

EXECUTIVE

**15TH JUNE 2009
AT 1000 HOURS**

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

PROVIDING ACCESS FOR ALL

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



01246 242407 or 01246 242323.

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

Minicom: 01246 242450 Fax: 01246 242423

Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

Date: 5th June, 2009

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the Bolsover District Council to be held in the Council Chamber, Sherwood Lodge, Bolsover, on Monday, 15th June, 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 104 and 105.

Yours faithfully,



Chief Executive Officer

To: Chairman & Members of the Executive

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

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

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

DECLARATION OF INTERESTS

EXECUTIVE _____ DATE 15TH JUNE 2009

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.

3.4 Executive Functions

1. The making and revocation of appointments to outside bodies where the appointments relate to Executive functions.
2. Any function under the Derbyshire Act 1981 other than those relating to licensing, registration or regulatory matters.
3. Overall responsibility for the Best Value process.
4. The formulation or preparation of plans or strategies for consideration by Council where the plan or strategy is required to be approved by Council.
5. The amendment, variation, revocation of such plan or strategy required to give effect to a requirement of the Secretary of State or Minister of the Crown in relation to a plan submitted for his approval.
6. The making of applications for disposal of land (following authorisation by the Council) under section 135 of the Leasehold Reform, Housing & Urban Development Act 1993 (Programme for disposals) and sections 32 and 43 of the Housing Act 1985 for disposal of housing land other than under Right to Buy legislation.
7. The implementation of the requirements of the Health and Safety at Work Etc. Act 1974 in respect of the Council as an employer and all its operations.
8. The delegation of such matters within its terms of reference as may be appropriate to the Chief Executive Officer or other appropriate officer.
9. The appointment, terms of reference and membership of sub-committees to deal with matters within the Executive's terms of reference.
10. The provision of such resources as may be necessary for the proper operation of the Council provided the resources are within the Budget and Policy Framework.
11. The level of grant aid and other assistance to Parish Councils and voluntary organisations of a cultural, sporting or other philanthropic nature.
12. The management of all the Council's properties and land including (for the avoidance of doubt) the purchase and disposal of freeholds and leaseholds, the letting of Council houses in accordance with the Housing Act 1996 and the granting of contractual licences.
13. The approval of the level of any fee, charge, rent or other payment due to the Council provided they are within the Budget and Policy Framework.
14. The implementation and monitoring of the Council's Treasury Management policies and practices.

15. Agreeing any agency arrangements with any local authorities or other bodies in so far as they relate to executive functions.
16. To monitor and enforce the effective implementation and reviews of the Council's Equality Policy and Race Equality Scheme.
17. The management of the IT Strategy for the Council.
18. The opening and consideration and, if appropriate acceptance subject to scrutiny, of tenders for works in excess of £50,000.
19. The promotion of economic development and employment opportunities in the District.
20. Monitoring the finances of the Council.
21. The granting of discretionary relief for NNDR/Community Charge/Council Tax including the management of the Council Tax and Housing Benefit Schemes.
22. The collection of sundry and other debts, administration of mortgages and determination of any matter relating to the Council's insurance cover.
23. Monitoring level of homelessness and Council's responsibilities for this under the Housing Act 1996 - Part VII.
24. The maintenance of good relations with the Council's tenants.
25. The development of sports and recreational facilities and opportunities within the District and the development and promotion of tourism.
26. The co-ordination of and assistance to the arts provided throughout the District.
27. The fostering of community development and liaison with Parish Councils and voluntary bodies within the District.
28. The management of any Council markets including the level of rents for market stalls and any other level of charges relating to markets.
29. The development of international partnerships and friendships.
30. All other functions not specifically designated as Council functions and not required by law to be exercised by the Council.
31. Regular monitoring of Ombudsman and Corporate Complaints.
32. Regular monitoring of Freedom of Information Act 2000 requests for information.

EXECUTIVE

Minutes of a special meeting of the Executive of the Bolsover District Council held in the Council Chamber, Sherwood Lodge, Bolsover, on Wednesday 15th April 2009 at 0915 hours.

PRESENT:-

Members:-

Councillor A.F. Tomlinson – Chair

Councillors J.E. Bennett, K. Bowman, A.J. Hodkin, D. Kelly and D. McGregor.

Officers:-

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

872. APOLOGIES

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

873. DECLARATIONS OF INTEREST

There were no declarations of interest made.

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

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

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

EXECUTIVE

875. TENDER OPENING – KISSINGATE LEISURE CENTRE FIRE DAMAGE REPAIRS EXEMPT – PARAGRAPH 3

Four tenders for the above contract had been received before the deadline.
Moved by Councillor A. F. Tomlinson, seconded by Councillor K. Bowman

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

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

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

(Head of Shared Procurement)

Reason for Decision: In order to secure the lowest tender and best value for money in accordance with Standing Orders Contracts.

The date for final evaluation of the tenders to be confirmed to Members by the Head of Shared Procurement. *

(Head of Shared Procurement)

The meeting concluded at 0930 hours.

*** Please note that the date for final evaluation of the tenders is Tuesday 21st April 2009 at 9am.**

EXECUTIVE

Minutes of a special meeting of the Executive of the Bolsover District Council held in the Council Chamber, Sherwood Lodge, Bolsover, on Wednesday, 29th April 2009 at 0930 hours.

PRESENT:-

Members:-

E. Watts – Chair

Councillors K. Bowman, D. Kelly, D. McGregor, B. R. Murray-Carr, A. Syrett and A.F. Tomlinson.

Officers:-

W. Lumley (Chief Executive Officer), S. Sternberg (Solicitor to the Council), P. Campbell (Head of Housing), G. Galloway (Building and Contracts Manager), R. Somerset (Procurement Officer), D. Hill (Head of Finance), T. Baldwin (Chief Accountant) and R. Leadbeater (Democratic Services Officer).

918. APOLOGIES

Apologies for absence were received from Councillors J.E. Bennett and A.J. Hodkin.

919. DECLARATIONS OF INTEREST

There were no declarations of interest submitted.

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

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

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

EXECUTIVE

921. TENDER OPENING – STORES SOLUTION EXEMPT – PARAGRAPH 3

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

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

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

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

3) once evaluation has been completed, a Report will be submitted to a special meeting of the Executive.

Reason for Decision: In order to secure the lowest tender and best value for money in accordance with Standing Orders Contracts.

(Head of Shared Procurement)

922. TENDER OPENING – MOBILE WORKING EXEMPT – PARAGRAPH 3

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

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

RESOLVED that 1) the Executive witness the opening of the tenders and note the provisional amounts,

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

3) once evaluation has been completed, a Report will be submitted to a special meeting of the Executive to include confirmation of exact tender amounts.

Reason for Decision: In order to secure the lowest tender and best value for money in accordance with Standing Orders Contracts.

The final evaluation of the tenders would take place on 1st, 5th and 6th May 2009 from 9am to approximately 5pm. The venue to be confirmed by the Head of Shared Procurement.

(Head of Shared Procurement)

The meeting concluded at 1000 hours.

EXECUTIVE

Minutes of a meeting of the Executive of the Bolsover District Council held in the Council Chamber, Sherwood Lodge, Bolsover, on Monday, 11th May 2009 at 1000 hours.

PRESENT:-

Members:-

Councillor E. Watts – Chair

Councillors J.E. Bennett, K. Bowman, A.J. Hodkin, D. Kelly, D. McGregor, A. Syrett and A.F. Tomlinson.

Officers:-

W. Lumley (Chief Executive Officer), S. Tomlinson (Director of Strategy), F. Bacon (Head of Revenue Services), K. Drury (Customer Service & Access Officer), L. Hickin (Leisure Operations Manager) P. Campbell (Head of Housing)(to Minute No.), G. J. Clarke (Head of Planning) (for Minute No. 947 only), R. Owen (Senior Valuer)(for Minute No. 949 only), G. Galloway (Building and Contracts Manager)(for Minute No. 950 only), A. Wylie (Trainee Solicitor) and A. Bluff (Democratic Services Officer).

Also in attendance at the meeting was Councillors H. Gilmour, R. Bowler and H. Ward.

936. APOLOGY

An apology for absence was received on behalf of Councillor B.R. Murray-Carr.

937. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

938. DECLARATION OF INTERESTS

The following declarations of interest were made;

Minute No.	Councillor	Level of Interest
940	Councillor J. E. Bennett	Level 1
940	Councillor K. Bowman	Level 1

EXECUTIVE

939. MINUTES – 6th APRIL 2009

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

RESOLVED that the minutes of a meeting held on 6th April 2009 be approved as a correct record.

940. RECOMMENDED ITEM FROM SCRUTINY COMMITTEE HELD ON 17TH MARCH 2009 – DISCRETIONARY SERVICES REVIEW REPORTS FOR ARTS AND CULTURAL EVENTS, COMMUNITY DEVELOPMENT AND WELFARE SERVICES AND GRANT TO JUNCTION ARTS

Councillor Bowler, Chair of Scrutiny Committee, presented the recommended item from Scrutiny Committee held on 17th March 2009 regarding, 'Discretionary Services Review Reports for Arts and Cultural Events, Community Development and Welfare Services and Grant to Junction Arts'.

Scrutiny had recommended that the decisions of the Executive from their meeting held on the 26th January 2009 be endorsed with the exception of the Parish Events Support Programme which they felt should be reinstated.

After lengthy discussion, Members agreed that their original decision should stand.

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

RESOLVED that the recommendations of Executive from the 26th January 2009 stand.

(Leisure Operations Manager)

Reason for decision: To consider the views of Scrutiny Committee in relation to the results of the discretionary services review process.

941. RECOMMENDED ITEM FROM SCRUTINY COMMITTEE HELD ON 17TH MARCH 2009 – UPDATE OF THE REVIEW OF MEMBER SERVICE REVIEW PANELS

Councillor Gilmour, Chair of PPMG1, presented the recommended item from Scrutiny Committee held on 17th March 2009, regarding 'Update of the Review of Member Service Review Panels', which had been carried out by PPMG1.

Further to a query raised by the Chair, Councillor Gilmour confirmed that all Members had received the questionnaire.

Questions and discussion took place regarding the Officer / Member protocol and Members raised concern that they had not received void property reports at Member Service Review Panel meetings for quite a while.

EXECUTIVE

The Head of Housing agreed to follow up the issue concerning void property reports.

The Chair thanked Councillor Gilmour for presenting the report and asked his thanks be passed on to PPMG1 also.

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

RESOLVED that 1) the report be approved,

2) the Head of Housing to follow up the issue concerning void property reports.

(Head of Housing)

942. RECOMMENDED ITEM FROM SCRUTINY COMMITTEE HELD ON 17TH MARCH 2009 – IMPROVING STREETS AND VILLAGES

Councillor Ward, Chair of PPMG 3, presented the recommended item from Scrutiny Committee held on 17th March 2009, regarding the review carried out by PPMG3, 'Improving Streets and Villages'.

Councillor Ward advised the meeting that PPMG 3 had discussed the findings of the review and felt that there were no significant issues in the areas highlighted that were not already being addressed by the Council, especially in the case of Shirebrook, where PPMG3 had considered the Shirebrook Masterplan.

Members raised questions and discussion took place.

The Chair thanked Councillor Ward for presenting the report and asked his thanks be passed on to PPMG3 also.

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

RESOLVED that the report be approved.

943. 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 for the first time rent statements had been sent out to all council tenants and this had prompted some tenants to make arrangements to clear their arrears.

Members queried outstanding rent arrears for former tenants. The Head of Housing replied that this was currently being looked into and he would present a report to a future meeting on how this was going to be addressed.

Members welcomed the report and stated that the positive results were encouraging.

EXECUTIVE

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

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

944. ARREARS – IRRECOVERABLE ITEMS OVER £1,000

The Head of Revenue Services presented the report to seek Members approval to write off outstanding debts, including costs, amounting to £18,657.60 in respect of persons bankrupt or companies in liquidation.

Members asked questions and discussion took place.

Moved by Councillor A. M. Syrett, seconded by Councillor E. Watts,
RESOLVED that the irrecoverable items including costs amounting to £18,657.60 be written off with the proviso that should any of the debts become collectable the amounts be re-debited.

(Head of Revenue Services)

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

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

The Customer Service and Access Officer presented the report which provided detailed information on the number of compliments, comments, complaints and freedom of information requests for the period 1st January 2009 to 31st March 2009 together with a summary for 2008/09.

Members asked questions.

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

Reason for decision: To keep Members informed of volumes and trends regarding compliments, comments, complaints and Freedom of Information requests.

EXECUTIVE

946. KEY DECISION NOTICES FROM THE JOINT BOARD HELD ON 31ST MARCH 2009

Councillor Watts presented the key decision notices from the Joint Board held on 31st March 2009.

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

RESOLVED that the Key Decision Notices from the Joint Board held on the 31st March 2009 be accepted.

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

947. AMENDED SYSTEM FOR PRE APPLICATION PLANNING ADVICE

The Head of Planning presented the report.

The report introduced a formalised system for pre-application planning advice which would involve Members in the process and also bring the process into line with Government advice. The formalised system would also dovetail into the introduction of charges for such advice if the Council decided to introduce charges in the future.

The Director of Strategy stated that although he welcomed Members involvement in planning applications he had concerns with regard to the Council entering into planning performance agreements, the legal consequences if Members did not comply with the protocols for expressing their opinions in pre application discussions and increased administrative costs. He added that if Members agreed to accept the recommendations in the report then Members would require formal training.

Members discussed the issues at length.

Councillor Kelly referred to option two and suggested a fourth recommendation be added being; 'with a twelve month period of review of the whole system from the date of implication'.

Clarification was sought on the definition of 'local Members' and it was agreed that this would be 'Members of the District Council representing any part of the parish within which the proposal lies.

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

RESOLVED that 1) the changes to the pre-application process as proposed in the report, including the definition of Member notification categories, the request form for pre-application advice, the protocol to guide Member involvement in pre-application discussions, the code of good practice and the standard agenda for pre-application meetings, be approved,

EXECUTIVE

2) the definition of local Members is; Members of the District Council representing any part of the parish within which the proposal lies,

3) the Head of Planning be delegated to amend the wording of the documents approved to correct minor errors, or to improve wording without changing their essential format, and to up date the documents to reflect legislation changes and/or any future policy changes approved by the Council. The changes be launched at a Development Control Customer Focus Group meeting,

4) a twelve month period of review of the whole system from the date of implication.

(Head of Planning)

Reason for decision: **The recommendations follow national advice and will enable Council members to participate more meaningfully in the planning process.**

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

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

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

949. SURRENDER OF DUNHOLME LEASE EXEMPT PARAGRAPH 3

The Senior Valuer presented a report in respect of an early surrender of the Council's lease on Dunholme House at Doe Lea.

Dunholme House was on a site held on a lease from Derbyshire County Council for a term of 25 years from August 1993 with a 5 year rent review pattern.

Derbyshire County Council had advised that they were willing to accept an early surrender of the District Council's lease on the basis of a payment of £20,000 and the site being cleared and secured.

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

RESOLVED that the Council pay Derbyshire County Council £20,000 to enable an early surrender of the Dunholme lease.

(Senior Valuer)

EXECUTIVE

Reason for decision: In order to relieve the Council of a rental and maintenance liability for a property it no longer requires.

950. ASSET MANAGEMENT PLAN EXPENDITURE EXEMPT PARAGRAPH 3

The Buildings and Contracts Manager presented the report in respect of the Asset Management Plan expenditure.

The Authority was currently entering year three of a seven year asset management expenditure plan. A desk top review of the current approach had identified a number of areas for improvement and the report addressed these issues and recommendations for improvements.

Members raised questions and lengthy discussion took place.

Moved by Councillor A. Tomlinson, seconded by Councillor J. E. Bennett
RESOLVED that 1) the framework of the Asset Management Plan as outlined in the report be approved in principle,

2) consideration of any future financing to be approved separately.

(Buildings and Contracts Manager)

Reason for decision: In order to demonstrate best use of Council resources in terms of finance and asset management.

951. 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.

952. KISSINGATE LEISURE CENTRE FIRE REINSTATEMENT WORKS EXEMPT PARAGRAPH 3

The Director of Strategy presented the report in respect of the fire reinstatement works at Kissingate Leisure Centre following the evaluation of the four tenders received for carrying out the works.

Members raised questions and discussed the issues raised in the report.

EXECUTIVE

The Director of Strategy advised the meeting that Contract Standing Orders 4.8.10.7 of the Council's Constitution had been applied in the evaluation of the tenders and this would need reflecting in the recommendations.

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

RESOLVED that 1) subject to agreement by the insurer, the reallocation of the £24,000 identified within the 2009/10 Asset Management Plan towards the shortfall of the proposed alterations to Kissinggate Leisure Centre be approved,

2) the use of £6,411 of the savings identified by the Buildings and Contracts Manager from the 2009/10 Asset Management Plan be approved.

3) that under Contract Standing Orders 4.8.10.7 of the Council's Constitution, Executive approve an exception to the usual treatment of tenders for the reasons given in the report.

(Director of Strategy / Leisure Operations Manager)

Reason for decision: Consider support of the preferred option for the refurbishment of Kissinggate Leisure Centre following the fire on 7th November 2008.

The meeting concluded at 1245 hours.

**REPRESENTATIVES ON OUTSIDE BODIES 2009/2010
EXECUTIVE FUNCTIONS**

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

Chesterfield and District Crematorium Joint Committee Cabinet Member for Corporate Efficiency Cabinet Member for Environment	Annual Meeting of the Council
Community Voluntary Partners Cabinet Member for Social Inclusion	Annual Meeting of the Council
Derby and Derbyshire Economic Partnership (DDEP) Leader Deputy Leader or Cabinet Member for Regeneration	Annual Meeting of the Council
Derbyshire Children's Trust Board Cabinet Member for Community Safety	Annual Meeting of the Council
Derbyshire Coalition for Inclusive Living Cabinet Member for Social Inclusion	Annual Meeting of the Council
Derbyshire Transformational Management Board Leader of the Council Chief Executive Officer	Annual Meeting of the Council
Derbyshire Sport Cabinet Member for Social Inclusion	Annual Meeting of the Council
Derbyshire Partnership Forum Leader of the Council Deputy Leader of the Council (substitute)	Annual Meeting of the Council
Derbyshire Partnership Forum Board Leader of the Council	Annual Meeting of the Council
Derbyshire Sustainable and Stronger Communities Board Leader of the Council	Annual Meeting of the Council
Derbyshire Unemployed Workers Centre Bolsover Project Cabinet Member for Social Inclusion	Annual Meeting of the Council
Derbyshire Arts Partnership Cabinet Member for Social Inclusion	Annual Meeting of the Council
East Midlands Museum Service Cabinet Member for Social Inclusion	Annual Meeting of the Council

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

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

Committee:	Executive	Agenda Item No.:	9
Date:	15 th June 2009	Status	Open
Category:			
Subject:	Community Voluntary Partners – Empowering the Community and Voluntary Sector in Bolsover District Service Level Agreement – Annual Report 2008/09		
Report by:	Lorna Wallace – Manager Community Voluntary Partners		
Other Officers involved:	Chief Executive’s and Partnership Manager Chief Executive Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Leader of the Council Deputy Leader of the Council		

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 clear 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.

Working in partnership assists in delivering all aspects of the Council’s corporate aims and links to the Sustainable Community Strategy priorities for Bolsover district.

Community engagement and participation in delivering quality services is crucial to ensuring our local communities are involved and empowered to effect change.

TARGETS

Contributing to Social Inclusion – ‘to ensure all our services are provided in a fair and equitable manner - ‘Through the ‘Young Voice’ Project identify and deliver young peoples priorities by March 2009.

VALUE FOR MONEY

Investing in the third sector infrastructure organisation for the District ensures an organised and co-ordinated approach to representation and engagement with the Community and Voluntary Sector.

THE REPORT

In the Authority's drive to improve the relationship and involvement of the third sector and in supporting the official Community Voluntary Sector for the District, a Service Level Agreement was entered into with Community Voluntary Partners as the Infrastructure Organisation for the third sector in the Bolsover District.

The Authority was awarded funding in 2008 for Community Cohesion work and therefore chose to support Community Voluntary Partners for three years (2008-2011) to be reviewed annually.

2008/09 = £25,000

2009/10 = £30,000

2010/11 = £35,000

Current Position

Attached is the first Annual Monitoring Report received from Community Voluntary Partners which highlights areas of development and achievements to date.

Lorna Wallace, the Manager of Community Voluntary Partners will undertake a presentation to Executive.

ISSUES FOR CONSIDERATION

To acknowledge the good work being done in the District and to recognise the importance of involving the third sector in the Authority's decision making process.

To approve the release of funding for the year 2009/10.

IMPLICATIONS

Financial : £30,000 Community Cohesion funding – Area Based Grant

Legal : None

Human Resources : None

RECOMMENDATIONS that (1) the report be received,

**(2) Executive approve the release of the
2009/10 funding to Community and Voluntary
Partners as per the Service Level Agreement.**

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

To provide an update on the relationship and involvement of the Authority in supporting the official Community Voluntary Sector for the District.

ATTACHMENT: Y
FILE REFERENCE:
SOURCE DOCUMENT:

CVP SLA Monitoring Form

Period Covered: April 08 – March 09

Aims/Objectives:

Activities:

A Strategic Partnership Work incl:

1. community based research in order to establish quality of life needs and issues, dissemination of results sharing it with all relevant partners and stakeholders **(2 communities)**
2. work with local people, community groups, voluntary organisations and where appropriate, statutory agencies to action plan relevant responses to locally identified needs and issues **(2 action plans)**
3. maintain and develop a database of community groups and voluntary organisations
4. Derbyshire Partnership Forum & LAA work
5. Local Strategic Partnership
6. Parish Council Liaison Group
7. COMPACT
8. Derbyshire Infrastructure Consortium
9. input into the development of council policies and service plans both as an organisation or as a sector
10. Disseminate draft policies to relevant groups

1. 3 Community Profiles completed, (Shirebrook, Glapwell and Scarcliffe parishes)
2. 4 action plans completed (AWOL, Creswell, Shirebrook Young people, Shirebrook Festival)
3. Database established and maintained. Now up on website - needs further work to encourage more VCOs to agree to the info being made public
4. LW continues to attend DPF meetings and is the 3D (Derbyshire Infrastructure Consortium) rep on the Culture Board - helped to organise and facilitate joint culture board/VCS NI7 Event & Facilitating a 3D NI7 working group to develop a NI7 action plan
5. LW continues to attend LSP ESG & Board
6. CVP Chair attending PCLG
7. LW continues to attend Derbyshire Compact Development Group meetings
8. LW attends 3D meetings and has been elected Vice Chair. Participated in the 3D Equalities Task group, is a member of the Voice Project advisory group, is the 3D rep on the LAA Culture Board and facilitates the NI7 working group
9. NRF Audit; Health Improvement Plan; WNF; Community Forums; Equalities Assessment; Review of Alcohol & Young people; Derbyshire Homeless Watch; Sheffield City Region; BDC Regeneration Strategy;

	<p>BDC Equalities Plan; DCC Draft Race Equality Scheme, BDC Equality Plan, Promoting WNF Priority Events and Financial Inclusion Strategy for BDC</p> <p>10. NRF Audit; Health Improvement Plan; WNF; Human Rights Enquiry; DCC Race Equality Scheme - Also national & regional consultations as detailed in CVP Email briefings</p>
<p>B Support for local VCOs incl:</p> <ol style="list-style-type: none"> 1. Support and develop new and emerging community groups and voluntary organisations (50 VCOs) 2. Provide a funding advice service including access to a funding library and a signposting service to other funding advice providers (50 VCOs) 3. Provide an advice and information service on organisational development, management and governance issues (50 VCOs) 4. Publicise, promote and provide affordable, high quality training to community groups and voluntary organisations (6 Events: 60 Participants) 5. Produce information packs, sheets and guides on a range of relevant issues (2 Packs) 6. Produce & distribute quarterly newsletter and monthly e-bulletins (4 NL: 12 Email Bulletins) 	<ol style="list-style-type: none"> 1. We have worked with 14 new groups plus 85 existing groups (99). 2. We have provided 45 groups with funding advice or sign posted them to LINKs or other funding providers. We have distributed 33 grants through Healthy Community Chest Grants scheme for health living activities. 30 groups have benefited from this funding 3. We have provided 51 groups with advice on either governance, HR, organisational development and governance issues. 4. 7 training sessions/events having taken place to date which have included: Funding applications, Stress Buster, Marketing on a Shoe String. Financial Sustainability, (In partnership with Meden Valley Making Places, MDC, BDC), LSP induction (in partnership with BCD), Public Sector Contract (in partnership with BDC), Children and Young People Training which had 2 events which included 4 workshops (in partnership with Childrens Trust) In total over 150 community or voluntary participants have attended. We have during the first quarter of 09 being

	<p>working in partnership with Children’s Trust running a pilot scheme for the Bolsover district, the “VCI passport scheme” which includes 5 training sessions and to date have run two separate pilots (10 training sessions) and 22 community or voluntary participants completed all 5 and a further 4 who have completed 4 of the sessions.</p> <p>5. LW working on a Guide to organisational Risk Assessment due to be completed by end of year. MC has liased with Jackie Hughes VCI development Worker and has produced a ‘Safeguarding’ Pack - now on website. Jon O’Neill working on a community Empowerment Information Sheet. Jo York & John O’Neill also have also produced a “Youth Funding Guide” and “Starting a New Group” pack</p> <p>6. Quarterly newsletters and monthly email bulletins continue to be produced and distributed</p>
<p>C Representation & Engagement incl:</p> <ol style="list-style-type: none"> 1. Support and facilitate networks and forums and develop new/additional forums/networks as appropriate (3 Forums) 2. Represent the community and voluntary sector on a range of statutory sector and partnership bodies (LSP ESG/Board/Action Groups: Events attended) 3. Provide a matching/signposting service – putting organisations, groups and agencies in touch with each other 4. Publicise, promote and disseminate information on strategic and policy initiatives including conferences and events 	<ol style="list-style-type: none"> 1. Continue to facilitate CVP Action Group (Community Sector Forum) - meets six weekly and holds workshops to discuss LSP Action group work and feed-in local community issues/concerns/ideas - presentations on Employment & Enterprise; Transport; Health & Wellbeing; Community Engagement & participation; Housing & Environment; Citizens panel; Cultural Forum; LINKs: LAA National Indicators, Financial Inclusion <p>Continue to facilitate Voluntary Sector Forum meets quarterly - presentations on WNF; LAA; LINKs; Derbyshire Learning Development Consortium Established Children & Young People’s Forum - supported the election of a Bolsover GRID</p>

<ol style="list-style-type: none"> 5. Promote the role, experience and value of the community and voluntary sectors 6. Provide opportunities for dialogue, debate and discussion between the different sectors – organise and facilitate consultation events 7. Support and facilitate community and voluntary sector representation on strategic partnership bodies 8. Promote and develop the voluntary sector compact (4 Local Compact meetings) 9. Responded to consultation at local or national level 10. Worked to identify, consult or engage with any hard to reach/seldom heard groups in the county 	<p>representative, and contribute to the GRID Roadshows which looks at policy and good practice, worked with Matt Ford to set up VCI Passport Scheme; organised 2 workforce development workshops (Dec & Jan)</p> <p>Established a VCS Training Network and a Shirebrook Financial Health groups has also been established.</p> <ol style="list-style-type: none"> 2. LW sits on LSP ESG & Board and LAA Cultural Board and is leading on delivery around NI7 action plan; CVP supports VCS reps sitting on the Action Groups. 4. CVP Email briefings sent to 150 VCOs; promotion of and attendance at Community Forums 5. A Third sector strategy for employment, enterprise and skills being developed supported by Jobcentre Plus, and the Learning and Skills Council 6. Done through the CVP Action group and the VSF 7. VCS LSP rep induction event held - 1 new rep brought onto LSP 8. Bolsover Compact Development group established to take Derbyshire Compact forward locally - Workshop event with National Speaker organised, Equalities event organised and in the progress of developing a Derbyshire Compact Equalities Code. 9. See A9 above also Community Empowerment White paper; Post Offices; Phone boxes; East Midland Single Platform; Participatory Budgeting 10. developed information pack for Polish communities
<p>D CVP Internal incl:</p> <ol style="list-style-type: none"> 1. Sustainable funding base (Bids submitted; funding secured; reserves) 	<p>1 Bids submitted - Capacity Builders & Equalities & Human Rights Commission – unsuccessful; CRT Successful; Opportunities for Volunteering -</p>

<ol style="list-style-type: none"> 2. PQASSO (Level 2) 3. Governance (Induction; Board training) 4. Policies and procedures 5. Publicity and promotion 6. Accessibility to all 7. Monitoring, evaluation and review (Annual Survey; Strategic Review; Quarterly Monitoring) 8. Outcomes & Challenges 	<p>unsuccessful; WNF - successful; Derbyshire Community Foundation - Successful; Neighbourhood Learning in Deprived Communities - unsuccessful; Partner in a Heritage Lottery bid; currently working with 3D on a BIG Research bid. Secured other funding as income generation from 3D, Children's Trust, PCT, Training & consultancy, Derbyshire Community Foundation, Alliance For Enterprise - successful</p> <ol style="list-style-type: none"> 2. Continue to work towards PQASSO level 2. 3. 1st AGM held! (Re) Election of board - induction taken place. 4. All policies & procedures in place. 5. Up to date promotional leaflets on CVP produced, regular press releases issued - 75% success rate! 6. Ramps made to facilitate wheelchair access to CVP Offices. CVP main promotional leaflet produced in Polish. 7. Quarterly monitoring reports produced for CVP Board. Annual VCS Survey distributed in December/January and analysis completed. Strategic Review and new/updated strategic plan completed. <p>8 KEY ACHIEVEMENTS:</p> <ul style="list-style-type: none"> - Compact work and 3rd sector engagement, esp work on Equalities Code - Children & Young peoples forum estab and GRID rep elected - Core Funding - Development of a Community Resource Room - Annual report & 1st AGM - New Staff
--	---

	<ul style="list-style-type: none"> - Job evaluations <p>KEY CHALLENGES:</p> <ul style="list-style-type: none"> - resources - security of tenure
E Other Work not included above:	

Recommended Item from Scrutiny Committee held on 15th April 2009

879. POLICY AND PERFORMANCE MANAGEMENT GROUPS

(ii) PPMG 2 - Corporate Telephony Performance

The Chairman presented a report which detailed a review into the Council's Corporate Telephony Performance. Following a delay in getting the required information from some departments, it was shown that there had been some improvement in performance.

Moved by Councillor K. Walker and seconded by Councillor S. Wallis.

RECOMMENDED that (1) The Chief Executive Officer:

- a. **Confirms where the ownership of the technical support of the telephony software is within the Council to make technical changes in order to maximise telephony efficiency.**
- b. **Confirms where the ownership of the administration and detailed analysis is within the Council which is available to support departments to manage their performance.**
- c. **Supports managers and team leaders to give consistent messages, which are demonstrative of a commitment to the Corporate Standards from the leadership.**
- d. **Revisits the corporate telephony targets up to 2011 to ensure that they are achievable and considered as part of the revision of the Corporate Plan,**

(2) The group continue to monitor the corporate telephony performance,

(3) The review is closed,

(4) The report is forwarded to Executive for approval.

(Scrutiny and Policy Officer/Head of Democratic Services)

Council/ Committee:	Scrutiny	Agenda Item No.:	8(1)(b)
Date:	15 April 2009	Category	
Subject:	Corporate Telephony Performance	Status	Open
Report by:	PPMG2		
Other Officers involved:	Scrutiny and Policy Officer Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance		

RELEVANT CORPORATE AIMS

CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

The review supports the Council's aims –

Customer Focused Services to provide excellent customer focused services. It also supports the priority to improve the quality and consistency of services received by customers.

Strategic Organisational Development by supporting the priority to monitor, review and improve the economy, efficiency and effectiveness of all Council Services.

TARGETS

The review supports the target in the Corporate Plan to continually improve our key Customer Service Standards; our targets for 2008/09 include 85% of calls answered in 20 seconds.

VALUE FOR MONEY

The review supports corporate priority to improve the efficiency – by aiming to cut time wasted in waiting for replies and move towards “one stop shop” service which in turn will reduce the time spent on dealing with customer complaints.

THE REPORT

The aim and scope of the review

To investigate the reasons for the agreed targets not being achieved and make recommendations how they could be improved.

The review will cover all telephone calls received by the Council across the departments.

The group have excluded Council response to emails, letters, complaints and face-to-face enquiries at this stage of the review but they may be considered at a later stage.

Involving the community

The group agreed that they understood the issues that the customer would have due to the extended time it was taking to answer the telephone. Therefore it was felt that customers would not be able to add any value to the review.

Evidence

The performance of the Council departments demonstrated that the following areas have consistently failed the agreed target to answer 85/87% of incoming calls within 20 seconds between April 07 to September 08:

- Legal
- Community Services
- Housing
- Switchboard
- Contact Centres

However the following departments have consistently exceeded the target during that period by achieving at least 90%:

- Finance
- ICT
- Human Resources
- Democratic services
- Environmental Health

Information required

The following information was requested from the departments that were not achieving the agreed targets:

- Details of the performance by department from April 08 to present
- Confirmation if the figures provided include internal calls

- Update on actions that have been taken to improve the performance over the last 18 months for the failing departments
- Head of Services of the failing departments to understand any activities that are planned to address the poor performance
- Head of Customer Service and Performance to understand any activities that are planned to address the poor performance
- Maintain contact with the Customer Contact and Access review to ensure there is no duplication of effort. Therefore the focus of the review will exclude the switchboards and contact centres initially.

Areas of concern

Performance and targets

The performance by department was reviewed (see Appendix A).

The group also considered the previous, current and future target and the overall performance against them as detailed below:

07/08 = 85% - highest quarterly achievement was 81%
 08/09 = 87% - highest quarterly achievement to date is 85%
 09/10 = 90%
 10/11 = 93%

The group were concerned about the future increase in the targets when the corporate target had not been achieved to date.

Software

The group were concerned that about the software that supports the telephony system and if it was meeting the Council's needs including:

Whether the software reports performance accurately (e.g. when the call diverts on after 15 rings and then answered – it is not clear how the system report this)

While the group were aware that CSPD have responsibility for the administration of the software it is unclear who has ownership for the technical support of the software

It is unclear if the reporting facility has the ability to provide detailed analysis to enable managers to pinpoint areas where they need to address the performance. **Please note** since this issue was highlighted it has been proved that the reporting facility does have this ability and that the detail has been provided to the areas that are failing to meet the target.

Culture

The group's investigations raised perceived concerns on the culture within the failing departments to putting the customer first including:

Are issues such as this regarded as an integral part of delivering good customer service and sustaining excellent status in **all** areas of business?

Attitudes to being questioned about this issue and inertia to provide feedback when asked for information by some suggest perhaps not

What is the role of managers/team leaders in bringing about this shift in mind-set?

How do we support/enable managers/team leaders to deliver consistent messages to deliver corporate goals?

Update

During the review, action has been taken by the Chief Executive Officer to improve the performance in the failing areas (see data for 2009 in Appendix A). Although the review highlighted the poor performance, the significant improvement is appreciated by the group. This will help to achieve the agreed target and ultimately improve the service experienced by our customers.

ISSUES FOR CONSIDERATION

The recommendations of the PPMG be accepted.

IMPLICATIONS

Financial :None

Legal : None

Human Resources : None

RECOMMENDATIONS that

1. The Chief Executive Officer:
 - e. Confirms where the ownership of the technical support of the telephony software is within the Council to make technical changes in order to maximise telephony efficiency
 - f. Confirms where the ownership of the administration and detailed analysis is within the Council which is available to support departments to manage their performance
 - g. Supports managers and team leaders to give consistent messages, which are demonstrative of a commitment to the Corporate Standards from the leadership.
 - h. Revisits the corporate telephony targets up to 2011 to ensure that they are achievable and considered as part of the revision of the Corporate Plan
2. The group continue to monitor the corporate telephony performance

3. The review is closed
4. The report is forwarded to Executive for approval

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

Appendix A Corporate Telephony Performance - % of telephone call answer within 20 seconds

Period	April – June 07	July-Sept 07	Oct – Dec 07	Jan – March 08	April – June 08	July – Sept 08	% of call volumes	Oct – Dec 08	Jan 09	Feb 09	
Target	85%	85%	85%	85%	87%	87%			87%		
Corporate performance	76%	77%	81%	81%	84%	80%			85%		
Areas under performing:											
Legal	82%	79%	80%	83%	83%	83%	2.64	80%	90%	87%	
Community Services	80%	77%	78%	80%	81%	75%	1.94	85%	93%	96%	
Housing	81%	80%	83%	82%	85%	85%	5.35		87%	91%	
Revenue services	81%		84%		85%	81%	17	81%	83%	97%	
Planning	84%										
Procurement	78%	76%									
Contact centres	41%	39%	52%	56%	53%	54%	21	70%			
Switchboard	79%	80%	81%	82%	83%	84%	15.63				

Areas achieving targets:										
Finance	97%	97%	97%	97%	97%	94%	3.6		91%	91%
ICT	96%	95%	96%	93%	95%	97%	4.2		97%	97%
CSPD	86%	86%	93%	96%	95%	91%	4.2		95%	95%
Human resources	98%	98%	99%	98%	98%	97%	2.2		98%	94%
Democratic Services	97%	98%	99%	98%	97%	97%	1.25		99%	97%
Environmental Health	96%	96%	96%	96%	96%	95%	4.4		97%	95%
CEPT	94%	94%	96%	98%	98%	97%	2.07		98%	97%
Leisure	99%	89%	88%	87%	93%	96%	2.69		98%	92%
Revenue services		85%		85%						97%
Planning		87%	89%	89%	90%	88%	3.51		90%	88%
Regeneration	89%	89%	92%	94%	94%	92%	6.74		93%	93%
Procurement			96%	94%	93%	88%	0.98		96%	97%

Recommended Item from the Scrutiny Committee held on 12th May 2009

959. RECHARGEABLE REPAIRS POLICY

The Head of Housing circulated a replacement to section 4 of the examples.

The Head of Housing presented a report giving details of a new Rechargeable Repairs Policy to be implemented. The policy would provide a clear system to charge people who cause damage to Council properties, but also enable the Council to waive charges under certain circumstances. The main change to the policy was that there would now be a declaration to be signed by the tenant.

Councillor Peake asked whether fire damage would be covered by the tenants' household insurance. This was confirmed by the Head of Service.

Councillor Walker asked whether tenants could refuse to have work done if they knew they would have to pay for it. The Head of Service noted that if work was refused, the tenant could be in breach of their Tenancy Agreement and enforcement proceedings could be commenced.

Questions were asked regarding improvements made by tenants and how charges were waived in the case of deceased tenants.

Moved by Councillor K.F. Walker and seconded by Councillor M. Dooley
RECOMMENDED that (1) Scrutiny Committee accept the Rechargeable repairs Policy with the replacement of section 4 of the examples,

(2) the Rechargeable Repairs Policy be forwarded to the Executive for approval with the following addition to the section regarding responsive repairs:

'If the tenant refuses to give acceptance to pay the cost of repair in writing within a reasonable time, or made alternative arrangements, then the Council will consider enforcement action against the tenant'.

(Head of Housing/Head of Democratic Services)

Council/ Committee:	Scrutiny	Agenda Item No.:	7
Date:	12th May 2009	Category	
Subject:	Rechargeable Repairs Policy	Status	Open
Report by:	Head of Housing		
Other Officers involved:	Patch Management Group		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Housing Management		

RELEVANT CORPORATE AIMS

REGENERATION – Developing healthy, prosperous and sustainable communities

The policy describes the activities and responsibilities involved in carrying out repairs.

TARGETS

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

VALUE FOR MONEY

This report establishes a system where tenants will be directly charged for damage caused.

THE REPORT

The Rechargeable Repairs policy is attached and has been developed via the Patch management process. The policy has been reviewed and accepted by PPMG2.

ISSUES FOR CONSIDERATION

Whether or not to approve the policy.

IMPLICATIONS

Financial : None

Legal : None

Human Resources : None

RECOMMENDATIONS :

- 1. That Scrutiny Committee review and accept the Rechargeable Repairs Policy**
- 2. That the Rechargeable Repairs Policy be forwarded to the Executive for approval**

ATTACHMENT: Y

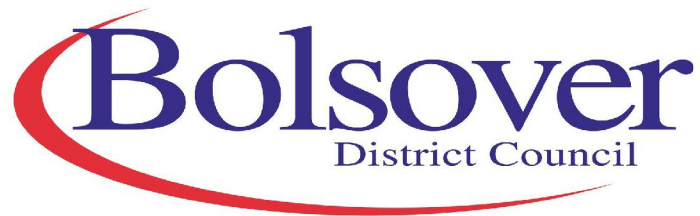
FILE REFERENCE:

SOURCE DOCUMENT:

BOLSOVER DISTRICT COUNCIL

Rechargeable Repairs

July 2008



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



COMMUNITY
SAFETY



CUSTOMER
FOCUSED SERVICES



STRATEGIC ORGANISATIONAL
DEVELOPMENT



REGENERATION



SOCIAL INCLUSION

The District of Bolsover Equalities Statement

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

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

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

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

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

Minicom: 01246 242450
Fax: 01246 242423

Details of Document	
Title	Rechargeable Repairs
Document type – i.e. draft or final version	Draft v2.6
Location of Policy	L:\housing\policies
Author of Policy	Peter Campbell
Reviewed by Director of Strategy	July 2008
Risk Assessment completed	
Community Safety implications Please indicate any implications in relation to the Crime and Disorder Act 1998	
Equality Impact Assessment completed.	August 2008
Approved by	
Date Approved	
Policy Review Date	

Version numbers

2.0 - Draft – in BDC policy format

2.1– Draft – with Comments from Repairs.

2.2 – Draft – with comments from Patch Management Group

2.3 – Draft – with comments from Director of Strategy

2.4 – Draft – with additional section on misrepresentation.

2.5 – Draft – with comments from SMT

2.6 – Draft – with comments from PPMG

CONTENTS

1. The Introduction
2. The Scope of the Policy.
3. The Principles of the Policy.
4. Responsibility for implementing the Policy

Recharge Policy

Scope

This policy applies to tenants of Bolsover District Council Housing Department, and their households. Although, for convenience, the word tenant is used throughout this document this policy includes secure tenants, non-secure tenants and tolerated trespassers – the same principles will apply to tenants of Council garages.

This policy describes the activities and responsibilities involved in carrying out repairs in circumstances where

The repair is the responsibility of the tenant, or
The damage to the property is caused by wilful damage, neglect, misuse or abuse by the tenant, their family or visitors to the property, or
The repair is required when moving out of a house to bring it up to an acceptable standard.
Where a tenant has misrepresented a repair, or the urgency of a repair when reporting this to the Council.

This document does contain some examples in the appendix, but this is not an exhaustive list. However, the principles within this policy will apply to all cases.

Principles

The Council is committed to maintaining the housing stock to the highest standard, and aims to provide a good service to all tenants.

However, there are times where tenants (including members of their household or visitors) cause damage to Council property. In some cases the Council will not be aware of the damage until the property is void.

The overall aim of the Recharge Policy is to contribute to the efficient and effective maintenance of the Council's housing stock and to ensure that expenditure is managed effectively.

The specific objectives of the Recharge Policy are:-

To give clear guidance on the circumstances when people will be recharged.
To give clear guidance on the circumstances where discretion will be exercised.
To outline the process of recharging for repairs.
To outline the basis for calculating the recharge.
To inform tenants of payment arrangements.

To inform tenants of the action the Council will take if payment is not made.

To monitor the performance of rechargeable repairs in order to seek continuous improvement.

The principles underlining the Recharge are:-

The Council is committed to delivering a repair service that is fair, equitable and transparent.

The Council is committed to ensuring that existing housing is maintained to standards that are acceptable to the Council

That tenants or others who cause additional expense to the Council are held responsible for their actions.

Circumstances for recharging

Generally, the Council is responsible for repairing and maintaining the structure and property and any fixtures and fittings originally provided. Tenants are informed of their repair responsibilities when they sign the Tenancy Agreement and these responsibilities are also outlined in the Tenants Handbook.

Tenants will be recharged for :

Wilful damage - e.g. replace smashed door,

Neglect - e.g. clear blocked sink, drain or bath. Damage caused by fire when a pan has been left on, or items placed too close to a fire. (note damage that is accidental usually falls under this category)

Misuse - e.g. damage to fire grates from using the wrong fuel.

Abuse - e.g. graffiti to walls, unauthorised alterations (only when property becomes void)

Tenants will be responsible for work that may be required when moving out of their home in order to bring it up to an acceptable standard for a new tenant.

Note: If a tenant (or a member of their household, or a visitor) causes damage, this is a breach of tenancy and the Council may take further legal steps such as seeking an injunction, possession proceedings and/or recovery action through debtors. Examples of this would be:

Where actions by a tenant pose a risk to people or property – for example unauthorised alterations to the gas or mains electrical supply.

Where damage is wilful and extensive.

Where there has been a history of neglect over a period of time.

Discretionary Circumstances

Each case must be assessed and discretion may be exercised, depending on the circumstances affecting the individual case. In considering when discretion should be exercised and a recharge waived in part or in full, account should be taken of issues such as, but not limited to the following:

- Age of members of household
- Health
- Disability
- Type of repair
- Evidence of previous rechargeable repairs

Officers are asked to make an assessment of the vulnerability of the tenant and their ability to carry out repairs. If the tenant is considerably more vulnerable than the typical tenant, and the repair is not due to wilful damage, officers will consider waiving the charge.

The decision not to charge can be made either by a Repairs Manager or a Housing Enforcement Manager. If a tenant is not satisfied with this decision they can appeal to an appeals panel who will be the Head of Housing and the Portfolio Holder for Housing (or another Executive member if there is a connection between the tenant and the Portfolio Holder, or the tenant lives in that members ward)

If someone caused the damage in the course of a violent incident, towards the tenant (or a member of the tenant's household or a visitor to the property) and the tenant completes and returns a declaration (see appendix) to the Council, an investigation will be carried out. However, we will seek to recover this cost from the person who has caused the damage.

In all cases where the tenant claims the damage has been caused by someone unknown they will be required to complete and return a declaration (copy included in appendix). If this is not returned the tenant will be charged for the work.

Similarly if damage has been caused by vandalism, the Council will work with the Police to identify the perpetrators. When identified, the Council will always seek to recover money from perpetrators and where appropriate take legal action..

Investigations will be carried out on all cases where the damage is over £100 or there is a history of damage to the property (i.e. more than 1 incident of damage within a 12 month period). This will involve taking a statement from the tenant, and details of any witnesses. If the officer carrying out the investigation feels that, on the balance of probabilities it is likely that damage is due to the tenant (or their household or visitor) the police will be informed who may carry out a more detailed investigation.

If these investigations find that the tenant has caused damage to the property, the Council will seek to take legal action against the tenant provided evidence is available.

Insurance

Some tenants may be covered on their household insurance for repairs for which the Council would make a charge. Arranging insurance is the responsibility of the tenant. Tenants should be advised to check their insurance policy before agreeing a recharge repair. Any work carried out by contractors appointed by an insurer should meet Council standards, and be accepted by a suitably experienced officer of Bolsover District Council

Responsive Repairs

When a tenant reports a repair a member of the housing service will assess the repair and identify:-

The urgency of the repair - the type of repair will determine the timescale by which the repair must be completed.

Who is responsible for the repair - the Council or the tenant.

Where information is incomplete or where a technical decision has to be made the repair request will be passed to a Repairs Co-ordinator to determine whether an inspection is required.

In the case of emergency repairs that are rechargeable, owing to the limited timescale involved, the Council will complete the repair and the tenant will be recharged.

The amount to be recharged is made up of several elements

The cost of repair from the schedule of rates * (SOR)

PLUS

The cost of any call out fee if out of hours or an emergency.

PLUS

Value Added Tax (if appropriate)

PLUS

An administration charge of 20% (to a maximum of £500)

* If the works are extensive, and valued at over £2000 per item the Schedule Of Rate cost should be compared to the cost of a quotation provided by an external contractor – and the cheapest price used.

Emergency repairs can be arranged immediately.

Note – in many cases Emergency Repairs will be to 'make safe' only. For example a smashed window reported as an emergency will be boarded up rather than replaced.

For other repairs, the Council should provide an estimated price to the tenant before work starting. Work should only start when the tenant has given acceptance that they agree to pay the cost of the repair, this acceptance should be in writing.

The tenant may choose to arrange to employ their own contractor, or carry out work themselves, and has up to 28 days to complete this. In such cases the repair will be inspected by the Council to ensure the work meets the appropriate standard. If not, the Council will complete the repair and the tenant will be recharged.

Void Repairs

When a tenant gives notice to end their tenancy, arrangements will be made for a pre-termination inspection. This inspection will identify any aspects of disrepair, which are the responsibility of the tenant. The tenant will then have the opportunity to rectify any repairs for which they are responsible prior to the end of the tenancy. This notification should be in writing.

If any identified defects are not remedied prior to the end of the tenancy, or if the work is not of a satisfactory standard (as determined by a suitably qualified officer from Bolsover District Council) a recharge may then be raised for the cost of the works.

When properties are vacated, the Council expects that the outgoing tenant will ensure the property is tidy and in good repair. A booklet will be issued to all tenants describing the expected condition. If the property falls below these standards the tenant may be recharged for any works needed to bring the property up to standard.

If a potential recharge is identified when the property is void the Council will take photographs as evidence of the condition of the property. These photographs will be kept as evidence of the condition of the property. Photographs should be date stamped where possible and original prints signed and dated by the officer taking the photograph.

Note; In addition to repairs for void properties the Council will also recharge if the property, including the garden, is not left in a clean and tidy condition. This may include clearance costs, gardening cost and the costs of cleaning the property.

Misrepresentation

When a tenant reports a repair, and purposefully exaggerates the seriousness of the repair in order to either ensure the repair is assigned a higher priority,

or to ensure that a call out is made to an out of hours repair the Council will seek to recover costs from the tenant. In the case of an out of hours call the amount recharged to the tenant will cover the call out charge made by the out of hour's contractor. If the work is carried out by another external contractor the recharge will cover the call out charge, if the work or visit is carried out by a Council the recharge made will cover the time and expense incurred by the Council.

Recharge Payments

The Council will raise an invoice for payment as soon as possible after the repair is completed. The Housing Service recognises that in some circumstances, repayment of charges in full would cause excessive financial problems for the tenant. With this in mind, Revenues Officers may agree a reasonable and affordable payment of the debt, by instalment, based on their knowledge of the individual tenant's financial circumstances

Waived payments

The decision not to recharge a tenant can be made by:

Repairs Manager
Housing Enforcement Manager
Head of Housing

The reason for the decision must be recorded and all decisions will be reviewed by Departmental Management Team on a monthly basis. This analysis may be then used to issue further clarification to officers, and may be used in any future review of this policy.

Contributory Negligence

When considering a request to waive payment, Officers will consider if a tenant has behaved in such a way that has either contributed to the damage (for example someone who is dealing drugs from the property who has had a window damaged), or has not preventing the damage (for example leaving open a window to allow an intruder into the property who then causes damage). In such case it is very unlikely that the recharged will be waived.

Special Circumstances.

No recharges will be issued for less than £25 at the end of tenancies

If the tenant has died, any recharges should be recoverable from the estate of the tenant; this is not always a relative. To make this clear, any correspondence and the bill should be sent to 'The Personal Representative of (NAME OF TENANT)'

Appeals Process

Current and former tenants have the right to appeal initially to the appeals panel. The appeals panel will be the Housing Department Management Team. An appeal may be made by the tenant (or executor) or their representative, but must be authorised by the tenant (or executor). Any appeal must be in writing – the panel will consider all submissions, but the tenant has no right to make a personal appearance.

Collection

The responsibility for issuing invoices for payments, and recovery of debt lies with Revenue Services.

Monitoring

In order to comply with its service commitments, it is important that the Council should monitor the effects of rechargeable repair procedures. Areas to be monitored are as follows:

- Number of rechargeable repairs carried out as a void repair.
- Number of rechargeable repairs carried out as a responsive repair.
- Cost of rechargeable repairs.
- Income received from rechargeable repairs/recovery rate.

This information will be used to evaluate the effectiveness of this policy, and will be used in any future review of this policy.

3. Responsibility

Overall responsibility for this policy lies with the Head of Housing. Other staff and departments have responsibilities as outlined in the policy.

Responsibility for recovery lies with Revenue Services.

<p><u>NOTE: In parts this policy refers to the tenant as causing damage. However, in practice damage may also be caused by a tenant's household or visitors of the property. In such cases recovery action will be taken against the tenant.</u></p>
--

Examples

1. Broken Window

A broken window will normally be recharged. Unless this has been broken by vandalism or other crime by a person who is not the tenant, a member of their household or a visitor to the property, AND the tenant completes and returns a declaration form (containing a police incident number). The tenant will always be asked who caused the damage

Details of all such incidents must be passed to the ASB team who will investigate the circumstances.

Note: If the tenant is a victim of harassment and the ASB team are aware of this, no incident number will be required.
--

2. Lost keys

A charge will normally be made to tenants who have lost their keys and need to gain access. However, this may be waived for tenants who are:

- vulnerable due to age or disability, or
- had their keys stolen and have a completed a declaration, or
- victims of domestic violence who suspect the violent partner has a copy of the key

In all these cases authorisation must be granted by the Repairs Manager, Housing Enforcement Manager or Head of Housing.

3. Additional keys

A charge will always be made for tenants who require additional keys.

4. Damage to Doors caused by Police gaining access (and other emergencies)

The council will attempt to work with the police, and to provide access to properties when this is accompanied by a warrant, however in some situations the police may chose to take direct action. If this results is damage to the door there are two options :

- If the warrant is successful and this results in a conviction the charge will be made against the tenant.
- Otherwise this will be sent to the Police.

Similarly if a door is damaged by the fire brigade in order to gain access to a property to tackle a fire that has been caused by a tenant (or a member of their household or a visitor) even if this is accidental the tenant will be charged for repairs.

(Although this example mentions a 'door', this could relate to any part of the property including windows, internal doors, door frames and surround etc).

5. Damage caused by neglect.

If a tenant (or their household or visitor) has behaved in a way that has caused a fire in their home, the tenant will be recharged for any subsequent repairs. This will include:

- Chip Pan or other kitchen fire
- fires caused by defective electrical equipment not owned by the Council
- Fires caused by placing items too close to heat sources.

If a tenant deliberately causes a fire in the property enforcement action will be taken.

6. Internal fittings

In most circumstances damage to internal fittings, including glazing, sanitary ware and internal doors will be recharged to the tenant.

7. Misrepresentation

If a tenant reports a problem which is an emergency and necessitates the use of an out of hours service, but when the contractor arrives on site the job is not an emergency the tenant may be recharged the full call out fee incurred by the Council (including VAT and an Admin fee).

(name)
(address)

Dear

Damage to property

Following your report of damage to your property, I write to advise you of the following:

We have raised an order to carry out this work. You will receive a target dates, by which you can expect the repair to be completed.

Please find, on the reverse of this letter, a declaration of truth. You must complete, sign and return the declaration in 7 days to ensure that you are not charged for the repair. If we do not receive the fully completed declaration, we will charge you for the full cost of the repair plus VAT and an amount for administration.

Before returning the declaration, please ensure that you have included an incident number, which you can obtain from your local police station. **Please be aware that if you make a false declaration your home may be at risk and you may be prosecuted for fraud.**

Yours sincerely

DECLARATION

I (NAME).....declare that this statement is true to the best of my knowledge and belief and I make it knowing that, if tendered in evidence, I shall be liable to prosecution if I wilfully state anything in it, which I know to be false or do not believe to be true.

Location of incident including damage or loss (including address of property)

.....
.....
.....
.....

Incident number (from the Police)

.....

How incident occurred including time /date

.....
.....
.....
.....

Name and address (if known) of person responsible for damage / loss

.....
.....
.....
.....

Details of person reporting

Name.....
.....

Address.....
...
.....
.....

Signature.....**Date**.....
...

Use the reverse of this form, or attach additional sheet if needed.

Please return this completed form to Housing Department – Bolsover District Council – Sherwood Lodge – Bolsover – Derbyshire – S44 6NF

Council/ Committee:	Executive	Agenda Item No.:	12.
Date:	15 th June 2009	Category	*
Subject:	North Derbyshire and Bassetlaw Housing Market Area Housing Strategy – Governance Arrangements	Status	Open
Report by:	Head of Regeneration		
Other Officers involved:	Housing Strategy and Enabling Manager		
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.

By providing balanced communities through affordable housing provision. Individual schemes will address issues of community safety, council inclusion and improvements to the local environment through careful planning and partnership working.

TARGETS

Decent Homes (PSA7), Affordable Housing LAA target 155, Affordable Warmth, Regeneration targets, the Council Vision:

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

Sustainable Community Plan target: “To increase Housing Association Investment in our District”

VALUE FOR MONEY

The ability to lobby for regeneration funding will be greater if the authority works within the Housing Market Area context.

THE REPORT

0.0 Introduction

This paper provides Members with information on the development of the North Derbyshire and Bassetlaw Housing Market Area (HMA) Housing Strategy. The paper also requests approval for the proposed governance arrangements and delivery mechanisms for that Strategy.

On 30th March 2009, Chesterfield Borough Council presented the proposed governance arrangements (Appendix A) to the North Derbyshire Leaders Forum. The recommendation, to put forward to Members, the governance arrangements for the delivery of the North Derbyshire and Bassetlaw HMA Housing Strategy, was approved.

1.0 Background

- 1.1 The Strategic Housing Market Assessment (SHMA) was received by full Council 14th November 2007 and its' conclusions noted (minute 503 refers). The SHMA identifies the three Derbyshire districts (Bolsover, Chesterfield and North East Derbyshire) and one Nottinghamshire district (Bassetlaw) as forming a single Housing Market Area (HMA).
- 1.2 To build on the findings of the SHMA, the North Derbyshire and Bassetlaw Housing Strategy Group submitted a bid to the Regional Housing Group for funding to support the development of a cross boundary Housing Strategy. In April 2008, Sheffield Hallam University (CRESR) were contracted to develop the Housing Strategy for the HMA and to recommend delivery mechanisms for that Strategy.
- 1.3 Completion of the HMA Housing Strategy is required June 2009 and will be reported to members shortly thereafter. In terms of the delivery mechanism for joint working, a meeting was held on the 11th February 2009, involving CRESR and relevant representatives from the four local authorities. Representation from Bolsover District Council was as follows:

Director of Strategy

Portfolio Holder for Housing Management representing Cllr Tomlinson

Head of Planning

Housing Strategy Officer

Chair of LSP Housing and Environment Forum

Detailed discussion of the proposals can be found in the body of the report.

2.0 National and Regional Drivers

- 2.1 Several government reports published in 2008 reinforced the case for a sub regional approach to growth and investment and advocated a clear need for a cross boundary approach to policy in terms of housing supply.
- 2.2 The merger of the Housing Corporation with English Partnerships to create the Homes and Communities Agency (HCA) signals a change in emphasis away from just bricks and mortar affordable housing provision to the creation of “quality places”. The change of emphasis means that a more strategic approach to funding has been developed by the HCA that will cover Housing Market Areas as opposed to single districts.
- 2.3 The new method of accessing the £17.3 billion national funding pot from the HCA will take the form of the “Single Conversation” followed by Local Investment Agreements that will last between 5 – 10 years. Given these drivers it is essential that the HMA Housing Strategy is supported by appropriate governance and delivery mechanisms that ensure joined up and mutually acceptable decisions across the four authorities that form the Housing Market Area

3 Governance Arrangements

- 3.1 Appendix A sets out the proposed governance arrangements for the delivery of the North Derbyshire and Bassetlaw Housing Strategy.
- 3.2 It recognises that East Midlands authorities face a number of different ways and therefore shows the Executive Sounding Board feeding into:
- The County Council LAA structure
 - Sheffield City Region (where applicable)
 - LSP Forums
 - Individual District Scrutiny procedure
 - Homes and Communities Agency, the Regional Development Agency, Government Office, the Regional Housing Board
- 3.3 It is proposed that the Executive Sounding Board is made up of:
- Chief Strategic Housing Officers
 - Lead Members with responsibility for strategic housing
 - Supporting People from Derbyshire and Nottinghamshire
 - PCT from Derbyshire and Nottinghamshire
 - Representatives from the 3 local strategic partnerships
- And that they are responsible for;
- Monitoring the delivery of the HMA Housing strategy
 - Setting the strategic direction for the HMA
 - Agreeing priorities for joint working and investment
 - Contributing to the Sheffield City Region agenda
 - The ‘single conversation’ with the HCA

3.3 It is proposed that this group is chaired by one of the Elected Member Representatives on the group and that this role is rotated between the four local authorities on an annual basis.

3.4 It is proposed that the HMA Partnership Group is made up of the Strategic Housing Leads from each of the four local authorities and that this group replaces the current North Derbyshire and Bassetlaw Housing Strategy Group. They will be responsible for;

Ensuring the delivery of the actions identified in the HMA Housing Strategy

Facilitating the delivery of joint working and investment opportunities

Recommending strategic direction to the Executive Sounding Board

Collating and analysing data to both support and develop the HMA Housing Strategy

Developing bids for funding to the HCA / EMRA / Sheffield City Region

Co-ordinating the dissemination of information to all consultative groups and ensuring that linkages and actions are made / shared where appropriate

Co-ordinating and hosting a minimum of four consultation 'events' annually with wider stakeholders which could include formal consultation events, surveys and questionnaires, research programmes

3.5 It is proposed that this group is chaired by one of the local authorities and that the Chair of the Group attends the Executive Sounding Board to report on the delivery of the HMA Partnership Group. It is proposed that the Chair of this Group is from a different local authority to the chair of the Executive Sounding Board, to ensure inclusivity, and that his role is also rotated on an annual basis.

3.6 Detailed Terms of Reference will need to be developed for both of these groups and will be reported to Members shortly. The establishment of the group does not give delegated authority from the Council as such and all relevant matters will still be referred to Bolsover District Council's Executive for a decision.

IMPLICATIONS

4.0 FINANCIAL IMPLICATIONS

4.1 The work to develop the HMA Housing Strategy, the four Housing Needs Studies and recommend these governance arrangements has been met

by monies secured from the Regional Housing Group (£20,000) and each of the four local authorities (£25,000 each). It was agreed at the start of the work in 2007 that any remaining monies at the end of the work programme will be divided equally between the four authorities.

- 4.2 Whilst there are no financial implications from the establishment of the governance arrangements, there are likely to be financial implications in the future in order to deliver the actions in the Housing Strategy, carry out joint research and arrange consultation with wider stakeholders.
- 4.3 It is proposed that each local authority should contribute a minimum of £2,500 per annum to support these joint working arrangements, however this will need to be discussed in the first instance by the Executive Sounding Board. This specific cost will be met from existing budgets.

5.0 EQUAL OPPORTUNITIES

- 5.1 There have been no negative impacts identified by the establishment of these governance arrangements, which seek to include existing consultative groups and will include wider stakeholder consultation.
- 5.2 The work undertaken already has included research into the Housing Needs of specific community groups of interest including, younger persons, older persons, people with complex needs and BME households. Specific actions relating to these groups have been included in the HMA Housing Strategy and 'fair access' has been incorporated as a cross cutting theme throughout the Strategy.

6.0 ORGANISATIONAL IMPLICATIONS

- 6.1 The Governance Structure proposed at Appendix A, must develop meaningful links with the Derbyshire LAA Partnership in the near future.
- 6.2 It is important to note that the statutory responsibility for strategic housing remains with lower tier authorities and that within this arena, the District has the ability to retain control.
- 6.3 Appendix A confirms that Scrutiny arrangements are retained within individual Local Authorities for the housing function.

7.0 HUMAN RESOURCE IMPLICATIONS - None

8.0 LEGAL IMPLICATIONS - None

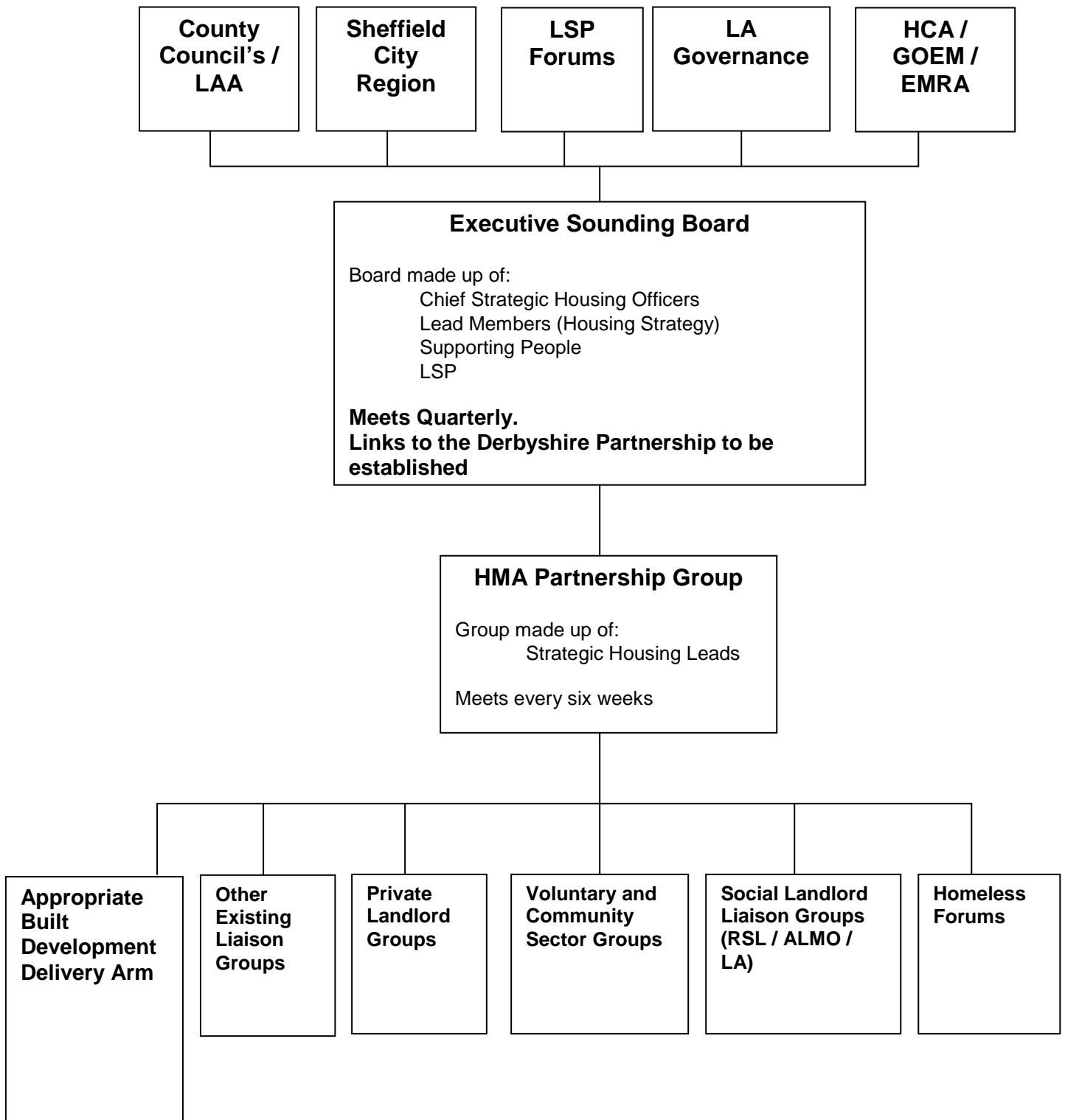
RECOMMENDATIONS

- 1. That Members note the work already undertaken within the North Derbyshire and Bassetlaw HMA in order to deliver strategic housing objectives**
- 2. That Members approve the proposed governance structure for delivery of the Sub Regional Housing Strategy and to influence future investment in the East Midland authorities' area.**
- 3. That a further report be brought to Members on the Housing Strategy for the North Derbyshire and Bassetlaw HMA**
- 4. That a further report be brought to Members on the Terms of Reference for both the Executive Sounding Board and the HMA Partnership Group**
- 5. That with respect to Appendix A, members request future reports on:**
 - a. The delivery arm**
 - b. Links to the Derbyshire LAA Partnership**

ATTACHMENT: Appendix A

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

In order to ensure the delivery of strategic housing across the District.



Committee:	Executive	Agenda Item No.:	13
Date:	15 th June 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

IRRECOVERABLE ITEMS

Executive is requested to approve the write off of the under-mentioned irrecoverable items including costs amounting to £2,888.03 as itemised on the attached schedules.

No Trace		
No of Accounts	Type of Account	
2	Sundry Debts	£2,888.03
	Total	£2,888.03

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 where they cannot be collected in respect of persons unable to trace.

IMPLICATIONS

Financial: None

Legal: None

Human Resources: None

RECOMMENDATION

That approval is given to write off the irrecoverable items including costs amounting to £2,888.03 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.

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 OFF</u>
37633	30070835	17.01.08	1173.35	MR A WASS 22 BROOKFIELD AVENUE SUTTON -IN -ASHFIELD NG17 2BZ	OVER ALLOWED HOUSING BENEFIT AT 6 LILAC GROVE SOUTH NORMANTON	1173..35	COURT ORDER OBTAINED BUT NOT PAID REFERRED TO COLLECTING AGENT RETURNED UNPAID UNABLE TO TRACE ALL AVENUES TRIED
5908	30007426	30.03.05	1714.68	MRS P SUTILL 66 ELMTON ROAD CRESWELL	OVER ALLOWED HOUSING BENEFIT AT 115 QUEENS ROAD HODTHORPE	1,714.68	COURT ORDER OBTAINED BUT NOT PAID REFERRED TO COLLECTING AGENT RETURNED UNPAID UNABLE TO TRACE ALL AVENUES TRIED
						<u>£2,888.03</u>	

Council/ Committee:	Executive	Agenda Item	14
Date:	15 th June, 2009	No.:	
		Category	
Subject:	Charging for pre-application planning advice	Status	Open
Report by:	Head of Planning		
Other Officers involved:	Development Control Manager		
Director	Strategy		
Relevant Portfolio Holder	Environment		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

The report considers a new charging mechanism which will help to fund the planning process and reduce the cost of the process to the General Fund.

TARGETS

None directly, but the speed of determination of planning applications is influenced by the pre-application process, which can significantly speed up the application process. National Performance Indicator 157 sets targets for the speed of determination of planning applications.

VALUE FOR MONEY

By introducing a new income stream for activity which is already carried out by the Council, the proposal will reduce the cost of the planning service and has the potential to increase its effectiveness in delivering application decisions within the prescribed target times.

THE REPORT

1. The Planning Committee at its meeting on 5th September 2007 considered a report on the introduction of fees for pre-application advice, and other significant changes to the pre-application advice system, so as to involve elected Members in the system.
2. The Committee resolved to refer the report to the Executive to look at the principle of charging for pre-application advice with a view to implementing the charging policy (Minute No. 325).
3. The Executive considered the report on 24th September 2007 and resolved to defer the issue of the provision of pre-application advice and the charging for such advice to the Best Value Review of discretionary services before being referred back to the Executive for a decision (Minute No. 354).
4. The decision to alter pre-application advice systems to involve Members more in the process is considered in a separate report to the Executive. The Environment Portfolio Holder has instructed that a report on charging for pre-application advice should now be resubmitted to the Executive.
5. The report to the Planning Committee in September 2007 took account of the legal context and government advice and other national advice. The previous reports are available on the Council's agenda system.
6. The separate report to the Executive on the amendment of systems to improve Member involvement in pre-application advice is compatible with this report and the decision to introduce, or not introduce, charges for advice can be taken separately and independently of the alteration to systems to increase member involvement. However if charges for advice were introduced, the fee would have to be paid before a request for pre-application advice were considered in respect of development for which a fee would be charged 7. When the original report was written in September 2007 no planning authorities in the north of the country had introduced charges for pre-application advice, although a number were considering it.
7. Since then the situation has moved on and two of our immediate adjoining planning authorities now charge for pre-application advice, Amber Valley and Rotherham, and many other authorities in the north now charge for advice, for example Doncaster. Derby City is considering a report on charging, and it is known that other authorities, such as Ashfield, are carrying out a review.
8. When this matter was last considered by the Executive on the 24th September 2007 I proposed the scheme of charges, which was previously included in the report to the Planning Committee, on the

assumption that the Executive would consider introducing such a scheme. This scheme is attached at Appendix A.

9. This previously proposed charging scheme is still valid and could be adopted by the Council. It was based on the general level of charges at that time, and what might be considered to be acceptable by our customers. It was also based on the Pendleton Review recommendation that charges be introduced and set at £ 500 for major applications, although Pendleton recommended that the charge should be a deposit on any planning fee subsequently paid (this was not accepted by the planning committee). The opportunity has been taken to produce a charging scheme which is linked to the applicable level of planning application fee. The advantage of such a scheme is that it would be more proportional, and the pre-application charges could change, automatically, with changes in application fee charges.
10. I have also included in the Appendix the charges for pre-application advice introduced by Amber Valley and a schedule of pre-application charges made by authorities throughout the country, extracted from 'Planning' magazine in February 2009.
11. In order to make direct comparisons with the pre-application charges schedule from 'Planning' magazine, and the charges made by nearby Councils, along with the charges proposed in September 2007 for this Council, the following table has been prepared:-

Table 1. Some local Council's charges

Authority	Residential			Commercial		
	300 homes	40 homes	9 homes	6,000 sq.m.	1,500 sq.m.	900 sq.m.
Amber Valley	£1,000 + £100 per 2 nd meeting	£1,000 +£100 per 2 nd meeting	£100 +£100 per 2 nd meeting	£1,000 +£100 per 2 nd meeting	£1,000 +£100 per 2 nd meeting	£100 +£100 per 2 nd meeting
Rotherham	£800 + £500 per 2 nd meeting	£500 + £300 per 2 nd meeting	Nil	£500 + £300 per 2 nd meeting (Note: higher fee for over 10,000 sq.m.)	£500 + £300 per 2 nd meeting	Nil

Doncaster	£800 with 1 meeting or £3,500 and 5 meetings (extra meetings at cost per hour)	£800 with 1 meeting or £3,500 and 5 meetings (extra meetings at cost per hour)	Nil	£800 with 1 meeting or £3,500 and 5 meetings (extra meetings at cost per hour)	Nil	Nil
Bolsover 2007 scheme	£500 + £50 per 2 nd meeting	£500 + £50 per 2 nd meeting	£200 + £50 per 2 nd meeting	£500 + £50 per 2 nd meeting	£200 + £50 per 2 nd meeting	Nil

12. The Council could also introduce charges for advice on whether planning permission is needed or not. Currently this advice is given to householders through a householder questionnaire. In the last quarter we dealt with 69 such questionnaires. Technically these could be considered to be applications for a certificate of lawfulness of proposed development. The questionnaire is not, however, formatted to be an application for a formal certificate, but for informal advice, as an application for a formal certificate attracts a fee of £75. It is noted that Amber Valley have introduced a fee of £20 for these informal determinations. As considered in the previous report to the Planning Committee, it seems reasonable for the Council to informally advise its residents whether they need planning permission or not, without charging a fee, recognising that there is a formal application process with a fee which could be pursued if solicitors require a formal determination from the local planning authority. I would not therefore recommend that fees be introduced for these informal determinations.
13. Good practice and government advice is that, before introducing fees for pre-application advice, the Council should consult on the scheme and considered any responses received from developers, agents, or the general public. The conducting of such a consultation exercise is in itself fairly costly and time consuming, and would delay a decision to introduce charging, whilst comments were considered and the proposals reviewed. I would recommend that the Council does not carry out pre-consultation, but carries out a review after one year of operation of the charges, taking account of any representations received, and that the information about charges on the Council's website indicates that such a review will be carried out and invites developers, agents or members of the public to submit their comments on the charging system for consideration by the Council in the Summer of 2010.

ISSUES FOR CONSIDERATION

14. The first consideration is whether to introduce a charge or not.
15. The Planning Committee has recommended that a charge is introduced, and did this in September 2007.
16. At that time I was not in favour of the introduction of charging for pre-application advice, as I considered that this would send the wrong message to the potential developers. I accepted that the level of charge proposed would not be a deterrent to developers, as it is a very small charge within the general development context. However time has passed on, adjoining Councils have now introduced charges, and more will follow suit in time. There is also a need for the Council to reduce its budget deficient. It would seem to be an appropriate time, and beneficial to the Council, to introduce charges for pre-application advice.
17. The next question is whether to charge for pre-application advice for all types of application, or whether to exclude some smaller types of proposals from the charging regime.
18. It can be seen from the Appendix that Amber Valley has decided to exclude some minor proposals, but to introduce charges for others. It seems to me reasonable to exclude minor and small proposals from the charging mechanism, as these are generally proposals made by householders or small businesses in the District.
19. A convenient cut off point would be the defined Member involvement level, (see the separate report on member involvement in pre-application meetings) which has been set at half of the size of a major application. However there are no rules, and the Council can make whatever decision it wants to, and could charge, as Amber Valley are doing, for pre-application advice on a single dwelling or any non residential development.
20. In order for Members to have an understanding of how the level of pre-application fees would compare to the formal application fee, and to have an idea of how much might be generated from the introduction of fees, I have produced a table (Table 2), which is based on the number of applications of each type determined in the calendar year 2008.
21. In respect of fees for meetings, as most pre-application charges will involve major applications, meetings will usually involve a principal planner, and may involve a planning manager.

22. The hourly rate with on-costs, for a principal planner is about £27, and for a manager about £35 an hour. A note taker would cost about £17 an hour. The smallest meetings will therefore cost £44 an hour. Larger meetings involving specialist staff (conservation, urban design) will cost £100 or more per hour.
23. Most meetings may be expected to take an hour, and time is also needed to write and check the notes, and for pre-meeting preparation. Meetings on more complex proposals will take longer. A fee of £100 per meeting, plus VAT, will therefore probably not fully recover the cost of most meetings.
24. The following scheme, based on a charge which is proportional to the application fee, has been drawn up for consideration. This scheme is unlikely to recover the full cost of the pre-application work. This work can be extensive, and indeed can approach or exceed the work done when an application is submitted. Of course if an application is submitted, the application fee will also be received.
25. In addition to charges for 'major' proposals, and 'half-major' proposals, as previously considered, three higher charges are identified. The first of these would only apply to housing applications at the level which (currently) incurs Section 106 obligations. The second would apply to 'significant major' proposals (as defined in the Council's Statement of Community Involvement), and has been fixed at 10% of the application fee for the smallest of such development. The highest level would apply to 'large major' proposals using the new PS2 government return definition for such proposals, and is also set at 10% of the application fee level, for the smallest of such development.
26. These three levels of fees above the base 'major' level need to be considered carefully, and any, or all of them, could be excluded from the final scheme.
27. Also, the Executive could consider special offers for such fees, along the lines of the Doncaster scheme, for example including the cost of the first three meetings in the fee at the significant major level, and including the cost of the first five meetings in the fee at large major proposal level. Such touches might make the fee more palatable. The changes to pre-application procedures could be launched at a first meeting of a development control customer focus group.

POSSIBLE CHARGING SCHEME (Linked to application fees)

Large Major Proposals	10% of smallest application fee for buildings	
	200 dwellings or more, including changes of use, and 4 hectares or more	£3,156 + VAT
	All other development 10,000 sq.m. or more, or 2 hectares or more (excluding agriculture)	£2,496 + VAT
Significant Major Proposals	10% of the smallest application fee for buildings	
	100 dwellings or more, including changes of use, and 2.5 hectares or more	£2,156 + VAT
	All other development 2,500 sq.m. or more (warehouse 5,000 sq.m. or more) or 1.5 or more hectares (excluding agriculture)	£1,155 + VAT
Major Housing Proposals incurring Affordable Housing requirement	15% of the smallest application fee for buildings	
	25 dwellings or more, including changes of use	£1,256 + VAT
Major Proposals	15% of the smallest application fee for buildings	
	10 dwellings or more, including changes of use, or 0.5 hectares or more	£502 + VAT
	Agriculture, 1000 sq.m. or more or 1.0 hectare or more	£400 + VAT
	All other development 1,000 sq.m. or more or 1.0 hectare or more	£729 + VAT

Minor Proposals	15% of the smallest application fee for buildings	
	5 dwellings or more, including changes of use, or 0.25 hectares or more	£251 + VAT
	All other development 500 sq.m. or more or 0.5 hectares of land (excluding agriculture)	£376 + VAT

Possible Scheme Rules

Reduction of Fee

1. Where the Authority is unable to agree to the 1st meeting because of capacity constraints, the charge will be reduced by £50.

Meetings

2. Second and all subsequent meetings, following a pre-applications request eligible for charging, will be charged at £100.

Payments

3. All payments to be in advance.

No charges

4. No charges will be made for minor or other proposals not included in the charging schedule, or for advice or meetings associated with such proposals
5. No charges will be made for the first pre-applicant request, following the withdrawal or refusal of planning permission, or to modify a proposal following the grant of permission, for development of the same character and description, on the same site, by the same applicant, submitted within 12 months of the decision on the application or the date of withdrawal. *(Note: This reflects the planning application fee rules, but it could be argued that such advice requests should incur a fee)*

Half-price charges

6. Half-price charges will apply to parish/town councils, registered charities, and any other body approved by resolution of the Planning Committee and listed in the Supplementary Planning Policies.

Waiving or reduction of charges

7. The Planning Committee may waive or reduce charges either for specified land owners, or developers, or on named sites, where, due to the nature of the proposals and/or the frequency of meetings required, the charging liability would be excessive. All such waiving or reducing of charges shall be by resolution of the committee, incorporating the reason why a change in the charging scheme is required, and a list of such changes shall be included in the Supplementary Planning Policies.

Planning Performance Agreements

8. Planning performance agreements will be charged on the same fee basis, except that the first meeting will not be free, and all meetings will be charged at £100 + VAT.

Nationally Significant Infrastructure Projects

9. A separate charging scheme will be introduced for Nationally Significant Infrastructure Projects, when more details of the pre-application requirements for these projects are known.

Comments of the Director:- The issue to be considered is a fine judgement, balancing the possibility of slightly increased income against the potential detriment to the future development and regeneration of the District.

I have serious reservations regarding the charging for pre-application advice and the impact this may have upon the continuing potential regeneration of the district. A number of the adjoining areas that are also competing for development do not currently charge. There is a danger that by introducing charging we will become less attractive to potential developers and that neighbouring areas may benefit to our detriment. Having recently agreed a joint Economic Development Strategy with both Chesterfield and North East Derbyshire Councils, it may be appropriate to canvass their views upon this subject. If they are agreeable to charging the concerns upon future development may diminish. If they are opposed the likelihood of Bolsover district being disadvantaged are likely to increase.

IMPLICATIONS

Financial :

The proposed scheme will bring in additional income. The level of income generated will depend on the scheme finally adopted and the level of usage of this scheme by people preparing planning proposals. Initially this will of course be influenced by the current downturn in economic activity. I would be surprised if the scheme as recommended brought in more than £15,000 in the first full twelve months of operation. There are additional costs involved in processing the scheme, in handling the financial income and accounting for it. Insurance cover for this pre-application advice would fall with the Professional Indemnity (PI) policy, which would require an additional annual premium of £750 plus 5% IPT, based on estimated fee income of £15,000.

Legal : There are no significant legal implications.

Human Resources :

There will be additional staff time involved in handling the income generated, and accounting for it. Also there will be additional staff time in organising meetings and in having at least two staff attend all meetings.

RECOMMENDATIONS that:-

- 1. a charging scheme as included in the report be approved, and introduced on a trial basis, from the end of September 2009. The charging scheme be introduced at a development control customer focus group meeting.**
- 2. Comments from customers be invited during the trial, and considered in a Review of the scheme in the summer of 2010.**
- 3. The scale of charges introduced in the scheme for pre-application advice (if linked to a proportion of the equivalent planning application fee) be amended automatically by the Head of Planning following the introduction by the government of any subsequent changes to the scale of charges for planning applications.**

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

The decision introduces a charging scheme for a service currently provided at no cost by the Council. The scheme will transfer part of the cost of the service from the General Fund to those who benefit from the service, and enable the service to be maintained, .

ATTACHMENT: Y
FILE REFERENCE: M/2
SOURCE DOCUMENT: As referred to in the report

APPENDIX A

1. Charging Proposals as put to the Planning Committee and Executive in September 2007

Charging Principles

1. Charges
 - a) £200 + VAT
 - i) Housing proposals of 5 dwellings or more, or, where no number specified, sites of 0.25ha.
 - ii) All other development with a floor area of over 1000 sq.m. (excluding extensions to existing B1/B2/B8 buildings), or, where no floorspace specified, sites of over 1 hectare (except agricultural sites over 5 hectares). Includes changes of use covering buildings or land of this size. Masts and structures over 20m tall.
 - b) £500 + VAT
 - i) Housing proposals of 15 dwellings or more, or, where no number specified, sites of 0.50ha.
 - ii) Industrial, office, retail or community development in excess of 2,500 sq.m. and warehouse and agricultural development over 5,000 sq. m, or when no floorspace specified, sites of over 5 hectares includes change of use of masts and structures over 30m tall (agricultural 25 hectares).
2. Half-price charges for
 - Parish Councils
 - Charities or those with charitable objectives.
3. One-fifth reduction if written advice only.
4. No meeting or advice without pre-payment.
5. Meetings held at discretion of the Authority. Follow-up meetings, if agreed, £50 + VAT.

6. Fee not first deposit on application fee, but new separate payment. (First deposit fee proposal will encourage pre-application discussion on straightforward proposals, as potentially no loss to developer, and involves additional administration systems with no significant income. It will add to the workload and detract from the viability of the service).
7. Meetings only take place, and consultations only responded to, when pro-forma of information fully completed first.
8. Planning Committee may exempt regular liaison meetings, either with specific developers/landowners, or for specific development sites by resolution of the Committee and incorporation into the Supplementary Planning Policies.
9. Draft system be drawn up, and consulted upon in the Autumn. Meeting of stakeholders to be held before Christmas. Aim to introduce scheme on 1st April 08, if response acceptable.
10. Final system to be approved by Council and added to Supplementary Planning Policies.

Amber Valley Charges

Appendix A

Charges for Pre Application Advice

Type of Development	Fee within the ranges shown £ excluding VAT	Total fee within the ranges shown £ including VAT
Pre Application Advice Charges		
MAJOR		
10+ Dwellings	1000	1150
Residential Sites of 0.5 hectare +	750	862.50
Non Residential Development of 1,000 sq metres +	1000	1150
Development of sites of 1 hectare +	1500	1725
MINOR		
Dwellings up to 9	100	115
Non Residential Development of up to 999 sq metres	100	115
OTHER		
Householder	0	0
Advertisements	50	57.50
Listed Building and Conservation Area Consent	0	0
Telecommunications	0	0
High Hedge	0	0
Fee for 2 nd and each additional meeting	100	115
Charges for Householder Permitted Development Questionnaires (Do I need planning permission for my extension)	20	23
Site Histories	25	25
General Enquiries	25	28.75

Payment:

Payment will need to be made in advance of any meeting or commencement of work on the request. Cheques should be made payable to 'Amber Valley Borough Council'

Exemptions:

The charging scheme will not apply to advice sought in connection with householder schemes (small extensions/alterations), high hedge matters, telecommunication schemes, and Listed Buildings and Conservation Area Consents (unless part of a larger scheme of development).

VAT:

VAT is charged at the current rate in all cases except for Site History requests.

PRE-APPLICATION CHARGES

LOCAL AUTHORITY	RESIDENTIAL			COMMERCIAL		
	300 HOMES	40 HOMES	9 HOMES	6,000m ²	1,500m ²	900m ²
Barnet	£2,935	£2,935	£646	£2,935	£1,468	£646
Bexley	£1,977	£1,977	£665	£1,977	£1,977	£665
Bournemouth	£1,380	£1,380	£345	£1,380	£600	£345
Brent	£1,500	£1,500	£0	£1,500	£1,500	£0
Bromley	£1,150	£1,150	£0	£1,150	£1,150	£0
Cotswold	£1,150	£1,150	£0	£1,150	£1,150	£0
Croydon	£1,175	£1,175	£587.50	£1,175	£1,175	£587.50
Dartford	£293.75	£293.75	£205.60	£293.75	£293.75	£205.60
East Hampshire	£110	£110	£55	£110	£110	£82.50
East Hertfordshire	£500	£500	£250	£500	£500	£250
Epping Forest	£1,725	£1,725	£0	£1,725	£1,725	£0
Gravesham	£1,005	£1,005	£335	£1,005	£1,005	£335
Hammersmith and Fulham	£2,415	£2,415	£1,207	£2,415	£2,415	£1,207
Haringey	£4,000	£2,000	£600	£2,000	£2,000	£600
Havering	£1,320	£1,320	£660	£1,320	£1,320	£660
Hertsmere	£1,000	£1,000	£500	£1,000	£1,000	£500
Hillingdon	£3,000	£1,800	£900	£3,000	£900	£900
Kettering	Above £2,500*	£1,500	£750	Above £2,500*	£1,500	£750
Kingston-upon-Thames	£2,500	£1,500	£750	£2,500	£1,500	£750
Leeds	£2,300	£2,300	£0	£2,300	£2,300	£0
Maidstone	£287.50	£287.50	£0	£287.50	£287.50	£0
Mid Sussex	£112.50	£112.50	£112.50	£112.50	£112.50	£112.50
Middlesbrough	£345	£345	£80.50	£345	£345	£80.50
Newham	£3,000	£1,500	£750	£3,000	£1,500	£750
North Hertfordshire	£3,000	£3,000	£0	£3,000	£1,500	£0
Reading	£1,000-£2,000	£300-£600	£200-£400	£600	£300-£600	£200-£400
Richmond-upon-Thames	£2,530	£2,530	£632.50	£2,530	£1,380	£632.50
Sevenoaks	Above £293.75*	£293.75	£117.50	Above £293.75*	£293.75	£117.50
South Hams	Above £2,350*	£2,350	£1,762.50	Above £2,350*	£2,350	£1,762.50
South Tyneside	£352.50	£352.50	£117.50	£352.50	£352.50	£117.50
Southwark	£2,870	£1,725	£1,092	£1,725	£1,725	£1,092
St Albans	£600	£600	£250	£600	£600	£250
Taunton Deane	Above £201*	£201	£138	Above £201*	£201	£138
Uttlesford	£489.36	£489.36	£244.69	£489.36	£489.36	£244.69
Watford	£1,000	£500	£250	£1,000	£500	£250
Wellingborough	£1,403.90	£569.98	£123.33	£834.76	£834.76	£407.89
Welwyn Hatfield	£1,020.04	£1,020.04	£500	£1,020.04	£766.56	£500
Westminster	£2,937	£2,937	£1,468.75	£2,937	£2,937	£1,468.75

*negotiable

TABLE 2 Fees as a percentage of application fees, and Potential Income

			10% of smallest fee		15% of smallest fee		20% of smallest fee	
Application Category		Number Determined 2008	Charge	Potential Income (say 50% of 2008)	Charge	Potential Income (say 50% of 2008)	Charge	Potential Income (say 50% of 2008)
(Large Major Applications)								
a) Housing (200+)	£31,565 to £250,000	1	£3,156	£3,156 or nil	£4,734	£4,734 or nil	£6,312	£6,312 or nil
b) Other (10,000 sq.m.)	£24,965 to £250,000	1	£2,496	£2,486 or nil	£3,744	£3,729 or nil	£4,992	£4,972 or nil
(Significant Proposals)								
a) Housing (100+)	£21,565+	n/a say 1	£2,156	£2,156 or nil	£3,234	£3,234 or nil	£4,312	£4,312 or nil
b) Warehousing 5,000 sq.m.	£18,265+	n/a say 1	£1,826	£1,826 or nil	£2,739	£2,739 or nil	£3,652	£2,739 or nil
c) Other 2,500 sq.m.	£11,557+	n/a say 1	£1,155	£1,155 or nil	£1,732	£1,732 or nil	£2,310	£2,310 or nil
(Affordable Housing Trigger)								
25 dwellings	£8,375+	n/a say 4	£837	£1,674	£1,256	£2,512	£1,674	£3,348

TABLE 2 (Cont'd ...)

Application Category		Number Determined 2008	10% of smallest fee		15% of smallest fee		20% of smallest fee	
			Charge	Potential Income (say 50% of 2008)	Charge	Potential Income (say 50% of 2008)	Charge	Potential Income (say 50% of 2008)
(Major Applications)								
a) Housing (10+)	£3,350+	21	£335	£3,517	£502	£5,271	£670	£7,035
b) Other (1,000 sq.m.)	£4,860+	7	£486	£1,701	£729	£2,551	£972	£3,402
c) Agricultural	£2,675+	0	£267	nil	£400	nil	£534	nil
($\frac{1}{2}$ Major Application)								
a) Housing (5+)	£1,675	n/a say 15	£167	£1,252	£251	£1,882	£334	£2,505
b) Other (500 sq.m.)	£2,515+	n/a say 15	£251	£1,882	£376	£2,070	£502	£3,765
Minor Application (includes half majors above)								
a) Housing	£335 to £3,015	73	£33	£1,204	£50	£1,825	£66	£2,409
b) Other	£170 to £4,860	69	£17	£586	£25	£862	£34	£1,173
c) Agricultural	£70 to £2,675		£7	-	£10	-	£14	-

TABLE 2 (Cont'd ...)

Application Category		Number Determined 2008	10% of smallest fee		15% of smallest fee		20% of smallest fee	
			Charge	Potential Income (say 50% of 2008)	Charge	Potential Income (say 50% of 2008)	Charge	Potential Income (say 50% of 2008)
Other Applications								
a) Householder	£150	181	£15	£1,357	£22	£1,991	£30	£2,715
b) Change of Use	£335 to £250,000	32	£33	£528	£50	£3,200	£66	£1,056
c) Advertisements	£95 to £335	17	£9	£76	£14	£119	£18	£153
d) Other fee earning	£70 to £400	6	£7	£21	£10	£30	£14	£42

EXECUTIVE AGENDA

Monday, 15th June, 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.	Members should declare the existence and nature of any personal and prejudicial interests in respect of:- a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	3
4.	Functions of the Executive	4 and 5
5.	To approve the minutes of a special meeting held on 15 th April 2009	6 and 7
6.	To approve the minutes of a special meeting held on 29 th April 2009	8 and 9
7.	To approve the minutes of a meeting held on 11 th May 2009.	10 and 17
8.	Representatives on Outside Bodies 2009/10 – Executive Functions	18 to 21
9.	Presentation on Community Voluntary Partners – Empowering the Community and Voluntary Sector in Bolsover District Service Level Agreement – Annual Report 2008/09 Recommendation on page 24	22 to 30
10.	Recommended Item from Scrutiny Committee held on 15 th April 2009 – Min. No. 879 – Policy & Performance Management Groups (ii) PPMG2 Corporate Telephony Performance Recommendation on page 31	31 to 37

11.	Recommended Item from Scrutiny Committee held on 12 th May 2009 – Min. No. 959 – Rechargeable Repairs Policy Recommendation on page 38	38 to 56
12.	North Derbyshire and Bassetlaw Housing Market Area Housing Strategy – Governance Arrangements Recommendation on page 63	57 to 64
13.	Arrears – Irrecoverable Items over £1,000 Recommendation on page 66	65 to 67
14.	Charging for Pre-Application Planning Advice Recommendation on page 77	68 to 84
 PART 2 – EXEMPT ITEMS <i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a</i>		
15.	Paragraph 3 Arrears – Irrecoverable Items over £1000 Recommendation on page 86	85 to 88
16.	Paragraph 3 Land at Duke Street, Clowne Recommendation on page 90	89 to 91
17.	Paragraph 3 Shirebrook Sustainable Development Masterplan – Supermarket Site and Town Council Partnership Recommendation on page 103	92 to 103
18.	Paragraph 3 & 4 Mobile Working	Report to follow
19.	Paragraph 3 & 4 Stores	Report to follow