

ISSUES FOR CONSIDERATION

Whether or not to accept the recommendations

IMPLICATIONS

The report has no direct implications in these areas. However the deployment of some of the recommendations may have and will need to be considered.

Financial : None
Legal : None
Human Resources : None

RECOMMENDATIONS

- 1. that the report be received**
- 2. that the recommendations in the report are agreed**
- 3. that the report and recommendations are forwarded to the Executive for approval**

ATTACHMENT: Y
FILE REFERENCE:
SOURCE DOCUMENT:

ALCOHOL AND YOUNG PEOPLE

JOINT SCRUTINY REPORT OF

**CHESTERFIELD
BOROUGH COUNCIL**

**DERBYSHIRE COUNTY
COUNCIL**

**BOLSOVER DISTRICT
COUNCIL**

**NORTH EAST DERBYSHIRE
DISTRICT COUNCIL**

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Chair's Foreword

When Chesterfield's Scrutiny Board asked me to Chair this review I think it fair to say that we were unsure as to how to begin to tackle the subject that is such a concern to most members of the public. I realised that this inquiry was important in two aspects: firstly to contribute to tackling the growing issue of alcohol and its effect on our young people, and secondly to demonstrate that we need to work together in partnership when faced with a common problem.

Bringing together our neighbouring and partner authorities of Bolsover, North East Derbyshire and Derbyshire County Councils, to work on the review was a challenge - each authority having different circumstances, views and approach to the issue of alcohol and young people. I am grateful to the Members of each authority for their input, enthusiasm, co-operation and perseverance throughout the review work.

Above all it is important to explain that our work was only possible with the help of all the 'witnesses' that co-operated and brought their experiences and problems to the review. All these agencies and representatives are acknowledged in the report and the joint panel's recommendations have only been made possible by the contributions made by everyone who accepted the invitation to be involved in this important piece of scrutiny work.

The Scrutiny Officers from each of the four authorities have also demonstrated the value of partnership working by their expertise, organisational skills and co-operation during the extent of the review and I am particularly grateful to Chesterfield's Scrutiny Officer for her guidance and support throughout.

Councillor Keith Falconer, Review Chair

Review Panel

Chesterfield Borough Council Council

Councillor Keith Falconer
Councillor Barbra Butt
Councillor Barry Bingham
Councillor Maureen Davenport
Councillor Margaret Arnold

Councillor Nicholas Redihough
Councillor Stuart Brittain

North East Derbyshire District Council

Councillor John Holmes
Councillor Frank Taylor
Councillor Martin Thacker

Derbyshire County

Councillor Irene Ratcliffe

District of Bolsover

Councillor Deborah Brindley

Councillor Joan Morley
Councillor Sue Wallis

The Review Panel was supported by officers from the four Authorities:

Anita Cunningham – Scrutiny Officer
Jackie Wardle – Improvement and Scrutiny Officer
Bernadette O'Donnell – Scrutiny and Policy Officer
Sue Broadhead – Principal Overview and Scrutiny Advisor

1. RECOMMENDATIONS

The review recognised how much valuable work was currently being undertaken by partners in this area and demonstrated the benefit of those partners working together.

The recommendations are intended to be delivered jointly to provide a holistic approach and enhance the existing work.

Recommendation 1

That the Leaders and Executives of all the partners work to strengthen and build on the delivery of the existing joint strategy to reduce the impact of alcohol on young people, to clarify and improve local and county links, roles and responsibilities thereby maximising the impact of their existing individual strategies.

Recommendation 2

For all partners to:

Identify their information requirements individually and collectively
Ascertain if that data is or could be available.
Develop a central database to provide a holistic view which is accessible to all partners.

Recommendation 3

To identify all the activities that are being undertaken to educate different groups by all the partners in order to assess the gaps and any areas that could be improved. Identify how those gaps can be addressed to ensure there is a consistent message.

To promote the delivery of education through the Derbyshire Governors Support Unit – included in the report

Recommendation 4

To enhance the partnerships that exist with the retailers and Licensing, Trading Standards, Police and other relevant stakeholders to:

Improve communications of the impact on the local community of inappropriate alcohol sales.

Improve understanding of the barriers that the retailers experience in adhering to the law.
Enable the retailers to achieve best practice.

To further develop the collective prioritisation of issues amongst partner agencies.

Recommendation 5

To investigate the feasibility of developing or enhancing a method for local people of all ages and employees of the partner organisations to report incidents relating to the of the supply of alcohol to young people.

Recommendation 6

To consider the development, through partner organisations including the PCT, County DAAT and voluntary sector, of a referral system for individuals:

once they are discharged from hospital following an alcohol related incident;
who have been identified by any of the partners as abusing alcohol;

This will facilitate the capture of intelligence and enable early intervention to break the cycle of behaviour.

Recommendation 7

For all partners to explore collectively any available funding opportunities (both internally and externally), in order to provide appropriate diversionary activities in targeted areas.

Recommendation 8

Review the priorities and resourcing within the licensing teams in order to provide a more effective service that is proactive in jointly addressing issues relating to alcohol and young people.

Recommendation 9

Increase Councillors' awareness of the issues surrounding alcohol and young people and the relevance of this report to their ability to deliver corporate targets.

This report and its recommendations will be submitted to each of the four Authorities' Scrutiny Committees for consideration before being submitted to each Council's Cabinet/Executive and then to those 'partners' involved in this review.

*Those referred to as 'partners in this report include all those who have a shared responsibility and/or interest in issues around alcohol and young people who have participated in this review work listed on page 10.

2 INTRODUCTION

Background to the Review

There has been considerable public debate and concern about the inappropriate use of alcohol by young people in our communities. As a result of this public debate and concern it was agreed to undertake a scrutiny review of this issue jointly between Chesterfield Borough Council, District of Bolsover, North East Derbyshire District Council and Derbyshire County Council. It was hoped that by taking a joint approach between the four Authorities improvements at a more strategic local and county level whilst also supporting the national agenda and initiatives, could be achieved.

It was recognised that the impact of inappropriate use of alcohol by young people affected the family, the wider community and all the partner agencies involved in dealing with this issue. In addition to this there were other affects on the health and safety of young people and related issues such as crime and anti-social behaviour.

Local Profiles and National Context

Whilst the focus of this review is to assess the impact of alcohol on the health and behaviours of young people in the three local areas, it should be acknowledged that most, if not all, of the issues are also being experienced across the whole country.

The Government and other national organisations are also developing actions to tackle the problems from a national perspective. For example, one aspect of the approach is to change attitudes to alcohol abuse through educational programmes and media campaigns.

The recommendations of this report are made with this in mind: any actions taken locally can be complementary to national developments in order to achieve maximum impact.

National Trends and Statistics

By the age of 13, the proportion of those who drink exceeds the proportion of teenagers who do not drink;

Accidents are common problems experienced as the result of severe intoxication;

There is an association between alcohol and crime or anti-social behaviour - 16% of school attendees, who had committed a crime, reported that they had been drinking prior to the crime.

(Source: Alcohol Concern Young People's drinking Fact sheet (July 2007).

The mean consumption of 11 to 15 year olds who drink has doubled from 5 units a week in the early 1990s to 11 units in 2006;

There is an associated increase in 'drinking to get drunk';

Heavy drinking of 5 or more drinks on a single occasion is common amongst young people and is a rising trend;

Young people increasingly favour high strength alcoholic drinks;

Alcohol obtained by young people is increasingly likely to be obtained from the home or given directly by parents;

57% increase in alcohol related deaths of ages 15 to 34 during the period 1991 to 2006.

A sharp increase in liver cirrhosis among people in their 20s linked to heavy alcohol consumption in teenage years.

11-15 year olds who drink on the street, park or an outside public area has increased from 21% in 1999 to 31% in 2006.

There are overall stronger links with accidents, crime, school absence, teenage pregnancies, sexually transmitted infections and long term health.

(Source: Government Youth Alcohol Action Plan 2008)

Profiles for Chesterfield, Bolsover, North East Derbyshire and Derbyshire

Chesterfield, North East Derbyshire and Bolsover are ranked 3rd, 4th and 7th in the East Midlands region for alcohol specific hospital admissions for under 18s.

Chesterfield has 'significantly high rates than England' for all 5 of the national alcohol related hospital admissions indicators;

Bolsover has a 'higher value than England' for all 5 national alcohol related hospital admissions indicators;

North East Derbyshire has a 'higher value than England' for 3 of the national alcohol related hospital admissions indicators;

In 2005/06 the rates of admissions for under 18 females in Chesterfield were two and a half times the national average.

Chesterfield (*with High Peak*) has the highest rates of alcohol specific hospital admissions for females in the East Midlands region.

For male alcohol specific hospital admissions Chesterfield is ranked 3rd highest in the East Midlands region.

Profiles for Chesterfield, Bolsover, North East Derbyshire and Derbyshire
Chesterfield has significantly higher rates than England for alcohol related recorded crime.
Chesterfield has significantly higher rates than England for alcohol related violent crime
In Derbyshire the percentage of people using alcohol as primary drug increased from 19% (2005/06) to 29% (2007/08).
<u>Local Area Summary</u>
Derbyshire has comparatively high rates of alcohol associated hospital admissions, including for under 18s, in the north of the County.
The pattern is not (yet) reflected in the mortality data.
Crime rates are high for Chesterfield.
(Source: North West Public Health Observatory – June 2008)

3 SCOPE OF REVIEW

Aims

To influence the reduction of alcohol related crime and anti social behaviour to improve wellbeing within the communities of Chesterfield, Bolsover and North East Derbyshire.

To identify and reduce the impact of alcohol consumption by young people in our communities on their health, safety and wellbeing.

To identify and influence measures in place to raise awareness of the impact of alcohol on young people in our communities.

To influence policies, strategies and legislation to improve community wellbeing.

For the purpose of this review 'young people' refers to those of 21 years of age or below.

Key Areas for Consideration

Impact on Health (accidents / injuries) and longer term

To ascertain procedures in place by the police and hospitals to record details of alcohol related crimes, incidents, anti social behaviour, hospital admissions and injuries.

To investigate the impact of alcohol consumption on teenage pregnancy numbers.

Education / awareness raising on effects of alcohol

To establish the level of education received by young people in school education, on the effects of alcohol including crime and anti social behaviour, and the impact on their health and safety both short and long term

To assess the extent of information sharing and proactive working between the health bodies, police, other key partners and the education authority in raising awareness of the effects of alcohol on young people

Licensing enforcement

To assess the adequacy of licence enforcement arrangements in respect of 'on' and 'off' –licensed premises relation to the sale of and access to alcohol by young people, specifically the under aged

To consider existing arrangements and ways to develop more pro-active working between partners in respect of the issue and enforcement of licences to sell alcohol

To investigate and consider actions of the alcohol industry and advertising and ways to influence greater responsibility.

Parenting and parental responsibility;

To consider the current arrangements for the education and awareness raising of parents on the effects of alcohol including crime and anti social behaviour and the impact on health and safety both short and long term

To investigate and consider the potential of Parenting Orders and other arrangements to ensure parental responsibility including family intervention measures

Diversions Activities

To investigate existing co-ordinated plans for the provision of diversionary activities for young people

4 METHOD OF REVIEW

The Joint Committee met on four occasions to consider the scope of the review, key issues they wanted to discuss and key partners and organisations they wished to interview.

From the key issues identified as the basis for the review the need to bring together other public service bodies and community representatives was identified. We defined these ‘partners’ as those with shared responsibilities for, and genuine interests in, addressing the main consequences of young people and their alcohol consumption in our communities and are listed below.

These partners and witnesses were invited to attend two workshops to provide evidence and discuss previously circulated questionnaires on the key areas for consideration. A copy of the questionnaire (which also details local targets) is attached to the report at appendix 1 A copy of the outputs from the workshops is attached at appendix 2.

The following Partners, partner agencies and voluntary sector representatives attended the workshop:

Public Sector :	
Derbyshire DAAT	Inspector Steve Fairbrother (County Alcohol Harm Reduction Co-ordinator)
Police	Chief Inspector C I Frohwein, Inspector Steve Fairbrother
Primary Care Trust	Steve Pintus (Associated Director of Public Health) Sandra Johnson
Derbyshire DAAT/Education	Ed Ronayne (Commissioning Manager for Young People, Drugs and Alcohol)
Trading Standards	Graham Morgan (Trading Standards Manager)
Licensing Officers	John Chambers, (Office Manager, North East Derbyshire District Council) John Peck (Service Manager – Environmental Protection and Licensing, Chesterfield Borough Council)

Voluntary Sector:	
Base 111	Matt Gould (Young Persons Drug and Alcohol Service)
Links	Sandra Pinks (Chesterfield & NE Derbyshire Council for Voluntary Service & Action).
CVP	Maria Cox (Community Voluntary Partners)
SNAP	Mandy Mangold (South Normanton and Pinxton Development Project)

5 EVIDENCE AND RESEARCH

The Committee considered the following documents:

Notes from each of the three authorities detailing their key local issues:

A Profile of Alcohol Misuse in Derbyshire County
 Derbyshire DAAT Young People's Drug and Alcohol Treatment Needs Assessment
 Safe, Sensible, Social National Alcohol Strategy and toolkit
 Turning Point research 'Bottling It Up' 2006
 Joseph Rowntree Foundation research 2008 'The Next Round'
 Youth Alcohol Action Plan National Consultation Document June 2008
 Tackling Alcohol in your Local Area Agreement
 Report by Inspector Fairbrother on Licensing Enforcement (and Derbyshire DAAT Alcohol Harm Reduction Action Plan 2008)
 Positive Futures (Binge drinking; young people's attitudes and behaviour)
 Alcohol Concern: Young People's Drinking Fact sheets
 Completed questionnaires from partners
 Workshops with partners

6 FINDINGS

The issue of young people misusing alcohol is important nationally and locally. It affects individuals, their families and the wider community. It can cause serious problems in terms of irreversible health problems for individuals and injuries to and lead to anti social behaviour and crime in our communities.

A high percentage of young person admit to drinking alcohol and many claim this is with the knowledge and consent of their parents. Much of this alcohol it is claimed is obtained from local off licences.

There is a general lack of information sharing and proactive working between the agencies and this area could be improved. Trading standards do not receive any information from the health service about where the young people are accessing the supply of alcohol. There is no identification between partners

of what information is available and would be useful to partners involved in tackling this issue.

There are no reporting facilities available for people to raise incidents of concern. There should be an effective whistle blowing mechanism available to the public and young people in schools to raise any areas of concern.

Impact on Health (accidents/injuries) and longer term

Information on the impact on health of alcohol misuse is confusing and sometimes conflicting. There is also no effective mechanism in place to accurately record incidents of accidents and injuries incurred as a result of misuse of alcohol. Hospitals, police and ambulance service do not collect this data when young people attend casualty unless they are admitted overnight. Even then the injury is not always linked to alcohol misuse.

There was no referral system in place to catch early young people with drink related issues before the habit had been established. There was insufficient support available to support young people who drink.

Education/awareness raising on effects of alcohol

There is much good work being undertaken to raise awareness of the impact of alcohol misuse in the County. The current programme being delivered by schools is also trying innovative measures such as theatre events at community venues to engage young people. However, the package being delivered varies from school to school and it was felt that greater emphasis could be placed on this education provision to ensure that it is effective. The programme for education/awareness raising needs to be broadened to involve other agencies. Mechanisms such as influence via the Governors support unit could be utilised to raise its profile.

There needs to be a joined up strategy to cover parents, young people, carers and the general public to ensure consistent measures are delivered on alcohol. The education campaign needs to start at an early age to catch youngsters before they become involved with alcohol. Many have already commenced drinking before they receive information at school which means they are already disengaged.

Licensing enforcement

Priorities of licensing teams seem to be focused on their statutory duties and enforcement was often in response to complaints not always alcohol related. The constraints of budgets and providing self funding services were recognised but it was felt that licensing sections needed to review their priorities. There seemed to be a greater need for more effective licensing compliance checks undertaken in partnership with other agencies. The approach needs to be collaborative to enable targeting of resources and more effective outcomes.

The licensing trade needed more support in their role of enforcing regulations and practices to prevent the sale of alcohol to young people. More work needs to be undertaken to cut off the supply of alcohol to under 18 year olds particularly by licensed premises. There needs to be a greater understanding of the barriers the licensed trade faces so that agencies can target their activities to support them and where appropriate take enforcement action against persistent offenders who fail to fulfil their responsibilities.

Parenting and parental responsibility

More support for parents and carers to provide proper information was needed. Some information and events are organised by schools and youth organisation to raise parent's awareness of the impact of alcohol on young people. However, the feedback provided from the agencies involved suggested that the effect of this was not significant. It was felt that the general attitude to alcohol consumption of parents and the wider community does not help encourage sensible consumption by young people.

There was a lack of understanding by parents of the damage alcohol can do compared to their awareness of the dangers of drug use. Far greater engagement was needed to tackle this issue.

Diversionsary Activities

The reasons why young people were drinking were complex. However, one issue identified was the lack of diversionary activities being provided. It was felt that further work needed to be done to identify with young people what facilities and activities they would like to see. However, the danger of raising expectations without delivery was also recognised. Work therefore was required to identify funding available that could be targeted at appropriate activities.

7 CONCLUSIONS

The group recognised and acknowledged that there was a considerable amount of existing work being undertaken by the partners to try and address alcohol misuse by young people and the effect that this was having in communities' in terms of anti social behaviour, violence and crime, and the impact on individual's health, safety and life prospects.

However, the committee were of the view that this issue should be given higher priority by the County Council, District Councils and key partners. It was considered that greater strategic leadership and added priority at a strategic decision making level was needed to underpin and support a more effective, better co-ordinated joint effort to address this important community issue.

The Committee were very aware of the complexity of alcohol misuse by young people. In the early stages of the review it was very evident that the Committee in the space of a singular review would not be able to address all the issues that had been highlighted during the evidence gathering process. Therefore they wished to make clear that this report contained initial recommendations which sought to address some of the key findings of the review work so far. Consideration would be given by the group on whether there was further work that they could undertake. This would be informed by the partners' response to this set of initial recommendations.

They especially wanted to express their thanks to the partners who had participated and contributed to this review to further develop improvements to their existing work. Several partners submitted written evidence that was extremely helpful to the review. Additionally many attended both workshops to provide evidence and participated fully in the debate.

8 APPENDICES

APPENDIX 1

Joint Alcohol and Young People Scrutiny

The Joint Scrutiny Review Group (CBC/NEDDC/BDC) recognises that there is an issue with alcohol and young people in the 3 Council's area. For the purpose of this review the group class a young person as anyone under the age of 21 years.

The following questions and information requests from partners will enable them to achieve the aims of the review.

Area/Issue	Questions	Associated Targets / Indicators
Anti social behaviour and crime	<p>As the Police take the lead in this area, who are their key stakeholders? How are they working together? Is there a co-ordinated strategy (or are all the individual strategies co-ordinated) across the county? Is it targeted at young people? How is this being co-ordinated /supported across the County?</p> <p>Are any specific resources/funding allocated for this provision?</p> <p>How is the success being measured and</p>	<p><u>LAAs:</u> Assault with Injury Crime Rate Repeat Incidents of Domestic Violence Serious Acquisitive Crime Rate Adult re-offending rates for those under probation supervision Number of primary fires and related fatalities and non-fatal casualties Understanding of local concerns about anti-social behaviour and crime by the local council and police People killed or seriously injured in road traffic First time entrants to the Youth Justice System aged 10-17 at court entry level</p>

	<p>monitored? i.e. how do you know if your strategies are working?</p>	<p><u>Bolsover LSP Strategy 2006-2020</u> Address the levels of assault and violent crime Address and reduce alcohol related crime</p> <p><u>BDC Corporate Plan 2007-2011</u> Increase the % of successful Acceptable Behaviour Contracts (i.e. no reported breaches in six months) to over 75% by March 2009 Reduce the number of incidents of criminal damage by 17% between April 2005-March 2008 Reduce the incidence of common assault by 5% between April 2005-March 2008 Reduce the number of theft from vehicles by 21% between April 2005-March 2008</p> <p><u>CBC/NEDDC LSP Strategy 2005-2015</u> Reduce the fear of crime and disorder Reduce nuisance and disorder in our communities Reduce crime Tackle problems of drug and alcohol misuse Reduce harassment and provide support to minority communities Identify 'hot spots' and target resources to address them</p> <p><u>CBC Corporate Plan / Community Safety Strategy to 2008</u> Reduce domestic burglaries by 32% Reduce theft of vehicles by 15% and from vehicles by 25% Reduce criminal damage by 20% Reduce deliberate secondary fires by 5%</p>
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		<p>Reduce perception of anti-social behaviour by 10% Reduce wounding by 9% and common assault by 6%</p>
	<p>Information required :</p> <p>Is there any evidence to show a relationship between young people’s alcohol misuse and crime and anti social behaviour across the three districts?</p> <p>To what extent does local monitoring show young peoples’ alcohol related arrests/fixed penalty notices/ASB orders?</p> <p>What is the prevalence of alcohol related offending across the three districts? How does this compare to the rest of Derbyshire and elsewhere?</p> <p>What is the police response strategically and operationally? How effective are these responses?</p> <p>How do the Police deal with very drunk young offenders?</p> <p>How many youngsters re-offend and what can be done about it?</p> <p>Where are our designated alcohol free areas, and how effective are they?</p> <p>What steps are taken to prevent problems being displaced to other areas?</p>	
<p>Health</p>	<p>As the PCT take the lead in this, who are their key stakeholders? How are they working together?</p>	<p><u>LAAs:</u> Alcohol-harm related hospital admission rates All drug users in effective treatment</p>

	<p>Is there a co-ordinated strategy (or are all the individual strategies co-ordinated) across the county? Is it targeted at young people? How is this being co-ordinated /supported across the County? Are any specific resources/funding allocated for this provision? How is the success being measured and monitored? i.e. how do you know if your strategies are working?</p>	<p>Under 18 conception rate</p> <p><u>Bolsover LSP Strategy 2006-2020</u> Healthy lifestyle interventions to reduce alcohol Consumption</p> <p><u>CBC/NEDDC LSP Strategy 2005-2015</u> Develop links with the Chesterfield Royal Hospital Trust to ensure deliver of LSP Strategy <u>CBC Corporate Plan 2008/09</u> Self reported measure of peoples overall health and well-being; Health life expectancy at age 65</p>
	<p>Information required :</p> <p>Is there any data to show the extent to which alcohol misuse impacts on the health and well-being of the young residents of the three districts? Are the potential longer term effects of alcohol misuse on the health of young people being monitored? Is there any evidence to suggest alcohol misuse by young people impacts disproportionately on particular sections of our communities? Is there any data to demonstrate the extent of the relationship between young peoples' admissions to hospital and treatment by Accident and Emergency, and alcohol misuse? What is the scale of the impact of alcohol misuse on health services in our communities? What are the trends?</p>	
<p>Education/ awareness</p>	<p>As Education take the lead in this, who are their key stakeholders?</p>	<p><u>LAAs:</u> 16 to 18 year olds who are not in education, training or</p>

<p>raising</p>	<p>How are they working together? Is there a co-ordinated strategy across the county? How is this being co-ordinated /supported across the County? Are there any specific resources/funding allocated for this provision? How is the success being measured and monitored? i.e. how do you know if your strategies are working?</p>	<p>employment Children who have experienced bullying Working age population qualified to at least Level 2 or higher Under 18 conception rate</p> <p><u>Bolsover LSP Strategy 2006-2020</u> Improving sexual health and reducing teenage conceptions Further Education and Lifelong Learning provision across the district Addressing the low expectations amongst post NEET</p> <p><u>CBC/NEDDC LSP Strategy 2005-2015</u> To work in partnership with the education sector to develop projects to improve health and wellbeing</p>
	<p>Information required :</p> <p>Are young people fully informed about the potential impact of alcohol misuse on their health and well-being? How do we communicate the harms of alcohol to young people? Is funding provided for a schools alcohol adviser post?</p>	
<p>Parenting</p>	<p>Which body, if any, takes the lead on this? Which partners/stakeholders are involved? How are</p>	<p><u>Bolsover LSP Strategy 2006-2020</u></p>

	<p>they working together? Is there a co-ordinated strategy across the county? How is this being co-ordinated /supported across the County? Are there specific resources/funding allocated for this provision? How is the success being measured and monitored? i.e. how do you know if your strategies are working?</p>	<p>Parenting – encourage parents to take responsibility to assist in raising the aspirations of children and to take an active interest in their education</p> <p><u>BDC Corporate Plan 2007-2011</u> Improve parenting skills by implementing Parenting Strategy milestones by March 2011</p> <p>CBC Corporate Plan 2008 / 09</p> <p>Perceptions of parents taking responsibility for the behaviour of their children</p>
	<p>Information required :</p> <p>How are parents targeted for awareness raising / education with regard to alcohol harm for young people? Is there any evidence to demonstrate the effectiveness of the use of parenting contracts and orders? Is there greater potential for improving their use and if so how? Are there any barriers?</p>	
<p>Changing the culture (changing attitudes to alcohol across the population)</p>	<p>Which body, if any, takes the lead on this area? Is there a co-ordinated strategy across the county to address this element of the issue?</p>	<p><u>LAAs:</u> Working age people claiming out of work benefits in the worst performing neighbourhoods Percentage of people who believe people from different backgrounds get on well together in their local areas</p> <p><u>Bolsover LSP Strategy 2006-2020</u> Further improve community confidence and perceptions of crime</p>

		<p>Workless ness - reducing the number of people on out-of-work benefits <u>BDC Corporate Plan 2007-2011</u> No area of the district within the top 10% of most deprived areas by 2015 As part of the Regeneration Strategy establish an action plan to reduce poverty and implement all milestones by March 2011</p> <p>CBC Corporate Plan 2008 / 09 Perceptions that people in the area treat one another with respect and consideration</p>
<p>Diversiory activities</p>	<p>Which body, if any, takes the lead on this? Is there a co-ordinated strategy across the county? How is the development and introduction of diversionary activities being co-ordinated /supported across the County? Is there specific funding allocated for this provision? How is the success being measured and monitored?</p>	<p><u>LAAs:</u> Young peoples participation in positive activities Adult participation in sport Use of public libraries</p> <p><u>BDC Corporate Plan 2007-2011</u> Deliver 40,000 hours of community based engagement to 5,000 young people and help 500 young people successfully complete leadership awards/active citizenship programmes by March 2011 Deliver 150 activity days to 2,000 pupils to support key stages 2 and 3 English by March 2008 Achieve Arts Development Strategy milestones by March 2011 Deliver 1,000 creative learning opportunities to children by March 2009 Achieve Play Strategy milestones by March 2011</p>

		<p>Enhance community use of school facilities through Building Schools for the Future by March 2001</p> <p>CBC/NEDDC LSP Strategy 2005-2015 Promote positive and constructive activities for young people Promote accessible active participation in leisure and cultural opportunities that focus on health at risk groups;</p> <p><u>CBC Corporate Plan 2008/09</u> Civic participation in the local area</p>
<p>Licensing</p>	<p>As district/borough Councils take the lead in this are – who are their key stake holders? How are they working together? Is there a co-ordinated strategy across the areas? Is it targeted to young people? How is this being co-ordinated /supported across the areas?</p> <p>How is the success being measured and monitored? i.e. how do you know if your strategies are working?</p> <p>What are the obstacles / barriers to more effective licensing enforcement?</p>	<p><u>LAAs</u> Understanding of local concerns about anti social behaviour and crime by the local council and police</p>
	<p>Information required : Are fixed penalty notices to licensees / retailers and test purchase operations used adequately?</p>	

<p>Other</p>	<p>What alcohol indicator sets have been included in Derbyshire's Local Area Agreement? Do these adequately cover issues around alcohol and young people? Has the strategic needs assessment covered the needs of young drinkers?</p> <p>Are there any best practice approaches that Derbyshire can learn from to develop a coherent approach to alcohol misuse in terms of prevention and treatment services?</p> <p>What do you consider to be problematic areas in trying to make services more effective? What could be working better?</p> <p>What barriers are there?</p> <p>What information is available to predict future change?</p> <p>What are the risks long term of an ineffective approach to issues related to young people and alcohol?</p> <p>Do we have a local (County) Alcohol Strategy?</p> <p>Are we working towards achieving the Alcohol Concern Kite mark standard?</p> <p>What priority is attached to preventing alcohol misuse and its consequences? Should it be further prioritised?</p> <p>Is there effective partnership working and is this effectively co-ordinated?</p> <p>How do you know if your strategies are working?</p>
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Joint Alcohol and Young People Scrutiny

Evidence/ outputs from workshops with partners and witnesses on 8 and 21 July 2008.

Area/Issue	Gaps/Opportunities	Outstanding issues/questions
<p>Anti social behaviour and crime</p>	<p>Need to cut off the supply including those that are supplying it to under 18years (i.e. not just the retailers) – we could use our joint powers to address</p> <p>The retailers are not getting it right, they are failing to train, monitor, enforce with their staff - 27% failed the tests – delivering conflict training to help them say no (parents and retailers?)</p> <p>Alcohol is being issued with the consent of parents</p> <p>Education on alcohol is being undone at home/pubs/clubs and by friend – the adults needs to be educated</p> <p>We need to work together and share information – but there has to be a will from all areas to achieve</p>	<p>The effects of advertising? E.g. Chesterfield Football Team shirts with vodka advertising</p> <p>Enable effective ‘whistle blowing’ especially for young people in schools</p> <p>Structure are in place but is the resource sufficient to ensure staff can attend these networks and more importantly take back issues and proactive actions</p> <p>Trading standards are identified as a key partner – not sufficient resources?</p>
<p>Health</p>	<p>Young people are drinking for oblivion not for enjoyment</p> <p>The impact this has on the health service is unclear - the admission rates are recorded (only overnight stays) but the coding varies at hospitals. They may be admitted for the symptom e.g. broken bone but the cause could be alcohol and then would not be included in the figures</p> <p>Trading standards do not receive any information from the health service about where the young people were accessing the supply of alcohol</p>	<p>How do we assess the costs to the PCT and others if there is no statistics or monitoring?</p> <p>Are there any consequences (social and financial) following A&E or other medical help as a result of excess alcohol?</p>

Area/Issue	Gaps/Opportunities	Outstanding issues/questions
	<p>Ambulance data could provide information and identify the 'hotspots' so that they could be targeted</p> <p>Need to gather data from Health to take action</p> <p>There needs to be an onsite referral system for individuals once they are discharged from hospital – this function could gather supplier information. If this service was provided by the voluntary sector then it may be more successful as they would not be viewed as 'authority'</p> <p>Bottles/glasses could be marked to indicate where the alcohol was supplied from</p> <p>Information could be obtained from street cleansers clearing the areas</p> <p>If the young person ends up in hospital then there has been a collective failing by all the agencies – all agencies need to work together</p>	
<p>Education/ awareness raising</p>	<p>Holding education/theatre events at community venues within the areas</p> <p>Programmes with adults/parents/carers to educate them in drugs and alcohol</p> <p>Teachers may not support the alcohol education messages as they may drink themselves and not appreciate the impact it can have</p> <p>Send the information to the parents/carers</p> <p>Emotional well being training is planned to address low self-esteem</p>	<p>Why only schools? Remit needs to be wider</p> <p>There needs to be a 'joined up strategy' to cover parents/young people/ carers/ grandparents/ the general public etc.</p>

Area/Issue	Gaps/Opportunities	Outstanding issues/questions
	<p>Working with the schools who don't take part in the alcohol training (about 20%)</p> <p>Works well when it can be delivered to the family</p>	
<p>Parenting</p>	<p>Issue of temporary licenses for children's events? Only the police can object within a limited period</p> <p>Parental education – they are terrified of drugs but not alcohol</p> <p>Children's education and events can be undermined by parents</p> <p>Parents/carers often don't support or engage with the children</p> <p>Parents could be engaged via Sure start and family centres</p> <p>Parent are not role models</p> <p>Actions in this area are not managed or controlled centrally therefore they may be working against each other or duplicated</p> <p>Need to start working with parents of 5 year olds</p> <p>How do you engage parents? Lots of work over last 10 years but little has been achieved</p> <p>Take children home to tell parents what they have been up to</p> <p>Addressing peer pressure</p> <p>Need to look at best practice from within Derbyshire</p> <p>Ask young people their views but this needs to be with the ability to deliver (i.e. provide the money)</p>	<p>There needs to be joined up messages</p>

Area/Issue	Gaps/Opportunities	Outstanding issues/questions
<p>Changing the culture (changing attitudes to alcohol across the population)</p>	<p>Need a vision for the future Message should focus on how we want our towns and villages to look in the next 5 years so that. If the leadership take people on this journey everyone will work to the same goal and residents will support it and take pride in their areas</p>	
<p>Diversions activities</p>	<p>Diversions activities may not be available or expensive The Youth Service had experienced cut backs which has impacted on what is available to the young people</p>	
<p>Licensing/Trading Standards</p>	<p>20% of outlets are selling alcohol to those under age Young people are working at the supermarket on Friday and Saturday evenings when most of the alcohol is sold and there may be a reluctance to challenge underage customers and insufficient supervision to ensure this happens Supermarkets do have all the policies in place but they are not effectively deployed Requests for ID not happening Trading Standards act on intelligence which is mainly from the public. They do not receive much from other partners Confusion of who people can report any problems to and if they do what happens next Trading standards are proactively working with children and retailers as well as testing the sites</p>	<p>What resources are in place to ensure no sales are made to under 18s? What training is given to staff asked <u>before</u> the license is awarded and then this can be checked? Should outlets for alcohol be restricted? E.g. only certain tills in the supermarket that can pass sales of alcohol. How do we help/enable retailers and pubs to get it right?</p>

Area/Issue	Gaps/Opportunities	Outstanding issues/questions
	<p>Trading standards/District Councils/Police need to work together in this area</p> <p>Support could be provided via the voluntary sector</p> <p>Issues viewed and managed as 'a problem' for the area that needs to be addressed rather than being aimed at an agency</p> <p>Police and partners to input in to licensing decisions/evidence. Improve the communication and information between the Police and the Council's</p> <p>Regular awareness sessions of the impact of alcohol in the area for Licensing Committee members?</p> <p>Look at best practice - the Cambridge model for licensing</p> <p>Resourcing within this area needs to be reviewed (Note that this was highlighted by the police to all the CEOs in February 08).</p> <p>Licensing teams respond to complaints which may not be the key areas e.g. taxis</p> <p>Licensing seen as an admin function only</p> <p>Councils specify that the team need to be self funding</p> <p>Focus needs to be on the issues and not the funding</p> <p>Compliance checks may not happen and there is no structured plan due to limited resources</p> <p>PCT will be able to supply some data from A&E and the ambulance teams</p>	

Area/Issue	Gaps/Opportunities	Outstanding issues/questions
	<p>St John's ambulance may be able to capture data Need to identify what information is required and by who to enable the requirements to be specific to meet the needs of all the partners One list of problem premises between the agencies which they then tackle which ever premise identified collectively</p>	
<p>Way forward</p>	<p>The police and health service are dealing with the symptoms.</p> <p>We need to address the cause. We need a vision for how we want our towns and villages to look like on an evening. If we can get sign up from the CEOs level of all the parties then all the agencies would work together to deliver that vision.</p> <p>The key issues :</p> <ul style="list-style-type: none"> Need a vision for the future Work together to deliver the vision Having the resources to deliver the vision Sharing best practice and problems Information sharing across partner/agencies 	

UECC – 7th Jan 2009

590. ICT POLICY

The Senior I.T. Projects Officer presented the report which informed the meeting that from 1st April 2009 all authorities must use Government Connect for the secure exchange of data, how this has driven the need to make changes to the IT Security Policy and how training sessions on the changes would take place during 2009 for all employees and elected Members.

Moved by Councillor D. McGregor, seconded by Councillor B.R. Murray-Carr **RECOMMENDED** that the revised ICT security policy be accepted.

Committee:	Union Employee Consultation Committee	Agenda Item No.:	3.
Date:	7 th January 2009	Category	
Subject:	Review of IT Security Policy	Status	Open
Report by:	Senior IT Projects Officer		
Other Officers involved:			
Director	Director of Resources		
Relevant Portfolio Holder	Portfolio Holder for Corporate Efficiency		

RELEVANT CORPORATE AIMS

COMMUNITY SAFETY – Ensuring that communities are safe and secure
CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services

ENVIRONMENT – Promoting and enhancing a clean and sustainable environment

REGENERATION – Developing healthy, prosperous and sustainable communities

SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning.

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

The policy either directly or indirectly supports the corporate aims by ensuring that safeguards are in place to reduce the risk of ICT service disruption by accidental or malicious acts, thus allowing Departments to meet their commitments to these aims.

TARGETS

This does not directly contribute to any targets specified in the Corporate Plan.

VALUE FOR MONEY

The policy does not directly deliver value for money for the Council and its customer.

THE REPORT

The IT security policy is reviewed on a regular basis; this particular review has been driven by the need to meet the code of connection for Government Connect. The Department for Work and Pensions is withdrawing its current method for data exchange from 1st April 2009 and mandating that all Authorities must use Government Connect for the secure exchange of data.

Changes to the policy are highlighted in italics, they include:

Additional awareness training for employees who will be accessing restricted information.

Change to the way that employees are able to work from home, in future anything other than simple email access will have to be done from an Authority supplied laptop.

Employees at home will also be required to have a Crypto Card which increases the level of security when they login.

Requirement to use BCC option when sending mail to groups where the mailing list contains personal sensitive information.

Removable media containing personal data must be encrypted.

Training sessions will take place for all employees and elected Members during 2009 highlighting the changes and reinforcing the need for ICT security.

ISSUES FOR CONSIDERATION

Whether to accept the revised policy.

IMPLICATIONS

Financial : Costs to meet the changed requirements are being met from existing budgets or part of the budget bid process for 2009/2010.

Legal : None

Human Resources : Home working policy may need to be revised.

RECOMMENDATION(S)

To accept the revised ICT security policy.

ATTACHMENT: Y

FILE REFERENCE: sups/computer/policies_strategies_and_plans

SOURCE DOCUMENT: IT security policy under review

BOLSOVER DISTRICT COUNCIL
Information Management
And
Information Communications Technology
Security Policy
July 2008

This Policy addresses the following Corporate Aims:



COMMUNITY
SAFETY



CUSTOMER
FOCUSED SERVICES



ENVIRONMENT



REGENERATION



SOCIAL INCLUSION



STRATEGIC ORGANISATIONAL
DEVELOPMENT



The District of Bolsover Equalities Statement

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

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

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

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

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

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

Minicom: 01246 242450

Fax: 01246 242423

DATA PROTECTION

Information given to Bolsover District Council will be used only for the Council's lawful purposes, for the provision of joined up services, and will not be passed to anyone outside the Council without lawful Council.

Details of Document	
Title	Information Management and Information Communications Technology Security Policy
Document type – i.e. draft or final version	Draft
Location of Policy	L:\sups/computer/policies, strategies and plans/IT security policy
Author of Policy	Senior IT Projects Officer
Reviewed by Director of Strategy.	9/10/08
Risk Assessment completed	20/11/08
Community Safety implications	None
Equality Impact Assessment completed.	20/11/08 submitted
Approved by	Executive
Date Approved	
Policy Review Date	

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1. Introduction

The aim of this policy is to ensure that information and ICT assets are protected from accidental and malicious acts such as destruction, theft and unauthorised disclosure which could cause distress or harm to individuals, other organisations or to the Council and/or would be in breach of legislative, regulatory and contractual requirements.

This policy has been adapted from the British Standard Code of Practice for Information Security Management BS ISO/IEC 27001.

The policy is also intended to act as a Corporate Information Risk Policy.

Risk assessment and management of risk is dealt with in the following documents issued by the Business Risk Group:

Bolsover Council Risk Management Strategy
Risk Management Summary Guidance Notes
Data Quality Management Statement
Data Protection Code of Practice

These documents are to be adhered to when ascertaining the risk to assets, information, personnel and systems connected with the daily business activities of Bolsover District Council

2. Scope of the Policy

This policy is applicable at all the Council offices, at any location where Council ICT assets are in use or connected to remotely from non-council ICT assets. This policy also applies to third parties who are employed or contracted to work with Bolsover District Council and whom have access to information or ICT assets.

3. Principles of the Policy

This policy directly supports the following Corporate Aims:



services.

Customer Focused Services by linking the requirements of the Customer Service Code of Practice and Standards with the requirement to reduce the risk of malicious attack, thereby allowing the Council to continue to provide excellent customer focused



Strategic Organisational Development by providing best practice guidelines in order that we can continually improve our organisation.

Indirectly this policy supports the remaining Corporate Aims by ensuring safeguards are in place to reduce the risk of ICT service disruption by accidental or malicious acts, thus allowing Services to meet their commitments to these aims.



Community Safety



Environment



Regeneration



Social Inclusion

4. The Policy

The purpose of this policy is to:

Safeguard ICT assets and the information belonging to the Council.

Ensure business continuity and minimise business damage by preventing and minimising the impact of security incidents.

Enable information to be shared whilst ensuring the protection of information and ICT assets.

Provide management direction and support for information security.

This policy adopts the eleven security clauses of BS ISO/ IEC 27001. which are:

The Security Policy

Organising Information Security

Asset Management

Human Resources Security

Physical and Environment Security

Communications and Operational Management

Access Control

Information Systems Acquisition, Development and Maintenance

Information Security Incident Management

Business Continuity Management

Compliance

There are three basic components to information security management, it is characterised by the preservation of:

Confidentiality - Ensuring that information is accessible only to those authorised to have access.

Integrity - Safeguarding the accuracy and completeness of information and processing methods.

Availability - Ensuring that authorised users have access to information and associated assets when required.

4.1 The Security Policy

The objective is to provide management direction and support for information security in accordance with business requirements and relevant laws and regulations.

4.1.1 Infringements of Policy

Infringements of this Policy may warrant disciplinary action or instigation of the members' complaint procedure and, in cases of gross misconduct by employees, may result in termination of employment. When necessary the Police will be informed. In particular, attention is drawn to the following infringements:

- 4.1.1.1 Viewing, creating, circulating, distributing, storing, downloading or printing material that might be offensive, illegal, pornographic or sexually explicit, that brings the Council into disrepute or that exposes it to legal action. For employees, such action is likely to be considered as gross misconduct and, if so, could result in termination of employment without notice. For members, this will instigate the Members' Complaint Procedure. The Council reserves the right to recover defamatory material and use it as evidence against an individual.
- 4.1.1.2 Using communication facilities for purposes that may be illegal or contravene Council policy such as disclosing official information without Council.
- 4.1.1.3 Hacking, hoaxing, damaging Council or other networks or knowingly using unlicensed software.
- 4.1.1.4 Using the Council email system to send personal e-mails without permission.
- 4.1.1.5 Using communication facilities for private use during working hours.

4.2 Organising Information Security

The objective is to manage information security within the Council.

4.2.1 Information security activities should be co-ordinated by representatives from different parts of the Council with relevant roles and job functions.

4.2.1.1 Information security is a responsibility shared by all elected members and employees of Bolsover District Council.

4.2.1.2 The management and implementation of information security controls is co-ordinated throughout the Council by the Head of ICT.

4.2.1.3 Risk assessment and treatment is managed by the Head of ICT and co-ordinated by the Business Risk Group.

4.2.1.4 The Senior IT Projects Officer shall have procedures in place identifying how to handle non-compliance.

4.2.1.5 The IT Training Officer shall effectively promote information security education, training and awareness throughout the Council.

4.2.1.6 The Senior IT Projects Officer shall evaluate information received from the monitoring and reviewing of information security incidents, and recommend appropriate actions in response to identified information security incidents.

4.2.1.7 The Senior IT Projects Officer shall ensure that the Data Protection Officer is informed of any security incidents that involve customer or employee data.

4.2.2 All information security responsibilities should be clearly defined.

4.2.2.1 The software and hardware register shall include details of asset ownership.

4.2.2.2 An overall owner for each system, an Information Asset Owner, shall be in place and that owner is responsible for its day to day protection.

4.2.2.3 *Information Asset Owners* shall clearly define and document the authorisation levels they allow.

4.2.3 A management authorisation process for new information processing facilities should be defined and implemented.

4.2.3.1 The IT Strategy Group shall be responsible for authorising all new information processing facilities.

- 4.2.3.2 The IT Support Officer shall have a procedure for authorising all new users of information processing facilities.
- 4.2.3.3 The use of personal or privately owned information processing facilities for the processing of business information is forbidden. *They may only be used for accessing email.*
- 4.2.3.4 *The use of personal or privately owned information processing facilities for the processing of business information that has a protective marking of RESTRICTED is forbidden.*
- 4.2.4 Requirements for confidentiality or non-disclosure agreements reflecting the Council's needs for the protection of information should be identified and regularly reviewed.
- 4.2.4.1 Staff and Members may be required to sign non-disclosure agreements before being granted access to Council information.
- 4.2.4.2 Terms shall be included in employment contracts requiring assets including information to be returned or destroyed at the end of the contract.
- 4.2.4.3 *Employees who handle RESTRICTED information are required to confirm their acceptance that communications sent or received via the GSi may be intercepted or monitored.*
- 4.2.4.4 *Employees who handle RESTRICTED information shall be given additional security training to ensure that they understand the impact of the loss and the procedures to be followed in the event of any such loss.*
- 4.2.4.5 *Blind copying must be used on group emails involving members of the public e.g. sending citizens panel surveys out electronically. Internally this also applies to the Union as trade union membership is personal sensitive data under the DP Act and should not be shared amongst other employees.*
- 4.2.5 Appropriate contacts with special interest groups or other specialist security forums and professional associations should be maintained.
- 4.2.5.1 The Senior IT Technical Officer shall be the nominated contact for the regional WARP.
- 4.2.5.2 *Vendors websites shall be monitored on a regular basis to check for security incidents.*
- 4.2.6 The Council's approach to managing information security and its implementation should be reviewed independently at planned intervals, or when significant changes to the security implementation occur.

4.2.6.1 The *Head of IT* shall arrange independent audits of information security; *the recommendations will be referred to the IT Strategy group.*

4.2.6.2 The internal audit function shall include audits of controls, processes and procedures for information security within their audit plan.

4.2.7 The risks to the Council's information and information processing facilities from business processes involving external parties should be identified and appropriate controls implemented before giving access.

4.2.7.1 A verification procedure shall take place before access is granted to the network by third parties.

4.2.7.2 Physical access to Sherwood Lodge and the Depots shall be restricted by the core key system.

4.2.7.3 Physical access at Contact Centres shall be restricted by key pads. The numbers shall be changed when employees with access to the numbers leave and on a regular basis, at least six monthly.

4.2.7.4 Access to the machine rooms at Sherwood Lodge shall be limited to the following posts within IT and to specific posts that have a responsibility for building maintenance:

Head of ICT

Senior First Line Support Officer

Senior Second Line Support Officer

Senior IT Projects Officer

IT Technical Officer

Network and Infrastructure Officer

Network and Telecommunications Officer

IT Support Officer

4.3 Asset Management

The objective is to achieve and maintain appropriate protection of Council assets. All assets should be accounted for and have a nominated owner. Owners should be identified for all assets and the responsibility for the maintenance of appropriate controls should be assigned. The implementation of specific controls may be delegated by the owner as appropriate but the owner remains responsible for the proper protection of the assets.

4.3.1 All assets should be clearly identified and an inventory of all important assets drawn up and maintained.

4.3.1.1 A software and a hardware register shall be maintained by the IT Support Officer.

4.3.1.2 Information recorded against each asset shall include the type of asset, format, location, backup information, license information, nominated owner and a business value.

4.3.1.3 An annual physical audit of all hardware and software assets shall be undertaken by the IT Support Officer.

4.3.1.4 All software shall be stored within the ICT Service, it's installation controlled by procedures.

4.3.1.5 Assets may only be used for authorised business purposes.

4.3.2 Rules for the acceptable use of information and assets associated with information processing facilities should be identified, documented and implemented.

4.3.2.1 All Members, employees and third party users must follow the rules for acceptable use as defined in:

Employees Code of Conduct .

Email and Internet Policy October.

Computer User Handbook for Members and Employees.

4.3.2.2 Monitoring of acceptable use will take place and procedures shall be in place for dealing with breaches of any the above policies.

4.3.3 Information should be classified in terms of its value, legal requirements, sensitivity, and criticality to the Council. The classification and associated protective controls for information are to:

Take into consideration the business need for sharing or restricting information and the business impacts associated with these needs.

Ensure the conventions for the initial classification and reclassification over time take place and that the appropriate means of labelling and despatch are used.

Ensure compliance with legal requirements such as Data Protection Act, Freedom of Information Act and Financial Regulations.

4.3.3.1 Each Head of Service is responsible for the safeguarding of information under the control of their Service and to ensure that their employees are aware of their responsibilities when handling restricted or sensitive information.

4.3.3.2 Paper Information shall be disposed of by shredding.

4.3.3.3 Magnetic and optical media shall be returned to ICT Services for safe disposal

4.3.3.4 ICT equipment is to be securely wiped of all information prior to disposal.

4.4 Human Resources Security

The objective is to ensure that employees, contractors and third party users understand their responsibilities, and are suitable for the roles they are considered for, and to reduce the risk to theft, fraud or misuse of facilities.

4.4.1 Security roles and responsibilities of employees, contractors and third party users should be defined and documented in accordance with this policy.

4.4.1.1 Security roles and responsibilities shall be defined and clearly communicated to job candidates during the pre-employment process.

4.4.2 Background checks prior to employment, such as references, confirmation of ID, or criminal records, and confirmation of academic and professional qualifications should take place.

4.4.3 *Users of the network who are able to connect to GCSX and have regular access to RESTRICTED information or information that originates from the GSi must be cleared to the "Baseline Personnel Security Standard"*

4.4.4 As part of their contractual obligation, employees, contractors and third party users should agree and sign the terms and conditions of their employment contract, which should state their and the Council's responsibilities for information security.

4.4.4.1 *Any Home working Policy shall state the responsibilities that are extended to those working outside the Council's premises and outside normal working hours.*

- 4.4.4.2 The terms and conditions of employment shall state the actions to be taken if the employee, contractor or third party user disregards the Council's security requirements.
- 4.4.5 During employment, management should require employees, contractors and third party users to apply security in accordance with established policies and procedures of the Council.
- 4.4.5.1 All employees, contractors and third party users who require computer access shall receive security awareness training as part of the formal induction process.
- 4.4.5.2 The security awareness training shall include legal responsibilities, business controls as well as training in the correct use of information processing facilities, e.g. logon procedures, use of software packages and information on the disciplinary procedure. *Additionally it will cover data handling and an awareness of how to handle personal data.*
- 4.4.5.3 *Additional security awareness training regarding loss of data and the actions to be taken will be given to users of the network who are able to connect to GCSX and have regular access to RESTRICTED information or information that originates from the GSi*
- 4.4.5.4 All employees, *consultants, agency staff*, contractors and third party users who require IT access shall be required to agree to the terms and conditions of this policy and this will be formally recorded.
- 4.4.5.5 A formal disciplinary process for employees who have committed a security breach shall be in place.
- 4.4.6 During their term of office, Members shall apply security in accordance with established policies and procedures in relation to ICT and where relevant the Members Code of Conduct.
- 4.4.6.1 All Members who require computer access shall receive security awareness training as part of the formal induction process.
- 4.4.6.2 The security awareness training shall include legal responsibilities, business controls as well as training in the correct use of information processing facilities, e.g. logon procedures, use of software packages and information on the disciplinary procedure. *Additionally it will cover data handling and an awareness of how to handle personal data.*

- 4.4.6.3 All Members who require IT access shall be required to agree to the terms and conditions of this policy and this will be formally recorded.
- 4.4.6.4 If by breaching this security policy it results in a breach of the Members Code of Conduct they may be reported to the *Monitoring Officer* for investigation.
- 4.4.6.5 All Members shall return to the IT Training Officer all of the Council's assets in their possession upon standing down as a Member.
- 4.4.7 On termination or change of employment this process should be managed to ensure that all equipment is returned and the removal or change of all access rights are completed.
- 4.4.7.1 The IT Support Officer shall receive regular notification from HR of changes to the establishment.
- 4.4.7.2 The IT Support Officer shall receive notification from HR prior to the start date of additions to the establishment.
- 4.4.7.3 On receiving notification of change or termination of employment the IT Support Officer shall liaise with the relevant Head of Service to ensure that all Council information is retained appropriately and that the user logon is terminated.
- 4.4.7.4 All employees, contractors and third party users shall return, to their Head of Service, all of the Council's assets in their possession upon termination of their employment, contract or agreement.
- 4.4.7.5 Where passwords are known by an employee who is leaving and the account that the password relates to will remain active, the password shall be changed.

4.5 Physical and environmental security.

The objective is to prevent unauthorised physical access, damage and interference to the Council's premises and information.

4.5.1 Security perimeters should be used to protect areas that contain information and information processing facilities.

4.5.1.1 Access to non-public areas shall be controlled through appropriate physical access controls.

4.5.1.2 All Council buildings, where there is ICT equipment, shall be alarmed and, where appropriate, covered by CCTV cameras.

4.5.2 Secure areas should be protected by appropriate entry controls to ensure that only authorised personnel are allowed access.

4.5.2.1 Only designated staff are allowed unaccompanied access in the machine rooms.

4.5.2.2 Specific core keys for access to the machine rooms shall only be available to designated staff.

4.5.2.3 Third party support staff personnel may have restricted access to the machine rooms, this access shall be monitored.

4.5.3 Physical security for offices, rooms and facilities should be designed and applied.

4.5.3.1 All equipment shall be sited within the Council's premises so as to reduce the risks of damage, interference or unauthorised access.

4.5.4 Physical protection against damage from fire, flood, earthquake, explosion, civil unrest and other forms of natural or man-made disaster should be designed and applied.

4.5.4.1 Hazardous or combustible materials shall be stored at a safe distance from machine rooms.

4.5.4.2 Back-up media shall be stored at the Depot.

4.5.4.3 Appropriate fire fighting equipment shall be provided and suitably placed.

4.5.5 Physical protection and guidelines for working in secure areas should be designed and applied.

4.5.5.1 A procedure shall be in place as to how to operate the "nitrogeon" system in the machine rooms.

- 4.5.6 Access points such as delivery and loading areas and other points where unauthorised persons may enter the premises should be controlled.
- 4.5.6.1 Incoming equipment shall be registered in accordance with the asset procedures as soon as the equipment is received.
- 4.5.7 Equipment should be sited or protected to reduce the risks from environmental threats and hazards, and opportunities for unauthorised access.
- 4.5.7.1 Information processing facilities handling sensitive data shall be positioned and the viewing angle restricted to reduce the risk of information being viewed by unauthorised persons.
- 4.5.7.2 Machine rooms shall be protected from power failures or other electrical anomalies.
- 4.5.7.3 Sherwood Lodge shall be protected from a loss of power by the standby generator.
- 4.5.7.4 Hardware at Leisure Centres shall be sited in lockable offices which must be locked when the office is unoccupied.
- 4.5.7.5 Hardware at Pleasley shall be sited in lockable offices which must be locked when the office is unoccupied.
- 4.5.8 Equipment should be correctly maintained to ensure its continued availability and integrity.
- 4.5.8.1 Equipment shall be maintained in accordance with manufacturer's instructions.
- 4.5.8.2 Records shall be kept of all suspected or actual faults and all preventive and corrective maintenance.
- 4.5.9 Security should be applied to off-site equipment taking into account the different risks of working outside the Council's premises.
- 4.5.9.1 Equipment and media taken off the premises shall not be left unattended in public places.
- 4.5.9.2 Home working controls shall be specified within *any* mobile/remote working policy.
- 4.5.10 All items of equipment containing storage media should be checked to ensure that any sensitive data and licensed software has been removed or securely overwritten prior to disposal.

4.5.10.1 All equipment shall have the storage media securely reformatted prior to disposal.

4.5.11 Equipment, information or software should not be taken off-site without prior authorisation.

4.5.11.1 Equipment that is temporarily taken off site shall be marked as such in the asset register.

4.5.11.2 Authorisation of home/mobile workers shall be at the discretion of Heads of Service.

4.5.11.3 Unless you have Council issued hardware or have previously been authorised to do so, no software or information shall be taken off site without obtaining the prior permission of the Head of ICT.

4.5.11.4 Spot checks of the location of assets may take place at any time.

4.5.11.5 *No information that contains customer, elected Member or employee details may be removed from the Council's premises unless there is a proven business need, in which case the information shall be encrypted.*

4.5.11.6 *Where there is a business need to transfer customer, elected Member or employee information to a third party, the information shall be encrypted.*

4.5.11.7 *Those employees who take personal data off site on a memory stick may only do so on an encrypted memory stick issued by ICT. The employee is responsible for making ICT aware that this is required.*

4.5.11.8 *Those employees who hold personal data on the C: drive (hard disk) of a laptop, that is taken off site, may only do so if the hard disk has been encrypted by ICT. The employee is responsible for making ICT aware that this is required.*

4.5.11.9 *Those employees who send personal information via emails or emails attachments outside of the Council shall ensure that suitable encryption software is used. The employee is responsible for making ICT aware that this is required.*

4.6 Communications and operations management

The objective is to ensure the correct and secure operation of information processing facilities, to minimise the risk of system failures and to protect against malicious and mobile code.

4.6.1 Operating procedures should be documented, maintained, and made available to all users who need them.

4.6.1.1 Documented operating procedures shall be held electronically on a knowledge base on the Help Desk server.

4.6.1.2 A paper copy of the documented operating procedures shall be held at the Depot.

4.6.1.3 Access to the documented operating procedures shall be limited to members of the ICT Service.

4.6.1.4 Responsibility for maintaining the documented operating procedures is with the *Senior 1st Line Support Officer*.

4.6.2 Changes to information processing facilities and systems should be controlled.

4.6.2.1 All changes to operating systems and application software shall be recorded in a formal change control log.

4.6.2.2 All changes shall be authorised by the Head of ICT Services prior to application.

4.6.2.3 A formal change control procedure shall be in place. *Details of this are available from the Senior 1st Line Support Officer.*

4.6.2.4 Responsibility for change control is with the *Senior 1st Line Support Officer*.

4.6.3 Development, test and operational facilities should be separated to reduce the risks of unauthorised access or changes to the operational system.

4.6.3.1 Rules for the transfer of software from development to operational status shall be defined and documented.¹

4.6.3.2 Development and operational software shall run on different systems.

4.6.3.3 The test system environment shall emulate the operational system environment as closely as possible.

4.6.4 The use of resources should be monitored, tuned and projections made of future capacity requirements to ensure the required system performance.

4.6.4.1 Capacity demands shall be monitored and projections of future capacity requirements made to ensure that adequate processing power and storage are available.

4.6.5 Acceptance criteria for new information systems, upgrades and new versions should be established and suitable tests of the systems carried out during development and prior to acceptance.

4.6.5.1 Performance and capacity requirements shall be assessed prior to acceptance.

4.6.5.2 Appropriate tests shall be carried out to ensure that all acceptance criteria have been fully satisfied.

4.6.5.3 Training in the operation or use of new systems shall take place before acceptance.

4.6.5.4 The appropriate Head of Service shall authorise the live implementation after checking the testing log.

4.6.6 Detection, prevention and recovery controls to protect against malicious or mobile code and appropriate user awareness procedures should be implemented.

4.6.6.1 Each P.C. and Server shall have anti-virus software installed

4.6.6.2 The anti-virus software shall be regularly updated

4.6.6.3 A procedure shall be published on the intranet ensuring that all users are aware of the action to be taken if they suspect malicious code.

4.6.6.4 Business continuity plans shall be in place to recover from a virus attack.

4.6.6.5 Technical measures shall be activated as appropriate on specific systems to ensure mobile code is managed.

4.6.7 Backup copies of information and software should be taken and tested regularly in accordance with the agreed backup policy.

4.6.7.1 A backup policy shall be documented for internal use by ICT.

4.6.7.2 Backup copies of essential business data and software shall be regularly taken.

- 4.6.7.3 All backup media shall be stored off site as soon as possible.
- 4.6.7.4 Prior to removal off site the backup media shall remain in the machine rooms.
- 4.6.7.5 Backup media shall be regularly tested, *at least annually*, to ensure that they can be relied upon for emergency use when necessary.
- 4.6.8 Networks should be adequately managed and controlled, in order to be protected from threats, and to maintain security for the systems and applications using the network, including information in transit.
 - 4.6.8.1 Access rights shall be applied to prevent unauthorised access to information.
 - 4.6.8.2 Access rights shall be applied to prevent unauthorised access to applications.
 - 4.6.8.3 Requests to access systems by third parties shall be authenticated and logged.
 - 4.6.8.4 Remote access by staff and Members shall be authenticated.
 - 4.6.8.5 A firewall shall be in place.
 - 4.6.8.6 The associated firewall activity log should be monitored on a regular basis by the network and support officer.
 - 4.6.8.7 Dial up access to the network is controlled by virtual private network technology *and two factor authentication*.
 - 4.6.8.8 External audits of network security shall take place.
 - 4.6.8.9 Performance of the network shall be pro-actively monitored by the network and support officer.
- 4.6.9 There should be procedures in place for the management of removable media. Removable media includes tapes, disks, memory sticks, removable hard drives, CDs, DVDs and printed media.
 - 4.6.9.1 Removable media drives should only be enabled if there is a business reason for doing so.
 - 4.6.9.2 All media shall be stored in a safe, secure environment, in accordance with manufacturers' specifications.

- 4.6.9.3 Any re-usable media that is no longer required, *in particular when an employee leaves*, shall be returned to the ICT Service where any information will be made unrecoverable.
- 4.6.9.4 Any media excluding printed media shall be returned to the ICT Service for secure disposal.
- 4.6.9.5 Printed media shall be disposed of in the paper shredding bins supplied to each Service in a timely manner.
- 4.6.9.6 Printed media, holding sensitive personal data, shall be shredded, in the dedicated facility provided, by the appropriate Service.
- 4.6.10 System documentation should be protected against unauthorised access.
- 4.6.10.1 System documentation shall be stored securely.
- 4.6.10.2 The access list for system documentation shall be restricted and authorised by the application owner.
- 4.6.11 Formal exchange policies, procedures, and controls should be in place to protect the exchange of information through the use of all types of communication facilities.
- 4.6.11.1 Anti-virus software shall be in place on the email server.
- 4.6.11.2 Instructions specifying the acceptable use of email shall be in place and available to all staff via the intranet.
- 4.6.11.3 Instructions specifying the acceptable use of internet access shall be in place and available to all staff via the intranet.
- 4.6.11.4 Sensitive information shall not be left on answering machines.
- 4.6.11.5 The courier system shall be used to protect information that is physically transferred between the Council's sites.
- 4.6.11.6 *Instructions on CCTV are covered by the CCTV code of practice and standard operating procedures*
- 4.6.12 Information involved in electronic commerce passing over public networks should be protected from fraudulent activity, contract dispute and unauthorised disclosure and modification.
- 4.6.12.1 Authorisation processes shall be in place as to who may issue or sign key trading documents.

- 4.6.12.2 Electronic commerce arrangements shall be supported by a documented agreement.
- 4.6.12.3 The infrastructure for electronic commerce shall be subject to regular network penetration testing.
- 4.6.13 Information involved in on-line transactions should be protected to prevent incomplete transmission, mis-routing, unauthorised message alteration, unauthorised disclosure, unauthorised message duplication or replay.
- 4.6.13.1 Storage of any transaction details shall be behind the firewall and not directly accessible from the internet.
- 4.6.13.2 Authentication of customers shall be via *Government Gateway*
- 4.6.13.3 No information shall be published on the web site without prior approval of the Communications Officer.
- 4.6.13.4 The integrity of the Council's information on the web shall be protected to prevent unauthorised modification.
- 4.6.13.5 The infrastructure for on-line transactions shall be subject to regular network penetration testing.
- 4.6.14 Systems should be monitored and information security events should be recorded.
- 4.6.14.1 Audit logs recording information security events shall be maintained.
- 4.6.14.2 These audit logs may contain intrusive and confidential personal data, access will be limited to the Senior IT Projects Officer and Senior management on request.
- 4.6.14.3 Monitoring of internet use shall take place.
- 4.6.14.4 Monitoring of email use shall take place.
- 4.6.14.5 Periodic random monitoring of privileged operations shall take place.
- 4.6.14.6 Periodic monitoring of system alerts or failures shall take place.
- 4.6.14.7 *Periodic monitoring of PCs to check for such as illicit images will take place*
- 4.6.14.8 Clocks of all relevant information processing systems shall be synchronised with an agreed accurate time source.

4.7 Access Control

The objective is to control access to information, information processing facilities and business processes on the basis of business and security requirements and to prevent unauthorised access.

4.7.1 There should be a formal user registration and de-registration procedure.

4.7.1.1 Access to systems shall be controlled by business needs.

4.7.1.2 Each member of staff and elected Member with computer access shall have a unique logon id.

4.7.1.3 Users shall sign a statement to indicate that they understand the conditions of access.

4.7.1.4 *Staff who handle RESTRICTED information shall be required to sign a statement outlining the conditions of access to the GSi*

4.7.1.5 Service Heads shall ensure that access to systems is not allowed until the authorisation procedures have been completed.

4.7.1.6 A formal record shall be kept by ICT of all persons with authorised access.

4.7.1.7 Access shall be disabled when a member of staff leaves *unless a prior agreement has been made by the Head of Service.*

4.7.1.8 Change of duties shall cause a review of computer access required.

4.7.1.9 Staff suspended pending a disciplinary investigation shall have their access removed.

4.7.1.10 Periodic audits of access shall be undertaken by the IT Support Officer.

4.7.2 The allocation and use of privileges should be restricted and controlled.

4.7.2.1 Privileges shall be allocated on a need to use basis and on an event by event basis.

4.7.2.2 Privileges shall be assigned to a different user id from that used for normal business use.

4.7.2.3 A log of changes to database tables shall be kept by the privileged user and available to internal *and external Audit and any other organisations with approval*

- 4.7.2.4 A record of privileged users shall be kept detailing the tools they have access to on which systems.
- 4.7.3 The allocation of passwords should be controlled through a formal management process.
- 4.7.3.1 Users shall be required to maintain their own passwords.
- 4.7.3.2 Users shall initially be supplied with a secure temporary password which they are forced to change *the first time they access a system*.
- 4.7.3.3 A user must be verified before providing new, replacement or temporary passwords.
- 4.7.3.4 Users shall acknowledge receipt of passwords.
- 4.7.3.5 Passwords shall not be stored on computer systems in an unprotected form.
- 4.7.3.6 Default vendor passwords shall be altered following installation of systems or software.
- 4.7.3.7 Passwords shall not be written down with the exception of the ICT server and system passwords which shall be stored in the ICT password register.
- 4.7.3.8 The password register shall be kept in a locked place with restricted access.
- 4.7.3.9 Passwords shall not be disclosed.
- 4.7.3.10 Passwords shall be subject to periodic enforced change, generally 90 days.
- 4.7.4 Users should be required to follow good security practices in the selection and use of passwords.
- 4.7.4.1 Users shall change their password whenever there is any indication of possible system or password compromise.
- 4.7.4.2 Users shall select *sufficiently complex* passwords with sufficient minimum length, at least seven characters.
- 4.7.4.3 Passwords shall not be included in any automated logon process.
- 4.7.4.4 Users shall not use the same password for business and non-business use.

- 4.7.4.5 Users shall be locked out of systems after 3 unsuccessful login attempts.
- 4.7.5 Users should ensure that unattended equipment has appropriate protection.
- 4.7.5.1 Equipment must not be left logged in and unattended, *a PC screen must be locked when unattended.*
- 4.7.5.2 Users must logoff PCs when the session is finished (i.e. not just switch off the PC screen).
- 4.7.5.3 *PCs must be switched off, at the plug, at the end of the day.*
- 4.7.6 Appropriate authentication methods should be used to control access by remote users.
- 4.7.6.1 A solution shall be in place to encrypt and authenticate data to protect against eavesdropping and data tampering.
- 4.7.6.2 An VPN shall be in place to protect remote users requiring connection.
- 4.7.6.3. *Two factor authentication shall be in place for all remote users.*
- 4.7.7 Access to information and application system functions by users and support personnel should be restricted.
- 4.7.7.1 Menus shall be provided to control access to application system functions.
- 4.7.7.2 A log shall be maintained of all staff who have access to database editors.
- 4.7.7.3 A procedure shall be in place for changing data in database tables
- 4.7.8 When using mobile computing the risks of working in an unprotected environment should be considered and appropriate protection applied.
- 4.7.8.1 Remote access to business information across public network using mobile computing facilities shall only take place after successful identification and authentication.
- 4.7.8.2 Training shall be given to staff using mobile equipment to raise their awareness on the additional risks.
- 4.7.8.3 A home working policy shall be in place.
- 4.7.9 A regular audit shall take place by the Council's audit staff to confirm that all the controls within 4.7 are being adhered to.

4.8 Information systems acquisition, development and maintenance

The objective is to ensure that security is an integral part of information systems.

- 4.8.1 Specifications for new information systems, or enhancements to existing information systems should specify the requirements for security controls.
- 4.8.2 All new systems must be advised to the Data Protection Officer.
- 4.8.3 New systems must be approved by the ICT Strategy Group prior to approval.
- 4.8.4 All systems purchased must have processes that validate data input and output.
- 4.8.5 All acquisitions, development and maintenance of systems must be done in a test area and documented testing done before transfer to the live system.
- 4.8.6 No software shall be installed unless it can be shown to have a valid licence.
- 4.8.7 No software shall be installed by anyone other than a member of the ICT staff.
- 4.8.8 A rollback strategy must be in place before changes are implemented.
- 4.8.9 Physical or logical access shall only be given to suppliers for support purposes when necessary, and with approval. The supplier's activities shall be monitored *and times of access documented*.
- 4.8.10 The use of operational databases containing personal or sensitive information for testing purposes shall be avoided.
- 4.8.11 Formal change control procedures shall be followed prior to the introduction of new systems and major changes to existing systems.
- 4.8.12 Proposed changes to operating systems shall be tested to ascertain impact on business systems.
- 4.8.13 Timely information about technical vulnerabilities of information systems being used shall be obtained, the Council's exposure to such vulnerabilities evaluated and appropriate measures taken to address the associated risk.
- 4.8.14 *The acquisition of packaged software shall be subject to the approval of a business case by the IT Strategy Group.*

4.8.15 Desktop software icons, for critical systems such as Housing Benefits, shall display the version number before the user activates the icon.

4.9 Information security incident management

The objective is to ensure information security events, possible security events and weaknesses associated with information systems are communicated in a manner allowing timely corrective action to be taken. It is also to ensure that a consistent and effective approach is applied to the management of information security incidents.

4.9.1 All suspected security events and weaknesses shall be reported to the Senior IT Projects Officer. This shall be by either email, phone or in person.

4.9.2 Monitoring of email and internet use may also result in a security event being raised.

4.9.3 The Senior IT Projects Officer shall investigate the event or weakness as soon as feasibly possible.

4.9.4 If appropriate, the Senior IT Projects Officer shall inform the relevant Head of Service of a suspected event.

4.9.5 If the event involves customer or employee data the Senior IT Projects Officer will inform the Data Protection Officer.

4.9.6 Under no circumstances shall the individual reporting a weakness attempt to prove the weakness themselves, this could be interpreted as a misuse of the system.

4.9.7 A log shall be kept by the Senior IT Projects Officer of all suspected events and weaknesses with the results of the investigation.

4.9.8 On the conclusion of any security investigation, details are to be reported to the ICT strategy group and if appropriate the Head of Service and/or Head of HR for further action.

4.9.9 Information security incidents must be reported to *GovCertUK* and to the East Midlands WARP.

4.10 Business Continuity Management

The objective is to counteract interruptions to business activities and to protect critical business processes from the effects of major failures of information systems or disasters and to ensure their timely resumption.

4.10.1 A business continuity plan is in place.

4.10.2. The plan shall include reference to the IT disaster recovery plan.

4.10.3 The IT disaster recovery plan shall include identification of all responsibilities.

4.10.4 The IT disaster recovery plan shall identify the acceptable loss of information and services.

4.10.5 The IT disaster recovery plan shall include documentation of agreed procedures and processes.

4.10.6 The plans shall be reviewed regularly, at least annually.

4.10.7 The plans shall be tested regularly, at least annually.

4.11 Compliance

The objective is to avoid breaches of any law, statutory, regulatory or contractual obligations, and of any security requirements.

4.11.1 Users are to comply with the following.

Computer Misuse Act 1990

The Computer Misuse Act 1990 makes it a criminal offence to access, or attempt to access, computer material. Persons convicted of an offence under the Computer Misuse Act are subject to a maximum of 5 years' imprisonment, a fine or both. In the context of Council users, it is likely that the following examples would be considered illegal:

Accessing restricted material without proper Council.

Provision of any material, such as codes or 'hacking' instructions which enables others to gain unauthorised access to a computer system.

Knowingly receiving (or using) any material from an unauthorised user who has gained access to systems.

Unauthorised modification of a computer system program or data stored on a system. (Includes the introduction of malicious software such as Viruses, Trojans, Worms, Spyware etc)

Any material which encourages or incites other persons to carry out unauthorised access or modification of a computer system, program or data.

The Copyright Designs and Patents Act 1988

It is an offence under this Act to copy software or other Internet material without Council. It is immaterial whether such unauthorised copying is done with a view to personal convenience or for monetary gain. Unlimited fines and up to two years' imprisonment may be imposed on offenders.

All software, including commercial products and Shareware, is protected by copyright law and is licensed for legitimate use. Some software creators have designated their products Freeware (for which use is authorised without a licence fee being payable) and have made this available on the Internet. The Council does not tolerate the use of unauthorised/unlicensed software and permission is to be granted by the ICT Helpdesk before any software is loaded onto Council owned IT assets. No copies are to be made of software held by this Council unless clear guidance and permission is granted by the copyright holder

Data Protection Act 1998

This Act prohibits the holding, processing or disclosure of personal information data about others, unless the data user is properly registered and observes the data protection principles. Members and staff are to ensure they are conversant with the Council's and their Service's Data Protection Policy.

Age, Disabilities, Race Relations, Religious and Sexual Discrimination Acts

Discrimination on the grounds of race, age, gender disability, sexual identity, national origin, sexual orientation, religion or belief is unlawful under the provisions of the respective legislation. This covers private and public sectors and will include every member of the workforce, young and old. Any material published or received via the Internet (or by other means) which discriminates or encourages discrimination is in contravention of the legislation.

Regulation of Investigatory Powers Act (RIPA) 2000

RIPA prohibits the interception of e-mails without first obtaining the consent of both the sender and the recipient. However, the Regulations, which came into force on 2 October 2002, provide an important exception to the general rule that communications may only be monitored with consent.

The regulations enable businesses to intercept telecommunications (this includes telephone calls, and any data transmitted over the telecommunications network) without their employees consent for certain legitimate purposes, including detecting unauthorised use of

the system and ensuring its efficient operation. However, the employer must make reasonable efforts to inform employees that communications may be monitored.

The Human Rights Act 1998

Article 8 of the Human Rights Act states that "*everyone shall have the right to respect for his private and family life, his home and his correspondence*". However, this right is qualified and may be interfered with in order to protect the rights and freedoms of others. An employer, for example, may claim that, by monitoring e-mails, it is protecting the rights of other employees to have a workplace which is free of discrimination (assuming the employer prohibits the sending of discriminatory material via e-mail). Similarly, the employer may legitimately argue that, by having CCTV, it is providing its employees with a safe work environment and further, taking action which is necessary to prevent crime.

Criminal Justice and Public Order Act 1994

This miscellany of legislation includes a consolidation of provisions for the protection of minors by making it a criminal offence to possess pornographic or obscene material of or involving minors or material considered to be excessively violent. In the context of the Internet it would apply to the transmission, receipt and storage of text, audio and graphic images.

Laws of Defamation

Any publication of a statement, comment or innuendo about another individual or Council which cannot be justified at law may render the author liable to an action of defamation. In the context of Internet use, the Council will not permit the publication of defamatory material and any author transmitting or any person passing on defamatory material will be required to indemnify the Council against all actions, proceedings, claims and costs resulting there from.

Obscene publications Act 1959

The publication (whether for gain or not) of material intended to be read, heard or looked at which is as to tend to deprave and corrupt persons having access to the publication is a criminal offence which carries a maximum sentence of three years' imprisonment.

Telecommunications (Fraud) Act 1997

A person who sends a message or other matter that is grossly offensive, indecent, obscene or menacing in character via the public telecommunication system or sends a false message for the

purpose of causing annoyance, inconvenience or needless anxiety to another shall be guilty of a criminal offence. Email/Internet makes use of the "public telecommunication system". A breach of this Act will result in a substantial fine and/or imprisonment.

Freedom of Information Act,

Guidelines on this act can be found on intranet. Any requests for information under this act must be dealt with in accordance with Council Policy.

CCTV code of Practice 2008

This is published by the Information Commissioner.

Bolsover District Council Financial Regulations

Specific elements of these regulations which apply are:

Security – Section 4.7.15.

Council Assets – Section 4.7.17.

Fraud, Corruption and Irregularities – Section 4.7.20.

Information Technology – Section 4.7.23.

Retention of Financial Records – Section 4.7.24.

4.11.2 Anyone found breaching these regulations will face disciplinary action, which may result in dismissal, suspension or investigation by the Police.

4.11.3 Access to ICT auditing systems will be limited to authorised ICT personnel and Auditors.

4.11.4 Employees and elected Members should be aware of the following guidance on the Intranet:

Access to Information Policy
Whistle Blowers Charter
Email and Internet (use of) Policy
CCTV Codes of Practice

5. Responsibility for implementing the Policy

Responsibility for implementing this Policy is with the Head of ICT.

6. Glossary of terms

Term used	Definition
Asset	Anything that has value to the Council.
<i>GSi</i>	<i>Government Secure Intranet is a system for managing secure access to e-mail and other services for UK government departments</i>
Information security event	An identified occurrence of a system, service or network state indicating a possible breach of information security policy or failure of safeguards, or a previously unknown situation that may be security relevant.
Information security incident	A single or a series of unwanted or unexpected information security events that have a significant probability of compromising business operations and threatening information security.
Information	Information can exist in many forms. It can be printed or written on paper, stored electronically, transmitted by post or by using electronic means, shown on film, or spoken. Whatever form the information takes, or means by which it is shared or stored, appropriate measures must be in place to ensure that this information is protected.
<i>Restricted</i>	<p><i>Restricted information is defined as any asset whose compromise would be likely to:</i></p> <ul style="list-style-type: none"> <i>Adversely affect diplomatic relations</i> <i>Cause substantial distress to individuals</i> <i>Make it more difficult to maintain the operational effectiveness or security of UK or allied forces</i> <i>Cause financial loss or loss of earning potential to, or facilitate improper gain or advantage for, individuals or companies</i> <i>Prejudice the investigation or facilitate the commission of crime</i> <i>Breach proper undertakings to maintain the confidence of information provided by third parties</i> <i>Impede the effective development or operation of government policies</i> <i>Breach statutory restrictions on the disclosure of information (except the Data Protection Act – which can be addressed by other impact statements and/or the e-government security framework)</i> <i>Disadvantage government in commercial or policy negotiations with others</i> <i>Undermine the proper management of the public sector and its operations</i>

Term used	Definition
VPN	A Virtual Private Network, as the Council uses it, is a computer network where the links between nodes are carried by a virtual circuit, the Internet, instead of by physical wires. The link-layer protocols of the virtual network are said to be tunneled through the larger network when this is the case. This functionality gives us secure communication links.
WARP	A W arning, A dvice and R eporting P oint for computer security incidents. Usually run regionally.
<i>Personal information</i>	<i>The difference between personal and personal sensitive information is that personal sensitive data relates to areas such as an individual's racial origin, religious beliefs, physical/mental health, political beliefs etc. For the purpose of this policy the definition of personal information includes both personal and personal sensitive information.</i>
<i>Two factor authentication</i>	<i>This is a system wherein two different factors are used in conjunction to authenticate users. Using two factors as opposed to one factor delivers a higher level of authentication assurance. Generally it is something that you have and something that you know.</i>
<i>Information Asset Owner</i>	<i>A business manager who operationally owns the information contained in their systems. Their role is to understand what information is held, how it is used and transferred, and who has access to it and why, in order for business to be transacted within an acceptable level of risk. They regularly review user access rights.</i>
<i>Rollback strategy</i>	A strategy decided before a change happens so that in the event of a change failing or having an unexpected result, the database or group of records can be returned to the state prior to the change.

Committee:	Executive	Agenda Item No.:	9
Date:	26th January 2009	Status	Open
Category	2. Decision within the functions of Executive		
Subject:	Property Searches Information Policy		
Report by:	Legal & Land Charges Officer		
Other Officers Involved	Principal Solicitor Solicitor To The Council		
Director	Solicitor To The Council		
Relevant Portfolio Holder	Corporate Efficiency		

RELEVANT CORPORATE AIMS

CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

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

Customer Focused Services – the effective management of the Local Authority's property search information

Strategic Organisational Development – to improve access to information

TARGETS

The Policy clarifies what information private search companies receive from Land Charges (Customer Focused Services) and clarifies the access in terms of it being provided in an efficient manner.

VALUE FOR MONEY

There is no financial impact on the Council or its customers.

THE REPORT

In accordance with government guidance and evolving legislative requirements, Local Land Charges needs a Policy on access to information held by the Council. In view of the coming into force of the new Regulations and the need to have this in place for 1st January 2009, the Chief Executive Officer approved the Policy under delegated powers.

Executive is now being asked for endorsement of this action.

IMPLICATIONS

Financial: None
Legal: In accordance with legislative requirements
Human Resources: None

RECOMMENDATION(S)

The Executive endorse the action of the Chief Executive Officer in approving the Property Searches Information Policy.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

To clarify for the personal search companies where to obtain property search information for this Authority

ATTACHMENTS: Y

1. Final Version of Policy
2. Form showing current charges for private search companies

FILE REFERENCE:

L:\Sups\Techsup\Paulr\LAND CHARGES\NEW POLICY

L:\Sups\Techsup\Paulr\LAND CHARGES\ACCESS TO INFORMATION JANUARY 2009\Access to CON29 information

SOURCE DOCUMENT:

BOLSOVER DISTRICT COUNCIL

Property Searches Information Policy

December 2008



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



CUSTOMER
FOCUSED SERVICES



STRATEGIC ORGANISATIONAL
DEVELOPMENT

Bolsover District Council Equalities Statement

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

- The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with the Equality Strategy.
- The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing its functions.

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

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

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

Minicom: 01246 242450

Fax: 01246 242423

CONTROL SHEET

Details of Document	Comments / Confirmation
Title	Property Searches Information Policy
Document type – i.e. draft or final version	Final Version
Location of Policy	Internet & Intranet
Author of Policy	Legal & Land Charges Officer
Member route for Approval & Cabinet Member concerned	Cabinet Member for Corporate Efficiency
Reviewed by Director of Strategy	Yes
Date Risk Assessment completed	14 th November 2008
Date Equality Impact Assessment approved	12 th November 2008
Partnership Involvement (if applicable)	Not applicable
Date added to the Forward Plan	Not applicable
Policy Approved by	CEO 12 th December 2008
Date Approved	For endorsement at Executive January 2009
Policy Review Date	Dec 2010 and before if there are any relevant changes to legislation
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	15 th December 2008

CONTENTS

- 1. The Introduction**
- 2. The Scope of the Policy**
- 3. The Principles of the Policy**
- 4. The Policy Statement**
- 5. Responsibility for implementing the Policy**

1. Introduction

In January 2008 the Department of Communities and Local Government and the Ministry of Justice published a consultation paper on the future of local authorities (LAs) charging for all data currently held within a local authority to enable property searches to be carried out by customers (described in the rest of this policy as personal searchers).

On charging specifically, the government's proposals aim to deliver:

Fair, open and transparent charges for the delivery of property searches
Open access to all the LA held data necessary to compile a search to ensure consumers have all the relevant information on which to base a decision when buying a home.

Government guidance has already been published for LAs and personal searchers on access to search data. Regulations coming into force in January 2009 have been produced to determine the framework on the charging policy and when implemented, aim to complete the conditions for open access arrangements and the levelling of the playing field in the provision of searches as envisaged by the Office of Fair Trading.

In the Good Practice Guidance issued by the Department of Communities and Local Government "Personal searches of the local land charges register and other records held by local authorities" issued in January 2008 it states that under Terms of availability – *"We recommend that local authorities make their unrefined property information available to third parties on terms that do not advantage their own compiling activities over competing compilers"*

The Government endorsed these recommendations which contribute to achieving a level playing field between the local authority and personal search sectors in delivering property search services.

Historically private companies have answered the questions on the search with 'no information available' or 'unable to gain access to information' instead of making enquiries of the Local Authority. The companies have obtained insurance to protect themselves when not making enquiries at the Local Authorities.

This policy will ensure that access to the data **is** available and well publicised. Therefore the private companies will be unable to rely on 'insurance' cover and must buy the data from the authority.

2. Scope

Legislation under which the Local Land Charges section provides its service includes

- The Home Information Pack (No.2) Regulations 2007
- The Home Information Pack Regulations 2006 (Procedural Guidance)
- Local Land Charges Act 1975
- The Local Land Charges Rules 1977
- Local Authorities (Charges for Property Searches)(England) Regulations

The local authority search is in 2 parts, one being the statutory public register of all charges, planning applications, building control information , financial charges, highways information and much more that is maintained by the Land Charges Section which is not covered by this policy.

The second part being “Enquiries of the Local Authority” known as a CON29R form which asks other questions of the Local Authority from internal departments (Environmental Health) and external bodies (Building Control Consortium and Derbyshire County Council).

This data is collected, checked and collated by the Land Charges Section for external customers. The data required for Planning answers is already held and provided to customers directly by the Land Charges Section.

This policy is relevant to the second part which involves the data that other departments/bodies feed into the Land Charges Section that is necessary for the Enquiries of Local Authorities element of the search to be compiled.

This policy covers all requests for data, not currently available by checking public registers, held by the Council in relation to CON29R requests. It applies to enquiries for all land within the district.

3. Principles

The Council is committed to open and fair competition in the delivery of property searches. Fair, open and transparent charges for the delivery of property searches and open access to all the LA held data necessary to compile a search to ensure consumers have all the relevant information on which to base a decision when buying a home.

4. Policy Statement

The Council will provide access to personal searchers to all the data necessary to compile a property search in line with the good practice access guidance published in January 2008.

The Council will make charges to recover its 'reasonable costs' in delivering the necessary open access on a cost recovery basis. Charges will be determined by the Legal & Land Charges Officer from time to time. Details of charges are available from the Land Charges Section or via the website.

The Council will enable personal searchers to buy the information held by the authority. This will enable them to sell on a fully completed search that should be equal in quality to the one provided by the Council.

The Council has designated the Land Charges Section as the appropriate place for personal searchers to submit any enquiries relating to property information not currently available by checking public registers, and held by the Council in relation to CON29R requests.

Personal Searchers will be entitled to use the data to compile one search only

Permission will not be given to personal searchers to reuse the data.

5. Responsibility

The Legal & Land Charges Officer has the responsibility within the Council for the implementation of this policy.

BOLSOVER DISTRICT COUNCIL



PROPERTY SEARCH INFORMATION FORM Jan 2009

PLEASE USE BLACK INK ONLY

To: Bolsover District Council, Land Charges Section, Legal Services, Sherwood Lodge, Bolsover, Chesterfield, Derbyshire S44 6NF **OR** Via E-mail to **land.charges@bolsover.gov.uk**

Address of the land/property

Note: A plan must be attached. This form may be returned if the land/property cannot easily be identified

Please tick the relevant box to identify the questions you require. Prices for Optional Questions are as follows: Question 4 = £30. Questions 6 – 21 = £6 each. Please note that for Question 18 & 19 enquiries must also be made at Derbyshire County Council.

Derbyshire County Council information can be purchased via Land Charges or directly from DCC (shaded boxes) – one cost currently at £21.50 for all information. Please mark boxes if required from Land Charges

Residential Requests		Commercial Requests	
Q.1.1.a-e Planning Decisions (Planning)	PR	Q.1.1.a-e Planning Decisions (Planning)	PR
Q.1.1.f-h Building Regulations – see below	**	Q.1.1.f-h Building Regulations – see below	**
Q.1.2 Planning Designations and Proposals	LP	Q.1.2 Planning Designations and Proposals	LP
Q.2 a- d Roads		Q.2 a- d Roads	
Q.3.1 Land required for Public Purposes	£1.10	Q.3.1 Land required for Public Purposes	£1.10
Q.3.2 Land to be acquired for Road Works		Q.3.2 Land to be acquired for Road Works	
Q.3.3 Drainage Agreements and Consents Contact Severn Trent Searches or Yorkshire Water Direct		Q.3.3 Drainage Agreements and Consents Contact Severn Trent Searches or Yorkshire Water Direct	
Q.3.4 Nearby Road Schemes Q.3.5 Nearby Railway Schemes Q.3.6 Traffic Schemes Q3.7 Outstanding Notices Derbyshire County Council		Q.3.4 Nearby Road Schemes Q.3.5 Nearby Railway Schemes Q.3.6 Traffic Schemes Q3.7 Outstanding Notices Derbyshire County Council	
Q.3.7 Outstanding Notices Env Health only	£6.20	Q.3.7 Outstanding Notices Env Health only	£6.20
Q.3.8 Contravention of Building Regulations – see below	**	Q3.8 Contravention of Building Regulations - see below	**
Q.3.9 Notices, Orders, Directions and Proceedings under Planning Acts a,b,c,d, g & l (Planning) e,f,h,i,j,k and m - £1.10 each	PR £7.70	Q.3.9 Notices, Orders, Directions and Proceedings under Planning Acts a,b,c,d,g & l (Planning) e,f,h,i,j,k and m - £1.10 each	PR £7.70
Q.3.10 Conservation Area (Planning)	PR	Q.3.10 Conservation Area (Planning)	PR
Q.3.11 Compulsory Purchase	£6.20	Q.3.11 Compulsory Purchase	£6.20
Q.3.12 Contaminated Land (Env Health)	PR	Q.3.12 Contaminated Land (Env Health)	PR
Q.3.13 Radon Gas – see below	**	Q.3.13 Radon Gas – see below	**

OPTIONAL ENQUIRIES REQUIRED – shaded boxes denote data held at Derbyshire County Council

Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13
Q14	Q15	Q16	Q17	Q18	Q19	Q20	Q21	Q22	

PR – Public Register – contact relevant Departments directly for access – tel no: 01246 242424
 LP – Local Plan – hard copy available please ask at Reception
 Fees – as shown
 ** Building Control Information – package for all relevant questions £3.30
 Local Land Charges can obtain ALL Derbyshire County Council information for a fee of £25.00

Date Requested

Total Price Paid

Receipt Number

ATI FORM1 Property Search Information Request

Committee:	Executive	Agenda Item No.:	13.
Date:	26 th January 2009	Status	Open
Category	Decision within the functions of Executive		
Subject:	Geographical Information Strategy		
Report by:	Senior IT Projects Officer		
Other Officers Involved	GIS Officer		
Director	Director of Resources		
Relevant Portfolio Holder	Portfolio Holder for Corporate Efficiency		

RELEVANT CORPORATE AIMS

COMMUNITY SAFETY – Ensuring that communities are safe and secure

CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services

ENVIRONMENT – Promoting and enhancing a clean and sustainable environment

REGENERATION – Developing healthy, prosperous and sustainable communities

SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning.

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

Geographical systems enable analysis of information which will contribute to the decision making in support of all corporate aims.

TARGETS

This Strategy was identified as a task to be completed in the IT Strategy improvement plan.

VALUE FOR MONEY

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

THE REPORT

The objective of this strategy is to maximise the value of geographic information for the Authority. The Government's Location Strategy for the United Kingdom states that, "Place matters. Everything happens somewhere. If we can understand more about the nature of place, where events happen, and the impacts on the people and assets at that location, we can plan better, manage risk better and use our resources better. This will increase the

success rate for new initiatives, assist in the reduction of the potential for future problems and give tangible financial benefits.”

A demonstration of the potential of Geographical Information systems will be given at the meeting.

ISSUES/OPTIONS FOR CONSIDERATION

The adoption of the GIS Strategy

IMPLICATIONS

Financial: None
Legal: None
Human Resources: None

RECOMMENDATION(S)

To adopt the strategy

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

In order to improve the use of geographic information systems throughout the Authority leading to potential efficiency savings.

ATTACHMENTS: Y
FILE REFERENCE: sups/computer/policies-plans-procedures
SOURCE DOCUMENT: GIS Strategy 2008-2010

BOLSOVER DISTRICT COUNCIL
Geographical Information Strategy 2008 - 2010

November 2008

This Strategy addresses the following Corporate Aims



COMMUNITY
SAFETY



CUSTOMER
FOCUSED SERVICES



ENVIRONMENT



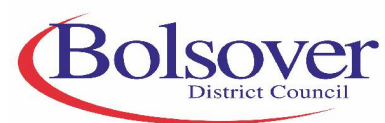
REGENERATION



SOCIAL INCLUSION



STRATEGIC ORGANISATIONAL
DEVELOPMENT



The District of Bolsover Equalities Statement

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

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

Minicom: 01246 242450

Fax: 01246 242423

Details of Document	
Title	Geographical Information Strategy
Document type –	Draft version
Location of Strategy	L:\sups/computer/policies procedure and strategies/GIS Strategy2008-2010
Lead Author of Strategy	GIS Officer
Member route for Approval & Cabinet Member concerned	Executive Committee Portfolio Holder for Corporate Efficiency
Reviewed by Director of Strategy	
Date Risk Assessment completed	20 th November 2008
Date Equality Impact Assessment approved	Submitted to CSPD, November 2008
Consultation Undertaken (Internal or External) if required	
Partnership Involvement (if applicable)	
Strategy Approved by	
Date Approved	
Strategy Review Date	
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	

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Principles of the Strategy

The Council is committed to improving services for local people, local businesses and visitors to the District to ensure they are of the highest standard. This is reflected in the Council's vision 'to improve the wealth profile of the area known as the District of Bolsover and enhance and improve the quality of life and well being of its communities' and in the aims of "providing excellent customer focused services" and "continually improving our organisation".

The purpose of the strategy is to explore the issues that will influence the Authority within the next two years and suggest how Geographical Information systems (GIS) may be able to support the Authority in achieving its aims and objectives. As such this strategy meets all corporate aims. The strategy needs to be adaptable to be able to take account of changing circumstances and unexpected events.

Introduction

The basic purpose of GIS in a modern Local Government organisation, is to provide a tool that enables Departments to access their information spatially. The potential of GIS is far more, it enables analysis of the information which will lead to improvements in performance and efficiency.

Geographical information (GI) can show us where events happen, helping us to understand the impacts on the people and assets at that location. This will help us to plan better, manage risk better and make better use of our resources.

This strategy was created based on consultations with all Heads of Service, key GIS users and an external audit undertaken by one of our GIS suppliers, ESRI, during 2008.

All ICT services, which include GIS, need to provide a means to:

- Generate efficiency savings across the organisation
- allow joint working with partner organisations
- reduce the use of carbon resources (fuel, use of paper etc.)
- share information held by the organisation in a way compatible with legislation
- support accessible systems both "out of hours" and for those with disabilities
- enhance the quality and speed of service delivery.

Other strategies that were referenced in the creation of this document include:

ICT Strategy 207-2010

Location Strategy for the United Kingdom 2008

National Improvement and Efficiency Strategy 2008

The emphasis of this strategy is looking at improving service provision and exploiting the systems, processes and people we have in order to deliver and meet the demands.

Scope of the strategy

The strategy applies to all Departments of the Authority and to Elected Members. It also includes external customers as they have the ability to use the functionality of GIS through the Council website.

The Strategy

Review of the current situation

The Council has had a GIS in place for a number of years, its use has grown primarily in a number of key areas such as Planning Policy, Development Control, Regeneration and Environmental Health. Access to geographical information is achieved in three ways.

Use of Desktop GIS tools for trained users

ArcView, is provided by ESRI UK, and provides users with extensive mapping capabilities, data use and analysis along with simple editing and geo processing functionality. There are currently 10 licenses of this software available to users throughout the authority.

Use of web-based GIS for casual users;

Geognosis.net, provided by Cadcorp, is a web-based GIS System that allows employees access to basic mapping functionality, such as finding an address, drawing basic shapes and production of basic maps. This software is currently under development.

Embedded GIS in business systems (e.g. Caps UNI-form)

GIS is embedded within every module of the Caps UNI-form system, and allows users to view and plot data spatially. This data can then be analysed depending on the requirement.

The management and provision of GIS is maintained corporately, by the GIS Officer, within the ICT department.

The Vision

The ultimate goal is a corporate, if not a community wide, GIS which integrates all information resources into a seamless system. This would be accessed, regardless of the user type, through a multitude of access channels such as a web browser, personal digital device on the street or via a third party such as a Contact Centre advisor. At the least technical level a GIS will provide a visual gateway into the Council's services and information sources. The sophistication of the system will gradually keep increasing to the point where it will be possible to interact with a virtual representation of Bolsover

district, where members of the public and employees of the Council are able to explore “what if” scenarios, such as “find my nearest”. Integrated into the appropriate system this will allow members of the public to self serve, reducing the number of calls to the Contact Centre, and therefore providing a lower cost access channel. This goal will be reached by establishing an environment in which separate GIS operations, whether desktop, embedded or web based, have the potential to evolve into a fully integrated and seamless system. The principle of collecting data once, managing it, maintaining to a consistent quality standard and then using and sharing it in a multitude of citizen-focused applications is essential if we are to enjoy the efficiency benefits of fully connected, electronic service delivery.

If data within systems has even a basic GI built in, such as postcodes or coordinates, then the options are endless. This includes analysis for performance and efficiency reviews that would aid with implementing the vision of the Corporate Plan. For example, using the GI systems the Council, working with the Street Services department, would be able to make bin and recycling routes more effective and efficient by revising the routes. By having the existing routes plotted the Council would be able to optimise refuse collection routes by spreading workloads more effectively between crews and reducing fuel consumption.

Corporate Aims

The national improvement and efficiency strategy talks about “Councils, as leaders of place, working with their local partners to deliver better outcomes, improve the quality of life in places”. To achieve this there has to be an underpinning knowledge of places, which can be partially achieved through geographical information. The Local Area Agreement (LAA) has agreed the thirty five national indicators that the Council has to contribute towards. The following table sets out the indicators that the analysis of GI can possibly contribute towards targeting and achieving.

Indicator Number	Description
1	% of people who believe people from different backgrounds get on well together in their local area
2	% of people who feel that they belong to their neighbourhood
3	Civic participation in the local area
4	% of people who feel they can influence decisions in their locality
5	Overall / general satisfaction with local area
17	Perceptions of anti-social behaviour
21	Dealing with local concerns about anti-social behaviour and crime by the local council and police
27	Understanding of local concerns about anti-social behaviour and crime by the local council and police
37	Awareness of civil protection arrangements in the local area

Indicator Number	Description
138	Satisfaction of people over 65 with both home and neighbourhood
153	Working age people claiming out of work benefits in the worst performing neighbourhoods
172	Percentage of small businesses in an area showing employment growth
189	Flood and coastal erosion risk management
195	Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly-posting)
196	Improved street and environmental cleanliness – fly tipping

Efficiency

With the spotlight firmly fixed on public sector spending and efficiency, Councils are being presented with a great opportunity to improve service delivery for the better. Local Government is being challenged to strip out inefficiencies and deliver services that are designed around the customer, sharing information and resources across the Council to eliminate duplication of effort. One of the efficiencies will come from statistical analysis of the GI data contained within the Uniform data. Users currently entering data into the Uniform system for problems such as fly tipping, dog fouling and anti social behaviour do not necessarily see common problems as they are only entering their own information in isolation. Using the GIS we are able to export the data contained within Uniform into a format where we can analyse the data to give a better overview of where clusters of problems are occurring within the District. This gives a better knowledge of where CAN Rangers need to patrol in order to keep an eye on areas where these problems are occurring and therefore aid in the reduction of the amount of problems that are being reported by members of the public.

It is proposed that within the next six months all Departments will be consulted as to how they can introduce GIS into their operations and benchmarking will take place. After six months the use of GIS will be reviewed and Departments will be expected to have achieved the identified efficiencies.

Infrastructure

A brief infrastructure review has taken place. Currently the majority of the GI is stored on a Server accessible through the Network. This allows everybody within the Council that uses GI to gain access to the data that they want to

use in projects within ARcMap, MapExplorer, Uniform and Geognosis.net. However the review has highlighted that there is duplicated information. This will be resolved.

Metadata plays a vital part in identifying which data sets are the most up to date and also those that are out of date. Metadata is data about the data itself, e.g. attributes of a shapefile have data attached stating when the data was created or changed. A minimum list of metadata will be agreed with the key GI users. This list should be complete enough to support data management enquiries but short enough to be manageable.

GI data and metadata is supplied to the Derbyshire Transformational Government Partnership for inclusion within their web application, the mapping portal which gives information on “Where’s my nearest”.

Web Service Delivery

Access to GI data, by every employee who needs it, is being delivered through the Intranet enabled by the Geognosis.net product.

Some business systems, such as CRM, will be able to consume GI web services into their own applications. This is a lower risk and lower cost method of spatially enabling these applications than traditional methods. The future requirement for any new business systems that require GI data is that this functionality should be through web services.

Local Land and Property Integration

The Council has put significant effort into creating and updating its Local Land and Property Gazetteer (LLPG) within the Gazetteer Management System (GMS) module of the Uniform system. All Uniform modules share the centralised gazetteer; however it is not widely linked with other business systems such as Council Tax, NNDR, or Electoral Register. Instead extracts are taken and where possible the database is re-populated otherwise there is no direct link at all.

By linking the LLPG with systems such as NNDR, Council Tax and Electoral Register the quality of the data within the LLPG and other address systems throughout the Council would increase for internal users and customers visiting the Council’s website. Allowing this linking of data would mean that these databases would have a spatial reference link (UPRN) that would allow Officers to view properties before inspections as well as providing the facility, for example, to question why property footprints do not have a rating point. This could be done via the web browser, Geognosis.net, or could be built into the systems themselves in a future release.

A project to identify the existence of all gazetteers or address databases and investigate how these can utilise the GMS database has been identified and an Address Management Strategy will be produced.

Skills Development

The majority of users, who have access to the GI data on a day to day basis, are skilled enough in using the ESRI software. A number of the users would benefit from refresher training.

Employees using the Geognosis.net software would also need training so they have the ability of looking up an address and producing basic maps.

Training for these two areas will be undertaken by the GIS Officer.

The Council should also develop new GI skills, for example, spatial analysis to support the Corporate objectives as mentioned above. There are ESRI software modules that would support the additional analysis needed they are:

Network Analyst – this module allows the user to create and manage sophisticated network data sets and generate routing solutions. This would allow for the optimisation of Refuse routes.

Spatial Analyst – this adds a comprehensive set of advanced spatial modelling and analysis tools. This would allow for modelling in areas such as anti social behaviour or fly tipping.

Both would identify efficiencies.

Mapping Services Agreement (MSA)

The MSA is a legal agreement with the IDeA that allows Councils access to mapping and NLPG data. It is provided by three suppliers, Ordnance Survey, Intermap and Intelligent Addressing. The Council will continue to be a signatory to the MSA, some of the standard services that are provided are the initial collation and ongoing maintenance of a national version of an LLPG for England and Wales (NLPG) and the provision of updated mapping data.

Location Strategy for the United Kingdom

In November 2008 the Government produced a strategy called Place Matters: the Location Strategy for the United Kingdom. It's creation has been prompted by the European Directive INSPIRE which lays down general rules aimed at the establishment of the Infrastructure for Spatial Information in the European Community. It's Executive Summary states that " Place matters. Everything happens somewhere. If we can understand more about the nature of place, where events happen, and the impacts on the people and assets at that location, we can plan better, manage risk better and use our resources better. This will increase the success rate for new initiatives, assist in the reduction of the potential for future problems and give tangible financial benefits." The objective of the strategy is to maximise the value of geographic information.

Implementation of the Strategy will be monitored to ensure that the Council meets any requirements and obtains the best advantage.

Implementation of the GIS Strategy

The GIS Strategy is managed operationally by the Head of ICT. They report on progress to the ICT Strategy group on a quarterly basis. The ICT Strategy group is responsible for monitoring the Improvement plan attached as appendix A.

Performance management

The responsibility for ensuring GIS is deployed economically and efficiently within a service lies jointly with the managers responsible for those services and the GIS Officer. This responsibility includes the collation and analysis of appropriate management information and data: for example:

Efficiency gains, as appropriate to the activity

The GIS Officer will work with Departments to identify the areas that can benefit from the use of GIS and where sharing data with other Departments will help the Council.

ICT will work with Departments to define and agree the areas of responsibility that ICT will deliver.

The GIS Officer will continue to organise a GIS user group.

Appendix A

Improvement/Action Plan

Improvement	Lead Officer	Target Date	Expected Outcome	Resources	Progress Update	Actual Outcome
Undergo a clean up of the network drive and delete duplicated datasets	GIS Officer	February 2009	Cleaner set of datasets that are more accurate and up to date	Staff time		
Determine the attributes that make up the metadata with key GIS users and ensure that they are implemented in Shapefiles	GIS Officer	February 2009	Structured, appropriate information	Staff time,		
Finish the implementation of Geognosis.net	GIS Officer	April 2009	Web based system available to all employees who need it	Staff time		
Promote the use of Geognosis.net	GIS Officer	June 2009	All employees aware of the functionality of the system	Staff time		
Meet with Departments to identify GIS use	GIS Officer	July 2009	Identified efficiencies	Staff time		
Benchmark current working practices using BPI techniques	GIS Officer	September 2009	Benchmark of current service	Staff time		
Evaluate use of GIS	GIS Officer	February 2010	Proven efficiencies	Staff time		
Build the web functionality into the CRM self serve.	GIS Officer	December 2009	Functional transactional website encouraging	Staff time.		

Improvement	Lead Officer	Target Date	Expected Outcome	Resources	Progress Update	Actual Outcome
			customers to use this lower cost access channel.			
Purchase ESRI modules for network and spatial analysis	GIS Officer	December 2009	Efficiencies from, for example, revised Refuse routing, targeting of fly tipping, ASB.	Staff time Cost of modules		
Complete an Address Management Strategy	GIS Officer	September 2009	Improved data quality	Staff time		

EXECUTIVE AGENDA

Monday 26th January 2009 at 1000 hours

Item No.		Page No.(s)
	PART 1 – OPEN ITEMS	
1.	To receive apologies for absence, if any.	
2.	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4 (b) of the Local Government Act 1972.	
3.	To receive declarations of interest in respect of business on the agenda and any urgent additional items to be considered at the meeting.	3
4.	To approve the minutes of a meeting held on 1 st December 2008.	4 to 11
5.	Recommended Item from Scrutiny Committee 10 th December 2008 – Housing Allocation Policy. Recommendation on Page 12.	12 to 19
6.	Recommended Item from Scrutiny Committee 10 th December 2008 – Members Laptops. Recommendation on Page 20.	20 to 25
7.	Recommended Item from Scrutiny Committee 10 th December 2008 – Alcohol and Young People. Recommendation on Page 26.	26 to 57
8.	Recommended Item from Union Employee Consultation Committee 7 th January 2009 – ICT Security Policy. Recommendation on Page 58.	58 to 94
9.	Property Searches Information Policy.	95 to 104
10.	Rent Arrears – verbal update.	Verbal Report
11.	Bolsover District Council Regeneration Strategy Investment in People and Place 2008 - 2020 and Economic Development Strategy for Bolsover, Chesterfield and North East Derbyshire (2008-2013).	To Follow
12.	Extension of delegated powers for the Head of Regeneration.	To Follow
13.	Geographical Information Strategy.	105 to 119
14.	Discretionary Services Review Report for Arts & Cultural Events, Community Development & Welfare Services and Grant to Junction Arts.	To Follow

- | | | |
|-----|---|-----------|
| 15. | Section 106 Funding Requests for Formal Leisure/Sport Provision by;
1) Elmton with Creswell Parish Council,
2) Old Bolsover Town Council. | To Follow |
| 16. | Fees and Charges. | To Follow |
| 17. | Budget. | To Follow |

PART 2 – EXEMPT ITEMS

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

Paragraph 3

- | | | |
|-----|------------------------|------------|
| 18. | Electricity Wayleaves. | 120 to 124 |
| 19. | Tender Updates. | Verbal |

Committee:	Executive	Agenda Item No.:	11
Date:	26 th January 2009	Status	Open
Category	3. Part of the Budget and Policy Framework		
Subject:	Bolsover District Council Regeneration Strategy Investment in People and Place 2008 - 2020 and Economic Development Strategy for Bolsover, Chesterfield and North East Derbyshire (2008-2013)		
Report by:	Head of Regeneration		
Other Officers Involved	Heads of Service, Senior Management Team		
Director	Strategy		
Relevant Portfolio Holder	Regeneration (Deputy Leader)		

RELEVANT CORPORATE AIMS

The Strategy ties in with all the Council Corporate Aims in numerous ways including:

COMMUNITY SAFETY – Ensuring that communities are safe and secure through town centre master planning; improvements to businesses and business premises etc.

CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services through combined service centres; outreach business support; business focussed approach to service delivery etc.

ENVIRONMENT – Promoting and enhancing a clean and sustainable environment. Improving cultural and leisure provision in line with regeneration objectives; improvements to the public realm in town centres and business parks; bringing Brownfield land back into productive use; creating a sustainable future for Pleasley Vale etc.

REGENERATION – Developing healthy, prosperous and sustainable communities. Town centre regeneration including support for retail sector and small businesses; housing led regeneration; improving transport connections through partnership work etc.

SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning. Delivering anti poverty work; providing job and training opportunities through regeneration programmes; addressing worklessness through partnership delivery etc

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation. Providing clear business focussed services; support for joint service delivery; use of own asset base to deliver regeneration outputs etc.

TARGETS

Contained within both documents. Also Corporate target to adopt a Regeneration Strategy, and achieve all (*relevant*) milestones by March 2011

VALUE FOR MONEY

Considered through all proposals contained within both documents, but most evidenced through partnership work and delivery.

THE REPORT

The Head of Regeneration has for some time been assembling a Regeneration strategy for the Bolsover District Council's operational area. The draft strategy is now finished (Executive Summary and Action Plan attached) and includes detailed sections on the background history, a reflection on the sub regional, regional and national context, a shared vision and clear action planning and targets. It has also been recently amended to reflect the current economic downturn and looks forward in this respect to the clear opportunities which are presented now and in the future. This aspect will be further informed by ideas which will come out of a special half day event being organised by the Head of Regeneration and Chief Executive on the 3rd February.

There a number of 'highlights' within the action plan. These will be explained in detail during a presentation on the Strategy during the meeting. In brief they include:

1. A new master planning exercise for South Normanton and Pinxton (just commenced).
2. Drawing together various elements of regeneration based activity at Bolsover including LEADER funded town centre initiatives, creating a future for Bolsover Business Park and instigating housing based regeneration initiatives.
3. Creating detailed initiatives to bring to fruition the aspirations of the Shirebrook master plan.
4. Unifying business support across the District and sub region.
5. Raising skill levels and creating clear job opportunities through partnership working.
6. Endorsing and delivering a business centric approach across the Council including opening clear dialogue with our biggest employers and businesses.

At the same time through the on going collaboration between the three 'Eastern Derbyshire' Councils of Chesterfield, North East Derbyshire and Bolsover a combined Economic Development strategy has been produced, which delivers various initiatives and outputs up to 2013. This has been

incorporated within the Bolsover District Council document and recognises the current successful partnership work over a number of areas including tourism, business innovation and support and the work of the Sheffield City Region. Endorsement for this strategy by North East Derbyshire District Council and Chesterfield Borough Council has already taken place.

On going liaison and modification to the Bolsover District strategy is already taking place with the LSP and wider community but the aspirations, vision and building blocks for the future are already taking shape.

ISSUES/OPTIONS FOR CONSIDERATION

The approval of the Strategies for sending to Scrutiny Committee in accordance with the Budget and Policy Framework in the Constitution.

IMPLICATIONS

Financial: Any proposals are within existing budgets or will look to other forms of funding (including national and regional sources) for support before moving forward.

Legal: Any formal legal agreements required will be considered individually as projects and schemes move forward.

Human Resources: None.

RECOMMENDATION(S) that;

- 1) Members endorse both strategies, with the Head of Regeneration to be given delegated authority to make any minor amendments,**
- 2) Both Regeneration Strategies be submitted to Scrutiny Committee as the Executive's proposals.**

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

Forms the basis and foundation for all Council Regeneration activities.

ATTACHMENTS:

Bolsover District Council Regeneration Strategy
Investment in People and Place 2008 – 2020, short Executive Summary and Action Plan; Economic Development Strategy for Bolsover, Chesterfield and North East Derbyshire (2008-2013) – to follow.

FILE REFERENCE: None

SOURCE DOCUMENTS:

Numerous including: A Flourishing Region – Regional Economic Strategy 2006-2020 *emda*; Priorities for the Sheffield City Region in the Knowledge Economy; Anti Poverty Review by PPMG 4 March. 2008 final report; North Eastern Derbyshire Economic Development Strategy etc. A full version of the Bolsover Strategy is available in the Members room or from the Head of Regeneration direct.

Economic Development Strategy for Bolsover, Chesterfield and North East Derbyshire (2008-2013)

Contents

- 1. Joint Leaders Statement (to be added)**
- 2. Introduction**
- 3. Policy Context**
- 4. Economic Context and Trends**
- 5. Summary of Key Issues and SWOT Analysis**
- 6. The Role of the Councils**
- 7. Working in Partnership**
- 8. Strategic Approach (Vision, Priority Themes, Activities)**
- 9. Cross-Cutting Themes (Sustainability and Equalities)**
- 10. Key Activities Programme**

Introduction

This Economic Development Strategy for Bolsover, Chesterfield and North East Derbyshire sets out a shared vision for the future economic prosperity of the area and provides a framework for the delivery of services that will make a substantial contribution towards the achievement of that vision.

There is a clear rationale underpinning the development of a joint strategy for 'East Derbyshire' (the combined area of Bolsover, Chesterfield and North East Derbyshire). The three Districts have a shared history of a long and difficult period of industrial structural change, reflecting the decline of coal mining and traditional manufacturing activities. The impact of this decline is apparent across the area with a legacy of brownfield sites and a high level of worklessness in local communities. There is a significant level of economic inter-dependency between the three districts, with the Chesterfield Travel To Work Area (the local functional economic area) encompassing a large part of East Derbyshire. There is also a shared commitment by the three authorities to prioritise the economic regeneration of the area.

The Councils have a key role to play in economic development reflecting both the community leadership responsibilities of local authorities and their power to promote the economic, social and environmental well-being of an area. This is a role that the Councils will seek to fulfil through the direct delivery of economic development services and broader 'place-shaping' functions and through collaborative working with other agencies and the private sector. The Councils will work flexibly through partnerships at the local, sub-regional (county and city region) and regional scales in order to secure positive economic outcomes for the area. The enduring economic and social challenges are such that it will require a sustained commitment from stakeholders at all levels to ensure these issues are comprehensively addressed.

The Strategy, which covers the period up to 2013, is underpinned by an assessment of the local economy, outlining emerging trends and prospects, and a review of the wider policy context within which it will operate. It demonstrates a clear fit with other strategies at the regional and sub-regional scale, ensuring a joined-up approach to service provision at the local scale. The strategy identifies not only the challenges but also the strengths and opportunities that the area can build on to deliver future economic success. Whilst it is clear that significant challenges remain, it is equally clear that there are real grounds for optimism about the future. New businesses are being established, existing companies are expanding and local people are accessing the jobs which are being created. The level of private sector interest and investment has also significantly increased, reflecting a shared confidence in the area's future economic prospects.

The strategy seeks to build on the achievements so far by providing an appropriate strategic framework to take forward the development of the local economy over the next five years. The strategy is based on three themes: successful businesses, successful places and successful people. Each of the

themes is inter-linked, for example: businesses will be successful when they can draw upon a skilled and motivated workforce; a skilled and motivated workforce will choose to live in attractive and sustainable communities which can offer a broad range of quality employment opportunities; quality employment opportunities will be created by successful companies in places which can offer a competitive business support infrastructure.

Each of the themes is further defined by a series of objectives which provide a focus for the delivery of activities within specific programme areas. Whilst a key purpose of the strategy is to ensure a co-ordinated approach to service delivery and to support joint working between the three authorities, it is also sufficiently flexible to allow each authority to pursue its own programme of initiatives. Overall progress in achieving the aims of the strategy will be measured against a small number of headline indicators and through the successful delivery of activities identified in the action plan.

Policy Context

Economic development activity at the local level is influenced by, and delivered within the context of, a range of economic policy drivers at national, regional and sub-regional scale. A summary of the main policy drivers is set out below.

Review of Sub-National Economic Development and Regeneration

The most significant national policy driver is the Review of Sub-National Economic Development and Regeneration (SNR) published in July 2007 and the follow on consultation 'Prosperous Places: taking forward the review of Sub-National Economic Development and Regeneration' published in March 2008.

The SNR recognised that reducing economic disparities between regions and localities will become increasingly challenging because of the impact of globalisation and technological change. In order to respond to these challenges, the Review concluded that all regions and localities needed greater flexibilities, powers and incentives to ensure that they were able to sustain and benefit from economic growth. The key reforms identified by the Review include:

- Consulting on a statutory focussed economic development duty for local authorities which requires upper tier authorities to assess their economies and the challenges faced.
- Regional Development Agencies (RDAs) to take on a more strategic role, delegating responsibility for funding to local authorities and sub-regions where possible (unless there is a clear case for retaining funding at the regional level or there is a lack of capacity at lower levels).
- Supporting local authorities to work together at the sub-regional level, including the development of Multi-Area Agreements (to allow groups of local authorities to agree collective targets for economic development issues) or the establishment of statutory sub-regional arrangements to pool responsibilities on a permanent basis.
- The merger of Regional Economic Strategies and Regional Spatial Strategies to create a single Integrated Regional Strategy. The executive responsibility for preparing this strategy would rest with the RDAs. Local authority leaders in a region would have responsibility for agreeing the strategy with the RDAs.

In essence the SNR is about empowering all local authorities to promote economic development and neighbourhood renewal. The Review states that there is no single optimal government level for policy intervention in economic development, recognising that each tier (local, sub-regional and regional) has an important role to play in service delivery and interventions should be carried out at the most appropriate level. The SNR recognises that local

authorities have a key role in 'place-shaping' and are best placed to lead and facilitate the partnerships that deliver economic development and neighbourhood renewal on the ground.

Regional Economic Strategy for the East Midlands 2006-2020

The core purpose of the Regional Economic Strategy (RES) is to improve economic performance and enhance the region's competitiveness. The RES sets out the following vision for the region:

'By 2020, the East Midlands will be a flourishing region. Increasingly prosperous and productive, we will enjoy levels of sustainable economic well-being and a quality of life higher than the European average and comparable with the best in the world.'

The vision is underpinned by three main themes: raising productivity; ensuring sustainability; and achieving equality. In turn these themes are translated into a total of ten strategic priorities including a focus on enterprise support, innovation, land and development, and economic inclusion.

The RES highlights the key challenges facing the Northern Sub-Area (of which the three districts form part) as being: the continuing high levels of unemployment and 'hidden unemployment' related to incapacity benefit claimants; the physical regeneration of major strategic sites; and the isolated nature of a number of former mining communities. The proximity to the M1 and the Sheffield/Rotherham conurbation is seen as presenting the sub-area with a significant economic opportunity 'that must be exploited'.

The Alliance Sub-Regional Strategic Partnership is currently the delivery mechanism for the RES's objectives in the Northern Sub-Area. A core objective of the Alliance is to promote a structural shift in the economy towards high value-added services and manufacturing, requiring higher level skills so as to compete in an increasingly globalised market. A Sub-Regional Investment Plan has been prepared to guide investment priorities up to 2010.

Regional Spatial Strategy for the East Midlands

The draft Regional Spatial Strategy (RSS) provides the overarching framework for the location of future development within the East Midlands, as well as the context for the preparation of Local Development Frameworks. The RSS promotes a sequential approach to selecting land for development, emphasising the role of existing settlements.

A sub-area approach has been adopted in the RSS, and the economic, social and environmental regeneration of the Northern sub-area is identified as a regional priority. The sub-regional strategy objectives include:

- To significantly strengthen the Sub-Regional Centres of Mansfield-Ashfield, Chesterfield, Newark and Worksop by providing for new development in and around their urban areas.

- To provide jobs and services in and around other settlements that are accessible to a wider area or service particular concentrations of need (such settlements include Dronfield, Clay Cross, Bolsover, Shirebrook and Staveley).
- To promote environmental enhancement as a fundamental part of the regeneration of the sub-area.
- To establish a sustainable relationship with the Sheffield- Doncaster- Rotherham areas.

The strategy also identifies the need to address the issue of significant out commuting, through increasing the number of employment opportunities in the sub-area.

Sheffield City Region Development Programme (SCRDP)

The three districts are each partners in the Sheffield City Region, reflecting economic linkages to the core city of Sheffield. Partners have agreed a shared vision that by 2025 the Sheffield City Region will be: 'a pivotal international business location, closely connected to the major economic hubs of Leeds, Manchester and the South, recognised as one of the most successful city regions in Europe, sustained through the strengths of its distinctive urban and rural economies'.

There are four main elements to the SCRDP:

- Capitalising on the city region's pivotal position relative to Leeds, Manchester, the Humber Ports and south, through the East Midlands, to London.
- Accelerating sustainable economic growth through a number of economic drivers, including promoting the growth of key sectors, raising the level of company innovation performance, and capitalising on assets such as the Robin Hood Airport.
- Re-establishing the main cities and towns as retail, commercial and business centres.
- Addressing underlying weaknesses with regard to enterprise, skills, participation, connectivity and the provision of housing for growth.

Four thematic 'Joint Issue Boards' have been established, covering destination, transport, knowledge economy and residential offer, to take forward the initial work priorities of the city region.

Economic Context and Trends

This section presents a summary of the economic performance of East Derbyshire and outlines emerging trends and prospects.

Population

The population of East Derbyshire was 272,000 in 2006, 49% of whom are male and 51% female (reflecting the national population profile). A district breakdown is provided in the following table.

	Bolsover	Chesterfield	N.E. Derbyshire	East Midlands	Great Britain
Total Population	73,900	100,500	97,700		
Male	36,300	49,200	48,100		
Female	37,600	51,300	49,600		
Working Age Pop.	44,900 (60.8%)	61,300 (61%)	58,500 (59.9%)	62.1%	62.2%
Male	23,600 (64.9%)	32,100 (65.1%)	31,000 (64.5%)	66.0%	66.1%
Female	21,400 (56.8%)	29,300 (57.1%)	27,500 (55.5%)	58.4%	58.6%

Each of the districts has a working age (16-59/64) population that is below the regional and national average. Similarly, each of the districts has a greater proportion of people aged 65 and over, than the national average.

East Derbyshire was one of the few areas in the East Midlands to experience population decline in the 1990s, reflecting the impact of industrial restructuring which encouraged out-migration from the area. The rise in participation in higher education is also likely to have had an impact with an increasing number of young people leaving the area to study (reflecting national trends), but then not returning because of a lack of graduate level employment opportunities.

	Population (2006)	Population (2029)	% Increase
Bolsover	73,900	86,600	17%
Chesterfield	100,500	107,500	7%
N.E. Derbyshire	97,700	103,700	6%
East Midlands			14%
England			13%

The latest long term population projections (up to 2029) suggest that the populations of Chesterfield and North East Derbyshire will increase, but at a much slower rate than the regional and national averages. It is forecast that Bolsover's population will increase by 17%, ahead of the regional and national

projections and significantly above the growth rates of both Chesterfield and North East Derbyshire. Net inward migration will drive population growth, whilst the natural rate of change (births over deaths) will decline in each of the three districts.

Economic Connectivity

The Chesterfield Travel To Work Area (TTWA), centred on the sub-regional centre of Chesterfield, covers a large part of East Derbyshire, demonstrating a significant level of economic inter-dependency between the three districts (TTWAs are functional economic areas where a majority of people (over 70%) live and work in the same area). For example 20% of North East Derbyshire's employed residents work in Chesterfield, whilst almost 10% of Chesterfield's residents work in North East Derbyshire. Chesterfield is the largest single source of employment for Bolsover residents working outside of their own district, with 10% travelling to work in Chesterfield each day.

Whilst there are strong links between the three districts, these links are not exclusive. Bolsover also has important links to North Nottinghamshire with a combined commuting flow of 20% into Ashfield, Bassetlaw and Mansfield. A significant proportion (21%) of North East Derbyshire's residents work in Sheffield, reflecting the fact that settlements such as Dronfield, Eckington and Killamarsh, along the district's northern boundary, fall within the Sheffield TTWA. Chesterfield (6%) and Bolsover (4%) also have commuting links to Sheffield, but not to the same extent as North East Derbyshire.

Economic Performance

Gross Value Added (GVA) per head is a measure of the overall economic performance of an area relative to the size of its population.

	East Derbyshire GVA per head (£)	East Derbyshire relative to the East Midlands	East Derbyshire relative to the UK
1996	7,727	71%	67%
1997	8,222	72%	67%
1998	8,731	72%	68%
1999	9,190	74%	68%
2000	9,764	76%	70%
2001	10,598	79%	72%
2002	11,365	80%	74%
2003	12,136	81%	74%
2004	12,835	81%	74%
2005	13,328	83%	75%

The table illustrates that GVA per head for East Derbyshire is some way below both the regional and national averages, reflecting the disproportionate impact that industrial restructuring has had on the local economy over many years. However, it is also evident that over the last ten years local economic

output has grown at a faster rate than both the regional and national averages. In 1996, East Derbyshire's GVA per head was only 71% of the regional average, now it is 83%. This comparative improvement in performance points to an increasing level of economic activity and/or increasingly productive businesses operating in the area.

Economic Base

In 2006, there were 95,234 people working in East Derbyshire. A breakdown of employment by broad industrial sector is set out in the table below.

Annual Business Inquiry 2006			
Sector	East Derbyshire	East Midlands	Great Britain
Agriculture + Energy/Water	779 (0.8%)	2.1%	1.5%
Manufacturing	16,014 (16.8%)	15.7%	10.9%
Construction	5,096 (5.4%)	5.4%	4.8%
Distribution, Hotels, Catering	23,091 (24.2%)	23.4%	23.5%
Transport and Communications	5,375 (5.6%)	5.9%	5.9%
Financial and Business Services	12,633 (13.3%)	17.0%	21.2%
Public Admin, Education and Health	28,174 (29.6%)	26.1%	26.9%
Other Services	4,072 (4.3%)	4.6%	5.3%
Total	95,234 (100%)	100%	100%

The largest local employment sectors are 'Public Administration, Education and Health' followed by 'Distribution, Hotels and Catering'. In spite of the impact of restructuring in traditional manufacturing sectors, the area still retains a high level of manufacturing employment relative to the national average (although the share of employment is closer to the regional average). This is particularly the case in Bolsover and North East Derbyshire where manufacturing represents 21% and 22% of total employment respectively (12% in Chesterfield).

Apart from manufacturing, the other sector where there is a notable disparity in the level of employment at the local and national level is 'Financial and Business Services'. In this case the share of national employment is significantly higher than the local average.

A greater proportion of people in East Derbyshire work part-time (36%) compared to the regional (32%) and national averages (31%).

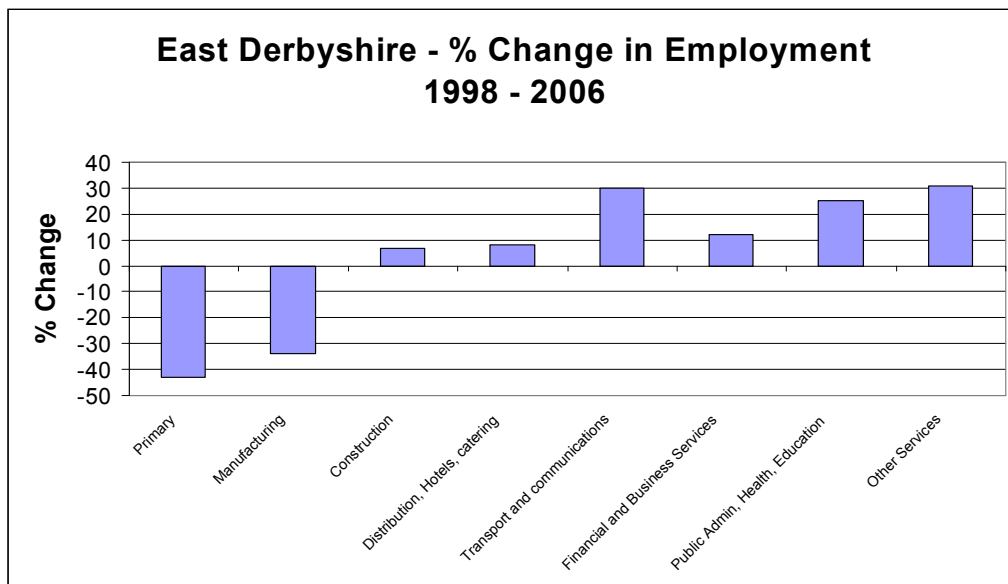
The table and graph below illustrate changes in the sectoral composition of employment over the period 1998-2006. Overall there has been a 3% increase in local employment, compared to an 8% increase in national employment. The headline increase masks significant variation within particular sectors. Manufacturing employment has declined by one third, with a loss of over 8,000 jobs. Primary industries have seen the largest percentage

fall in employment (a decline of 43%), although this equates to a smaller number of jobs (591) than the losses seen in manufacturing.

East Derbyshire 1998 – 2006 Change in Employment			
Sector	East Derbyshire (1998)	East Derbyshire (2006)	Change
Agriculture + Energy/Water	1,370 (1.5%)	779 (0.8%)	-591 (-43%)
Manufacturing	24,202 (26.1%)	16,014 (16.8%)	-8,188 (-34%)
Construction	4,747 (5.1%)	5,096 (5.4%)	+349 (+7%)
Distribution, Hotels, Catering	21,395 (23.1%)	23,091 (24.2%)	+1,696 (+8%)
Transport and Communications	4,119 (4.4%)	5,375 (5.6%)	+1,256 (+30%)
Financial and Business Services	11,242 (12.1%)	12,633 (13.3%)	+1,391 (+12%)
Public Admin, Education and Health	22,539 (24.3%)	28,174 (29.6%)	+5,635 (+25%)
Other Services	3,097 (3.3%)	4,072 (4.3%)	+975 (+31%)
Total	92,711 (100%)	95,234 (100%)	+2,523 (+3%)

All other sectors have seen an increase in employment, notably 'Public Administration, Education and Health' which has seen an increase of over 5,500 jobs. The 25% growth in public sector employment mirrors the increase seen at the national level.

East Derbyshire is currently under-represented in the key growth sector 'Financial and Business Services', and the gap appears to be widening with this sector increasing at a much faster rate nationally (24%) than locally (12%).



Employment Sector Forecasts

Forecasts produced by EMDA (East Midlands Development Agency) for the period 2004-14 suggest that regional employment will grow at an average rate of 0.4% per annum (the same rate of growth is forecast at the national scale). Within the East Midlands this represents an absolute increase of 63,000 full time equivalent jobs. The fastest growing sector is forecast to be Business Services with a 31% increase in employment. This is followed by Communications (28% growth), Health (18%), Other Services (16%) and Hotels and Catering (10%). Other sectors likely to see the creation of a significant number of jobs include Construction and Education.

It is forecast that manufacturing employment will decline by 15% at both regional and national scale between 2004-14. This represents the loss of almost 48,000 jobs in the East Midlands, with employment in Clothing and Textiles being particularly badly hit.

On the basis of the above forecasts, it is anticipated that manufacturing sectors in East Derbyshire will continue to decline but there will be compensatory growth in the service based sectors which should more than off-set the jobs lost in manufacturing (at least in terms of numbers).

The Knowledge Economy

The growth of the knowledge economy has been one of the key features of economic change over the last 30 years. The knowledge economy comprises a number of different business sectors including finance, business services, communications, health, education and technology based manufacturing. A study of the knowledge economy across the Sheffield City Region (undertaken by the Work Foundation in 2007) identified that it has been growing at a faster rate than the national knowledge economy. Between 1998 and 2005, the city region has experienced a 27% growth rate in knowledge intensive industries, compared to 17% nationally. Almost half (48%) of total employment in the city region is in knowledge intensive industries, although this is lower than the national average of 52% (it should be noted that not everyone employed in these sectors will be in knowledge intensive roles). A key feature of Sheffield City Region's knowledge economy is that it is very public sector dominated compared to the neighbouring city regions of Leeds and Manchester and also the national economy. Conversely, the city region is under-represented in private sector services and this may act to limit future growth prospects (without further intervention).

At the district scale, Chesterfield has a relatively high level of employment in knowledge intensive services (48%) and is second only to Sheffield within the city region. Bolsover (9%) and North East Derbyshire (8%) have the highest levels of employment in technology based manufacturing in the city region.

Tourism

Tourism makes an important and growing contribution to the area's economy. In 2006/07 it is estimated that 8.3 million people visited East Derbyshire resulting in total expenditure of £282 million. In turn this expenditure supported just over 4,700 jobs in a range of sectors, not just those directly related to tourism (attractions, accommodation providers), but also in general retail, catering and transport.

Enterprise Activity

At the end of 2006 there were just over 7,000 VAT registered businesses in East Derbyshire. The largest sectors are 'wholesale and retail' (1,745 businesses) and 'real estate, renting and business services' (1,630 businesses).

East Derbyshire has a higher proportion of businesses which are classified as SMEs (Small and Medium Enterprises employing between 11-199 people) than the national average (17% compared to 15%), but fewer micro businesses (employing less than 10 people) than seen nationally (82% compared to 84%). Large businesses (200 plus employees) account for less than one percent both locally and nationally.

	% change in Manfing businesses	% change in Wholsale and Retail	% change Business Services	% change All Sectors
Bolsover	+3%	+4%	+18%	+15%
Chesterfield	+11%	+11%	+19%	+14%
N.E. Derbyshire	-2%	+2%	+29%	+10%
East Midlands	-7%	+5%	+24%	+11%
Great Britain	-6%	+4%	+18%	+9%

Between 2001 and 2006, the stock of businesses in East Derbyshire increased by 13%, a faster rate of growth than both the regional (11%) and national (9%) averages. At district level, Bolsover saw the highest rate of growth (15%), followed by Chesterfield (14%) and North East Derbyshire (10%).

The table above also highlights change at district scale in key business sectors. It is clear there is some disparity between the loss of manufacturing employment (highlighted previously) at the local level and the change in the number of manufacturing businesses. Both Bolsover and (particularly) Chesterfield have seen growth in the stock of manufacturing businesses, whilst North East Derbyshire has fallen, but at a slower rate than the regional and national averages. One possible explanation is that the majority of manufacturing employment has been lost in the largest companies (eg Bi-Waters, GKN Sheepbridge Stokes) most exposed to globalisation pressures, whilst new manufacturing businesses continue to be established in response to new product / market opportunities. Unfortunately the loss of employment in

the large companies significantly outweighs employment created in new start businesses.

All three districts have seen growth in the number of 'retail and wholesale' businesses, with particularly strong growth in Chesterfield (reflecting significant investment in recent years in and around the town centre eg the Vicar Lane shopping area).

All three districts (particularly North East Derbyshire) have seen strong growth in 'real estate, renting and business services', either at, or above, the national average. However, as noted previously, the level of employment increase within East Derbyshire significantly lags the growth seen nationally. One possible explanation is that employment growth nationally is being driven as much by the established business base as it is by new starts (and this base is proportionately much larger nationally than locally).

In 2006, the level of new VAT registrations as a proportion of total business stocks (used as a proxy measure for business start-ups) across the three districts broadly mirrored the national (9.4%) and regional (9.2%) averages, with Bolsover (9.9%) and Chesterfield (9.6%) slightly above these figures and North East Derbyshire (8.4%) below. However, the number of VAT registered businesses relative to the size of the population is below the national average in each of the three districts suggesting a continuing 'enterprise gap' at the local level.

	VAT registered businesses / 10,000 residents
Bolsover	260
Chesterfield	360
N.E. Derbyshire	320
National	410

Economic Activity

Figures from the Annual Population Survey (Jan 2007 - Dec 2007) suggest that the economic activity rate in Bolsover and Chesterfield is above the national average (North East Derbyshire below), whilst all three districts have an employment rate that is below the regional and national averages.

	Economic Activity Rate	Employment Rate
Bolsover	80.1%	71.8%
Chesterfield	79.5%	73.7%
N. E. Derbyshire	76.5%	71.4%
East Midlands	80.0%	75.9%
National	78.6%	74.4%

At the time of the Census (2001), each of the districts had an economic activity rate and employment rate below the national average. Whilst it is possible that economic activity rates in Bolsover and Chesterfield have increased to above the national average, other data sources such as the level of benefit claimants (considered below) suggest that the Annual Population Survey figures should be treated with a degree of caution.

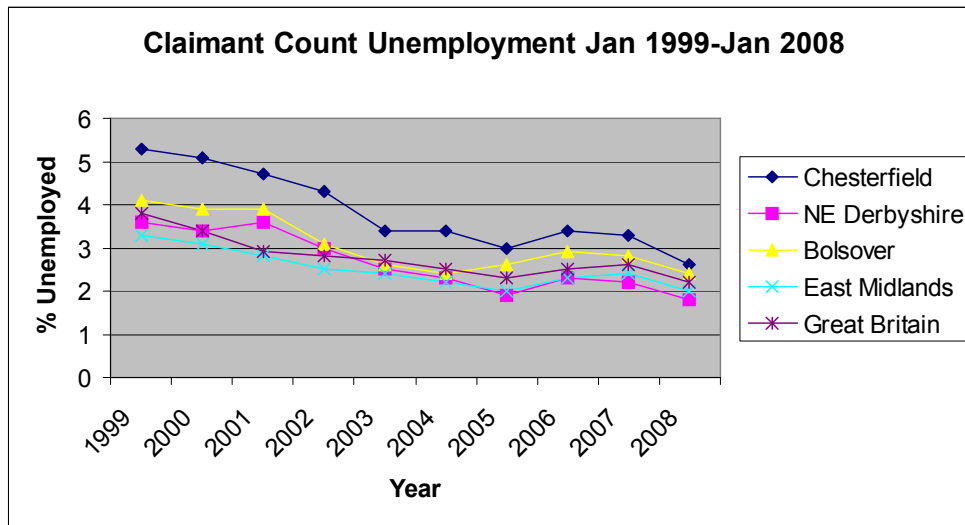
Unemployment

In January 2008, both Bolsover and Chesterfield had unemployment rates that exceeded the regional and national averages, whilst North East Derbyshire was below both these rates.

	% Unemployed Jan 08 (Number)	Year on Year Change (Jan 07 – Jan 08)
Bolsover	2.4% (1,090)	-14.8%
Chesterfield	2.6% (1,587)	-22.4%
N.E. Derbyshire	1.8% (1,067)	-18.0%
East Midlands	2.0%	-15.0%
England	2.2%	-14.2%

Unemployment in East Derbyshire has fallen significantly since the recent cycle peaked in the early 1990s. Recent year on year falls were at or above the regional and national averages in each of the three districts, pointing to an increasing degree of convergence between local and national rates. This is illustrated by the following graph which tracks unemployment rates over a ten year period. Apart from a 'spike' in 2001/2002, the unemployment rate in North East Derbyshire has been consistently below the national average and more recently has also dropped below the East Midland's average (although it should be noted that the district 'headline' rate masks pockets of relatively high unemployment at ward level). It remains to be seen whether unemployment has further to fall or whether a deteriorating economic outlook at the national scale will lead through to rising unemployment levels.

At the very local scale, 30 wards (out of 64) in East Derbyshire have an unemployment rate above the national average, with five wards (three in Chesterfield, two in Bolsover) more than double the national average. Persistent pockets of high unemployment are seen on the fringes of Chesterfield town centre and in former mining / heavy industry related communities such as Shirebrook, Staveley and Clay Cross.



Surprisingly, given the relatively high level of unemployment across East Derbyshire, the level of long term unemployment is below the national average in each of the three districts. One possible explanation is the success of local projects, such as the Family Employment Initiative, in addressing this particular issue.

The rate of young unemployed (below 25 years of age) is an issue in each of the three districts, with rates at or above the national average (Bolsover 5.2%. Chesterfield 5.1%, North East Derbyshire 3.5%, National 3.5%). Four wards in Bolsover and two in Chesterfield have a young unemployment rate above 10%.

Working-Age Benefit Claimants

East Derbyshire has a high percentage of its working age population claiming benefits, the most significant of which is Incapacity Benefit, with claimants typically out-numbering Job Seekers Allowance claimants by three or four to one. Bolsover has the highest rate of Incapacity Benefit claimants in the East Midlands (11.1%), with Chesterfield (9.8%) in third place. North East Derbyshire (7.4%) is also above the regional (6.6%) and national averages (7.2%).

Work undertaken by the Centre for Regional Economic and Social Research at Sheffield Hallam University has highlighted the high level of 'hidden' unemployment in older industrial areas (such as East Derbyshire) as a result of the diversion of people off the claimant count and onto Incapacity Benefit. The research showed that the principal labour market adjustment in response to large scale job losses was a move (particularly by men) into economic inactivity. This in turn was reflected in a large increase in incapacity numbers. Taking these factors into account, the research calculated the 'real' level of unemployment for each district in the country as at January 2007.

	Claimant Count	Real Unemployment
Bolsover	2.9%	11.3%
Chesterfield	3.4%	10.4%
N.E. Derbyshire	2.2%	7.5%
East Midlands	2.4%	7.0%
Great Britain	2.6%	7.2%

On this wider measure of worklessness, North East Derbyshire is ranked above the national average and the differential between the rates for Bolsover and Chesterfield and the national figure is further increased.

Occupations

The occupational structure of East Derbyshire's resident workforce is skewed towards lower tier occupations with an under-representation of those occupations requiring higher skills. The three highest level occupational groups (managers, professionals and associate professionals), often referred to collectively as 'knowledge workers', represent 35% of the local workforce, compared to 43% nationally.

Occupations (Apr 06-Mar 07)	East Derbyshire	East Midlands	England
Managers and Senior Officials	12.9%	15.3%	15.5%
Professional	8.6%	11.3%	13.1%
Associate Professional	13.7%	12.6%	14.4%
Admin / Secretarial	12.5%	10.8%	12.0%
Skilled Trades	12.5%	11.9%	10.8%
Personal Service	8.1%	7.8%	7.9%
Sales and Customer Service	7.5%	7.5%	7.6%
Process, Plant and Machine Operatives	10.2%	9.1%	7.1%
Elementary Occupations	14.0%	13.5%	11.4%

The proportion of 'skilled trades' and 'process and plant operatives' is higher in East Derbyshire than nationally reflecting the area's greater reliance on manufacturing activities. Elementary occupations also account for more people locally than nationally.

Occupational structure is clearly linked to the structural make-up of the local economy and has changed over time as the economy itself has changed. For example, the decline of primary and manufacturing sectors has been accompanied by a shift from 'blue collar' manual activities into service based occupations.

National forecasts for occupational change for the period 2002-2012 highlight the continued growth of knowledge based occupations with increases of around 20% for 'Professionals' and 'Associate Professionals' and 13% for

'Managers and Senior Officials'. It is anticipated that these three occupations will also see growth at the regional scale, but at a slower rate than seen nationally. Whilst projections are not available for East Derbyshire, it would be reasonable to assume that these occupations will also increase, but at a rate below the national and regional averages (reflecting the current lower level of representation of these occupations and structural differences between the local and national economy).

The largest percentage increase in both the UK and the East Midlands (and presumably East Derbyshire) will be in the 'Personal Service' occupations. This is linked to the increased demand for care provision associated with an ageing population.

The three occupational categories most closely associated with manual activities (Skilled Trades, Process Operatives and Elementary Occupations) are all predicted to show a decline. This is a particular concern for East Derbyshire given the above average representation of these occupations amongst residents.

A decline is also anticipated in 'Administrative and Secretarial' occupations, reflecting both the increased impact that IT is having on routine administrative tasks and changing patterns of working within other occupations.

Qualifications

Working Age Qualifications (Jan –Dec 2006)	East Derbyshire	East Midlands	England
NVQ 4+	19.2%	24.8%	27.1%
NVQ 3 only	13.0%	15.6%	15.2%
NVQ 2 only	19.4%	15.6%	15.9%
NVQ 1 only	20.1%	16.1%	14.3%
No qualifications	12.6%	13.9%	13.6%

The qualifications profile of East Derbyshire broadly reflects the occupational profile with fewer people qualified at NVQ 3 and above, but proportionately more people qualified at NVQ level 1 and 2. The data suggests there are fewer people with no qualifications in East Derbyshire than in England as a whole.

Deprivation

The Indices of Deprivation (ID) 2007 ranks Bolsover as the 55th, Chesterfield as the 77th and North East Derbyshire as the 176th most deprived districts (out of a total of 354) in the country. Each of the districts have improved their relative position compared to the previous Indices published in 2004.

At the level of Super Output Area (SOAs), 15 SOAs in Bolsover, 21 SOAs in Chesterfield and 6 SOAs in North East Derbyshire are ranked within the most deprived 20% nationally on the Indices of Deprivation.

Both Bolsover and Chesterfield have been awarded Working Neighbourhoods Funding in recognition of the fact that they have very high levels of 'employment deprivation' based on the ID 2007.

Summary of Key Issues and SWOT Analysis

The key issues for East Derbyshire arising out of the preceding analysis are summarised below:

Population

East Derbyshire has an ageing population profile with fewer people of working age, particularly in the 16-24 age group. This reflects the impact of a prolonged period of industrial restructuring and also the rise in participation in higher education, with young people not returning to the area after graduation. An increasingly diversified economy, offering a full range of quality employment opportunities, will be the key to attracting and sustaining a more balanced resident population.

Economic Performance

The overall performance of the local economy remains some way below the national and regional averages, but has been growing at a faster rate in recent years and this is starting to narrow the gap. A range of actions will be required to sustain this performance including: increasing company productivity; improving the sectoral bias of the local economy towards higher value-added sectors; getting more people into employment (including a shift from part-time to full-time work); and getting more employed people into higher skill activities.

Economic Base

Local employment growth (whilst positive) has lagged the national average, due to a significant decline in manufacturing sectors. Forecasts at the regional level suggest a further decline in manufacturing and this is likely to be reflected at the local level, although a couple of factors could help to limit this decline. Firstly, Bolsover and North East Derbyshire have relatively high levels of technology based manufacturing which should provide a degree of protection against rising global competition. Secondly, the stock of manufacturing businesses has actually increased in both Chesterfield and Bolsover over the last five years, suggesting new businesses continue to be established in response to new product / market opportunities.

The public sector (particularly health) is a major employer in the area and is a key source of knowledge based employment. The sector has seen significant growth in recent years although future prospects are less certain, linked to trends in national public expenditure.

East Derbyshire is under-represented in financial and business services (an important knowledge economy sector) and this sector has been growing at a slower rate than the national economy. Increasing the level of employment in this sector is vital to the future economic prospects of the area. The key will be the extent to which the area can become a focus for companies delivering services on a national (as opposed to local) basis.

Enterprise Activity

Although the stock of businesses in East Derbyshire has been growing at a faster rate than the national average in recent years, the area still has significantly fewer businesses relative to the size of the population than nationally, highlighting the need to sustain or even increase the level of business start-ups and survival.

Worklessness

Unemployment in East Derbyshire has fallen significantly since the recent cycle peaked in the early 1990s, however it remains high relative to the regional and national averages. The area has a high level of 'hidden unemployment' reflected in the large number of Incapacity Benefit claimants. East Derbyshire suffers from pockets of concentrated worklessness (highlighted by the Indices of Deprivation) and these are found in neighbourhoods on the fringes of Chesterfield town centre and in former mining / heavy industry related communities such as Shirebrook, Staveley and Clay Cross. Seeking to re-engage such communities with the mainstream economy will be a priority for this strategy.

Occupations and Skills

The occupational structure of East Derbyshire's resident workforce is skewed towards lower tier occupations with an under-representation of 'knowledge workers' (managers, professionals and associate professionals). This is also reflected in the skills profile with fewer people qualified at NVQ3 and above, but proportionately more qualified at NVQ level 1 and 2. To address this issue, there is a need to increase the number of medium and higher skill employment opportunities available in the area and at the same time raise the general level of skills in the resident workforce.

SWOT Analysis

The SWOT analysis provides a summary evaluation of the area's strengths and weaknesses. It identifies the opportunities that can be built on, and the threats which need to be addressed, in order to improve the economic performance of East Derbyshire.

Strengths

- East Derbyshire has a central national location, within easy reach of a large population catchment (potential labour supply and customer base) including the cities of Sheffield, Derby and Nottingham.
- Good accessibility to the strategic road and rail network, with the M1 (jnts 28, 29, 29A and 30) forming a north-south spine through East Derbyshire, and Chesterfield station on the Midland Mainline (providing direct rail link to London in just over two hours).

- Chesterfield sub-regional centre and a number of medium sized towns such as Bolsover and Dronfield provide a focus for employment, retail and service provision across the area.
- Availability of sites and premises infrastructure to support business growth and expansion. These range from incubation facilities in business and innovation centres through to strategic employment sites (including the new Markham Vale Business Park).
- Attractive living environment (with a mixture of market towns and villages in a countryside setting), relatively inexpensive housing, lower living costs and a strong sense of place provide the basis of a good quality of life offer.
- Existing tourism product, including heritage assets such as Hardwick Hall, Bolsover Castle, Renishaw Hall and the Crooked Spire, and attractive countryside with a network of walking trails.
- Close proximity to the region's highest profile tourist attractions such as the Peak District National Park, Chatsworth House and Sherwood Forest.
- Strong local partnerships and history of partnership working between the three councils and other organisations.

Weaknesses

- Overall employment growth in the local economy has lagged the national average.
- Local economy is under-represented in those business sectors which are likely to drive growth in the future, for example financial and business services.
- Weak skills and qualifications profile of the resident workforce and a more limited culture of entrepreneurship.
- Lack of graduate level job opportunities means that some young people have to look elsewhere for employment.
- Decline of the traditional industrial base has resulted in concentrated disadvantage in particular communities.
- Limited national profile and outdated external perceptions of East Derbyshire as an area of industrial decline.

Opportunities

- Large brownfield sites in accessible locations provide major opportunities for employment focused and mixed use regeneration schemes (sites

include Chesterfield Waterside and the former Bi-Waters site in Clay Cross).

- Maximising the impact of the area's business / innovation centres to support new business creation and promote the growth of knowledge based sectors.
- Strengthening the vitality and viability of the area's town centres, including the development and implementation of town centre masterplans.
- Supporting the further development of the area's tourism product and infrastructure.
- Promoting the further growth of the creative industries via the Greenhouse Creative Industries Network.
- Securing economic benefits for the area through the implementation of the Sheffield City Region Development Programme.

Threats

- The local manufacturing base, and some service based sectors, are potentially vulnerable to the twin economic drivers of globalisation and technological change.
- The growth of knowledge based sectors continues to favour established locations (for such activities).
- Failure to increase the level of higher value added employment results in the perpetuation of a lower value added / lower wage / lower skills equilibrium.
- Skills shortages in key industries.
- Failure to secure a viable future for smaller, formerly mining dependent, communities.
- Continued out-migration of young people leads to an increasingly ageing population profile.

The Role of the Councils

The Sub-National Review of Economic Development recognises that local authorities need to play a central role in leading economic development and neighbourhood renewal. This role reflects both the community leadership responsibilities of local authorities and their power to promote the economic, social and environmental well-being of an area.

In fulfilling this role the Councils will seek to deliver services both directly and in partnership with other agencies and the private sector. Services provided by the Councils will be in response to a clearly identified need or opportunity and delivered on the basis that the Council is the most appropriately placed organisation to provide the service.

The Councils have developed particular competencies in relation to economic development (fully recognising the roles of other organisations and the need to avoid duplication in service delivery) and these include: ensuring the provision of infrastructure to support business start-ups and the growth of new business activities; investing in town centres to safeguard their future vitality; marketing the area to attract visitors and new investment; providing a tourist information service; tackling the regeneration needs of disadvantaged communities; and, securing financial resources for the area. These activities will continue to provide a focus for the Councils involvement in economic development, whilst at the same time maintaining a flexible approach to respond to new issues as they arise.

As well as the direct delivery of economic development services, the Councils also undertake a range of functions which help to secure the economic well-being of the area. These include: promoting balanced housing markets to support a range of household types and incomes; spatial planning to ensure sufficient land is available to meet future employment and housing needs; and the provision of sporting and cultural facilities which help to improve overall quality of life. Taken together these activities help to 'shape' the places where people live and work, creating a favourable environment for the development of a thriving local economy.

Working in Partnership

The Councils recognise the important role played by other organisations in the economic regeneration of the area and will work with them through a range of partnerships at the local and sub-region scale to ensure a co-ordinated approach to service delivery.

Each of the Councils works collaboratively with a mix of other authorities and agencies, dependent upon the issues being addressed. For example, Bolsover District Council works with neighbouring authorities in North Nottinghamshire to deliver business support measures through the LEGI (Local Enterprise Growth Initiative) programme. Agencies such as Job Centre Plus, Derbyshire Learning and Skills Council and the Primary Care Trust play a key role in tackling the broad range of issues which impact upon worklessness, whilst Chesterfield College, as the main provider of further education in East Derbyshire, seeks to raise the overall level of skills in the local population. The Derbyshire and Nottinghamshire Chamber of Commerce and the Federation of Small Businesses play an important role in representing the interests of local businesses.

Each district is covered by a Local Strategic Partnership (a single LSP 'CHART' covers both Chesterfield and North East Derbyshire) and this provides a mechanism for co-ordinating the activities of the various organisations, and developing new initiatives, at the local scale.

Derbyshire County Council provides a number of strategic functions such as education, transport and land reclamation which play a significant role in shaping the economic prospects of the area. The County Council is also directly involved in the delivery of economic development initiatives at both the county and local scale. These include: developing Markham Vale as a strategic employment site; co-ordinating tourism marketing through the Destination Management Partnership; delivering sector specific support to the food and drink sector and the creative industries; and supporting the roll-out of the Family Employment Initiative in Bolsover and Chesterfield.

Each of the Districts is a member of the Derbyshire Partnership Forum which is responsible for preparing a Sustainable Community Strategy and co-ordinating the County's Local Area Agreement (LAA). The Forum has recently agreed 35 indicators as priorities for delivery through the LAA (a small number of which are particularly relevant to addressing the issue of worklessness) and actions by the three Districts will contribute towards the achievement of these priorities.

East Midlands Development Agency (EMDA) provides an important strategic investment role as well as managing the delivery of services which are best implemented at the regional scale, for example the co-ordination of inward investment and business support services. At the sub-regional scale, the Alliance Sub-Regional Strategic Partnership (SSP) works to achieve a vibrant and growing economy across North Derbyshire and North Nottinghamshire by

making use of devolved EMDA Single Programme funding to commission activities in line with an agreed Investment Plan.

Following publication of the Sub National Review of Economic Development (see Policy Context section) the future of sub-regional arrangements within the East Midlands is currently under review. In relation to East Derbyshire, it is understood that the existing arrangements will be replaced by a county-wide structure aligned to the delivery of the LAA.

Each of the Districts is a partner in Sheffield City Region, reflecting the economic ties between East Derbyshire and the core city of Sheffield. The Districts are currently engaging with a number of thematic Joint Issue Boards (for example transport and innovation) which have been established to bring forward initiatives at the city region scale.

Whilst public sector organisations can shape the operating environment for businesses, it is ultimately the private sector that will have the biggest impact on the local economy through its decision making on locations for investment and job creation. Partnerships with the private sector (such as Chesterfield Waterside and Clay Cross town centre) play a central role in bringing forward major regeneration schemes, as well as providing an opportunity to secure additional community benefits such as local employment initiatives.

Strategic Approach

The economic assessment has considered the particular characteristics of the local economy and, alongside the SWOT analysis, identified the issues that need to be addressed in order to secure a sustainable economic future for East Derbyshire.

This strategy provides the basis for a co-ordinated response to these issues. It seeks to build on the area's inherent strengths and future opportunities to create a successful and increasingly knowledge based economy that can provide a range of high quality employment opportunities for local people. At the same time, it seeks to address the range of barriers that may prevent individuals and communities from engaging in the world of work and accessing the employment opportunities which are created.

The creation of a prosperous local economy, which can provide the right environment for the growth of competitive businesses and associated job creation, plays a central role in ensuring the longer term sustainability of local communities. The key link between economic growth and sustainable communities provides the basis for the shared **vision** for the area:

'a successful local economy, supporting the development of sustainable communities'.

The strategy provides a framework for the delivery of a range of economic development programmes and initiatives that will contribute towards the achievement of this vision. These activities can be grouped under three thematic headings:

1. **Successful Businesses:** increasing the level of new starts, securing a shift into innovative and higher value added activities across the existing business base, and attracting new investment to the area.
2. **Successful Places:** supporting the sustainable growth of both urban and rural areas, and addressing capacity constraints in the provision of infrastructure to support business growth.
3. **Successful People:** developing the skills of the current and future workforce to meet the demands of an increasingly knowledge based economy, and tackling economic exclusion to bring more people back into employment.

A more detailed consideration of current and future activities by the Councils under each of these headings is set out below.

Successful Businesses

Enterprise Support

A consequence of the past dependence on the small number of large employers has been to limit the development of an entrepreneurial culture in

the area. Although the business base has been growing at a relatively fast rate in recent years, the number of businesses relative to the size of the population remains some way below the national average.

The Councils will seek to support activities which increase the level of new business starts and improve the competitiveness of the existing business base. It is recognised that the primary responsibility for the provision of business support rests with the regional service provider (East Midlands Business) via the Business Link brand. The Councils will continue to signpost local companies to the services provided through Business Link and lobby for the provision of new services when a local market need is identified. Where services are directly provided by the Councils, again in response to an identified need, we will ensure that these are complementary to the services provided through Business Link.

In Bolsover, for example, the District Council is using LEGL funding to deliver a number of enterprise related activities including community business coaching (Bizz-Fizz) and the 'Enterprise Academy' which seeks to embed enterprise education in local schools, whilst in North East Derbyshire the District Council is currently working in partnership with the Chamber of Commerce and East Midlands Business to deliver an ICT and Business Support Outreach Programme. The two Councils have also developed a new public and private sector partnership to deliver a business support programme in rural areas (see under 'Rural Economy'). Chesterfield Borough Council will be working with East Midlands Business to raise the level of business start-ups in some of its most disadvantaged communities. The Councils will also continue to play a key role in the provision of managed workspace to support the growth of new businesses.

Social enterprise can play an important role in facilitating the growth of an enterprise culture (as well as delivering wider community benefits) by building the capacity of both individuals and communities to identify and develop new business opportunities. For example, in North East Derbyshire, the Council has supported the work of the Eckington Development Company in establishing the Eckington Business Centre which provides business units, meeting rooms and a multi-use hall in the town centre. Similarly Bolsover District Council has supported Clowne Enterprise in setting up the Station Business Centre. The Councils will seek to support the further development of social enterprise in East Derbyshire.

Sector Specific Initiatives

The Councils work in partnership with other local authorities across North Derbyshire and North Nottinghamshire to deliver sector specific support to the creative industries. The Greenhouse Creative Industries Network supports the growth of creative businesses through a programme of events and provides a 'shop window' for businesses to market themselves via a dedicated website.

Work is also being undertaken to support companies in the construction industry and maximise development opportunities for local people. The

Councils are actively supporting, through the Local Strategic Partnership the setting-up of a Construction Forum by the Chamber of Commerce. This network will facilitate discussion around training, skills development, local employment and planning the future requirements of major sites. Bolsover District Council is working with Laing O'Rourke to secure the provision of a Construction Academy as part of their investment in a high-tech manufacturing facility on the site of the former Steetley colliery. In addition, North East Derbyshire District Council is leading the way to bring a national construction programme to East Derbyshire. The Construction Employment Integrator provides research and forward planning, demand led training and recruitment, the provision of routeways into employment, and continued workforce development in one partnership package.

The Regional Economic Strategy identifies four priority sectors – Transport Equipment, Food and Drink, Construction, and Healthcare – as having the best prospects for growth at the regional scale. EMDA is in the process of establishing business-led innovation networks (I-NETS) which will co-ordinate and deliver support in relation to each of the priority sectors. The Councils will seek to engage with the (relevant) networks to ensure that the local area benefits from any support / funding available.

Innovation and the Knowledge Economy

Increasing the level of employment in knowledge based sectors is vital to the future economic prospects of the area. The Councils have sought to address this issue through the development of business innovation centres including Tipton Park and Dunston Innovation Centres in Chesterfield and Westthorpe Innovation Centre in North East Derbyshire. The Councils will work to ensure that the role of the innovation centres, in acting as a 'seed-bed' for the growth of knowledge based activities, is maximised. We will support the provision of high quality 'follow-on' accommodation so that companies which expand out of the innovation centres can be retained in the area.

The Councils will also engage with the wider business community to secure local buy-in to sub-regional / regional innovation programmes, including the promotion of linkages with local universities. A study of the innovation system across Sheffield City Region is currently being undertaken to identify gaps in provision and opportunities for the development of city region wide initiatives.

Inward Investment

As set out in the SWOT analysis, East Derbyshire has a number of attributes - location, environment, workforce and site availability – that provide a basis for attracting investment to the area. Each of the Councils currently support the work of the Alliance Sub-Regional Strategic Partnership in marketing the wider Alliance area to inward investors. In addition, the Councils undertake district specific marketing initiatives and respond directly to relocation enquiries, from local companies and those seeking to move into the area. For example, in the last three years, Chesterfield Borough Council has dealt with around 1,000 company enquiries, of which almost 200 have gone on to take

premises in the area, resulting in the creation or safeguarding of over 1,500 jobs.

The Councils will continue to work with a range of partners to improve the overall quality of the investment offer (in terms of product, promotion and the service provided to investors). This will include exploring new opportunities for marketing the area as part of the Sheffield City Region.

Successful Places

The area's principal settlements act as a focus for employment, retail, commercial, leisure and cultural activities. However on-going investment is required in these centres to secure their longer term vitality and viability. Council actions will seek to build on the unique characteristics of each town centre, creating distinctive urban environments which will make them more attractive to business investment.

Chesterfield Sub-Regional Centre

Chesterfield town centre plays an important role as the sub-regional centre of East Derbyshire and the Borough Council will work to ensure that this role is maintained and strengthened in the future. The Council has made a number of investments in Chesterfield town centre including: a new coach station; upgrading of the outdoor Markets; the Vicar Lane shopping area; improvements to the Shambles area; and a new Tourist Information Centre. It is proposed that the current town centre masterplan be reviewed in order to guide the next phase of development. This will build on current schemes such as the Townscape Heritage Initiative (aimed at restoring the historic fabric of key buildings in the town centre) and the Northern Gateway, a mixed-use development which will further enhance the town centre's retail offer.

Market Towns

A number of significant developments are taking place in towns across East Derbyshire. In the district of Bolsover, a town centre masterplan has been prepared for Shirebrook in partnership with local businesses. This seeks to bring new life to the town centre economy by building on the linkages with the neighbouring Brook Park employment site and associated new housing development. Future activities will focus on developing and securing funding packages for proposals identified in the masterplan. North East Derbyshire District Council is taking an equally pro-active approach with regard to the regeneration of its district's main urban centres. In Clay Cross a major retail-led development will support significant growth alongside the development of a wider regeneration framework for the town. Killamarsh and Eckington both have masterplans in place, identifying key initiatives which will contribute to the towns regeneration.

Rural Economy

East Derbyshire offers a high quality of life with a mixture of urban and rural environments. Rural areas not only function as residential catchments and leisure based destinations for urban centres, but also provide for local employment across a range of business sectors. Bolsover District Council and North East Derbyshire District Council, in partnership with a range of other organisations, have successfully secured LEADER funding to support the revitalisation of the rural economy. The programme will run for five years (up to 2013) and provide funding for micro enterprise support, training, farm diversification, heritage and conservation, and tourism initiatives. In conjunction with East Midlands Business advice services have been provided in rural communities across North East Derbyshire allowing businesses local access to support. The three Councils support the Peak District's Historic Border Country Business Forum which provides a network and information exchange for tourism related businesses, many of which are located in the rural area.

Strategic Sites and Business infrastructure

The provision of a new sites and premises infrastructure has been vital to support the rebuilding and diversification of the economic base. In response to an identified market failure, the Councils have made a major investment in the provision of industrial and workspace units to support start-ups and small business development. For example, Bolsover District Council has converted three former textile mills at Pleasley Vale Business Park to provide a versatile mix of office and industrial accommodation, including the recent addition of creative industry suites to support business creation in that sector. North East Derbyshire District Council has invested in a number of business centres with Coney Green at Clay Cross, providing over 80 office, workspace and industrial units, making it one of the largest business centres in the area. Chesterfield Borough Council has been a major investor in business premises, including its most recent development of high quality office and workspace (Prospect House) at Ireland Business Park. It is estimated that its portfolio of industrial, workspace and office units currently supports over 2,000 jobs.

The Councils have played an important role in facilitating the provision of, or directly providing, serviced industrial sites to support local business expansion and the attraction of inward investment. These have included Turnoaks Business Park (Chesterfield), Westthorpe Fields Business Park (Killamarsh), and Brook Park (Shirebrook). Derbyshire County Council, supported by the District Councils, is currently leading the development of a major employment site (Markham Vale Business Park) including a new junction (J29A) on the M1 motorway and this will make a significant contribution to addressing future industrial land requirements.

The decline of traditional manufacturing activities has left East Derbyshire with a legacy of large scale brownfield sites. A number of these sites (taking account of sustainability criteria) have the potential to be redeveloped on a

comprehensive basis for a mix of employment and other end uses. For example, 'Chesterfield Waterside' a public private partnership between Chesterfield Borough Council and a local development company, will oversee the redevelopment of a number of brownfield sites in the A61 Corridor for a mix of employment, residential, retail and leisure uses. The Council will also be preparing a masterplan for the Staveley Works area, a brownfield site of approximately 150 ha which presents a significant development opportunity in the medium term.

In North East Derbyshire, the former Bi-Waters site has been acquired by private sector company Maximus who are now developing the 96 ha site for a mix of housing, leisure and business space. The Council is also working with EMDA to secure the remediation of the former Avenue coking plant site at a cost of £120 million and plans for Callywhite Lane Industrial Estate are being developed with public and private sector agencies. In Bolsover, the District Council is working alongside the private sector developer Goodman on proposals to redevelop the highly contaminated former Coalite coking works, at junction 29A, for business uses.

The Councils will continue to monitor local requirements and work with other agencies and the private sector to ensure the provision of a sufficient supply and range of business sites and premises across East Derbyshire.

Tourism

Each of the Councils work closely together on the provision of a Tourist Information Service and the promotion of the area as a visitor destination. The branding 'Peak District's Historic Border Country' was developed specifically to support a more cohesive approach to tourism marketing across East Derbyshire, building on the area's key historic assets and location on the edge of the Peak District National Park. This brand has been maintained by the Peak District and Derbyshire Destination Management Partnership (of which each authority is a member) who now take the lead on tourism marketing in Derbyshire.

Future council activities will focus on strengthening the area's tourism product in terms of: supporting the further development of local attractions (for example Chesterfield Canal, Bolsover Castle and Renishaw Hall); cultural events and festivals; and the development of the wider tourism infrastructure, including the provision of new hotels, improving the standard of existing visitor accommodation and the development of multi-user trails. The East Derbyshire Greenway Strategy provides a framework for the development of these trails, linking up local tourist attractions and connecting into wider facilities such as the Trans-Pennine Trail. The Councils will also continue to work in partnership to attract more visitors to the area.

Sustainable Communities Agenda

The provision of balanced housing markets plays an important role in supporting economic development objectives by ensuring the current and

future housing needs of the workforce can be met locally, and those with the skills necessary to promote the growth of the knowledge economy can be attracted to the area. Similarly, economic development supports the creation of sustainable communities by seeking to meet the current and future employment needs of the resident workforce in the locality (so reducing the need for commuting). A Strategy for the Northern Housing Market Area (covering the districts of Bassetlaw, Bolsover, Chesterfield and North East Derbyshire) is currently being developed and this recognises the strong link between affordable good quality housing and the level of economic activity within communities.

Linked to the need for balanced housing markets is the overall quality of place offer, ie what attracts people to live in a particular location. These factors include the local residential environment, the quality of local schools, the level of crime, the availability of leisure facilities and access to local services. The Councils play a key role in shaping this wider quality of place offer, bringing together spatial planning, housing, recreation and environmental services to deliver solutions which promote sustainable, thriving and cohesive communities.

Successful People

Skills Development

A skilled workforce is vital to the future economic success of the area. East Derbyshire currently has fewer people with higher level qualifications than the national average and this will have a direct impact on the area's ability to grow the knowledge economy (in terms of being able to meet the future business demand for skilled labour), as well as limiting the ability of local people to compete for those higher-value, higher wage jobs which are created. There is a clear need to increase the number of local people who are qualified at the level of NVQ 3 and above, whilst at the same time seeking to raise the demand for higher level skills in the local economy. Sheffield City Region has identified higher level skills as a priority and is working with universities across the area to ensure that increasing the percentage of the population with a university level education becomes a reality.

One initiative which seeks to address this issue is the Collaborative Higher Education Alliance (CHEA) project. This is a partnership between local colleges, universities, the Alliance SSP and local authorities which aims to provide a better range of accessible higher education programmes for residents and businesses of North Derbyshire and North Nottinghamshire, without people having to leave the area to study.

Of equal importance is the need to bring more people into employment by reducing the numbers of people who have no or low qualifications. This issue is being addressed in the area's most deprived communities through initiatives to tackle worklessness (highlighted below).

The Councils will also work with a range of partners and local employers to encourage skills development within the existing workforce.

Tackling Worklessness in Targeted Communities

The Economic Context section highlighted the problem of concentrated worklessness and high levels of benefit dependency in a number of communities / neighbourhoods across East Derbyshire. Working in partnership, the Councils are supporting a number of projects to help tackle these issues including the Working Communities Programme in North East Derbyshire, the Family Employment Initiative in Bolsover and the Communities That Work project in Chesterfield. Each of these schemes provide flexible one-to-one support in order to tackle the range of barriers which can exclude an individual from the world of work.

Bolsover and Chesterfield are both in receipt of Working Neighbourhoods Funding in recognition of the high levels of employment deprivation found in each area. This funding provides an opportunity to build on current good practice and develop a comprehensive response to the problem of worklessness.

Supporting Community Based Regeneration Initiatives

In addition to tackling worklessness, each of the Authorities (working alongside a range of organisations) support a number of projects and partnerships designed to address the wider regeneration needs of communities across East Derbyshire. For example, Chesterfield Borough Council supports the Staveley Neighbourhood Management Project as well as providing grant assistance to a range of community organisations and voluntary bodies. North East Derbyshire District Council has established Community Partnerships across the district to work with local groups and residents to establish action plans for each area so that local people can prioritise activities. Bolsover District Council has been able to make use of Neighbourhood Renewal Funding to support a wide range of community initiatives. The Council will be seeking to re-examine the work of the current Neighbourhood Management Team to ensure it is focussed on delivering priority outcomes.

Maximising the impact of major regeneration schemes for local communities

Within East Derbyshire there are a number of major regeneration schemes either currently being delivered (such as Markham Vale, Brook Park) or in the process of being developed (for example the Ecodome scheme and the former Bi-Waters site). These projects offer significant regeneration potential, both in terms of employment for residents and supply chain opportunities for local companies. The Councils will work pro-actively with the developers and other agencies to ensure that the regeneration benefits of such schemes are maximised.

Cross-Cutting Issues

Sustainability

The development of sustainable communities is about balancing the economic, social and environmental needs of a particular location in such a way as to provide a better quality of life for people living there now and in the future. Whilst the primary focus of this strategy is about economic growth and ensuring sufficient good quality employment opportunities for local people, it is very much within the broader context of promoting sustainable communities. For example, the strategy highlights the need to link economic development with the provision of balanced housing markets in order to reduce the need for commuting (a housing strategy for the Northern Housing Market Area, covering the three authorities and Bassetlaw District Council, is currently being developed). In North East Derbyshire, the District Council is seeking to integrate the concept of eco-towns into town centre masterplans.

As a result of industrial restructuring East Derbyshire has a legacy of major brownfield sites which are now being redeveloped for a range of uses. For example, the Chesterfield Waterside scheme will see a significant area of brownfield land in the A61 Corridor developed for a sustainable mix of employment, housing and leisure uses, as will the Bi-Water site (Clay Cross). Not only will this promote the opportunity to live and work in the same area, but the sites close proximity to the town centre and the railway station will reduce the need for car borne journeys, encouraging walking and the use of public transport.

The Councils are also leading by example in developments such as the Westthorpe Innovation Centre (North East Derbyshire) and the Tourist Information Centre in Chesterfield town centre by using geothermal heating systems to promote sustainable energy use.

Equalities

The Councils are committed to engaging with a wide range of communities of interest to ensure that all their policies, including economic development policies, reflect the needs of all our residents. A key focus for this strategy is to tackle the issue of worklessness, targeting both individuals and communities that are the furthest removed from active participation in the labour market. Initiatives such as the Working Communities Programme in North East Derbyshire and the Family Employment Initiative in Bolsover both provide flexible one-to-one support to address the range of barriers which can exclude an individual from the world of work. In Chesterfield, the new Working Neighbourhoods Programme will seek to reduce worklessness in the following priority groups: young people not in employment, education or training; Incapacity Benefit claimants; disabled people; lone parents; black and minority ethnic groups; and people living in the most deprived wards (based on the Indices of Deprivation). The strategy recognises the issue of rural exclusion and is addressing this through the direct delivery of business

support programmes and an employment project within isolated communities. The Councils also seek to promote wider community cohesion through the provision of grant assistance to support community organisations and initiatives.

Each of the Council's is either working towards, or has already declared at, level 3 of the Equalities Standard for Local Government.

Key Activities

The following table sets out the key programmes and initiatives that the Councils will seek to deliver (either directly or in partnership with other organisations and the private sector) in pursuit of their economic development objectives.

Successful Businesses			
Activity	Partner	Timescale	Outcomes
Engage with partners to facilitate the development of an entrepreneurial culture, increase new business starts and improve business competitiveness			
Work with East Midlands Business (EMB) to ensure the delivery of business support services	All	2008-2013	Increase in the number of businesses accessing support
Work with EMB to establish mainstream delivery of community level business coaching to increase the level of business start-ups in ERDF PA2 areas	BDC, CBC	2008-2011	New delivery arrangements established. Increase in business start-ups
Focus business and innovation centres on SME growth and development and develop centres as hubs for new enterprise creation and support	NEDDC	2008-2010	100 businesses supported
Develop a range of neighbourhood level business centres offering incubation workspace for start-up businesses	BDC	2008-2013	Number of businesses supported
Establish regular forums for key companies and developers, site based and sector led	NEDDC	2008-2010	Construction Forum established in partnership with the Chamber of Commerce
Support existing social enterprises and the development of new ones	All	2008-2013	Number of viable social enterprises established
Support the development of, and increase business participation in, sector specific initiatives			
Support the development of the creative industries sector, working in partnership with the Greenhouse Creative Industries Network	All	2008-2013	Increase in business membership / participation in Greenhouse network
Develop new initiatives for advanced manufacturing, food and drink, and construction and environmental technologies	NEDDC	2008-2010	Increase the number of participants in the Food and Drink Festival 2009
Support the provision of Laing O'Rourke construction	BDC	2008-2009	Centre of Vocational

training facility at Steelley former colliery development site				Excellence established
Work alongside social enterprise support to explore a sector specific model for renewable energy (Wind Farm)	BDC		2008-2009	Initiative developed; reduction in carbon emissions
Promote the growth of knowledge based activities and seek to raise the level of innovation in the local business base				
Work through the Innovation and Knowledge Economy Joint Issue Board to increase the level of business innovation support available across the Sheffield City Region	All		2008-2010	New initiatives established at city region scale, supporting shift into higher value-added activities
Work with partners to encourage local business participation in regional business innovation initiatives	All		2008-2010	Increase in business participation
Maximise the role of the Business Innovation Centres (Dunston, Tupton and Westthorpe) as a focus for the growth and development of knowledge based activities	CBC, NEDDC		2008-2013	Increasing share of knowledge based employment in the local economy. Establish learning facilities at Westthorpe and Coney Green Business Centres
Undertake a range of marketing activities to attract and retain business investment and provide a responsive service to investors				
Support the investor promotion and development activities of the Alliance SSP and the County Council	All		2008-2011	Number of business enquiries. Number of business investments
Explore new opportunities for marketing the area as part of the Sheffield City Region	All		2008-2010	Marketing initiatives developed as appropriate. Number of business enquiries
Undertake district specific marketing activities	All		2008-2013	Number of business enquiries. Number of business investments
Provide a responsive sites and premises information service	All		2008-2013	Monitored through customer satisfaction surveys and usage of Alliance Tractivity system

Successful Places			
Activity	Partner	Timescale	Outcomes
Strengthen the sub-regional service role of Chesterfield town centre			
Undertake a review of the Chesterfield Town Centre Masterplan	CBC	2008-09	Masterplan revision to be completed March 09. Future development opportunities identified.
Deliver the Townscape Heritage Initiative to improve the historic fabric of Chesterfield town centre	CBC	2008-2012	Target 24 buildings improved by end 2012
Finalise proposals for, and secure delivery of, the town centre 'Northern Gateway' initiative	CBC	2008-2013	Finalise Masterplan March 09. Identify procurement route 09/10. Scheme delivery 10/11 onwards. Target 11,000 sqm retail floorspace, 14,000 sqm office. 50 dwellings.
Undertake a feasibility study into future options for the Market Hall	CBC	2008-10	Feasibility study to be completed June 09
Strengthen the distinctive identities of the area's market towns to secure their longer term vitality and viability			
Implement the Shirebrook Masterplan to regenerate the town	BDC	2008-2013	Development briefs produced by end 2009
Develop a masterplan for South Normanton and Pinxton to regenerate the town centres	BDC	2008-2013	Future development opportunities identified
Develop a regeneration framework for Clay Cross which builds upon the retail-led redevelopment programme	NEDDC	2008-2013	Framework to be produced by March 09, following public consultation
Develop an implementation plan with partner agencies for the Killamarsh town centre masterplan	NEDDC	2008-2013	Masterplan completed October 08; implementation plan to be produced March 09

Establish an action plan for improvements to Eckington town centre based upon the town centre masterplan	NEDDC	2008-2013	Action plan to be produced Jan 09
Encourage diversification in the area's rural base through the development of sustainable business activities			
Oversee the implementation of the LEADER funding programme to support rural communities	BDC, NEDDC	2008-2013	All funding allocated by the end of the programme
Deliver a farm diversification programme	BDC, NEDDC	2008-2013	43 beneficiaries; 86 jobs created
Deliver a programme to support micro-enterprise development for rural areas	BDC, NEDDC	2008-2013	48 micro-enterprises supported; 100 jobs created
Deliver a programme which supports tourism in rural communities	BDC, NEDDC	2008-2013	18 new attractions supported; 14 jobs created; 3,400 additional overnight visitors; 21,600 additional day visitors
Deliver a programme which supports conservation and heritage projects	BDC, NEDDC	2008-2013	32 heritage projects supported; 300 people from rural population receiving improved services
Ensure the provision of a high quality business infrastructure (sites, premises and transport) and secure the redevelopment of major brownfield sites for new employment uses			
Keep under review the future need for employment land and workspace across the area and work with the private sector and other agencies to address gaps in provision	All	2008-2013	Provision of business infrastructure to support future economic growth
Work with partner organisations to secure improvements in the provision of transport infrastructure	All	2008-2013	Improved transport infrastructure to support economic growth
Support Derbyshire County Council in the delivery of Markham Vale Business Park	All	2008-2013	Development of 85ha business park supporting up to 5,000 jobs

Work in partnership with the private sector to secure the comprehensive re-development of brownfield sites in the Chesterfield A61 Corridor for a mix of employment, housing and leisure uses	CBC	2008-2013	Outline planning application submitted end 2008. Canal basin completed end 2009. Development commence 2010. Target 30,000 sqm business floorspace, 1,000+ residential units
Develop proposals for the future re-development of the Staveley Corridor area	CBC	2008-2010	Adopt Area Action Plan for site (setting out proposals) by the end of 2010
Work with emda and other partners to achieve the redevelopment of the Avenue site	NEDDC	2008-2013	Produce a development brief by June 09
Develop a regeneration programme with emda, the Alliance SSP and businesses located on Callywhite Lane Industrial Estate	NEDDC	2008-2013	Appoint staff by January 09; Callywhite Lane plan produced June 09
Work with private sector partners to redevelop the Bi-Water site	NEDDC	2008-2013	Planning approval by January 09 for site
Work in partnership with Welbeck Estates to secure the comprehensive re-development of Cresswell and Whitwell former collieries	BDC	2008-2010	Inform the policies and proposals of the LDF Core Strategy by March 2010
Work with the developer Goodman on proposals for the former Coalite coking works at Junction 29A	BDC, NEDDC	2008-2009	Application for development by end 2009
Support measures which strengthen East Derbyshire as a visitor destination and provide a high quality Tourist Information Service			
Provide a high quality, customer focused and accessible tourist information service for visitors and residents	All	2008-2013	Monitored through customer satisfaction surveys
Develop a strategic marketing programme and undertake a range of marketing activities to increase the number of visitors to the area (including promotion of the Peak District's Historic Border Country brand)	All	2008-2013	Increase in visitor numbers and expenditure
Support the development of the area's tourism product and infrastructure	All	2008-2013	Increase in visitor numbers and expenditure

Work in partnership with tourism businesses to promote the area and encourage their participation in relevant initiatives	All	2008-2013	Increase in business participation
Integrate heritage, culture and tourism development plans into masterplans	NEDDC	2008-2013	Heritage, culture and tourism evidenced in all masterplans
Undertake measures which support the development of attractive and sustainable communities			
Develop a housing strategy for the Northern Housing Market Area	All	2008-09	Housing strategy in place
Work at the Sheffield city-region and regional scales to ensure an appropriate supply, range and quality of housing in East Derbyshire	All	2008-2013	Local housing needs addressed
Bid for resources to support further investment in the area's housing stock, which might include Decent Homes, PFI and Homes and Communities Agency funding	All	2008-2013	Additional investment in housing stock
Address the wider development needs of communities as part of the masterplanning process	All	2008-2013	Community needs integrated into masterplanning process
Explore eco-towns and villages concept	NEDDC	2008-2010	Evidenced in masterplans

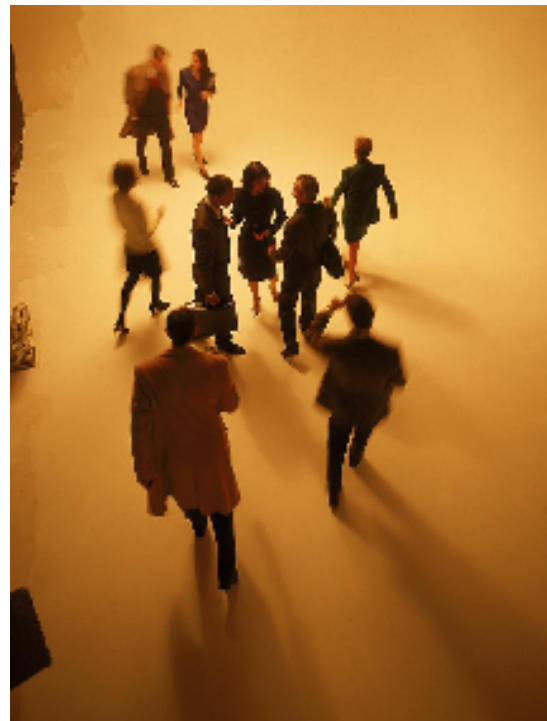
Successful People			
Activity	Partner	Timescale	Outcomes
Work to ensure that local people have the necessary skills to access sustainable employment opportunities			
Work with skills brokers and providers to promote the benefits of higher level skills to improve business competitiveness	All	2008-2010	Increase in number of businesses engaging in workforce training.
Promote Train To Gain initiatives to increase the percentage of the population with Level 2 qualifications and above	All	2008-2010	Increase in skills base of resident population
Work at Sheffield City Region (Skills Joint Issue Board) and Employment and Skills Board levels to ensure an appropriate supply, range and quality of skills	All	2008-2011	Increase in skills base of resident population

Work within the Sheffield City Region to increase the percentage of the population with degree level qualifications	All	2008-2013	Increase in population with degree level qualifications
Work with CHEA (Collaborative Higher Education Alliance) to increase the percentage of residents with higher level qualifications and increase the number of businesses with skilled staff	All	2008-2010	Increase in % of residents with higher level skills
Support the provision of graduate retention programmes to prevent the loss of higher level skills to the area	All	2008-2011	Increase in % of residents with higher level skills
Support the provision of apprenticeship schemes within the local authorities and participate in a LEP (Local Employment Partnership)	All	2008-2013	Number of apprenticeships supported
Help to raise entrepreneurial aspirations by expanding the Enterprise Academy initiative and strengthen links between schools and the business community to encourage the provision of student placements	BDC	2008-2011	Reduce worklessness & increase average household income
Tackle the issue of worklessness in the area's most disadvantaged communities			
Work with partners to tackle long term benefit dependency and develop new local initiatives to raise the level of employment in priority communities	All	2008-2013	Reduction in the level of benefit claimants. Increase in employment rates
Establish a programme framework for the new Working Neighbourhoods Fund and commission activities to address identified priorities	CBC, BDC	2008-2011	Programme frameworks established. Reduction in the level of benefit claimants. Increase in employment rates
Work alongside Phoenix Enterprises in assisting the long-term unemployed to improve employability	All	2008-2011	Reduction in the level of benefit claimants. Increase in employment rates
Address the wider regeneration needs of communities in East Derbyshire			
Support community based activities through the Council's Grants for Voluntary and community Organisations scheme	CBC	2008-2013	Community activities supported

Support the work of the Staveley Neighbourhood Management Project	CBC	2008-2009	Tackling worklessness in Staveley
Continue to support Eckington Development Company, Killamarsh Community Trust and the St. Barnabas Centre	NEDDC	2008-2013	Social enterprises supported
Work with the Citizens Advice Bureau to ensure that the best support and advice is available across all communities	All	2008-2013	Comprehensive information, advice and guidance provided
Maximise the benefits of major regeneration schemes for local communities			
Work pro-actively with developers, contractors and other agencies to ensure local communities secure employment and wider community benefits from key regeneration schemes	All	2008-2013	Level of local employment secured in target communities
Support the work of the Making the Connection Initiative	All	2008-2011	Level of local employment secured in target communities

**BOLSOVER
DISTRICT COUNCIL**
**Regeneration
Strategy**
*Investment in
People and Place*

2008 - 2020



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



COMMUNITY
SAFETY



CUSTOMER &
RESIDENT SERVICES



REGENERATION



REGENERATION



SOCIAL INCLUSION



ECONOMIC DEVELOPMENT
& EMPLOYMENT



1. Foreword

- 1.1. Bolsover District is a diverse mix of towns and villages. Originally lying along coal seams, it now rests between major transport links and adjoins the growing commercial centres of Nottingham and Sheffield, as well as the open countryside of the Peak District National Park and Sherwood Forest west and east of the district respectively. It has clear centres of retail and commercial activity in its four major market towns, including Shirebrook and Bolsover, with some more residential based villages, such as Whitwell and Tibshelf. It has ease of access to business park developments at South Normanton and Barlborough, with villages clearly recognising a significant historic past such as Creswell. This regeneration strategy is pertinent and relevant to all of these in turn.
- 1.2. It is inevitable that in the past twenty years the Council's regeneration activities have focussed on the physical transformation required to deal with the legacy left from the closure of a major industry. This work has included the transformation of brownfield land into important employment sites, whole scale housing renewal (necessary to revive a flagging housing market), and the conversion of redundant buildings into workspace and community uses. But the physical transformation aside, the colliery closures left another raft of issues which need to be addressed in order to fully revive the socio-economic base of the area. Low skills, under achievement academically, and a lack of clear opportunity have all hampered progress in recent years. Matters are now being addressed and this strategy will steer clear progress in all these key areas.
- 1.3. Building on the physical transformation, the Council has already begun to add 'softer elements' to complete the picture. We now harness business support to ensure that we offer outreach services to small and large businesses alike; we have built on the tourism offer of neighbouring areas to help attract businesses and visitors in to the area; and have forged a close partnership with our nearest neighbours to provide and facilitate programmes to link the unemployed with new opportunities and prospects. In recent months we have been able to improve our service to foster new business growth and to encourage and support new businesses to settle within the District.
- 1.4. The world of local government is ever changing and to move forward and obtain the best prospects for our residents and businesses we continue to work in partnership with many organisations and Government agencies. The government funded Local Enterprise Growth Initiative (LEGI) provides targeted initiatives to improve business growth and development; here we work together with Mansfield and Ashfield District Councils on a seven year programme which enhances our business, training and education provision. For housing, we have a strong working relationship with the long standing Meden Valley Making Places, which has improved over 1,000 properties in an area which crosses over the boundary with Mansfield and includes 11 different settlements.

- 1.5. Currently we are looking at further collaboration on economic development with North East Derbyshire District Council and Chesterfield Borough Council, as well being closely involved with the Sheffield City Region. Practical examples of successful collaboration include the successful LEADER bid which will assist in transforming rural enterprise and encouragement of tourism activities, and our allocation of the Working Neighbourhoods Fund (WNF) will enable the Council to target worklessness in partnership with the Local Strategic Partnership (LSP) and other key organisations.
- 1.6. The current economic difficulties the district, country and world faces, means a reactive and proactive regeneration strategy for our community is more relevant and necessary than ever.
- 1.7. There is still much to do. Reviving our market towns, providing quality and affordable housing, raising educational attainment, reducing poverty, and encouraging new investment and technologies for businesses. By working with local people and the business community, and remaining independent and influential, we can make the transformation complete.

*Councillor Eion Watts
Leader of the Council*

*Councillor Alan Tomlinson
Cabinet Member for Regeneration
and Deputy Leader of the Council*

2. Executive Summary

- 2.1 The villages and towns that are within Bolsover District Council's area have gone through a considerable transformation since the onset of the last colliery closures. The purpose of this strategy is to review the past actions, consider the current state of the District and chart a way forward for the next ten years.
- 2.2 An analysis of the current state of the District reveals that worklessness is a key issue as is low educational attainment. House prices are comparatively low although there is a need for more social housing as well as more aspirational housing to encourage wealth growth and higher value jobs.
- 2.3 The Council still has pockets of deprivation particularly in areas such as Shirebrook and Creswell.
- 2.4 Much of the areas major employer sites have now been fully developed but the challenge is now to connect local job opportunities to local jobs.
- 2.5 Business confidence at times seems fragile and there is a general lack of any history of entrepreneurship within the area.
- 2.6 The Council has developed a great understanding of the impact of partnership working over the past ten years. This has resulted in highly effective partnerships such as the Meden Valley Making Places programme (a national housing exemplar), their role in National lobbying through the Coalfield Communities Campaign (now the *Alliance*), and latterly in the Local Enterprise Growth Initiative work. The Council currently has Working Neighbourhoods fund monies to deliver in partnership measures to address worklessness.
- 2.7 Much of this has been supported by external funding where the Council has developed clear expertise to capture many opportunities as and when they arise. These opportunities are beginning to taper off and the weight of argument behind making a special case for the Coalfields is beginning to diminish. This is where the effectiveness of current partnerships will be tested fully.
- 2.8 The Sub National Review on Economic Development is changing the landscape as is the move towards Local Area Agreements. Much local regeneration and economic development continues to be delivered effectively at a local level through District Councils. To continue with this strength of purpose Bolsover needs a strong voice in all future partnership arrangements. It will also need to be mindful of its geographical position in abutting the larger conurbations of South Yorkshire as well as Greater Nottingham and the larger towns of Chesterfield, Mansfield and Worksop. Developing local joint strategies with Chesterfield and North East Derbyshire will be important as will continuing to build relationships across the City Regions.

- 2.9 The strategy focuses on improving the quality of life and well being for our communities and looks specifically at taking forward partnership working; business growth; procurement, developing job opportunities and skills and tackling poverty. Centre to this is the development of our key market towns through physical regeneration backed by master plans.
- 2.10 The strategy seeks to address the current challenges of improving productivity and business growth set against an economic downturn, raise educational attainment, skill levels and employment opportunity in a climate of growing unemployment and attracting new investment and instigating change to our towns in a time of financial restrictions. Many of the current programmes concerning business support and development, master planning and partnership work on education and skills is already laying the bedrock for further growth once the economy turns.

3. A Shared Vision

This section creates a vision and illustrates practical actions, with an action plan and high level targets. It ties in directly with the aims of the corporate plan in that it re-enforces the Council's overall vision, which is:

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

A New Mission Statement

- 3.2. To support the economic, social, and environmental improvement to the area to create sustainable communities.

Our aims and priorities

<i>Our Strategic Priorities</i>	<i>The Aim</i>
Foster good partnership working	Continue to develop dynamic partnerships focused on building sustainable economic infrastructures and community cohesion across the district.
Town and neighbourhood regeneration	To enhance our market towns and smaller settlements through sustainable regeneration.
Encourage business growth and development	Ensure the development of employment land enables the opportunity for business progression and diversification. Growing a sustainable business environment offering a wide range of facilities.
New investment, business retention and tourism	To promote the district to potential investors and expanding local businesses and endeavour to address the negative impact of market failure on the District.
Education, skills and employment	To encourage the transition of the new and existing local workforce into sustainable jobs within a competitive economy, lowering unemployment levels and the benefit-dependency culture.
Housing – renewal and rebuilding	To provide all residents with a mixed offer of high quality housing within a wider sustainable community.
Tackling poverty	To overcome social, economic and financial barriers through a contribution towards the action plan to reduce income poverty.

What it Means?

- 3.3. For Bolsover District Council to take forward the development of a thriving district, it is imperative that we build on the strengths across our area, including of all communities and business sectors. To achieve the vision and aims, we must:
- Encourage new investment and new business from within and outside of the District
 - Support the delivery of a comprehensive business support service
 - Support productivity initiatives to align the area to regional and national GVA/GDP targets
 - Work to maintain the sustainability of towns, villages and smaller settlements, supporting initiatives which improve housing, education and local employment
 - Develop initiatives to improve the existing visitor offer and to encourage new tourism businesses
 - Undertake measures which support the development of attractive and sustainable communities to improve neighbourhoods, aligning with the Local Strategic Partnership's Sustainable Community Strategy
 - Foster improvements in educational attainment and skills growth and retention
 - Undertake a range of activities to raise entrepreneurial aspirations amongst the future working population
 - Work to ensure that local employment opportunities are improved and that worklessness is reduced
 - Develop and diversify the rural economy
 - Work with partners to tackle poverty and the impact of the current economic downturn through practical measures.

The Way Forward - *Putting practical actions into place to achieve the vision*

Partnership Working

- 3.4. We will:
- Continue to progress the Local Enterprise Growth Initiative re-evaluating the current model and where appropriate seeking to mainstream the provision
 - Form a strategic economic partnership with North East Derbyshire and Chesterfield Councils
 - Support the continuance of the Alliance (former CCC) and develop into an effective lobbying vehicle
 - Continue to work in partnership with Groundwork. Specifically direct future initiatives to addressing current concerns of worklessness, educational attainment

and business growth and ensure there are clear outcomes and outputs for each project

- Establish clear and productive partnership arrangements with Derbyshire County Council through the new Local Area Agreement frameworks
 - Achieve open and direct dialogue with *emda*
 - Continue to play an active role in the support of the Sheffield City Region
 - Prioritise the regeneration of Shirebrook town centre. A local partnership will be formed and the Council will seek to attract both public and private sector investment.
- 3.5. Further master planning will be undertaken of other settlements most notably South Normanton and Pinxton, and at Bolsover . The work at Bolsover should include the Castle Estate, embrace the possible redevelopment of the Bolsover Business Park, the work currently taking place on the former Coalite site and at Markham Vale and any possible housing based regeneration opportunities.
- 3.6. We will also seek to promote access to joint services. This is shortly to be achieved in South Normanton and is being achieved on a different basis in Bolsover (with the re-location of the Police Station to a more central location and the housing of business support within the Council offices). This can also be looked at as part of the town centre work in Shirebrook and through existing users centrally placed in Clowne.

Encouraging Business Growth and Development

Think Local

- 3.7. We will:
- Continue to develop a chain of local business incubation centres in town centres, utilising redundant buildings where possible
 - Provide and facilitate a sustainable future for Pleasley Vale Business Park
 - Support a sustainable future for the outreach business advice service. Ensure any initiative is clearly targeted at business growth
 - Support the development of sustainable social enterprise
 - Facilitate the establishment of a Business Innovation/quality serviced business Centre within the District (currently likely to be at Shirebrook)
 - Engage more clearly with local businesses through targeted events and the development of a significant and separate dialogue with the major employers in the area. The ultimate aim is to foster a business friendly approach throughout the Council.
 - Support practical measures to mitigate against the local impact of the current economic downturn

New Investment and Business Retention

- 3.8. We will:
- Form a strategic investment alliance with North East Derbyshire and Chesterfield. This will be focused on clear outcomes of bringing in investment in knowledge economy based businesses and other sectors in order to bring in quality jobs
 - Act as a welcoming conduit for any new investment with clear offers on housing, education and leisure provision. In addition, create an early warning system in conjunction with Planning so we become aware of new business investments at an early stage, and can smooth the way through the planning process and any other

relevant issues. Through the work of Making the Connection and/or other employment organisations we will ensure that there are sufficient local people employment ready with the right skills to meet the local demands of any new employers

- A similar system needs to be introduced when any major employer indicates that closure and the loss of jobs is a possibility. The Council can now harness support from a number of angles including direct business support and advice, premise re-location to reduce costs and procurement and local supply chain opportunities
- Adopt the principles of the *Underserved Markets* programme to foster fresh retail investment in initially Shirebrook and then other towns
- Review all current Brownfield sites and produce effective development proposals where employment sites are credible. Link in with the current English Partnerships work and capitalise on any opportunity
- Bring the Creswell and Whitwell sites to successful fruition.

Procurement

3.9. We will:

- Establish clear targets for the Shared Procurement Unit to develop realistic procurement opportunities for local businesses. Initially this can be achieved through the Local Enterprise Growth Initiative work but then spread to the other two Councils within the Shared Procurement Unit
- Produce, through the work of the Shared Procurement Unit a workable framework to bring the aspirations of the Social Outcomes Concordat to fruition, so on any publicly led contract, local labour clauses can be included where appropriate
- Establish the practice of local supply chains and supply networks aligned to new regeneration initiatives such as the Joint Service Centre.

Tourism

3.10. We will:

Continue to work in partnership promoting the Peak District Historic Borders Country brand and through the Peak District Historic Borders Country work. However the rationale for supporting tourism in the area is only credible if it contributes directly to the local economy. For this reason the focus of future tourism work will specifically:

- Work towards improving overnight stay provision including the development of additional quality hotels
- Work towards maximising the potential of existing or developing tourism attractions such as;
 - Realising the potential of Bolsover Castle and its benefit to local traders
 - Bringing the Pleasley Pit Museum project to a meaningful completion and seek to develop the Pleasley Pit site as a hub on the local trails network
 - Assisting the development of the Creswell Crags visitors centre and bringing about meaningful community benefits to the villages of Creswell and Whitwell by achieving World Heritage Status, and work with Welbeck Estates to link the site into the 'Redefining Welbeck' proposals.
 - Development of Cromford Canal at Pinxton Wharf
 - Working with key local retail sites such as East Midlands Designer Outlet, Dobbies Garden Centre and proposed Van Dyk Garden Centre retail opportunity to highlight their own tourism offer and cement a working partnership with the Council and local communities

- Developing the diversification of the rural economy through tourism and other business development by utilising programmes and funding opportunities such as LEADER
- Developing single attractions or cultural festivals to ensure the District retains its distinct flavour and that its profile is enhanced on a regional basis.

Housing – Renewal and Rebuilding

3.11. We will:

- Independently re-evaluate the current renewal work in light of the length of our current programme and the need to sustain our neighbourhoods. This will crucially look at alternative methods of delivery
- Consider the creation of management boards for existing areas and harness other programmes such as the outreach leisure activities, health and local crime prevention groups to ensure a holistic approach
- Identify, through partnership working, suitable development partners and/or Registered Social Landlord's to work in partnership on the provision of affordable housing throughout the District and to work on new areas such as at Bolsover (including the Castle Estate), Shirebrook town centre and in dealing with non traditional housing estates
- Seek to provide for balanced communities in the provision of affordable housing across the District
- Existing renewal programmes continue to add value by utilising local labour and training programmes such as those facilitated through Groundwork and other partnerships that can be established through the private sector
- Seek high standards of design and public realm development in all new housing provision
- Create a clear place shaping agenda by developing master plans for key settlements and neighbourhoods across the district.
- Establish a firm and productive relationship with the Homes and Communities Agency

Education, Skills and Employment:

3.12. We will:

- Build on the work of the current neighbourhood management team and ensure it contributes at a local level to the key outcomes such as improving access to jobs, training and education where levels are known to be low in specific neighbourhoods
- Re-evaluate the work of the current Making the Connection team and analyse where the gaps currently are in connecting local people to local jobs. Produce a legitimate action plan which includes examples and support for existing good practice such as the Shirebrook Family Employment Initiative. Develop this work further with other North Derbyshire and North Nottinghamshire partners and our wider regional partners through programmes such as JOBMAETS
- Seek the practical application of local labour clauses
- Continue the work of the Enterprise Academy through Local Enterprise Growth Initiative and look for longer term support through *emda* and its extension amongst other partner authorities, and in forging links with CHEA

- Develop the 'Slivers in Time' model (targets long term unemployed who are unable to return to work fully but have *time on offer* for set pieces of work, projects or simply part time work) by reviewing the model recently launched in Leeds and developing it with our procurement partners
- Continue with the practical support of the Building Schools for the Future programme and ensure its connectivity with the local community including access to leisure facilities
- Work in partnership with others in assisting to raise educational attainment
- As one of the single largest employers, engage directly with local schools and Further Education colleges on job and career opportunities, and the development and promotion of apprenticeships, including leading on the introduction of public sector based apprenticeships.

Tackling Poverty

3.13. We will:

- Re-invigorate the fuel poverty programme by engaging with agencies and suitable private sector partners in order to improve the thermal efficiency of the current housing stock (both public and private), initially for those most at need. In doing so we will ensure we benchmark improvements so we can mark real progress in this area
- Continue to support the Home Improvement Agency and implement the introduction of the Handy Person's Service. Currently under review this may lead to a re-structure of the existing delivery mechanism.
- Ensure local people, particularly the elderly continue to have and enjoy access to services, including local supermarkets. To this end support the work of community transport through the Local Strategic Partnership and subject to a full service review
- Encourage ease of access to services through the establishment of Joint Service Centres
- Investigate the feasibility of supporting access to Post Office services through alternative models of provision
- Ensure the work of the Neighbourhood Management Team directly links in with anti poverty measures
- Through the work of Leisure Services continue to provide direct support for their diversionary activity programme
- Encouraging skill and educational development amongst young people through the Local Enterprise Growth Initiative Enterprise Academy
- Continue to support the development of Citizens Advice Bureau (CAB) activity throughout the area for the dissemination of advice on benefits take up and debt management. In addition actively promote benefit take up campaigns
- Investigate the feasibility, with the Citizens Advice Bureau, of setting up a Credit Union
- Reduce levels of worklessness through the support of employment schemes through projects by Making the Connection and the Family Employment Initiative. Strongly link in any new employment prospects to this area of work through the Working Neighbourhoods Fund and the Local Strategic Partnership
- Increasing access to diversionary, recreational and cultural activities to children up to the age of 16, clearly focusing these activities as well as the more deprived areas
- Encouraging skills and educational development and in particular giving positive examples to young people of individuals that have progressed and secured a long

term future through either further education or business development. The 'Virtual Enterprise Academy' can be particularly useful in this respect

- Encouraging new business investment particularly by attracting in higher value, higher skilled jobs
- Support schemes to link local labour to new job opportunities.

A real measure...

3.14. Establish true measures of poverty for the district so progress can be properly measured.

3.15. Within the strategic priorities, and the action plan, it has been identified that there is a need to develop interventions to tackle poverty within our neighbourhoods. Each neighbourhood faces different issues, which we will incorporate into future activities to ensure the best outcomes for our residents.

Action Planning

Foster good partnership working		
Strategic Priority	Activity	Milestones
<p>How we will do it</p> <p>Continue to progress the Local Enterprise Growth Initiative, re-evaluating the current model and where appropriate seeking to mainstream the provision.</p>	<p>The programme is currently being evaluated. It is hoped that the European Regional Development Fund programme for the East Midlands will incorporate elements of the Ashfield, Bolsover and Mansfield Local Enterprise Growth Initiative programme as mainstream provision for the region under the Business Support Simplification Agenda.</p>	<p>On going, targets set by overseeing board.</p>
<p>Support the continuance of Meden Valley Making Places or other suitable regeneration vehicle(s) and partners to harness the funding opportunities available from the Homes and Communities Agency.</p>	<p>Carry out a 'table-top' exercise focusing on the regeneration opportunities available to the Council at Bolsover and other areas.</p>	<p>Table-top review of Castle Estate by 1st December 2009.</p>
<p>Enhance the capacity and resource of the economic development unit by working collaboratively on joint broad issues such as marketing and inward investment, targeting high quality job creation.</p>	<p>Instigate findings of Tarran bungalows report to produce detailed forward plan</p>	<p>By 1st September 2009</p>
<p>Support the continuance of the Alliance (former Coalfields Community Campaign) and develop into an effective lobbying vehicle.</p>	<p>Carry out initial research in developing a joint working strategy for the three local authority areas.</p> <p>Meeting between the three local authority senior officers to propose more concentrated activity targeting new investment and development.</p>	<p>New over arching strategy now in place.</p> <p>Investment proposal by 1st Sept 2009.</p>
<p>Work in partnership to address worklessness, educational attainment, and business growth and ensure there are clear outcomes and outputs for each project.</p>	<p>Direct intervention from both the Leader and Deputy Leader of the Council and the Alliance Executive to encourage wider membership.</p>	<p>Initial review by 1st December 2009.</p>
	<p>Continued involvement of Making the Connection, the Family Employment Initiative and Jobcentre Plus to ensure continued involvement in worklessness initiatives.</p>	<p>Forward strategy by 1st September 2009 for specific initiatives.</p>

	Development of a programme of interventions using WNF allocation.	Development of WNF initiatives through LSP and strategic group to be defined by 1 st April 2009, and to progress to a full programme for future years.
Achieve open and direct dialogue with <i>emda</i>	Open up informal discussions and also through political lobbying and through work on Local Area Agreements.	On-going
Achieve the twin masterplans of Creswell and Whitwell colliery sites in partnership with <i>emda</i> , the Homes and Communities Association, and Welbeck Estates.	Director of Strategy to take forward dialogue with associated partners regarding the development of the two colliery sites.	In place by April 2011.
Provision of Lange O'Rourke training facility at Armstrong Quarry and Steetley Colliery at Steetley.	Continue cross-border working with Bassetlaw District Council and other associated partners to ensure effective development of the former colliery site at Armstrong Quarry and Steetley Colliery at Steetley.	In place by 1 st December 2010
Work with partner organisations to secure improvements in the provision of transport infrastructure	Improved transport infrastructure to support economic growth	On going including current work with the Sheffield City Region
Support Derbyshire County Council in the delivery of Markham Vale Business Park	On going partnership work	Development of 85ha business park supporting up to 5,000 jobs
On going practical support for Groundwork Creswell	Monitoring of Service Level Agreement, development of appropriate procurement opportunities	Annually reviewed through targets in Service Level Agreement
Work in partnership to mitigate against the impact of the recent economic downturn	Through work on business support, worklessness, housing and town centre regeneration	Business based credit crunch event by 1 st April 2009. Vacant pubs study underway by 1 st March 2009 Review of social housing based interventions already underway Chief Exec's away day to look at practical assistance on 3 rd Feb – full action plan to follow.

Town and Neighbourhood Regeneration		Milestones
Strategic Priority	Activity	
<p>How we will do it</p> <p>Regeneration of Shirebrook Town Centre</p>	<p>Establish the necessary management arrangements within the Local Authority to take the delivery of the Masterplan forward</p> <p>Form a task group, including external partners, tasked with taking forward the delivery of the proposals</p> <p>Establish a Memorandum of Understanding, outlining the aims, objectives and responsibilities of the group, to be formally agreed by the task group</p> <p>Undertake specific remodelling activities, identifying the necessary funding to deliver the identified projects</p> <p>Procure external resources (architects and developers) to take forward individual projects identified within the wider Masterplan document.</p>	<p>Memorandum of understanding agreed by 1st Oct 2009.</p> <p>Further master planning complete by 1st January 2010.</p>
<p>Regeneration of South Normanton and Pinxton</p>	<p>Form a task group to take forward the development of South Normanton and Pinxton following the building of the new Joint Service Centre</p> <p>Identify funding and develop a commissioning brief for the development of a Masterplan for the two areas</p> <p>Commission an external agency to develop a Masterplan document and consult on the final report with local residents and the business community.</p>	<p>Formed and operational. Funding now identified.</p> <p>By 1st February 2009.</p> <p>Adoption of master plans by 1st June 2010</p>
<p>Establish a forward strategy for the regeneration of Bolsover including Castle Estate, Bolsover and examining the potential for utilising housing regeneration as a wider regeneration vehicle.</p>	<p>Carry out a table-top exercise to identify options available to the Local Authority for the regeneration of the housing on the Castle estate and wider areas</p> <p>Following the outcome of the exercise, identify the appropriate tool for taking the proposals forward e.g. establish a public/private sector partnership if appropriate.</p>	<p>Table-top review by 1st December 2009.</p> <p>Decision on option by 1st April 2010</p>

Encouraging Business Growth and Development	
Strategic Priority	Activity
<p>How we will do it</p> <p>Develop suitable business accommodation across the District, including incubation centres, workshops and creative suites.</p>	<p>Milestones</p> <p>Completion of Clowne, Tibshelf, South Normanton and Station House Shirebrook by 1st December 2009.</p> <p>Identify any other key projects and funding by 1st Sept 2009</p> <p>Funding in place by 1st April 2011</p>
<p>Establish links with neighbouring towns and cities, integrating in to existing support networks for new and established innovative businesses</p>	<p>Develop other opportunities as appropriate, including Shirebrook Network space based initiative</p> <p>Build up links and networks both with new and existing Innovation Centre developments to ensure businesses within the Bolsover District are given the necessary support to further grow and develop innovatively.</p> <p>Continue to explore new opportunities for innovation centre developments within the District, aligning with activities of the nearby universities and CHEA.</p>
<p>Improve communication and delivery to business</p>	<p>High level business panel to consult/engage with business (SME's).</p> <p>Carry out a programme of company visits and address companies' issues & concerns wherever possible</p> <p>Customer relationship management - employer responsiveness processes & processes through Business Charter RIBSIS/Tractivity etc</p> <p>In place 1st Dec 2009</p>
<p>Provide a sustainable future for Pleasley Vale Business Park</p>	<p>Produce a Development Brief for the procurement of a private sector partner to sustainably regenerate the Business Park.</p> <p>Procure partner by 1st September 2009.</p>

<p>Achieve a sustainable future for the Outreach Business Advice service, currently supported through the Local Enterprise Growth Initiative programme across Ashfield, Bolsover and Mansfield.</p>	<p>Procure a private sector partner as per the development brief</p>	
<p>Cultivate an approachable service within the Council for all elements of business support to businesses of all sizes within the district.</p>	<p>Establish a mainstream provision for the service through Business Link East Midlands and emda, and the Business Support Simplification Agenda. Devise an action plan and explore the opportunity to support the provision across the wider former coalfields areas through the European Regional Development Fund programme for the East Midlands 2007 – 2013.</p>	<p>Decision on mainstreaming by 1st April 2010, delivered by 1st April 2011 Year by year increase in start up activity.</p>
<p>Redevelopment of Bolsover Business Park</p>	<p>Clarify, through publicity, the opportunities available to businesses through the local authority. Establish a major employers group with political leadership of the council.</p>	<p>By 1st Oct 2009. By 1st Dec 2009.</p>
<p>Support existing social enterprises and the development of new ones</p>	<p>Work in partnership with Welbeck Estates to develop a Masterplan for the development of the business units to maximise possibilities and occupancy from the right businesses. Tie into potential for wider regeneration of Bolsover including Housing proposals. Through LEGI and other suitable programmes, including current Wind Farm proposal</p>	<p>Define Master plan by 1st April 2010. Number of new and viable social enterprises established by 2013 (target to be set).</p>

Strategic Priority		New Investment, Business Retention and Tourism	
How we will do it	Activity	Milestones	
Increase availability of employment land	Keep under review the future need for employment land & workspace across the area & work with the private sector & other agencies to address gaps in provision On going meetings and liaison	On going and yearly review	
Work with the developer Goodman on proposals for the former Coalite coking works at Junction 29A		Application for development by end of 2009	
Market an approachable service for new businesses.	Review the Council's marketing strategy and develop inward investment literature at local, sub-regional & city region levels. Build up communication with the Planning department to identify and support new investors looking to locate within the district. Develop a business recovery offer where the threat of business closures can be identified and risk minimised through local authority intervention and support Undertake a Brownfield Strategy alongside Planning Policy to ensure provision of new employment sites. Join up this work with that of English Partnerships.	By 1 st December 2009.	
Encourage business diversification	Support the development of the Greenhouse Network & flagship social enterprises	Year by year growth monitored for next five years(2013).	
Improve tourism offer	Support the development of the area's tourism product & infrastructure in partnership with DMP & PDHBC <ul style="list-style-type: none"> • Provide a high quality, customer focused & accessible tourist information service for visitors & residents • Work with tourism businesses to fully benefit from the promotion of the area & their participation in relevant initiatives • Develop a strategic marketing programme Continue to develop areas tourism product.	An increase in the number of visitors to, and associated spend on, the district's existing and developing tourist attractions by December 2013	

Provision of further high standard hotels within the District.	Identify both possible locations and a proposal for the development of further high standard hotels within the district (reflecting work already underway at Van Dykes site Clowne and Markham Vale).	By 1 st April 2010
Realise the potential of Bolsover Castle to the local economy.	Joint approach with English Heritage, Business Link East Midlands, and Bolsover Town Council to establish an action plan.	On going.
Bringing Pleasley Pit museum project to a meaningful conclusion as a fully developed tourism hub.	Completion of the external grant funding work. Progress programmes and initiatives to increase in the visitor numbers.	By 1st December 2009.
Assist in the development of Creswell Crags to bring about meaningful community and educational benefits through the achievement of World Heritage Status and linking with re-defining Welbeck proposals.	Support the Creswell Heritage Trust on local initiatives in support of Creswell Crags Assist the group to identify and outline a programme of economic and community benefits and progress.	Group in place by 1 st March 2010.
Improve the local tourism potential and awareness of local retail complexes including Dobbies Garden Centre, East Midlands Designer Outlet.	Through joint working with the Peak District Historic Border Country Tourism Group, the Alliance SSP Tourism Group, and the Destination Management Partnership to develop initiatives to increase the number of visitors to local tourist attractions.	Activity to commence by 1 st Dec 2009.
Rural and agricultural business diversification to support a strong rural economy within the District.	Work alongside North East Derbyshire District Council and CHART to deliver the LEADER 6-year investment programme targeting: <ul style="list-style-type: none"> • Diversification into non-agricultural activities • Support the creation and development of micro-enterprises (businesses employing less than 10 workers and less than 2m euros) • Encouragement of tourism activities • Conservation and upgrading of rural heritage • Training and Information (to benefit the other four themes) 	On going – regular updates to SMT. Monitored to ensure no area within the District within the top 10% of the most deprived areas by 2015 All funding allocated by end of programme, and all outputs completed on farm diversification, heritage etc

Develop single attractions or cultural festivals to raise the profile of attractions within the district.	Work with local parish and town councils to develop a number of activities to encourage locals and visitors to invest in the local area raising the profile and level of economic activity within the district.	Joint working between Leisure Services / Regeneration. Project ideas by 1 st January 2010.
Establish clear targets for achieving and realising local procurement opportunities.	Activities to be coordinated through the Local Enterprise Growth Initiative Local Procurement workstream and the Shared Procurement Unit, between Bolsover District Council, North East Derbyshire District Council and Chesterfield Borough Council. Develop the 'Slivers in Time' model, examining the work of Leeds City Council in the work undertaken by their procurement team, and where appropriate, learn from best practice and implement for the Shared Procurement Unit.	Forward plan by 1 st Nov 2009. Proposal with Head of Shared Procurement by 1 st Nov 2009
Work through the Innovation and Knowledge Economy Joint Issue Board to increase the level of business innovation support available across the Sheffield City Region , also explore any new opportunities for marketing the area as part of the Sheffield City region.	New initiatives established at city region scale, supporting shift into higher value-added activities	Milestones still to be set and dependent on progress of City Region Partnership
Work with partners to encourage local business participation in regional business innovation initiatives		Increase in business participation, dependent on progress of individual initiatives.
Re-evaluate work of the current Making the Connection team.	Produce a forward strategy to effectively take the work of the team forward.	By 1 st April 2009.

Strategic Priority		Education, skills and employment	
How we will do it	Activity	Milestones	
Overarching strategic approach	<p>To encourage inward investment & maximise high quality sustainable employment opportunities</p> <p>To work pro-actively with developers, contractors & other agencies to ensure local communities secure employment & wider community benefits from key regeneration schemes.</p> <p>Complete the review and implement the revisions.</p>	<p>Equal the regional average earnings by March 2011 (target under review)</p> <p>Review completed by 1st December 2009.</p>	
<p>Re-examine the work of the current Neighbourhood Management Team and ensure it is built around key outcomes including access to jobs in areas of greatest need.</p> <p>Expand the Local Enterprise Growth Initiative Enterprise Academy workstream to incorporate a further school within each of the three districts.</p>	<p>Continue to work with both Bolsover School and Shirebrook School to raise the entrepreneurial aspirations of the schools' students.</p> <p>Work with the consultants 'no limits' to identify a third school within the Bolsover District.</p> <p>Approach and discuss with the school their inclusion into the programme</p> <p>Integrate the third school into the programme, tailoring provision to meet the identified needs of the students.</p> <p>Develop a summer schools programme and Enterprise Week activity for the schools to carry out, relating to the economic activity of the local authority.</p>	<p>Forward plan by 1st April 2009.</p> <p>Heritage School now included in programme</p>	
Build on the work of the County Council in developing the Building Schools for the Future model across secondary schools within the district.	<p>Involvement in a task group to take forward the development of Building Schools for the Future for the schools within the Bolsover District.</p> <p>Ensure that activity is coordinated with any opportunities for business engagement maximised, including the work experience model for Year 10 students.</p>	<p>On going through Strategy Directorate.</p>	

Support the work of the County Council in the development of new diplomas within the curriculum.	Liaise with the schools to ensure that links with the business community are beneficial to the students in placement work as part of any new diplomas delivered as part of the new curriculum.	On going through Strategy Directorate.
Enhance local job opportunities through our work as one of the major employers within the area.	Through joint working with the local authority's Senior Management Team, develop an implementation model for local resident employment and recruitment. Work with the Human Resources department to attend local jobs fairs to actively promote working for a local authority. Offer graduate retention programmes for new graduates living within the district, to prevent the loss of the highly qualified to the nearby cities, including Sheffield, Derby and Leicester.	Forward plan by 1 st April 2010.
Work with skills brokers and providers to promote the benefits of higher level skills to improve business competitiveness	On going commitment to joint working	Increase in number of businesses engaging in workforce training.
Promote Train To Gain initiatives to increase the percentage of the population with Level 2 qualifications and above	On going commitment to joint working	Increase in skills base of resident population
Work at Sheffield City Region (Skills Joint Issue Board) and Employment and Skills Board levels to ensure an appropriate supply, range and quality of skills	On going commitment to joint working	Increase in skills base of resident population
Work within the Sheffield City Region to increase the percentage of the population with degree level qualifications	On going commitment to joint working	Increase in population with degree level qualifications
Work with CHEA (Collaborative Higher Education Alliance) or similar, to increase the percentage of residents with higher level qualifications and increase the number of businesses with skilled staff	On going commitment to joint working	Increase in % of residents with higher level skills
Support the provision of graduate retention programmes to prevent the loss of higher level skills to the area	On going commitment to joint working	Increase in % of residents with higher level skills
Support the provision of apprenticeships schemes	Investigate new vehicle through collaborative working	Proposal in determined by 1 st April 2010

Housing – renewal and rebuild	
Strategic Priority	Activity
How we will do it	Milestones
Independent review of current renewal work to achieve neighbourhood sustainability.	Complete by 1 st April 2009.
Investigate the feasibility of area management boards.	With Chief Executive – proposal by 1 st April 2010.
Development of an Affordable Housing Strategy.	New strategy by 1 st April 2009.
Develop a housing strategy for the Northern Housing Market Area	In Place by 1 st April 2010
Work at the Sheffield city-region and regional scales to ensure an appropriate supply, range and quality of housing in East Derbyshire	To be established
Bid for resources to support further investment in the area's housing stock, which might include Decent Homes, PFI and Homes and Communities Agency funding	To be established
Establish appropriate housing based master plans across the sub region	To be established

Tackling poverty		Milestones
Strategic Priority	Activity	
How we will do it		
Re-invigorate a fuel poverty programme to achieve thermal efficiency of housing stock.	Utilise national schemes and initiatives to provide insulation and energy efficiency programmes across the district. Establish a Climate Change task group to take forward climate change issues impacting on the district's environment.	Forward plan by Principal Environmental Health Officer/Director of Strategy by 1 st Dec 2009.
Assess the feasibility of a financial support model in order to develop financial advice provision across the whole of the district.	Work with the Citizens Advice Bureau and the Local Strategic Partnership to ensure that the best support and advice is available across all local communities within the district, including debt management, savings and financial education. Work with the Local Strategic Partnership to establish further support for benefit advice through tailored community initiatives. Work with the Revenues department; the Local Strategic Partnership and the Publicity department to launch a campaign and surgeries to inform people of benefit entitlements and available benefits if in employment.	Report by Local Strategic Partnership on a financial inclusion strategy by 1 st December 2009. Head of Revenue Services and others to pursue and implement by 1 st December 2009.
Ensure that the elderly community have equal access to provision and local services.	Work with the Local Strategic Partnership to complete a review of the community transport facilities available.	Local Strategic Partnership to review by 1 st June 2010.
Encourage the overall improved access to services through the establishment of Joint Service Centres across the district.	Completion of the Joint Service Centre in South Normanton or similar initiative Successful relocation of the Police service in Bolsover, to close proximity to the local authority. Provide an option for joint service delivery at Shirebrook and implement	By 1 st April 2012. By 1 st April 2010. Option appraisal work completed and implementation plan in place by 1 st December 2010
Assess the feasibility of supporting different models of post office provision as a result of the proposed national closures of Post Offices	Commission a report through the Local Strategic Partnership for the options for support to provide such services within the smaller settlements across the district.	Local Strategic Partnership to commission report by 1 st April 2010.

<p>Create a true measure of poverty which can be effectively reviewed and compared to regional and national targets.</p>	<p>Through the Economic Development Team, work with the Office of National Statistics to develop a baseline indicator for measures of poverty for the district, to monitor the investment and support to lower the poverty levels across the district's most deprived neighbourhoods.</p>	<p>Head of Regeneration to develop by 1st June 2009.</p>
<p>Support the work of the Making the Connection and the Family Employment Initiative as well as new local initiatives promoting employment.</p>	<p>Work with the initiatives in tackling long-term benefit dependency, encouraging family members to move from benefits into sustainable employment opportunities.</p> <p>Develop an action plan through the Working Neighbourhoods Fund Core Worklessness Group and the Local Strategic Partnership to identify new means to tackling the high levels of unemployment within our most deprived neighbourhoods.</p>	<p>Create sustainable future for current working initiatives to tie in with JOBMAETS by 1st April 2009.</p> <p>On going through LSP and steering group.</p>

Target Setting

- 3.16. The activities identified in the Regeneration Strategy for Bolsover District will aim to deliver programmes to achieve the identified local targets and to also make a substantial contribution to achieving the priority actions and targets as identified in the Derbyshire County Council's Local Area Agreement and the Regional Economic Strategy for the East Midlands. These targets were set by all concerned *prior* to the recent economic downturn. Adjustments will need to be made at a local regional and national level and these will be fed in to the future monitoring programme for the strategy.

Current Corporate Targets

- 3.17. The delivery of actions within the Regeneration Strategy underpins the wider corporate aims of the Council, which include:
- Contributing to improving the health of our district
 - Developing vibrant town centres
 - Securing a decent standard of housing across the district
 - Encouraging inward investment and a local entrepreneurial culture to maximise employment opportunities
 - Reducing carbon emissions
 - Completion of the Shirebrook Sustainable Development Masterplan
 - No area within the top 10% most deprived by 2015
 - Equal regional pay earnings by 2011
 - Implementing an action plan to reduce poverty.

Regional Economic Strategy (RES) for the East Midlands 2006-2020 – ‘A Flourishing Region’

- 3.18. Regional Economic Strategy (RES) for the East Midlands 2006-2020 – ‘A Flourishing Region’ identifies a number of activities in order to achieve the aims of the 10 strategic priorities.
- 3.19. Our regeneration strategy would aim to contribute towards the following strategic priorities and associated targets from within the RES 2006-2020.

<i>Strategic Priority</i>	<i>Associated Target(s)</i>
Employment, learning and skills	Engaging schools and colleges with businesses Developing adult workforce skills (Pathways for Learning) Stimulating skills demand Matching skills provision to employer demand Exploiting the opportunity of higher education
Enterprise and business support	Harness a culture of enterprise Targeted provision to improve business creation Increase business survival Supporting innovation and diversification in manufacturing Providing high quality business support

	Improving access to finance Increasing visitor spend Targeting growth of creative and cultural industries
Innovation	Increasing research and development Developing and applying new technologies Providing business support on resource efficiency Development of land and property
Transport and logistics	Improve transport connectivity and accessibility
Energy and resources	Adaptation to Climate Change Reducing the demand for energy and resources Exploiting low carbon technologies Energy and waste capacity
Environmental protection	Cleaner production processes Environmental infrastructure Protect and enhance green infrastructure
Land and development	Secure the quality and supply of employment sites Infrastructure for employment-related schemes Previously developed land and buildings Supporting infrastructure for housing growth Regeneration in areas of low housing demand Range of housing provision
Cohesive communities	Collaboration to encourage participation Develop cohesive communities
Economic renewal	Effective engagement and involvement of local businesses and residents Inclusive business support Addressing crime New markets and enterprise opportunities Improve access to finance
Economic inclusion	Enhance employability of the most disadvantaged Address worklessness Improve diversity of the workforce Working with employers to improve the health of the region's workforce Address ill health as a barrier to employability Develop entrepreneurial skills

Derbyshire County Council Local Area Agreement

3.20. 35 targets for the Local Area Agreement have been identified in consultation with Derbyshire County Council, and the District Councils. Whilst all 35 are considered to be of utmost importance within the work of the Local Authorities, 10 of the targets will be directly impacted upon through delivery of the activity outlined within this Regeneration Strategy:

10	NI 146	Adults with learning disabilities in employment
15	NI 110	Young people's participation in positive activities
17	NI 117	16 – 18 year olds who are not in education, training or employment
21	NI 163	Working age population qualified to at least Level 2 or higher
23	NI 153	Working age people claiming out of work benefits in the worst

		performing neighbourhoods
25	NI 175	Access to services and facilities by public transport, walking and cycling
26	NI 195	Improved street and environmental (levels of graffiti, litter, detritus, and fly posting)
27	NI 155	Number of affordable homes delivered
31	NI 172	VAT registered businesses in the area showing growth
32	NI 7	Environment for a thriving third sector

Our Long Term Goals

3.21. In delivering the Regeneration Strategy, the Council aims to achieve the long term goals as outlined below:

1. Return Shirebrook to a thriving retail centre by the end of 2015, developing clear targets to ensure progress is accurately documented
2. No area within the top 20% of the most deprived areas according to the Indices of Deprivation statistical publication in 2016
3. Guide the future development of Creswell and Whitwell by adopting master or development plans by December 2011
4. Equal the regional average earnings by 2013 (supported by the Census information published early 2012)
5. Achieve a joint approach to inward investment and business growth across the North Eastern Derbyshire sub region by the end of 2009
6. Improve the working age qualifications at level 3 and above in line with the regional average by the end of 2013
7. No household to be in poverty (both income and fuel) by 2016, according to the Indices of Deprivation
8. Every household to have equal access to services and provision by December 2015
9. Achieve a significant reduction in the number of households earning below average income by 2013, supported by the Census information
10. Develop a diverse range of business accommodation to support innovation and the development of new technologies over the next 10 years, including Markham Vale, Castlewood Grange, Armstrong Quarry and Steetley Colliery at Steetley and the former Coalite site
11. Build strong links between the business community and the secondary schools, by September 2010, ensuring each student has the opportunity for work placements as part of curriculum activity
12. By the end of 2010, ensure that all adult learners have access to academic and/or vocational qualifications at NVQ levels 2, 3 and 4 whilst supporting their engagement with the workplace

13. Increase the availability of a mixed housing stock including affordable housing, across the district, raising the average house price substantially by January 2013
 14. No household falling below the 'Decent Homes' standard by 2015
 15. An increase in the number of visitors to, and associated spend on, the district's existing and developing tourist attractions by December 2013
 16. Establish a Masterplan and delivery proposals for regenerating South Normanton and Pinxton by April 2010
 17. In order to achieve the long term goals as outlined above, there needs to be a clear process of monitoring the positive changes occurring across the district. A priority of the Regeneration Department is to ensure that there is frequent monitoring of appropriate targets to ensure that we are on the right track to improving the district.
- 3.22. Identified in the table on the next page are a number of targets we consider important to achieve in order to raise the economic profile of the district. Included in the table are associated baseline indicators of the current position of the district. This baseline can be used to monitor progress and clearly show how the district is progressing over the lifetime of the strategy.

Targets and Indicators

Indicator	Target	Baseline measure	Contribution towards which strategic priority
Gross Value Added ¹ (GVA)	<ul style="list-style-type: none"> To raise the GVA per head measure for East Derbyshire to equal that of the region by 2015. To increase the GVA per head for residents within the district each year by a minimum of £1,000 per head. 	East Derbyshire £13,328 East Midlands £16,307 England £18,267 (2005)	Encourage business growth and development New investment, business retention and tourism Education, skills and employment Tackling poverty
Employment Rate	<ul style="list-style-type: none"> To achieve an employment rate equivalent to the East Midlands, with a year on year increase for the district. To raise the employment rate amongst the most deprived neighbourhoods to bring them closer to the district rate. 	Bolsover 75.1% East Midlands 76.2% Great Britain 74.3% (Oct 2006 – Sept 2007)	Encourage business growth and development New investment, business retention and tourism Education, skills and employment Tackling poverty
Deprivation of Education and Skills	<ul style="list-style-type: none"> To bring LSOAs out of the top 10% most deprived nationally against the Rank of Education Skills and Training Score by 2013. 	29% LSOAs in the top 10% for the Rank of Education Skills and Training Score (2007)	Education, skills and employment Tackling poverty
Percentage of working age population qualified to level 2 or higher	<ul style="list-style-type: none"> To increase the proportion of the working age population qualified to level 2 by 15% by 2015 To reduce the proportion of the working age population with lower or no qualifications by 10% by 2015 to lower than the regional and national percentages. 	Bolsover 54.2% East Midlands 62.3% Great Britain 63.8% (Jan 2006 – Dec 2006)	Encourage business growth and development New investment, business retention and tourism Education, skills and employment Tackling poverty
Percentage of working age population qualified to level 3 or higher	<ul style="list-style-type: none"> To increase the proportion of the working age population qualified to level 3 by 20% by 2015, achieving a rate equal to the region by 2012. 	Bolsover 29.3% East Midlands 43.6% Great Britain 45.3% (Jan 2006 – Dec 2006)	Encourage business growth and development New investment, business retention and tourism

¹ NUTS 3.2 Headline Gross Value Added (GVA) per head, by NUTS3 area at current basic prices by region 2005.

	<ul style="list-style-type: none"> • To lower the proportion of school leavers (aged 16) who are NEET (not in education, employment or training) to 5% by 2013. 	<p>Bolsover 9.4% Derbyshire County 7.5% East Midlands 6.1% England 7% (Feb 2008)</p>	Education, skills and employment Tackling poverty
Percentage of working age population qualified to level 4 or higher	<ul style="list-style-type: none"> • To increase the proportion of the working age population qualified to level 4 by 10% by 2012. 	<p>Bolsover 14.1% East Midlands 24.8% Great Britain 27.4% (Jan 2006 – Dec 2006)</p>	Encourage business growth and development New investment, business retention and tourism Education, skills and employment Tackling poverty
	<ul style="list-style-type: none"> • To increase the proportion of the working age population employed in SOC 2000 Level 1-3 occupations (Managers and senior officials, professional occupations, and associate professionals) to 40% by 2015. 	<p>Bolsover 26.2% East Midlands 39.3% Great Britain 42.7% (Oct 2006 – Sept 2007)</p>	
VAT Registration rate	<ul style="list-style-type: none"> • To achieve a VAT registration rate of 35 by 2012 per 10,000 resident adult population. • To equal the VAT registration rate for the East Midlands by 2015. 	<p>Bolsover 26 East Midlands 35 England 39 (BERR 2007)</p>	Foster good partnership working Encourage business growth and development New investment, business retention and tourism
Three-year survival rate of VAT registered enterprises	<ul style="list-style-type: none"> • To increase the proportion of businesses surviving three years by 10% by 2012. 	<p>Bolsover 73% Derbyshire 74% East Midlands 72% (BERR 2007)</p>	Tackling poverty
	<ul style="list-style-type: none"> • To achieve a gross weekly pay for full time workers equal to the East Midlands by 2012. 	<p>Bolsover £411.90 East Midlands £429.70 Great Britain £459.00 (2007)</p>	
Earnings by residence	<ul style="list-style-type: none"> • To reduce the disparity between the gross weekly pay for male and female full time workers across the district. 	<p>Male £451.70 Female £313.30 (2007)</p>	
	<ul style="list-style-type: none"> • To increase significantly the earnings of local areas within the district, ensuring no lower super output area is within the top 20% most deprived nationally 	<p>23% of LSOAs are in the top 20% of the Indices of Deprivation's Rank of Income Score (2007)</p>	

<p>Proportion of the working age population claiming key benefits</p>	<ul style="list-style-type: none"> • To reduce the district's proportion of the working age population claiming key benefits to below 10% by 2015, and to equal the national rate by 2012. • To bring all the LSOAs across the district out of the top 10% most deprived against the 'Rank of Employment Score' 	<p>Bolsover 19.3% East Midlands 12.9% Great Britain 13.9% (Nov 2007)</p> <p>8% of LSOAs are in the top 5% most deprived nationally against Rank of Employment score</p>	<p>Education, skills and employment Tackling poverty</p>
<p>Hectares of brownfield land developed for industrial use</p>	<ul style="list-style-type: none"> • To develop a minimum of x hectares of brownfield land for industrial and retail use each year (to be set). 	<p>X hectares industrial X hectares retail (to be set).</p>	<p>Encourage business growth and development New investment, business retention and tourism</p>
<p>Hectares of land developed for residential use</p>	<ul style="list-style-type: none"> • To utilise x hectares of land per year for the development of residential accommodation 	<p>9.2 hectares residential² (April 2007 – March 2008)</p>	<p>Housing – renewal and rebuilding Tackling poverty</p>
<p>Rank score in the Indices of Deprivation</p>	<ul style="list-style-type: none"> • To continue to tackle deprivation, ensuring all of the district's areas are not in the top 20% most deprived nationally 	<p>15 of 48 LSOAs for the district are in the top 20% most deprived nationally against the Indices of Deprivation (2007)</p>	<p>Foster good partnership working Town and neighbourhood regeneration Encourage business growth and development New investment, business retention and tourism Education, skills and employment Housing – renewal and rebuilding Tackling poverty</p>

² Calculated from the number of dwellings developed in the given financial year divided by thirty, to give the number of properties developed per hectare of land.

Committee:	Executive	Agenda Item No.:	12
Date:	26th January 2008	Status	Open
Category	2. Decision within the functions of Executive		
Subject:	Extension of delegated powers for the Head of Regeneration		
Report by:	Senior Valuer		
Other Officers Involved	Head of Regeneration Solicitor to the Council		
Director	Director of Strategy		
Relevant Portfolio Holder	Regeneration		

RELEVANT CORPORATE AIMS

CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services by dealing with land and property transactions in a quicker and more efficient manner

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by improving customer service and efficiency

TARGETS

None

VALUE FOR MONEY

By saving Officers and Members time by reporting fewer property transactions to Executive.

THE REPORT

Currently with the exception of short term leases and licences all property transactions are reported to Executive for approval.

It is proposed that extended delegated powers be approved that the Head of Regeneration be authorised to proceed with the following land and property transactions in consultation with Senior Management Team, (including the Leader and Deputy Leader) and Local Members:-

Land sales up to £10,000

These are generally small areas for garden extensions, car parking or garage spaces. All sales for which delegated authority is sought would be at market value.

Easements, Wayleaves and Rights of Way

These would be grants in perpetuity at a consideration reflecting the value added to the grantee's property or in the case of the utilities companies at nationally agreed rates and it is proposed that authority be extended to enable the Head of Regeneration to deal with such matters when they arise.

Release or Variation of Restrictive Covenants

These are conditions imposed on land and property for a variety of purposes but for example to prevent development or change of use without the seller's consent. Release or variation of such covenants would be at a consideration reflecting the value added to the land or property concerned and it is proposed that delegated authority be extended to enable the Head of Regeneration to deal with such matters when they arise.

Reserves for Auction Sales

Presently reserves for land and property to be sold at auction are reported to Executive. Sometimes this can be a month or more in advance of the auction. If the property market is moving quickly then the reserve may be set too low or too high if set too far in advance. The level of interest following marketing may also have a bearing on what level the reserve is set at. It would therefore be preferable to be able to set the reserve a few days prior to the auction.

It is proposed that authority be extended to enable the Head of Regeneration in consultation with the Leader and Portfolio holder for Regeneration to agree the reserve for land and property to be sold at auction. It is proposed that the principle of the sale will still be reported to Executive.

ISSUES/OPTIONS FOR CONSIDERATION

Whether to grant extended delegated powers to the Head of Regeneration to agree land and property transactions as reported.

IMPLICATIONS

Financial: None

Legal: Section 101 of the Local Government Act 1972 enables the Council to delegate the discharge of any of its functions to an officer of the Council.

Human Resources: None

RECOMMENDATION(S)

Recommended that the Head of Regeneration be given additional delegated powers with regard to the following;

1. for agreeing land and property sales up to £10,000 in value in consultation with Senior Management Team, (including the Leader and Deputy Leader), and Local Members,
2. to grant easements, wayleaves and rights of way, in consultation with Senior Management Team, (including the Leader and Deputy Leader), and Local Members,
3. the release or variation of restrictive covenants (imposed to prevent development or a change of use without the Council's consent) in consultation with Senior Management Team, (including the Leader and Deputy Leader), and Local Members,
4. to agree the reserve for land and property to be sold at auction in consultation with the Leader and Deputy Leader, (Portfolio Holder for Regeneration),

And that;

5. Standards Committee be recommended to include these delegations within the Head of Regeneration's delegation in the Council's Constitution.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

To enable property land and property transactions to be dealt with in a quicker and more efficient manner.

ATTACHMENTS: N
FILE REFERENCE:
SOURCE DOCUMENT:

Committee:	Executive	Agenda Item No.:	14
Date:	26 th January 2009	Status	Open
Category	1. Key decision included in Forward Plan		
Subject:	Discretionary Services Review Report for Arts & Cultural Events, Community Development & Welfare Services and Grant to Junction Arts.		
Report by:	Leisure Operations Manager		
Other Officers Involved	Director of Strategy		
Director	Strategy		
Relevant Portfolio Holder	Social Inclusion		

RELEVANT CORPORATE AIMS

Strategic Organisational Development

Continue to monitor, review and improve the economy, efficiency and effectiveness of all Council Services.

TARGETS

Cashable efficiencies would contribute to NI 179

VALUE FOR MONEY

The report results from members review of certain discretionary services and proposes savings & efficiencies

THE REPORT

As part of the Authorities Best Value Discretionary Services Review undertaken recently, there were a number of services/items reviewed that form part of the Leisure Services portfolio of activity.

These were:

- Arts and Cultural Events
- Community Development and Welfare Services
- Grants to Voluntary Organisations

The following is a breakdown of the information regarding the above areas that the review panel had in order for them to undertake their review.

ARTS & CULTURAL EVENTS

Background

The Council's annual events budget is £38,500 (excluding events officer post & Hire & Loan costs) and historically the majority of the budget has been spent on one or two large scale events with only a limited amount allocated to the many local community events that take place each year.

Events Officer post

This post is 18.5 hours (part time permanent) currently unoccupied, however, some of the money has been used to pay other staff and contractors to deliver the events programme since the last occupier of the post left in 2007. The main duties of this post holder was to organise the Fireworks event, assist the Parishes with their events & manage the hire & loan scheme.

The cost of this post is approx. £15,000 including on costs.

Bolsover Fireworks

The Council's annual fireworks extravaganza is held in the grounds of Bolsover Castle and Bolsover town centre on the last Saturday in October. Now in its 20th year the concert attracts a capacity 6,000 crowd with hundreds more watching from the streets outside the castle.

A two hour themed stage show precedes the fireworks which are professionally choreographed to light effects and music. A funfair in the town centre, street entertainers and a range of concessions inside the castle help to ensure a carnival atmosphere is created.

N.B. English Heritage have expressed that they do not wish to continue with the event at the castle after 2008 on that date (last Saturday in October).

The event costs approximately £50,000 to organise and £31,500 is recovered in income from ticket sales, sponsorship and concessions.

Derbyshire Food and Drink Fair

The Derbyshire Food and Drink Fair is a weekend event held annually at Bolsover Castle. Now in its 7th year the event is used to showcase and celebrate Derbyshire's food and drink. Producers, merchants and specialty retailers from across Derbyshire exhibit their goods and produce. Food and drink is a national tourism priority and the event helps to strengthen the Derbyshire food brand as well as encourage Derbyshire businesses to work together.

The event is organised and managed by Derbyshire County Council with support from a range of partners, including Bolsover District Council, and was

originally staged in response to the negative impact that Foot and Mouth was having on the County's tourism industry, especially its food and drink businesses.

Over 60 exhibitors & 12,000 people attended the 2007 event which included celebrity cooking demonstrations, family entertainment and a large Arts and Crafts marquee. This has helped establish the food and drink fair as a popular regional event.

The event costs approximately £55,000 to organise and the District Council makes a financial contribution of £10,000.

Community Parish Events Programme

The community parish events programmes is a small grants scheme run by the Authority aimed at supporting parish council events in each of Bolsover district's fourteen parishes. Each Parish has the opportunity to request up to £750 cash from this programme to support their local Parish events portfolio, examples of this are; Shirebrook Town Council fireworks display, Old Bolsover Town Council Christmas festival etc.

The scheme costs approximately £10,500 per year to operate.

Bolsover School Choir Competition

This event has been run for a couple of years now and has been held at Kissingate Leisure Centre. Both events have been very successful and this year saw 21 schools from in and around our district compete with over 700 attendances on the day.

The event costs approximately £1000 to stage (funded through Arts & Business funding secured) + officer time + lost opportunity of 1 day sports hall income at Kissingate.

Bolsover Brass Band Competition

This event has also been run for a couple of years now and has also been held at Kissingate Leisure Centre, however, as with the above event – this could be rotated around the district year on year i.e. South Normanton Community Centre, Frederick Gents School etc.. This event has also been very successful, the last event having over 500 competitors participating.

The event costs approximately £1750 to stage (funded through Arts & Business funding secured) + officer time + lost opportunity of 1 day sports hall income at Kissingate. However this event does generate approx. £650 of bar income throughout the day that we would not have otherwise had.

COMMUNITY DEVELOPMENT & WELFARE SERVICES

Background

Hire Equipment Loan Programme (HELP)

Organisers of community events and celebrations such as flower festivals, well dressings, school galas, village fetes and carnivals can apply for free use of the Council' stock of events equipment (bouncy castles, marquees, bunting, tables, chairs etc).

Despite the popularity of this service the number of applications that the Authority is currently able to support is very limited. The scheme supports on average 15 local events per year (on average) and has cost approximately £1,500 per year to operate, however last year we had around 25 local events which pushed the staffing costs up to around £3,000.

REVIEW OF JUNCTION ARTS GRANT

Background

Historically, with no dedicated arts officer post, the arts activity/direction within the district was mainly via Head of Leisure and Junction Arts as a strategic partner. Junction Arts is a major participatory arts organisation based in Shirebrook but with a regional reputation for their work. JA is core funded by Bolsover District (amongst others) for which the district gets in return a participatory arts programme implemented across the district.

Around 3 years ago the first dedicated arts development post was created at Bolsover & around 18 months ago the funding was sought to produce an arts strategy for the district. It was thought that specialist knowledge would be required to produce the first arts strategy – with a view to the Arts Development Officer receiving some training and mentoring alongside the strategy production to facilitate future in-house strategy development.

Evidence suggested that an arts strategy could:

- Improve access and opportunity for the districts residents to good quality arts activities/products/venues/productions & such like

- Ensure residents and businesses take advantage of the economic benefits which creative sector growth can provide

- Provide a mechanism for evaluating effectiveness, efficiency and value for money of District Council activity in the creative sector –by measuring and monitoring additional levered in resources into the district for example.

- Demonstrate the Councils clear commitment to the creative sector and the benefits it brings – i.e. local people, regional and national bodies and to government.

Since the strategy adoption this year, clear aims, objectives and priorities have been established/identified and an accompanying action plan for the Arts Development Officer has been produced.

The strategy and action plan has provided a framework for the Arts Development & other Officers to plan and deliver a manageable work programme against which they can assess the value of new opportunities which arise during the life of the strategy.

ISSUES/OPTIONS FOR CONSIDERATION

Arts & Cultural Events – is it a time for a change?

Due to the Authority's current financial position it is unlikely that additional funding will be made available during the short to medium term so any changes to the events management service will have to be financed from within existing resources.

Whilst the fireworks extravaganza and food and drink fair are popular events with a regional appeal the Authority recognises that most of its current events activity focuses on Bolsover Castle which is beneficial in terms of tourism but is less beneficial in terms of community engagement and participation.

In addition to the positive contribution that these two events make to the local economy, event goers tend also to repeat visit at a later date bringing even more tourism spend into the area. These events also showcase the district to potential visitors, the profile and interest generated by these two events across the region is considerable and the marketing value, in terms of positive publicity, is estimated to run into many tens of thousands of pounds.

However there are other cultural venues like Hardwick Hall and Creswell Crags that aren't given the opportunity to host Council events yet are equally as important in terms of tourism, prestige and cultural identity.

In addition the fireworks, for all its popularity and profile, in real terms only offers three hours worth of entertainment to a relatively small number of people, yet the financial risk to the authority resulting from a weather affected event is considerable.

Activity	Options	Pro's	Con's
Bolsover Fireworks Display	Continue at the castle but on a different date	Great event - lots of kudos Established venue – recognised risks etc. In town centre – great knock on opportunities for the local economy Continue 21 year tradition	In same place every year – perception that the South of the district does not benefit Venue is restrictive in terms of numbers English Heritage appear reluctant partners for the future A change of date has lots of down sides – supplier availability, clashing with other events etc.
	Options	Pro's	Con's
	Look for an alternative venue for the event	A sense of spreading the benefits of such an event Chance to increase attendances by not having a restrictive size of venue Could reduce the cost of the event by increasing ticket sales	Planning for the event would require more resources Securing suppliers who fit the requirement would need to be established Accessibility issues would need to be considered
	Options	Pro's	Con's
	Stop the event all together	Save the cost Save officer time Could re-direct funding into other areas	Lose a well respected and highly attended event Could spark public criticism Bolsover would lose an excellent tourism promoting event

Activity	Options	Pro's	Con's
Derbyshire Food & drink Fair	Continue to offer support funding as we do at present	Support of a regionally recognised event that benefits the district & Bolsover specifically	Costs the authority £10k which could be used elsewhere may be to better effect
	Options	Pro's	Con's
	Reduce the level of funding	Support of a regionally recognised event that benefits the district & Bolsover specifically Could save the authority some of the previous £10k	Would still cost the authority £an amount which could be used elsewhere may be to better effect
	Options	Pro's	Con's
	Stop the funding all together	Save £10k	Could see event moved from the district
Activity	Options	Pro's	Con's
Community Parish events programme	Continue to offer the support funding as we do at the moment	Enables us to support a range of Parish events across the district Many people across the district benefit	Costs the authority £10k which could be used elsewhere Many Parishioners are unaware of the District councils contribution
	Options	Pro's	Con's
	Reduce the level of funding	Enables us to support a range of Parish events across the district Many people across the district benefit Could save the authority some of the previous amount	Would still cost the authority £an amount which could be used elsewhere Many Parishioners are unaware of the District councils contribution

	Options	Pro's	Con's
	Stop the funding all together	Save the authority £10k	Parish Councils could find it more difficult to put on smaller community events
Bolsover School Choir competition & Bolsover Brass Band competition	Both are funded through arts & business schemes – cost neutral to the authority		
Other options could include: use of the current events budget to fund a programme of smaller community events use of the current events budget to fund a mobile resource that could support smaller parish events around the district i.e. event roadshow type of product			

Community Development & welfare – is it a time for change?

The equipment we have at the moment will soon require refurbishment or replacement - can the authority afford to maintain/replace the stock? Should the authority provide such a service? As it stands at the moment the option to continue to run this scheme with no income and no refurbishment budget would ultimately bring it to a natural closedown due to health & safety reason within the next year or so. To introduce an income generating stream to sustain the product would give the product longevity and sustainability, however the essence of what the programme was created for could be lost.

Inventory

4 x 6mx3m Marquee pods	current value= £2000 each
1x bouncy Castle	current value= £1000
P.A. system	current value= £500
Several cones, ropes, bunting etc.	current value= £100
Several road closure signs	current value= £200

Activity	Options	Pro's	Con's
Hire & Loan Programme (HELP)	Continue with the Hire Equipment Loan Programme as is	Parishes and community groups etc. continue to benefit from the free provision of events support equipment which could not be afforded otherwise	Costs the authority between £3-£4k pa to staff, repair & maintain

	Options	Pro's	Con's
	Put in place a charging formula to all organisations to cover costs	Will help fund the programme	Will detract from the purpose of the programme i.e. free support to voluntary organisations
	Options	Pro's	Con's
	Put in place a charging formula for commercial hirers or organisations outside the district to cover the costs of running the programme free for our events and celebrations such as flower festivals, well dressings, school galas, village fetes and carnivals within the district.	Will help fund staffing and repairs etc	Will need investment to bring the kit up to commercial hire standard
	Options	Pro's	Con's
	Sell off or donate the equipment cease to run the programme	Will generate small capital receipt Will save current costs	Community and voluntary orgs, will lose the current support for their events

Review of Junction Arts Grant – is it time for change?

Since the appointment of a dedicated Arts Officer and the adoption of the Arts Strategy, the role that Junction Arts plays in terms of the District Council will ultimately be a different one to that of 3 years ago. Whatever the future funding arrangement, it will be important to have in place an agreed SLA (service level agreement) with a programme plan that is both specific and measurable to ensure the Authority receives value for money.

Activity	Options	Pro's	Con's
Junction arts Grant	Continue with the Grant funding as is	The authority will continue to benefit from a participatory arts programme that is district wide	Costs the authority £19.5k pa
	Options	Pro's	Con's
	Reduce the level of funding	The authority will continue to benefit from a reduced participatory arts programme across the district The authority will reduce its costs	Will still cost the authority £an amount Could threaten the existence of Junction Arts Net loss across the district in terms of participatory arts programmes
	Options	Pro's	Con's
	Remove the grant funding all together	The authority will save £19.5K pa	Could threaten the existence of Junction Arts Net loss across the district in terms of participatory arts programmes

THE FINDINGS/OUTCOME OF THE REVIEW PANEL

Following consideration of the information and options outlined above by the review panel, it is recommended that:

Arts & Cultural Events

The Events Officer is not to be replaced.

The fireworks event not to be staged as there is currently no venue for 2009.

A different event to be considered some time in the future.

Derbyshire Food and Drink Fair to continue, but a full post event evaluation to be prepared to explore its future and future venues.

Community/Parish programme to stop in 2009/10.

Schools choir and brass competitions to continue, but review of potential venues across the District to be carried out.

Community Development & Welfare Services

Hire equipment – stop after last booking and take no new bookings. The equipment is to be retained if useful and disposed of in accordance with Financial Regulations if not.

Grants to Junction Arts

The grant to continue for the next 3 years. The Portfolio member for Social Inclusion to meet the Junction Arts to confirm the 3 year limit and that after this the grant will be reassessed and this may affect the grant paid in the future.

IMPLICATONS

Financial: If all of the recommendations by the review panel are upheld then the following savings would apply:

Fireworks - £18,500 pa
Parish events support programme - £10,000 pa
Events Officer Post - £15,000 pa
HELP scheme - £3,000 - £5,000 pa
TOTAL = £46,500 – £48,500

Legal: None

Human Resources: Non replacement of vacant post (events officer).

RECOMMENDATION(S)

That; (1) the report be received,

(2) the findings of the review panel be considered,

(3) if the finding not to replace the vacant event officer post is agreed – a report for the disestablishment of the post is taken to full Council

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

To report the results of the discretionary services review process and seek approval of the changes.

ATTACHMENTS: Y
FILE REFERENCE: None
SOURCE DOCUMENT: Background papers held by Leisure Operations Manager

Committee:	Executive	Agenda Item No.:	15
Date:	26 th January 2009	Status	Open
Category	Decision within the functions of Executive		
Subject:	Section 106 Funding Requests for Formal Leisure/Sport Provision by; 1) Elmton with Creswell Parish Council, 2) Old Bolsover Town Council.		
Report by:	Leisure Operations Manager		
Other Officers Involved	Senior Sports Development Officer, Special Projects Officer, Principal Planner Development Control.		
Director	Strategy		
Relevant Portfolio Holder	Social Inclusion		

RELEVANT CORPORATE AIMS

REGENERATION – Developing healthy, prosperous and sustainable communities

Contribute to improving the health of the district. Develop vibrant town centres. Develop flourishing rural communities.

SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning

Ensure all our services are provided in a fair and equitable manner. Promote the development of skills and learning within communities.

ENVIRONMENT – Promoting and enhancing a clean and sustainable environment

Protect, enhance and improve the natural and built environment in a sustainable way.

CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services

Strengthen community consultation and involvement. Design and deliver services to meet the needs of customers.

COMMUNITY SAFETY – Ensuring that communities are safe and secure

Tackle Anti Social Behaviour (ASB) and its causes.

TARGETS

The facilitation of these projects will contribute directly to the delivery of Community Safety, Environment, Regeneration and Social Inclusion priorities and targets within the Council's Corporate Plan.

VALUE FOR MONEY

Working collaboratively is a guiding principle running through our Sports Development and Sports Facilities Strategies. This approach will enable partners to deliver economies of scale by pooling resources and enable partners to work more efficiently together by avoiding duplication and waste as well as improving overall effectiveness by working to shared aims and adding value to each others work.

THE REPORT

Section 106 (S106) of the Town and Country Planning Act 1990 allows a Local Planning Authority (LPA) to enter into a legally-binding agreement or planning obligation with a land developer over a related issue. The obligation is termed a Section 106 Agreement. Section 106 Agreements can often require developers to minimise the impact on the local community and to carry out tasks that will provide community benefits.

As sport and recreation are now viewed as essential components of life and offer strong community benefits, the S106 process helps Local Authorities satisfy the desire of the public to engage in outdoor leisure pursuits. Distance from facilities can become barriers to participation, it is important that people have access to open space and sport/leisure/play related facilities close to where they live in order for them to participate in a more healthier lifestyle.

Depending on their size, new housing sites may require public open spaces for sport and recreation within the development and/or may place additional stress on existing outdoor leisure facilities. Proposals for new housing development take these factors into consideration and make adequate provision for open space and sport/leisure/play facilities either on-site or off-site by making financial payment towards provision elsewhere or by a combination of these two methods.

The types of sport/leisure/play provision that could be identified are categorised as one or a combination of the following:

Play areas/informal sports facilities

Formal sports facilities

Open space

If it is not possible to provide some or all of the open space/sport/leisure/play facilities on the residential site then developers are asked to provide a sum of money towards the provision of new or upgrading of existing, open

space/sport/leisure/play facilities off-site by way of a commuted payment. Such payments will be appropriate provided they can be targeted to sites within suitable walking and driving distances of the proposed residential development.

The following requests have been made to the Authority in order to access commuted sums generated by developments in their respective Parishes

Request from Creswell with Elmton Parish Council in support of their 'Sports and Arts in the Community' programme.

Background

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

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

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

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

Members may recall the report taken to Executive on 16th June 2008, Creswell Miners Welfare Sports Ground, when it was resolved that;

That (1) the report be received,

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

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

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

(5) Executive approve 'in principle' that a 'surrender' clause in relation to the Parish Council's possible failure to achieve the project aims, should be negotiated by the District Council Senior Valuer & delegated powers given to the Director of Strategy in consultation with the Chief Executive Officer, Leader of the Council, Deputy Leader of the Council & Portfolio Holders for Social inclusion and planning, to agree terms of 'clawback' provision,

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

Current situation....

Since the original 2008 report was presented, Elmton with Creswell Parish Council have pursued the renovation/development of the Old Colliery Sports Ground as part of their 'Sports and Arts in the Community' programme. To date works have taken place levelling and seeding the field, removal of shrubbery and the installation of fencing around the cricket field. Other works have included the drainage works at Fox Green which will facilitate junior football matches to take place on the site. Although funding has been sourced and received from a variety of agencies/organisations, a shortfall has been experienced to the value of £18,830 which has meant that some works are still to be completed. As a result the Parish Council has approached Leisure Services to assist the programme via section 106 monies held by us for the benefit of Creswell and the surrounding areas.

ISSUES/OPTIONS FOR CONSIDERATION

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

- collaboration,
- increased opportunity,
- improved access,
- better facilities,
- increased participation,
- development of a network of facilities,

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

Increase participation in Sports and Cultural activities.
Help develop a network of good quality and locally accessible neighbourhood sports facilities.
Help our sport clubs to become stronger.
Use sport to deliver neighbourhood renewal and regeneration priorities.
To enhance the quality of life for people living and working in the District.

There are currently monies available generated through the Skinner Street development at Creswell which are held for the 'provision and improvement of formal sports and recreation facilities within the Parish of Elmton with Creswell' - the 'Sports and Arts in the Community' programme fits the criteria to access the monies held.

IMPLICATONS

Financial: The amount requested is £18,830 to complete the fencing around the cricket field site, levelling and seeding the cricket field, removal of shrubbery from the site and the drainage solution to the Fox Green playing area. However, this is a £77,830 scheme which is a part of the wider 'Sports and Arts in the Community' programme of which £59,000 has already been attracted and received from other sources including DCC.

Legal: None

Human Resources: None

Request from Old Bolsover Town Council (OBTC) in support of their 'Playground Enhancement' programme.

Background

Old Bolsover Town Council have taken the decision to pursue the refurbishment and upgrade of its play equipment and play area stock over the coming years. It was envisaged that this would be funded via a capital programme financed mainly by land sales, however considering the current economic climate and the downturn in land values etc. other means of funding the programme are now being investigated.

Current situation

One of the sites identified for improvement is OBTC owned Shuttlewood Recreation Ground. 2 years ago Bolsover District Council used section 106 monies to secure the site from 2 busy roads by installing a fencing scheme that would contain the users who were undertaking leisure activities on the site.

The site contains a football pitch and play area at present, OBTC wish to upgrade the play facilities and install a teenage focused recreation activity facility (multi use games area). The cost of the project is £40,000 – funding has been secured from DCC Community Fund = £20,000, OBTC = £4,000 therefore a shortfall of £16,000 remains.

Old Bolsover Town Council have requested that the funding shortfall (£16,000) for the project be met from section 106 monies held by BDC for formal/informal recreation generated through planning gain that is associated with the Gleeson Developments in the area. The section 106 monies are to be used for the purpose of the 'improvement of youth and adult recreational facilities within the Parish of Old Bolsover' - the Old Bolsover Town Council 'Playground Enhancement' programme fits the criteria to access the monies held.

ISSUES/OPTIONS FOR CONSIDERATION

Old Bolsover Town Council is a member of the Bolsover District Council led '***Bolsover District play Partnership***', it is envisaged that all of their playground upgrade programme works/supply shall be undertaken by the partnerships commercial play provider SMP and as a result shall enjoy the discounts that they bring to the partnership.

Some of the partnership objectives and functions are to work collaboratively to:

- provide a strategic overview of all play activity within Bolsover district and advise the Bolsover Local Strategic Partnership and Derbyshire Partnership Forum on how best to develop play opportunities for the benefit of the whole community.

- increase physical activity levels in Bolsover district by extending access to a range of community based play opportunities.

- help raise awareness of the benefits of play and change perceptions of the risk associated with play by undertaking targeted marketing and promotional campaigns to parents & carers.

- coordinate & develop a network of good quality, affordable and accessible play facilities across Bolsover district.

- enable the community and other local stakeholders involved in the development and coordination of play to help set the vision and priorities for Bolsover district.

- work with the national and regional play agencies to ensure that play services within the Bolsover district are adequately supported and resourced to deliver national, regional and local play priorities

- develop & deliver play focused community safety diversionary activities.

- develop & deliver play focused healthy living initiatives.

IMPLICATONS

Financial: The amount requested is £16,000 to make up the shortfall of the £40,000 project to upgrade and add to the existing provision at the Shuttlewood Recreation Ground site.

Legal: None

Human Resources: None

RECOMMENDATION(S)

That;

(1) the report be received,

(2) Executive approves the use of the section 106 monies gained via the Skinner Street development to the value of £18,830 to support the 'Community Sports and Arts' programme.

(3) Executive approves the use of the section 106 monies gained via the Gleeson developments in the area to the value of £16,000 to support the Old Bolsover Town Council 'Playground Enhancement' programme.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

To consider support for these particular programmes from monies secured and held by this authority through section 106 contributions.

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

Committee:	Executive	Agenda Item No.:	16
Date:	26th January 2009	Status	Open
Category	3. Part of the Budget and Policy Framework		
Subject:	Fees and Charges 2009/10		
Report by:	Head of Finance		
Other Officers Involved			
Director	Director of Resources		
Relevant Portfolio Holder	Corporate Efficiency		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – to continually improve the efficiency and effectiveness of all Council Services by maximising the potential use of Council resources.

TARGETS

The development of Policy Led Budgeting will help to inform future spending plans and assist in the delivery of the efficiency gain targets.

VALUE FOR MONEY

The Budget Process challenges existing spending levels and new spending proposals to ensure that resources are effectively used and directed towards the delivery of the Corporate Aims.

THE REPORT

- 1.1 This report sets out the proposed increases in General Fund Fees and Charges for 2009/10.

ISSUES/OPTIONS FOR CONSIDERATION

- 2.1 Heads of Service have been asked to review their Fees and Charges for 2009/10. The results of the review are shown in Appendix A. Specific comments on highlighted areas analysed between departments are shown below.

2.2 Regeneration

2.2.1 Restaurant

Members are currently reviewing the restaurant charging policy through the Best Value Review of Discretionary Services. An increase of 5% in income has been included until the outcome of the review is known.

2.3 Environmental Health

2.3.1 Trade Refuse, Cesspool/Septic Tank Fees and Bulky Refuse

The proposed charges for trade refuse and emptying of cesspools and septic tanks have been set after taking into account the costs of the service.

The income in respect of these services will be increased by £7,600.

The bulky refuse charging policy has been reviewed as part of the Best Value Review of Discretionary Services (Appendix B). The following charging policy is proposed:

General Bulkies

1 – 3 items £10
4 – 6 items £15
7 – 9 items £20
10+ items quote with minimum £30 charge

Waste Electrical & Electronic Equipment (WEEE)

1 item £10
2 items £15
3 items £20
4 items £25
5 items £30

It is anticipated that this will generate income of approximately £150,000. Most of the income will be used to cover the extra costs of providing the service.

2.3.2 Markets

There are no proposed increases in the charges for market stalls.

Over the past few years the market stalls income has dropped through a lower demand. This has now levelled off.

2.3.3 Pest Control and Animal Welfare

It is proposed that the service charges are increased by 5%. Because demand for this service fluctuates the total income has been maintained at the same level as 2008/09.

2.3.4 Car Parks

It is proposed that there will be no charges for car-parking in the District.

2.4 Leisure Services

It is proposed that all leisure fees and charges are increased by 3%.

This will increase leisure centre income by £25,220.

The increased income includes a grant from the Department of Culture Media and Sports to cover income lost from introducing free swimming.

Insurance payments for business interruption should mean there will be no loss of income from Kissingate Leisure Centre.

OTHER RELEVANT INFORMATION

3.1 The following information is relevant for budget purposes but does not require a decision on the level of fees and charges.

3.2 Regeneration

3.2.1 Pleasley Vale

The total budgeted income in 2009/10 is expected to be £62,400 less than the 2008/09 budgeted income.

This is based on figures provided by Innes England on current occupancy. A 10% vacancy factor has been included.

The leases to tenants are of varying lengths. On renewal Innes England, on behalf of the Council, negotiate the best deal based on market conditions.

3.2.2 Premises development

In previous years there has been a steady disposal of assets and the income has been reduced accordingly. As a result income has not been increased in 2009/10.

3.3 Legal Services

3.3.1 Land Charges

Legislation requires fees to be set to at least cover expenditure over a 3 year period. Competition from the private sector is increasing and causing income to fall. These factors will need to be taken into account when setting the 2009/10 land charge search fees.

3.3.2 Licensing

Most of the fee income derived from Licensing is set by statute.

It is not anticipated that there will be any increase in demand for licences in 2009/10 consequently income has been kept at the same level.

3.4 Planning

3.4.1 Development Control

The Government increased the cost of Planning Fees in April 2008. Planning fee income has been reduced however, to reflect the current economic downturn. The total budgeted income in 2009/10 is expected to be £60,500 less than the 2008/09 budgeted income.

3.5 Environmental Health

3.5.1 Pollution Control

The Government are currently consulting on the statutory Pollution Control Fees and it is expected that there will be an increase in fees for 09/10.

As the fees are set in statute and we have no way of knowing whether any new businesses will apply the budget has not been increased.

It is anticipated there will be £5,500 extra income in 2008/09.

3.5.2 Dog Control

There are no proposed increases in charges. The kennelling charges are set to recover the costs. The release fee and the fixed penalty fees for dog fouling are set in statute.

IMPLICATIONS

Financial: The proposed changes result in an increase in budgeted gross income of £121,520 compared to the 2008/09 original.

Legal: None

Human Resources: None

RECOMMENDATION(S)

1. That the proposed fees and charges for 2009/10 be agreed and recommended to Council.
2. That the other information relating to income is noted.
3. That no charges be levied for domestic drain-rodding services or for car parking.
4. That the charges outlined in paragraph 2.3.1 are introduced for the collection of bulky waste.

REASON FOR DECISION

To set the level of Fees and Charges for 2009/10

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

General Fund Fees and Charges Estimates 2008 – 2012

APPENDIX A

Service		Statutory Fees	Actual	Actual	Actual	Original Budget	Estimated	Original Budget	Forecast	Forecast
			2005/06 £'s	2006/07 £'s	2007/08 £'s	2008/09 £'s	2008/09 £'s	2009/10 £'s	2010/11 £'s	2011/12 £'s
Premises Development – Rents	Regeneration	N	(51,840)	(49,705)	(37,543)	(38,000)	(38,000)	(38,000)	(38,000)	(38,000)
Pleasley Vale Electricity	Regeneration	N	(147,937)	(164,902)	(140,559)	(125,000)	(120,000)	(201,680)	(209,140)	(216,890)
Recharges	Regeneration	N	(608,709)	(449,849)	(429,262)	(465,000)	(389,180)	(402,600)	(402,600)	(402,600)
Pleasley Vale Rents	Regeneration	N	(49,054)	(45,831)	(50,067)	(47,500)	(47,500)	(49,920)	(52,520)	(55,250)
Restaurant	Regeneration	N	(26,341)	(28,505)	(22,634)	(29,140)	(29,140)	(30,010)	(30,910)	(31,840)
Cesspools	Env Health	N	(162,500)	(152,040)	(217,958)	(165,000)	(165,000)	(165,000)	(165,000)	(165,000)
Recycling Materials	Env Health	N	(207,050)	(211,615)	(228,554)	(224,510)	(224,510)	(231,240)	(238,180)	(245,320)
Trade Refuse	Env Health	N	0	0	0	0	0	(150,000)	(150,000)	(150,000)
Bulky Refuse	Env Health	N	(15,556)	(19,259)	(17,041)	(14,000)	(14,000)	(14,000)	(14,000)	(14,000)
Pollution Reduction	Env Health	Y	(2,940)	(2,948)	(2,523)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
Dog Control	Env Health	Part	(1,949)	(1,986)	(2,337)	(1,950)	(1,950)	(1,950)	(1,950)	(1,950)
Licences – Animals	Env Health	Y	(4,487)	(5,833)	(6,147)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)
Pest Control	Env Health	N	(197,433)	(179,593)	(164,329)	(170,000)	(170,000)	(170,000)	(170,000)	(170,000)
Markets	Env Health	N	(400)	(400)	0	(400)	(400)	(400)	(400)	(400)
Street Trading	Env Health	Y	(207)	(252)	(270)	(150)	(250)	(250)	(250)	(250)
Public Conveniences	Env Health	N	(56,348)	(63,262)	(63,156)	(59,190)	(65,060)	(65,060)	(65,060)	(65,060)
DCC Agency	Env Health	N	(6,266)	(6,359)	(8,400)	(6,500)	(11,000)	(11,000)	(11,000)	(11,000)
Licences - Drivers Applications	Legal	Y	(2,590)	(2,969)	(3,905)	(1,600)	(3,500)	(3,500)	(3,500)	(3,500)
Licences - Operators Licences	Legal	Y	(7,412)	(6,845)	(11,603)	(6,000)	(14,430)	(14,430)	(14,430)	(14,430)
Licences – Vehicle	Legal	Y	(4,850)	(6,025)	(4,564)	(4,500)	(5,260)	(5,260)	(5,260)	(5,260)
Licences - Hackney Vehicles	Legal	Y	(1,870)	(2,112)	(3,600)	(1,600)	(3,500)	(3,500)	(3,500)	(3,500)
Licences - Crim. Records Bureau	Legal	Y	(1,610)	(1,575)	(1,311)	(1,300)	(1,300)	(1,300)	(1,300)	(1,300)
Licences – Lotteries	Legal	Y	(160)	(1,738)	(1,476)	(1,300)	(1,300)	(1,300)	(1,300)	(1,300)
Licences - Gaming Machines	Legal	Y	(13,950)	(3,914)	(2,310)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
Liquor Licensing - Personal	Legal	Y	(53,618)	(44,972)	(44,558)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
Liquor Licensing - Premises	Legal	Y	0	0	(8,060)	(3,500)	(5,500)	(5,500)	(5,500)	(5,500)
Gambling Act	Legal	Y								

General Fund Fees and Charges Estimates 2008 – 2012

APPENDIX A

Service		Statutory Fees	Actual 2005/06 £'s	Actual 2006/07 £'s	Actual 2007/08 £'s	Original Budget 2008/09 £'s	Estimated Outturn 2008/09 £'s	Original Budget 2009/10 £'s	Forecast 2010/11 £'s	Forecast 2011/12 £'s
Land Charges	Legal	N	(144,569)	(149,957)	(124,272)	(146,160)	(73,000)	(73,000)	(73,000)	(73,000)
Outdoor Sports & Recreation Facilities	Leisure	N	(15,414)	(16,727)	(14,510)	(15,660)	(15,660)	(15,660)	(15,660)	(15,660)
Creswell Leisure Centre	Leisure	N	(184,263)	(157,991)	(139,067)	(183,420)	(214,920)	(204,240)	(209,940)	(215,820)
Energised Youth Programme	Leisure	N	(92,573)	(126,127)	(119,360)	(91,550)	(114,550)	(109,550)	(109,550)	(109,550)
GO Football	Leisure	N	(18,272)	(18,623)	(15,563)	(18,100)	(18,100)	(30,100)	(33,100)	(34,100)
Community Sports Coach Scheme	Leisure	N	(2,479)	(4,984)	(1,433)	(2,100)	(2,100)	(2,100)	(2,100)	(2,100)
Kissinggate Leisure Centre	Leisure	N	(137,372)	(137,015)	(149,407)	(153,600)	(132,980)	(158,200)	(162,940)	(167,840)
Parks, Playgrounds & Open Spaces	Leisure	N	(4,956)	(2,429)	(4,132)	(3,810)	(3,810)	(3,810)	(3,810)	(3,810)
Developmt Control - Planning Fees	Planning	Y	(325,348)	(579,235)	(381,274)	(500,000)	(389,500)	(439,500)	(489,500)	(489,500)
Ord. Survey Map Extract Scheme	Planning	N	(2,169)	(2,918)	0	0	0	0	0	0
Town Centre Housing	Housing	N	(16,854)	(18,296)	(15,010)	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)
			(2,569,346)	(2,666,791)	(2,436,195)	(2,550,040)	(2,344,900)	(2,671,560)	(2,752,900)	(2,783,230)

Purpose of Report

The authority is one of only a handful of councils who provide a free and unlimited bulky refuse collection to all domestic properties within its area. However, the level of demand has now outstripped the resources available and is adversely affecting the Council's performance in waste and recycling.

Officers feel that the introduction of a modest charge for bulky household collections is necessary to bring demand for the service in line with the resources available and also to reduce the negative effect this additional waste is having on the Authority's overall waste management performance.

Background Information

The authority has a statutory duty to collect household waste. The Environmental Protection Act 1990 outlines what household waste we must collect for free and where an 'at cost' charge can be made. Essentially items above 25kg or which do not fit in to a 'suitable container' (read wheelie bin) can have a charge levied.

Some discretion can be used as to what is collected e.g. cosmetic replacement of an entire fence would not be collected whilst a storm damaged fence would. However, delivery via the Contact Centre has removed some elements of discretion due to the need for constancy and to make the process CRM enabled.

The service was enhanced some years ago by the introduction of an appointments system. The service provides that the items are collected within 10 working days from the customer's request.

The authority has historically taken the option to provide the collection service for free; it is possible that the absence of a local civic amenity site has contributed to this decision.

Current Service Position

Demand for the service has risen exponentially in recent years (see Appendix A). Currently 21,000 collections are made per year, involving 2000 tonnes of waste, the average number of items picked up per collection is 3.

The service also supports house clearances for the Housing Department and less frequently for deceased private individuals at a cost of around £110. The service operates in excess of capacity and requires overtime to make all collections.

Demand for the service is having a significant impact on the amount of waste collected by the council which is excessive and deemed worst quartile. This equally has a negative effect on the council's recycling performance, again

worst quartile, as the authority must collect proportionately more recycling than those LA's which collect less waste overall. In addition the authority must improve its recycling rate from 25% to 40% of overall tonnage within the next 3 or 4 years.

Issues for consideration

Waste Electrical Electronic Equipment (WEEE) Directive

The dissemination of information concerning disposal of small electrical items from manufacturers of WEEE may increase requests from customers for the removal of small electrical items such as toasters or kettles which had previously been disposed of in the normal waste.

Alternative provision

The local authority has a statutory obligation to provide a service; this could be provided by an external contractor. Given that Bolsover has top quartile performance for the net cost of the overall refuse collection service it is doubtful whether an external agent could provide the service cheaper to the council or with out charging higher prices to customers.

The district's dispersed rural area has prevented private sector involvement in recycling activities since they cannot get economies of scale due to low population densities.

The collection service must be 'at cost' and therefore cannot operate 'at profit'.

Financial

The overall cost of the service is £174,800 (see Appendix B for breakdown). As a statutory service it is difficult to reduce the overall costs as overheads such as vehicle and staff still needs to be paid regardless of demand.

Other local authority data suggests that when charges are introduced demand for the service drops initially by 80%, then levels to about 60% after about a year.

Given this premise, if a charge were to be introduced it should cover the cost of existing overheads (approximately £130k) and an as yet unquantified increase in administrative cost for the collection of fees. (see Appendix C for proposed charging structure).

Whilst discussing cost it is also relevant to mention the current lack of funding for the council's green bin collection which costs in the region of £227k and presently has no budget allocated to it. It could be argued that charging for bulky refuse is a necessity to fund the green bin scheme, which in turn will defer a decision on the commencement of alternate weekly bin collections.

Fly tipping

There is a perception that charging for bulky collections would result in increased fly-tipping/untidy gardens – this is not proven and is mitigated by the assumption that people will use the new Household Waste Recycling Centre or pay a small charge rather than become criminals

Discrimination

The authority has the option to offer concessions. In addition, the authority has never offered a service to collect bulky goods from within the home which suggests people are able to obtain assistance to move goods around.

Alternatives for Disposal

The Household Waste Recycling Centre in Bolsover opened earlier this year giving residents the option of disposing of bulky waste themselves. However, there is no direct provision in the south of the district, Nottinghamshire County Council does not allow cross border use of its Household Waste Recycling Centres

Job Loss

Should demand for the service be reduced significantly one or two jobs may be jeopardised, however turn-over and age profile of workforce would mean natural wastage rather than redundancy could be used.

Government Intervention

Bolsover remains in worst quartile for amount of waste collected and amount of waste recycled. Reducing demand for the bulky waste service is seen as key to improving performance indicators.

Joint Working

North East Derbyshire District Council have recently shown an interest on joint working in Waste collection and would be interested in buying spare capacity from Bolsover in respect of house clearances and bulky collections. This would only be possible upon the introduction of charges.

Level of Charge & Method of Payment

The charge must be of sufficient gravity to make people think about the best use of the service (i.e. wait until sufficient items require removal before using the service, or take items to the Household Waste Recycling Centre themselves) but still small enough to be affordable to the average resident.

Small amounts would be neither cost effective to invoice nor recover if in default. Users of the service must be charged up front at the time of appointment. It is proposed that payments would be made via debit card at

the time of booking or by cash at the Contact Centres. If concessions are to be made they must be based on receipt of either Council Tax or Housing Benefit as these can be verified by Council staff at the time of booking.

Other local authorities within Derbyshire offer a range of charging models. Some have relatively low first item rates whilst others opt for a higher initial charge which gets relatively cheaper as the amount of items increase. Most charge in bands for items e.g. 1 to 3 items, 4 to 6 etc as opposed to price per item.

A handful of authorities offer concessions for those people on benefit either by way of 50% discount or 1 free collection. Other authorities charge different rates for white goods as opposed to other types of bulky waste.

Some examples of other schemes are;

Authority	1st Band	2nd Band	3rd Band	Concessions
Amber Valley	£15 up to 3 items	£25 4 – 6 items	Quote	50%
Chesterfield	£10.00 single item	£15 2 – 5 items	£20 6 – 10 items	50%
Derby City	£9.50 for 1 item (4 sacks = 1 item)	£14.50 2 – 5 items	£21.00 6 – 15 items (15 items max)	None
Derbyshire Dales	£14 up to 3 items (3 sacks = 1 item)	£24 4 – 6 items	Quote	1 free/annum (disabled/OAP)
Erewash	£21 up to 6 items	Multiples of £21		Discretionary
High Peak	£10 up to 5 items (1 sack = 1 item)	£2/item over and above 5 subject to £20 max	Quote	50%
North East	£10 for 1 item (2 sacks = 1 item)	£15.00 2 – 5 items	£20 6 – 10 items	50%

Publicity

The introduction of charges will need to be publicised well in advance and in a way that best explains the Councils position in reluctantly going down this route, there is no doubt that continuing with collections of high levels of waste will leave the authority in the worst quartile of performance. The high customer satisfaction with the way the bulky service performs should be a selling point in promoting the need to introduce charges. If demand continues to increase with no increase resource this high level of service is bound to deteriorate.

IMPLICATIONS

Financial: As indicated in Appendix C

Legal: None

Human Resources: None

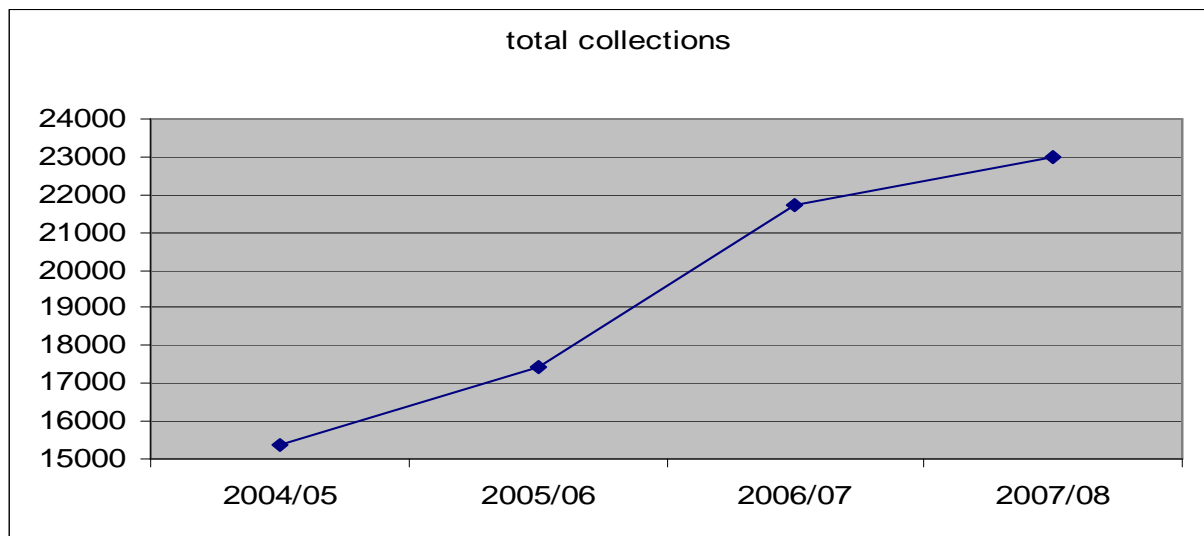
RECOMMENDATION(S) that

- 1) charges are introduced for the collection of bulky waste,**
- 2) the level of charge is advised by members,**
- 3) efficiencies gained by the introduction of charges is used to enhance and improve waste service in respect of recycling.**

ATTACHMENTS: Y

FILE REFERENCE:

SOURCE DOCUMENT:

DEMAND for BULKY COLLECTIONS

The graph shows how demand for bulky collections has increased since the removal of the Saturday Civics

Projected demand for the 2007/08 period shows a less rapid increase in demand than previous years due to the introduction of the green bin collection scheme (previously large amounts of garden waste were removed via the bulky collection service). Regardless even with garden waste removed from the equation disposal of large household objects is still on the increase.

COST OF SERVICE

Vehicle Costings - Annual Running Costs			
Registration Number	VX04 FXJ	Registration Number	FJ51 JVF
Type	18 Ton RCV	Type	7.5 ton caged tipper
<u>Running Costs</u>	£	<u>Running Costs</u>	£
Fuel	11,598.00	Fuel	13295.00
Tyres	2,240.00	Tyres	851.80
Repairs - Service Only	4,124.16	Repairs - Service Only	2080.00
Body Repairs	856.14	Body Repairs (Tail lift repairs - LOLER)	350.00
Sub-Total	18,818.30	Sub-Total	16576.80
<u>Standing Costs</u>	£	<u>Standing Costs</u>	£
Annual Leasing	15,696.43	Annual Leasing	4303.16
VED	650.00	VED	105.00
Insurance	600.00	Insurance	600.00
Annual Test	48.00	Annual Test	48.00
Sub-Total	16,994.43	Sub-Total	5056.16
Total Annual Running Costs	35,812.73	Total Annual Running Costs	21632.96
Operatives			
1 x LGV driver	26,141.00		
1 x loader	23,517.00		
1 x Driver/loader	24,680.00		
overtime	43,000.00		
Total workforce costs	117,338.00		
Total cost	174,783.69		

The first significant reduction in cost the Council can make is the removal of the overtime allowance required to ensure all allocated appointment times are met.

Two different types of vehicle are required to carry out the bulky service, one for large general items and one for white goods. Overall trend would need to be examined post charging in order to ascertain whether the service could be

cut back to one vehicle or be crewed differently. It is apparent however that various wear and tear and fuel cost would diminish if the number of collections fell.

Appendix C

PROPOSED CHARGING STRUCTURE

General Bulkies

- 1 – 3 items £10
- 4 – 6 items £15
- 7 – 9 items £20
- 10+ items quote with minimum £30 charge

Waste Electrical & Electronic Equipment (WEEE)

- 1 item £10
- 2 items £15
- 3 items £20
- 4 items £25
- 5 items £30

PROPOSED INCOME

summary of potential income	
60% reduction in requests £10 charge no concessions	£178,174
60% reduction in requests £10 charge 50% concessions	£150,625
60% reduction in requests £5 charge no concessions	£127,266
60% reduction in requests £5 charge 50% concessions	£109,904
80% reduction in requests £10 charge no concessions	£109,313
80% reduction in requests £10 charge 50% concessions	£95,551
80% reduction in requests £5 charge no concessions	£85,130
80% reduction in requests £5 charge 50% concessions	£76,204

Analysis and discussion with other Authorities suggest that a nominal initial charge for 1 item is counter productive in terms of it does not necessarily curb demand and residents still treat the service as an 'on demand' one. i.e. it is conceivable that residents will opt to pay £5 each time they require an item removing as opposed to storing it, offering it to a friend or putting it in their car and driving to the civic amenity site.

A slightly higher charge for a number of items both limits demand and entices residents to save up items before calling out the service e.g. £10/3 items (not particularly attractive to call the service to remove one item but worth waiting until 3 are ready which may take several months to achieve)

As stated demand for the service initially drops by 80% and then levels at 60% hence the various percentage breakdowns of income above.

Given the assumed need to create a fairly reasonable opening charge for the service and the need to cover £130k overhead costs plus increased administration, it would appear that a £10 for 1 to 3 items is the ideal for the authority. This tariff also creates enough headway to allow the authority to offer concessions to those people on Housing or Council Tax benefit (these being the only benefits that authority can check at time of booking).

Committee:	Executive	Agenda Item No.:	17
Date:	26th January 2009	Status	Open
Category	3. Part of the Budget and Policy Framework		
Subject:	General Fund Budgets – 2008/09 Estimated Outturn & 2009/10		
Report by:	Director Of Resources		
Other Officers Involved	Head of Finance		
Director	Director Of Resources		
Relevant Portfolio Holder	Leader of the Council		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – to continually improve the efficiency and effectiveness of all Council Services by maximising the potential use of Council resources.

TARGETS

The development of Policy Led Budgeting will help to inform future spending plans and assist in the delivery of annual efficiency gain targets.

VALUE FOR MONEY

The Budget Process challenges existing spending levels and new spending proposals to ensure that resources are effectively used and directed towards the delivery of the Corporate Aims.

Introduction

1. This report presents the following budgets for Members consideration & approval:

2008/09 estimated Outturn Budget – this is the current year budget revised to take account of changes during the financial year that will end on 31st March 2009

2009/10 Original Budget – this is the proposed budget for the next financial year, on which the Council Tax will be based, and will commence from 1st April 2009

2. The detailed budgets for both years, including a risk assessment of material items of income and expenditure are contained within a separately bound document with this Agenda. The document is structured in such a way to demonstrate how the Council will invest in services that support the delivery of each of the Corporate Aims.

2008/09 estimated Outturn Budget

3. In February last year Members considered the budget for 2008/09 on which the Council Tax was determined and during the year reports have been considered as to how the levels of actual spend have compared to the original budget for the current financial year.
4. Budget holders have been consulted and the Outturn budget has been prepared to take into account the main changes during the last 10 months.
5. Members will be familiar with some of these budget pressures as they are similar to those Members will experience individually:
 - Higher fuel prices
 - Reduction in interest rates – slight impact
6. In addition the Council provides some services that are linked in part to the downturn in the property market etc. This has resulted in the following:
 - Planning fees income reduced by £110,500
 - Land Charges income reduced by £73,160
 - Building Control Consortium deficit, of which this Council's share is £19,180
7. Not all the changes to the current year's budget have been difficulties that need to be addressed. Savings that are greater in value than the pressures have been possible and these are:
 - Concessionary travel costs have been reduced by over £600,000 as the basis of sharing costs across the County has been revised based on usage data newly being collated
 - Earmarked reserves have been reviewed and where spending is not keeping up with contributions, the contributions have been reduced
 - Posts that have been vacant during the year have now been reflected in the budget
8. This position would have been further enhanced had the investments in Icelandic banks achieved their expected return.
9. Also in year officers have taken the opportunity to revise the allocations used to share the costs of central service costs (e.g. Human

Resources). This accords with good financial management but does mean that year on year comparisons of the costs of services does become more difficult.

10. When the budget for the current year was set the General Reserve was not affected. It is pleasing to report that the result of revising the budget for these pressures and savings is that the Council is now able to contribute £127,490 to the Working Balance, taking it to £1,527,490.

Original budget for 2009/10

11. Not only does the Council need to revise the current year budget but also generate detailed income and spending proposals for the next 12 months commencing from 1st April 2009.
12. Members will already have considered the income levels that are to be generated in the Council based on the assumptions detailed in the Fees and Charges report earlier on this agenda.
13. In addition to the fees and charges the Council charges for its services the Council's annual budget is made up of the following main elements:
 - Grants from Government
 - Expenditure, income levels and efficiencies
 - Options for the Council Tax level
 - Reserves to fund any gap in income or benefit from a surplus in available funds
14. The revised allocations used to share the costs of central service costs (e.g. Human Resources) continue in 2009/10 and will be maintained for future years. This needs to be allowed for when considering comparisons across years relative to the overall costs of specific services.
15. Each of these items is now considered in more detail below, specific to the Council's budget for 2009/10 and attached to the report is a summary of the General fund overall.

Grants from Government – Formula Grant

16. Last year's budget report detailed to Members that 2008/09 was the first year of a 3 year grant settlement for local government (linked to the Comprehensive Spending Review 2007 – CSR07) covering the period 2008/09 to 2010/11. The Government has announced a provisional settlement for the second of the three years. The final details have not yet been confirmed but based on the provisional settlement the Council can expect to receive £7,862,946 in "Formula Grant". Formula grant is the term used for the sum of the Revenue Support Grant (£1.4m) and the Redistributed Business Rates (£6.4m).

17. For 2009/10 this provisional grant settlement will give the Council an increase of £74,648 or less than 1%.
18. As with previous years and as indicated in the 3 year grant settlement detailed above, the Council is not in receipt of its true allocation of grant. The grant scheme operates with what are termed "floor damping arrangements". These arrangements ensure that all authorities receive a minimum grant increase over the 3 year period. Without the "floor damping" the Council's grant would have increased by a further £60,000.
19. The settlement figures continue to tell a very disappointing story, the message from Government is clear and consistent. Councils are expected to be more ambitious and innovative using revenue raising powers such as the new supplementary business rates and discretionary charging as well as exploring positively all opportunities to maximise efficiencies (efficiencies are considered later in the report).

Grants from Government – Area Based Grant (ABG)

20. This new grant, from 2008/09, remains non-ringfenced (meaning that there are no conditions attached to the way the funding can be used).
21. The funding is split into areas, these include Cohesion and Climate Change Planning Policy Statement (new from 2009/10) and then via the Local Area Agreement, the Working Neighbourhood Fund. The provisional notification of amounts is detailed in the paragraphs below.

Area Based Grant for Cohesion

22. This was new from 2008/09, this grant continues so Councils can promote community cohesion and support local authorities in preventing and managing community tensions. The Council will receive £48,529. No changes are planned for the way in which this is spent i.e. funding towards Community and Voluntary Partnerships for £30,000 in 2009/10 and £35,000 in 2010/11.

Area Based Grant for Working Neighbourhood Fund

23. The Council will continue to receive funding for the second year as part of the Working Neighbourhoods Fund. The fund will support the programmes already in place and others being developed to tackle worklessness and low levels of skills and enterprise in the most deprived areas. Funding in 2009/10 will amount to £2.440m and £2.535m in 2010/11.

Area Based Grant for Climate Change Planning Policy Statement

24. This is new for 2009/10 and amounts to £22,500. Whilst it too is not ring fenced it does accord with work going on in the Council and could

support this directly. The Director of Strategy chairs the Climate Change Group and has therefore identified the following items that could be funded by this grant, given the importance of the climate change agenda, the recent Climate Change Act (80% reduction on 1990 emissions figures) and the lack of any dedicated resource in the Council for addressing these areas:

Resilience planning (in conjunction with DCC) for NI 188 which will involve assessing climate change risks, e.g. flooding and identifying resource to address these in all service plans. (LAA target)

For NI 185 we need to reduce our own CO2 emissions and more expensive technological solutions would benefit from the grant
Maximise opportunities in conjunction with the Local Authorities Energy Partnership (LAEP) and Marches Energy Agency to address NI 186 for reducing per capita emissions (LAA target)
Funding to tackle fuel poverty, NI 187

Grants from Government – Local Authority Business Grant Incentive

25. The budget has assumed no income from this grant. At this point in time no details are known about the overall levels of growth in business rates, nor the share that this Council will gain. This is less significant than in previous years as the overall level of funds provided by Government for this have been cut significantly and the scheme methodology has been the subject of a consultation exercise, the results of which are still awaited. Once funding is known it will be reported to Members.

Expenditure to be incurred in 2009/10

26. The preparation of these budgets has seen a number of changes impacting upon the services. Some of these changes reflect the current economic situation; others reflect changes within the Council.
27. Compared to the budget the Members were considering 12 months ago for 2008/09 there are a number of pressures and savings to be considered.

Budget Pressures

28. The budget pressures are in part similar to those that have been detailed for the 2008/09 Outturn but added to these are others that need to be detailed for Members consideration. All these pressures are detailed below.
29. Single status conditions & job evaluation.

Staffing costs are subject to significant changes because of the proposed implementation of this from 1st April 2009. The budget has

been prepared on the basis of pre appeal salary levels and prior to the equal pay audit. Back pay, once calculated, will be funded from reserves.

30. Pay award.

The staffing budgets for next year are based on a pay award of 1.75%. This is a reduction from the 2008/09 level of 2.5%, to reflect the reductions in inflation.

The 2008/09 award has been paid to staff but as part of that settlement it has been referred to arbitration, to which no further details have been made known. Based on the current economic climate this budget assumes that no further increase will be awarded.

31. Investment interest.

The Council has not been immune to the reductions in interest rates that have taken place during 2008/09. Its impact in 2008/09 has been minimal as a number of these investments have been for periods of up to one year. As these investments mature the rates on offer and predicted for 2009/10 are significantly lower. This is further magnified by the slowdown in asset sales and the Icelandic banks' problems. Overall this is a reduction of almost £400,000 against the 2008/09 original budget and over £600,000 against the actual outturn in 2007/08.

32. Building Control deficit.

The joint working consortium has carried a deficit from previous years of operation and a decision to share this with the three councils has added approximately £19,180 to this Council's budget.

33. Higher energy prices.

The Council has purchased its energy via a consortium of councils throughout 2008/09 at a very advantageous price, hence there being no pressure from this in 2008/09. This contract is due to end on 31st March 2009. The contract that replaces it is for one year only but does lead to a considerable increase in budgets over 2008/09. It has been estimated that the increase is 75%. Any variations in year will be reported via the quarterly budget monitoring reports.

34. Kissingate Leisure Centre

The fire at the Centre has triggered an insurance claim, not only to deal with the replacement costs but also for lost income. The budgets have been changed to reflect cancelled services e.g. Gas. Staff have been redeployed where possible.

35. Fees and Charges

The report earlier in the agenda addressed this issue and indicates that overall income will be down by approximately £116,000.

36. Pressures in 2009/10.

As detailed above for 2008/09 this budget is also affected by:

Higher fuel prices
Planning fees income reduced by £60,500
Land Charges income reduced by £73,160
Continuation of temporary Customer Services staffing to the end of June (£11,890) to coincide with the Depot closure and outcomes on mobile working, to accord with Council's decision in December.

Budget Savings

37. The savings made in 2008/09 continue into 2009/10 so the budget pressures as detailed above are neutralised in part by:

Concessionary travel costs reduced by over £600,000 based on usage data across the County. This data is increasing in accuracy and there may be minor changes during the year.
Earmarked reserves continue to be reviewed.

38. New to the budget is the introduction of a vacancy factor. The staff budgets have all been based on the Council's approved structure and that all posts are filled. In reality we know there will be staff changes in the year and the vacancies generate a saving to the budget. Over the last 3 years this has been at approximately 3%. It has therefore been decided that this can be built into the budget for successive years. This amounts to £355,000.

39. The Government's funding of promoting swimming for certain age groups has been included in the budget and the income levels dropped to reflect it. Overall the Council expects to see a net increase in income.

Efficiencies

40. The Government revised its Gershon saving in its Comprehensive Spending Review 2007 (CSR 07) such that all efficiencies now have to be 100% cashable, up from the previous 50%. The revised target of over £600,000 is a significant sum for the Council to generate annually. To achieve this Management Team meet monthly to consider options and evaluate progress of existing projects. The current year's work has been to get a number of officers trained in business process improvement at minimal cost to the Council. These officers will then

undertake work across the whole Council. Other specific projects such as the mobile working will generate savings for the Housing Revenue Account. Within the General Fund budget it is assumed £450,000 will be generated in efficiencies in 2009/10.

41. The Government have indicated that the targets set for local government will be increased in the Chancellor's budget statement later in 2009. No more details are known as yet.

Budget Bids

42. Due to the significant pressures on the budget for 2009/10 no budget bids are recommended for approval. Services will therefore need to report to Executive any changes that are required and how these can be funded to minimise the impact on the Council. If the actual outturn spend is advantageous to the Council it would be possible to consider certain bids at that time.

Council Tax Implications for 2009/10

Council Tax Base

43. In preparation for the budget, the Council meeting on 21st January 2009 will have considered the Council Tax Base at Band D. It is recommended that this be set at 22,532.31. This is an increase of just over 73 Band D equivalent properties. Overall this increase is 0.3%, a reduced increase from previous years.

Council Tax Options

44. The Council's part of the Council tax bill was set in 2008/09 at £152.46 for a Band D property.
45. The Council has a range of options when setting the Council Tax. The Government indicate what upper limit they consider acceptable, this has been notified to the Council as being "significantly less than 4%". Any increase in Council Tax that does not match the overall spending of the Council, less Government Grants, will mean that funds need to be withdrawn from the General Reserve.
46. A £1 increase in Council Tax will generate £22,532, a 1% increase (£1.52) will generate £45,297. The table below shows some of the options, the extra revenue generated and the impact on the General Reserve.

Increase %	New Band D £	Increase		Revenue		Working Balance	
		Annual £	/ week £	Total £	Extra £	Used £	Remaining £
0.5%	153.22	0.76	0.01	3,452,401	28,282	-327,223	1,200,267
1.0%	153.98	1.52	0.03	3,469,525	45,406	-310,099	1,217,391
1.8%	155.20	2.74	0.05	3,497,015	72,896	-282,609	1,244,881
2.5%	156.27	3.81	0.07	3,521,124	97,005	-258,500	1,268,990
3.0%	157.03	4.57	0.09	3,538,249	114,130	-241,375	1,286,115
3.5%	157.80	5.34	0.10	3,555,599	131,480	-224,025	1,303,465
4.0%	158.56	6.10	0.12	3,572,723	148,604	-206,901	1,320,589

47. An increase that is significantly below the Government's thresholds reduces the levels of revenue that can be generated in future years. Equally, an increase that requires a contribution from the General Reserve to fund ongoing expenditure cannot be considered a long term solution.
48. The area has almost 34,000 properties in its area. Significant numbers of properties are in Bands A to C (94%, of which 63% are in Band A), which reduces the value of the actual Council Tax bill increases by up to 1/3rd.
49. The Council has responded positively to the current economic downturn. Options exist for the Council Tax level to be set low to further support those affected by this situation. The ability for individuals to claim Council Tax benefit also mitigates the impact of increases on those in the greatest need. During the last 12 months the number of claimants has increased by 2%.
50. The Council Tax bill will include the values for the precepting bodies. The most significant element is that for the County Council, almost 70%. Based on previous increases it is estimated that this element of the bill will increase by 3%. Police & Fire bodies will be facing significant pressures and it is unlikely that these elements of the bill will increase by less than 3%.
51. The Budget has been based on a Council Tax increase at Band D of 1.8%. This increases the Band D value to £155.20, an increase of £2.74 per annum. It is expected this will be one of the lowest in Derbyshire and is less than half the expected national rise of 3.7%.
52. This year additional information will be required on the bill. It is expected that a Statute will be approved that requires the bill to show details of the Government's calculated efficiency targets for those bodies with efficiency targets.

Reserves

53. In balancing this budget the Council has taken account of efficiencies and a vacancy factor that when added together amount to £805,000. Based on a Council Tax rise of 1.8%, the Working Balance is also will be reduced to balance the budget. This reduction in the working balance will amount to £282,609.
54. Over the two years this is a net reduction in the Working Balance of £155,119.
55. The Working Balance will therefore be £1,244,881. This value is acceptable as the historic value of £1.4m is considered excessive. It is proposed that a new limit be established to guide the Council and this be set at £1.2m.
56. The separately bound document with this Agenda provides:
- Details of the individual service budgets
 - A summary of the Council's earmarked reserves and provisions
 - Consideration of risks associated with the budget.

Sensitivity Analysis

57. To assist Members in considering the budget for 2009/10 officers are seeking to introduce a detailed sensitivity analysis of the main area of expenditure. In achieving this for the bigger areas of the budget, officers need to load the budgets from spreadsheets into the ledger. It is anticipated that this will be done after Scrutiny and a sensitivity analysis be available for Members at Council on 4th February, prior to the final approval of the budget.
58. Certain aspects of the budget can be assessed and these are detailed below.
59. Treasury Management

As detailed earlier in this report, this budget has seen significant reductions from the levels actually achieved in 2007/08. The values associated with potential changes are shown below:

% change	General Fund Impact	HRA Impact £
+ 1.0%	Income of £161,929	Income of £11,611
+ 0.5%	Income of £80,966	Income of £5,806
- 0.5%	Pressure of £80,966	Pressure of £5,806
- 1.0%	Pressure of £161,929	Pressure of £11,611

Reserves could be used to address the pressures for one year but the Council would need to use that time to address the longer term impact to seek to prevent further use of reserves.

60. Energy

The base budget has been increased in 2009/10 by 75%. The table below shows the sensitivity analysis for this expenditure, net of any income in 2009/10.

% change	General Fund Impact	HRA Impact
-25%	Saving of £39,731	Saving of 36,543
+10%	Pressure of £15,893	Pressure of £19,8253
+25%	Pressure of £39,731	Pressure of £43,983
+50%	Pressure of £79,463	Pressure of £84,246

Reserves could address this in the short term but the need for energy reduction schemes would be increased otherwise services would be impacted upon.

61. Certain elements of the budget are fixed and will not vary during the year and are:

- Debt charges
- Government's Formula Grant

OVERALL ASSESSMENT OF THE 2009/10 BUDGET

62. There is a requirement in CIPFA's guidelines that budgets presented to Members carry the comments of the Council's responsible financial officer. As the author of this report I can confirm that:

The levels of reserves are considered to be adequate to fund planned expenditure identified by the Council.
 The estimates are considered to be robust, employee costs are based on the approved establishment, investment income is based on the advice of the Council's Treasury Management Advisors and income targets are considered to be achievable.

63. Subject to consideration and approval by the Executive the budget will be reported to Scrutiny. Comments of Scrutiny will be referred back to Cabinet. The budget will then be presented to Council on 4th February 2009. The approval of the budget by the Executive will allow the statutory consultation to take place, again this will be reported to Cabinet.

Medium Term Financial Planning

64. The assumptions built into the 2009/10 budget have been carried over in the two successive years.

65. In addition it has been assumed that:

The levels of Council Tax increases in 2010/11 and 2011/12 are 3%. (These will be considered in further detail as part of the budget process next year)

Tax Base to increase at same level (0.3%) for 2010/11 and 2011/12

Government Grant will increase by 0.8%

66. Taking just these factors into account each of the successive years shows a finding gap of almost £650,000 in 2010/11 and over £1.1 in 2011/12.

67. This level of spending cannot be absorbed by use of reserves. The Council therefore faces severe financial pressure in the medium term. Without significant changes it will not meet the current policy on Working Balances to be maintained at least 10% of the Budget Requirement.

68. There are some additional changes that have not been factored into these future year budgets, all of which could add additional pressures. These are:

Concessionary Travel could be subject to additional costs from operator appeals

CIPFA's guidance on adjusting budgets to reflect any treasury management assets that will not materialise in future years

Collection fund deficits that might materialise due to the economic downturn

In 2011/12 it is expected that Concessionary Travel will be transferred by the Government to the County level. The unknown at this time is what grant funding will be withdrawn also.

Certain aspects of Job Evaluation remain to be finalised such as the equal pay audit, final appeals etc

Employer costs are expected to rise but the final details are not yet known, there relate to national insurance and superannuation.

CSR07 will have run its 3 years and the Government will be consulting on its proposals for CSR10 during this period

A general election will have taken place

IMPLICATONS

Financial: A budget for the General Fund of £11.4 m in 2009/10 would result in a Council Tax increase of 1.8%.

Legal: The Council must approve a budget prior to the commencement of the new financial year

Human Resources: None

RECOMMENDATION(S)

1. That the estimated outturn for 2008/9 of £11,212,360 be approved.
2. That the proposed budget for 2009/10 of £11,384,061 be approved.
3. That a Council Tax increase of 1.8% be approved.
4. That the Director of Resources' view that the level of reserves and working balances are adequate and that the estimates for 2009/10 are robust be accepted.
5. That the report be presented to Scrutiny on 28th January 2009 for their consideration and comment.
6. That based on any comments from Scrutiny being considered by Cabinet the budget be presented to Council on 4th February 2009.

REASON FOR DECISION

The budget for 2008/09 is revised at this time to align it with the expected outturn. This is good financial management.

The Council is required to approve a budget for 2009/10 on which the Council Tax can be based. This must be a balanced budget.

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

		Original	Estimated	Base		
Actual		Estimate	Outturn	Budget	Forecast	Forecast
2007/08	Details of Expenditure	2008/09	2008/09	2009/10	2010/11	2011/12
£		£	£	£	£	£
555,500	Community Safety	572,230	576,050	581,740	593,230	599,040
356,976	Customer Focused Services	975,100	733,200	911,510	1,058,540	1,110,040
4,600,641	Environment	4,643,970	5,260,330	5,280,830	5,306,820	5,402,060
336,679	Regeneration	780,680	867,600	794,780	757,710	770,810
2,554,757	Social Inclusion	2,456,480	1,926,930	2,139,400	2,283,490	2,381,060
2,894,438	Strategic Organisational Development	2,969,450	3,214,670	3,142,360	3,193,450	3,188,820
0	Contingency for Inflation and Other Items	25,000	0	25,000	25,000	25,000
0	Efficiency Savings Targets	(300,000)	0	(450,000)	(700,000)	(700,000)
0	Vacancy Factor	0	0	(355,000)	(365,000)	(375,000)
	TOTAL EXPENDITURE ON					
11,298,991	CORPORATE AIMS	12,122,910	12,578,780	12,070,620	12,153,240	12,401,830
0	Capital Charges - Reversal	(743,990)	(647,640)	(732,500)	(697,020)	(374,330)
900,628	Debt Charges	792,040	960,160	718,810	1,047,730	1,103,460
(1,009,049)	Investment Interest	(710,750)	(764,990)	(318,320)	(393,780)	(378,920)
11,190,570		11,460,210	12,126,310	11,738,610	12,110,170	12,752,040
	Appropriations:					
	Contributions to Reserves:					
478,718	General	0	0	0	0	0
12,000	Historic Buildings	12,000	6,000	6,000	6,000	6,000
120,000	ICT & Office Equipment	70,000	115,250	75,250	75,250	75,250
18,000	Legal Costs	18,000	18,000	0	0	0
50,000	Local Development Scheme	50,000	50,000	50,000	50,000	50,000
10,600	Vehicle Replacement Reserve	10,600	10,600	10,600	10,600	10,600
(946,932)	Contribution from Earmarked Reserves	(408,450)	(1,241,290)	(237,890)	(62,140)	(57,620)
10,932,956	TOTAL EXPENDITURE	11,212,360	11,084,870	11,642,570	12,189,880	12,836,270
1,922,649	Parish Precepts **	1,922,649	1,922,649	1,922,649	1,922,649	1,922,649
12,855,605	TOTAL SPENDING REQUIREMENT	13,135,009	13,007,519	13,565,219	14,112,529	14,758,919
(7,636,698)	Formula Grant	(7,788,298)	(7,788,298)	(7,862,946)	(7,926,941)	(7,990,357)
	TOTAL TO BE RAISED BY					
5,218,907	COUNCIL TAX 2008/09	5,346,711	5,346,711		5,535,380	5,654,925
	COUNCIL TAX 2009/10 @			5,419,664		
	1.8%					
	FUNDING GAP / (SURPLUS)		(127,490)	282,609	650,208	1,113,637
1,400,000	Working Balance Brought Forward	1,400,000	1,400,000	1,527,490	1,244,881	1,244,881
1,400,000	Working Balance Carried Forward	1,400,000	1,527,490	1,244,881	1,244,881	1,244,881

Committee:	Executive	Agenda Item No.:	
Date:	26 th January 2009	Status	Open
Subject:	Housing Revenue Account Budget - 2008/09 Estimated Outturn & 2009/10		
Report by:	Director Of Resources		
Other Officers Involved	Head of Housing Head of Finance Principal Accountant		
Director	Director Of Resources		
Relevant Portfolio Holder	Leader of the Council		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – to continually improve the efficiency and effectiveness of all Council Services by maximising the potential use of Council resources.

TARGETS

The development of Policy Led Budgeting will help to inform future spending plans and assist in the delivery of annual efficiency gain targets.

VALUE FOR MONEY

The Budget Process challenges existing spending levels and new spending proposals to ensure that resources are effectively used and directed towards the delivery of the Corporate Aims.

Introduction

1. This report addresses the budget issues associated with the Housing Revenue Account (HRA) for Members consideration and approval, covering the following:

2008/09 estimated Outturn Budget – this is the current year budget revised to take account of changes during the financial year that will end on 31st March 2009

2009/10 Original Budget – this is the proposed budget for the next financial year, on which the Council Tax will be based, and will commence from 1st April 2009

The proposed increases on rents and charges for 2009/10.

2. The detailed budgets for both years are shown as an attachment to the report. In addition it is also in the budget book with the risk assessment of material items of

income and expenditure which is the separately bound document with this Agenda. The document is structured in such a way to demonstrate how the Council will invest in services that support the delivery of each of the Corporate Aims.

Estimated Outturn 2008/09

3. The estimated outturn for 2008/09 anticipates an operating deficit of £112,040, compared to an original estimated deficit of £59,170. There are a number of variations within the planned expenditure and income which have contributed to this. The most significant changes are identified below:

Repairs and Maintenance impacted upon by items that total almost £200,000:

Increase in recharges from the Stores allocations

Increase in retained salaries as allocations to Capital schemes has fallen

Increase in Supporting People grant

4. Officers have taken the opportunity to revise the allocations used to share the costs of central service costs (e.g. Human Resources). This accords with good financial management but does mean that year on year comparisons of the costs of services does become more difficult.
5. The working balance brought forward from 2007/08 was £979,658. After taking account of the projected deficit of £112,040, this produces an anticipated working balance at 31st March 2009 of £867,618.

Housing Revenue Account Budget 2009/10

6. The HRA budget mirror in many ways the General Fund budget. It therefore includes the following budget pressures:

Single status conditions & job evaluation based on the proposed implementation on 1st April 2009 (excluding craft workers)

Pay award based on a 1.75% increase

Reduction in investment interest

Increased energy prices

Higher fuel prices

7. New to the budget is the introduction of a vacancy factor. The staff budgets have all been based on the Council's approved structure and that all posts are filled. In reality we know there will be staff changes in the year and the vacancies generate a saving to the budget. Over the last 3 years this has been at approximately 3%. It has therefore been decided that this can be built into the budget for successive years. This amounts to £100,000.

8. The HRA budget also has a number of budget areas that are more complex and as such these are detailed below.
9. The Cost of Capital value reflects the value of capital tied up in HRA Assets. This figure is provided for indicative purposes only and is reversed out under the Appropriations section. The balance between the two entries reflects the contribution from the HRA towards external interest payable.
10. The Housing Subsidy is a misleading term as it is actually a payment that the Council is required to make to the Secretary of State from the Housing Revenue Account. It continues to exceed £4.7m.
11. Following consultation in summer 2007, Ministers have proposed to delay the date for rent convergence (dependant upon inflation rates) to 2016/17. However, it is likely that this date will be reviewed again in the future given that Ministers are considering the possibility of a wider reform of the HRA subsidy system.
12. Under the revised Rent Restructuring calculations for 2009/10, the rent increases range between 5% (£2.53 per week) and 10.3% (£4.79 per week), with an overall average of 7.23% (7.31% in 2008/09). This equates to an average weekly rent per dwelling of £61.61 (2008/09 £58.73), based on 48 weeks.
13. Members have raised concerns that rents were unable to be capped at 5% for 2009/10 (in line with the Council Tax capping levels). However, with no financial support from Government to cap rent levels, the Council would need to absorb additional costs of between £700,000 and £750,000.
14. Recent rent increases within Bolsover (based upon the Rent Restructuring Guidelines) have been as follows:

Financial Years	Average Rent Increase
2004/05	6.90%
2005/06	6.93%
2006/07	7.40%
2007/08	5.00% *
2008/09	7.31%

* Without the Government recommended cap of 5% - the average rent increase (in accordance with Rent Restructuring Guidelines) would have been 8%.

15. The Council retains discretion regarding future increases on garage rents and other services. It is proposed that wherever possible, charges for such services reflect the cost of providing these services.
16. The majority of warden services are funded through a contract with the Supporting People Team at Derbyshire County Council. Indications are that the contract sum will have no inflationary uplift; however this is yet to be confirmed by the County Council. It is therefore recommended that charges should be capped at this level for those people funded through the Supporting People Contract. It is expected that Supporting People funds will be the subject of a review in the near future and a reduction in funding could follow.

17. However there are a number of people who self-fund the supporting people services and the Council does not currently pass on the full cost of these services to customers. Last year Members agreed a methodology that would increase these charges over a ten year period. The proposed changes represent the second year of this plan.
18. Similarly, heating costs are currently subsidised, with only about 50% of the total cost being recharged to tenants. The Council has seen no change in the heating costs during 2008/09 and it is therefore recommended that 10% be added to the heating charges at this time. This will enable the Council to review the subsidy levels and ensure that over time the costs and charges are aligned.
19. The Special Services Charge includes the costs incurred from living in a sheltered housing scheme; this includes heating and lighting of communal areas, a contribution to the cost of a warden, furniture to lounges, carpeting of communal areas, and cleaning. The total cost of this was in the region of £450,000 in 2007/08. Last year Members agreed a methodology that would increase the charges to 50% of the cost of the service over a ten year period. This is the second year of applying this calculation. For 2009/10 this will be an increase of £2.74 per week per tenant, and will increase income by £40,000.
20. In seeking to balance the HRA it has been necessary to reduce the Revenue Contribution to the Capital Programme in 2009/10 from £650,000 to £600,000. Future years are at the original level of £650,000. Members may wish to see this one year reduction caught up in successive years' budgets.
21. Work will continue to review the heating and special services charges across sheltered schemes moving towards fair scheme of charging.
22. The Council also offers a lifeline service to people who are not council tenants (i.e. Housing Association Tenants and Owner Occupiers). The users of these services are currently not eligible for Supporting People grant; however this may be reviewed during the coming financial year. Along with the other support charges it is proposed to carry out work to identify the actual service cost during 2009/10.
23. It is proposed to increase charges for garage plots to £120 per year to reflect the cost of provision.

The proposed increases are summarised below:

a. Weekly Charges (48 weeks per year)

Types of Charges	2008/09 £	2009/10 £	Increase £ / %
Garages (Direct Debit)	6.00	6.25	£0.25 / 4%
Garage (other payment)	7.00	8.00	£1.00 / 14%

Types of Charges	2008/09 £	2009/10 £	Increase £ / %
<u>Heating</u>			
Bedsit (Sheltered Scheme)	4.55	5.01	£0.46 / 10%
1 bed flat (Sheltered Scheme)	6.45	7.10	£0.65 / 10%
Wardens Flat (Sheltered Scheme)	12.04	13.24	£1.20/ 10%
1 bed bungalow	7.17	7.89	£0.72 / 10%
2 bed flat	9.54	10.49	£0.95 / 10%
2 bed bungalow	10.78	11.86	£1.08 / 10%
Static Warden - Self funded (actual cost of £22.79)	3.87	5.58	£1.71 / 44%
Mobile Warden - Self funded (actual cost of £4.84)	1.73	2.06	£0.33 / 19%
Special Services	3.53	6.27	£2.74 / 78%
Buggy Parking (including electricity)	New in 2009/10	2.50	£2.50
* or in line with contract uplift			

b. Weekly Charges (52 weeks per year)

Types of Charges	2008/09 £	2009/10 £	Increase £ / %
Lifeline – pendant	1.40	1.50	£0.10 / 7.1%
Lifeline – Bronze Service	1.90	2.00	£0.10 / 5.3%
Lifeline – Gold Service	3.80	4.00	£0.20 / 5.3%

c. Annual Charge

Types of Charges	2008/09 £	2009/10 £	Increase £ / %
Garage plot	£96	£120	£24 / 25%

24. Efficiency Gains

As previously stated in the General Fund report, the Council needs to identify cashable efficiency savings of 3% per annum against the 2007/08 baseline. Given the significant value of recharges from other services which are applied to the HRA, it is inevitable that any efficiency savings identified on a corporate level will impact on the HRA. Consequently, efficiency savings targets have been included in the HRA for the period 2008/09 to 2010/11 as follows:

	2009/10 £	2010/11 £
Efficiency Savings Target	175,000	200,000

25. A report to the Executive on 25th September 2006 recommended that the minimum working balance on the HRA should not fall below £1 million in order for the Council to position itself within the median value for other District Councils. The table below shows the latest estimate for the period 2009/10 to 2010/12. The estimated number of dwelling at the end of 2009/10 and the successive years could be impacted upon by up to a further 110 properties being removed from this value, depending upon the outcome of the options being considered for the Tarran bungalows.

	2009/10	2010/11	2011/12
Balance at 31 st March	£939,128	£1,176,368	£1,387,878
Estimated Number of Dwellings	5,371	5,351	5,331
HRA Balance per dwelling	£174.85	£219.84	£260.34

26. The overall impact of all these changes in 2009/10 will be for the HRA to generate a surplus of £71,510. This will bring the working balance level to £939,128 and successive years will see it rise above the £1 million level if no other changes were to occur.
27. A sensitivity analysis is detailed in the General Fund budget report that reflects on types of expenditure that are also reflected in the HRA.

IMPLICATONS

Financial: The proposed HRA Budget for 2009/10 forecasts a net operating surplus of £71,510, enabling a working balance level of £939,128.

Legal: None

Human Resources: None

RECOMMENDATION(S)

- 1. That the estimated outturn for 2008/09 is approved.**
- 2. That the proposed Housing Revenue Account budget for 2009/10 is approved.**
- 3. That dwelling rents be increased by an average of 7.23% for 2009/10 in accordance with the Rent Restructuring guidelines.**
- 4. That the proposed charges in respect of garages, garage plots, heating, special services, lifeline and warden services be agreed and recommended to Council.**

5. That the amount of Revenue Contribution to the Capital Programme be reduced in 2009/10 from £650,000 to £600,000 and that this amount be recovered in future years.

REASON FOR DECISION

The budget for 2008/09 is revised at this time to align it with the expected outturn. This is good financial management.

The Council is required to approve a balanced budget for 2009/10 based on the rent levels set.

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

		Original	Estimated	Base		
Actual		Budget	Outturn	Budget	Forecast	Forecast
2007/08	Details of Expenditure	2008/09	2008/09	2009/10	2010/11	2011/12
£		£	£	£	£	£
	HOUSING REVENUE ACCOUNT					
	Expenditure					
4,352,915	Repairs and Maintenance	4,113,690	4,306,220	4,372,240	4,473,310	4,514,070
2,699,454	Supervision and Management	2,857,330	2,954,930	2,965,640	3,019,200	3,019,770
322,542	Special Services	427,620	341,070	557,630	585,300	614,680
20,434	Supporting People	136,900	48,230	107,580	137,660	167,580
102,306	Tenants Participation	112,090	102,610	116,060	119,320	120,560
298	Rents, Rates, Taxes & Other Chrgs	1,570	1,570	1,570	1,570	1,570
0	Increase in Bad Debts Provision	0	0	0	0	0
3,495,501	Housing Subsidy Payable	4,768,510	4,768,510	4,755,370	5,349,110	6,171,900
261,866	Cost of Capital	7,919,350	3,424,120	3,492,500	3,542,170	3,592,590
5,207	Debt Management Expenses	6,710	6,150	6,870	6,870	6,780
0	Vacancy Factor	0	0	(100,000)	(100,000)	(100,000)
0	Efficiency Savings Targets	(150,000)	0	(175,000)	(200,000)	(100,000)
11,260,523	Total Expenditure	20,193,770	15,953,410	16,100,460	16,934,510	18,009,500
	Income					
(14,289,078)	Income	(15,668,340)	(15,841,370)	(16,171,970)	(17,171,760)	(18,221,010)
(14,289,078)	Total Income	(15,668,340)	(15,841,370)	(16,171,970)	(17,171,760)	(18,221,010)
(3,028,555)	Net Cost of Services	4,525,430	112,040	(71,510)	(237,250)	(211,510)
	Appropriations					
0	Cost of Capital Adjustment	(7,579,110)	(3,112,850)	(3,144,700)	(3,194,370)	(3,244,790)
3,010,674	Depreciation	3,024,770	2,850,640	2,846,350	2,841,020	2,796,660
421	T/f to/(from) Major Repairs Reserve	88,080	262,210	298,350	353,360	448,130
(17,460)	Net Operating (Surplus) / Deficit	59,170	112,040	(71,510)	(237,240)	(211,510)
(962,198)	Working Balance at Beginning of Yea	(1,054,339)	(979,658)	(867,618)	(939,128)	(1,176,368)
(17,460)	Contribution to/(from) Balances	59,170	112,040	(71,510)	(237,240)	(211,510)
(979,658)	Working Balance at End of Year	(995,169)	(867,618)	(939,128)	(1,176,368)	(1,387,878)

Committee:	Executive	Agenda Item No.:	17
Date:	26 th January 2009	Status	Open
Category	3. Part of the Budget and Policy Framework		
Subject:	Proposed Capital Programme 2009/10 to 2011/12		
Report by:	Director of Resources		
Other Officers Involved			
Director	Director of Resources		
Relevant Portfolio Holder	Corporate Efficiency		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – to continually improve the efficiency and effectiveness of all Council Services by maximising the potential use of Council resources.

TARGETS

None.

VALUE FOR MONEY

The Budget Process challenges existing spending levels and new spending proposals to ensure that resources are effectively used and directed towards the delivery of the Corporate Aims.

THE REPORT

This report outlines the capital expenditure and financing proposals and recommends a Capital Programme for 2009/10 to 2011/12.

ISSUES/OPTIONS FOR CONSIDERATION

Estimated Outturn 2008/09

The latest estimated Capital Programme spend during 2008/09 is £13,466,301. This is £1,961,994 higher than the original budget with £1.7m of this relating to slippage from 2007/08 and £2.3m having already been moved into future years due to delays in starting and completing schemes. A summary of the other key variations are shown below:-

Scheme	Variance £	Comment
Clune Street Recreation Ground	100,000	Sale of land provided funds to move the existing ground
Playground Upgrade Programme	68,272	Extra S106 funding received
Northern Housing Market Needs Survey	84,315	New external funding received
MRA programme – various expenditure codes	173,246	External funding received from British Gas and Powergen
Private Sector Decent Homes	200,000	New Regional Housing Board (RHB) funding received
New Houghton Renewal Area	500,000	New RHB funding received
General Fund Housing Renewal Programme	900,000	Allocation of funding saved for ongoing projects
Disabled Facility Grants	274,000	New external funding received
Infrastructure Virtualisation	79,000	Funding from the ICT reserve
Document Management - Housing	47,000	Funding from the ICT reserve

The profiling of capital expenditure can be very difficult to predict. Scheme delays and technical problems can cause expenditure to slip into following years and schemes can be added or extended as a result of securing additional external funding.

Where capital expenditure slipped into 2008/09, the equivalent amount of funding was not applied during 2007/08 and is therefore available in 2008/09 to meet the delayed payments.

Capital Programme 2009/10 – 2011/12

The Council has previously approved a number of Capital Schemes for 2009/10 and 2010/11 when considering its 3 year Capital Programme. These total £4,487,165 (2009/10) and £3,549,395 (2010/11). It has been necessary to reduce the Housing Revenue Account contribution to the capital programme by £50,000 to ensure the Housing Revenue Account balances. An analysis of these schemes and associated funding are attached as Appendix A to this report.

A total of 12 Capital Budget Bids were received and after scoring, using a similar prioritisation process to that of previous years, the results will be reviewed by Senior Management Team. This scoring includes an assessment of:

- Contributions towards the Council's Corporate Aims
- Statutory obligations
- Financial implications (including an assessment of any external funding)
- Value for Money (including any associated efficiency gains)
- Risk assessment

Future capital expenditure can be funded from a variety of sources. These are detailed below:

Prudential borrowing – this places pressure on the revenue budgets to fund the debt in the long term and has to fit within the prudential indicators.

Revenue contributions – there needs to be uncommitted funds available in the revenue budgets to commit to this.

Capital receipts from asset sales – few are being generated currently and may be required to address any revenue pressure when accounting for impairment on failed treasury investments.

External funding from grants and contributions.

The following are brief descriptions of bids received, the score and comments:

Bids for One Off Spend

Bid Ref	Brief Description	Value in 2009/10	Score	Comments
C1	LA Contribution to the Delivery of Affordable Housing	£1,500,000	2nd	Limits our future options to build. Not to be funded in the short term
C2	Master planning for Bolsover Town/Other areas	£70,000	8th	To be considered once other master plans developed.
C3	Events Equipment Renewal Fund	£10,000	Not scored	Executive report may impact
C6	Frederick Gent School – Community Health and Fitness	£40,000	7th	On hold pending details re Building Schools for the future.

Bid Ref	Brief Description	Value in 2009/10	Score	Comments
C7	Flood Resilience Grant	£75,000	9th	Requires numbers affected and frequency for full consideration.

Bids requiring recurring spend:

Bid Ref	Brief Description	Value in 2009/10	Score	Comments
C4	Green Space Strategy + Green Flag Park Development Programme Years 2+3	£62,000	1 st	Option for existing external funding to cover project management costs to be considered.
C5	Neighbourhood Sports Fund – “Better Facilities” Grant Scheme Years 2+3	£40,000	6th	If 2 year programme spread to 4 years annual cost £20,000.
C8	Decent Homes grants including Home Repair Assistance and Top Up Grants	£350,000	3rd	Must use EMRA money to fully finance
C9	Mandatory Disabled Facilities Grants	£600,000	Statutory	Fund to level of Gov't funding £250k requires £150k of Capital receipts to generate a total of £400k
C10	Empty Property Grants	£150,000	6th	Must use EMRA money to fully finance
C11	Group Repair Schemes in Renewal Areas	£600,000	4th	Potential for part EMRA funding in year 1. Made up of 3 Phases each of £200k. Fund 1 per year.
C12	Group Repair Scheme in New Houghton	£550,000	Not scored	2010/11 bid

Overall

Bids to be funded as funds become available. Any bid dependant on funding to commence once funding has been confirmed. The bids that require funding will be done in the following order.

- 1 Mandatory Disabled Facilities Grants
Decent Homes grants including Home Repair Assistance and Top Up Grants – with external funding only
Empty Property Grants – with external funding only

- 2 Green Space Strategy + Green Flag Park Development – only if external funding does not cover project management or makes impact on schemes disproportionate. To be reported to a future Executive.

If capital receipts are not required to address any impairment then further bids to be funded are:

- 3 Group Repair Schemes in Renewal Areas – part fund from balance on EMRA funding for 1 of 3 phases
- 4 Neighbourhood Sports Fund – “Better Facilities” Grant Scheme – based on a 4 year scheme

A bid has been submitted to the Regional Housing Board based around *Decent Homes for Vulnerable Households in the Private Sector*. If this bid is successful, and a cash grant is awarded, this could release some resources for other projects. The outcome of this bid is expected during the Spring of 2009.

The Major Repairs Allowance has been confirmed at £3,144,697 for 2009/10 and estimated at £3,194,373 and £3,244,788 for 2010/11 and 2011/12 respectively. This allowance represents the estimated long-term average amount of capital spending required to maintain a local authority’s housing stock in its current condition.

The Housing Stock Management Group will now identify the schemes that will be delivered that meet the requirements of the Major Repairs Allowance. This group will then bring a further report regarding the proposed Housing Schemes to be financed by the Major Repairs Allowance.

Efficiency Gains

As previously stated in the General Fund report, the Council needs to identify cashable efficiency savings of 3% per annum against a new 2007/08 baseline. Included within the baseline figure is recognition of spend on Capital Schemes (circa £10 million). It is therefore logical that the Council must continue to identify efficiencies through its Capital Programme. This will include smarter procurement of capital items, e.g. lower unit costs or negotiated discounts on capital contracts.

The Council will need to give careful consideration as to how any savings arising from individual capital contracts are dealt with.

Prudential Indicators

In accordance with the Prudential Code for Capital Finance in Local Authorities, the Council is required to determine and monitor a number of Prudential Indicators:-

1. Estimates of the ratio of financing costs to net revenue stream:

	2009/10 Estimate	2010/11 Estimate	2011/12 Estimate
Non – HRA	4.93%	4.65%	4.93%
HRA	17.38%	17.31%	17.46%

This compares the levels of interest payable to the budget funded by Formula Grant and Council Tax. The estimates reflect current commitments.

2. Estimates of the end of year Capital Financing Requirement

	31/03/09 Estimate £'000	31/03/10 Estimate £'000	31/03/11 Estimate £'000	31/03/12 Estimate £'000
Non – HRA	9,239	11,187	12,410	12,907
HRA	6,387	6,738	6,573	6,368

This reflects the Council's underlying need to use external borrowing to finance its capital expenditure. In terms of best practice, the Council should ensure that the net level of external borrowing does not exceed the sum of the table above.

3. Operational boundary for external debt

	2009/10 Estimate £'000	2010/11 Estimate £'000	2011/12 Estimate £'000
Borrowing	28,100	28,100	28,100

This reflects the best estimate (but not necessarily the worst case scenario) of the external debt levels for the period covered by the existing Capital Programme.

4. Authorised limit for external debt

	2009/10 Estimate £'000	2010/11 Estimate £'000	2011/12 Estimate £'000
Borrowing	29,100	29,100	29,100

This is based on the same principles as the Operational Boundary, but it also includes additional headroom to allow for any unusual cash movements.

IMPLICATIONS

Financial: The proposed Capital Programme 2008/09 to 2010/11 can be met from available funding streams as identified in the report.

Legal: None

Human Resources: None

RECOMMENDATION(S)

1. That the proposed Capital Programme for 2009/10 to 2011/12 be agreed and recommended to Council.
2. That any surplus Capital Receipts (above the level required for current commitments) be diverted to the projects in priority order as detailed in the report.
3. That a further report be received regarding the proposed Housing Schemes to be financed by the Major Repairs Allowance (MRA).
4. That any savings arising from Capital Contracts and Projects are earmarked for future projects.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSITUTION

It is prudent for the Council to at least annually assess the resourcing and commitments within the Capital Programme.

The CIPFA code required the Council to consider and approve annually the Prudential Indicators.

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

Previously Approved Capital Programme

APPENDIX A

Code	Details of expenditure	2009/10 £	2010/11 £
Environment			
Various	Plant & Equipment	13,000	9,000
Various	Vehicle Replacements (Leases)	352,000	1,263,000
Regeneration			
C005	Joint Service Centre	0	1,000,000
C024	New Terrace Pleasley	50,000	0
C032	Byron Street Shirebrook	34,691	0
C035	New Houghton Renewal Area	500,000	500,000
C038	Station Road Shirebrook	300,000	0
C119	Decent Homes Standard	275,000	300,000
C148	Asset Management Plan	846,850	0
C169	Street Services Depot	1,242,950	127,395
Code	Details of expenditure	2009/10 £	2010/11 £
Social Inclusion			
C020	Disabled Facility Grants (Mandatory)	505,000	0
C092	Disabled Adaptations	150,000	150,000
C120	Improvements – Tenants Aspirations	175,000	200,000
C184	Choice Based Lettings	42,674	0
TOTAL		4,487,165	3,549,395

Details of financing	2009/10 £	2010/11 £
Contributions from Reserves	13,000	9,000
Contributions from Revenue	600,000	650,000
General Fund Capital Receipts	2,851,800	1,627,395
Grants and Contributions	347,674	0
HRA Capital Receipts	322,691	0
Operating Leases	352,000	1,263,000
Single Capital Pot – Borrowing	0	0
TOTAL	4,487,165	3,549,395