

EXECUTIVE

**16TH FEBRUARY 2009
AT 1000 HOURS**

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Minicom: 01246 242450 Fax: 01246 242423

Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

Date: 6th February 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 16th February 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 115.

Yours faithfully,



Chief Executive Officer

To: Chairman and Members of the Executive

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

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

DECLARATION OF INTERESTS

COMMITTEE _____ DATE _____

NAME OF MEMBER- _____

Levels of Interest 1. Personal
 2. Personal and prejudicial

Nature of Interest _____

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 provide to the Clerk at the conclusion of the meeting.

Good practice to give nature of interest – without declaring any confidentiality.

It is still your responsibility to disclose any interests which you may have at the commencement of the meeting, and before the relevant item on the agenda is discussed.

A nil return is not required.

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Minutes of a meeting of the Executive of the Bolsover District Council held in the Council Chamber, Sherwood Lodge, Bolsover, on Monday, 26th January 2009 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 and A.M. Syrett.

Officers:-

W. Lumley (Chief Executive Officer), J. Brooks (Director of Resources), S. Tomlinson (Director of Strategy), A. Turner (Legal and Standards Officer), P. Campbell (Head of Housing), A. Lowery (Street Services Manager), D. Eccles (Head of Regeneration (for Minute No's. 628 and 629 only)), L. Hickin (Leisure Operations Manager (for Minute No. 631 and 632 only)), L. Ball (Senior IT Projects Officer (for Minute No. 625 only)), R. Owen (Senior Valuer (for Minute No. 639 only)), J. Ritchie (Head of Community Services (for Minute No. 624 only)) and A. Bluff (Democratic Services Officer).

Also in attendance were Scrutiny Members, Councillors R.J. Bowler, S. Wallis, H.J. Gilmour, J.E. Smith and M. Dooley (for Minute No. 623 only).

618. APOLOGY

An apology for absence was received on behalf of Councillor A.F. Tomlinson.

619. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

620. DECLARATIONS OF INTEREST

The following declarations of interest were made.

Minute No.	Member	Level of Interest
632	J.E. Bennett	Personal and prejudicial
632	D. McGregor	Personal and prejudicial

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621. MINUTES – 1ST DECEMBER 2008

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

RESOLVED that the minutes of a meeting of the Executive held on 1st December 2008 be approved as a true record.

622. RECOMMENDED ITEM FROM SCRUTINY COMMITTEE 10TH DECEMBER 2008 – HOUSING ALLOCATION POLICY

Councillor Dooley, Chair of PPMG 4, presented the report in respect of a review undertaken by PPMG4 regarding the Housing Allocations Policy, which also included the Housing Association process and the Councils involvement in that process. The review was attached to the report.

Councillor Dooley stated that PPMG4 had been disappointed to be told in October 2008 that the Council would move to a Choice Based Lettings system and that the review was unnecessary.

Councillor Dooley thanked the Head of Housing, the Portfolio Holder for Housing Management and the Scrutiny Officer for their help with the review.

Members asked questions and lengthy discussion took place.

Councillor Watts requested that a list of reviews, currently being carried out, be drawn up and a meeting held with the Chairs of Scrutiny Groups to ensure that work was not being duplicated.

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

RESOLVED that the report be accepted.

(Chairs of Scrutiny Groups / Scrutiny Officer)

623. RECOMMENDED ITEM FROM SCRUTINY COMMITTEE 10TH DECEMBER 2008 – MEMBERS' LAPTOPS

Councillor Gilmour, Chair of PPMG 1, presented the report in respect of a review undertaken by PPMG 1 regarding Members' laptop package. The main issues raised in the review were operational problems and costing issues. The review was attached to the report.

Councillor Gilmour advised the meeting that IT had suggested a pilot scheme be carried out for a small group of Members and IT would deliver one to one training sessions for them.

She also drew the meetings attention to an error in recommendation one, relating to "..... and an 'Executive Member' take part in the IT pilot scheme". This should read "..... and Councillor P. Bowmer take part in the IT pilot scheme".

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Councillor Smith thanked the Senior IT Projects Officer, and her team, and the Director of Resources for their help with the review.

Discussion took place and Members raised further concerns with regard to the costing issues.

Councillor Watts suggested that an Executive Member be included in the pilot scheme and Councillor Hodkin volunteered to take part. It was also suggested that the pilot scheme run for a fixed time only, not for it to be an indefinite period.

Moved by Councillor A. J. Hodkin, seconded by Councillor D. Kelly

RESOLVED that 1) subject to the inclusion of Councillor P Bowmer; Councillors H.J. Gilmour, R. Turner, V.P. Mills, B. Huddless, J.J.P. Phelan and J.E. Smith take part in the IT Pilot Scheme,

2) the findings of the review and the concerns raised by the Scrutiny Review be noted and a way forward be sought,

3) Councillor A. J. Hodkin to take part in the pilot scheme as the Executive Member.

(Councillors P.M. Bowmer; Councillors H.J. Gilmour, R. Turner, V.P. Mills, B. Huddless, J.J.P. Phelan and J.E. Smith and A. J. Hodkin / Head of Democratic Services)

Councillors R. Bowler, M. Dooley, H. Gilmour and J.E. Smith left the meeting.

624. RECOMMENDED ITEM FROM SCRUTINY COMMITTEE 10TH DECEMBER 2008 – ALCOHOL AND YOUNG PEOPLE

Councillor Wallis presented the report in respect of a review undertaken by the Joint Scrutiny Groups, (Bolsover, Chesterfield Borough and North East Derbyshire District Councils), with regard to alcohol and young people. The review was attached to the report.

Councillor Murray-Carr raised concerns that the report had been presented to a recent Violence and Alcohol Licensing Group (VAL) meeting without any previous notification that the review had been undertaken and this undermined the partnership working.

The Head of Community Services added that he would like to attend a future Executive to present a report on what is happening here in Bolsover.

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

RESOLVED that the recommendations in the report be approved.

(Head of Democratic Services - Joint Scrutiny Group)

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625. RECOMMENDED ITEM FROM UNION EMPLOYEE CONSULTATION COMMITTEE 7TH JANUARY 2009 – REVIEW OF ICT SECURITY POLICY

The Senior IT Projects Officer presented the report. She informed the meeting that the review had been driven by the need to meet the code of connection for 'Government Connect'. Changes to the policy were highlighted in the report.

Moved by Councillor A. J. Hodkin, seconded by Councillor E. Watts
RESOLVED that the revised ICT Security Policy be approved.

(Senior IT Projects Officer)

626. PROPERTY SEARCHES INFORMATION POLICY

The Legal and Standards Officer presented the report in respect of the Property Searches Information Policy. A copy of the proposed Policy was attached to the report.

Moved by Councillor D. McGregor, seconded by Councillor A. J. Hodkin
RESOLVED that the Property Searches Information Policy be approved.

(Solicitor to the Council)

627. RENT ARREARS – VERBAL UPDATE

The Head of Housing circulated information on area based targets in respect of housing rent arrears. He advised the meeting that housing rent arrears had reduced by £300k in the previous two years.

Councillor McGregor stated that the Housing department should be congratulated on their performance in getting the rent arrears down.

Moved by Councillor K. Bowman, seconded by Councillor D. Kelly
RESOLVED that the report be noted.

(Head of Housing)

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

628. 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)

The Head of Regeneration presented the report, which included a slide presentation.

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The draft strategy included 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 had also been recently amended to reflect the current economic downturn. A special half day event was being organised for the 5th March 2009 at the Assembly Rooms Bolsover specifically for the business sector.

Members asked questions and discussion took place.

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

RESOLVED that 1) both strategies be endorsed with the Head of Regeneration being 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: Forms the basis and foundation for all Council Regeneration activities.

(Head of Regeneration / Head of Democratic Services- Scrutiny Committee)

629. EXTENSION OF DELEGATED POWERS FOR THE HEAD OF REGENERATION

The Head of Regeneration presented the report which proposed to extend his delegated powers to proceed, in consultation with Senior Management Team, the Leader, Deputy Leader and local Members, with the following land and property transactions;

Land sales up to £10,000
Easements, Wayleaves and Rights of Way
Release or Variation of Restrictive Covenants
Reserves for Auction Sales

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

RESOLVED that the Head of Regeneration be given additional delegated powers with regard to;

1) 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) granting 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)

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in consultation with Senior Management Team, (including the Leader and Deputy Leader), and Local Members,

4) agreeing the reserve for land and property to be sold at auction in consultation with the Leader and Deputy Leader, (Portfolio Holder for Regeneration), and,

RECOMMENDED that 5) the Standards Committee be recommended to include these delegations within the Head of Regeneration's delegation in the Council's Constitution.

Reason for decision: **To enable property land and property transactions to be dealt with in a quicker and more efficient manner.**

(Solicitor to the Council / Head of Democratic Services - Standards Committee)

630. GEOGRAPICAL INFORMATION STRATEGY

Due to the number of items on the agenda it was agreed to defer the Geographical Information Strategy until the next meeting.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor D. McGregor
RESOLVED that the Geographical Information Strategy be deferred until the next meeting of the Executive.

(Senior IT Projects Officer / Head of Democratic Services - Executive)

631. DISCRETIONARY SERVICES REVIEW REPORT FOR ARTS AND CULTURAL EVENTS, COMMUNITY DEVELOPMENT AND WELFARE SERVICES AND GRANT TO JUNCTION ARTS

The Leisure Operations Manager presented the report.

As part of the Authority's 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

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A breakdown of the information regarding the above areas was given to the review panel in order for them to undertake their review. This breakdown was contained in the report along with the findings / outcomes of the review panel.

Councillor Watts advised that as the report was a 'best value review' report, a further recommendation was needed that it be forwarded to Scrutiny Committee for their consideration also.

Moved by Councillor A. M. Syrett, seconded by Councillor B. R. Murray-Carr
RESOLVED that 1) the report be received,

2) the findings of the review panel be accepted,

3) a report for the disestablishment of the vacant event officer post be submitted to Council,

4) the report be forwarded to Scrutiny Committee.

Reason for decision: To report the results of the discretionary services review process and seek approval of the changes.

(Leisure Operations Manager / Head of Democratic Services - Scrutiny)

Councillors J.E. Bennett and D. McGregor left the meeting at this point.

632. SECTION 106 FUNDING REQUESTS FOR FORMAL LEISURE/SPORT PROVISION BY;

- 1) ELMTON WITH CRESWELL PARISH COUNCIL**
- 2) OLD BOLSOVER TOWN COUNCIL**

The Leisure Operations Manager presented the report in respect of a request for Section 106 funding monies from Elmton with Creswell Parish Council to support their 'Sports and Arts in the Community Programme', and Old Bolsover Town Council in support of their 'Playground Enhancement' programme.

Members asked questions and discussion took place.

Councillor Watts suggested a fourth recommendation was needed that if the monies were not there it would be subject to payments being received from the developers.

Moved by Councillor A. Syrett, seconded by Councillor K. Bowman
RESOLVED that 1) the report be received,

2) 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 be approved,

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3) 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 be approved,

4) resolutions 1 to 3 above be subject to payments being received from the Developers.

Reason for decision: **To consider support for these particular programmes from monies secured and held by this Authority through Section 106 contributions.**

(Leisure Operations Manager)

Councillors J.E. Bennett and D. McGregor returned to the meeting at this point.

633. LUNCHTIME ADJOURNMENT

The time being 1230 hours, consideration was given as to whether the day's business could be concluded by 1400 hours.

Moved by Councillor E. Watts, seconded by Councillor K. Bowman
RESOLVED that the meeting continue.

Councillor McGregor left the meeting at this point.

634. FEES AND CHARGES 2009/10

The Director of Resources presented the report which included a slide presentation.

Members discussed the report and asked questions.

Moved by Councillor D. Kelly, seconded by Councillor B.R. Murray-Carr
RECOMMENDED that 1) the proposed fees and charges for 2009/10 be agreed, taking into account recommendation 4.

RECOMMENDED that 2) the other information relating to income is noted,

3) no charges be levied for domestic drain-rodding services or for car parking,

Further discussion took place regarding the bulky collection charges and it was agreed that the fourth recommendation be amended to "the charges outlined in

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paragraph 2.3.1 are introduced for the collection of bulky waste and no concessions”.

Moved by Councillor A. Hodkin, seconded by Councillor B.R. Murray-Carr
RECOMMENDED that 4) the charges be introduced for the collection of bulky waste and no concessions as follows:

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

Reason for decision: To set the level of Fees and Charges for 2009/10

(Director of Resources/Head of Democratic Services - Council)

635. BUDGET – GENERAL FUND BUDGETS 2008/09 ESTIMATED OUTTURN AND 2009/10

The Director of Resources presented the report which included a slide presentation.

Members discussed the report and asked questions.

The Leader advised the meeting that recommendation six should be amended to read, “based on any comments from Scrutiny being considered by Cabinet, the budget be presented to Council on 4th February 2009”.

Moved by Councillor J.E. Bennett, seconded by Councillor D. Kelly
RECOMMENDED that 1) the estimated outturn for 2008/9 of £11,212,360 be approved,

2) the proposed budget for 2009/10 of £11,384,061 be approved,

3) a Council Tax increase of 1.8% be approved,

4) 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,

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5) the report be presented to Scrutiny on 28th January 2009 for their consideration and comment,

6) 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.

(Director of Resources / Head of Democratic Services - Council)

636. HOUSING REVENUE ACCOUNT BUDGET – 2008/09 ESTIMATED OUTTURN AND 2009/10

The Director of Resources presented the report which included a slide presentation.

Members discussed the report and asked questions.

After lengthy discussion it was necessary to make changes to the recommendations contained in the report.

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

RECOMMENDED that 1) the estimated outturn for 2008/09 is approved,

2) dwelling rents be increased by an average of 7.23% for 2009/10 in accordance with the Rent Restructuring guidelines,

3) proposed changes for heating charges be introduced,

4) no increased charges in respect of garages, garage plots, special services, buggy parking, lifeline and warden services subject to review over the next 12 months and recommended to Council,

5) 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, subject to delegation to the Chief Executive Officer, in consultation with the Leader, Deputy Leader and Portfolio Holder,

6) the level of budget for the Housing Revenue Account for

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2009/10, be subject to delegation to the Chief Executive Officer, in consultation with the Leader, Deputy Leader and Portfolio Holder, subject to the changes in recommendation 4.

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.**

(Director of Resources / Head of Democratic Services - Council)

637. PROPOSED CAPITAL PROGRAMME 2009/10 TO 2011/12

The Director of Resources presented the report which including a slide presentation.

Members discussed the report and asked questions.

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

RECOMMENDED that 1) the proposed Capital Programme for 2009/10 to 2011/12 be agreed and recommended to Council,

2) 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) a further report be received regarding the proposed Housing Schemes to be financed by the Major Repairs Allowance (MRA),

4) any savings arising from Capital Contracts and Projects are earmarked for future projects.

Reason for decision: **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.

(Director of Resources / Head of Democratic Services - Council)

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

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

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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.

639. ELECTRICITY WAYLEAVES EXEMPT – PARAGRAPH 3

The Senior Valuer presented the report in respect of electricity wayleaves.

The agents for Central Networks had approached the Council for cable wayleaves in three locations across Council owned land. Three plans were attached to the report, which highlighted the locations.

Moved by Councillor E. Watts, seconded by Councillor B.R. Murray-Carr
RESOLVED that the wayleaves be granted to Central Networks on the terms proposed by the Senior Valuer.

Reason for decision: To generate a small annual income for the Council from the granting of the wayleaves.

(Senior Valuer)

640. TENDER UPDATES EXEMPT – PARAGRAPH 3

It was agreed to defer Tender Updates to the next Executive meeting.

(Head of Procurement / Head of Democratic Services)

The meeting concluded at 1310 hours.

RECORD OF EXECUTIVE DECISION - JOINT WORKING

CBC: LEADER		Date of Decision:	
BDC: DEPUTY LEADER		20th January, 2009	
NEDDC: LEADER/DEPUTY LEADER			
CBC Non-executive Leader's Support Members present: N/A			
Title Reference: Minutes of Previous Meetings			
Consultee Member(s) (if applicable): N/A			
Key Decision References (if applicable): CBC: BDC: NEDDC:		Delegation References: CBC: R116L BDC: NEDDC:	
Report and background papers	Yes	Public <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/> Confidential <input type="checkbox"/>
Decision	On Forward Plan	N/A	
Record of Decision:			
That the notes and Records and Decision of the following meetings be noted:			
- Joint Board of 25th November, 2008			
- Chief Executives' Meeting of 23rd December, 2008.			
Reason for Decision			
To note progress on joint working.			
Alternative options considered and rejected: N/A			
Declarations of interests: None			
Decision subject to call-in		Yes	
Date Record issued: 27th January, 2009 Contact Officer: Anne Goss			

RECORD OF EXECUTIVE DECISION - JOINT WORKING

CBC: LEADER		Date of Decision:	
BDC: DEPUTY LEADER		20th January, 2009	
NEDDC: LEADER/DEPUTY LEADER			
CBC Non-executive Leader's Support Members present: N/A			
Title Reference: Joint Scrutiny Report of Chesterfield Borough, North East Derbyshire District, Bolsover District and Derbyshire County Councils on Alcohol and Young People			
Consultee Member(s) (if applicable): N/A			
Key Decision References (if applicable): CBC: BDC: NEDDC:		Delegation References: CBC: R116L BDC: NEDDC:	
Report and background papers	Yes	Public <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/> Confidential <input type="checkbox"/>
Decision	On Forward Plan	N/A	
Record of Decision:			
<p>(1) That the contents of the Joint Scrutiny Report on Alcohol and Young People be endorsed.</p> <p>(2) That the Implementation Plan to lead and co-ordinate implementation of the recommendations in the report be adopted in conjunction with Derbyshire County Council.</p>			
Reasons for Decision			
<p>1. To influence the reduction of alcohol-related crime and disorder and improve the health and well-being of all members of the community including young people.</p> <p>2. To ensure a more strategic and co-ordinated approach to implementing the recommendations and therefore service delivery.</p>			
Alternative options considered and rejected: N/A			
Declarations of interests: None			
Decision subject to call-in		Yes	
Date Record issued: 27th January, 2009 Contact Officer: Anne Goss			

RECORD OF EXECUTIVE DECISION - JOINT WORKING

CBC: LEADER		Date of Decision:	
BDC: DEPUTY LEADER		20th January, 2009	
NEDDC: LEADER/DEPUTY LEADER			
CBC Non-executive Leader's Support Members present: N/A			
Title Reference: BCN Consultancy (Building Control) - Update on Financial Position for 2008/09			
Consultee Member(s) (if applicable): N/A			
Key Decision References (if applicable): CBC: BDC: NEDDC:		Delegation References: CBC: R116L BDC: NEDDC:	
Report and background papers	Yes	Public <input type="checkbox"/>	Exempt <input checked="" type="checkbox"/> Confidential <input type="checkbox"/>
Record of Decision:			
<p>(1) That the revised budget monitoring report appended to the report be noted.</p> <p>(2) That exploration of proposed cost reduction measures in relation to staffing, as outlined in the report, take place with the assistance of Human Resources, following proper consultation.</p> <p>(3) That once the final outturn is known, further consideration be given to how to deal with any deficit.</p>			
Reason for Decision			
To effectively manage the budget of BCN and deal with any staffing issues in accordance with employment legislation and local government code of practice.			
Alternative options considered and rejected: N/A			
Declarations of interests: None			
Decision subject to call-in		Yes	
Date Record issued: 27th January, 2009 Contact Officer: Anne Goss			

RECORD OF EXECUTIVE DECISION - JOINT WORKING

CBC: LEADER		Date of Decision:	
BDC: DEPUTY LEADER		20th January, 2009	
NEDDC: LEADER/DEPUTY LEADER			
CBC Non-executive Leader's Support Members present: N/A			
Title Reference: Progress Report and Business Plan 2008/09 and Draft Business Plan 2009/10			
Consultee Member(s) (if applicable): N/A			
Key Decision References (if applicable):		Delegation References: CBC: R116L	
CBC:		BDC:	
BDC:		NEDDC:	
NEDDC:			
Report and background papers	Yes	Public <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/> Confidential <input type="checkbox"/>
Record of Decision:			
<p>(1) That progress made by the Internal Audit Consortium be noted.</p> <p>(2) That the vacant Auditor post be frozen and that the position be reviewed in 12 months' time.</p> <p>(3) That the revised Business Plan (Budget) for 2008/09 and the draft Internal Audit Consortium Business Plan for 2009/10 at Appendix 2 to the report be approved.</p> <p>(4) That an annual report on the outcome of the operation of the Internal Audit Consortium for 2008/09 be submitted to the Joint Board following the year end.</p>			
Reasons for Decision			
<p>1. To enable Members to be aware of the progress made by the Internal Audit Consortium.</p> <p>2. To enable the Consortium resource availability to be kept under review.</p> <p>3. To enable the partner authorities to budget for the Consortium charges for 2009/10.</p>			
Alternative options considered and rejected: N/A			
Declarations of interests: None			
Decision subject to call-in		Yes	
Date Record issued: 27th January, 2009			
Contact Officer: Anne Goss			

RECORD OF EXECUTIVE DECISION - JOINT WORKING

CBC: LEADER		Date of Decision:		
BDC: DEPUTY LEADER		20th January, 2009		
NEDDC: LEADER/DEPUTY LEADER				
CBC Non-executive Leader's Support Members present: N/A				
Title Reference: Improving BCN use of ICT Systems.				
Consultee Member(s) (if applicable): N/A				
Key Decision References (if applicable):		Delegation References: CBC: R116L		
CBC:		BDC:		
BDC:		NEDDC:		
NEDDC:				
Report and background papers	Yes	Public <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/>	Confidential <input type="checkbox"/>
Record of Decision:				
That consideration of this item be deferred until the next meeting of the Joint Board.				
Reason for Decision				
To allow the budget positions of the three Councils to be confirmed.				
Alternative options considered and rejected: N/A				
Declarations of interests: None				
Decision subject to call-in Yes				
Date Record issued: 27th January, 2009 Contact Officer: Anne Goss				

RECORD OF EXECUTIVE DECISION - JOINT WORKING

CBC: LEADER		Date of Decision:		
BDC: DEPUTY LEADER		20th January, 2009		
NEDDC: LEADER/DEPUTY LEADER				
CBC Non-executive Leader's Support Members present: N/A				
Title Reference: Publicity Update on Joint Working				
Consultee Member(s) (if applicable): N/A				
Key Decision References (if applicable):		Delegation References: CBC: R116L		
CBC:		BDC:		
BDC:		NEDDC:		
NEDDC:				
Report and background papers	Yes	Public <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/>	Confidential <input type="checkbox"/>
Record of Decision:				
<p>(1) That the communication arrangements be supported and relevant information cascaded through each of the three Councils.</p> <p>(2) That any additional issues for future news releases and for inclusion in the Working Together newsletter be identified.</p>				
Reason for Decision				
To maximise the potential for positive communications on Joint Working.				
Alternative options considered and rejected: N/A				
Declarations of interests: None				
Decision subject to call-in Yes				
Date Record issued: 27 th January, 2009 Contact Officer: Anne Goss				

RECORD OF EXECUTIVE DECISION - JOINT WORKING

CBC: LEADER		Date of Decision:		
BDC: DEPUTY LEADER		20th January, 2009		
NEDDC: LEADER/DEPUTY LEADER				
CBC Non-executive Leader's Support Members present: N/A				
Title Reference: Minutes of Sheffield City Region Forum				
Consultee Member(s) (if applicable): N/A				
Key Decision References (if applicable):		Delegation References: CBC: R116L		
CBC:		BDC:		
BDC:		NEDDC:		
NEDDC:				
Report and background papers	Yes	Public <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/>	Confidential <input type="checkbox"/>
Record of Decision:				
That the notes of the meeting of the Sheffield City Region Forum held on 20th November, 2008 and issues arising on them be noted.				
Reason for Decision				
To enable the Joint Board to consider its position on issues arising from the Sheffield City Region Forum.				
Alternative options considered and rejected: N/A				
Declarations of interests: None				
Decision subject to call-in Yes				
Date Record issued: 27th January, 2009 Contact Officer: Anne Goss				

Notes to Record of Decision (Joint Working):

CBC - CALL-IN REQUESTS

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

BDC - CALL-IN REQUESTS

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

NEDDC - CALL-IN REQUESTS

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

Committee:	Executive	Agenda Item No.:	7.
Date:	16 th February 2009	Status	Open
Category	3. Part of the Budget and Policy Framework		
Subject:	Compliments, Comments, Complaints and Freedom of Information Requests.		
Report by:	Customer Service and Access Officer		
Other Officers Involved	Performance Analyst/Admin Assistant		
Director	CEO		
Relevant Portfolio Holder	Customer Focused Services		

RELEVANT CORPORATE AIMS

CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

The effective management of complaints and customer requests is central to good customer service. It also provides a good source of information which the Council can use to improve services.

TARGETS

Local performance indicators for handling written complaints and Ombudsman complaints.

VALUE FOR MONEY

A centralised complaints and freedom of information requests service maximises the use of staffing resources as well as the provision of management information.

THE REPORT

To provide information on the number of compliments, comments, complaints and freedom of information requests for the period 1st October 2008 to 31st December 2008.

Compliments

Table A shows the number of written compliments received for the period. In total 29 written compliments were received many appreciating council organised events and services provided from the Handy Van Service to Personal Search facilities.

Comments

Table B shows the number of written comments received for the period. All 9 comments received were responded to within standard (20 working days).

Table C shows the above information by department.

Complaints

Stage one

Stage one complaints refer to expressions of dissatisfaction made verbally by customers. The table below provides a breakdown of stage one complaints handled by the Contact Centres by service area and volume for the period 01/10/08 to 31/12/08:

Stage One Complaints			
Service Area	01/04/08 - 30/06/08	01/07/08 - 30/09/08	01/10/08 - 31/12/08
Complaints regarding housing repairs e.g. out of time, quality	35	27	31
Complaints regarding refuse, grounds maintenance, cleansing services e.g. not returning bin to collection point, missed green bin collection	111	80	44
Missed clinical waste collection	54	35	28
Missed domestic bin collection	478	329	212
Missed blue box collection	177	201	148
Bin not fully emptied	5	6	4
Total	860	678	467

For the same period Contact Centres handled 7,908 requests for service in total.

Stage two

Table D shows the number of stage two or written complaints received for the period by date order. Of the 18 complaints received, 16 or 89% were responded to within our customer service standard of 20 working days and 2 or 11% took longer.

Table E shows the above information by department.

There were no trends for the period.

Stage three

Table F shows the number of stage three complaints received for the period by date order. These are complainants who have already made a stage two complaint and still feel dissatisfied. During this period 4 stage three complaints were received, all have been responded to within standard.

Ombudsman

Table G shows the status of Ombudsman complaints for 2008/09 as of 28th January 2009. During this period one complaint has been received and responded to and one decision received recording a 'no or insufficient evidence of maladministration' outcome.

Freedom of Information (FOI)

Table H shows the number of requests for 'freedom of information' for the period by date order. Of the 51 requests received, 49 or 96% were responded to within the government standard of 20 working days, 2 (4%) took longer than the standard.

Table I shows the above information by department.

For this period we received four requests for departmental structure charts. Resultantly, we are in the process of putting these onto our website so that they are available without having to make a formal request.

Performance

A target of 90% has been set for responding to stage two complaints within 20 working days for 2008/09. For this period 89% has been achieved maintaining the performance to date at 90%.

ISSUES/OPTIONS FOR CONSIDERATION

None

IMPLICATIONS

Financial: - None
Legal: - None
Human Resources: - None

RECOMMENDATION that

The report be received.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

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

ATTACHMENTS: **Y**

Table A: Compliments summary for the period 01/10/08– 31/12/08

Table B: Comments summary for the period 01/10/08 – 31/12/08

Table C: Comments summary by department 2008/09

Table D: Stage two complaints summary for the period 01/10/08 – 31/12/08

Table E: Stage two complaints summary by department 2008/09

Table F: Stage three complaints summary for the period 01/10/08 – 31/12/08

Table G: Ombudsman complaints summary for 2008/09

Table H: Freedom of information summary for the period 01/10/08 – 31/12/08

Table I: Freedom of information summary by department 2008/09

FILE REFERENCE: - N/A

SOURCE DOCUMENT: - N/A

Table A - COMPLIMENTS SUMMARY 01/10/08 – 31/12/08

Date Received	Area	Summary of Compliment	Departments Involved
02/10/08	Clowne	Happy with the professional attitude towards their case	Legal
06/10/08	Creswell	Happy with quick response	Environmental Health
13/10/08	Warsbrough	Enjoyed an event (brass band entertainment contest) and felt it was well organised	Leisure
13/10/08	Shuttlewood	Enjoyed the well organised fishing competition	Leisure
13/10/08	Shuttlewood	Enjoyed the well organised fishing competition	Leisure
13/10/08	Shuttlewood	Enjoyed the well organised fishing competition	Leisure
15/10/08	Whitwell	Received good customer service and a prompt bin removal	Street Services
15/10/08	Clowne	Delighted with the willingness of staff able to commit to their event	Leisure
15/10/08	Barlborough	Happy with a pool party arranged for their child's birthday	Leisure
16/10/08	South Normanton	Happy with service and grateful that they were kept up to date	Planning
17/10/08	Barlborough	Grateful for the help they received when a road was closed	Community Services
20/10/08	South Normanton	Received a prompt service for repairs	Contact Centre Housing
28/10/08	Creswell	Happy with the refurbishment to their property	Housing
30/10/08	Shirebrook	Happy with the modernisation works to their property	Regeneration Housing
04/11/08	Creswell	Pleased with the new spinning bikes	Leisure
12/11/08	Mansfield	Pleased with the food hygiene service	Environmental Health
14/11/08	Pinxton	Happy with the Handy Van Service	Environmental Health
21/11/08	Mansfield	Thankful for the grant they received	Leisure

Table A - COMPLIMENTS SUMMARY 01/10/08 – 31/12/08

Date Received	Area	Summary of Compliment	Departments Involved
21/11/08	Clowne	Grateful for the action taken about the residents' bins in the area	Contact Centre Street Services
24/11/08	Whitwell	Happy with the modernisation works to their property	Housing
25/11/08	Not known	Compliment regarding the quality information received promptly	Regeneration
27/12/08	Whitwell	Compliment regarding the loan of equipment for the annual fireworks display	Leisure
28/11/08	Not known	Compliment regarding a good service received by the Stray Dog Service	Environmental Health
02/12/08	Clowne	Happy with the Handy Van Service	Environmental Health
02/12/08	Not known	Compliment regarding a good service received by the Stray Dog Service	Environmental Health
03/12/08	Clacton On Sea	Happy with the service received from the contact centre in Clowne. "They went the extra mile"	Contact Centre
08/12/08	Creswell	Wanted to express recognition for the 'Everyday Swim' event	Leisure
08/12/08	Glapwell	Happy with bulky services collection	Street Services
08/12/08	Not known	Compliment regarding the help received with the Personal Search facilities	Legal

Table B - Comments Summary 01/10/08 – 31/12/08

Date Received	Area	Summary of Comment	Departments Involved	Date Sent	No of work days	Summary of Response
01/10/08	Clowne	Would like to know if the Travelling Fair can be encouraged to return to the District	Regeneration	22/10/08	15	Informed that there are no suitable areas for the Travelling Fair that is big enough within this District
02/10/08	Pinxton	Would like to know if people can be stopped walking their dogs on the cricket field by fencing it off	Environmental Health Leisure	28/10/08	18	Received an explanation given from an Environmental Health and Leisure perspective. It was mentioned that we would be happy to work in partnership with the Parish Council to raise the profile of the issue
15/10/08	Barlborough	Would like staff to check with parent's to decide if their children can take part in pool activities when parties arranged at Leisure Centres	Leisure	04/11/08	14	Received an explanation and an apology
24/10/08	Whitwell	Concerned about the bad behaviour of young children at the Leisure Centre, which spoilt their experience	Leisure	13/11/08	14	Assured that staff are mindful of the Anti Social Behaviour Policy and the powers of the Policy. An apology was also given
24/10/08	Shirebrook	Feels the signs on entering Shirebrook are considered to be inadequate and misleading to visitors	CSPD	31/10/08	5	Received an explanation regarding the size, format and content of the signs

Table B - Comments Summary 01/10/08 – 31/12/08

Date Received	Area	Summary of Comment	Departments Involved	Date Sent	No of work days	Summary of Response
12/11/08	Creswell	Would like to suggest to give up an adjoining walk way in Creswell to eradicate anti social behaviour	Community Services Regeneration Legal Planning	01/12/08	13	Informed that Community Services are aware of the issues and include this area on their CAN Ranger patrols. Gave a Planning view of the matter and informed that a local member representing residents on this matter
24/11/08	Palterton	Expressed issues concerning the Recycling Policy. It is felt that a facility is needed for plastic recycling and would like to know if compost can be made available from the green waste	Street Services	05/12/08	9	The Council's policy on recycling was explained and contact numbers given of the company that may be able to help them source compost
11/12/08	South Normanton	Experiencing problems with the car park at Princess Avenue	Regeneration	13/01/09	18	It was explained that because the property is not a Council owned property, the Council is not in a position to undertake any work to provide them with parking. Also insufficient priority for Capital Programme
12/12/08	Bolsover	Unhappy that the efforts made to cut a Council owned hedge were not appreciated and found the Contact Centre unhelpful when trying arrange collection of green waste	Street Services Contact Centres	07/01/09	13	Received apologies for the misunderstanding and an explanation for the misunderstanding i.e. when green bin service ceases a bulky collection can be arranged

Table C: Comments Summary by Department 2008/09
Department/Section

	01/04/08 – 30/06/08			01/07/08 – 30/09/08			01/10/08 – 31/12/08		
Department/Section	No. of Comments	No. Responded to in time	No. responded to out of time	No. of Comments	No. Responded to in time	No. responded to out of time	No. of Comments	No. Responded to in time	No. responded to out of time
Contact Centres	1	1					1	1	
Customer Service & Performance				1	1		1	1	
Community Services				1	1		1	1	
Environmental Health	1	1					1	1	
Street Services	5	4	1	2	2		2	2	
Housing	2	2		3	2	1			
Legal							1	1	
Leisure							3	3	
Planning	1	1		1	1		1	1	
Regeneration	1	1		3	3		3	3	
Revenues	3	3		2	2				
Totals	14	13	1	13	12	1	14	14	

Table D - Summary of Stage Two Complaints 01/10/08 – 31/12/08

Date Received	Area	Summary of Complaint	Departments Involved	Date Response Sent	No of work days	Remedy
06/10/08	Alfreton	Unhappy with the service provided by Repairs regarding a kitchen shelf that fell down	Housing	28/10/08	16	Received an explanation of events and reminded about the Council's and Tenants' responsibilities
09/10/08	Clowne	Bin not being emptied and unhappy with level of service received from Contact Centre	Street Services Contact Centre	31/10/08	16	Received an explanation and an apology
13/10/08	Whitwell	Regarding adaptations to their property and a lack of communication	Housing	03/11/08	15	Received an explanation and an apology
20/10/08	Tibshelf	Unhappy with events that happened after an Home Improvement Agency visit	Community Services	23/10/08	3	Received an explanation and an apology
21/10/08	Creswell	Unhappy with the content of personal information held on file	Housing CSPD	21/11/08	23	Received an explanation and an apology regarding the Data Protection breach and assurances of improvement made as a consequence
23/10/08	Whitwell	Experiencing anti social behaviour from a neighbour over a long period of time. They feel they are being ignored	Housing	18/11/08	18	Received an explanation of events to date and asked to return the noise nuisance sheets
24/10/08	Creswell	Disappointed that they had no proper bin collection for 4 weeks and felt unhappy with level of service received from Contact Centre	Contact Centres Street Services	14/11/08	15	Received an explanation and an apology and an assurance that procedure has changed

Table D - Summary of Stage Two Complaints 01/10/08 – 31/12/08

Date Received	Area	Summary of Complaint	Departments Involved	Date Response Sent	No of work days	Remedy
05/11/08	Whitwell	Received no response regarding a request for the removal of waste	CSPD	11/11/08	4	We were unable to offer an explanation as to what happened (no record of email found) but apologies were given for the inconvenience caused to the complainant. The service was requested
06/11/08	Rotherham	Dissatisfied with the checks undertaken by the Council to establish if a commercial tenancy in place	Revenues	25/11/08	13	Received an explanation of who is dealing with the different parts of the enquiry and confirmed that the Council has to guard against fraudulent claims by undertaking checks
07/11/08	Bolsover	Unhappy with neighbour's conservatory and the role undertaken by Planning	Planning	21/11/08	10	Received an explanation of events to date. Informed that investigations have been carried out correctly and within timescale
10/11/08	Clowne	Bin not being emptied	Street Services	02/12/08	16	The complainant received an explanation and an apology
14/11/08	Scarcliffe	The removal of the covenant restricting the use of a road in the District to a dwelling - cost charged and service provided	Legal Housing	12/12/08	20	Received an explanation of the events to date and basis for charge

Table D - Summary of Stage Two Complaints 01/10/08 – 31/12/08

Date Received	Area	Summary of Complaint	Departments Involved	Date Response Sent	No of work days	Remedy
17/11/08	Tibshelf	Experienced a very poor service and lack of communication regarding the planning application submitted in March 2008	Planning	12/12/08	19	Received an explanation of events and advised how to move the process forward
19/11/08	Bolsover	The disruption caused from the fireworks display and the fact that the pavements have not been swept after calling the Council	Leisure Street Services	16/12/08	19	Received an explanation and an apology
02/12/08	Pleasley	Not happy with the service they received when making a telephone call to Contact Centre	Contact Centres	15/12/08	9	Received an explanation and an apology
02/12/08	Pleasley	Not happy with the service they received when making a telephone call to Contact Centre	Contact Centres	15/12/08	9	Received an explanation and an apology
19/12/08	Clowne	Dissatisfied with the handling of the upgrades needed to their property regarding her disabled husband	Housing	27/01/09		Holding letter sent 27/01/09 whilst awaiting comments from Housing
19/12/08	Creswell	Unhappy with the way Council Tax arrears is being collected	Revenues	22/01/09	17	Explanation of events to date and decision to leave account with the bailiff

Table E - Complaints (Stage 2) Summary by Department 2008/09

Department/Section	01/04/08 – 30/06/08			01/07/08 – 30/09/08			01/10/08- 31/12/08		
	No. of Complaints	No. Responded to in time	No. responded to out of time	No. of Complaints	No. Responded to in time	No. responded to out of time	No. of Complaints	No. Responded to in time	No. responded to out of time
Contact Centres	2	2		2	2		4	4	
Customer Service & Performance							2	1	1
Community Services							1	1	
Environmental Health	3	3		4	4				
Street Services	6	5	1	1	1		4	4	
Finance	5	5		1	1				
Housing	20	14	6	10	10		6	4	2
ICT				1	1				
Legal				2	2		1	1	
Leisure	1	1		1	1		1	1	
Planning				5	5		2	2	
Regeneration				3	3				
Revenues	3	3		4	4		2	2	
Totals	40	33	7	34	34		23	20	3

Table F - Summary of Stage Three Complaints 01/10/08 – 31/12/08

Date Received	Area	Summary of Complaint	Departments Involved	Date Response sent	No of work days	Remedy
10/10/08	Clowne	An ongoing issue regarding the formation of vehicular access onto Bramlyn Court	Planning	27/10/08	11	Assured that the Council have dealt with their complaint correctly and informed that complaint has been independently reviewed by the Local Government Ombudsman
28/10/08	Bolsover	Still unhappy with vehicles causing a nuisance outside their flat	Housing	25/11/08	20	Explained that it was felt that the installation of a fence would not be appropriate. Some give and take required by all parties
11/11/08	Whitwell	Still not happy with the outcome of the 2nd stage complaint that residents at Duke Street made in June 2007 regarding a fence	Housing	02/12/08	15	Received an explanation that an injunction was in place to reinstate the fence
02/12/08	Creswell	Still not happy with the content of personal information held on file previously	Housing	22/12/08	14	Received a breakdown of answers to the questions and assured that the Council have taken the necessary steps when they were notified of the incident by reporting it to the Data Protection Officer. Informed that a request for compensation is not a suitable remedy for complaint

Table G - Summary of Ombudsman Complaints 2008/09

Date Received	Area	LGO's Summary of Complaint	Departments Involved	Date Response sent	No. of Calendar Days	Date Decision Letter Received	Ombudsman's Decision
08/04/08	Glapwell	Still unhappy about having to pay for a replacement bin	Street Services	28/04/08	20	09/06/08	Local Settlement Council to provide a replacement bin, pay £75.00 for time and trouble and produce a new policy on bins
17/06/08	Shirebrook	Despite assuring complainant that his application for a grant to replace the roof of his business had been successful, failed to honour that assurance or, as promised, integrate decision to award a grant into successor scheme. The Council since refused grant to him under either scheme	Regeneration	01/07/08	14	15/09/08	No or insufficient evidence of maladministration as Council had followed the correct administrative procedures for assessing eligibility
26/08/08	Clowne	Unhappy that the Council did not take any enforcement action against a neighbour who has constructed an access without planning permission and erected brick pillars and double gates	Planning	No information requested	N/A	28/08/08	No or insufficient evidence of maladministration as Council had followed the correct administrative procedures for enforcement action and permitted development

Table G - Summary of Ombudsman Complaints 2008/09

Date Received	Area	LGO's Summary of Complaint	Departments Involved	Date Response sent	No. of Calendar Days	Date Decision Letter Received	Ombudsman's Decision
16/09/08	Whitwell	Informal enquiry asking for an update on a complainant's case regarding damage caused to a retaining wall in the garden as a result of flooding and action taken by the Council to resolve	Housing	24/09/08	6	03/12/08	No or insufficient evidence of maladministration as the Council has dealt with the matter appropriately and tried to be accommodating under the circumstances
04/11/08	Clowne	The complaint has been through all 3 stages of complaints system and still dissatisfied with the way heating system is working	Housing	20/11/08	12		Open awaiting decision

Table H - Summary of FOI Requests 01/10/08 – 31/12/08

Date Received	Reference Number	Summary of FOI	Departments Involved	Date Response Sent	No of work days	Information released
02/10/08	092/0809	Would like to know the total complaints against the Council and how many were dealt with by the Local Government Ombudsman, the Police, the Solicitors and/or the courts	CSPD	23/10/08	15	No (Publicly available)
08/10/08	095/0809	Would like to know details of Display Energy Certificates	Regeneration	31/10/08	17	Yes
08/10/08	093/0809	Would like to know details of the credits held on record for ratepayers in respect of payment of business rates	Revenues	31/10/08	17	Yes
09/10/08	094/0809	Would like a summary of responses in connection with a specific planning application	Planning	10/10/08	1	No (Publicly available)
09/10/08	096/0809	Would like information regarding how many households are provided with finances under the Local Housing Allowance system	Revenues	31/10/08	16	No (Not held)
10/10/08	097/0809	Would like information regarding the Chief Executive Officer's expenses from January 1st 2008 to the present day	HR & Payroll	06/11/08	19	Yes
14/10/08	098/0809	Would like details of the guidance given to Call Centre staff and employees regarding the use or non use of particular words, phrases, and figures of speech	CSPD	04/11/08	15	Yes
15/10/08	099/0809	Would like information regarding rent arrears	Housing	06/11/08	16	Yes
15/10/08	100/0809	Would like the latest Food Hygiene / Environmental Report regarding a Care Home	Environmental Health	05/11/08	15	Yes

Table H - Summary of FOI Requests 01/10/08 – 31/12/08

Date Received	Reference Number	Summary of FOI	Departments Involved	Date Response Sent	No of work days	Information released
21/10/08	101/0809	Would like information to establish the cost to each local housing authority of the operation of mandatory HMO licensing	Environmental Health	06/11/08	12	Yes
22/10/08	102/0809	Would like to know details of all Council money currently invested in foreign banks and financial institutions. Also, they would like to know how much was claimed on expenses by Councillors and Council Officers on entertaining	Finance HR & Payroll	06/11/08	11	Partially
22/10/08	103/0809	Would like information regarding notices that have been served under Various Acts	Planning Housing Legal	18/11/08	19	Yes
22/10/08	104/0809	Would like information regarding notices that have been served under Various Acts	Regeneration BCN	26/11/2008 (Extension applied)	25	Partially
22/10/08	105/0809	Would like information regarding notices that have been served under Various Acts	Environmental Health	26/11/2008 (Extension applied)	25	Yes
22/10/08	106/0809	Would like information regarding notices that have been served under Various Acts	Planning	18/11/08	19	Yes
24/10/08	107/0809	Would like the latest Food Hygiene / Environmental Report regarding a Care Home	Environmental Health	05/11/08	8	Yes
28/10/08	108/0809	Would like information regarding payment methods for rent	Housing	18/11/08	15	Partially
29/10/08	109/0809	Would like information on how much in terms of value and volume is transacted online rather than offline	CSPD	18/11/08	14	Yes

Table H - Summary of FOI Requests 01/10/08 – 31/12/08

Date Received	Reference Number	Summary of FOI	Departments Involved	Date Response Sent	No of work days	Information released
30/10/08	110/0809	Would like a structure chart of the Legal and Democratic department	HR & Payroll	03/11/08	2	Yes
31/10/08	111/0809	Would like to know details regarding the Council's deposits/investments in Icelandic Banks	Finance	18/11/08	12	Yes
03/11/08	112/0809	Would like to know details on lock up garages owned by the Council	Housing	18/11/08	11	Yes
06/11/08	113/0809	Would like to know the number of county placements by the Housing Department of vulnerable adults, children at risk and other placements	Housing	10/11/08	2	Yes
06/11/08	EIR	Request for environmental information concerning a site in Shirebrook	Environmental Health	28/11/08	16	Yes
07/11/08	114/0809	Would like the ICT Business Plan and the ICT Structure	ICT	18/11/08	7	Yes
10/11/08	115/0809	Would like to know all the planning applications that have been refused	Planning	21/11/08	9	No (Publicly available)
10/11/08	116/0809	Would like a breakdown of NNDR Credit Balances for the amounts owing to all incorporated companies	Revenues	03/12/08	17	Partially
11/11/08	117/0809	Would like information from ICT regarding staffing contracts and budgets allocated	ICT	02/12/08	15	Yes
11/11/08	118/0809	Would like information for a new database that will hold personal information on every under-18 in the country	DCC	13/11/08	2	Transferred on 13/11/08

Table H - Summary of FOI Requests 01/10/08 – 31/12/08

Date Received	Reference Number	Summary of FOI	Departments Involved	Date Response Sent	No of work days	Information released
13/11/08	119/0809	Would like a list of planning application refusals from 1st September 2008 through to 31st October 2008	Planning	02/12/08	13	No (Publicly available)
14/11/08	120/0809	Would like a record of all unspent Section 106 Planning Obligation monies	Finance	02/12/08	12	Yes
19/11/08	121/0809	Would like to know details about the financial impact of the empty property rates legislation on the authority	Revenues	15/12/08	18	Yes
24/11/08	122/0809	Would like to know details regarding all empty residential properties within the Bolsover District Council boundary	Revenues Environmental Health	15/12/08	15	Partially
24/11/08	123/0809	Would like information regarding how much was spent on recruitment agencies and consultancy firms for each of the last three financial years and how much was spent on recruitment agencies and consultancy firms in 1997/1998	Finance	15/12/08	15	Yes
26/11/08	124/0809	Would like to know if the Council issued any advice to local theatres and or theatre companies	Leisure	02/12/08	4	No (Not held)
26/11/08	125/0809	Would like to know statistics on the Council's performance on paying undisputed invoices for commercial goods and services on time	Finance	16/12/08	14	Yes
27/11/08	126/0809	Would like to acquire figures with regards to Council Tax	Revenues	15/12/08	12	Yes
01/12/08	127/0809	Would like information regarding "shared surfaces" High Street/town centre schemes	Planning Democratic Services	15/12/08	10	No (Not held)

Table H - Summary of FOI Requests 01/10/08 – 31/12/08

Date Received	Reference Number	Summary of FOI	Departments Involved	Date Response Sent	No of work days	Information released
02/12/08	128/0809	Would like an organisation chart of the Council and its directorates	HR & Payroll	02/12/08	0	Yes
03/12/08	129/0809	Would like details of any foreign trips undertaken by Officials and Councillors during the financial year April 2007 to end of March 2008 and from March 2008 to the end of November 2008	Finance	02/01/09	16	Yes
03/12/08	130/0809	Would like details of Non Domestic premises with a Rating Valuation under £10,000, and who do not claim small business rates	Revenues	23/12/08	14	Yes
05/12/08	131/0809	Would like an organisation chart of the Finance department	Finance	05/12/08	0	Yes
08/12/08	132/0809	Would like the names and addresses of all the licensed boarding establishments in the authority	Environmental Health	15/12/08	5	Yes
08/12/08	133/0809	Would like to know if any of the council's employees have a corporate credit card, which allows them to pay for work related activities	Finance	07/01/09	16	Yes
08/12/08	134/0809	Would like an organisation chart of the Policy and Strategy department	CSPD	09/12/08	1	Yes
05/12/08	135/0809	Would like to see all correspondence between the Department for Communities, Local Government and individual Local Authorities. Also, they would like to see any minutes of any other meetings between the Department for the above	Finance	10/12/08	3	Withdrawn by requester

Table H - Summary of FOI Requests 01/10/08 – 31/12/08

Date Received	Reference Number	Summary of FOI	Departments Involved	Date Response Sent	No of work days	Information released
10/12/08	136/0809	Would like information regarding Deemed Consents, under the Planning (Hazardous Substances) Regulations 1992 (SI656)	Planning	23/12/08	9	Yes
12/12/08	137/0809	Would like information regarding the Council Pension Scheme	Finance	16/12/08	2	Partially
16/12/08	138/0809	Would like information regarding details of staff remuneration	HR & Payroll	23/12/08	5	Yes
17/12/08	EIR	Request for environmental information concerning a site in Shirebrook	Environmental Health	09/01/09	12	Yes
19/12/08	139/0809	Would like information regarding details of Licences the Council currently have in place under the Dangerous Wild Animals Act 1976 at private residential homes	Environmental Health	23/12/08	2	Yes
22/12/08	140/0809	Would like a list of credits held in respect of Business Rates as at 31/03/08	Revenues	23/12/08	1	Yes

Table I: Freedom of Information Summary by Department 2008-09

Department/Section	01/04/08 – 30/06/08			01/07/08 – 30/09/08				
	No. of Requests	FOI	DP	EIR	No. of Requests	FOI	DP	EIR
All	1	1			2	2		
CEPT					6	6		
Customer Service and Performance	5	5			4	4		
Democratic Services	2	2			12	7		5
Environmental Health	8	5		3	2	2		
Street Services	5	5			7	7		
Finance	4	4			3	3		
Housing	3	3			7	7		
HR & Payroll	1	1			3	3		
ICT	3	3			6	6		
Legal	3	3			4	4		
Leisure	1	1			7	7		
Planning	2	2			3	3		
Procurement					3	3		
Regeneration	2	2			1	1		
Revenues	3	3			3	3		
Transferred	3	3						
Totals	46	43		3	70	65		5

01/10/08– 31/12/08

Department/Section	No. of Requests	Freedom of Information	EIR
All Departments			
Customer Service and Performance	4	4	
Community Services			
Democratic Services	1	1	
Environmental Health	9	7	2
Street Services			
Finance	10	10	
Housing	5	5	
HR & Payroll	5	5	
ICT	2	2	
Legal	1	1	
Leisure	1	1	
Planning	7	7	
Procurement			
Regeneration	2	2	
Revenues	8	8	
Transferred	1	1	
Totals	56	54	2

Committee:	Executive	Agenda Item No.:	8.
Date:	16 th February 2009	Status	Open
Category	2. 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	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



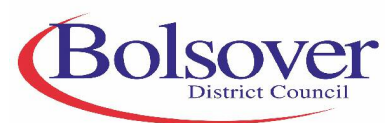
REGENERATION



SOCIAL INCLUSION



STRATEGIC ORGANISATIONAL
DEVELOPMENT



The District of Bolsover Equalities Statement

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

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

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

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

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

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

Minicom: 01246 242450

Fax: 01246 242423

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, it's 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		

Committee:	Executive	Agenda Item No.:	9
Date:	26 th February 2009	Status	Open
Category	Part of the Budget and Policy Framework		
Subject:	Junction Arts Community Arts Programme – 2nd Stage Payment 2008/09		
Report by:	Arts Development Officer		
Other Officers Involved	Leisure Operations Manager		
Director	Strategy		
Relevant Portfolio Holder	Social Inclusion		

RELEVANT CORPORATE AIMS

REGENERATION – Developing healthy, prosperous and sustainable communities

Develop vibrant town centres. Develop flourishing rural communities. Encourage inward investment and a local entrepreneurial culture to maximize sustainable employment opportunities.

SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning

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.

TARGETS

The work of Junction Arts directly impacts on the Corporate Plan target relating to increasing the number of annual recorded attendances at participatory arts programmes each year.

VALUE FOR MONEY

The Council's core funding helps to lever nearly £146,677 of additional investment in Community Arts provision.

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

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.

THE REPORT

The Council has approved annual core funding offered in two stage payments. Fifty percent (50%) of the funding released in April each financial year on receipt of a proper invoice and the balance released in December after submission of the Junction Arts Annual Report, subject to a satisfactory activity report being received.

(Minute No. 826/03 refers). The 2nd stage payment is now due for the current financial year and the report from Junction Arts for the period April to December 2008 is attached at pages 68 to 81.

Currently Junction Arts priority areas are:-

Creative Inspiration;

Creative Partnerships;

Creative Learning for Young People (Living Literacy);

Creative Learning for Adults;

Bolsover Schools Arts Celebration;

Traveller's Enhancement Project;

Family Learning (Fun in the Woods") Shirebrook Extended Schools Cluster;

Connecting Communities (Parish Celebrations);

Lantern and Light Festivals;

'Sidelines' Arts and Sports Project;

Art in Public Spaces (Celebrating Places and People);

Research and Development Programme (Arts, Health and Well-Being);

International Project (Spiral/La Rioja/Spain)

Attendance statistics which show that Junction Arts had audiences of 6,684 during the period April to December and 4,183 participants attending participatory arts activities. The target set for 2008/09 was 18,372. Achieved between April 2008 and end December 2008 was 10,867. Junction Arts have indicated that it is likely that the targets set for 2008/09 will not be met and predicted attendances for January to end March 2009 will be approximately 1,500 which takes their total to around 12,367 against a target of 18,372.

There are a number of factors which relate to this circumstance:

These include: Planning Period

The process of Junction Arts planning framework and strategic review which has enabled them to undertake a year of reflection and planning for new partnerships and projects which will be coming on stream in 2009/10. Junction Arts felt the need to take into account that this was the first year for 6 years that NRF funded projects have not been delivered by Junction Arts and this has had an impact on both outputs and income.

Programme Specific: This includes

Junction Arts anticipated increased attendance through the parish based gala programme which did not occur due to the cancellation this year of events by parish partners.

The Creative Partnerships and Education programme has been delayed by CP due to a complete change in the mechanism for delivery. Junction Arts projects in schools are now only commencing delivery this term instead of in September as anticipated.

Junction Arts had anticipated delivery of Public Art projects through partnership with the District Council. This is now being delivered in-house. Large scale contracts will be subject to procurement in the near future.

The Family Learning Programme was anticipated to be funded this financial year but Junction Arts had to re submit the Lottery bid after further local consultation and will not now know the outcome until March 2009. Therefore Junction Arts could not deliver to this programme this year

The Big Draw programme is ongoing and will be completed by March 09.

The Travellers Project did not take place due to lack of travellers families on site

The Community Arts Leaders programme is still in the planning stages and seeking additional partners and funding to aid sustainability.

The Council's core funding helps to lever nearly £146,677 of additional investment in Community Arts provision. This figure does not include the considerable amount of volunteer time that Junction Arts, as a charity, utilises throughout the year.

Junction Arts proposed plan for 2009/10 is attached pages 82 to 96 for your information.

Councillor Ann Syrett is the Council's representative on Junction Arts Board of Management.

ISSUES/OPTIONS FOR CONSIDERATION

The target set for 2008/09 was 18,372. Achieved between April 2008 and end December 2008 was 10,867. Junction Arts have indicated that it is likely that the targets set for 2008/09 will not be met and predicted attendances for January to end March 2009 will be approximately 1,500 which takes their total to around 12,367 against a target of 18,372.

Grants to Voluntary Organisations have recently been reviewed as part of a discretionary service review. It was recommended by the review panel that Junction Arts would receive further funding for 3 years at which point the arrangement would be reviewed. This recommendation was upheld at the 26th January 2009 Executive Committee.

The Council's funding is offered in two stage payments. Fifty percent (50%) of the funding will be released in April each financial year on receipt of a proper invoice and the balance will be released in December subject to a satisfactory activity report being received.

Members to consider whether or not the Executive is satisfied with the update report received and whether to release the 2nd stage payment of £9,900.

IMPLICATONS

Financial: Core funding of £19,800 has been allocated to Junction Arts as part of the 2008/09 budget. There are no additional financial implications. £9,900 has been paid early in the financial year 2008/09 as per the Service Level Agreement. The balance of £9,900 is scheduled for payment subject to Members of Executive determining whether or not the report received by Junction Arts is satisfactory.

Legal: The grant is subject to Junction Arts complying with the conditions outlined in the Council's Service Level Agreement.

Human Resources: The Arts Development Officer attends Junction Arts Board Meetings in a non voting capacity and has ongoing regular contact with Junction Arts staff.

RECOMMENDATION(S)

That subject to a satisfactory report, the 2nd stage payment for 2008/09 totalling £9,900 be released to Junction Arts.

REASON FOR DECISION

To release the 2nd stage payment to Junction Arts.

ATTACHMENTS:	Y/N
FILE REFERENCE:	Junction Arts File (11.1.1) Junction Arts Recorded Attendance Statistics July to December 2008
SOURCE DOCUMENT:	Junction Arts Programme Report July to December 2008 Junction Arts Profit and Loss Account for year to date 2008/09

JUNCTION ARTS

Bolsover District Programme Report 2008-2009 @ December 2008

1. Creative Inspiration

1.1 Community Arts Leaders

Overview

The programme will comprise workshops led by artists in targeted communities. The emphasis will be on creative learning and sharing skills to enable individuals and groups to undertake their own local projects. Participants will have the opportunity to volunteer on Junction Arts projects to increase their skills further. Sessions will also be offered in planning and managing projects and events, including health and safety, risk assessment, compliance and contracting artists.

Project Title	Aims and Objectives	Partners and Target Groups	Predicted Outcomes		Actual Outcomes to December 2008	
1.1 <u>Community Arts Leaders</u> District Wide	Creative learning projects and events, which support and develop community and participatory arts activities in towns and villages within the whole district. Development of project funded by N.R.F in 2007/2008 To continue to increase confidence and skills in developing projects with professional artists. Develop, volunteer arts worker and leadership skills in team working and project management including safe working practices. To continue to work in settings with young people as decision makers and leaders.	Members of the community. Community groups Voluntary sector organisations [age16 plus]. Bolsover District Council Derbyshire County Council Bolsover District Cultural Forum	Groups/schools 12 Participants 120 Sessions 24 Parishes 6		Groups/schools 8 Participants 343 Sessions 32 Parishes 3	

Latest Update

The CAL Programme has recently been reviewed to offer a more flexible and accessible package to include training at varied levels. Recognising that participants may not want to commit to leadership roles, differentiation in delivery will allow community members to contribute to projects as arts workers or volunteers. The training levels will be trialed and evaluated as part of the Whitwell May Day project May 2009.

1.2 Creative Partnerships

Overview

Following the success our Creative Partnerships programme for 2007/08, we have been allocated 8 Enquiry Schools and 2 Change Schools for the 2008/09 programme. All schools participating in the programme will now be in full control of their programme budgets. In addition, Junction Arts has appointed a Creative Agent for the schools whose role is to broker partnerships between schools and creative practitioners to explore and establish creative learning approaches.

Project Title	Aims and Objectives	Partners and Target Groups	Predicted Outcomes	Actual Outcomes to December 2008
<p>1.2 <u>Creative Partnerships Enquiry and Change Schools Programme</u></p> <p>Bolsover, Ashfield and Mansfield</p>	<p>To establish or extend relationships with schools through developing a shared practice in exploring creative learning approaches, including reflection and evaluation.</p> <p>Engage in multiple small or larger long-term projects with each Enquiry and Change school by supporting the schools through a process of planning and documenting the project.</p> <p>Enable schools to develop knowledge and experience in brokering partnerships with creative practitioners to address the schools' key learning issues and initiatives.</p> <p>To support the professional development of artists and creative partners through brokering and contracting; to gain experience of professional working relationships with schools, staff and pupils</p>	<p>Creative Partnerships Bolsover, Ashfield and Mansfield</p> <p>Pupils: Whitwell Primary Sch. Bolsover Infant and Nursery School Bolsover C. of E. Junior School Clowne Infants and Nursery Kirkstead Junior School Langwith Bassett Sch. Scarcliffe Primary Sch. Whaley Thorns Primary</p>	<p>Groups/schools 10</p> <p>Participants 448</p> <p>Sessions 400</p> <p>Parishes 7</p> <p>The number of parishes is determined by CP BAM's' allocation of schools</p>	<p>Groups/schools 10</p> <p>Participants 324</p> <p>Sessions 63</p> <p>Parishes 7</p>

Latest Update

The focus of delivery throughout the autumn term has been on collaborative planning with teaching staff, children and young people and creative partners. The predominant focus of the Spring term is on creative delivery and practice culminating in reflection, evaluation and sharing during the summer term.

1.3 Creative Learning for Young People

Overview

This programme aims to engage young people in high quality, sustainable arts experiences within formal school settings that are designed to support National Curriculum requirements, whilst also responding to the ambitions and aspirations of the young people.

Project Title	Aims and Objectives	Partners and Target Groups	Predicted Outcomes	Actual Outcomes to Dec 08
1.3 <u>Living Literacy</u> District Wide	Further development of a range of projects during 2005-2008 funded by NRF. To continue the success and value of the Living Literacy programme, offering primary schools in the district an opportunity to work with a and arts practitioner to impact on literacy. To offer maximum choice and flexibility by designing three models of delivery for schools to choose from. To work in partnership with schools and engage young people in high quality, sustainable arts experiences within formal schools settings designed to support current National Curriculum. To strengthen relationships and partnerships with schools.	Primary School pupils Years 5 + 6. Participating Primary Schools	Groups/ Schools 16 Participants 1920 Sessions 64 Parishes 14	Groups/Schools 11 Participants 116 Sessions 5 Parishes 8

Latest Update

Following considerable evaluation and development, plans are now emerging for the extension of the 'Living Literacy' programme and 'Picture My World' photography project. Towards the end of last term, schools were presented with a series of creative learning packages to 'buy in' Living Literacy for the coming academic year. We received a high level of interest from primary schools within the district.

1.4 Creative Learning for Adults

Overview

The programme will comprise of artist led skills and skills share workshops providing opportunities for adults to re-engage with learning and explore their own creativity. In addition, the programme will also support CPD for teachers, teaching assistants and support staff in schools. The flexibility of the programme will also include designing bespoke opportunities for creative learning with non-arts professionals such as health care and youth services.

Project Title	Aims and Objectives	Partners and Target Groups	Predicted Outcomes	Actual Outcomes to December 2008
1.4 Creative Learning for Adults District Wide	Skill share and CPD for teachers, teaching assistants and support staff. Skill share and CPD for artists and creative practitioners Skill share and CPD for non arts professionals The programme will comprise of artist led skills and skill share workshops providing opportunities for adults to re-engage with learning and explore their own creativity. In addition, the programme will also support CPD programmes for teachers, teaching assistants and support staff in schools. The flexibility of the programme will also include designing bespoke opportunities for creative learning with non-arts professionals such as healthcare and youth services	Adults 16 plus. Participating primary and secondary schools. Artists Derbyshire County Council Linked voluntary and community sector groups and organisations	Groups/schools 10 Participants 100 Sessions 20 Parishes 7	Groups/schools 4 Participants 67 Sessions 12 Parishes 4

Latest Update

As part of the recent strategic review of Junction Arts, we delivered a series of three consultation events for artists and creative practitioners who were new to working with Junction Arts. The events were held at three contrasting venues across the district; Willow Tree Forest School, Shirebrook, Hardwick Park Centre, Doe Lea and Langwith Bassett Community Hall. The events were designed to discuss and debate a series of emerging programme themes, and how they can be developed into high quality, sustainable and engaging projects. In addition to the Community Arts leaders training package, programmes are currently being devised to nurture reciprocal relationships between professionals and creative practitioners. As part of our developing relationship with local Children's Centre's, we were invited to provide creative activities at Clowne Children's Centre for their official opening in October. The event was designed as a 'market place' for families to explore the many services on offer through Children's Centre's. We are continuing to develop this programme with a range of other centres in the area.

1.5 Bolsover Schools Arts Celebration

Overview

Bolsover Schools Arts Celebration (BSAC) is a 3-year artist-led programme focused around developing residencies for creative practitioners and artists within Bolsover schools. For the academic year 2007/08, Junction Arts is working in partnership with Sheffield photographers F2, facilitating workshops in primary and secondary schools and engaging young people in a range of photography-based projects that feed into all areas of the curriculum.

Project Title	Aims and Objectives	Partners and Target Groups	Predicted Outcomes	Actual Outcomes to December 2008
1.5 Bolsover Schools Arts Celebration District Wide	Creative teaching and learning residencies. September-July 07/08 Development of project funded by Junction Arts and Creative Partnerships BAM 2006-2008 with support of Derbyshire County Council	Pupils in Secondary and Primary Schools Participating schools. Derbyshire County Council	Groups/schools 17	Groups/schools 11
			Participants 470	Participants 64
			Audience 2500	Audience 3102
			Sessions 18	Sessions 64
			Parishes 9	Parishes 9

Latest Update

The programme worked with a total of 27 schools comprising 18 Primary Schools, 4 Nursery schools, 3 Secondary schools and 1 Special School. The geographical locations of schools were spread over a total of 10 parishes delivering 41 sessions in school. Participating schools held a series of exhibitions showcasing the collection of images from the project which were well attended by children, teachers and family members. The largest exhibition showed a collection of over 3000 images. In addition, both Fredrick Gent and Blackwell Primary Schools exhibited their photographic work as part of the Creative Partnerships national initiative 'Shine Festival'. The festival's aim was to celebrate and show case the talents of children and young people on a district wide and national platform.

1.6 Traveller's Enhancement Project

Overview

Junction Arts has developed a good working relationship with families on site and we will be working with social services and staff within DCC Travellers Services to undertake a modest number of workshops linked with new computer provision within the portacabin on site. Staff members at Junction Arts have undertaken training in Travellers Education and have developed links with other regional arts providers working with travellers in their areas.

Project Title	Aims and Objectives	Partners and Target groups	Predicted Outcomes	Actual Outcomes to December 2008
1.6 Traveller's Project Blackridge Site, Pleasley	Creative engagement and sessions for 5 – 11 year olds and 11 – 16 year olds. Development of project funded by NRF in 2005-2008.	5 to 16 year old young people on Travellers site. Derbyshire County Council Connexions Derbyshire Gypsy Liaison Group	Groups/schools 1 Participants 64 Sessions 8 Parishes 1	Due to current levels of occupancy at the Blackridge site, we will now review this project in 2009

Latest Update

The Travellers Education and Advisory Service have recently been successful in applying for funding to install a small computer suite at the Blackridge site. Following the installation and building on the successes of the previous programme, Junction Arts have been invited to deliver an ICT based programme of arts activities. Initial ideas for the project include the development of an animation project building on the skills learnt in the previous project with clay/plasticine models and media production linking with other regional traveler sites.

1.7 Family Learning

Overview

Family learning offers a wide range for opportunities to access services and accredited learning that, in turn, develop basic skills and provide an invaluable opportunity for parents to understand how their children learn and vice-versa. Family Learning also provides opportunities for parents to re-engage with their own learning and develop communication skills between children and parents.

Project Title	Aims and Objectives	Partners and Target Groups	Predicted Outcomes	Actual Outcomes to December 2008
1.7 <u>Family Learning: "Fun in the Woods"</u> Shirebrook Extended Schools Cluster	Creative family learning and parent/child communications programme. Development of project funded by NRF in 2005-2007. Lottery funding applied for 4/08 for 3-year programme 2008-2011	Young people and their families. Willow Tree Family Farm. Derbyshire County Council Participating Shirebrook Extended Schools	Outcomes to be agreed pending funding agreement.	

Latest Update

Following an initial un-successful application to the Big Lottery for the continuation of the programme, we have now re-submitted our application, responding to feedback provided by the funding body.

As part of the application, we devised a two-layer consultation process working with parents and children from Sure Start Children's Centre's and family learning professionals.

A very well attended consultation with family learning professionals took place on 23rd September and was facilitated by an external arts consultant. The aim of the discussion was to share thoughts on the needs and aspirations of local families and how the family learning agenda can respond effectively to those needs. The consultation findings and report have been included in the final application submission. Following feedback from the participants, we have agreed to host a twice-yearly network meeting for family learning professionals in the district. This will enable Junction Arts to keep in contact with colleagues and enable partnership working within and outside the district.

Both events have proved to be an immensely beneficial exercise for Junction Arts as part of our strategic planning and development process.

2. Connecting Communities

2.1 Parish Celebrations

Overview

Festivals and events have been a mainstay of the work of Junction Arts since it was founded. The bringing together of communities to celebrate and share is an important part of the regeneration of the area. Following 10 years of producing the Bolsover Children's Festival, we have worked in partnership with local gala committees and groups to add a Junction Arts element to their event. A tented JA decorated area is erected and over the last 2 years we have presented themed arts workshops and related storytelling or puppet shows for children and their families.

Project Title	Aims and Objectives	Partners and Target Groups	Predicted Outcomes		Actual Outcomes to December 2008	
2.1 Parish Celebrations Open to all parishes in district	Development of 'Junction Arts on Tour' programme 2006-2007 Activities and events based around local festivals and galas including exhibitions, temporary artworks and workshops.	Members of the Community. Participating Community Groups and Gala Committees. Bolsover District Council. Parish and Town Councils Bolsover District Cultural Forum	Participants	700	Participants	520
			Audience	500	Audience	300
			Sessions	14	Sessions	6
			Parishes	7	Parishes	3

Latest Update

For 2008 the 'On Tour' programme comprised artist led mosaic workshops focusing on local heritage. The 2008 summer gala series has seen considerable decline in the district with many community gala's and festivals being cancelled due to lack of available funding and support. As a result, we were only able to take part this year in partnership with South Normanton and Whitwell galas. However, we did receive an invitation from the Friends of Bolsover Parks to an event celebrating the Hornscroft Park as part of the national 'Love Parks' week. The programme is supported by Junction Arts' volunteers from across the District.

The programme will be reviewed in spring 2009 in consultation with local groups.

2.2 Lantern and Light Festivals

Overview

Now in its fifteenth year, the Bolsover Lantern Festival was created by Junction Arts and continues to provide a major calendar event for the community of Bolsover and visitors to the area. Through community workshops and skill share sessions we will be extending the provision of lantern and light based events over the next 3 years. Through the 2008 CAL project, Barlborough and Whitwell were additionally supported and this will continue, and extend the artistic and creative quality of these events for and with local people. Additional workshops will be held within youth clubs and community groups who wish to extend and develop their involvement with local events.

Project Title	Aims and Objectives	Partners and Target Groups	Predicted Outcomes		Actual Outcomes to Dec 08	
2.2 Lantern and Light Festivals Open to all parishes in district Currently include: Bolsover Whitwell Barlborough Scarcliffe Palterton Shirebrook	Support and development of local winter celebrations with communities. Skill share and lantern- making leaders programme. Youth and community workshops. Development of existing programme into new artistic and geographic areas	Members of the community. Pupils in primary and nursery schools. Participating Community Groups and Festival Committees. Participating youth groups and schools. Bolsover District Council Old Bolsover Town Council Participating Parish and Town Councils	Groups/schools	13	Groups/schools	8
			Participants	4800	Participants	2260
			Audience	2500	Audience	1550
			Sessions	50	Sessions	42
			Parishes	5	Parishes	4

Latest Update

The 2008 Bolsover Lantern Parade took place on 6th December with the theme of 'Lighting the Way for Change'. Community lantern making workshops took place every Saturday and Sunday in November for people to build their own lanterns for the evening parade, and 5 local schools participated in large and small-scale lantern making projects. Lantern Parades were supported in Barlborough and Whitwell during December.

2.3 'Sidelines' Arts and Sports Project

Overview

As part of a new initiative connecting the arts with local sporting initiatives, 'Sidelines' has been created as an arts and sport pilot project providing the opportunity for us to gauge levels of interest of young people in the district. The pilot involves working with local youth football team 'The Pride of Shirebrook' to design a new series of training shirts for their club. The project aims to develop an awareness of the huge marketing and advertising drives within sport and how the image and creative design of sporting 'kits' impact upon young people in the district. In addition, we also want to explore and reflect the current social issues often associated with the game and the subsequent impact this has on young people and how levels of participation in sport can be increased through active engagement in the arts. Our aim is to get young people 'off the sidelines' and actively participating in sport and arts.

Working with Tibshelf-based media and visual arts organisation 'Creative Forum', the team will work with young people and with other creative practitioners to design the new shirts and images for a local tournament. Creative Forum will also produce a short film documenting and providing a platform for the work by young people in the design process through to the tournament. This pilot will provide the basis for planning the next stage of the programme.

Project Title	Aims and Objectives	Partners and Target Groups	Predicted Outcomes		Actual Outcomes to Dec 08	
2.3 'Sidelines' Arts and Sport Pilot Project The Big Draw/Creative Young People)	Community participation in a new initiative connecting participatory arts and world of sport. Activities and events in outdoor and indoor venues.	Young people. Members of the community. Participating Community Groups and Committees. Participating youth groups and schools. Bolsover District Council Parish and Town Councils LSP/Bolsover District Cultural Forum	Groups/schools	7	Groups/schools	1
			Participants	350	Participants	124
			Audience	700	Audience	6
			Sessions	16	Sessions	9
			Parishes	7	Parishes	1

Latest Update

We are currently looking at a number of artist proposals to broaden out the delivery and participation. We aim to continue to promote young peoples engagement in both sports and arts participation, whilst promoting health living and celebrating the build-up to the 2012 Olympic Games.

3. Art in Public Spaces

3.1 Celebrating Places and People

Overview

Artworks both temporary and permanent in towns and villages which celebrate local identity and distinctiveness.

Project Title	Aims and Objectives	Partners and Target Groups	Predicted Outcomes	Actual outcomes to December 2008
3.1 <u>'Someone To Watch Over Me'</u> South Normanton	<p>Large scale site specific installation created by Berlin based artist Mat Hand through a residency in the school.</p> <p>The installation presents three large portraits of older women from the community and aims to encourage debate and challenge issues around attitudes towards older people, and how commonly held social perceptions of older women affect them and their relationships with young people in the locality</p>	<p>Secondary School pupils</p> <p>Elderly residents in South Normanton and Pinxton.</p> <p>Frederick Gent Secondary School</p>	<p>Groups/schools 4</p> <p>Participants 400</p> <p>Audience 3500</p> <p>Sessions 164</p> <p>Parishes 4</p>	<p>Groups/schools 1</p> <p>Participants 130</p> <p>Audience 1014</p> <p>Sessions 9</p> <p>Parishes 1</p>

4. Research and Development Programme

4.1 Arts, Health and Well-Being

Overview

Through our continued research and development, Arts, Health and Well-Being projects are currently being planned for implementation in the new programme. In particular, Junction Arts have forged a new partnership between the University of Derby Research Faculty designing specific programmes and initiatives around how active engagement with the arts impacts on general well being in the district.

Project Title	Aims and Objectives	Partners and Target Groups	Predicted Outcomes	Actual Outcomes to December 2008
<p>4.1 <u>Arts, Health and Wellbeing</u></p> <p>District Wide</p>	<p>Consultation process commencing April 2008.</p>	<p>Members of the community.</p> <p>University of Derby Research Faculty Bolsover Local Strategic Partnership Derbyshire Primary Health Care Trust DCC Social Services</p> <p>Bolsover Mental Health Team East Midlands Arts in Health Forum Voluntary and community sector groups and organisations</p>	<p>To be agreed subject to final project proposal and funding</p>	

Latest Update

We are currently seeking funding for the first round of pilot projects to focus on three main areas: smokers and smoking cessation, body image and identity and isolated communities.

4.2 International Project: Spiral/La Rioja/Spain

Overview

Spiral are a theatre company based in La Rioja, Northern Spain who develop participatory and multicultural theatre projects in site-specific contexts. Spiral work extensively within local communities and have a strong commitment to promoting cultural activity and regeneration in rural communities. Following funding from Arts Council England, East Midlands, Junction Arts have been commissioned to undertake a feasibility study into an international exchange programme with Spiral, Junction Arts and their respective communities. The results of the exchange programme will see Spiral enhancing existing projects and programmes whilst also planning new collaborative initiatives and events across the district

Project Title	Aims and Objectives	Partners and Target Groups	Predicted Outcomes	Actual Outcomes to December 2008
<p>4.2 <u>International Project Spiral</u></p>	<p>Feasibility study funding agreed 2008 by Arts Council England for partnership project with international performance and community arts company Spiral based in Rioja, Northern Spain.</p> <p>Anticipated partnership with Bolsover heritage sites, regional arts companies/artists and local community</p>	<p>Members of the community.</p> <p>Participating European arts partners</p> <p>Participating cultural partners district and East Midlands region.</p> <p>Bolsover District Cultural Forum</p> <p>Bolsover District Council</p> <p>Derbyshire County Council</p> <p>Arts Council England</p> <p>Council of Europe</p>	<p>To be agreed subject to final project proposal and funding</p>	

Latest Update

A planning visit to La Rioja took place in October to research potential opportunities for a future exchange programmed and joint programme of activities and events. Artistic Director of the company Professor Chris Baldwin visited the district in December to see potential event sites and meet partners.

JUNCTION ARTS

Bolsover District Draft Programme Plan 2009-2010 @ January 2009

JUNCTION ARTS: Bolsover District Draft Programme Plan 2009-2010 @ January 2009

MISSION, AIMS AND VALUES

We are:

A participatory arts organisation based within the roots and history of community arts principles and practice.
A district wide organisation with strong community connections and programme.
An organisation with a commitment to extend our geographical remit.
A regionally important organisation with Arts Council 'flagship' status.

Participatory arts means to us:

Active involvement in the arts by individuals and communities.
Partnership determined programmes and projects, which are relevant and distinctive to participants, situation and place.
High quality artistic interaction by artists with individuals and communities.
A process of transformation, the opportunity to change and the generation of success.

We aim to deliver:

Highest quality participatory arts work with a range of partners, communities and individuals.
Programmes and projects which change people's lives, build confidence and skills, increase communication and support local and personal empowerment.
Programmes and projects that have longer term impact and repercussions for individuals and communities.
Work with and by artists of the highest quality and calibre.
Wider access to the arts.

1. Arts and Wellbeing

Overview

The programme aims to extend access to the arts for members of the community who are frequently excluded from attending or taking part in creative activities and to improve their individual mental and physical health. We aim to develop new opportunities for members of communities, develop new partnerships, extend professional worker skills, and involve volunteers working with community groups to establish a framework for sustainability.

The programme fundamentally aims to be responsive to the individual and specific needs of high risk identified communities across the Bolsover district whilst also being responsive to national and regional trends in participatory arts.

We are committed to promoting greater community cohesion and wellbeing across the district to meet identified targets and strategies identified by our partners and communities.

1.1 Arts and Sport

Project Title	Aims	Proposed Participants and Potential Partners	Additional Information
Arts and Sport	<p>Aims to engage young people in new cultural interests and projects in their community</p> <p>A celebration of current youth culture, including sport, the arts and new media</p>	Young people	<p>Following the success of the 2008 'Big Draw' inspired pilot project, we will be developing the model into a specific programme strand for 'Out of Hours Creative Learning for Young People' building on the established Sport and Arts links developing new partnerships and projects that communicate the core values of the Cultural Olympiad and celebrate the countdown to London 2012.</p>

1.2 'Mapping the Way to Wellbeing' Health and Wellbeing Research and Development Programme

Overview

Over the past 32 years of working in the Bolsover district, our projects and programmes have without doubt contributed to improvements in general health and increased levels of wellbeing within communities. In recent years, the healthcare profession and indeed the arts, health and wellbeing agenda has become central to the research and development of participatory arts projects and programmes.

As a result, Junction Arts began to conduct in-depth research into the impact of various projects and programmes on the health and wellbeing of communities within the Bolsover district.

The formalisation of the health and wellbeing research has led to a new partnership with the University of Derby, Buxton Research Faculty, entitled 'Mapping the Way to Wellbeing (MWWB in the table)

Project Title	Aims	Proposed Participants and Potential Partners	Additional Information
Beating It (MWWB)	To explore the culture of smoking in the district of Bolsover and the influencing factors associated with both starting and ceasing smoking in the district	Smokers Smoking Cessation Group, Derbyshire Tobacco Control Alliance.	<u>'Mapping the Way to Wellbeing'</u> The partnership with Derby University explores how the social and economic changes experienced by people living in former coalfield areas, over the past 20 – 30 years, has impacted on general health and wellbeing. In particular, the impact across generations of families through to young people currently living in the district and surrounding areas and how engagement in sustained participatory arts projects and initiatives have an impact on general health, mental health, self-esteem, aspiration and ambition.
How Do You Look? (MWWB)	To examine the relationship between body image and self-esteem amongst young people and the impact on ambition and aspiration. To identify and explore the messages and social pressures that influence young people.	Young people and Health Promoting Schools Derby University Research Faculty	
Isolated Communities (MWWB)	To research the impact of geography and recent history on local communities	Members of the Community	

2. Creative Learning

Overview

The programme aims to provide creative learning opportunities for individuals and communities. These opportunities may be within formal or informal settings and include the opportunity to obtain new skills, share skills and obtain qualifications. As part of this programme we will provide specific training and development programmes for local people, artists, creative practitioners and professionals from non arts sectors.

Junction Arts has continued to develop an excellent track record in delivering high quality creative learning and training workshops and residencies which are central to capacity building and community development in our communities. Additional support and strengthened partnerships with Higher and Adult Education will enable us to further develop our education and training services at a local and regional level.

2.1 Community Arts Leaders

Overview

The programme will comprise workshops led by artists in targeted communities. The emphasis will be on creative learning and sharing skills to enable individuals and groups to undertake their own local projects. Participants will have the opportunity to volunteer on Junction Arts projects to increase their skills further. Sessions will also be offered in planning and managing projects and events, including health and safety, risk assessment, compliance and contracting artists.

Project Title	Aims	Proposed Participants and Potential Partners	Additional Information
Community Arts Leaders	<p>To offer pre-vocational or NVQ Level One training opportunities for community members</p> <p>To recognise existing skills, build on these and encourage participants to develop new skills for their own benefit as well as the wider community</p>	<p>Members of the community</p> <p>Community, voluntary organisations</p>	

2.2 Family Learning

Overview

Family learning offers a wide range for opportunities to access services and accredited learning that, in turn, develop basic skills and provide an invaluable opportunity for parents to understand how their children learn and vice-versa. Family Learning also provides opportunities for parents to re-engage with their own learning and develop communication skills between children and parents.

Project Title	Aims	Proposed Participants and Potential Partners	Additional Information
Fun in the Woods	<p>To engage hard to reach parents and children aged 4-7 years in a family learning programme</p> <p>To support parents and children in their learning by providing fun and safe activities led by practitioners in a unique environment</p> <p>To signpost both parents and children to other services, agencies or sources of advice, guidance and support of relevance to them</p>	<p>Participants would be hard to reach parents and children aged 4-7 years.</p> <p><u>Partners</u> Sure Start Children's Centre</p> <p>Willow Tree Family Farm</p> <p>Extended Schools Services</p>	

2.3 Family Learning: Development Projects			
Project Title	Aims	Proposed Participants and Potential Partners	Additional Information
Storytelling	<p>To engage parents a learning programme that develops parenting skills using storytelling as the 'vehicle'</p> <p>To build the self-esteem and confidence of parents through participation</p>	<p>Children and families</p> <p>Sure Start Children's Centres Derbyshire County Council</p>	<p>This programme is being developed following strong interest shown by parents and children in an open day storytelling activity at Clowne Sure Start Children's Centre. Consultation also indicates that storytelling is a popular potential choice of workshop activity for parents.</p>
Creative consultation	<p>To consult widely with the local community</p> <p>To respond to information about people's interests by creating a participatory arts programme</p> <p>To begin to develop community engagement with the local Sure Start Children's Centre</p>	<p>Children and Families</p> <p>Sure Start Children's Centres. Derbyshire County Council</p> <p>Community and voluntary sector organisations.</p>	

3. Celebrations and Festivals

Overview

The programme aims to create new celebrations and support existing traditions which bring together communities. In partnership with other agencies, we will produce large and small scale events and projects which benefit the wider community as well as visitors to the area and region. We recognise the great potential for regeneration and development through arts related tourism and will take every opportunity to develop this area of our work. Through the extension of our education work, training and skill sharing programmes we aim to provide a strong base for ownership and administration of these events at a local level. The district benefits from a number of excellent historic buildings and venues including Bolsover Castle, Hardwick Hall, Hardwick Old Hall and Creswell Crags . We have now secured strong working relationships with English Heritage, The National Trust , and Creswell Heritage Trust and will further develop these relationships in order to deliver a programme which has local, regional, national and international importance.

3.1 International Collaboration with Spiral, Rioja, Spain

Overview

Spiral are a theatre company based in La Rioja, Northern Spain who develop participatory and multicultural theatre projects in site-specific contexts. The company work extensively within local communities and have a strong commitment to promoting cultural activity and regeneration in rural communities. Following feasibility study funding from Arts Council England, East Midlands, Junction Arts have been commissioned to undertake a feasibility study into an international project with the company.

Project Title	Aims	Proposed Participants and Potential Partners	Additional Information
Feasibility Study	The results of the project will see Spiral enhancing existing Junction Arts and community projects, events and programmes whilst also planning new large and small scale collaborative initiatives across the district within communities at and site specific locations.	Members of the Community Arts Council England, EM Statutory, voluntary, community and private sector Colleges and Universities	Additional funding will be sought for this programme. Proposed linkage with Magnesium Limestone Landscape Initiative and Partnership.

3.2 Community Galas and Festival Arts Access Programme

Overview

Festivals and events have been a mainstay of the work of Junction Arts since it was founded. The bringing together of communities to celebrate and share is an important part of the regeneration of the area.

Following 10 years of producing the Bolsover Children's Festival, we have worked in partnership with local gala committees and groups to add a Junction Arts element to their event. Through consultation with local communities we will develop custom made projects to meet local aspirations and needs linked with the Community Arts Leaders programme.

Project Title	Aims	Proposed Participants and Potential Partners	Additional Information
Festival Support Programme Open to all parishes in district	Development of 'Junction Arts on Tour' programme 2006-2008 Activities and events based around local festivals and galas including exhibitions, temporary artworks and workshops.	Members of the Community. Participating Community Groups and Gala Committees. Bolsover District Council. Parish and Town Councils Bolsover District Cultural Forum	

3.3 Lights and Lanterns

Overview

Building on the strength of our Lantern Festival programme we aim to develop a local and regional collaboration programme which will bring together communities, makers and artists in events focussing on illuminations, lantern making, light and fire sculptures.

Now in its 16th year, the Bolsover Lantern Festival continues to provide a major calendar event for the community of Bolsover and for visitors to the area. Through community workshops and skill share sessions we will be extending the provision of lantern and light based events into new communities over the next 3 years. We are currently supporting Barlborough and Whitwell Lantern Parades and this will continue in order to support and extend the artistic and creative quality of these events for and with local people. Additional workshops will be held within youth clubs and community groups who wish to extend and develop their involvement with local events. Our aspirations include the wider involvement of lantern makers from around the county and region through a 'Lantern Link' creative project.

Project Title	Aims	Proposed Participants and Potential Partners	Additional Information
<u>Lantern and Light Festivals</u> Open to all parishes in district	Support and development of local winter celebrations with communities. Skill share and lantern-making leaders programme. Youth and community workshops. Development of existing programme into new artistic and geographic areas	Members of the community. Pupils in primary and nursery schools. Participating Community Groups and Festival Committees. Participating youth groups and schools. Bolsover District Council Old Bolsover Town Council Participating Parish and Town Councils	Confirmed Bolsover, Balborough and Whitwell Parades.

4. Art in the Public Realm

Overview

Junction Arts has a 15-year tradition of work created for public spaces. Some of our best loved arts works have been used as iconic image for the district, such as The Bolsover Gateway and others, such as the Parish Maps and Banners sited in community halls and centres serve as a constant reminder to local people of their traditions, history and skills. Projects always include an element of workshops and/or creative consultation with the artist or artists involved in the project in order to ensure local ownership of the projects.

The programme aims to develop a district-wide focus on the placing of local and regionally significant temporary and permanent arts works that enhance and interpret the local environment. The organisation will undertake three major areas of work within this programme:

4.1 Take Me With You

'Take Me With You' involves the production and installation of a series of temporary, large format, photographic portraits of the family members of local long distance HGV drivers which will be printed onto a fleet of articulated lorries based in the Bolsover area. The 40ft long x 12ft high full colour images - depicting the workers loved ones/children outside their homes in the Bolsover district - will be printed onto HGVs that are based in local depots and distribution centres.

Project Title	Aims	Proposed Participants and Potential Partners	Additional Information
'Take Me With You'	Interactions with local families with a focus on their experiences living with long distance lorry drivers.	Members of the community Drivers and their families Haulage Companies/Private Sector	Additional funding will be sought for this project.

JUNCTION ARTS BOLSOVER DISTRICT PROGRAMME PROJECTED OUTCOMES 2009/2010 @ 1/2009
Performance Targets Summary Sheet

PROGRAMME	GROUPS	PARTICIPANTS	AUDIENCE	SESSIONS	PARISHES	TOTAL ATTENDANCE	NOTES
1.1 Arts and Sport	10	1200	1000	60	7	2200	
1.2 'Beating It'	3	90	60	9	3	150	
1.2 How Do You Look?	3	45	-	9	3	45	
1.2 Isolated Communities	3	45	300	9	3	345	
2.1 Community Arts Leaders	12	520	-	52	6	520	
2.2 Fun in the Woods	4	1000	-	40	3	1000	
2.3 Storytelling	TBA	TBA	TBA	TBA	TBA	TBA	Project TBA
2.4 Creative Consultation	10	400	1000	20	7	1400	
3.1 International Project	TBA	TBA	TBA	TBA	TBA	TBA	Project TBA
3.2 Festival Support	14	840	2100	21	7	2940	
3.3 Lanterns and Lights	15	3000	3500	66	6	6500	
4.1 'Take Me With You'	10	1000	5000	50	14	6000	
Creative Partnerships	10	1250	3000	50	14	4250	
YEAR TOTALS PREDICTED	94	9390	15960	386	73	25350	

Junction Arts Bolsover District Draft Project Plan 2009-2010 @ January 2009
Provisional Outcomes @ January 2009

Ref.	Project Title	Proposed/Predicted Outcomes		Notes
1. Arts and Wellbeing				
1.1	Arts and Sport	Groups Participants Audience Sessions Parishes	10 1200 1000 60 7	New programme
1.2	<u>Mapping the Way to Wellbeing</u> 'Beating It'	Groups Participants Audience Sessions Parishes	3 90 60 9 3	Pilot project
1.2	<u>Mapping the Way to Wellbeing</u> 'How Do You Look?'	Groups Participants Sessions Parishes	3 45 9 3	Pilot project
1.2	<u>Mapping the Way to Wellbeing</u> Isolated Communities	Groups Participants Audience Sessions Parishes	3 45 300 9 3	Pilot project

2. Creative Learning				
2.1	Community Arts Leaders	Groups Participants Sessions Parishes	12 520 52 6	Programme development
2.2	Fun in the Woods	Groups Participants Sessions Parishes	4 1000 40 3	Subject to additional funding being secured for 3 year programme.
2.3	<u>Family Learning: Development Projects</u> Storytelling	Groups Participants Sessions Parishes	TBA	Project currently in negotiation with Sure Start/Children's Centres
2.4	<u>Family Learning: Development Projects</u> Creative consultation	Groups Participants Audience Sessions Parishes Audience	10 400 1000 20 7	Offer to every Sure Start Children's Centre in the Bolsover district
3. Celebrations and Festivals				
3.1	<u>International collaboration with Spiral, Rioja, Spain.</u> Feasibility Study	Groups Participants Audience Sessions Parishes	TBA	To be agreed subject to final project proposal and funding

3.2	<u>Community Galas and Festival Arts Access Programme</u> Festival Support Programme	Groups Participants Audience Sessions Parishes	14 840 2100 21 7	
3.3	<u>Lights and Lanterns</u> Lantern and Light Festivals	Groups Participants Audience Sessions Parishes	15 3000 3500 66 6	
4. Art in the Public Realm				
4.1	'Take Me With You'	Groups Participants Audience Sessions Parishes	10 1000 5000 50 14	Subject to additional funding being secured Project currently in negotiation
Programme discussions under discussion, not contained in draft Programme Plan				
	<u>Creative Learning</u> Creative Partnerships BAM Enquiry School Programme	Schools Participants Audience Sessions Parishes	10 1250 3000 50 7	Outline prediction based on 08/09 programme. Currently this national scheme undergoing change and development. JA in negotiation for continuing delivery of existing or new programme subject to application by local schools.

Committee:	Executive	Agenda Item No.:	11
Date:	16 th February 2009	Status	Open
Category	3. Part of the Budget and Policy Framework		
Subject:	Arrears – Irrecoverable Items over £1000		
Report by:	Head of Revenue Services		
Other Officers Involved			
Director	Director of Resources		
Relevant Portfolio Holder	Social Inclusion		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

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

TARGETS

Does not apply to this report.

VALUE FOR MONEY

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

THE REPORT

Executive is requested to approve the write off of the under-mentioned irrecoverable items including costs amounting to £56,856.88 as itemised on the attached schedules.

Bankruptcy/ Liquidation		
No of Accounts	Type of Account	
10	Business Rates	£54,644.94
	Total	£54,644.94

No Trace		
No of Accounts	Type of Account	
1	Council Tax	£1,161.94
1	Sundry Debtor	£1,050.00
	Total	£2,211.94

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

ISSUES/OPTIONS FOR CONSIDERATION

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

IMPLICATIONS

Financial: None
 Legal: None
 Human Resources: None

RECOMMENDATION(S)

That approval is given to write off the irrecoverable items including costs amounting to £56,856.88 with the proviso that should any of the debts become collectable the amounts be re-debited.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

In order that outstanding debts can be written off.

ATTACHMENTS: Y

SOURCE DOCUMENT: Official Receiver/ Internal records.

BUSINESS RATES: ACCOUNTS FOR WRITE OFF - LIQUIDATION

<u>Account Reference</u>	<u>Lead Liabile Name</u>	<u>Address</u>	<u>Account Balance</u>	<u>Liabile From</u>	<u>Liabile To</u>	<u>Bill Balance</u>
1 800136321	HOME CHIC HOME	UNIT 12A MCARTHUR GLEN MANSFIELD ROAD SOUTH NORMANTON	£ 13,409.69	24/09/2007 01/04/2008	01/04/2008 21/09/2008	£ 1,804.00 £ 11,605.69
2 800130383	ANDREW J WOMBELL	TIBSHELF ROAD WESTHOUSES	£ 4,659.90	01/04/2007 01/04/2008	01/04/2008 30/10/2008	£ 1,658.16 £ 3,001.74
3 80011447X	THE WATER TRADING CO	ROYAL OAK 78 WATER LANE SOUTH NORMANTON	£ 421.25	01/04/2006	01/04/2007	£ 421.25
4 800127947	THE WATER TRADING CO	HILCOTE ARMS NEW LANE HILCOTE	£ 1,543.85	28/04/2005 01/04/2006 01/04/2007	01/04/2006 01/04/2007 01/06/2007	£ 662.30 £ 714.45 £ 167.10
5 800125338	G R P MOULDINGS LTD	UNITS 6 - 8 INTAKE ROAD BOLSOVER BUSINESS PARK BOLSOVER	£ 15,238.96	01/04/2006 01/04/2007 01/04/2008	01/04/2007 01/04/2008 01/05/2008	£ 5,625.00 £ 8,814.00 £ 799.96
6 800128826	COBRA COATINGS LTD	20 BROOKHILL ROAD PINXTON	£ 17,179.64	01/04/2008	16/12/2008	£ 17,179.64
7 80013512X	NORMANTON JUPE LTD	HILCOTE ARMS NEW LANE HILCOTE	£ 1,208.73	01/06/2007 01/04/2008	01/04/2008 17/06/2008	£ 1,141.90 £ 66.83

BUSINESS RATES: ACCOUNTS FOR WRITE OFF - LIQUIDATION

<u>Account Reference</u>	<u>Lead Liabile Name</u>	<u>Address</u>	<u>Account Balance</u>	<u>Liabile From</u>	<u>Liabile To</u>	<u>Bill Balance</u>	
8	800134474	NORMANTON JUPE LTD	ROYAL OAK 78 WATER LANE SOUTH NORMANTON	£ 787.91	01/06/2007 01/04/2008	01/04/2008 12/06/2008	£ 400.59 £ 387.32
9	800143888	TRENDSETTERS UK LTD	OFFICE 9 3-1B MILL 3 PLEASLEY MILLS PLEASLEY VALE	£ 115.03	11/07/2008	25/11/2008	£ 115.03
10	800143879	TRENDSETTERS UK LTD	OFFICE 6 3-1B MILL 3 PLEASLEY MILLS PLEASLEY VALE	£ 79.98	11/07/2008	25/11/2008	£ 79.98
			£ 54,644.94				

COUNCIL TAX: AMOUNTS FOR WRITE OFF - NO TRACE

<u>Account</u>	<u>Lead Liabile Name</u>		<u>Account</u>	<u>Liabile</u>	<u>Liabile</u>	<u>Bill</u>	<u>Issue</u>	<u>Bill</u>
<u>Reference</u>			<u>Balance</u>	<u>From</u>	<u>To</u>		<u>Date</u>	<u>Balance</u>
901210427	MCGUIRE,MR CHRISTOPHER PAUL	11 The Oaklands South Normanton DE55 3BN	£ 1,161.94	21/05/2007	10/01/2008	01/0200	07/05/2008	£ 1,161.94
			<u>£ 1,161.94</u>					

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

<u>ACCOUNT NO.</u>	<u>INVOICE NO.</u>	<u>INVOICE DATE</u>	<u>AMOUNT</u>	<u>DEBTOR</u>	<u>REASON FOR INVOICE</u>	<u>WRITE OFF AMOUNT</u>	<u>REASON FOR WRITE</u>
9959	30012738	23.05.05	1050.00	MISS D RICHARDSON 30 GREENDALE CRESCENT CLIPSTONE	OVERALLOWED HOUSING BENEFIT AT 14 HARDWICK STREET LANGWITH	1050.00	ATTACHED DWP BENEFITS - NO MONIES COURT ORDER OBTAINED UNABLE TO EN NO TRACE OF DEBTOR ALL AVENUES TR
						<u>£1,050.00</u>	

EXECUTIVE AGENDA

Monday 16th February 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 26 th January 2009.	4 to 15
5.	Rent Arrears – verbal update.	Verbal Report
6.	Joint Board Key Decision Notices.	16 to 23
7.	Compliments, Comments, Complaints and Freedom of Information Requests.	24 to 47
8.	Geographical Information Strategy.	48 to 62
9.	Junction Arts Annual Report 2008/09.	63 to 96
10.	Commencement of Shirebrook Regeneration – Byron Street Development.	To Follow
11.	Arrears – Irrecoverable Items over £1000	97 to 102
PART 2 – EXEMPT ITEMS		
<i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a.</i>		
<u>Paragraph 3</u>		
12.	Arrears – Irrecoverable Items over £1000	103 to 107
13.	Application for Charitable and Discretionary Relief.	108 to 112
14.	Lease of Land at Cotton Street, Bolsover.	To Follow
15.	Tender Opening – Shirebrook Sustainable Development Masterplan.	113 to 114
16.	Tender Updates.	Verbal Report

Committee:	Executive	Agenda Item No.:	10
Date:	16th February 2009	Status	Open
Category:	2. Decision within the functions of Executive		
Subject:	Commencement of Shirebrook Regeneration – Byron Street Development.		
Report by:	Housing Strategy Officer		
Other Officers involved:	Environmental Health Residential Manager, Housing Needs Manager, Senior Valuer		
Director	Strategy		
Relevant Portfolio Holder	Regeneration		

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.

All new proposed units will be secure by design and built to high thermal efficiency standards (Code level 3). The bespoke design of the flatted development seeks to “uplift” an area of low visual integrity and thus assist with Regeneration objectives. The scheme also has the ability to assist with rehousing of tenants affected by demolition activity proposed in the Shirebrook Masterplan.

Negotiated floating support packages for young single households will encourage social inclusion through tenancy sustainment. The availability of horticultural garden and support to use that garden, is envisaged to provide health benefits to scheme residents.

TARGETS

Endeavour to deliver affordable housing targets.

VALUE FOR MONEY

The Council will receive £41,250 capital receipt for land at a time when few sites are selling. In return for selling land at an undervalue, the authority receives eight units of social rented accommodation within a scheme worth of £0.9million. The value of the scheme represents investment levered into Shirebrook.

THE REPORT

The report requests approval for the sale to East Midlands Housing Association (EMHA) at an undervalue, in accordance with the Secretary of State's General Disposal Consent 2003, of land at Byron Street Shirebrook, for affordable housing.

The Senior Valuer has valued the open market value of the site at £82,500 with East Midlands Housing offering £41,250. This means that the contribution made to affordable housing under the Council's "Wellbeing" powers will be £41,250

The scheme will look to "kick-start" the regeneration of this part of Shirebrook by delivering bespoke designed accommodation with a strong facade on a prominent corner of the town centre.

The scheme will enable the authority to take up negotiated (YMCA) floating support packages that have hitherto been impossible to implement owing to lack of built facility in the district. To date, 4 units of floating support for Young Persons in Bolsover District have been subsumed into supported housing provision for the equivalent client group in Chesterfield. Lack of provision for proven need amongst vulnerable client groups scores poorly at Inspection.

The scheme will deliver 3x1bed and 5x2bed social rented flatted units, owned and managed by EMHA but with 75% nominations retained by the authority in perpetuity.

Background

The Byron Street project area contained poor quality housing and was affected by anti-social behaviour (see site plan Appendix B). All units within the project area were demolished in 2008 bar units 9 and 11. Minute number 1054/07 gives Council approval for demolition of units 9 and 11 if agreement for refurbishment could not be reached. Agreement has now been reached for external group repair work to occur at circa £25,000 with a contribution of 25% from the owner.

Authority for East Midlands Housing Association (EMHA) to partner the authority in redevelopment of the wider Byron Street site was given at full Council on November 6th 2002. Within the same meeting, approval was given

for transfer of the site for £1 plus nomination rights - however, a capital receipt of £41,250 has now been negotiated.

Since 2002, a considerable amount of effort has gone into delivering this project including the acquisition and demolition of the target properties – excepting units 9 and 11.

The Scheme

The brief to EMHA required a scheme of high design quality that would assist in regenerating not only the site but the surrounding, predominantly residential area. The design process has been a difficult one, seeking as the architect has, to make sense of an area with poor visual integrity:

- a. 1980's suburban mock-tudor family housing, chocolate brick, north of site
- b. 1990's bungalows, yellow brick, west of site
- c. pre-1919 terrace, red brick to the rear and within the site
- d. 1990's utilitarian Housing Association stock adjoining site

One building of architectural note that has influenced the final design is appended at Appendix A. The building is interesting because not only does it properly reflect the town centre location through its' height mass and strong street frontage, but the building is stylistically unusual owing to the way in which it seeks to take advantage of its' corner location – with a three-way façade at an asymmetric angle. The Byron Street redevelopment has been designed to “mimic” this building less than 50 meters away.

Behind the strong street frontage, car parking, bicycle rack, drying green, amenity space and horticultural garden are provided in secure and private surroundings. Planning policy allows for reduced car parking provision:

- in town centre locations
- in locations with good public transport
- where the client group is likely to have low car ownership

This policy has been used to enable a high density scheme and deliver a capital receipt of £5,156 per property (or £41,250 in total) to the authority for this affordable housing scheme.

In order to be eligible to attract Housing Corporation grant, new affordable housing must comply with Code for Sustainable Homes Level 3. This is a higher build quality requirement than the open market standards required by current Building Regulations. Thermal efficiency is heightened and households on low incomes are assisted through lower heating bills.

The Scheme Client Group

The proposed development comprises 5x2bed and 3x1bed social rented flats. As part of the Shirebrook Masterplan process, the Council are reviewing

the future of the Market Close Flats in Shirebrook since there is potential for the site to be used for the wider regenerative benefits of the town. If demolition of the flats occurs, the intention will be to give priority housing status to current Bolsover Council tenants of the Market Close flats, for the 2bed units.

The 1 bed flats have been requested in order to assist with a lack of young person's accommodation in the District. In April 2008, the authority received a Young Persons Housing Needs Study undertaken by Sheffield Hallam University. The study confirmed that which had been apparent to the Housing Needs Team for some time - an extensive undersupply of accommodation for Young Persons in Bolsover District.

The Value of Floating Support

The Supporting People programme is managed by Derbyshire County Council and offers housing based assistance to a range of vulnerable client groups. The programme is "rigid" in that once housing-based support is no longer deemed necessary, housing based assistance ceases.

The floating support package negotiated by the Housing Needs Manager for the Byron Street flats will commence at a couple of hours per day and diminish as life skills (managing money, paying bills, basic property maintenance, effective shopping and cooking) improve. The YMCA are current floating support providers for young persons in the district.

The availability of a secure, shared horticultural garden within the scheme is designed to assist scheme residents to grow foodstuffs without having to access allotment gardens in peripheral areas. YMCA floating support providers will be required to assist their clients in this endeavour. YMCA activity will be "boosted" if the Groundwork Trust are successful in applying for PCT funding to provide gardening support in Shirebrook.

The 3x1bed young persons units will not be move-on units. The intention is for young persons to successfully manage the Byron Street tenancies until life opportunities persuade them to seek alternative accommodation. As and when young persons units become vacant, the Council will nominate young persons requiring floating support to access the Byron Street scheme.

The purpose of floating support is to teach residents with poor life skills how to sustain a tenancy. Without such skills, repeat homelessness and social exclusion can be an issue.

Timescales

The Byron Street scheme has been submitted to planning with decision expected February. Without planning permission in place for the scheme, any member approval for transfer at an under value, will have to be an "in principle" decision.

If successful through the planning and land transfer process, East Midlands Housing Association expect to be on-site 2009 with completion of the Byron Street scheme 2010. Units will be “in management” summer 2010.

Although the scheduled completion date is early to assist with rehousing of Market Close Flats tenants, it will be useful to refer to the Byron Street Scheme and the availability of units during the consultation process.

ISSUES FOR CONSIDERATION

Agencies differ in view as to the effectiveness on 1bed accommodation for young households. Some state that it increases the risk of loneliness and poor social skills. Other agencies feel that requiring two young persons to share can lead to management problems and in some cases, bullying behaviours. The availability of support, neighbouring young persons, communal garden and town centre location has led to a decision to enable one bed units in this instance. The authority has an annual need of 310 social rented units per annum (Strategic Housing Market Assessment). High deprivation in Shirebrook and the need to deliver balanced housing markets (PPS3) means that social rented housing is not normally targeted for this settlement. However, the rehousing requirement potentially arising from Market Close flats consultation and the acute need for younger persons units, has led to a different approach in this instance. Delivery of the Byron Street scheme will assist with the overall affordable housing target.

The Authority is in receipt of Working Neighbourhoods Funding. East Midlands Housing Association will be requested to demonstrate on-site training provision for local people during the course on construction

IMPLICATIONS

Financial: New build affordable housing delivered through Registered Social Landlords is eligible for grant funding from the Homes and Communities Agency. On 8.1.09 East Midlands Housing Association applied for £366,750 funding through this source. The remainder of the build cost (£550,125) will be provided through EMHA own resources. Tellingly, the build cost outweighs the open market value of the proposed Byron Street development. Without land provided at an undervalue by the Local Authority, the scheme is unlikely to go forward and regeneration objectives will not be achieved.

Legal: The scheme is too small to reach the upper limit for Local Authority contributions under s123 of the Local Government Act 1972

Human Resources: Much of the enabling work has been undertaken prior to planning submission.

The human resource requirement for successful delivery of the scheme now includes strategic partners: – EMHA, YMCA and potentially, the Groundwork Trust Monitoring of scheme management, turnover and nominations will be monitored by the Housing Needs Team .

RECOMMENDATION(S) that;

1) Members approve group repair work to be undertaken on units 9 and 11 on the Byron Street site (anticipated cost £25-£35,000 with 25% contribution from the owner),

Subject to planning permission being granted that;

2) land at Byron Street, as identified in this report, be transferred to the East Midlands Housing Association,

3) in order to help the Council to secure the promotion or improvement of the social well-being of the area, and in accordance with the Secretary of State's General Disposal Consent 2003, the land be disposed of at the undervalue of £41,250.00,

4) the disposal be conditional upon the Council receiving the right to make 75% of tenant nominations in perpetuity.

ATTACHMENT: Appendix A – photograph of property
providing architectural inspiration for the new
scheme

Appendix B – site plan

FILE REFERENCE: ***please complete***

SOURCE DOCUMENT: ***please complete***



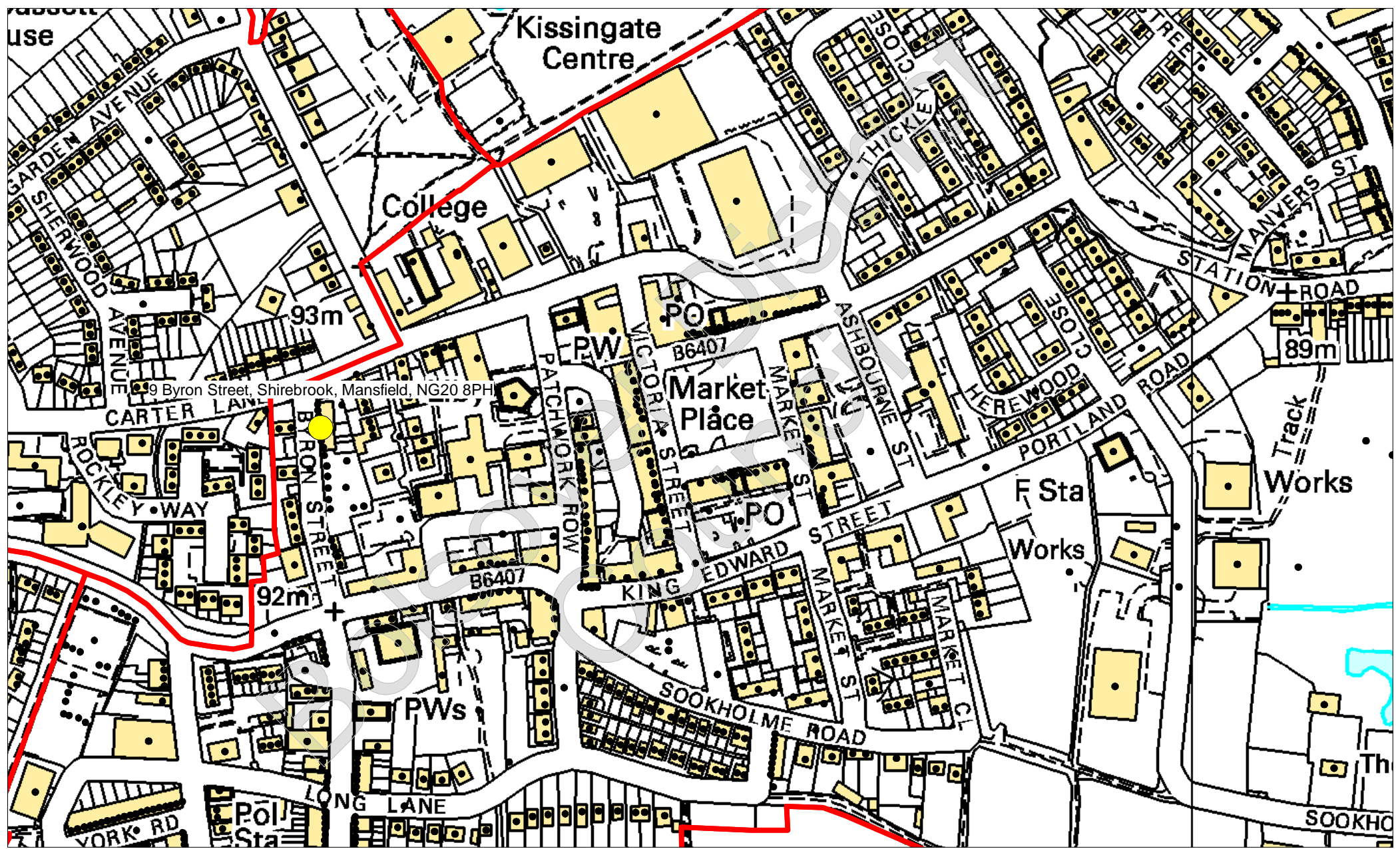
Byron Street Site



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28 January 2009

Scale: 1:825



Byron Street in relation Town Centre

28 January 2009

Scale: 1:3298

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