

# EXECUTIVE

**8<sup>TH</sup> MARCH 2010  
AT 1000 HOURS IN  
COMMITTEE ROOM 1**

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Sherwood Lodge  
Bolsover  
Derbyshire  
S44 6NF

Date: 26<sup>th</sup> February 2010

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the Executive of the Bolsover District Council to be held in **Committee Room 1**, Sherwood Lodge, Bolsover, on Monday 8<sup>th</sup> March 2010 at 1000 hours.

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

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

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

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

You will find the contents of the agenda itemised on pages 105 and 106.

Yours faithfully,



Chief Executive Officer

To: Chairman & Members of the Executive

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



## EXECUTIVE

Minutes of a meeting of the Executive of the Bolsover District Council held in Committee Room 1, Sherwood Lodge, Bolsover, on Monday, 1<sup>st</sup> February 2010 at 1000 hours.

### PRESENT:-

Members:-

Councillor E. Watts – Chair

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

Officers:-

W. Lumley (Chief Executive Officer), S. Tomlinson (Director of Neighbourhoods), J. Brooks (Director of Resources), S.E.A Sternberg (Solicitor to the Council), D. Hill (Head of Finance and Revenues), D. Eccles (Head of Regeneration), R. Henderson (Project Officer (Infrastructure)), L. Hickin (Head of Leisure)(to Minute No 667)), C. Hirst (Arts Development Officer) (to Minute No 667)), and A. Bluff (Democratic Services Officer).

Also in attendance at the meeting were Keyna Paul (Chair of the Board, Junction Arts), Ami Aubrey (Communications and Admin Officer, Junction Arts) to Minute No 667, Trevor Witts (Executive Director, Groundwork Creswell) and Darren Pollard (Construction Manager) to Minute No 668.

### 660. APOLOGY

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

### 661. URGENT ITEM OF BUSINESS

There were no urgent items of business to consider.

### 662. DECLARATION OF INTERESTS

Minute No	Member	Level of Interest
672	D. McGregor	2 Personal and Prejudicial

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### 663. MINUTES – 4<sup>th</sup> JANUARY 2010

Moved by Councillor D. McGregor, seconded by Councillor D. Kelly  
**RESOLVED** that the minutes of a meeting of the Executive held on 4<sup>th</sup> January 2010 be approved as a true record.

### 664. SPECIAL MINUTES – 13<sup>TH</sup> JANUARY 2010

Moved by Councillor D. McGregor, seconded by Councillor E. Watts  
**RESOLVED** that the minutes of a meeting of the Executive held on 4<sup>th</sup> January 2010 be approved as a true record.

### 665. COMPLIMENTS, COMMENTS, COMPLAINTS AND FREEDOM OF INFORMATION REQUESTS FOR THE PERIOD 1<sup>ST</sup> OCTOBER 2009 TO 31<sup>ST</sup> DECEMBER 2009

The Customer Service and Access Officer presented the report which gave breakdown detail of the number of compliments, comments, complaints, freedom of information and personal data requests for the period 1<sup>st</sup> October 2009 to 31<sup>st</sup> December 2009.

Members asked various questions.

Discussion took place regarding the cost of responding to Freedom of Information requests. Members were reminded that the Authority has a statutory obligation to respond to Freedom of Information requests.

As Portfolio Holder for Customer Focused Services, Councillor McGregor requested that for future reports, Members devise a list of questions they would like to ask prior to the meeting to enable the Customer Service and Access Officer to provide answers in more detail.

Moved by Councillor D. McGregor, seconded by Councillor J.E. Bennett  
**RESOLVED** that the report be received.

**Reason for decision:** To keep Members informed of volumes and trends regarding compliments, comments, complaints and freedom of information requests.

The Customer Service and Access Officer left the meeting at this point.

Councillor Bennett left the meeting during the following item.

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### 666. JUNCTIONS ARTS COMMUNITY ARTS PROGRAMME – 2<sup>ND</sup> STAGE PAYMENT 2009/10

Councillor Syrett introduced Keyna Paul, Chair of the Board at Junction Arts and Ami Aubrey, Communications and Admin Coordinator at Junctions Arts to the meeting.

As Portfolio Holder for Social Inclusion, Councillor Syrett gave a brief statement to the meeting which acknowledged the problems the Authority had experienced with Junction Arts, including missed targets, lack of communication and high staff turnover. The release of the second stage funding was still being sought. In spite of these problems, Junction Arts had done some very good work. Councillor Syrett felt that there was an issue as to the suitability of their targets from the Council's point of view and that this needed looking at with Junction Arts. Keyna Paul and Ami Aubrey had only recently taken up employment with Junction Arts and Councillor Syrett felt there was now an opportunity for the Council to move forward with them.

The Head of Leisure added that he had met with Junction Arts last December to identify the problems referred to by Councillor Syrett and the meeting had been very positive.

Keyna Paul gave a slide presentation to the meeting on the review and transition of Junction Arts.

Members asked various questions and lengthy discussion took place.

Councillor Syrett suggested that recommendation two in the report be deferred to enable Junction Arts officers' time to present an improved plan to Executive, taking into consideration Members' comments.

Moved by Councillor A.M. Syrett, and seconded.

**RESOLVED** that (1) the 2<sup>nd</sup> payment for 2009/10 totalling £9,900 to Junction Arts be released,

(2) approval of the proposed annual plan for 2010/11 be deferred to enable Junction Arts time to present an improved plan to Executive taking into consideration Members comments.

(Head of Leisure)

**Reason for decision: To release the 2nd stage payment to Junction Arts.**

Keyna Paul, Ami Aubrey, the Head of Leisure and the Arts Development Officer left the meeting at this point.

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Councillor Bennett returned to the meeting during the following item.

**667. GROUNDWORK CRESWELL, ASHFIELD AND MANSFIELD CORE FUNDING, REPORT ON ACTIVITIES DURING 2009/10 AND PRESENTATION BY T. WITTS, EXECUTIVE DIRECTOR, GROUNDWORK CRESWELL**

The Head of Regeneration introduced a report to the meeting which stated that targets set for the previous years had been met by Groundwork Creswell who continued to work in key areas across the full span of the Council's Regeneration strategy.

Core funding of £18,000 had been allocated to Groundwork as part of the 2009/10 budget.

Groundwork Creswell were a key partner on the Local Enterprise Growth Initiative and directly employed several staff. They also played a significant role in developing funding bids in partnership with the Council and others across the Local Strategic Partnership.

Trevor Wits, Executive Director, gave a slide presentation to the meeting which outlined achievements for the previous year and proposed activity for 2010/2011.

Members asked questions.

Councillor Murray-Carr stated that he wished to express his thanks to Groundwork Creswell for work that he had been involved in with them.

Moved by Councillor E. Watts, seconded by Councillor K. Bowman  
**RESOLVED** that (1) the report and presentation be received,

(2) payment for 2009/10 totalling £18,000 be released to Groundwork Creswell, Ashfield & Mansfield.

(Head of Regeneration)

**Reason for decision: To release the payment to Groundwork Creswell, Ashfield & Mansfield in accordance with the service level agreement.**

Trevor Wits and Darren Pollard left the meeting at this point.

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### 668. WORKING NEIGHBOURHOODS FUND – SUSPENSION OF CONTRACT STANDING ORDERS

Councillor Watts presented a report to seek Members' approval to suspend contract standing orders 4.8.3, 4.8.4, 4.8.5 and 4.8.6 to enable the delivery of an education programme within schools which would encompass a preventative model for teenage pregnancy.

The proposed management arrangements would involve Derbyshire County PCT, Public Health being the lead commissioner with responsibility for overseeing and commissioning delivery through sub-contracting arrangements as appropriate.

Moved by Councillor J.E. Bennett, seconded by Councillor D. McGregor  
**RESOLVED** that Contract Standing Orders 4.8.3, 4.8.4, 4.8.5 and 4.8.6 be suspended to enable the delivery of an education programme within schools which would encompass a preventative model for teenage pregnancy.

(Chief Executive's and Partnership Manager)

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

### 669. ARREARS - IRRECOVERABLE ITEMS OF £1,000

Councillor Syrett presented the report to seek Members approval to write off outstanding debts, including costs, amounting to £40,098.16 in respect of persons unable to trace/bankrupt or companies in liquidation.

Members asked questions.

Moved by Councillor A.M. Syrett, seconded by Councillor B.R. Murray-Carr  
**RESOLVED** that the irrecoverable items including costs amounting to £40,098.16 be written off with the proviso that should any of the debts become collectable the amounts be re-debited.

(Head of Finance and Revenues)

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



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### 670. BUDGET REPORTS

Councillor Watts introduced the four budget reports.

#### Conferences 2010/11

The Director of Resources presented a list of conferences for the 2010/11 financial year to the meeting. If approved, Members were requested that nominations for attendees be provided to Human Resources as soon as possible.

Moved by Councillor D. McGregor, seconded by Councillor B.R. Murray-Carr  
**RESOLVED** that (1) attendance at the conferences listed for the 2010/2011 financial year be approved,

(2) nominations be made to attend the conferences listed and forwarded to Human Resources/Payroll as soon as possible to facilitate booking processes.

(Director of Resources)

**Reason for decision:**      **By restricting attendance at conferences to those which would give benefit to the Authority's business, the best value for money for the Authority was ensured.**

#### General Fund Budget Sensitivity Analysis and Risk Assessment

The Director of Resources reminded Members that they had approved the main elements of the General Fund budget at Executive on 4<sup>th</sup> January 2010. Aspects that supported the assessment of that budget had now taken place and the report detailed Sensitivity Analysis and Risk Assessment.

##### Sensitivity Analysis

The main areas of spend were related to Treasury Management and Energy.

##### Risk Assessment

A risk assessment had been produced for Revenue / Capital and this was appended to the report.

An additional risk had been added relating to Tarran Bungalows. Procedures were in place to protect the Council's financial position.

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Councillor Watts stated that in future this would be a regular item on the Joint Cabinet / Senior Management Team agenda.

Moved by Councillor D. McGregor, seconded by Councillor E. Watts  
**RESOLVED** that (1) the sensitivity analysis for the General Fund and Housing Revenue Account be approved and reported to Scrutiny,

(2) the risk assessment for revenue budgets (the General Fund and Housing Revenue Account) and the capital budget be approved and reported to Scrutiny.

(Director of Resources)

**Reason for decision:**      **The budgets approved at January's meeting of the Executive need to be proven to be robust to ensure the Council's objectives can be resourced.**

### **Housing Revenue Account Fees and Charges 2010/11**

The Director of Resources referred to rent increases for 2010/11 which were detailed in the report. The average weekly rent per dwelling would be £63.03 based on 48 weeks.

Heating costs would be brought into line over a ten year period.

It was proposed to increase fees for special services, lifelines and garages. Charges for buggy parking were new and reflect the developments at sheltered schemes that the Council has made.

A table giving details of the summary of charges was included in the report.

Approval of these charges would add £90,000 income to the budget for the Housing Revenue Account.

Moved by Councillor D. McGregor, seconded by Councillor K. Bowman  
**RESOLVED** that (1) the proposed Housing Revenue Account budget for 2010/11 be approved,

(2) the proposed charges in respect of garages, garage plots, heating, special services, lifeline and warden services be agreed and recommended to Council,

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(3) charging for buggy parking be introduced for 2010/11,

(4) consultation with tenants with district heating takes place to inform the setting of future fees and charges.

(Head of Housing / Director of Resources)

**Reason for decision:**     **The Council is required to consider increasing the level of the working balance.**

### **General Fund Budget Update**

As requested by Members at the Executive meeting on 4<sup>th</sup> January 2010, the Director of Resources presented further information in relation to the General Fund budget.

The report addressed the Collection Fund deficit, Planning income levels and associated costs and Bulky Waste income levels. The new Head of Service for Planning and Environmental Health would start soon and his comments would be taken into consideration.

Moved by Councillor D. McGregor, seconded by Councillor B.R. Murray-Carr **RESOLVED** that (1) the Collection Fund deficit be added to the budget and the savings target for 2010/11 be increased to reflect this.

(2) future reports be presented to Executive in the first quarter of 2010/11 considering Planning fees and associated costs,

(3) future reports be presented to Executive in the first quarter of 2010/11 considering Bulky Waste income and resourcing requirements.

(Director of Resources)

**Reason for decision:**     **The budgets approved at January's meeting of the Executive were subject to further information being supplied and suitable plans agreed.**

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

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

**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.

Councillor McGregor declared a level 2 Personal and Prejudicial interest in the following item and left the meeting.

### 672. ARREARS - IRRECOVERABLE ITEMS OF £1,000 EXEMPT PARAGRAPH 3

Councillor Syrett presented the report to seek Members approval to write off outstanding debts, including costs, amounting to £51,384.93 in respect of accounts where the ratepayer has ceased to trade.

Moved by Councillor A.M. Syrett, seconded by Councillor D. Kelly

**RESOLVED** that the irrecoverable items including costs amounting to £51,384.93 be written off with the proviso that should any of the debts become collectable the amounts be re-debited.

(Head of Finance and Revenues)

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

Councillor McGregor returned to the meeting.

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### 673. SHIREBROOK DEVELOPMENT BRIEFS EXEMPT PARAGRAPH 3

A development brief had been produced by Broadway Malyan and other partners working together with the Authority to take forward the regeneration of Shirebrook Town Centre.

The Head of Regeneration and the Project Officer (Infrastructure) jointly presented the report to make Members aware of the preferred option identified in the development brief which would form the basis of future discussions with potential development partners.

### 674. 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 D. McGregor, seconded by Councillor J.E. Bennett  
**RESOLVED** that the meeting continue.

### 673. CONTINUED SHIREBROOK DEVELOPMENT BRIEFS EXEMPT PARAGRAPH 3

The Project Officer (Infrastructure) gave a slide presentation of the development brief document.

Members asked questions and lengthy discussion took place.

Moved by Councillor E. Watts, seconded by Councillor B.R. Murray-Carr  
**RESOLVED** that (1) the development briefs document be endorsed and support be given to engagement with appropriate partners in order to seek to facilitate the regeneration of Shirebrook town centre and adjoining area,

(2) contract standing orders 4.8.3, 4.8.4, 4.8.5 and 4.8.6 be suspended for the reasons outlined in the body of the report in appointing Cushman and Wakefield as the Council's consultants in the development process,

(3) the Council seeks suitable external legal advice through the appropriate tendering method,

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(4) a budget be established from general reserves of £75,000 to fund the next stage of the development process.

(Head of Regeneration / Head of Procurement / Solicitor to the Council)

**Reason for decision:**      **To enable strategic sustainable regeneration of Shirebrook town centre and adjoining area.**

The meeting concluded at 1250 hours.

Committee:	Executive	Agenda Item No.:	5.
Date:	8 <sup>th</sup> March 2010	Status	Open
Category	Decision within the functions of Executive		
Subject:	Working Neighbourhoods Fund Quarter 3 Monitoring Report		
Report by:	Partnership Consultant Programme Manager		
Other Officers Involved	Chief Executive's and Partnership Manager		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor A.F. Tomlinson, Portfolio Holder for Regeneration (Strategy) Councillor E. Watts, Leader of the Council		

## **RELEVANT CORPORATE AIMS**

REGENERATION – Developing healthy, prosperous and sustainable communities.

### **TARGETS**

The Working Neighbourhoods Fund will impact on the National Indicator 153 – Working age people claiming out of work benefits in the worst performing neighbourhoods. Bolsover District Council has agreed a holding target with the LAA of reducing the out of work claimant rate within the worst performing neighbourhoods from 28.7% to 25.4% by March 2011. The Local Authority's success in tackling worklessness will also be measured against a further 4 indicators, these being:

- NI 117 – 16 to 18 year olds who are not in education, training or employment
- NI 118 – Take up of formal childcare by low income working families
- NI 163 – Working age population qualified to at least Level 2 or higher
- NI 172 – VAT registered businesses in the area showing growth.

### **VALUE FOR MONEY**

The principles of Value for Money – economy, efficiency and effectiveness will be applied in all interventions considered.

## **THE REPORT**

Executive Members will recall the Authority's award of Working Neighbourhoods Fund (WNF) in 2008 (Minute No. 886 refers). The Working Neighbourhoods Fund was introduced as part of the Local Government Finance Settlement and is one element of the new Area Based Grant. It

provides resources to local authorities to tackle worklessness and low levels of skills and enterprise in their most deprived areas.

Bolsover District Council's allocation of the WNF was originally £7,031,056 for the period 2008-2011. This was later revised, following an adjustment to the way the fund was calculated, to £7,065,414. On 12<sup>th</sup> November 2009, the Department for Communities and Local Government (CLG) announced that an additional £40 million was being made available to the 61 local authorities currently in full receipt of WNF. For Bolsover, this means that an additional £200,483 has been allocated bringing the total allocation up to **£7,265,897**.

As part of the Council's approach to tackling worklessness, a Commissioning Framework has been established to allocate the funding in two ways:-

- i) the Local Authority's focus upon the people who are **already receiving benefits** and are unemployed and try to encourage them back into work and off benefits, and
- ii) tasking the Local Strategic Partnership for Bolsover with identifying measures to address and **prevent the need to be in receipt of benefits** or become unemployed (£3m over three years)

### **2009/10 Quarter 3 Progress Update**

The attached report titled 'Quarter 3 Update' has been produced following the submission of quarterly monitoring returns by projects that have been funded to date through the Council's Working Neighbourhoods Fund. The attached report provides:

An overview of activity that took place during October - December 2009 in relation to Working Neighbourhoods Fund planning and commissioning

Detailed information in relation to progress of individual projects that have been approved

Outputs achieved during the Quarter and 2009/10 to date

Case study information to demonstrate the impact of projects on individuals

Labour market information and an analysis of the National Indicator (NI) 153 progress on reducing concentrations of worklessness within the district

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

The details given in the report as to progress.



**IMPLICATONS**

Financial: Detailed in the report  
Legal: None  
Human Resources: None

**RECOMMENDATION(S) that the report be received**

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

To ensure that WNF is targeted to best effect.

ATTACHMENTS: Y  
FILE REFERENCE:  
SOURCE DOCUMENT:

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**Quarter 3 Update  
2009-10  
Working Neighbourhoods Fund**

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February 2010





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## Introduction

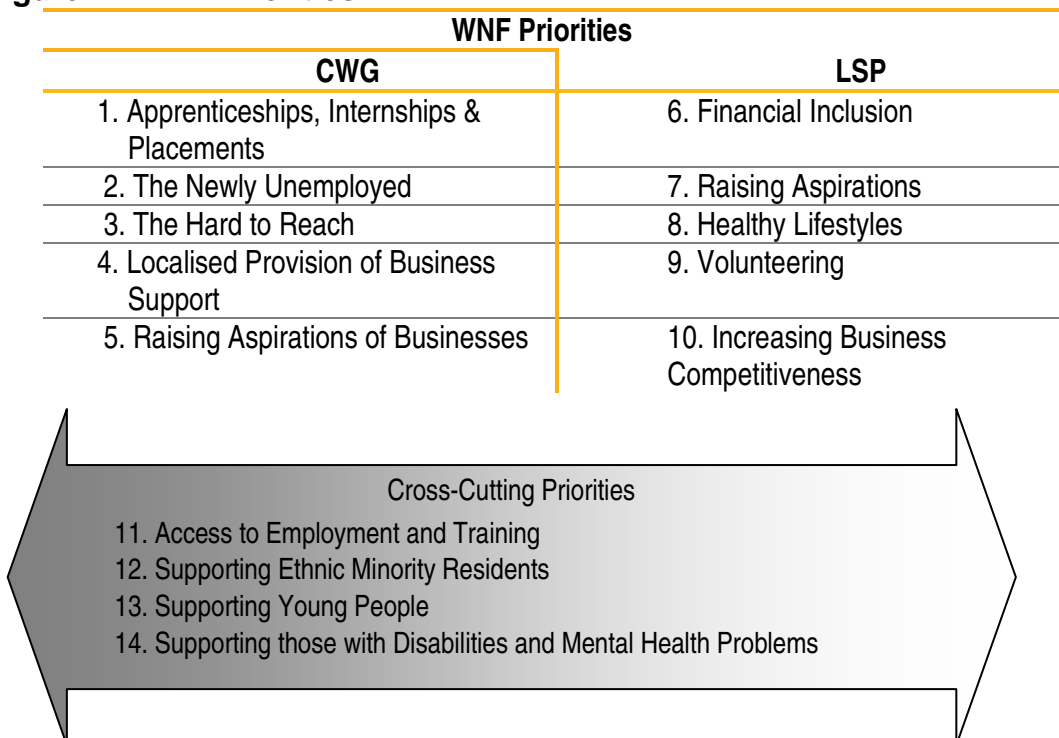
The purpose of the Working Neighbourhoods Fund (WNF) is to reduce levels of worklessness and increase enterprise and skills in our most deprived communities. The WNF is about new ways of working, taking into account local individuals and communities, with flexibility and opportunities to respond to particular challenges within local areas.

Bolsover district qualifies from WNF in the respect that it has more than 20% of its Lower Super Output Areas (LSOAs) in the most deprived decile on the overall Indices of Multiple Deprivation (IMD) and that it is ranked among the top 40 districts on an equally weighted measure of key benefit claim rate and employment rate

The WNF allocation to Bolsover District Council, to be paid as one element of the Area Based Grant, is just over £7m for the period 2008-2011. The WNF has been allocated in two ways. Bolsover District Council has allocated £1 million WNF per annum to the Bolsover Local Strategic Partnership (LSP) to commission initiatives that are focussed on **preventing worklessness**. The remainder of the WNF is focused on addressing the NI 153 indicator, to **reduce the number of people claiming benefits** in the worst performing areas. A Core Worklessness Group (CWG) consisting of the Leader/Deputy Leader, Officers of Bolsover District Council and relevant partners in relation to worklessness was established in 2008 to move this agenda forward.

In May 2009, the Working Neighbourhood Fund Strategy for Bolsover was published, following a series of consultation events to identify key priorities and potential intervention projects to address worklessness across the district. The WNF Strategy will drive the delivery of the WNF programme over forthcoming years and the CWG and LSP will use the Strategy as the basis for commissioning activity to address worklessness and to impact on the relevant national indicators. The LSP and the CWG have five strategic priorities each that reflect the focus for each group, in addition to four cross-cutting priorities. The priorities are interdependent and are detailed below:

**Figure 1: WNF Priorities**



Bolsover District Council and the LSP have taken a strategic approach to the commissioning of activities using WNF, ensuring interventions meet an identified need and genuinely add value to existing services. This has only been possible through continuing the existing good working relationships with all of our key partners. The table below details the interventions already commissioned by the CWG and the LSP and how they impact on the key priorities.

**Figure 2: WNF Commissioned Interventions**

Commissioned Interventions														
Priority	CWG					LSP					Cross-Cutting			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
CWG Commissioned														
<b>Family Employment Initiative</b>														
<b>Grants to Voluntary Organisations</b>														
<b>Apprenticeships feasibility study</b>														
<b>Infrastructure Development Officer</b>														
<b>Start-up Support for those with Disabilities</b>														
<b>Ways to Work</b>														
<b>Free Legal Advice</b>														
<b>Bolsover Apprenticeship Programme</b>														
Tesco - Making the Connection														
Bolsover Intermediate Labour Market Programme														
LSP Commissioned														
<b>Raising Aspirations (Strands 1-3 – Young People)</b>														
<b>FEI Practice Nurse</b>														
<b>Financial Inclusion Strategy and Action Plan</b>														
<b>Bolsover Volunteering Project</b>														
<b>Hot Prospects</b>														
Bolsover Financial Inclusion Project														
Employer Engagement Project														
Raising Aspirations (Strand 4 – Adults)														

*Interventions that have been highlighted in bold indicate those that have been approved since the last WNF Update report.*

## Working Neighbourhoods Financial Allocations and Commitments

Bolsover District Council's allocation of the Working Neighbourhoods Fund (WNF) was originally £7,031,056 for the period 2008-2011. This was later revised, following an adjustment to the way the fund was calculated, to £7,065,414.

On 12<sup>th</sup> November 2009, the Department for Communities and Local Government (CLG) announced that an additional £40 million was being made available to the 61 local authorities currently in full receipt of WNF. For Bolsover, this means that an additional £200,483 has been allocated bringing the total allocation up to **£7,265,897**. The letter from CLG outlining the increased allocations also confirmed that:

A consultation document on the future of the WNF Reward grant was being prepared and would be published shortly

Guidance would be issued on the development of Work and Skills Plans; this was one of the recommendations from the Tackling Worklessness Review.

Of this total allocation, approximately £321K has been ringfenced for management and admin of the scheme over four years. To date, £3,880,074 has been assigned to projects through formal contracting arrangements; details of individual activities are detailed below, providing a breakdown between the Core Worklessness Group and the LSP.

### Projects Commissioned by the Core Worklessness Group

Project Ref	Project Name	WNF 2008/09	WNF 2009/10	WNF 2010/11	WNF 2011/12	Total Approved
08-01	BizFizz - Clowne and Elmton with Creswell	24,927				24,927
08-02	LEADER	66,000				66,000
08-03	Family Employment Initiative		135072	138609		273,681
08-04	Grants to Voluntary Organisations – TRUST	4,750	4,750	4,750		14,250
08-4a	Grants to Voluntary Organisations – DUWC	26,745	27,400	27,950		82,095
08-06	Ways to Work		56598	43193	49639	149,430
08-08	Public Sector Apprenticeship Phase 1		42,425			42,425
08-09	Bolsover Infrastructure Development Officer		28,968	34,250	33,950	97,168
08-10	Work for Yourself - Disability Dynamics		78,491	73,105	50,775	202,371
08-13	Free Legal Advice		14,416	23,930	16,210	54,556
08-14	Bolsover Apprenticeship Programme		6,684	461,716	762,524	1,230,924
08-17	Making the Connection (Tesco's)		10,000			10,000
08-20	Bolsover Intermediate Labour Market Programme			417,633		417,633
		<b>£122,422</b>	<b>£404,804</b>	<b>£1,225,136</b>	<b>£913,098</b>	<b>£2,665,460</b>

## Projects Commissioned by the Local Strategic Partnership

Project Ref	Project Name	WNF 2008/09	WNF 2009/10	WNF 2010/11	WNF 2011/12	Total Approved
08-05	Bolsover Volunteering Project		46,183	61,438	69,675	177,296
08-07	Financial Inclusion - Phase 1		10,300			10,300
08-03	Family Employment Initiative (Practice Nurse)		37002	38114		75,116
08-11	Raising Aspirations (Strands 1-3 – Young People)		164,052	329,407	301,541	795,000
08-12	Hot Prospects		41,300	45,000		86,300
08-15	Bolsover Financial Inclusion Project		51,888	196,405	120,685	368,978
08-16	Employer Engagement		22,752	70,119	71,386	164,257
08-21	Raising Aspirations (Strand 4 – Adults)			153,150	146,770	299,920
		<b>£0</b>	<b>£373,477</b>	<b>£893,633</b>	<b>£710,057</b>	<b>£1,977,167</b>

The tables above show that a total of £4,642,627 WNF has been assigned to projects through formal contracting arrangements, leaving approximately £2.3m uncontracted at this stage.

### 2009/10 Quarter 3 Activity

Quarter 3 has been another busy period with a number of initiatives being commissioned and/or approved. It is really exciting to see a significant number of projects now up and running and the synergies and potential progression routes for individuals which are being made possible through these new interventions.

WNF spend in Quarter 3, October to December 2009, was £166,186 against a quarter forecast of £237,412 (70% of Q3 forecast achieved). A significant proportion of the quarter's underspend arose from the Raising Aspirations project mainly due to initial engagement activities having a limited cost, however, project spend in Quarter 4 will be much higher due to activities that have been commissioned under strands 1-3.

As a result of project work being undertaken this quarter, an additional £114,467 match funding has been levered into the district; £67,441 of this came through the Family Employment Initiative.

WNF spend during 2009/10 to date has been £395,221 against an annual forecast of £843,254. Whilst Quarter 4 spend is likely to be significantly higher than previous quarters, it is quite possible that a number of projects will be reporting an underspend in the current financial year. This is due to some projects experiencing difficulties and delays in recruiting staff. An end of year declaration will be sent to all projects during Quarter 4 to ascertain the end of year position with all approved projects. Any justification put forward by projects to carry forward funding into the next financial year will be considered on a project by project basis.



## **Core Worklessness Group**

### **Bus to Work (Tesco)**

The recent expansion at the Tesco distribution centre in Balborough has resulted in approximately 450 new jobs being created between January and May 2010. WNF has recently been approved to fund a pilot 16-seater mini bus service in response to these new job opportunities that will become operational from 15<sup>th</sup> March 2010. Without this service many local people would be unable to access work at Tesco as current public transport provision does not coincide with the three shift pattern that Tesco operates. This service will be provided by Chesterfield Community Transport who will work in partnership with the WNF funded Ways to Work project which is managed by Rural Action Derbyshire (formerly Derbyshire Rural Community Council). An interim report will be presented to the Core Worklessness Group during June 2010 so that passenger usage of the vehicle and options for continuing the service (if demand necessitates) can be considered appropriately.

### **Intermediate Labour Market Programme**

Over the past 12 months, the CWG has been developing an Intermediate Labour Market programme to provide paid employment and accredited learning opportunities to 40 local unemployed people over a six month period. The programme is targeted at individuals who are on Employment and Support Allowance and those claiming Job Seekers Allowance aged 25 and above. The programme has been designed so that it does not compete with other programmes that have been funded through the DWP Future Jobs Fund, which are predominately aimed at 18-24 year olds on Job Seekers Allowance. Two tenders were received from prospective deliverers for this work programme and, following presentations and scoring of both proposals on the 26<sup>th</sup> January 2010, the contract has been awarded to The Shaw Trust. The Shaw Trust is a national charity which supports disabled and disadvantaged people to prepare for work, find jobs and live more independently. Contract negotiations are currently taking place and it is anticipated that the programme will commence from April 2010. The Shaw Trust will work in partnership with Bolsover District Council's Neighbourhood Management Team, who will be responsible for determining the work schedules of participants which will include gardening jobs for vulnerable households, working with the Bolsover Countryside Partnership planting trees, and work on allotments. Indications from the recent open days held for the Bolsover Apprenticeship Programme are that there is significant interest from local unemployed people to undertake work in the field of horticulture and environment. If the programme is successful, there may be opportunities for continuing the programme in 2011/12.

### **Shirebrook Enterprise Centre**

BDC's Economic Development Team has been working towards securing grant funding to support the development of an **Enterprise Centre in Shirebrook**. The centre will provide lettable office/workshop/hybrid business accommodation supporting a variety of local new and existing businesses. A revised Expression of Interest to the European Regional Development Fund (ERDF) will be submitted during Quarter 4 following feedback from the ERDF Priority Axis 2 Technical Group to scale back the capital build costs as the ERDF being applied for exceeded the district's allocation. If the ERDF EOI is successful the second time around, a revised WNF Commissioning Brief for the Centre's revenue costs will be circulated to the CWG for approval before commissioning of a full application takes place. The revenue costs are likely to be in the region of £250,000.

## **Local Strategic Partnership**

### **Raising Aspirations (Strand 4 – Adults)**

In Quarter 2 a decision was taken to competitively re-tender for work to address the raising of aspirations amongst the working age population who were either unemployed or economically inactive following the de-commissioning of activity from Connexions Derbyshire Ltd. In January 2010, the LSP Technical Group met to review the seven tenders received. Of these, three were ruled out as they were not considered to be compliant with the requirements of the tender specification (one overlapped the Intermediate Labour Market programme and two were too targeted at particular groups of individuals). The remaining four were invited to present their proposals to the Technical Group on 20 January 2010. Following these presentations, all four tenders and presentations were scored against a pre-defined scoring matrix. The highest scoring proposal came from Chesterfield College for the delivery of tailored employment and skills development programmes, supporting 150 learners over 16 weeks in cohorts of 15. A Project Manager and two Learning Support Officers will be recruited to support delivery of the programme in which Derbyshire and Nottinghamshire Chamber of Commerce will also be a significant delivery partner. Subject to contract clarification and negotiation, the value of the contract awarded will be in the region of £299,920 and will be paid on achievement of outcomes rather than defrayal of expenditure.

The process of scoring tenders also identified that another proposal, submitted by Community Voluntary Partners (CVP), was strong on some key aspects of delivery that would provide additionality to the proposal submitted by Chesterfield College. As a consequence the Technical Group agreed to utilise additional WNF as sufficient funding remained within the LSP's WNF allocation. Further details of this programme will be provided in the Q4 Update Report. Furthermore, two tenders received in response to the Raising Aspirations tender specification gained support from the LSP Technical Group as possible separate commissions. The first was submitted by the Prince's Trust and aimed to deliver a series of engagement and employability activities to 19-25 year olds. The second was submitted by Nacro and was aimed at young people aged 19-25 who are offenders, ex-offenders and those at risk of offending. Members of the LSP Technical Group were mandated to explore these further and will report back and make recommendations to the LSP's Executive Support Group in April 2010.

### **Hot Prospects**

Hot Prospects is a project funded through the WNF which aims to find suitable graduates for local placement and job opportunities within Bolsover district SMEs (see page 29 for more information). Commissioned by the Employment and Enterprise Action Group (EEAG) in 2009 as a pilot project, early evidence has shown that WNF intervention has significantly increased Hot Prospects' presence within the district and the number of graduates and SMEs engaged in the service is much higher than in previous years. Following an interim evaluation, the EEAG have agreed to extend the scheme into 2010/11 utilising additional WNF and a proposal for 2010/11 activity will be submitted to the CEPT during Quarter 4 which will build upon good practice and lessons learnt from the pilot project.

### **Financial Inclusion**

During Q3, a contract with CVP to deliver against the Financial Inclusion Strategy was agreed. CVP will be responsible for the overall implementation of the strategy but will sub-contract work to various partners for direct delivery of activity; this includes North East Derbyshire Citizen's Advice Bureau, Derbyshire Unemployed Workers Centre and Worksop and District Credit Union. All posts covered by this initiative were advertised in the New Year but unfortunately the response to a number of the advertised positions, including the Financial Inclusion Manager, was poor necessitating a re-advertisement. The closing date is at the end of February with a view to all staff being in post by mid April 2010.

## **Employment Engagement**

During Q3, a contract with the Chamber of Commerce to deliver the LSP's Employer Engagement project was agreed. This involves the recruitment of two dedicated posts. The first post is a Business Engagement Officer that will work with inward investors and indigenous businesses to increase opportunities to Bolsover residents to access employment opportunities, and the second post will be Training Co-ordinator that responds to the needs of local, unemployed people by co-ordinating and brokering relevant training. Activity was scheduled to commence in the New Year but yet another poor response to job advertisements has resulted in both posts being re-advertised in February 2010.

## **Other Activity**

### **Projects 'Speed Dating' Event**

To assist with ensuring that all appropriate linkages are made between projects that are being funded through the WNF, a "Speed-dating" type event has been organised to take place on Thursday, 18th March 2010. All projects will have four minutes to talk about their initiative before moving onto the next table. This will be repeated 5 times to ensure the maximum number of projects are able to exchange information.

### **Database**

The Chief Executive's and Partnership Team are looking into the possibility of setting up a central, shared database to record WNF beneficiary information. Such a system would enable the LSP and District Council to monitor the impact of WNF funded initiatives more effectively, eliminate double counting, and would also enable the level of impact at a neighbourhood level to be assessed.

### **In touch**

Bolsover District Council's In touch newspaper issued in February 2010 contains a four page centre spread on the Working Neighbourhoods Fund and the initiatives being funded. A copy of the newspaper is available from the Chief Executives and Partnership Team on request or can be accessed via the link below:

<http://www.bolsover.gov.uk/PDF/Intouch%20Issue%2016%20Feb%202010.pdf>

### **Work and Skills Plans**

The development of Work and Skills Plans was one of the recommendations from Councillor Stephen Houghton's review of local partnership working to tackle worklessness. All local authorities in receipt of Future Jobs Fund are required to complete one. The overall objective of the Plan is to set out how local authorities, together with partners, will develop and agree their response to the local employment and skills needs identified through the Local Economic Assessment and Worklessness Assessment.

Interim Work and Skills Plans are required by April 2010 which should:

Agree the steps that local partnerships will take to ensure the effective delivery of Future Jobs in their area; and

Set out arrangements/proposals for the development of the full Plan for April 2011.

Each Plan is expected to cover a 3-year period from April 2011 to March 2014. Timing of the plans will match the timetable for reviewing Local Area Agreements and the 3-year local government settlement.

### **WNF Event**

A WNF event is being planned for mid May 2010. The purpose of the event will be to feedback information and share good practice about the progress of the programme since it was launched in 2008. It is intended that the second part of the event will be open to the public and will give WNF funded projects and partner organisations the opportunity to network and engage with potential beneficiaries.

## Project Activities and Achievements

Project Title and Description of Initiative		£ WNF	Quarter 3 Progress																						
<p><b>Family Employment Initiative (08-03), Coalfields Regeneration Trust</b></p> <p>The Family Employment Initiative (FEI) works with families and households to break down barriers to employment. FEI advisors visit hard to reach families and individuals in homes and other accessible locations. Funding from WNF will expand the Bolsover district team from 4.5 to 5.5 Advisers. A further extension to the project is the provision of a District Nurse to work as a member of the existing Family Employment Team. The Nurse will accompany existing advisers to provide responsive health advice, carry out home based health checks, support families to make better health choices, re-engage people with primary health and run “bespoke sessions” on topics that emerge which link improving health to reducing worklessness.</p> <p>Over the life of the project to March 2011, the project aims to assist 525 people into employment. Outputs to be achieved this financial year are:</p>		<p>Lifetime WNF Approved: £348,797</p> <p>2009/10 WNF Approved: £172,074</p> <p>Cumulative Q3 Target: £126,221</p> <p>Cumulative Q3 Actual: £92,022</p> <p>Underspend (against a flat profile) at the end of Q3 was £34,199. In December the FEI reported an overall project underspend, and submitted a paper to deal with this. There are various reasons attached to the underspend; lack of take up of anticipated childcare, no usage of the wage subsidy provision, recruitment delays and lags for staffing, long term sickness absence of advisors leading to less expenditure on their clients but also significantly the</p>	<p>Outputs Achieved in Quarter 3:</p> <table border="1"> <thead> <tr> <th></th> <th>Target</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Unemployed people gaining employment</td> <td>60</td> <td>52</td> </tr> <tr> <td>NEETs going into EET</td> <td>12</td> <td>8</td> </tr> <tr> <td>People (16+) gaining NVQ2</td> <td>15</td> <td>0</td> </tr> <tr> <td>People benefiting from debt mgt and advice</td> <td>40</td> <td>0</td> </tr> <tr> <td>People supported with their health needs</td> <td>20</td> <td>0</td> </tr> <tr> <td>No. of carer's receiving a health assessment</td> <td>5</td> <td>0</td> </tr> </tbody> </table> <p>Outputs reported this quarter are down against profile although the number of people into employment this financial year is ahead of profile (183 against a cumulative target of 150). However, outputs relating to the practice nurse are still to be formally reported; the number of people achieving an NVQ L2 is much lower than anticipated; and, whilst the people have benefited from debt management and advice whilst being supported by the project, CRT need to make changes to their monitoring systems for this information to be recorded.</p> <p><b>Practice Nurse</b></p> <p>8 Clients referred, one declined service, one client attended 3 times Networked with staff from over 15 different</p>		Target	Actual	Unemployed people gaining employment	60	52	NEETs going into EET	12	8	People (16+) gaining NVQ2	15	0	People benefiting from debt mgt and advice	40	0	People supported with their health needs	20	0	No. of carer's receiving a health assessment	5	0	
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No. of carer's receiving a health assessment	5	0																							
<b>Output</b>	<b>09/10</b>																								
Unemployed people gaining employ't	214																								
NEETs going into EET	48																								
Adults with learning disabilities moving into employment	5																								
People (16+) gaining NVQ2	36																								
People benefiting from debt advice	105																								

Project Title and Description of Initiative	£ WNF	Quarter 3 Progress
<p>Care leavers moving to EET 15</p> <p>People on out-of-work benefits supported with health needs 50</p> <p>Carers receiving health assessment 10</p>	<p>project has been successful in seeking alternative funding methods for the training of clients etc. As budget models were developed no one could have forecast the rapid impact of the recession or the consequent roll out of additional funded provision for many of the client groups.</p>	<p>agencies/organisations  Attended 2 days training on Motivational Interviewing and a Cardiovascular Disease monitoring course.  Involved in planning of the FEI Bolsover event.</p> <p><b>FEI</b>  Tesco's Barlborough distribution centre – Donna Woodward, FEI's JCP Secondee has led on this – liaising with JCP, Working Links, Making the Connection, Phoenix and OTR to ensure full understanding on the recruitment process and relevant support to clients. The Advisor attended all 7 events to ensure FEI was well represented in the presentation and registered an additional 20 clients who require additional support. Donna also attended the Pre Employment 3 day training course, to establish what support was provided for those clients; both successful and unsuccessful so suitable advice and guidance can be given to the clients. All advisors were suitably briefed so as to support their clients in completing a Tesco's application form correctly and knowing Tesco's employee values.</p> <p>The FEI programme is undergoing evaluation by Ekosgen and again their findings and recommendations will be important to the debate on the ongoing model of delivery.</p>
<p><b>Grants to Voluntary Organisations (08-04a), Derbyshire Unemployed Workers Centres</b>  DUWCs provide free, confidential and independent welfare rights advice at a variety of times and locations across the district. An informal appointment system will be introduced for drop-in sessions, and where appropriate, telephone advice and home visits will be carried out. Tribunal representation, for users wishing to appeal against decisions made by the Department for Work and Pensions or HM Revenue and Customs regarding benefits and credits will be offered, and where possible, on-site redundancy advice will be offered.</p>	<p>Lifetime WNF Approved: £55,350</p> <p>2009/10 WNF Approved: £27,400</p> <p>Cumulative Q3 Target: £20,550</p> <p>Cumulative Q3 Actual: £20,497</p>	<p>The number of enquiries received for outreach services for this quarter totals 624 against a target of 625. 30 Disability Living Allowance forms were completed prior appointment and the volunteer programme continues to provide this service. One new volunteer this quarter has now completed her basic training and is delivering 3 advice sessions per week.</p> <p>A new part time worker has been recruited, who is funded by the Society for the Assistance of Ladies in Reduced Circumstances (SALRC). Their remit is to conduct home visits to older ladies who live alone. Although based in Chesterfield, the Bolsover District is part of the project and so some residents will benefit over the coming months.</p>

Project Title and Description of Initiative	£ WNF	Quarter 3 Progress																		
<p><b>Bolsover Volunteering Project (08-05), CVP</b>  This project aims to increase the employability, skills and confidence of local people through the provision of high quality volunteering opportunities. The project will employ 1.6 FTE workers.</p> <p>The full time post will be responsible for identifying and developing a range of volunteering opportunities, ensuring that volunteers that are recruited, placed and supported benefit from appropriate personal and professional development opportunities and best practice models.</p> <p>The part time post will recruit volunteers to act as community health champions who will work with their peers in order to promote and adopt healthier life styles.</p>	<p>Lifetime WNF Approved: £179,476</p> <p>2009/10 WNF Approved: £54,763</p> <p>Cumulative Q3 Target: £36,887</p> <p>Cumulative Q3 Actual: £31,665</p>	<p>The project is gaining momentum and has to date seen a total of 81 people accessing volunteering opportunities, far exceeding targets (30 of these are Community Health Champions). 6 new volunteering opportunities have also been created, against a target of 5. To date, one of these volunteers has gone into paid employment; this was into the CVP Admin role that was recently advertised. 91 different volunteering opportunities have now been identified with 51 different organisations, examples of new opportunities created include Derbyshire Fire and Rescue, New Houghton Community Centre, CVP and Bolsover Libraries. A best practice training event was held in November 2009 'Making the most of your volunteers' and a RSPH L2 course was also held with 10 people attending and all gaining an accredited qualification in understanding public health.</p> <p>There has been little interest from volunteers in relation to accessing NVQs and this has impacted on outputs with only 1 being achieved against a target of 5. Volunteers have however expressed interest in attending Adult Education courses around computers and first aid and the VCI passport. Due to a project under spend, the Bolsover Volunteering Project has been able to extend the VCI Passport scheme to a further 75 individuals over the next 2-3 years.</p>																		
<p><b>Ways to Work (08-06), Derbyshire Rural Community Council</b>  Ways to Work is a cross-cutting transport project where many elements of transport provision are brought together to remove transport as a barrier to work and training. It aims to provide transport opportunities, and/or easy to understand information on available transport options. This enhances existing Wheels to Work provision in Bolsover, through the provision of additional services including push bike and electric bike loan, taxi/bus vouchers, subsidised driving lessons, personalised travel planning and better access to information about</p>	<p>Lifetime WNF Approved: £144,835</p> <p>2009/10 WNF Approved: £52,003</p> <p>Cumulative Q3 Target: £35,078</p> <p>Cumulative Q3 Actual: £32,247</p> <p>The project has a small</p>	<p>Outputs Achieved in Quarter 3:</p> <table border="1"> <thead> <tr> <th></th> <th>Target</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Unemployed people gaining employment</td> <td>11</td> <td>37</td> </tr> <tr> <td>NEETs going into EET</td> <td>1</td> <td>1</td> </tr> <tr> <td>Jobs created</td> <td>0</td> <td>1</td> </tr> <tr> <td>Businesses assisted to improve performance</td> <td>1</td> <td>4</td> </tr> <tr> <td>No. of employees benefiting from training</td> <td>1</td> <td>4</td> </tr> </tbody> </table>		Target	Actual	Unemployed people gaining employment	11	37	NEETs going into EET	1	1	Jobs created	0	1	Businesses assisted to improve performance	1	4	No. of employees benefiting from training	1	4
	Target	Actual																		
Unemployed people gaining employment	11	37																		
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Businesses assisted to improve performance	1	4																		
No. of employees benefiting from training	1	4																		

Project Title and Description of Initiative	£ WNF	Quarter 3 Progress
<p>transport. Over the lifetime of the project, 133 people will be assisted into employment.</p>	<p>cumulative underspend. A request to roll forward underspend in relation to promotional activity and the interim evaluation has been requested and will be considered as part of the end of year review.</p>	<p>No. of care leavers moving into employment                      1                      0</p> <p>The project has continued to make very good progress, far exceeding original targets. During Q3, 37 people were assisted into employment bringing the total to 64 by the end of December. This is against a 2009/10 target of 35. The moped loan aspect of the scheme continues to be the most popular within the district and the CWG has agreed to vire funding between budget headings to allow more mopeds to be purchased if necessary.</p> <p>The new job openings at the Tesco distribution centre in Balborough have provided an opportunity to help those trying to get back to work. W2W had a presence at the pre-recruitment selection days and has reported that these events highlighted how problematic travel is for some, particularly when working on early and late shifts, outside of public transport times.</p>
<p><b>Apprenticeships – Feasibility Study and Interim Arrangements (08-08), BDC</b> To address high levels of youth unemployment (18-24 year old JSA claimant rate of 37.3%), and low educational attainment levels in Bolsover District, tenders were invited with the remit to produce a feasibility study for a public sector apprenticeship scheme which would target those not achieving the grade requirements of traditional apprenticeship schemes.</p>	<p>2009/10 WNF Approved: £43,815</p> <p>Cumulative Q3 Target: £42,425</p> <p>Cumulative Q3 Actual: £42,425</p>	<p>Consultancy support in respect of developing the Bolsover Apprenticeship programme completed in Quarter 3 following the appointment of a dedicated team to manage and deliver the Bolsover Apprenticeship Programme.</p>
<p><b>Bolsover Infrastructure Development Officer (08-09), Bolsover District Council</b> Bolsover has a number of key development site opportunities due to come to fruition over the next two to three years. This project seeks to maximise the opportunities available from these regeneration activities for both local residents seeking sustainable quality employment and to provide infrastructure to attract investors and grow local businesses.</p>	<p>Lifetime WNF Approved: £97,168</p> <p>2009/10 WNF Approved: £28,968</p> <p>Cumulative Q3 Target: £14,484</p>	<p>The Bolsover Infrastructure Development Officer commenced employment on 2<sup>nd</sup> November 2009. Work has commenced on the expansion of the Development Briefs for Shirebrook, South Normanton and Pinxton. Marketing and PR work has commenced with Iris Associates and will continue until its completion in March 2010. The project has had to be re-profiled due to delays with appointing the Officer and a request to roll forward the budget for consultancy support has been received. Underspends on salary are likely to be returned to the WNF programme.</p>

Project Title and Description of Initiative	£ WNF	Quarter 3 Progress															
<p>Existing masterplans and briefs will be used to inform future regeneration activities, promote engagement with local communities, and contribute towards the Council's Local Development Framework.</p> <p>The Projects Officer (Infrastructure) will progress the future development of the town centres and strategic sites and will work with investor/employers locating to strategic sites to help assess skill and employment needs.</p>	<p>Cumulative Q3 Actual: £5,826</p>																
<p><b>Work for Yourself (08-10), Disability Dynamics</b></p> <p>The project is seeking to work with disabled residents within Bolsover to encourage them to start their own businesses.</p> <p>Clients are allocated a Business Adviser who will support them with developing an Action Plan, provide regular on-going mentoring and coaching support through each stage. Support continues during the crucial early trading phase until project end. All clients are provided with information signposting them to other employment support sources.</p> <p>This is a joint project with Chesterfield Borough Council and aims to assist the creation of 35 new businesses within the Bolsover district by March 2012.</p>	<p>Lifetime WNF Approved: £202,371</p> <p>2009/10 WNF Approved: £78,491</p> <p>Cumulative Q3 Target: £44,973</p> <p>Cumulative Q3 Actual: £37,427</p> <p>A range of actions have been discussed to utilise project underspend; this includes a further targeted leaflet drop.</p>	<p>It is pleasing to report that three businesses are now trading (against a March 2010 target of 5). At the end of Quarter 3, the programme has 32 active clients against a predicted target of 21 (50% over target).</p> <p>Outputs achieved in Quarter 3:</p> <table border="1" data-bbox="1240 767 1760 1050"> <thead> <tr> <th>Activity</th> <th>Target</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Initial contacts</td> <td>70</td> <td>62</td> </tr> <tr> <td>Engagement phone calls</td> <td>54</td> <td>39</td> </tr> <tr> <td>1-2-1 meetings</td> <td>39</td> <td>33</td> </tr> <tr> <td>Businesses trading</td> <td>0</td> <td>3</td> </tr> </tbody> </table> <p>Concerns had previously been reported by the project manager regarding difficulties to recruit suitable clients and considerable additional promotional activity was needed to raise awareness of the programme.</p>	Activity	Target	Actual	Initial contacts	70	62	Engagement phone calls	54	39	1-2-1 meetings	39	33	Businesses trading	0	3
Activity	Target	Actual															
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Project Title and Description of Initiative	£ WNF	Quarter 3 Progress
<p><b>Raising Aspirations (08-11), Connexions</b>  This project aims to raise aspirations in those individuals who are most marginalised and furthest away from employment. In particular, it will provide additional support, engagement activities and training opportunities for pre-16 students and their families, 16–18 year olds who are NEET, teenage parents, care leavers, homeless and vulnerable young people, together with workless adults who have disabilities or mental health issues.</p> <p>A Contract Manager will be appointed to who provide local management of the project.</p> <p>Strand 1  The project will seek to raise aspirations and increase the awareness amongst school age young people and their families regarding further educational and employment opportunities and encourage informed choices at Key Stage 4 and beyond. A 0.5 fte Co-ordinator will be recruited to oversee the administration and co-ordination of these events with the Bolsover secondary schools.</p> <p>Strand 2  Two Key Workers will be appointed, one to work with Teen Parents and one to work with young people who have drug or alcohol problems (both 1.0 fte). young people who will potentially become NEET can be identified and given enhanced support through this project as soon as they leave school and before they have the opportunity to become NEET.</p> <p>Strand 3  Action For Children will provide an additional specialist worker to offer dedicated support to care leavers who are NEET plus a programme of</p>	<p>Lifetime WNF Approved: £795,000</p> <p>2009/10 WNF Approved: £315,596</p> <p>Cumulative Q3 Target £64,052</p> <p>Cumulative Q3 Actual: £27,028</p> <p>There has been limited spend this quarter due to initial engagement activities having a limited cost because key parties have been willing to work in partnership to implement these. Quarter 3 has also predominantly been about research with limited implementation. However, project spend in Quarter 4 will be much higher due to activities that have been commissioned under strands 1 and 2. Furthermore, costs for Strands 3 are still to be claimed.</p>	<p>The project is now staffed and operational with a project manager and 2 project workers and is awaiting the appointment of an administrator. Due to the delayed project start, outputs achieved to date are limited in terms of EET however the project has reported that the facilitation of NEET young people progressing into positive opportunities has been effective, with young people accessing short courses as a first step before EET, young mothers engaging with the project to access Children’s Centres and young people attending local events to discuss options and sign up for upcoming EET opportunities.</p> <p>Initial engagement of young people has started through the implementation of ‘Opportunities Events’ in localities across the district. 7 young people were engaged at the Creswell event and progressions into EET are expected in quarter 4. ‘Have a go’ short courses and other NEET reduction taster courses have also been running throughout the quarter; the total number engaged onto these activities during quarter 3 has been 13 young people and from this 3 have progressed into EET opportunities already.</p> <p>The project worker for teenage parents has engaged with 4 young mothers and expects positive progression during the next quarter.</p> <p>The leaving care worker has engaged 4 new young people onto the project and from this and her Q2 cohort of 6 young people has progressed 5 into EET.</p> <p>A detailed progress report is available on request but a brief summary of activity under each strand is provided below:</p> <p><b>Strand 1 (Pre 16) update</b>  Filming of ‘The Big Event’ taken place 10/12/09  Filming of Learning Community offer for Key Stage 4  Discussions with Gareth Jones re ‘what’s stopping you?’ and developing this further.  ‘Impact’ theatre productions being performed in all secondary schools for young people and parents around</p>

Project Title and Description of Initiative	£ WNF	Quarter 3 Progress
<p>dedicated learning activities to prepare the young people for re-introduction and reintegration into a learning or employment environment while at the same time addressing their other barriers to economic and social wellbeing.</p>		<p>options for key stage 4. Individualised need assessment to be completed with each of the secondary school</p> <p><b>Strand 2 (16-18) update</b> NEET engagement – Opportunity events at Creswell on 09/12/09 attracted 8 young people, representing 25% of the NEET group in the area Commissioned an ‘Introduction to Construction’ course with Groundwork to commence Quarter 4 for 8 previously NEET young people. Young people engaged with ‘have a go’ matrix (short taster courses) from Bolsover District Mapping of provision completed and commissioning to commence in quarter 4.</p> <p><b>Strand 3 (Care Leavers and Homeless) update</b> Project worker engaging with clients and helping them progress through to EET. Regular submission of case studies. Project worker addressed steering group 17/12/09 around development of the role and detailed progress so far. Young people to be referred onto the commissioned projects to engage in first step towards EET.</p>
<p><b>Hot Prospects (08-12), FMC Online</b> This project aims to place 30 Bolsover District graduates into Bolsover District SMEs by 2010.</p> <p>The target groups include graduates that are currently not in work or training, or that are currently employed in non-graduate jobs. The SMEs will be those which have not previously employed graduates, struggle to access higher level skills, or which require graduate skills but are reticent to take risks in the current climate.</p>	<p>Lifetime WNF Approved: £41,300</p> <p>2009/10 WNF Approved: £41,300</p> <p>Cumulative Q3 Target: £30,575</p> <p>Cumulative Q3 Actual:</p>	<p>At the end of December 2009, 7 placements had been made: Graduate Economic Development and Projects Officer (BDC) Graduate Manufacturing Engineer (Charapack) 2 x Graduate B2B Sales Executives (Arc Technologies) Condition Monitoring Engineer (Monition) Material Science Graduate Trainee (Radius Systems) Software Developer (Monition)</p> <p>This is against a profiled target of 10. However, 4 placements are currently live at Delden, Critical Skills, Arc Technologies and</p>

Project Title and Description of Initiative	£ WNF	Quarter 3 Progress
<p>The project is facilitated using the existing HotProspects infrastructure with a dedicated account manager, supported by a project manager.</p>	<p>£28,775</p>	<p>Sapa.</p> <p>Hot Prospects has reported that they have directly engaged with 120 businesses through a variety of different media. Direct approach calls have proved to be the most effective.</p> <p>Direct contact has been made with 130 graduates about a Bolsover firm; the majority of these were from East Midlands based universities.</p>
<p><b>Free Legal Advice (08-13), Chesterfield Law Centre</b></p> <p>The project will give people living in the District of Bolsover access to Chesterfield Law Centre's specialist free legal services in social welfare law – employment; housing, housing debt (including prevention of homelessness). The service will include representation at Court and Tribunal as required. In addition to taking referrals from other agencies (for example Housing services) the project will provide daily access via telephone, text phone and internet based access when an initial assessment of the issue will be undertaken. In addition, clients with enquiries about their employment, loss of employment, conditions of work and wages will get specialist employment advice via a dedicated telephone service</p>	<p>Lifetime WNF Approved: £54,556</p> <p>2009/10 WNF Approved: £14,416</p> <p>Cumulative Q3 Target: £7,208</p> <p>Cumulative Q3 Actual: £7,208</p>	<p>Staff recruitment has been successful with an additional debt caseworker joining the housing and debt team in September 2009. Outreach provision has been established at the SNAP project (South Normanton), Limestone House (Creswell), Banners Solicitors (Bolsover) and Derbyshire Unemployed Workers Centres (Shirebrook).</p> <p>Some progress has been made across all outputs in terms of work started. However it is too early to achieve solid progress against case closure so no legal services commission income identified at present. Recruitment of volunteers has not been reached however the project anticipates progress will be made against this target with a recruitment round starting in February.</p> <p>Some progress has been made around prevention of homelessness and work in conjunction with housing officers around the mortgage rescue scheme and representing clients facing eviction. The employment telephone service is gradually increasing as marketing is completed. Output rate is running at 50% but it is too early to see if this is a problem.</p> <p>Chesterfield Law Centre remains an active member of Advice Derbyshire and is working closely with Derbyshire Unemployed Workers Centres on referral pathways and hope to do the same work with Citizens Advice Bureau in the near future. They have also contacted CVP and hope to engage in the "Bolsover Advice Consortium" when it is established.</p>

Project Title and Description of Initiative	£ WNF	Quarter 3 Progress
<p><b>Bolsover Apprenticeship Programme (08-14), Bolsover District Council</b></p> <p>The Bolsover Apprenticeship Programme will create 75 apprenticeships places employing Bolsover residents from January 2010 to June 2012 targeting young people not in employment, education of training (NEETs) and unemployed residents in the most deprived areas of the district.</p> <p>Working in close collaboration with key partner organisations, Bolsover District Council (BDC) will recruit 15 x 16 – 18 year old NEETS/potential NEETs for up to 18 months to an 'in house' apprenticeship programme. The programme will also create 60 apprenticeship opportunities for 18-24 year olds and 25+ from unemployment 'hotspot' wards. This will enable public and third sector partners to utilise an apprentice to assist their workforce in delivering services to local communities.</p>	<p>Lifetime WNF Approved: £1,230,924</p> <p>2009/10 WNF Approved: £6,684</p> <p>Cumulative Q3 Target: £0</p> <p>Cumulative Q3 Actual: £0</p> <p>Although project spend has occurred, FJF is paid up front, hence the reason why WNF spend is currently zero. The majority of WNF spend will occur in 2010/11 and 2011/12.</p>	<p>In October 2009, Mike Gibson was appointed as Apprenticeship Programme Co-ordinator. Andrea McNeill was appointed in November 2009 as Apprenticeship Programme Officer.</p> <p>Recruitment days for apprentices were held on the 9<sup>th</sup> and 19<sup>th</sup> of November, at Bolsover Assembly Hall, for the 18+ FJF / WNF vacancies. The first recruitment day had a poor attendance rate. Only around 50% of referrals JCP had made attended. The second day had an increased attendance. This was due largely to lessons been learnt from the first event. Both events were heavily dominated by men. On the 9<sup>th</sup> only one girl attended. This is indicative of the split of eligible candidates on JCPs register at the time. The majority of the referrals were only interested in manual labour. Unfortunately, as only one horticultural position was available most of the attendees were unsuccessful. That said SLIC Training, responsible for horticulture training, tried to refer unsuccessful applicants onto other opportunities.</p> <p><b>Eligibility</b> At the start of the project the FJF eligibility criteria only allowed an eleven week window in which candidates were eligible. This has now been widened, until later this year, to 24 weeks. Fast tracking has also become easier for JCP Advisors. Both of these changes have resulted in an increased pool of eligible JSA claimants available for the programme.</p> <p><b>CRB Checks</b> The length of time that it takes to CRB check individuals is having a significant effect on the time from interview / offer to start date. This is exacerbated due to the majority of roles requiring CRB checks.</p> <p>Fourteen job offers have been made to date. BDC's first apprentice, Rico, was inducted on January 18<sup>th</sup> and will be on placement with Snap. His apprenticeship in business administration will be delivered by Babington College.</p>

Project Title and Description of Initiative	£ WNF	Quarter 3 Progress
		<p><b>16-18 year old Pre Apprenticeship Programme</b>            Chesterfield College delivered a pre apprenticeship programme targeting 16-18 year olds in November / December 2009. All 6 candidates who completed the course were guaranteed an interview for either a leisure or administration apprenticeship within BDC. Two candidates were made job offers as a result.</p> <p>Five vacancies were scheduled for January. A decision was made to bring forward some positions and make offers to seven candidates.            4 x Leisure            3 x Administration / Finance</p> <p>There is an opportunity to remove the pre-apprenticeship element of the programme and use savings to increase the number of apprentices for 16-18 year olds.</p>
<p><b>Making the Connection (Tesco) (08-17), Nottinghamshire County Council</b>            This project was initiated at short notice in response to Tesco recruitment campaign at the distribution centre in Balborough where approximately 400 jobs are to be created during January – March 2010 in assembly, packing and other non-food activity.</p> <p>The project provides Pre-employment Gateway training courses which give local unemployed people the opportunity to access a short (1 week) pre-interview training course. Suitability of the clients for these vacancies is ensured by an Open Day assessment process. Clients who pass the Open Day assessment enter the training course and are guaranteed a job interview with Tesco following completion. Clients who do not pass the open day assessment are referred to Phoenix Training or other sources of information, advice and guidance (IAG).</p>	<p>Lifetime WNF Approved: £10,000</p> <p>2009/10 WNF Approved: £10,000</p> <p>Cumulative Q3 Target: £5,000</p> <p>Cumulative Q3 Actual: £0</p> <p>33% of total costs will be claimed in Q4. This may be less than £10,000; any underspend will be reported next quarter.</p>	<p>A total of 221 Bolsover residents were referred to the Gateway open days, of which a total of 61 were selected to go on the pre-employment gateway training. Bolsover residents represented 32% of the total number of participants. Remaining participants came from Chesterfield (51%), Clay Cross/North East (6%), Worksop/Bassetlaw (4%) and Derby/Alfreton/Heanor/Long Eaton (6%). All participants attending the pre-employment gateway training will be guaranteed an interview with Tesco.</p> <p>All those that were not selected to attend the 3 day pre-employment training were referred onto IAG.</p> <p>Further detail on the number of participants gaining employment at Tesco is still awaited and this is proving problematic to obtain at this stage.</p>

## **Case Studies**

Case studies are an effective means of communicating real life successes to demonstrate the actual impact of project delivery to the every day lives of local people. As well as providing statistics on the outputs achieved and the progress of individual projects quarterly, we will also be providing case study information for projects that have been funded through the Working Neighbourhoods Fund within each quarterly update report.

In this report, we have case studies from 9 WNF initiatives that have been working hard over the last three months to make a difference to people's lives.

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## Case Study - Family Employment Initiative

I met Vicky Bryant in May 09. Vicky is a parent bringing up her son on her own and she had recently moved into the area and did not know anybody or how to get from place to place. Vicky and I discussed her options; Vicky had a low opinion of herself and didn't think she would be able to achieve anything now in her life. I discussed with Vicky her past and listened how she had moved from area to area and job to job whilst bringing up her son.

I asked Vicky if she had the opportunity, which career would she like to pursue, she told me at one point she was given the chance to take a public licence but she declined as she didn't think she wasn't clever enough, but she has always wanted to manage a pub of her own. I highlighted to Vicky that she had a huge wealth of experience and that I think that she would be quite capable of completing the course. I asked her if I could find a course for a public licence would she be willing to undertake it, I think Vicky was a little surprised that somebody was looking at her long term goals not just trying to move her straight into the first job available.

We talked about 'In Work Benefits' and maybe what other barriers Vicky may have. I created Vicky a CV and started to help her look for job vacancies. I met up with Vicky every 2 – 4 weeks to look for job vacancies and to discuss her progress. I arranged for Vicky to undertake a public licence course at Chesterfield College. She was very happy to go on the course but as she was new to the area Vicky had no idea where Chesterfield was, so I decided that I would plan a bus journey out for Vicky, then meet her off the bus in Chesterfield, and walk her to the college and show her around. I then walked her back to the bus stop so she knew exactly where to catch the bus on her return journey.

Vicky completed the course and passed with flying colours, she was so proud of herself. We paid for the licence and a card to prove that she had this qualification. We looked at breweries that were looking for managers and even got Vicky an interview with one. They offered her the job but it did mean her moving house once again and, because her son has behaviour problems and attends a specialist school, she did not want to upset his schooling now he was settled and improving. I told her this was not a problem but this just proves that she is very capable of gaining this type of employment, and maybe she should wait until her son has completed his education.

Vicky and I decided that we should look for a job that would fit around her home responsibilities. This meant changing direction for a few years. Vicky had a tremendous amount of work in public house catering so we focussed on that. We found a job working in a nursing home, but Vicky was a little unsure about catering for specialist dietary needs so I told Vicky that the Jobcentre could arrange her a work trial where she would be able to trial the job for a few weeks before she decided to take it. I contacted Vicky's advisor at the jobcentre and he arranged the rest of the work trial. After 2 weeks Vicky came to me and said it was not for her as they wanted her to plan meals and supervise 5 members of staff. The company was going through a kitchen fit and they would have to cook out of a porter cabin. Vicky felt this job was not for her and decided not to take the job; because we did it through a work trial it didn't have an impact on her benefit.

During one of the meetings we were job searching and found a vacancy for a chef at the Ace of Clubs in Hillstown. I sent off her CV and a covering letter and within days Vicky attended an interview and got the job on the spot. She came into see me immediately and told me that she needed smart clothes as she will be needed behind the bar and needed chef whites. I contacted JCP to see if they could help with one or the other and they agreed to pay for the chef whites. I sourced a company in Mansfield that sold whites and took Vicky to get them, and then I took her shopping for clothes that would be suitable for behind the bar.

I helped Vicky look at transport and bus links to get into Hillstown for the times needed. I also paid for Vicky's bus fare for the first week. I decided to pay Vicky a visit at work and to see if she was enjoying it. The food was wonderful and she was enjoying it. The employers are extremely pleased with her performance and she now manages the kitchen, and creates menus.

Vicky's Statement (taken from the evaluation form): *"Donna made me believe in myself when I felt low and I did not believe I could do things. She has helped me so much, I am so glad I met her and thank her for everything she did for me. Donna is fantastic at her job, she is friendly helpful and caring. If it wasn't for her I would have given up on everything I every dreamed of. Thank you."*





## Case Study - Derbyshire Unemployed Workers Centre

The Bolsover outreach has been very busy over the last few months – we have had some very demanding cases; non more so than the case of a local man with a number of complex benefit problems which has been ongoing for some time. The man is aged 48 and is disabled with severe back problems following an accident at work. He is a lone parent with two children, one of whom is also disabled. Earlier this year he found that all his benefits had been withdrawn without warning. This included Disability Living Allowance (DLA), Incapacity Benefit (IB) and Income Support (IS). This in turn affected his Housing and Council Tax benefits (HB & CTB).

He was informed by the local Job Centre that his benefits had been stopped because of an allegation that he had been working whilst claiming and had failed to inform the Job Centre of this work. He was called for an interview under caution and questioned by fraud investigators; following two interviews at the Job Centre a decision was made that he had been overpaid IB, CTB and HB and that he would have to pay the money back and face possible prosecution. He appealed against the decision and sought our help.

At first the case against him seemed very strong, however as we investigated, we found that the evidence presented by the Department for Work and Pensions was very weak and without much substance, because the employer in question had provided inaccurate information to the fraud investigators. We represented him at the tribunal where we presented our own evidence and won the appeal. He was awarded arrears payments of all benefits lost during the investigation and does not need to pay anything back.

We later discovered that prior to his income support being withdrawn he was receiving large amounts within the claim for his children. When the benefit stopped so did the allowances for his children. However he was never informed that he could claim child tax credit for the children. He did so six months later, but the tax credits were only backdated for three months under tax credit rules so he lost out on three months of entitlement due to official error. We helped him claim for a special payment to cover the three month period of lost credits. The decision went in his favour and he was awarded over £900.

This particular case took up a lot of adviser time including many hours of input from volunteers. The man was very grateful for our help and support and throughout the case became increasingly interested in our work. He eventually became a volunteer and has already undertaken the basic benefits course. He hopes to help support people within his own community and has been attending the Bolsover outreach with a view to taking over some of the sessions in the future.

## Case Study - Bolsover Volunteering Project

Vol21 is a 42 year old female referred to the Bolsover Volunteer project by Job Centre Plus (JCP) in September 2009. A brokerage meeting took place with Vol21 in September 09.

Vol21 has been out of full time employment for 11 years whilst bringing up her children, she had done some part time and seasonal work, but was now keen to return to full time employment. The original referral from JCP stated that she was looking for office work so was keen to volunteer in an administrative position, and had recently undertaken some training in Clait and text pro. However, after completing the registration form and going through a personal development plan it became clear that her real interest lay in a childcare environment. Vol21 advised that she had previously worked as a dance tutor and kids club leader before raising her family and had a desire to return to this type of work and train as a class room assistant. She was looking to volunteering as a way to regain her confidence working in a childcare setting and gain valuable experience.

Vol21 had no access to private transport so we limited the search to childcare opportunities within the local area and an opportunity was identified within Shirebrook Children's centre. I advised the client of children's centres, the types of activities they carry out and the varied volunteer roles that are offered. I advised vol21 of the training opportunities and ongoing support offered through the children's centre and provided her with literature about Children's centre and volunteering for them. I also discussed with her the opportunity to enrol on the VCI Passport training provided through CVP and Derbyshire County council (DCC), which is recognised by DCC as something that all people volunteering with children should strive to achieve. I also provided her with a copy of the JCP booklet on volunteering and her obligation to advise JCP when she starts volunteering and to keep records of all receipts and advised her following a discussion around vol 21 availability, experience, and areas of development.

Following a discussion around availability/commitment, experience and what she wants to get out of volunteering Vol21 took the decision that she would like to speak with the Volunteer co-ordinator for Children's centres to discuss the opportunity further and have a look around the Centre, I contacted the co-ordinator with Vol21 present and arranged for an informal meeting and visit for her.

Since then Vol21 has accepted a voluntary position helping out at sessions with Shirebrook Children's centre, and has successfully completed the VCI passport scheme, which she really enjoyed and has gained a lot from, she is also undergoing some crèche training with the children's centre. Vol21 has enjoyed volunteering within the Children's centre so much that she is trying out other roles and has recently taken on an additional volunteer role within Whaley Thorns Children's centre as an assistant librarian, which draws on some of the administrative skills she has as well as providing her with an opportunity to gain practical experience of interacting with and supporting young children and their parents. Vol21 has gained a lot of confidence as a result of volunteering, through the opportunity to interact with other adults and the experience of being in a working environment and being part of a team again. She has also gained greatly from achieving the VCI passport and

believes this has added to her confidence working with young children. Vol21 believes that as she continues to develop within her volunteering role and gains further experience this will support her in achieving her goal of gaining employment in a childcare setting.

## Case Study - Ways to Work

Debra Wynne, a 47 year old living in Bolsover, has previously been assisted through the Coalfields Regeneration Trust (CRT) funded Wheels to Work scheme with a moped loan. With the loan coming to an end Debra was concerned as to how she was going to maintain her independent travel, an essential part of her job as a healthcare worker, requiring her to travel to Sutton in Ashfield, at different times of the day and night. Debra was also given the opportunity to apply for a new job that would mean even more travel across the county and over county borders.

Ways to Work has been able to help Debra take that next step in independent travel and into a new job by assisting her through subsidised driving lessons. Debra's new job, working for a Barlborough based company providing house-to-house healthcare visits, requires travel as far as Buxton and, potentially, the Newark area. Debra will initially begin in the local area but having a driving licence will enable her to take on work beyond the Bolsover area, making her job more feasible.

*"It's been absolutely brilliant for me and has meant I've been able to take on work that I wouldn't have otherwise been able to. Plus it's a job I love. The recent bad weather has made me realise just how far away I work from home and how much easier, and more reliable, it is with my own transport."*

## Case Study - Work for Yourself

Jack has had a hugely busy couple of months since launching his new business in November and responding to world-wide customer demand in the run up to Christmas.

He said, *"We offer completely unique personalised products that can vary from mugs and T-shirts to car signs and Zippo lighters. Customers can either create their own design or we can do it for them. One of our best sellers has been mugs for Christmas: customers sent us coloured pictures drawn by their children which are then printed on to mugs. I can't think of many grandparents who wouldn't be thrilled with such a special present and the kids think that they are fantastic."*

Jack is skilled in using such software as Photo-Shop to create and capture images that are then sub-laminated on to most items through a heat press. His marketing background gives him practical experience in design.

He explained that parents are delighted to have bespoke car signs announcing "Joseph On Board" with an image of a baby rather than the standard impersonal version. The range and possibilities for personalised items is nearly unlimited.

Having served in the Army, Jack had a varied career and was running his own marketing business until the early stages of the economic downturn. He was unable to work for nearly two years due to depression when that business did not survive and he faced the financial consequences.

Inspiration for his new business came when he saw name signs for his children's bedrooms bought by his wife. *"I thought that they were dreadful and that I could do much better"*, said Jack, *"I was off sick but started to develop some ideas to keep my mind busy. I already had some of the equipment and Jobcentre Plus helped me to get the rest. Now I trade on-line through EBAY. Our prices are very reasonable and you can't buy anything like it in the shops. Everything we do is completely original."*

Having survived two months of frantic activity launching the business and filling hundreds of orders, he is now planning some time consolidating the business and preparing for the seasonal demands of the next year. Jack's long term ambition is to open a shop so that he can cater for the passing trade of local customers. He concluded, *"I feel better now – I needed to get back to work for my own benefit."*

## Case Study - Raising Aspirations

A Raising Aspirations project worker first met Client J when she was staying in temporary accommodation. She was bored and needed to engage in something positive.

Learning in a school environment hadn't worked for Client J — she needed a different approach. Client J, along with her Action for Children project worker and the Raising Aspirations project worker, met to discuss the practical ways in which the 'Raising Aspirations' project could support her individual needs including employment, education or training options.

Fortunately, a course designed around confidence building and self esteem offered by the Prince's Trust, was just about to start in the Bolsover district, close to where Client J was living. She attended an interview and successfully secured a place, although the Raising Aspirations project worker was on hand to provide support if needed. The start date for her course coincided with an offer being made to Client J for 'move on' accommodation - two major challenges for her to face at the same time. With support from the Raising Aspirations in Bolsover project she handled both very well.

Whilst Client J was away on a key week's residential programme, her project worker kept in touch with her to see how it was going, so that when other people on the course were receiving phone calls from their family, Client J wouldn't feel alone. Client J was seen regularly whilst on the course so that any problems could be resolved promptly, this support helped sustain her progress on the course. Client J was one of six young people to complete the Prince's Trust 13 week intensive **team** programme. The Raising Aspirations project worker also attended the leaving presentation, visibly supporting her client's achievements, following the entire process through with her. Client J now volunteers with the Trust, with her project worker's continued support, which will hopefully lead to paid employment. She has become more confident and focused, attending an interview and test with the Army.

Client J also had careers advice from Connexions Derbyshire which helped to identify her skills and look at her career options. Once Client J is established in employment, work with her via the Raising Aspirations in Bolsover project will be complete; she will then be referred on to the most appropriate support to fulfil her needs.

Finally, the Christmas period could have been especially difficult for Client J with no family around her, again the project worker made sure that extra contact and support was made at this time helping her to feel connected and preventing any further emotional issues from developing.

Committed to providing a high level of support, the Raising Aspirations project enabled a positive relationship to develop between the project worker and client, providing someone to listen to and give support enabling the client to have the confidence to take the next step forward.

## Case Study - Hot Prospects

Radius Systems recruited their first graduate through HotProspects in 2009. The company, headquartered in Bolsover, manufactures and supplies plastic pipes and fittings to the leading utilities companies. Despite being a world renowned company Radius had never formally employed a graduate before as they were unsure on the return on investment. The HotProspects in Bolsover project worked with Radius to advertise, source and initially screen candidates for the position. HotProspects then worked with the candidates to prepare them for interview.

One of these candidates was Patrick Durning. Patrick applied for the position via an advertisement placed on the HotProspects website. He was then contacted by a member of the HotProspects team to ascertain his suitability for the role. His CV, along with a shortlist of other candidates, was then sent on to Radius for their approval. Based on this HotProspects facilitated the interviews, prepared each of the candidates for the experience and managed the process, following which Radius made their decision to offer Patrick the position. HotProspects debriefed the unsuccessful candidates and offered them follow up support in the form of interview feedback, employability advice, career options and alternative interviews. HotProspects then negotiated the offer between Patrick and Radius.

Patrick, who relocated to the area for the position, says the position has lead him to develop a diverse rang of high level skills which 'would be hard to match in other graduate roles'. He hopes to use the knowledge and experience developed during his degree studies in the future to develop the items in the business further. The project has helped Radius overcome its fears on graduate recruitment, and they now plan to recruit more graduates in the future.

## Case Study - Free Legal Advice

Mr and Mrs B attended an outreach session requiring advice about non priority debts they had which were in excess of £25k. Mr B was recently operated on for a knee problem and whilst in hospital developed kidney failure which has put his health in an extremely fragile state. Although he is currently on sick leave from work and receiving statutory sick pay, it is unlikely he will be able to work again.

Mrs. B worker part time in a tanning shop (8 hours per week) however her employment has now terminated due to redundancy. They are being assisted with benefits advice by DUWC but have insufficient funds to make payments to their debts and the stress of the debt situation is exacerbating Mr B's health.

They have tried to sell their property to pay off some of their debts but have been unsuccessful. The property has insufficient equity to clear the debts in any event. I advised the couple about bankruptcy as a way of addressing their debts as the only asset is their home which is now unsuitable for them due to Mr B's health. They were unable to raise the £720 required to make two bankruptcy petitions, as the debts are in joint names.

We have contacted the Coal Industry Welfare Organisation (CIWO) on their behalf as Mr B is a former miner. The CIWO are to make a decision as to whether the couple is eligible for financial assistance at the Notts branch on Wed 20 January 2010.

If funding is received a further appointment will be arranged to help Mr and Mrs B complete their bankruptcy applications.



## Case Study - Bolsover Apprenticeship Programme

**Rico Loscalzo (19) from Pinxton**, was the first apprentice to start. He has joined South Normanton and Pinxton Project (SNAP) and is undertaking Business Administration, where he will work with the organisation to provide front line reception duties, signpost callers to other organisations and assist with the production of marketing material and the community newsletter. Rico will also be going to college one day a week where he will be working towards a NVQ Level 2 Administration qualification.



**Thomas Wood (18) from Creswell** has accepted a position of an Apprentice Leisure Assistant with Bolsover District Council. Thomas will work at Creswell and Kissingate Leisure Centres, undertaking a variety of tasks including sports coaching, reception duties, healthy living and activities promotion and customer interaction. Thomas will also be going to college to study for a NVQ Level 2 Leisure qualification.



## Outputs

The following table identifies the outputs that have been achieved during Quarter 3 and 2009/10 to date against WNF programme forecasts. Although the focus for the WNF is a reduction in the benefit claimant rates, quantifiable outputs are another way of monitoring the progress of projects and to identify achievements, or areas where additional support may be required.

Output Ref No	Output Description	Q3 Target	Q3 Actual	2009/10 Target	2009/10 Actual to date
1	No. of unemployed people gaining employment	81	100	344	258
2	No. of 16-18 year olds going into education, training or employment (that were previously NEET)	38	23	108	38
3	No. of adults with learning disabilities moving into employment	2	0	5	0
4	No. of working age population (16 years+) achieving an NVQ (or equivalent) Level 2	20	1	46	11
7	No. of new business start ups	0	3	5	3
8	Jobs created	4.5	17	44.1	19
9	Businesses assisted to improve performance	16	11	65	23
13	No. of employees benefiting from training	12	9	103	50
14	No. of transport initiatives to reduce barriers to accessing employment or training	1	1	5	4
15	No. of people benefiting from debt management advice and guidance	75	12	205	13
18	No. of care leavers moving into employment, education or training	7	5	20	6
23	No. of pupils increasing attainment at KS4 - with a focus on English/Maths/Science	0	0	17	0
26	No. of volunteering opportunities created	6	7	9	9
27	No. of people accessing volunteering opportunities	17	59	54	81
29	No. of people on out of work benefits supported with their health needs	35	0	90	0
30	No. of carers receiving a health assessment	5	0	10	0
31	Jobs Safeguarded	10	10	27	12

The table above shows that projects have reported a collective outcome of 100 people gaining employment during the period October to December 2009. Whilst it is recognised that some individuals may be assisted by more than one project funded by the WNF, and therefore some element of double counting of outputs may be present, a significant number of people nonetheless have been supported to gain work during the period being reported on.

Using data collected by the Office for National Statistics (Nomis), 555 people signed off the unemployment benefit claimant register in Bolsover district during Quarter 3 (October to December 2009) and went into work of 16+ hours per week. Therefore, the number of people assisted into work through WNF interventions could account for up to 18% of the total number of people finding work during Quarter 3.

## **Unemployment Statistics**

### **NI 153 Number of People Claiming Benefits**

National Indicator (NI) 153 measures progress on reducing concentrations of worklessness within local authority areas, particularly those in receipt of the Working Neighbourhoods Fund (WNF).

Specifically, the indicator measures the out-of-work benefits claimant rate in the worst performing neighbourhoods - defined as Lower Super Output Areas with a benefit claimant rate of 25% or more as at February 2007 (4 quarter rolling average).

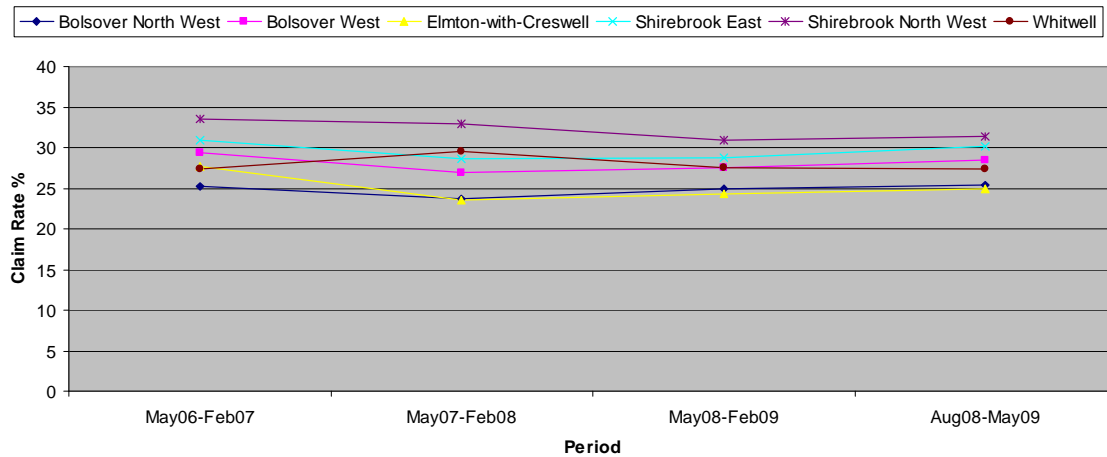
Within Bolsover District, 6 neighbourhoods fell into the 'worst performing' category:

- Bolsover North West
- Bolsover West
- Elmton-with-Creswell
- Shirebrook East
- Shirebrook North West
- Whitwell

The Core Worklessness Group was established to allocate WNF with the explicit aim of addressing NI153.

Progress to date is charted below:

### NI 153 - worklessness benefits claimants



Source: Derbyshire County Council

From the February 2007 baseline all areas with the exception of Whitwell initially saw a reduction in their worklessness claimant rate. However, the impact of the economic downturn is now becoming more apparent with most areas experiencing a rising claimant rate since February 08. It should be noted that despite this rise, only one area (Bolsover North West) has a May 09 claimant rate that is higher than the baseline rate (25.3% in Feb 07 to 25.4% in May 09).

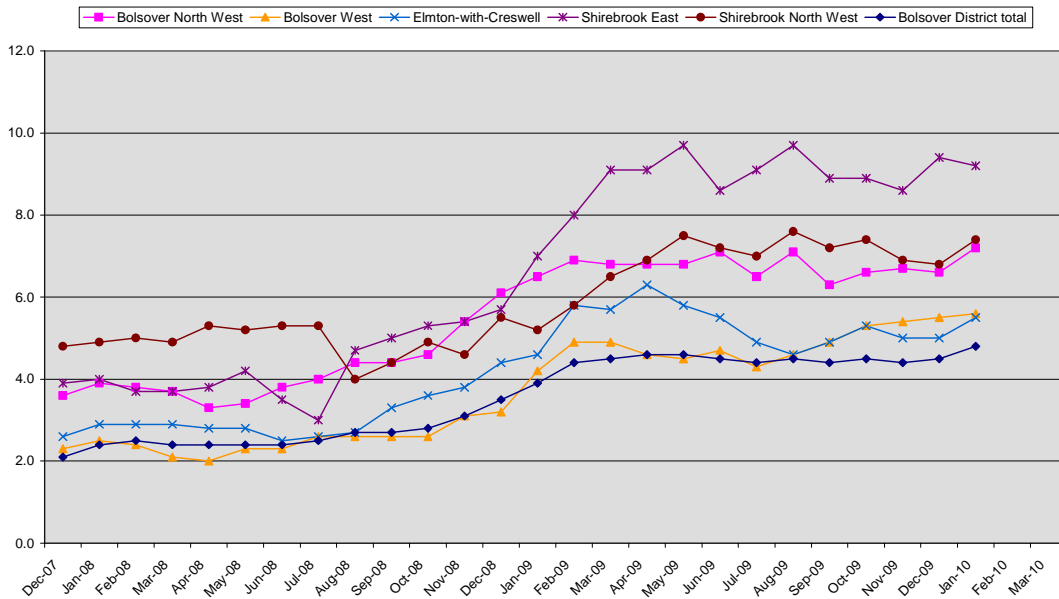
It should also be noted that Bolsover district experienced the lowest average claimant rate rise in the county between Feb 09 and May 09 (based on averages calculated from the NI153 wards of each district in Derbyshire).

This may be a reflection of the successful interventions commissioned by the Core Worklessness Group, and also those implemented outside of the Working Neighbourhoods Fund programme.

### Job Seekers Allowance

Due to the time lag on the release of NI 153 worklessness claimant data, the use of Jobs Seekers Allowance (JSA) benefit claimant data, which is available on a month by month basis, provides a clearer picture of the impact of the economic downturn on the district. JSA data is only collected at ward level, not Lower Super Output Area level; however the chart below is useful in highlighting the trends within each of the 6 NI 153 areas. During the period December 2007 to December 2009, Shirebrook East saw the highest increase.

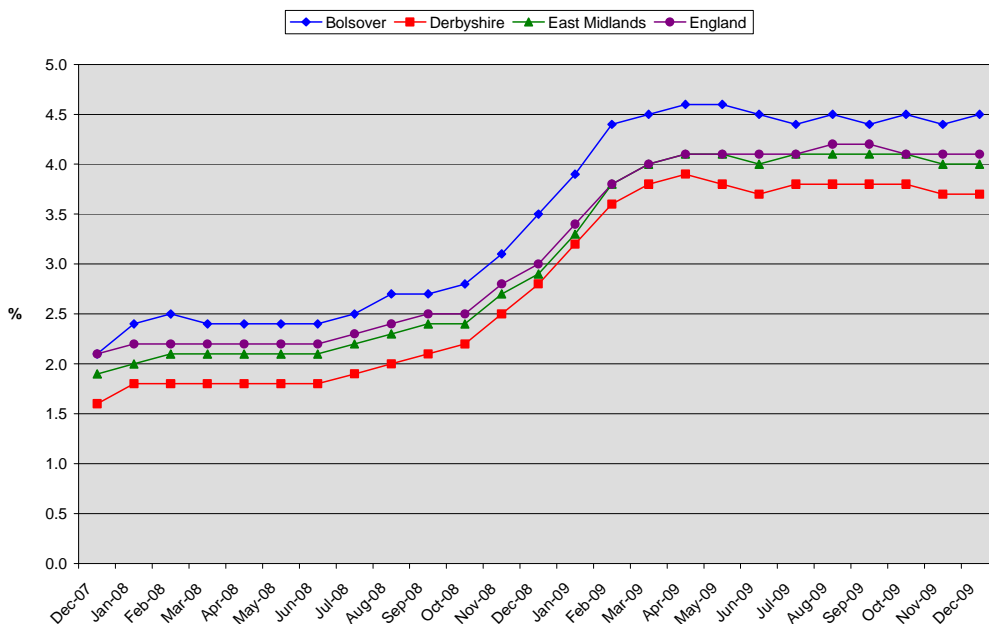
NI153 LSOAs - total rate of unemployment



The chart below shows that the claimant rate increased rapidly from September 2008, with a widening of the gap between district and county/regional/national performance. Although the rate appears to have stabilised for Derbyshire, the East Midlands, and England; Bolsover district is still experiencing fluctuations.

December's unemployment statistics report produced by Derbyshire County Council (appended to this report) shows that the unemployment rate in Bolsover district in December 2009 was 4.5% compared with 3.5% the previous year. This represents an increase of 445 people and an overall rate of increase of 28.3%. The data shown on page 47 shows that Bolsover saw the second smallest increase across the county.

Total Unemployment Benefit Claimant Rate

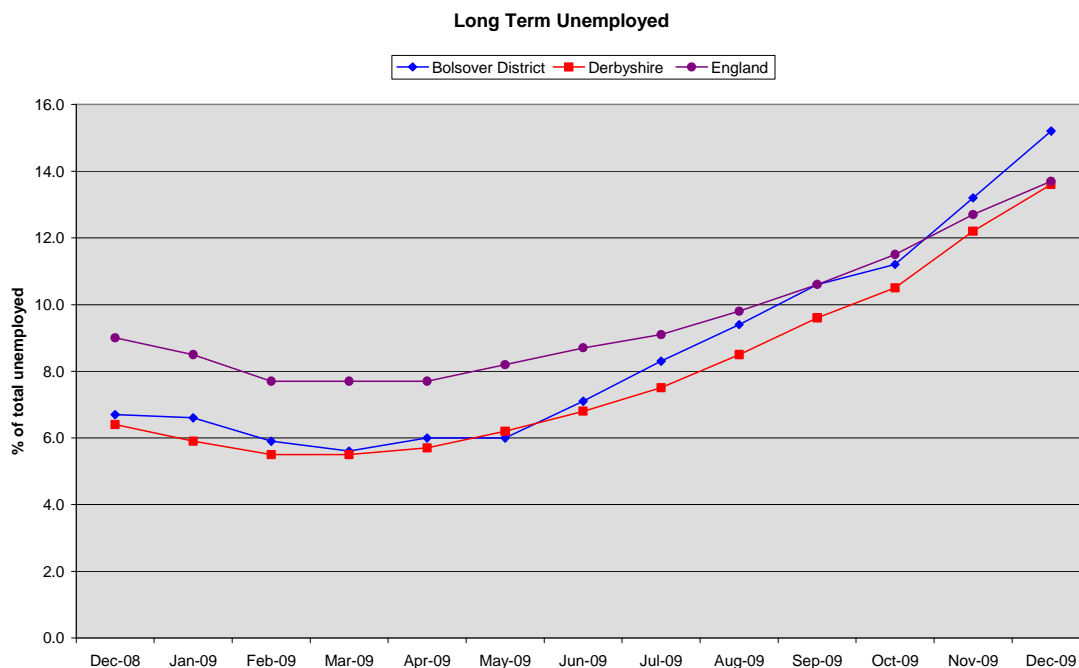


Source: Office for National Statistics (Nomis)

The long term unemployment position of Bolsover district has been relatively positive in that despite consistent increases in the rate since May 2009, the Bolsover rate remained lower than that of England until October 2009.

The sudden increase from November 2009 correlates with the impact of the recession taking hold in November 2008 i.e. people that became unemployed in November 2008 are likely to have experienced difficulties finding work during the recession, with the long term impact of this becoming apparent a year later (November 2009)

Long term unemployed = unemployed for one year or more.



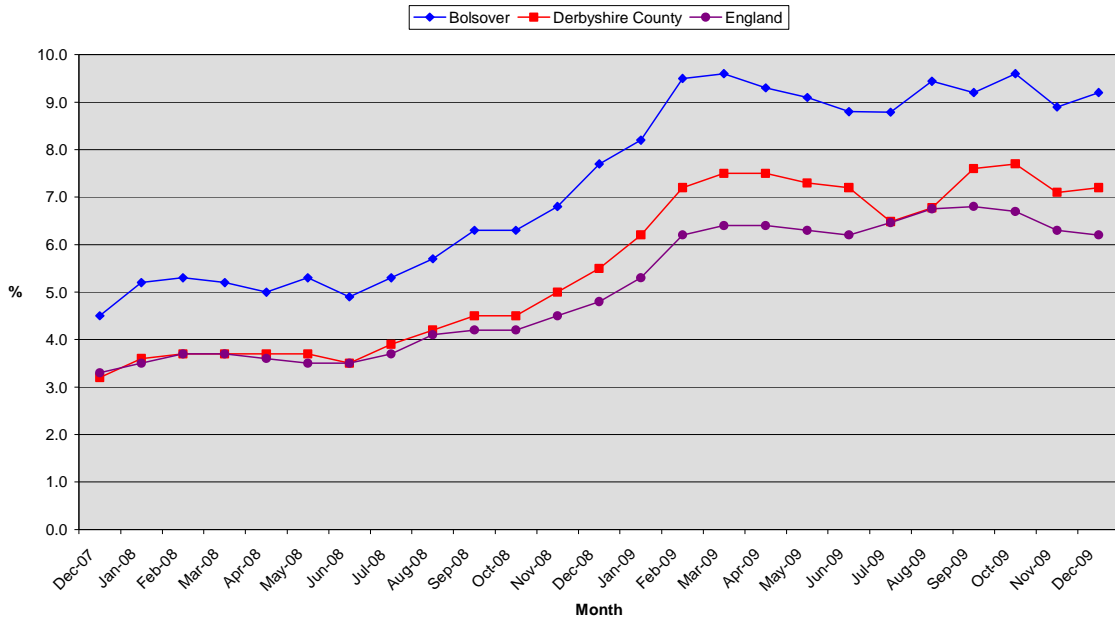
Source: Office for National Statistics (Nomis)

During Quarter 3 (October - December 2009), 1,265 people 'signed off' the unemployment benefit claimant register in Bolsover district and 555 (43.8%) of these went into work of 16+ hours per week. In December 2008, only 100 people moved into work (16+ hours per work) compared with 170 in December 2009.

The table below shows the proportion of young people (aged 16-24 years) who are claiming unemployment related benefits.

The youth unemployment rate has worsened across the board and has yet to stabilise, however the level of youth unemployment has worsened significantly in Bolsover district with a widening of the gap between local and national rates.

### Unemployment Rate of Young People <25 Years

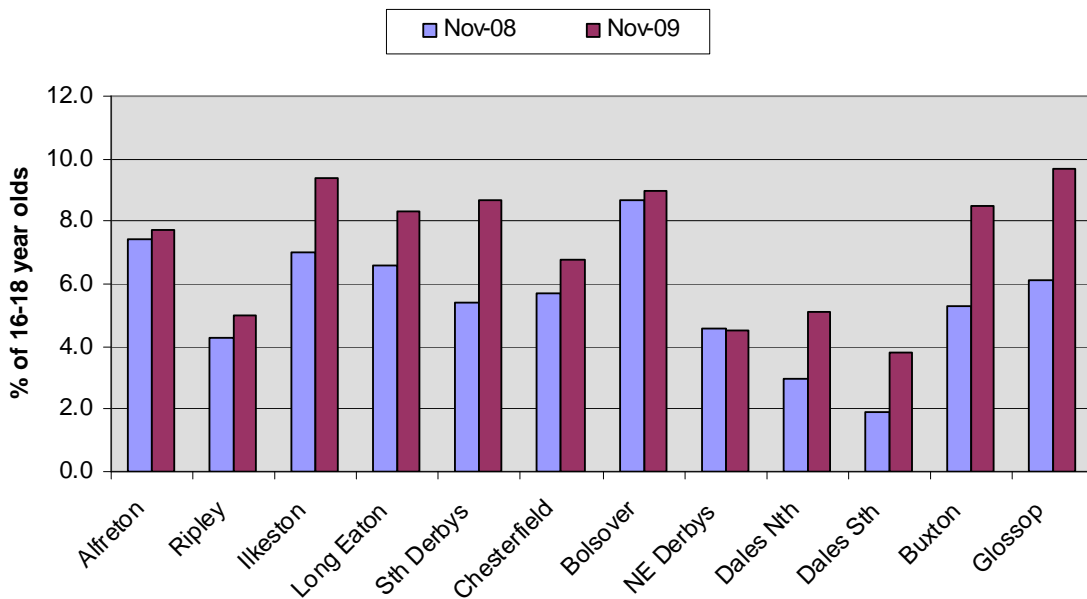


Source: Office for National Statistics (Nomis)

### Not in Employment, Education or Training (NEET)

The proportion of young people who are Not in Employment, Education or Training (NEET) has increased between November 2008 and November 2009, although Bolsover shows a noticeably smaller increase, from 8.7% to 9%, than all other areas within Derbyshire. North East Derbyshire is the only exception and was the only area to show an improvement.

#### 16-18 year old NEETs



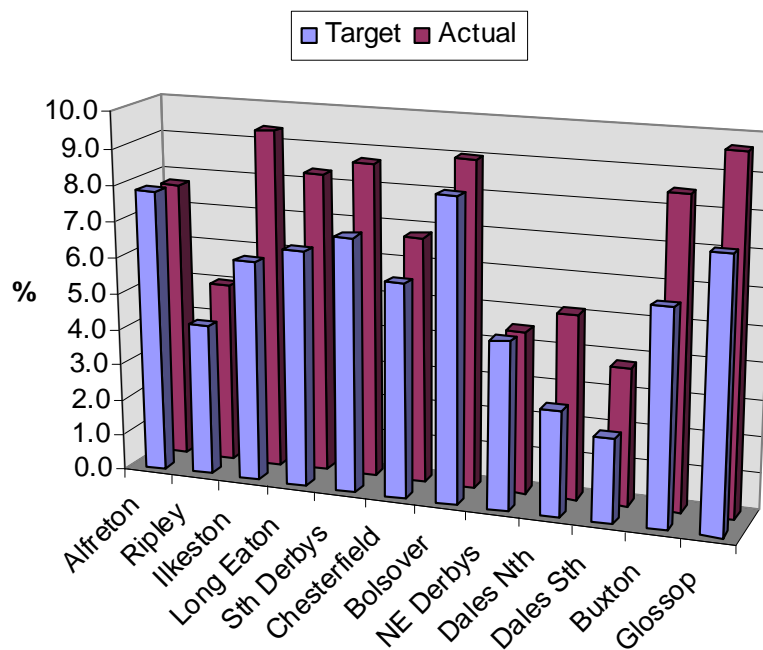
Source: Connexions

Although the November NEET target for Bolsover district of 8.3% was not met, the chart below shows that all areas within Derbyshire (again with the



exception of North East Derbyshire) failed to meet their targets by some margin. It should be noted that the 'target gap' was lowest for Bolsover.

### Nov 09 NEET target/actual



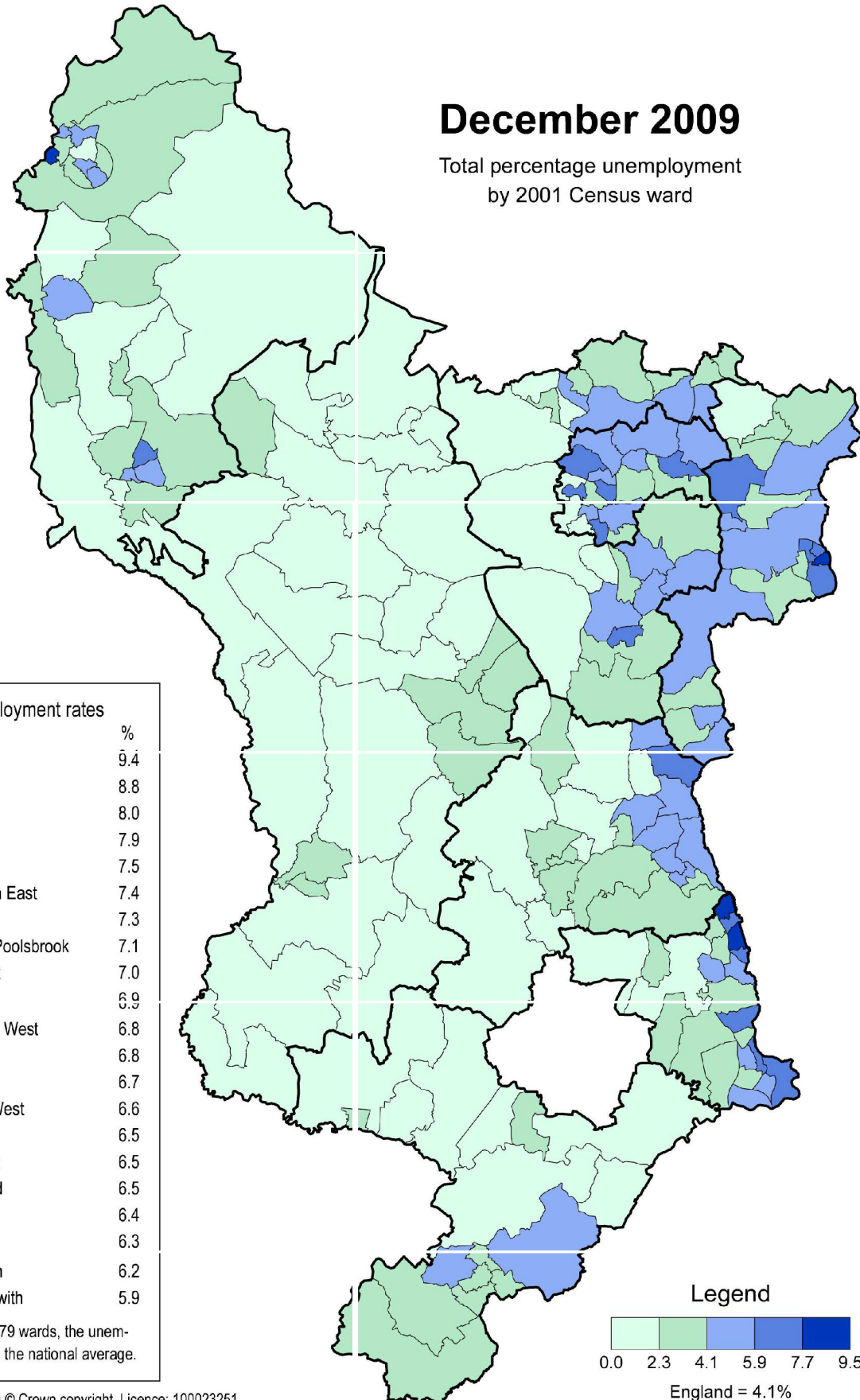
The following statistics have been produced by the Research and Information Team at Derbyshire County Council and are provided as an appendix to this report as they provide some useful data, particularly in setting the Bolsover context in relation to county, regional and national trends.



# Monthly Unemployment Statistics

## December 2009

Total percentage unemployment  
by 2001 Census ward



### Highest unemployment rates

	%
1 Shirebrook East	9.4
2 Ilkeston North	8.8
3 Ilkeston Central	8.0
4 Gamesley	7.9
5 Rother	7.5
6 Shirebrook South East	7.4
7 Cotmanhay	7.3
8 Middlecroft and Poolsbrook	7.1
9 Derby Road East	7.0
10 Barms	6.9
11 Shirebrook North West	6.8
12 St Helens	6.8
13 Old Park	6.7
14 Bolsover North West	6.6
15 Somercotes	6.5
16 Loundsley Green	6.5
17 Nottingham Road	6.5
18 Dunston	6.4
19 Sandiacre North	6.3
20 Clay Cross South	6.2
21 Shirebrook Langwith	5.9

In 63 of Derbyshire's 179 wards, the unemployment rate is above the national average.

### Legend



England = 4.1%

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3. Claimant count unemployment by broad ethnic group - Derbyshire, East Midlands, England
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6. Destinations of claimants leaving the count - Derbyshire local authorities, East Midlands, England
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- 8-10 Claimant count unemployment and estimated rates (including young people and long-term unemployed)
  - 8a. Derbyshire
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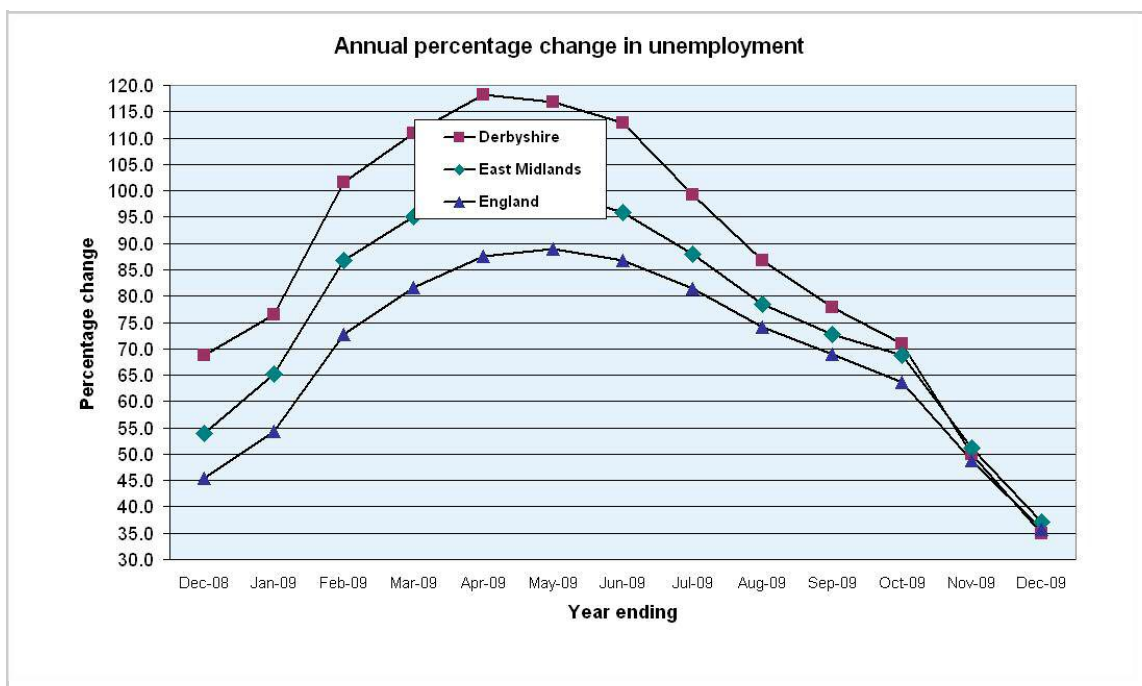
Contacts

This bulletin can be downloaded from the county council's web site  
[www.derbyshire.gov.uk/community/about\\_your\\_county/unemployment\\_statistics/default.asp](http://www.derbyshire.gov.uk/community/about_your_county/unemployment_statistics/default.asp)  
and also from Dnet.

# SUMMARY

## Annual change in unemployment

In December 2009 there were 17,249 people in Derbyshire claiming unemployment-related benefits, 35% more than at the same time in the previous year (12,780). The annual rate of increase in Derbyshire was in line with the national average (35.7%) and the figure for the East Midlands as a whole (37.1%). This suggests that the current recession's impact in the county is no longer significantly greater than other areas. Since April, the annual increase each month has been less than it was in the previous month.



Within Derbyshire, the annual percentage change varied considerably between districts, with South Derbyshire, North East Derbyshire, Erewash and Chesterfield rising faster than the national average. The largest percentage increases in the number of unemployed occurred in South Derbyshire (46.2%), North East Derbyshire (39.9%) and Erewash (39.4%). High Peak (23.1%) and Bolsover (28.3%) experienced the smallest increases.

## Unemployment rates

For a definition of the various unemployment rates referred to below, please see the Notes section.

### Local rates

The county's claimant unemployment rate of 3.7% in December 2009 remained below the England (4.1%) and East Midlands (4.0%) figures (Table 1). At district level, the rates in Erewash (4.8%), Chesterfield (4.5%) and Bolsover (4.5%) exceeded the national average. The lowest rates were in Derbyshire Dales (2.0%) and South Derbyshire (2.9%).

At the very local level, almost a third (63) of the county's 179 wards have unemployment rates above the national average (see front cover). Of the 21 wards with the most severe unemployment problems, eleven are situated in the north-east of the county, with five in Chesterfield, five in Bolsover and one in NE Derbyshire. Of the remaining eleven wards, there are seven in Erewash, two in High Peak and one in Amber Valley.

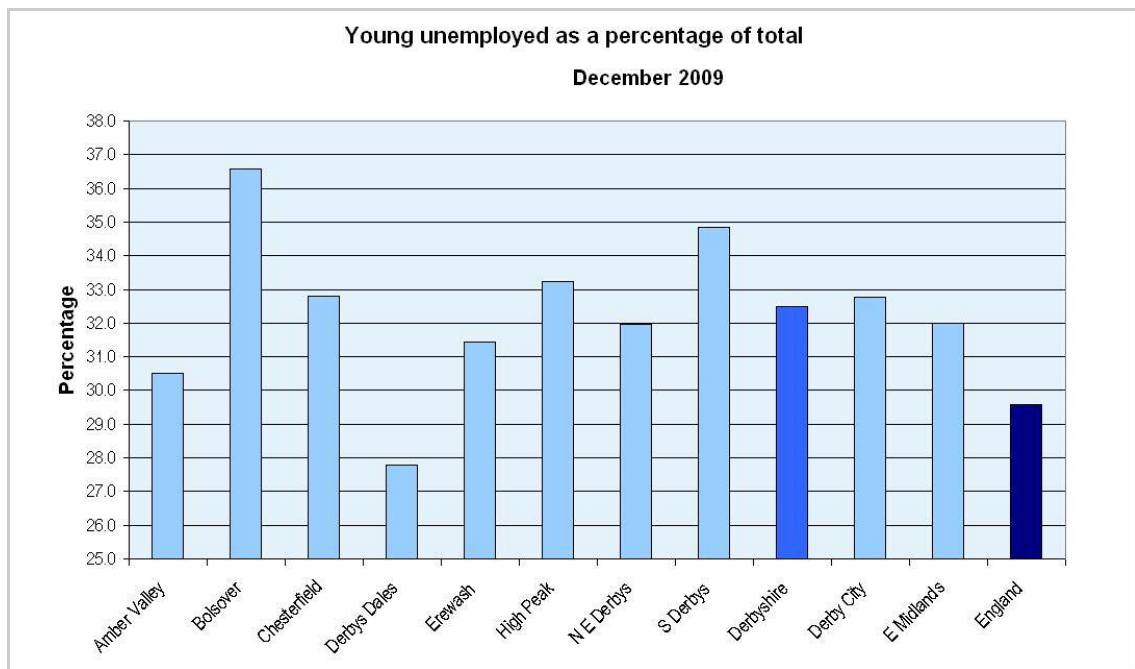
### International rates

In September 2009, the UK unemployment rate was 7.9%. This is below the EU average rate (9.3%) and the US rate (9.8%), but well above the Japanese (5.3%) rate (Table 5). Compared with September 2008, the UK rate had increased by 31.7% which compares with an increase of 31.0% for the EU as a whole. The EU average, however, masks some major differences between individual member states. Germany, for example, experienced an increase of only 7.0%, while Spain suffered an increase of 54.0%. France still has higher unemployment rates (9.7%) than the UK, while Germany now has slightly less (7.6%). In the US, unemployment has been growing very rapidly (58.1% over the year) and the unemployment rate continues to exceed that of the UK.

The ILO definition of unemployment, used in international comparisons, takes more account of jobless women, so the female unemployment rate in the UK is much closer to the male rate on this measure. Nevertheless, there is still a strong contrast with the rest of Europe where the female rate generally exceeds the male rate, often by a considerable margin.

## Young unemployed (under 25 year olds)

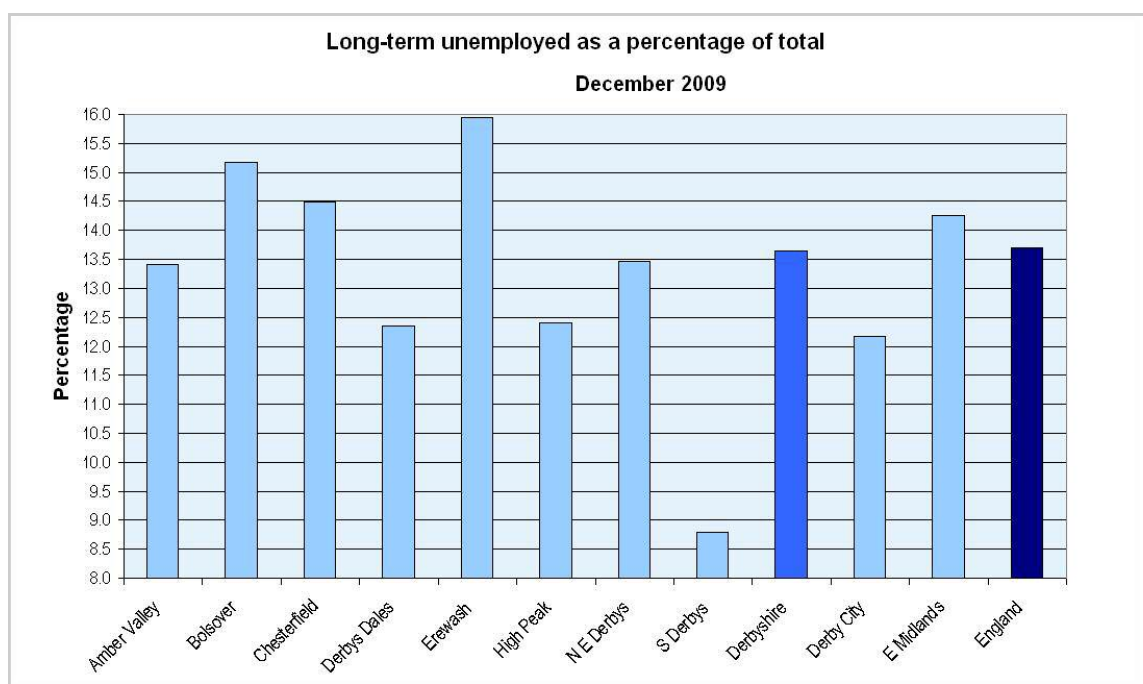
In December 2009 there were 5,585 people aged under 25 who were unemployed in Derbyshire (Table 2). This represents just under a third (32.5%) of all unemployed people in the administrative county, which is above the national average (29.6%). At district level, the proportion was highest in Bolsover (36.6%), while in Derbyshire Dales (27.8%) the figure remained below average.



Unemployment is more common among young people. Typically the unemployment rate for under 25 year olds is around twice the all-age average. In December 2009 the unemployment rate for under 25 year olds in Derbyshire was 7.2% which is higher than the regional (6.5%) and national (6.2%) averages. At district level, Bolsover (9.2%), Chesterfield (8.6%) and Erewash (8.6%) had rates substantially above the national average, but in Derbyshire Dales (3.7%) and South Derbyshire (6.1%) the rate was below it.

## Long-term unemployed (out of work for more than a year)

In December 2009 there were 2,345 people in Derbyshire who had been out of work for more than a year (Table 2). These long-term unemployed accounted for 13.6% of the county's total unemployment, which is just below the national average (13.7%). South Derbyshire (8.8%) had the smallest proportion of long term unemployed, while Erewash (16.0%) had the largest.



## Unemployment by sought occupation

In December 2009, 33.4% of Derbyshire's unemployed were seeking employment in elementary occupations. This is similar to the regional proportion (33.2%) but above the national average (29.1%) (Table 4). Those wanting employment in sales and customer services accounted for 13.8% of claimants, a significantly smaller proportion than nationally (16.4%).

Compared with December 2008, all occupational groups in Derbyshire other than Unknown Occupations showed an increase, reflecting the overall rise in unemployment. The largest percentage increase was amongst professionals, not only in the county (86.7%) but also regionally. Sales and customer service operatives (67.1%); Personal service workers (64.9%); and Associate professional and technical officers (66.1%); also experienced substantial increases. The smallest percentage increases were seen in Process, plant and machine operatives (16.8%) and Administrative & secretarial activities (18.6%).

There are distinct differences between men and women in the sort of jobs they want. In December 2009, 16.0% of female claimants were seeking positions in personal services compared with only 2.2% of males; and 18.5% of females were seeking positions in administrative & secretarial occupations compared with 4.2% of males. Conversely, 17.9% of male claimants wanted skilled trades jobs compared with just 1.5% of females; and 15.1% of males were seeking employment as process, plant or machine operatives compared with only 2.6% of females.

## Destinations of claimants leaving the count

*Normally around a quarter to a third of all claimants leaving the unemployment count in England simply fail to sign on again and provide no indication of their destination. It is assumed that many of them will have found employment, although research is required to test this hypothesis.*

In December 2009, a total of 3,120 Derbyshire claimants had left the count since the previous month (Table 6), an increase of 850 (37.4%) on the December 2008 figure. Given the job losses associated with the economic downturn, this is quite encouraging. Of these leavers, 47.9% definitely found work (1,495 jobs) compared with a national average of 41.8%. A further 26.8% in the county failed to sign on again and may also have found work (up to 835 jobs). This compares with a national figure of 31.7%. At district level, the proportion of leavers who definitely obtained employment remained above the national average in every area except High Peak, where only 38.7% of leavers definitely found work..

## Vacancies

In December 2009 there were 3,633 unfilled vacancies in Derbyshire which had been notified to Jobcentres (Table 7). The financial, property & business services sector accounted for 44.7% of all vacancies (54.7% nationally), public administration, education & health provided 25.3% ( but only 17.6% nationally), while distribution, hotels & restaurants contributed 18.2% (13.9% nationally).

The occupational breakdown of vacancies in Derbyshire has marked differences with the national pattern. The greatest difference were in the number of openings for personal services, which accounted for the largest number of vacancies in Derbyshire (24.2%) but nationally only accounted for 17.7% of vacancies; and Associate professional and technical occupations, which accounted for only 9.0% of Derbyshire's vacancies but for 16.5% nationally. Derbyshire also had a lower proportions of sales and customer service (9.8%) than the national figures (17.0%), but the proportion of elementary occupations (23.1%) has risen above the national total (17.9%).

# NOTES

## Current geographies - wards and super output areas

Unemployment figures, including rates, for 2001 Census wards are available from February 2004. For confidentiality reasons figures for earlier dates have not been released.

Unemployment counts for super output areas (middle and lower layer) are available from October 2005. Figures for earlier dates may be released in due course. There are no official unemployment rates at these geographical levels.

## Data suppression

From 15 November 2006, values of 1 or 2 are replaced by the # symbol in the unrounded claimant count tables.

This is an interim measure pending a full review of confidentiality procedures early in 2007. Age and duration figures are already rounded to the nearest 5 and are thus unaffected by this change.

## Claimant count unemployment rates

Claimant count unemployment is defined as the number of people claiming unemployment-related benefits (currently Jobseeker's Allowance and National Insurance credits).

Unemployment rates based on this measure are calculated by expressing claimant count unemployment as a percentage of the working age population (males 16-64, females 16-59) as given in the Office for National Statistics mid-year Population Estimates.

## Ward unemployment rates

With the May 2005 claimant count figures, the Office for National Statistics introduced, for the first time, estimates of unemployment rates at ward level. The denominators are currently derived from the latest available mid-year population estimates.

## Age-specific unemployment rates

There are no "official" claimant count unemployment rates for individual age groups. The rates shown in this bulletin for people aged under 25 are our own calculations, using as denominators the latest available mid-year population estimates.

## ILO unemployment rates

The ILO definition of unemployment, which is used in the Labour Force Survey and forms the basis of the international figures in Table 4, is not compatible with the claimant count definition. The unemployed are defined as persons who are without work, are available to start work within the next two weeks, and have actively sought work within the previous four weeks. The ILO unemployment rate is the number of persons who are ILO unemployed expressed as a percentage of the economically active population (employed plus ILO unemployed).

ILO unemployment is now the preferred measure for unemployment at national level, but below regional level the figures are less reliable and less timely than those produced by the claimant count.

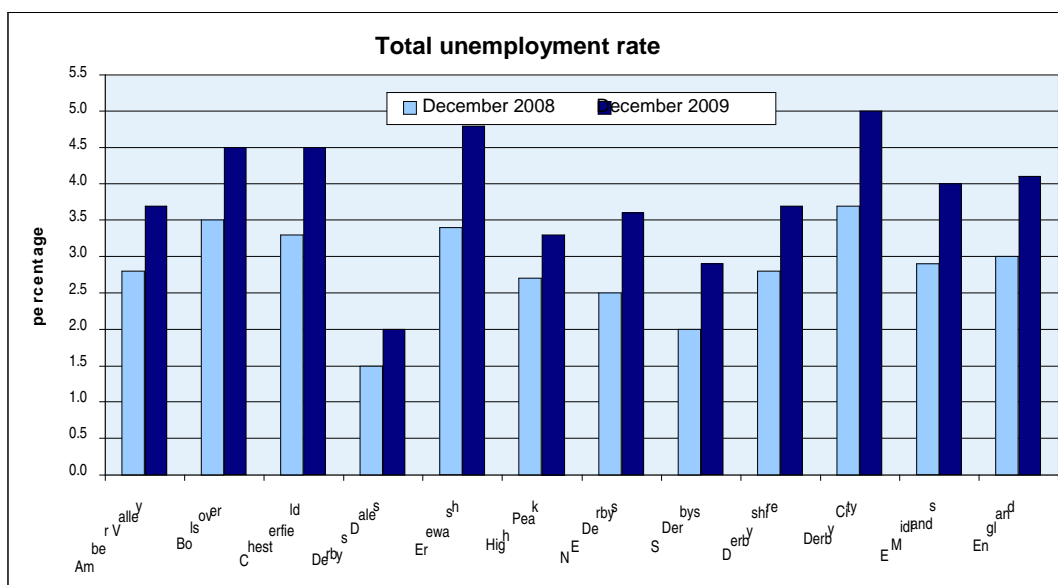
# 1. CLAIMANT COUNT UNEMPLOYMENT

Not seasonally adjusted

## DERBYSHIRE LOCAL AUTHORITIES, EAST MIDLANDS, ENGLAND

Unemployment rates based on working age population \*

	December 2008						December 2009						Change in Total	
	Number			Rate (%)			Number			Rate (%)			No.	%
	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total		
Amber Valley Borough	1,519	525	2,044	3.9	1.5	2.8	2,016	710	2,726	5.2	2.1	3.7	682	33.4
Bolsover District	1,195	377	1,572	5.0	1.8	3.5	1,514	503	2,017	6.4	2.4	4.5	445	28.3
Chesterfield Borough	1,615	426	2,041	5.0	1.5	3.3	2,134	647	2,781	6.6	2.2	4.5	740	36.3
Derbyshire Dales District	449	161	610	2.0	0.9	1.5	579	235	814	2.6	1.3	2.0	204	33.4
Erewash Borough	1,789	558	2,347	5.0	1.7	3.4	2,467	804	3,271	6.9	2.5	4.8	924	39.4
High Peak Borough	1,205	338	1,543	4.0	1.2	2.7	1,363	537	1,900	4.5	2.0	3.3	357	23.1
North East Derbyshire District	1,144	349	1,493	3.7	1.3	2.5	1,605	483	2,088	5.2	1.8	3.6	595	39.9
South Derbyshire District	822	308	1,130	2.7	1.1	2.0	1,172	480	1,652	3.9	1.8	2.9	522	46.2
Derbyshire	9,738	3,042	12,780	4.0	1.4	2.8	12,850	4,399	17,249	5.2	2.0	3.7	4,469	35.0
Derby City	4,194	1,262	5,456	5.4	1.8	3.7	5,605	1,893	7,498	7.2	2.7	5.0	2,042	37.4
East Midlands	60,164	20,119	80,283	4.2	1.6	2.9	80,919	29,144	110,063	5.6	2.3	4.0	29,780	37.1
England (thousands)	715	244	959	4.3	1.6	3.0	947	355	1,302	5.7	2.3	4.1	342,680	35.7



Source: Office for National Statistics (Nomis) © Crown copyright

The numbers unemployed are those recorded in the monthly count of people who are claiming unemployment-related benefits.

The figures given are not seasonally adjusted i.e. they do not take account of regular seasonal variations in the number of people out work. Thus differences between one month and the next may merely reflect normal seasonal changes rather than any underlying trend in unemployment.

To avoid seasonal effects, comparisons are best made with the same month in the previous year.

\* The unemployment rates have been calculated by expressing the numbers unemployed as a percentage of the total population of working age (males 16-64, females 16-59) as given in the 2008 Mid-Year Population Estimates.

Derbyshire refers to the administrative county as established on 1 April 1997 which excludes the City of Derby.

Produced by the Research & Information Team, Chief Executive's Office, Derbyshire County Council, County Hall, Matlock, Derbyshire DE4 3AG  
For further information, contact David Gutteridge on Matlock (01629) 538252.



## 2. CLAIMANT COUNT UNEMPLOYMENT

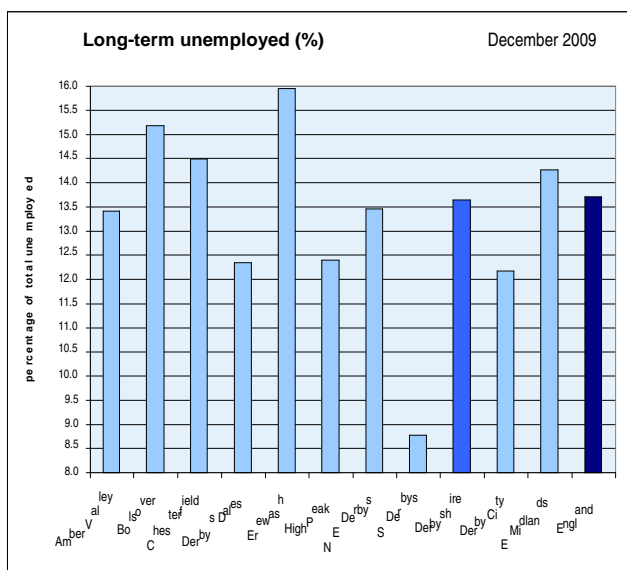
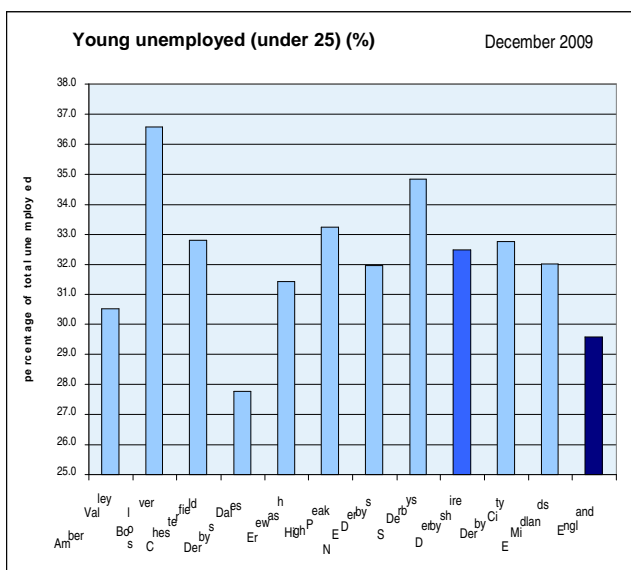
Not seasonally adjusted

### DERBYSHIRE LOCAL AUTHORITIES, EAST MIDLANDS, ENGLAND

Unemployment rates based on working age population \*

December 2009

	All unemployed		Young unemployed							Long-term unemployed (over 1yr)	
			Aged < 20		Aged 20-24		Aged < 25				
	Number	Rate	Number	Rate	Number	Rate	Number	Rate	% of All	Number	% of All
Amber Valley Borough	2,276	3.7	285	4.8	545	8.9	830	6.8	30.5	365	13.4
Bolsover District	2,017	4.5	270	7.2	465	10.9	735	9.2	36.6	305	15.2
Chesterfield Borough	2,781	4.5	285	5.7	620	11.2	905	8.6	32.8	400	14.5
Derbyshire Dales District	814	2.0	85	2.6	140	5.0	225	3.7	27.8	100	12.3
Erewash Borough	3,271	4.8	365	6.1	660	11.1	1,025	8.6	31.4	520	16.0
High Peak Borough	1,900	3.3	210	4.1	420	8.6	630	6.3	33.2	235	12.4
North East Derbyshire District	2,088	3.6	240	5.0	425	8.6	665	6.8	32.0	280	13.5
South Derbyshire District	1,652	2.9	225	4.4	350	8.2	575	6.1	34.8	145	8.8
Derbyshire	17,249	3.7	1,970	5.1	3,620	9.3	5,585	7.2	32.5	2,345	13.6
Derby City	7,498	5.0	825	6.3	1,620	8.2	2,450	7.5	32.8	910	12.2
East Midlands	110,063	4.0	11,865	4.9	23,295	7.7	35,160	6.5	32.0	15,670	14.3
England (thousands)	1,302	4.1	126	4.7	258	7.5	384	6.2	29.6	177,765	13.7



Source: Office for National Statistics (Nomis) © Crown copyright

The numbers unemployed are those recorded in the monthly count of people who are claiming unemployment-related benefits.

The figures given are not seasonally adjusted i.e. they do not take account of regular seasonal variations in the number of people out work. Thus differences between one month and the next may merely reflect normal seasonal changes rather than any underlying trend in unemployment.

Figures for individual age groups and long-term unemployment relate to computerised claims only (about 99% of the total) and are rounded to the nearest 5

\* The all-age unemployment rates have been calculated by expressing the numbers unemployed as a percentage of the working age population (males 16-64, females 16-59) as given in the 2008 Mid-Year Population Estimates.

The rates for young people are unofficial and have been calculated using population figures from the 2006 Mid-Year Population Estimates.

Derbyshire refers to the administrative county as established on 1 April 1997 which excludes the City of Derby.

Produced by the Research & Information Team, Chief Executive's Office, Derbyshire County Council, County Hall, Matlock, Derbyshire DE4 3AG

For further information, contact David Gutteridge on Matlock (01629) 538252.

4. CLAIMANT COUNT UNEMPLOYMENT BY SOUGHT OCCUPATION AND GENDER

Not seasonally adjusted

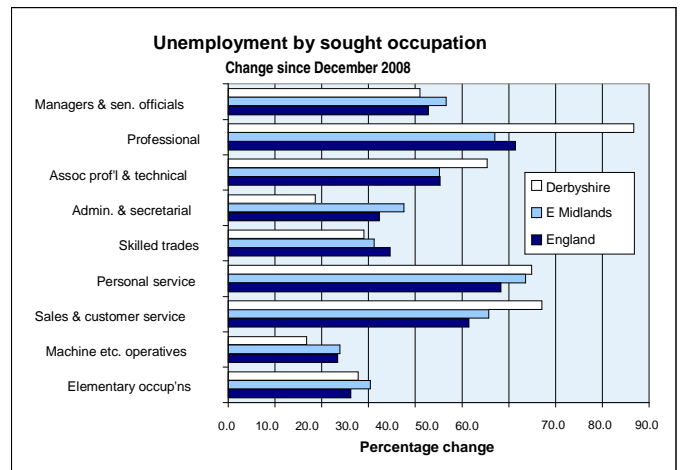
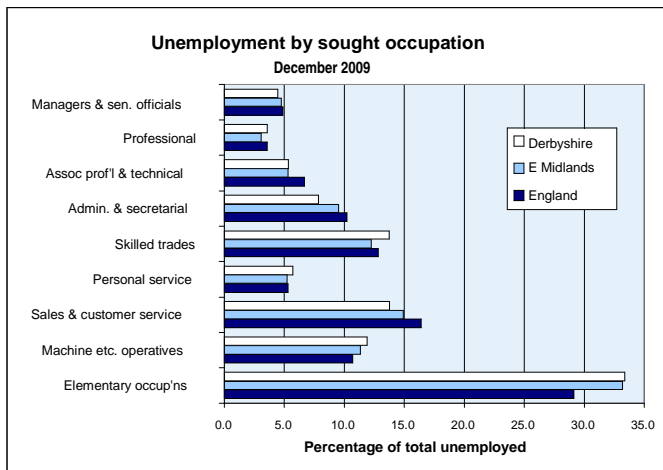
DERBYSHIRE, EAST MIDLANDS, ENGLAND

December 2009

OCCUPATION	DERBYSHIRE						EAST MIDLANDS			ENGLAND		
	Number			% of total			% of total			% of total		
	M	F	All	M	F	All	M	F	All	M	F	All
Managers & senior officials	600	170	765	4.7	3.9	4.5	5.0	4.1	4.7	5.1	4.4	4.9
Professional	480	135	615	3.7	3.1	3.6	3.2	2.7	3.1	3.6	3.6	3.6
Associate professional & technical	680	235	915	5.3	5.4	5.3	5.4	5.0	5.3	6.8	6.4	6.7
Administrative & secretarial	540	810	1,350	4.2	18.5	7.9	6.1	19.0	9.5	6.1	21.2	10.2
Skilled trades	2,295	65	2,360	17.9	1.5	13.7	16.1	1.4	12.2	17.1	1.4	12.8
Personal service	280	700	980	2.2	16.0	5.7	1.8	14.8	5.2	1.9	14.3	5.3
Sales & customer service	1,165	1,200	2,365	9.1	27.4	13.8	10.4	27.5	14.9	12.1	27.9	16.4
Process, plant & machine operatives	1,930	115	2,045	15.1	2.6	11.9	14.4	2.9	11.3	13.9	2.2	10.7
Elementary occupations	4,800	935	5,735	37.5	21.3	33.4	37.2	22.0	33.2	33.2	18.2	29.1
Unknown	40	15	55	0.3	0.3	0.3	0.4	0.6	0.5	0.2	0.4	0.3
TOTAL	12,810	4,380	17,190	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0

Change since December 2008

OCCUPATION	DERBYSHIRE						EAST MIDLANDS			ENGLAND		
	Number			% change			% change			% change		
	M	F	All	M	F	All	M	F	All	M	F	All
Managers & senior officials	175	50	225	41.4	39.7	41.0	45.3	50.9	46.6	41.7	46.4	42.8
Professional	220	65	285	84.9	93.0	86.7	58.5	52.4	57.0	60.6	63.3	61.4
Associate professional & technical	225	100	325	50.0	73.5	55.4	45.0	45.6	45.2	45.3	45.4	45.3
Administrative & secretarial	40	170	210	8.2	26.8	18.6	45.9	30.9	37.6	32.8	31.8	32.3
Skilled trades	515	15	530	28.9	32.7	29.0	30.7	48.9	31.2	34.2	46.8	34.6
Personal service	100	285	385	55.6	68.9	64.9	44.3	71.2	63.6	45.9	63.4	58.3
Sales & customer service	545	405	950	87.3	51.2	67.1	59.6	51.9	55.7	51.7	51.2	51.5
Process, plant & machine operatives	285	10	295	17.2	11.7	16.8	24.7	13.8	23.9	23.6	20.3	23.4
Elementary occupations	1,000	250	1,250	26.3	36.2	27.8	28.6	39.1	30.4	23.3	42.5	26.2
Unknown	-5	0	-10	-17.4	-20.0	-18.2	5.7	26.5	11.9	-23.6	3.5	-15.3
TOTAL	3,095	1,350	4,445	31.9	44.5	34.9	34.6	45.0	37.2	32.3	45.3	35.6



Source: Office for National Statistic (Nomis) © Crown copyright

All numbers are rounded to the nearest 5 so rows and columns may not sum to totals.

The figures given are not seasonally adjusted i.e. they do not take account of regular seasonal variations in the number of vacancies. Thus differences between one month and the next may merely reflect normal seasonal changes rather than any underlying trend in vacancies. To avoid seasonal effects, comparisons are best made with the same month in the previous year.

Derbyshire refers to the administrative county as established on 1 April 1997 which excludes the City of Derby.

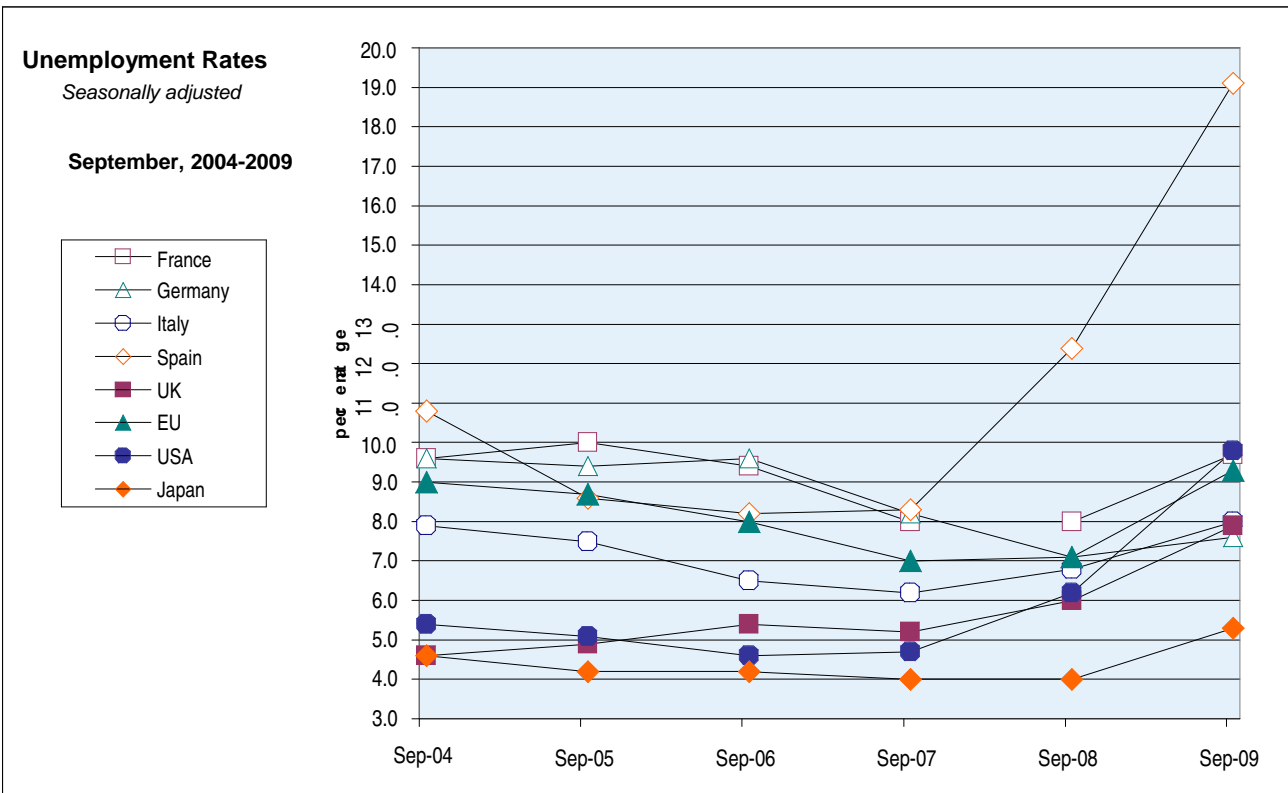
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For further information contact David Gutteridge on Matlock (01629) 538252

5. UNEMPLOYMENT RATES (ILO DEFINITION) *Seasonally adjusted*

SELECTED EU MEMBER STATES, EU \*, USA, JAPAN

	September 2008			September 2009			Change		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
	%	%	%	%	%	%	%	%	%
France	7.4	8.5	8.0	9.4	10.1	9.7	27.0	18.8	21.3
Germany	7.2	7.0	7.1	8.3	6.9	7.6	15.3	-1.4	7.0
Italy	5.6	8.5	6.8	7.2	9.2	8.0	28.6	8.2	17.6
Spain	11.4	13.8	12.4	18.9	19.2	19.1	65.8	39.1	54.0
UK	6.5	5.3	6.0	9.0	6.5	7.9	38.5	22.6	31.7
EU	6.8	7.5	7.1	9.5	9.1	9.3	39.7	21.3	31.0
USA	6.8	5.5	6.2	11.0	8.4	9.8	61.8	52.7	58.1
Japan	4.1	3.8	4.0	5.6	5.0	5.3	36.6	31.6	32.5



Source: EUROSTAT, Luxembourg; © European Communities 2002 Data Accessed Jan-15 2010

\* EU definition varies over time: 25 states prior to October 2005, 27 states November 2005 onwards.

The unemployment figures and rates shown in this table differ from those contained elsewhere in Monthly Unemployment Statistics.

1. The figures are derived from Labour Force Surveys rather than the monthly claimant count and use the ILO definition of unemployment.

Unemployed persons are those persons aged 15 years and over who

- are without work
- are available to start work within the next two weeks
- and have actively sought employment at some time during the previous four weeks.

2. The unemployment rate is the number of unemployed as a percentage of the labour force (people living in collective households are excluded).

The labour force is the total of the employed and the unemployed.

3. The figures are adjusted to remove the effect of regular seasonal variations. Thus figures for any month can be compared with all other months.

Produced by the Research & Information Team, Chief Executive's Office, Derbyshire County Council, County Hall, Matlock, Derbyshire DE4 3AG  
For further information, contact David Gutteridge on Matlock (01629) 538252.

6. DESTINATIONS OF CLAIMANTS LEAVING THE COUNT

Not seasonally adjusted. Computerised claims only.

DERBYSHIRE LOCAL AUTHORITIES, EAST MIDLANDS, ENGLAND

December 2009 and change since December 2008

	Failed to sign	Found work	Increased work to 16+ hours/week	Entered training	Entered full-time education	Claimed other benefit	Other	Not known	Total
Amber Valley Borough	Number	100	250	0	10	0	10	65	480
	% of total	20.8	52.1	0.0	2.1	0.0	2.1	13.5	100.0
	Change (no.)	35	95	0	-15	0	5	30	135
	Change (%)	53.8	61.3	-	-60.0	-	100.0	85.7	-10.0
Bolsover District	Number	100	170	0	20	0	15	30	355
	% of total	28.2	47.9	0.0	5.6	0.0	4.2	8.5	100.0
	Change (no.)	35	75	0	0	0	0	5	110
	Change (%)	53.8	78.9	-	0.0	-	0.0	20.0	0.0
Chesterfield Borough	Number	135	220	0	10	0	15	50	475
	% of total	28.4	46.3	0.0	2.1	0.0	3.2	10.5	100.0
	Change (no.)	25	70	0	-25	0	0	20	90
	Change (%)	22.7	46.7	-	-71.4	-	0.0	66.7	28.6
Derbyshire Dales District	Number	40	85	0	5	0	5	15	155
	% of total	25.8	54.8	0.0	3.2	0.0	3.2	9.7	100.0
	Change (no.)	0	35	0	0	0	0	5	35
	Change (%)	0.0	70.0	-	0.0	-	0.0	50.0	0.0
Erewash Borough	Number	140	250	5	5	5	10	55	525
	% of total	26.7	47.6	1.0	1.0	1.0	1.9	10.5	100.0
	Change (no.)	30	95	5	-25	5	5	25	115
	Change (%)	27.3	61.3	-	-83.3	-	100.0	83.3	-16.7
High Peak Borough	Number	125	145	5	5	5	15	30	375
	% of total	33.3	38.7	1.3	1.3	1.3	4.0	8.0	100.0
	Change (no.)	30	45	5	0	5	0	10	125
	Change (%)	31.6	45.0	-	0.0	-	0.0	50.0	83.3
North East Derbyshire District	Number	120	180	5	5	0	10	25	380
	% of total	31.6	47.4	1.3	1.3	0.0	2.6	6.6	100.0
	Change (no.)	45	50	0	-5	0	0	5	95
	Change (%)	60.0	38.5	0.0	-50.0	-	0.0	25.0	75.0
South Derbyshire District	Number	75	200	5	15	0	10	30	370
	% of total	20.3	54.1	1.4	4.1	0.0	2.7	8.1	100.0
	Change (no.)	15	115	5	0	0	5	15	145
	Change (%)	25.0	135.3	-	0.0	-	100.0	100.0	0.0
DERBYSHIRE	Number	835	1,495	25	75	15	90	295	3,120
	% of total	26.8	47.9	0.8	2.4	0.5	2.9	9.5	100.0
	Change (no.)	220	585	15	-100	5	5	100	850
	Change (%)	35.8	64.3	150.0	-57.1	50.0	5.9	51.3	11.5
EAST MIDLANDS	Number	5,600	9,095	140	315	65	545	1,740	19,390
	% of total	28.9	46.9	0.7	1.6	0.3	2.8	9.0	100.0
	Change (no.)	1,710	3,290	50	-845	20	110	555	5,350
	Change (%)	44.0	56.7	55.6	-72.8	44.4	25.3	46.8	33.6
ENGLAND	Number	76,940	101,690	1,645	12,850	1,175	6,600	18,420	243,055
	% of total	31.7	41.8	0.7	5.3	0.5	2.7	7.6	100.0
	Change (no.)	27,870	38,705	460	-2,045	550	1,035	5,750	79,845
	Change (%)	56.8	61.5	38.8	-13.7	88.0	18.6	45.4	46.4

Source: Office for National Statistics (Nomis) © Crown Copyright

- = percentage change cannot be calculated.

"Other benefits" includes income support, sickness benefit and incapacity benefit.

"Other" includes people who have ceased claiming, whose claim is defective, or who have died, retired, gone abroad or to prison.

The figures are not seasonally adjusted i.e. they do not take account of regular seasonal variations. Thus differences between one month and the next may merely reflect normal seasonal changes rather than any underlying trend. To avoid seasonal effects, comparisons are best made with the same month in previous years.

Derbyshire refers to the administrative county, which excludes Derby City, and is defined in terms of ward boundaries current at April 1991.

Produced by the Research & Information Team, Chief Executive's Office, Derbyshire County Council, County Hall, Matlock, Derby DE4 3AG

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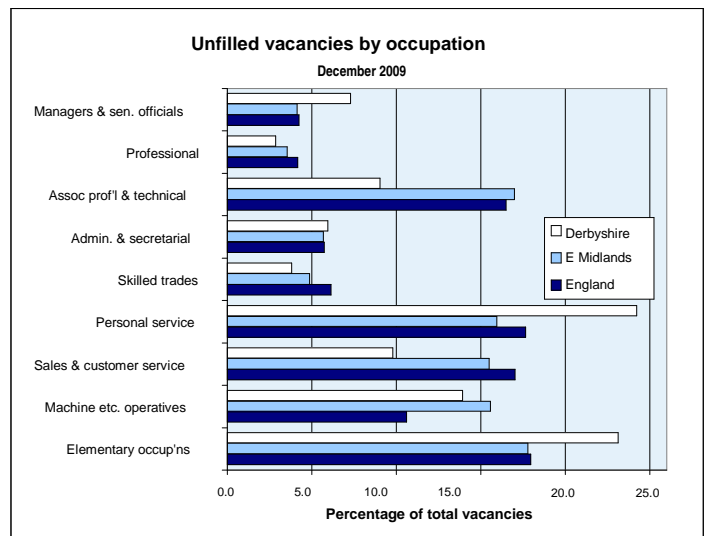
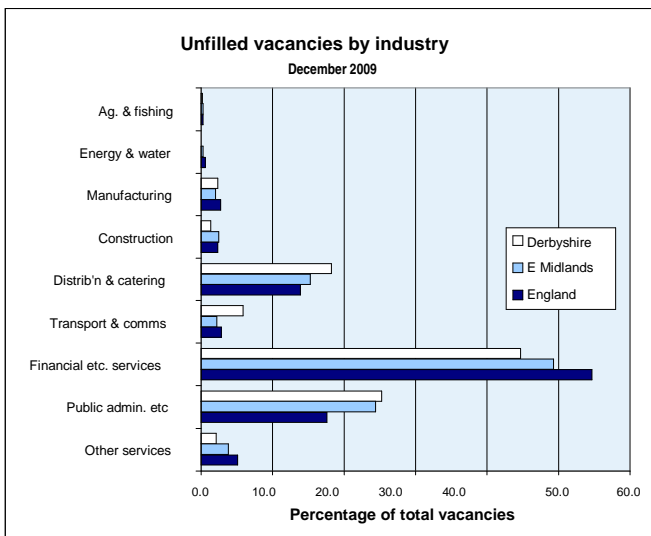
7. UNFILLED VACANCIES AT JOBCENTRES

Not seasonally adjusted

DERBYSHIRE, EAST MIDLANDS, ENGLAND

December 2009

INDUSTRY	DERBYSHIRE		EAST MIDLANDS		ENGLAND	
	Number	% of total	Number	% of total	Number	% of total
Agriculture & fishing	7	0.2	57	0.3	548	0.3
Energy & water	0	0.0	64	0.3	1,136	0.6
Manufacturing	84	2.3	461	2.0	5,305	2.7
Construction	49	1.3	564	2.5	4,542	2.3
Distribution, hotels & restaurants	662	18.2	3,469	15.3	27,120	13.9
Transport & communications	213	5.9	500	2.2	5,507	2.8
Financial, property & business services	1,623	44.7	11,209	49.3	106,800	54.7
Public administration, education & health	918	25.3	5,553	24.4	34,400	17.6
Other services	77	2.1	865	3.8	9,971	5.1
<b>OCCUPATION</b>						
Managers & senior officials	265	7.3	937	4.1	8,281	4.2
Professional	104	2.9	807	3.5	8,145	4.2
Associate professional & technical	328	9.0	3,863	17.0	32,216	16.5
Administrative & secretarial	216	5.9	1,294	5.7	11,206	5.7
Skilled trades	138	3.8	1,105	4.9	11,979	6.1
Personal service	880	24.2	3,627	15.9	34,487	17.7
Sales & customer service	356	9.8	3,522	15.5	33,239	17.0
Process, plant & machine operatives	506	13.9	3,542	15.6	20,719	10.6
Elementary occupations	840	23.1	4,045	17.8	35,057	17.9
<b>TOTAL</b>	<b>3,633</b>	<b>100.0</b>	<b>22,742</b>	<b>100.0</b>	<b>195,329</b>	<b>100.0</b>



Source: Office for National Statistic (Nomis) © Crown copyright

These statistics relate only to vacancies which are notified to Jobcentres. It is estimated that nationally they represent between 30% and 50% of all vacancies, but the proportion varies geographically, over time, by occupation and by industry.

The main use of these figures is for cross-sectional analysis of vacancies as an indication of the types of jobs currently available by area, industry or occupation, rather than absolute measures of the number of vacancies or of changes in these over time. Since the figures are derived from the administrative records of Jobcentres, they are susceptible to changes in Jobcentre procedures for taking and handling of vacancies.

Produced by the Research & Information Team, Chief Executive's Office, Derbyshire County Council, County Hall, Matlock, Derbys DE4 3AG  
 For further information, contact David Gutteridge on Matlock (01629) 538252.



**8b. CLAIMANT COUNT UNEMPLOYMENT**
*Not seasonally adjusted*
**BOLSOVER DISTRICT**

Unemployment rates based on working age population \*

**December 2009**

	All unemployed						Young unemployed						Long-term unemployed (over 1yr)		
	Number			Rate (%)			Aged < 20		Aged 20-24		Aged < 25		Number	% of All	
	Male	Female	Total	Male	Female	Total	Number	Rate	Number	Rate	Number	Rate % of All			
Barlborough	31	9	40	2.8	0.9	1.9	5	3.0	10	9.3	15	5.5	37.5	5	12.5
Blackwell	66	23	89	4.9	1.9	3.5	10	5.0	20	9.1	30	7.2	33.3	20	22.2
Bolsover North West	121	38	159	9.7	3.2	6.6	25	12.4	30	11.0	55	11.6	34.4	40	25.0
Bolsover South	62	16	78	5.1	1.5	3.4	10	5.6	20	10.3	25	6.7	31.3	10	12.5
Bolsover West	98	31	129	8.1	2.8	5.5	15	8.4	35	17.4	50	13.2	38.5	15	11.5
Clowne North	71	25	96	5.5	2.2	4.0	15	7.4	20	9.4	35	8.4	36.8	10	10.5
Clowne South	45	15	60	3.8	1.4	2.7	5	3.2	20	8.6	25	6.5	41.7	5	8.3
Elmton-with-Creswell	126	43	169	7.1	2.7	5.0	20	7.4	50	12.4	70	10.4	41.2	15	8.8
Pinxton	93	44	137	7.0	3.7	5.4	20	8.0	30	12.0	50	10.0	37.0	30	22.2
Pleasley	58	29	87	5.0	2.8	4.0	10	6.1	10	5.5	20	5.8	23.5	15	17.6
Scarcliffe	97	29	126	7.5	2.5	5.1	15	6.5	30	12.8	45	9.7	36.0	20	16.0
Shirebrook East	68	31	99	12.2	6.2	9.4	15	14.7	30	33.3	45	23.4	45.0	10	10.0
Shirebrook Langwith	53	13	66	8.9	2.4	5.9	10	8.0	15	12.4	25	10.2	38.5	10	15.4
Shirebrook North West	79	14	93	10.9	2.2	6.8	15	9.4	25	14.4	40	12.0	42.1	10	10.5
Shirebrook South East	73	15	88	12.1	2.6	7.4	5	4.4	30	20.8	40	15.5	47.1	15	17.6
Shirebrook South West	40	15	55	5.0	2.1	3.6	10	8.8	10	6.7	20	7.6	36.4	5	9.1
South Normanton East	100	34	134	6.9	2.6	4.8	15	6.5	30	11.1	45	9.0	33.3	30	22.2
South Normanton West	91	26	117	4.3	1.4	2.9	10	4.0	25	7.7	35	6.1	30.4	20	17.4
Tibshelf	86	31	117	5.9	2.3	4.2	20	7.8	20	8.2	40	8.0	34.8	10	8.7
Whitwell	58	22	80	4.6	1.9	3.3	10	4.9	15	6.6	25	5.8	31.3	10	12.5
<b>DISTRICT TOTAL</b>	<b>1,514</b>	<b>503</b>	<b>2,017</b>	<b>6.4</b>	<b>2.4</b>	<b>4.5</b>	<b>270</b>	<b>7.2</b>	<b>465</b>	<b>10.9</b>	<b>735</b>	<b>9.2</b>	<b>36.6</b>	<b>305</b>	<b>15.2</b>
Derbyshire	12,850	4,399	17,249	5.2	2.0	3.7	1,970	5.1	3,620	9.3	5,585	7.2	32.5	2,345	13.6
England (thousands)	947	355	1,302	5.7	2.3	4.1	125,880	4.7	258	7.5	384	6.2	29.6	177,765	13.7

Source: Office for National Statistics (Nomis) © Crown copyright

The numbers unemployed are those recorded in the monthly count of people who are claiming unemployment-related benefits.

The figures given are not seasonally adjusted i.e. they do not take account of regular seasonal variations in the number of people out work. Thus differences between one month and the next may merely reflect normal seasonal changes rather than any underlying trend in unemployment.

Figures for individual age groups and long-term unemployment relate to computerised claims only (about 99% of the total) and are rounded to the nearest 5

# Figures with a value of 1 or 2 have been suppressed for confidentiality reasons.

\* The all-age unemployment rates have been calculated by expressing the numbers unemployed as a percentage of the working age population (males 16-64, females 16-59).

The source of these denominators may vary: currently the 2007 Mid-Year Population Estimates are used for wards; the 2008 Estimates are used for districts and above.

The rates for young people are unofficial and have been calculated using population figures from the 2006 Mid-Year Population Estimates.

Derbyshire refers to the administrative county as established on 1 April 1997 which excludes the City of Derby.

Produced by the Research &amp; Information Team, Chief Executive's Office, Derbyshire County Council, County Hall, Matlock, Derbyshire DE4 3AG

For further information, contact David Gutteridge on Matlock (01629) 538252.

## Contacts

The Research & Information team is part of the Policy, Research and Scrutiny Division in the Chief Executive's Office of Derbyshire County Council.

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<b>Fen Jones</b>	Policy and Research Analyst	538253
<b>Dale Burton</b>	Research Analyst	538257
<b>David Gutteridge</b>	Economic analyst	538252
<b>Mick Evans</b>	Economic analyst	538246
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Monthly Unemployment Statistics are produced by the Research & Information Team, Chief Executive's Office, Derbyshire County Council, County Hall, Matlock, Derbyshire DE4 3AG.

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Committee:	Executive	Agenda Item No.:	6.
Date:	8 <sup>th</sup> March 2010	Status	Open
Category	Part of the Budget and Policy Framework		
Subject:	ICT Budget Bids		
Report by:	Director of Resources		
Other Officers Involved	ICT Strategy Group		
Director	Director of Resources		
Relevant Portfolio Holder	Councillor A.J. Hodkin, Portfolio Holder for Corporate Efficiency		

### **RELEVANT CORPORATE AIMS**

STRATEGIC ORGANISATIONAL DEVELOPMENT – to continually improve the efficiency and effectiveness of all Council Services by maximising the potential use of Council resources.

### **TARGETS**

None.

### **VALUE FOR MONEY**

The Budget Process challenges existing spending levels and new spending proposals to ensure that resources are effectively used and directed towards the delivery of the Corporate Aims.

### **THE REPORT**

This report summarises the recommendations arising from the ICT Strategy Group following a review of business cases submitted in support of budget bid applications. At the meeting it was thought than an Oracle upgrade would have to be funded but discussion with the supplier has shown that this won't be applicable until 2011/2012. The internet leased line upgrade was considered to be the next most suitable bid.

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

At the meeting on 20<sup>th</sup> November 2006, the Executive agreed that bids relating to ICT expenditure be referred to the ICT Strategy Group for full consideration prior to seeking funding approval from the Executive. The following bids were considered and are recommended to Executive for approval.

Description	Funding request	Alternative options	Benefits
Renewal of the anti-virus contract. This is a three yearly contract.	£10,000 one off	Not to have an anti-virus in place which would mean that the Council was at serious risk to its reputation and the integrity of it's data.	Secure data Regular updates to data security Required to comply with Government Connect Cost saving by buying a three year licence
Disaster Recovery Contract. The current contract has been extended to cover additional servers and so there is a shortfall in funding.	£15,000 recurring	IT will be exploring a number of options as to how to go forward with Disaster Recovery cover.	Continued cover in the event of an emergency.
Internet leased line upgrade to 10mb. There is increased use of this line from home workers, outside agencies working in this building, mobile working. Ongoing costs will be the same as they are now	£5,000 One off	Stay as we are with a 2mb leased line.	Increased capacity Speed of access.

## **IMPLICATIONS**

Financial:

<b>Business Case</b>	<b>Capital Cost – from Reserve</b>	<b>Revenue Budget Implications</b>
Anti-Virus	£10,000	
Disaster Recovery	£15,000	£15,000
Leased line upgrade	£5,000	
<b>TOTAL</b>	<b>£30,000</b>	<b>£15,000</b>

There are sufficient funds in the ICT and Office Equipment reserve to cover the capital cost of £30,000.

Legal: None  
Human Resources: None

**RECOMMENDATION**

**That the ICT capital bids detailed above be approved and financed from the ICT and Office Equipment Reserve.**

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

In order to allocate funds from the ICT reserve in order to improve and update ICT provision.

ATTACHMENTS: No  
FILE REFERENCE: None  
SOURCE DOCUMENT: Background papers held in ICT Services.

Committee:	Executive	Agenda Item No.:	7.
Date:	8 <sup>th</sup> March 2010	Status	Open
Category	Part of the Budget and Policy Framework		
Subject:	Housing Rents – Quarterly Report		
Report by:	Head of Housing		
Other Officers Involved	Housing Enforcement Manager Housing Innovation Officer		
Director	Neighbourhoods		
Relevant Portfolio Holder	Councillor K. Bowman, Portfolio Holder for Housing Management		

#### **RELEVANT CORPORATE AIMS**

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by giving information of key financial performance.

#### **TARGETS**

The Draft corporate plan contains targets to reduce rent arrears for both current and former tenants.

#### **VALUE FOR MONEY**

Rental income funds HRA activity within the Council.

#### **THE REPORT**

The enclosed report represents the first quarterly report regarding Housing Rents. These replace the previously produced monthly reports.

The new written report provides information on several key elements of arrears recovery:

Firstly, Former Tenants Arrears – these are presented at their current level and compared against the time of this first report (February 2010). In future quarterly reports this will illustrate a reduction in debt from previous years.

Secondly, Current Tenants Arrears – these are presented in the form of a graph that shows reduction in debt over the past few years. This information is produced weekly as a management tool.

Thirdly, the Total Debt Owed. This is the total debt owed by current and former tenants.

Fourthly, Action taken - this shows action taken against current tenants in rent arrears per quarter.

Finally, Successes and Frustrations – this is free text used to describe some of the notable events within the rent recovery function.

It is also intended to produce a written covering report each quarter that reflects current issues with rent recovery that is not covered on the statistical report. The update for Quarter 3 is shown below:

### **Quarterly Update:**

Much of the work during the quarter has been focussed on the Rent Reduction that was introduced in January. This involved a great deal on manual adjustments to rents accounts to clear HB overpayments.

The new FTA Rent Administrator started work in January 2010, Jodie Millward. She has already had some successes with recovery.

Rent arrears continue to decrease. The progress during the year is mirroring that of previous years, with rent arrears remaining about constant during the first 9 months, with a reduction from Christmas onwards. Current Rent Arrears are now more than £400,000 less than they were 3 years ago.

Although not strictly within the remit of this report, improvements to the way we deal with voids will reduce rent loss through empty properties. It is estimated this will be over £60,000 in a full rent year.

The enclosed report contains statistical information on arrears actions in the last Quarter. For comparison, actions early in this financial year are:

Action	Quarter 1	Quarter 2
Arrangement made	34	39
Notices Served	33	69
Postponed Order	15	4
Outright Orders	4	5
Evictions	4	2
TOTAL	90	119

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

The contents of the quarterly report.

## **IMPLICATIONS**

Financial: Not directly from this report,

Legal: Not directly

Human Resources: Not directly

## **RECOMMENDATION(S)**

**1. That Members note this report.**

**2. That Members either accept the format of this revised report or suggest alternative information.**

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

To make Members aware of the progress in recovery of rent debt.

ATTACHMENTS: Y

FILE REFERENCE:

SOURCE DOCUMENT:

Committee:	Executive	Agenda Item No.:	8.
Date:	8 <sup>th</sup> March 2010	Status	Open
Category	Decision within the functions of Executive		
Subject:	Parenting Strategy		
Report by:	Senior Parenting Officer		
Other Officers Involved	Housing Enforcement Manager Head of Community and Street Services Head of Housing		
Director	Director of Neighbourhoods		
Relevant Portfolio Holder	Councillor B.R. Murray-Carr, Portfolio Holder for Community Safety		

#### **RELEVANT CORPORATE AIMS**

COMMUNITY SAFETY – Ensuring that communities are safe and secure by reducing anti-social behaviour.

CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services. The Place Survey suggests that ASB is important to the residents of the District, the parenting roles helps to tackle ASB.

REGENERATION – Developing healthy, prosperous and sustainable communities. Parenting help to developing sustainable communities by providing help to parents of children who are involved in ASB.

#### **TARGETS**

The production of a Parenting Strategy is a specific target within the Corporate Plan.

The draft Corporate Plan refresh also has a target to ensure that 90% of parents accepted onto the Parenting Skills course successfully complete the course by March 2011.

#### **VALUE FOR MONEY**

The government funding of parenting is based on a belief that an investment in parenting will reduce longer terms costs associated with Anti-Social Behaviour.



## THE REPORT

The enclosed report sets out the Bolsover District Council's approach to parenting provision and the vision for supporting and promoting good parenting skills across the District.

Bolsover is one of only nine authorities across the East Midlands with a dedicated parenting expert. The work to date has been highly valued and has gained national recognition.

During the development of the Strategy there has been a change in emphasis and the strategy revised to strengthen the link between poor parenting and reducing anti-social behaviour.

The Strategy recognises that whilst most parents have good skills there are a number who need additional support to ensure they are able to provide positive parenting.

The Strategy also recognises that poor parenting increases the risks of involvement in anti-social and offending behaviour. The Strategy also recognises that an effective approach to positive parenting will involve other stakeholders, in particular the Family Intervention Project.

The underpinning values of the Strategy are outlined in the Strategy, these are:

The Council will encourage parents to take responsibility for managing their child's / young person's behaviour.

The Council will encourage agencies working with parents to have a role in supporting positive and responsible parenting.

The Council will provide access to or develop a range of interventions to meet different family circumstances and levels of need.

The Council will develop or provide access to targeted interventions to address the needs of those who most need parenting support but may be either unwilling or unable to access. All interventions should have clear justification, ideally a significant evidence base and should be carefully evaluated.

The Council will work actively to break down barriers and build trust with parents who are disengaged and put enforcement measures in place if these families are engaged in anti-social behaviour.

The Strategy contains an action plan to deliver parenting classes where these are needed and to build on the excellent work carried out so far.

## **ISSUES/OPTIONS FOR CONSIDERATION**

Whether to accept the draft strategy.

## **IMPLICATIONS**

Financial: - None directly, however, the funding for the Senior Parenting Practitioner expires in 2011 and the Council will need to consider longer term options

Legal: - None directly

Human Resources – None directly, but see comments under Financial.

## **RECOMMENDATION(S)**

That the Council adopts the enclosed document as the Parenting Strategy for the District.

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

In order that the Council's approach to intervening with parents is clearly and publicly set out.

ATTACHMENTS:	<b>Y</b>
FILE REFERENCE:	<b>Draft Parenting Strategy</b>
SOURCE DOCUMENT:	

**BOLSOVER DISTRICT COUNCIL**

**Parenting Strategy**

**2009 - 2011**

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



## **The District of Bolsover Equalities Statement**

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

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

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

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

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

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

Minicom: 01246 242450

Fax: 01246 242423

<b>Details of Document</b>	<b>Comments / Confirmation</b>
<b>Title</b>	Parenting Strategy
Document type – i.e. draft or final version	Draft
Location of Strategy	
Lead Author of Strategy	Senior Parenting Practitioner
Member route for Approval & Cabinet Member concerned	Executive Cllr Brian Murray Carr
Reviewed by Director of Strategy	12-02-08
Date Risk Assessment completed	09-06-09
Date Equality Impact Assessment approved	06-04-09
Consultation Undertaken (Internal or External) if required	SMT, Customer Focus Group, Heads of Service, ASB Team, Derbyshire County Council Parent Steering Group, Parent Groups.
Partnership Involvement (if applicable)	Derbyshire County Council, Members of ASB Team, Derbyshire PCT.
Strategy Approved by	
Date Approved	
Strategy Review Date	March 2011
Date forwarded to CSPD (to include on Intranet and Internet	

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## **Parenting Strategy**

### **Principles**

This strategy has been produced on behalf of and states Bolsover District Council's commitment to parenting provision. It sets out our proposed vision and key priorities for supporting and promoting parenting in the District, through a multi-agency approach.

This strategy's main focus will be parenting provision for families at risk from / or engaging in anti-social behaviour. Primarily to deliver the Community Safety aspects of the District Council's Corporate Plan 2007-2011 and the Sustainable Community Strategy.

### **Vision**

Bolsover District Council would like to achieve a future in which any parent within the District who needs support will know where to turn and be able to benefit from a range of appropriate and accessible services. Improving parents' skills, taking preventative measures and using enforcement action to reduce anti-social behaviour will contribute to strengthening communities.

## **Introduction**

Bolsover District Council recognises that the majority of parents in the District do a good job, often in challenging circumstances. This strategy sets out the overall objectives of parenting provision and the levels of support that are or will be available. These range from general information through to specialist services including access to evidence based parenting programmes. Because this strategy will help deliver the Community Safety aspects of the District Council's Corporate Plan it will have an anti-social behaviour focus. Services identified will include both early intervention and targeted or enforcement measures to address the findings from the Mori Survey 2006. This strategy identifies the commitments, the way forward and the team that will be responsible for delivering all this.

For the purposes of this strategy 'good / positive parenting' is defined as "caring for a child in such a way to ensure that they achieve their maximum potential against the 5 outcomes from Every Child Matters". Contributing to being healthy, staying safe, enjoying and achieving, making a positive contribution, achieving economic well-being.

In this strategy "Parents" has been defined to include mothers, fathers, carers and other adults with responsibility for caring for a child, including looked after children.



## Background and Policy Context

The background to this strategy is informed by the Government's Respect agenda, a campaign designed to address some of the underlying causes of anti-social behaviour and to challenge problem families in order to change behaviour. Dedicated parenting experts was established in nine areas across the East Midlands, to ensure that those parents who are worried about their children's behaviour can get the help they need to put an end to the bad behaviour and bring up happier, better behaved children. Bolsover was one of these areas given a parenting expert to provide help to families through evidence based parenting classes or sometimes on a one to one basis.

Bolsover is ranked 55 out of 354 local authorities in the Indices of Deprivation 2007 (1 is most deprived, 354 least deprived). This is a better ranking than in the 2004 Indices, however Bolsover is still one of local authorities who falls in the top 20% most deprived local authorities, nationally. Areas that rank high on measures of deprivation, such as high unemployment, low levels of income and poor quality accommodation, are often characterised by high levels of crime and disorder. There is strong evidence from the Government that parenting has a major impact on a child's life chances. Strong and loving relationships with parents, praise, parental interest and involvement in education are all linked with better outcomes for children. Careless parental supervision, parental abuse or neglect of children, inconsistent or violent discipline, and children having a poor or no relationship with one or both parents are linked with higher chances of negative outcomes. Poor parenting also increases the risks of involvement in anti-social and offending behaviour.

Findings from the Ipsos MORI Survey October 2006 shows that the public think that parents not bringing up their children properly is one of the main causes of anti-social behaviour. The key findings of people surveyed in the East Midlands are:

42% of those in the East Midlands in the survey see 'parents not bringing up their children appropriately' as a main cause of anti-social behaviour today.

Just under half of those surveyed in the East Midlands think that 'better parenting' would do most to reduce crime (46%).

85% of those in the East Midlands in the sample think that 10 year olds should be indoors and off the streets by 8:30pm or earlier on a school night whereas 77% think that they should be indoors by 8:30pm or earlier on a weekend.

Respondents in the East Midlands are clear about 10 year olds being in bed by 9:30pm or earlier on a school night with 90% thinking this. 42% think that they should be in bed by 9:30pm or earlier at the weekend.

Almost all of those in the East Midlands support the police's powers to return anti-social under-16 year olds home after 9pm (96%).

Four out of five, as nationally, agree that parents should be made to take responsibility for their children's anti-social behaviour (80%) and made to take help if need be (82%).

If they had to deal with their child's troublesome and difficult behaviour,

a third (35%) of parents in the East Midlands would go to friends and family for help. A further 20% would go to their school and 9% would go to their health visitor. However, 63% would find help from outside friends and family useful.

The recognition from the Government of the important role parents play in the life of a child has seen expression in a number of policy, guidance and review papers to name a few:

The Children Act 2006

2006 Government Respect Action Plan

2007 Every Parent Matters Agenda

2007 Aiming Higher

The development of Children's Centres, extended services in schools and healthy schools

Targeted youth support plan

The Children and Young People's Plan.

In October 2006 the Department for Education and Skills, now the Department for Children Schools and Families published "Parenting Support: Guidance for Local Authorities in England". This Guidance required them, among other things, to:

develop a strategic and joined up approach to the design and delivery of parenting support services, ideally through a parenting support strategy that informs the Children and Young People's Plan and takes account of parents' views

see support for parents as a continuum, from early intervention and preventative services through to the use of enforcement measures, using whole range of services as appropriate;

identify a single commissioner of parenting support services, and commission parenting support programmes that are evidence based, drawing on relevant guidance and the Commissioners Toolkit

establish a Multi –Agency Steering Group to develop the Parenting Support Strategy

This strategy must also be seen within the wider context of County wide plans and strategies currently being developed. As with other plans and strategies, this parenting strategy is intended to cover services delivered by the District Council and those delivered by our key partner organisations, including Derbyshire County Council (DCC), Derbyshire County Primary Care Trust (DPCT), Voluntary and Community bodies.

## **Underpinning Values**

### **What we are trying to achieve:**

The Council is committed to a twin-track approach to anti-social behaviour, putting prevention and support work on an equal footing with enforcement action, where appropriate as set out in the Council's ASB policy.

To address the issues found in the Mori Survey and contribute to reducing anti-social behaviour, this is how the Council intends to do this:-

The Council will encourage parents to take responsibility for managing their child's / young person's behaviour.

The Council will encourage agencies working with parents to have a role in supporting positive and responsible parenting.

The Council will provide access or develop a range of interventions to meet different family circumstances and levels of need.

The Council will develop or provide access to targeted interventions to address the needs of those who most need parenting support but may be either unwilling or unable to access. All interventions should have clear justification, ideally a significant evidence base and should be carefully evaluated.

The Council will work actively to break down barriers and build trust with parents who are disengaged and put enforcement measures in place if these families are engaged in anti-social behaviour.

## The Way Forward

### Levels of need and type of support available to address this.

Level	Definition of Need	Type of Support
1	All parents – universal support.	Information accessed by signposting to mainstream services countywide
2	Parents needing some additional support, either self-referred or because mainstream services have identified a requirement for targeted support.	Targeted or Specialist support for parents. Parenting Programmes
3	Parents in families with complex or additional needs identified by Common Assessment Frameworks.	Intensive family interventions Parenting Programmes Statutory Parenting Interventions (Anti-Social Behaviour teams or Youth Offending Service) Safeguarding services (refer to Council's Child Protection Procedures)
4	Parents who can't or won't co-operate	Intensive family interventions Statutory Parenting Interventions (Anti-Social Behaviour teams or Youth Offending Service) Safeguarding services (refer to Council's Child Protection Procedures)

#### **Level 1: Information.**

Every parent will need support at some stage in their child's / young person's life where they will be able to access universal resources and information on all aspects of parenting. These are widely available in Schools, Children's Centres, Libraries, Health centres, Community centres, Councils and via the internet.

Introductory parenting courses, family learning opportunities and routes into employment countywide.

## **Level 2: Targeted or specialist support for parents**

High-quality, evidence-based parenting courses will be widely promoted in a multi-agency approach. There will be a clear approach to engage with parents of children with behaviour problems at the earliest signs of difficulties, and to work to ensure that they access parent training courses and other support. This can be accessed on a self-referral basis or by agencies working across Bolsover District and Derbyshire.

## **Level 3: Families with complex or additional needs**

Families who have been identified by the Common Assessment Framework\*

Referral to Intensive Family Intervention services

Targeted statutory interventions for families presenting to Youth Offending Services and Anti-social Behaviour Teams (following the Council's ASB Policy and Procedures)

Referral to Safeguarding services following the Council's Child Protection Procedures.

## **Level 4: Statutory and Intensive Family Interventions**

There will be a resilient and assertive key working approach for families unwilling or unable to co-operate. Staff will be committed to the twin-track approach, and legal powers will be used to ensure parents co-operate in the interests of the child or young person as well as the community. Staff working at this level will be trained and supported in effective interventions with this group.

Making use of the Family Intervention Projects, Anti-Social Behaviour (following the Council's ASB Policy and Procedures) and Youth Offending Teams and in extreme cases Safeguarding (following the Council's Child Protection Procedures).

\* The Common Assessment Framework is an essential part of the Government's strategy to ensure that every child is able to meet the 5 outcomes identified as part of the Every Child Matters agenda. The Common Assessment is an assessment of a child within the context of the family and the community. This is to improve the way services are delivered, shifting the focus from dealing with the consequences of difficulties in children's lives to preventing things from going wrong in the first place.

## **Action Plan 2009 - 2011**

### **Priorities - To tackle anti – social behaviour and its causes (Community Safety Strategy and Corporate Plan)**

To provide parenting support for families with young people engaging in / or at risk from anti-social behaviour and criminal activity.

To provide a parenting support service for all families living in the Bolsover District area type and level of intervention will be varied depending on their identified need.

### **Objectives**

#### **Target**

Identify families with young people engaging in / or at risk from anti-social behaviour and criminal activity making use of the enforcement tools such as Parenting Contracts and Parenting Orders for non-engagement.

#### **Preventative**

To deliver a minimum of three parenting programmes per year. This will include Webster / Stratton Incredible Years courses and Living with Children/Teenager courses.

Ensure that 90% of parents, accepted onto the Parenting course, successfully complete the course.

**Target - Initiative 1.** To provide parenting support for families with young people engaging in / or at risk from anti-social behaviour and / or criminal activity.

Location	Action	Timescale	Lead Officer
District Wide	Identify the number of families with young people engaging in / or at risk from anti-social behaviour and / or criminal activity making use of the enforcement tools such as Parenting Contracts and Parenting Orders for non-engagement.	Monthly	Melanie Ellis

**Preventative - Initiative 2.** To offer Parenting Programmes for all families living in the Bolsover District area and specifically target families with young people engaging in / or at risk from anti-social behaviour and / or criminal activity.

District Wide	To deliver a minimum of three evidence-based parenting programmes per year. This will include Webster / Stratton Incredible Years courses and Living with Children / Teenager courses.	Annually	Melanie Ellis
	Ensure that 90% of parents, accepted onto the Parenting course, successfully complete the course.	By March 2011	Melanie Ellis

## **Implementation - Developing the teams to deliver the Strategy**

Bolsover Parenting Services are made up of a Senior Parenting Practitioner based within the anti-social behaviour team for Bolsover District Council. Two Family Intervention Project Key Workers and a Team Leader for the Family Intervention Project based at Bolsover delivering services for Bolsover District and employed by Derbyshire County Council.

The Senior Parenting Practitioner is responsible for the delivery of parenting programmes across the District and working with families whose children are at risk of / or exhibiting anti-social behaviour. This will involve signposting to universal parenting services at Level 1, delivering parenting courses and one to one targeted support for intervention at level 2, 3 and 4. Intervention at level 3 and 4 for the Senior Parenting Practitioner will involve being responsible for enforcing parenting sanctions for families not engaging or not responding to voluntary interventions. A voluntary intervention would be in the form of a Parenting Contract if this was not adhered to it could lead to applying to the court for a Parenting Order.

The Family Intervention Project Key workers are designed to work with families who have multiple issues and are causing extreme anti-social problems within the community and will be involved at levels 3 and 4. Families may be at risk of eviction due to anti-social behaviour, people in the household are subject to enforcement action for anti-social behaviour, family has a history of homelessness due to anti-social behaviour or children in the household are at risk from being taken into care because of anti-social behaviour. The Family Intervention Project Key workers are responsible for working with the whole family, challenging all unacceptable behaviour and co-ordinating access to other local services both statutory and specialist. This is in the form of a contract with the family it sets out changes in behaviour, support and identifies sanctions which will happen if the contract is broken.

Derbyshire County Council have responsibility for Childcare, Parents and Carers Strategy, Family Support (Social Care), Family Dimensions with Children's Centres, Parent Partnership and Parenting services all of which are involved at all levels of intervention. Derbyshire County Council also co-ordinate and deliver Webster/Stratton Incredible Years parenting courses in Bolsover and across Derbyshire and can be accessed at any level of intervention.

In addition to this Derbyshire County Primary Care Trust co-ordinate and deliver the Living with Children / Living with Teenager parent courses across Bolsover and the rest of North Derbyshire. All courses can be accessed at all levels of intervention.

Derbyshire Youth Offending Service also deliver parenting provision for parents of young offenders with identified needs but intervention is mainly involved at levels 3 and 4.



Both Bolsover and Derbyshire Parenting Services form part of Derbyshire Parenting Steering Group which has responsibility for co-ordinating parenting services across Derbyshire and will be key player in helping to deliver elements in this strategy.

### **To find out more.....**

This document gives an overview of our approach to supporting positive and responsible parenting in Bolsover. The strategy is a working document that will continue to change and develop over time. A copy of the strategy is available online at [www.bolsover.gov.uk](http://www.bolsover.gov.uk) . The Council welcomes feedback, and will continue to consult with parents, children and young people, as well as with services working with families in Bolsover and across Derbyshire, to ensure the continued development of the strategy.

### **Contact details:**

Senior Parenting Practitioner  
Bolsover District Council  
Sherwood Lodge  
Bolsover  
Derbyshire  
S44 6NF

Tel: 01246 242424

E-mail: [enquiries@bolsover.gov.uk](mailto:enquiries@bolsover.gov.uk)

Committee:	Executive	Agenda Item No.:	9.
Date:	8 <sup>th</sup> March 2010	Status	Open
Category	Decision within the functions of Executive		
Subject:	Anti Social Behaviour – Consultation of Standards.		
Report by:	Housing Enforcement Manager		
Other Officers Involved	Head of Community and Street Services		
Director	Director of Neighbourhoods		
Relevant Portfolio Holder	Councillor B.R. Murray-Carr, Portfolio Holder for Community Safety.		

### **RELEVANT CORPORATE AIMS**

COMMUNITY SAFETY – providing standards regarding tackling anti-social behaviour

CUSTOMER FOCUSED SERVICES – Providing standards to residents so they can understand what to expect when involved with ASB

STRATEGIC ORGANISATIONAL DEVELOPMENT – Allowing feedback and learning to ensure services grow and develop.

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

### **TARGETS**

Reduce the perception of antisocial behaviour from 31.9% to 29%

### **VALUE FOR MONEY**

By setting standards which provide clear guidance on what customers can expect from the service officers will need to spend less time dealing with the bureaucracy of administration and can focus on addressing issues that are important to customers.

### **THE REPORT**

The Place Survey in 2009 suggested that perception of residents within the District were that anti-social behaviour was poor at 31%

Following this the Homes Office deemed that this was unacceptably high, and that any area with a score of 25% or greater would be offered assistance and additional funding.

To access this funding each authority must develop an ASB improvement plan and develop Minimum Standards for responses to incidents of ASB.

Appendix A contains the draft minimum standards for Bolsover District Council and CDRP partners.

Appendix B contains the draft improvement plan.

Both these documents are subject to a wider consultation process and will form part of corporate service standards.

Comments are welcomed on both these documents.

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

The approval of the standards

### **IMPLICATIONS**

Financial: Home Office funding is £5,000 for this financial year, and £25,000 for 2010/11. This funding is dependent on approval and publication of these documents.

Legal: Not directly

Human Resources: Not directly.

### **RECOMMENDATION(S)**

1. That Executive discusses the enclosed documents and make suggestions on the contents and approves the standards.
2. That the Director of Neighbourhoods is permitted to make further amendments to the standards and improvement plan following wider consultation. Any changes should be agreed with the Portfolio Holder, Housing Enforcement Manager and Head of Community & Street Services.

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

In order that the Council's approach to ASB is clearly and publicly set out.

ATTACHMENTS:                   **Yes**  
FILE REFERENCE:  
SOURCE DOCUMENT:

## **Anti Social Behaviour – Minimum Standards of Response**

### *Suggested minimum standards for discussion/consultation*

Within Bolsover District Council different agencies work together to tackle anti-social behaviour the main agencies involved are Derbyshire Constabulary and Bolsover District Council

We aim to work together to tackle the issues that impact on peoples lives and have established a set of standards that show our commitment and let you know what to expect from the services.

In 2010/11 we will:

1. By the 31<sup>st</sup> March 2011, aim to reduce the perceptions of Anti Social Behaviour from 31.9% to 29%. We want to do this because your perceptions matter to us and we want to respond to your concerns as best we can.
2. Keep residents informed about our efforts to tackle Anti Social Behaviour, through a variety of methods, including the CDRP and Council's publications and websites, leaflet distribution and the Safer Neighbourhood Teams Meeting.
3. Provide residents with a right of complaint and redress through the Council's Compliments, Comments and Complaints Policy and other Partner's own complaints procedures, and the Councillor Call For Action. We believe that if you are not happy with the services you receive you have the right to make a complaint.
4. Put communities first. Making a Commitment to ensure that neighbourhoods are peaceful, safe and secure places to live and recognise that anti social behaviour can have a severe effect and accept our responsibility to help tackle ASB problems.
5. Protecting victims & witnesses, deal firmly but fairly with anti social behaviour to discourage such behaviour and we will encourage and support others to come forward as witnesses.
6. Make effective use of the law to safeguard communities Take prompt, necessary action to tackle anti social behaviour. We will ensure that all partners work together and consider and use all the anti social behaviour tools available, when appropriate.

7. Providing an efficient and responsive service by ensuring staff are highly skilled and trained in all aspects of responding to ASB and putting the customer first.
8. Ensure that the safety of victims and witnesses will always come first. From initial report through to satisfactory conclusion. We aim to identify vulnerable victims and witnesses of ASB wherever possible and offer suitable support.
9. Listening to your concerns, victims and witnesses of anti social behaviour will be dealt with sympathetically and in confidence. We will take your report of ASB seriously and investigate it thoroughly
10. Working in effective partnership, ensure that any identified victims and witnesses who suffer anti social behaviour incidents are fully supported and kept informed of agencies progress and their actions, if the victim requires this. In addition to this, offer referrals to the Victim and Witness Support, which is accessed through Derbyshire County Council, or other specialist support, depending upon the individual's case and needs.
11. Record reported incidents of ASB and not only referring these to the correct agency but making sure as best we can that they take appropriate action tackle the anti social behaviour.
12. Provide you with appropriate support, working with partners and other service providers where possible. We will ensure that you are provided with the name and contact details of the person dealing with your case
13. Agree with the complainant how they wish to be kept informed on the progress of their case. This contact will continue until the case is closed.
14. In appropriate cases share information with partners and signatories to the Information Sharing Protocol, in order to tackle anti social behaviour.

Committee:	Executive	Agenda Item No.:	10.
Date:	8 <sup>th</sup> March 2010	Status	Open
Category	Decision within the functions of Executive		
Subject:	Local Letting Policy – Springfield Crescent, Bolsover		
Report by:	Head of Housing		
Other Officers Involved	Housing Enforcement Manager Housing Needs Manager		
Director	Director of Neighbourhoods		
Relevant Portfolio Holder	Councillor K. Bowman, Portfolio Holder for Housing Management Councillor B.R. Murray-Carr, Portfolio Holder for Community Safety		

#### **RELEVANT CORPORATE AIMS**

COMMUNITY SAFETY – Ensuring that communities are safe and secure  
CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services  
ENVIRONMENT – Promoting and enhancing a clean and sustainable environment  
REGENERATION – Developing healthy, prosperous and sustainable communities  
SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning.  
STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by ensuring services are flexible to cope with changing local conditions

#### **TARGETS**

None directly

#### **VALUE FOR MONEY**

None directly

#### **THE REPORT**

The area of Springfield Crescent in Bolsover has been subject to high levels of ASB for a number of years. This is a mixed tenure area, with both council tenants and properties that are let privately.

As a result of this behaviour the appearance of the area had deteriorated and properties are attracting interest from people who are themselves a greater risk and more likely to be involved with issues of ASB.

The Council, through anti-social behaviour and housing powers have taken enforcement actions against a number of tenants. This has resulted in one problem family leaving the area other modifying their behaviour to improve the area.

We are aware that a number of families in this area are now receiving additional support and have modified their behaviour accordingly.

With the agreement of the Portfolio holders for Housing and Community Safety there are a number of Council owned properties that have not been relet in this area as there was a high risk of them becoming involved with, or victims of, ASB.

Although action has been taken against the main perpetrators the area still retains a 'reputation'. There is a concern that if these properties are let to people who are vulnerable there is a risk that ASB will continue in this area.

Although the area has now 'quietened down' there is a real risk that an inappropriate allocation may reignite the problems. This may be caused by either new tenants becoming involved in ASB or vulnerable new tenants providing an opportunity for bullying or harassment from some of the remaining perpetrators.

In order to minimise this risk it is proposed to introduce a local letting policy in the area for a period of 6 months and let properties only to people who are less likely to cause ASB or to become victims of ASB. Specifically this will:

Exclude people who are rehoused through the homelessness legislation (who are, by definition vulnerable)

Exclude people who have been involved with ASB or criminal activity (applicants will be asked additional questions about this).

Include people who can make a positive contribution to the area (applicants will be asked what they can bring to the area).

To ensure this is a transparent process all properties in this area will be allocated through the HARP panel for the 6 month period. In effect, the points system will be set aside for this period. The portfolio holder will be provided with anonymous information on the allocations.

This flexibility may result in allocating some properties to applicants who would not normally qualify for these properties. For example a family with one child could be offered a three bed property.



Officer will also offer to work with private sector landlords to encourage them to take similar steps when reletting these properties.

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

Whether or not a local lettings policy for Springfield Crescent is appropriate in the circumstances.

### **IMPLICATIONS**

Financial: Difficult to determine. There may be a slight loss of income through increase void times, however this is likely to be offset by a decrease in damage and/or rent arrears from unsuitable tenants.

Legal: Part VI of the 1996 Housing Act means the authority must only allocate properties following the published allocations scheme. This proposal, in effect, introduces a new time limited scheme for this area. Without this agreement any allocation must follow the council wide scheme.

Human Resources: None directly

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

1. Members agree the local lettings policy for Springfield Crescent, Bolsover for a period of six months,
2. All allocations for the area are made through the HARP Panel during this period.

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

To introduce a local letting policy in the Springfield Crescent area which has experienced high levels of anti-social behaviour

ATTACHMENTS: None  
FILE REFERENCE: L:Housing\PC\Reports\local.lettings-springfield  
SOURCE DOCUMENT: None

Committee:	Executive	Agenda Item No.:	11.
Date:	8 <sup>th</sup> March 2010	Status	Open
Category	Decision within the functions of Executive		
Subject:	Choice Based Letting		
Report by:	Head of Housing		
Other Officers Involved	Housing Needs Officer Housing Innovation Officer		
Director	Director of Neighbourhoods		
Relevant Portfolio Holder	Councillor K. Bowman, Portfolio Holder for Housing Management.		

#### **RELEVANT CORPORATE AIMS**

**COMMUNITY SAFETY** – The policy does exclude certain people who cause ASB or are involved in criminal activity.

**CUSTOMER FOCUSED SERVICES** – Feedback from other authorities suggests that customers understand Choice Based Letting systems to traditional services.

**REGENERATION** – Choice Based Lettings schemes means that people only 'bid' for areas where they want to live.

**SOCIAL INCLUSION** – A main aim of the scheme is to ensure that allocations are made in a fair and transparent way through advertising and feedback.

#### **TARGETS**

There is a specific target in the draft Corporate Plan to introduce a Choice Based Letting Policy by April 2010

#### **VALUE FOR MONEY**

The Council have procured the necessary software through a partnership with other local authorities which has shared the cost and attracted additional grant funding.

## **THE REPORT**

The government have announced that all local authorities must offer Choice Based Letting schemes by 2010, and define such schemes as those where properties are advertised and applicants bid on properties.

Officers have been working with the PPMG4 group to develop such a scheme for Bolsover. The proposed scheme is developed from the existing points based scheme and follows good practice guidance.

The policy is provided in Draft form and seeks comments from members on the policy.

Following this process it is intended to have a period of wider consultation where we seek the views of tenants, applicants, local housing providers and support agencies.

Feedback from the consultation will be considered and may lead to the policy being amended. Members will have the opportunity to further consider the policy before it is adopted by the council

## **ISSUES/OPTIONS FOR CONSIDERATION**

Whether to accept the principals of the revised policy. Members are asked to make comments that may strengthen or clarify the policy.

## **IMPLICATIONS**

Financial : None directly.

Legal : It is a statutory requirement to ensure the Council's allocation scheme includes an element of choice.

Human Resources : None directly.

## **RECOMMENDATION(S)**

**That Members consider the enclosed draft policy and provide feedback**

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

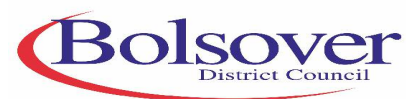
In order that the Council's approach to adopting an allocations system based on choice is clearly and publicly set out.

ATTACHMENTS:           **Yes**  
FILE REFERENCE:  
SOURCE DOCUMENT:

# BOLSOVER DISTRICT COUNCIL

## Housing Allocations Policy

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



## **The Bolsover District Council 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 Policy.

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

This document is available in large print and other formats from any of the Council Offices or by contacting the Chief Executives Directorate on 01246 242341 . 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 Equalities Officer can be contacted by [Email](#) or by telephoning 01246 242323 or 01246 242407.

Minicom: 01246 242450

Fax: 01246 242424

### **DATA PROTECTION**

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

<b>Details of Document</b>	
Title	Allocations Policy
Document type – i.e. draft or final version	Final
Location of Policy	L:\housing\
Author of Policy	Peter Campbell, Head of Housing
Reviewed by Director of Ops	
Risk Assessment completed	
Community Safety implications	Considered
Equality Impact Assessment completed.	Yes
Approved by	
Date Approved	
Policy Review Date	

Draft 4 – including feedback from housing dept.

Draft 5 – version for SMT - after all housing comments

Draft 6 – including feedback from Director of Neighbourhoods

# CONTENTS

1. The Introduction – including the background or rationale of the policy
2. The Scope of the Policy – including to whom it will apply and any requirements of compliance.
3. The Principles of the Policy – to link in with the Corporate Aims and Vision.
4. The Policy Statement this may need to be divided down into subsections if the policy is lengthy
5. Responsibility for implementing the Policy (and implementation plans where necessary).
6. Any Target Groups and Key Areas, if applicable
7. More information, if applicable
8. Glossary of Terms, if applicable

# Allocations Policy

## Scope

This policy covers the way the Council allocates Council housing. This includes:

- Who is eligible to apply for housing
- Circumstances when people will not be considered for rehousing
- The process of applying for housing
- How needs are assessed
- How properties are allocated to different household sizes and circumstances.
- Household sizes
- How to deal with cases that fall outside general guidance
- The circumstances when different tenancies are used.
- How offers of accommodation are made

## Principles

1. To make the best use of the housing owned by the District Council.
2. To allocate properties that meet the needs of applicants and gives priority to those in most need.
3. To have a system that is transparent and easy to understand.
4. To have a system that treats all sectors of the community fairly.
5. To offer choice to applicants

This policy is linked to the Mutual Exchange Policy and Succession Policy and the Sub-Regional Housing Allocations Policy.

## Who does this apply to?

### 1) Who is eligible to apply for housing?

- a) With a few exceptions, noted below, British Nationals over the age of 18 within the UK are able to apply for a Council property within Bolsover. In addition there are some other groups that are able to apply:
- b) Nationals of EEA countries (European Countries plus Iceland, Norway and Liechtenstein) who are living here; or who are workers as defined by the EU; or have a right to live in the UK. Please note that there are additional restrictions on nationals of countries who have recently joined the European Union)
- c) People who are subject to immigration control who have no restrictions on their call on public funds.
- d) People living outside the UK who have a connection with the district. For example armed forces personnel and their families currently posted overseas and people returning from working overseas.



## **2) Who is not eligible for housing?**

- a) People under the age of 18.
- b) People who are resident in this country but who are prohibited by law from having access to public housing
- c) People determined by the Secretary of State as ineligible as a result of their immigration status.

## **3) People who will be excluded from the waiting list due to their own behaviour.**

These are grounds that are included within the 2002 Homelessness Act. We will exclude people from the waiting list if either:

The behaviour of the person concerned which would (if he were a secure tenant of the authority) entitle the authority to a possession order under section 84 of the Housing Act 1985 (c. 68) on any ground mentioned in Part 1 of Schedule 2

Or, (b) behaviour of a member of his household which would (if they were a person residing with a secure tenant of the authority) entitle the authority to such a possession order

This means the following will be excluded.

- a) People who are current tenants of the Council (or other Councils or Housing Associations) who have (either themselves or a member of their household) broken the condition of their tenancy and this breach is so serious that the Council or (Housing Association) have been granted a suspended possession order. In this case the Council will not consider the applicant until the breach is rectified and the applicant has successfully applied to the court to have the conditions revoked.
- b) Former tenants of the Council (or other Council or Housing Association) who have lost a previous home as a result of a breach of tenancy.
- c) Tenants within the private sector who have breached the terms of their tenancy and the landlord has gained a possession order. This excludes the mandatory possession under ground 8 where the court must grant possession if the tenant has rent arrears of over 8 weeks.
- d) People who are not current tenants of the Council but have committed acts of anti-social behaviour that are so serious that if they were Council tenants the Council could have gained outright possession of their property.

In all cases applicants will be informed of the Council's decision, and this will include a right to appeal.

#### **4) People who can apply for rehousing but the Council will not offer housing as a result of the behaviour of the applicant**

In some circumstances the Council will not consider an applicant for rehousing as a result of the behaviour of the applicant or a member of their household. The clauses below are not absolute and any decision should consider the circumstances of the applicant at that time. Any such decisions shall be considered by the Housing Application Review Panel (HARP panel) and not by individual officers.

- a) People who are current tenants of the Council who have (or a member of their household has) broken the condition of their tenancy. The Council will not consider the applicant until the breach is rectified examples include tenants who have damaged their home; carried out unauthorised alterations; causing anti social behaviour; or with rent arrears
- b) People who are current tenants of a Housing Association or another Council who have (or a member of their household has) broken a condition of their tenancy. The Council will not consider the applicant until the current landlord confirms the breach is rectified.
- c) People who are not current tenants of the Council but have behaved in such a way that if they were Council tenants the Council could have gained a possession order of their property.
- d) People who are involved in causing Anti-Social behaviour where this behaviour is current, ongoing and where the anti-social behaviour team are involved.
- e) Current or former tenants of the authority who have rent arrears or other housing related debts. This should only last until such time that the debt is repaid in full.
- f) Applicants who have a housing related debt with a Housing Association or other landlord. This exclusion will only last until such a time that the applicant has made an arrangement to repay the debt and has demonstrated their intention to keep to this arrangement for a reasonable length of time.
- g) If an applicant has knowingly given false or misleading information their application will not be considered for a period of up to 36 months. .
- h) If, in the opinion of the Council, an applicant has acted in such a way as to worsen their own housing situation the Council may withhold any additional points for a period of up to 36 months.

In all the above cases the applicant will be informed in writing of the decision of the Council and be given the details of how to appeal against this decision. Any appeal will be assessed by the Head of Housing.

## **5) Special circumstances**

### Current tenants

Any applicant who has been rehoused by the Council into a secure tenancy will not be able to reapply for rehousing for a period of 12 months after the starting date of their tenancy. Exceptions can be agreed by the HARP panel.

### If the applicant is not capable of entering into a contract

The Council cannot enter into a contractual agreement with people who are unable to understand this contract. If a person has mental health issues, learning difficulties or other issues that suggest they may not be able to understand the tenancy agreement the Council cannot enter into this agreement. In such cases the Council can only enter into an agreement with Power of Attorney who has been appointed by the court.

### When the Council has provided adaptations to the current home

If a person has an adaptation fitted to their current home to meet their needs. (regardless of whether this is a Council property) and the person has signed an undertaking to remain in that home for a period of time. The applicant will not be considered until a period of 5 years after the fitting of the adaptation, or other period determined within any grant conditions. If there has been a significant change in circumstances, as determined by the Council, this condition may be waived by the HARP panel. This does not apply for Council properties if there is no longer anyone living in the property who needs these adaptations.

### Applicants under the age of 18

The authority will not normally accept a housing application from a person under the age of 18 on the housing waiting list. If however, a person under the age of 18 has been accepted as homeless by the authority they will be able to apply. When a person under 18 is offered a tenancy this will be a non-secure tenancy (as the person is homeless) and will normally need a guarantor from a responsible adult or an external agency such as Social Care. The guarantor must guarantee rent payments, the condition of the property and ensure that all tenancy conditions are met.

### Applicants with connections to the Council

If an applicant has a connection with the Council they are treated no differently than any other applicant. However, before any offer of accommodation is made this must be authorised by either the Head of

Housing or a member of Senior Management Team. For this purpose an applicant with a connection includes:

Any applicant who is a current member of Council staff

Any applicant who has been a member of staff within the past 10 years,

Any applicant who is a current elected Councillor of BDC

Any applicant who has been a Councillor of BDC within the past 5 years.

A close relative of any of the above ( mother, father, son, daughter, brother, sister, partner, nephew, niece, uncle, aunt, grandparent, or grandchild - partners and people living together are treated in the same was as as if they were married)

Any applicant who is in the paid employment, are shareholders of a Board Member of any organisation who has any contractual agreement of over £10,000 per year with BDC.

### Changes to circumstances.

People who apply for housing will normally be allocated into a band to reflect their housing need, and will also be awarded points to reflect their needs. If an applicant has either taken action that has worsened their own housing situation, or have not taken action that could have prevented their situation from worsening, they should not benefit from any additional points for a period of up to 5 years. For example:

An owner occupier who hands over their home to their children will be treated as if they were still an owner occupier.

A person who has moved into smaller accommodation and is now overcrowded will be treated as if they were not overcrowded.

A person who has voluntarily given up a tenancy.

Any such case will be considered by the HARP panel. If, in the opinion of the panel, the applicant has made their own situation worse, or not prevented a situation from worsening, priority and/or points will be withheld for a period determined by the panel. The applicant will be informed of this in writing.

### **6) Risk Management**

If any housing applicant or a member of their household fits into any of the following categories:

- a. Is currently in prison
- b. Is currently in a bail hostel or similar
- c. Is currently on probation or under licence
- d. Is currently involved in anti social behaviour or is suspected of being involved in anti social behaviour
- e. Has a drug, alcohol or other addiction.
- f. Has any conviction for sexual offences.

- g. Has extensive support needs.

Prior to any offer of accommodation the Housing Needs Officer will pass relevant details to:

The Tenancy Management Officer  
The Housing Needs Manager, and  
The Housing Enforcement Manager

Any of these officers may then decide to call a Case Conference on the applicant. The Case Conference will look at all available evidence on the case to determine if the offer of accommodation poses an unacceptable risk to the Council, Council officers or the wider community.

The Case Conference is not able to exclude people from the waiting list, but may refer cases to HARP recommending the refusal.

The Case Conference may make other recommendations, such as excluding an applicant from certain areas, properties etc. These decisions will normally be conveyed to the applicant but the conference may decide not to convey this to the applicant. Examples of when this would be appropriate would be if an applicant with a conviction for domestic violence is being considered for accommodation close to a victim. If the decision is made not to inform the applicant the reasons must be recorded.

The Case conference must also have regard to future risk to Council Officers and consider if the applicant should be included on the Councils employee protection register. The Case Conference may also consider the support needs of an applicant, and make any offer of accommodation conditional on the delivery of an appropriate support package.

## **7) *Review of applications.***

All applications will be reviewed annually, in line with the original application date, to ensure the application information is kept up to date.

At the anniversary of the application date each applicant will be written to and invited to confirm their application status and details, if no response is received to this letter or subsequent reminders this will result in the application being cancelled.

## **8) *Cancelling Applications***

Applications will be cancelled in the following circumstances:

The applicant is allocated a Council property or nominated to a Housing Association property (and the applicant accepts this tenancy).

Purchase of the property through right to buy  
At applicant's request

No response to the annual review  
Applicant moves and does not inform Bolsover District Council of their new address.

## **How to apply for housing**

Anyone wanting to apply for housing should do so on a Housing Application Form produced by the Council. No other form of application will be considered, however the Council will ensure that the form is available in different formats to meet the different needs of the applicant. This includes:

To either translate the form into a suitable language for the applicant or to provide a translation service for the applicant. This will only normally be available within the Bolsover district.

Providing large print versions of the form.

Providing a service where a member of staff will read the questions to an applicant and record the answers on the form. In this case the form will be read back to the applicant before signature.

The application form will be checked by officers. Only complete forms together with the relevant proof of identity and proof of current address will be processed and entered onto the computer system. Incomplete forms, including where proof is not provided, will be returned to the applicant who will be asked to supply the missing details. An applicant will not be considered until all information is received and this has been input onto the computer system.

### **Verification**

To ensure applicants are assessed correctly the following information is required to confirm the eligibility of all members of the household requiring re-housing.

**Proof of identity** – applicants will be asked to provide two items from the following list as proof of identity.

Full birth certificate  
Medical card  
Marriage certificate  
Driving licence  
Passport  
Proof of benefit entitlement

**Proof of current address** – two items from the following list as proof of the applicant's current address.

Recent bank statement  
Council tax bill

Recent utility bill (eg gas / electricity) or telephone (but not mobile telephone)  
– maximum of one item from this category.  
TV licence  
Tenancy agreement

If this information is not provided, the application will not be processed.

### **Checking information**

By signing the form an applicant is giving permission to the Council to check any information contained on the form and any other information provided to support the application. Officers will make whatever checks they feel are appropriate. The onus is on the applicant to provide the information that is needed. The Council will not be responsible for any expense incurred by the applicant in providing the information. For example, if a GP charges for a letter this is a matter between the applicant and their doctor.

The Council may make requests for information from third parties to help to check or clarify information provided by the applicant. This may involve seeking independent advice on medical and other issues. If these checks are charged for this will normally be met by the Council.

All applicants living within the Bolsover district will normally receive a visit at their home before any offer of accommodation is made. The purpose of this visit is to check that details held by the Council are correct and the requirements of the applicant are unchanged. If there are circumstances where a visit is not appropriate this must be authorised by the Housing Needs Manager, Housing Enforcement Manager or Head of Housing.

People who live outside the District will normally only be visited if this is authorised by the Housing Needs Manager, Housing Enforcement Manager or Head of Housing – and this will be limited to those in neighbouring authority areas. In other cases a reference will be requested from the applicant's landlord (Housing Association or Local Authority).

If as a result of these checks it is discovered that an applicant has given false or misleading information in order to improve their prospects for rehousing the Council will not consider their application for a period of up to 5 years. The actual length of time will be confirmed by the HARP panel.

Similarly, if as a result of these checks it is discovered that the applicant or a member of their household is conducting themselves in such a way that they would be excluded from the register or not offered accommodation the case will be discussed by the HARP panel who will decide the appropriate action

If a person obtains a tenancy through providing false or misleading information the Council will seek possession of the property and will consider other appropriate actions against the applicant.

## Allowing Choice

The Council system of letting properties is a choice based letting scheme. This differs from traditional schemes as properties will be advertised and applicants will 'bid' on properties that suit their needs. Government guidance suggests that all choice based lettings schemes include an element of advertising.

We may adopt plans under this policy to introduce a Local Lettings Policy for specific estates and areas. **These will be agreed by?/**

To ensure that the Council makes best use of its housing stock and meets its obligations the Council will consider applicants in Bands. These bands are:

- Band A – Urgent need for rehousing
- Band B – High needs for rehousing
- Band C – Some need for rehousing
- Band D – Low need for rehousing

Properties will be advertised for applicants in each band on a quota basis. This means that being in a “higher” band does not mean that an applicant will get priority for all properties. See the Section Letting a Property on Page 19.

## Awarding Points

Each applicant will be awarded a number of points to reflect their current housing situation. Points will be awarded to reflect the assessed need of the applicant. These will be used to prioritise applicants in Band B and Band C, but will be calculated for all applicants. (Band A and Band D will be prioritised by date order)

The use of Bands and the awarding of points will ensure that reasonable preference is given to:

- People who have been accepted by the authority as homeless
- People living in insanitary or overcrowded conditions
- People who need to move for medical or social grounds
- People who need to move to a particular area within the district to provide care for others or to receive care from others.
- People who cannot afford other housing options.
- People who are in accommodation that is too large for their needs.



## INDIVIDUAL NEEDS

### Medical conditions

Applicants with a medical condition may be considered for a property with an additional bedroom if the medical condition warrants this. This decision must be confirmed by the HARP panel.

Applicants with a medical condition may be awarded additional points if a move to alternative accommodation will help alleviate either the condition or assist with mobility issues. Two aspects will be taken into consideration:

- a) Any medical condition identified by the applicant
- b) The current housing conditions of the applicant

No additional points will be awarded for medical conditions that appear to be unconnected to the current housing condition of the applicant, or where a move will not make a real difference to the living conditions of the applicant.

It is the responsibility of the applicant to inform the Council of any medical issues. The Council will only ask for information from medical professionals in high priority cases, and this will be always in writing. Where applicants chose to provide other information they will be responsible for any fees or charges made.

Mental Health issues are not included within this process. If an applicant is claiming that their mental health is worsened by their housing conditions this will normally be referred to the Council's medical advisors for comment and then considered by the HARP panel who may consider an additional 5 points.

A matrix showing the types of points awarded for medical conditions is included in Appendix B. This does not cover every situation, but does provide a framework within which officers can work.

All cases that may result in an applicant being awarded either Band A or Band B priority will be assessed by the Council's Medical Assessor. The full response will be recorded and form part of the application. The Council will meet the fee of this assessment.

Lower level priority (up to 10 points) in Band C may be awarded by Housing Needs Officers using the matrix in Appendix B. To ensure a clear audit trail is established, the officer making this decision must give full details of the priority on the Medical Priority form and enter this onto the Academy system.

If the applicant is unhappy with the level of medical points awarded they are able to request a review. Any review will be dealt with by the Council's medical advisors, and the applicant will be expected to pay the fee for this before the assessment. The fee will be refunded if the appeal is successful. Any decision made by the Council's medical advisor is final, and there can be

no further appeal. In cases of extreme hardship the HARP panel can choose to waive the review fee.

## **Disability**

A disability will only be considered relevant if, in the opinion of the Council, a move into a different type of property would make a real difference to the applicant or their household. For example an applicant with a disability that made stairs difficult to climb would be awarded priority if their current property had stairs (and no adaptation to help) they would not be awarded any priority if their current housing was level access or contained adaptations to make the property suitable.

## **Need for an Adapted Property.**

An applicant with an assessed need for specific adaptations will not normally be offered a property where these adaptations are not already fitted – this excludes minor adaptations such as handrails. Exceptions to this can be considered by the HARP only after a full assessment has been carried out by the Occupational Therapists, and this included options for adapting their applicant's current property.

Similarly if an applicant has been awarded additional priority as they (or a member of their household) have a medical need means that some properties types are unsuitable, the applicant will not be offered an unsuitable property.

If an applicant moved into a property with a need for adaptations, and has neglected to inform the Council of this need, the Council will not automatically carry out these adaptations, and will consider charging the applicant for these works.

## **Homelessness**

Homeless has a specific definition within this policy. A homeless person is someone who has been accepted as homeless by this Council. For this to be awarded the Council must have carried out an investigation that has determined that the applicant is:

- Eligible for housing within this country, and
- Is homeless, at risk of losing their home or cannot access their home and
- In priority need – vulnerable for example with children, or health problems , and
- Not intentionally homeless – i.e. the applicant has not acted in a way that has either made them homeless or not done something that could have prevented them becoming homeless, and.
- Has a local connection – if there is no connection we may refer the applicant to another area.

In most cases the Council will work with the applicant to try to avoid the person becoming homeless and to consider options other than access to Council housing.

If a person does present themselves as homeless. The Council will carry out an investigation. This will involve a formal interview, and gathering information from others. This process will normally be completed within 28 days.

All people who have applied as homeless, and the investigation is concluded, will be issued with a letter. For successful applicants this will confirm the Council's responsibility and also their priority within the Choice Based Lettings Scheme. For applicants who are not accepted they will receive a letter detailing the reasons for the Council's decision and their right to appeal. This is a statutory requirement.

If a person wishes to appeal against the homelessness decision they have a right to appeal. This appeal is a statutory right and therefore falls outside the Council's own complaints procedure. The person hearing the appeal must not have been involved in the original decision and be senior to the person making the original decision.

### **Bungalows and adapted properties**

Particular care needs to be taken in allocating bungalows and sheltered housing. Such properties can only be allocated to people who have a need for the facilities provided. An incorrect allocation could have an impact on the:

- Concessionary Television Licences to other residents
- Supporting People Contract which provides support for some residents, and perceived danger and insecurity felt by current vulnerable residents and their families.
- Sheltered accommodation is currently excluded from the Right to Buy. Inappropriate allocation may lead to this being questioned and some properties could be lost to the Right to Buy.

Allocations can therefore only normally be made within the limits shown in the following sections. However, other allocations may be approved by the HARP panel this could either be a household more serious disabilities (for example multiple household members with disabilities, or a particular need to be in an area) or to let a property that is proving difficult to let using the above criteria.

In all allocations to bungalows and adapted properties where there are other family members it must be made clear to the tenant that should they die or need to move out of the property with no foreseeable return, and there is no other household member with the need for the facilities in that property, the Council will seek to move the remaining family into alternative accommodation.

## Household Sizes

The Council will not allocate properties that mean that families will either be overcrowded or under occupy a property (see above section on Household size). The only exception to this is when a Council tenant downsizes to a smaller property, and the subsequent empty property is available to be let (for example a single tenant could move from a 3 bed house to a 2 bed house). This does not include people left in occupation after the death of a tenant.

In assessing what size accommodation we will consider for each household, we will offer additional points for overcrowding using the following guidance. These definitions used by Bolsover District Council and are more generous than the statutory definitions.

### a. Children

No more than 2 children should share a room

A child up to the age of 8 can share a double bedroom with 1 other child of either sex.

A child up to the age of 16 can share a double bedroom with 1 other child of the same sex.

Children over the age of 16 should have their own bedroom.

Children are not considered as part of the household of the applicant if the children are resident elsewhere or if there is a residence order that involved the children living with the applicant for less than 50% of the time.

Adopted children are treated in the same way as other children.

If the applicant acts as a foster parent enquires will be made with Social Services regarding the length of the fostering arrangements and the case referred to the HARP panel. Requests to move to a larger property to allow the applicant to foster will be considered by the HARP panel.

### b. Couples

The Council will treat families headed by a single parent in the same way as a family headed by a couple.

Two people living together will be treated as a couple regardless of their marital status or sexual orientation.

Couples should have their own bedrooms and not share with children.

Couples can be treated as needing two bedrooms only if there is a medical need and the Council's medical assessment agrees with this need.

### c. Non-dependents

Children over the age of 18 should only be regarded as part of the household if they have always lived with the applicant and they have a

need for their own bedroom. If they have moved away and then moved back with the applicant, for example after a relationship breakdown they will be treated as a non-dependent.

Non-dependents will only be considered as a member of the household should they have been residing with the applicant for a period of over 12 months. A non-dependent will have a need for their own bedroom.

Non -dependents who are a couple, regardless of marital status and sexual orientation, are able to share a double bedroom.

Qualification periods may be waived by the HARP panel for non-dependents who give care to the applicant, or for non-dependents who receive care from applicants.

Commercial lodgers are never considered as non-dependents. (In this context Commercial Lodgers are non-family members who are receiving board and/or lodgings in return for payment, or payment in kind).

Other non-dependents who do have lived with the applicants for less than 12 months will be disregarded

#### **d. Pregnant Women**

Pregnant women will be required to provide proof of pregnancy for example a certificate of confinement or a letter from a GP.

No additional points will be awarded to pregnant women. However once the child is born they may be awarded additional points as there will be an additional child in the household (see a. above).

In some circumstances, where the birth of the children would cause serious overcrowding (especially for multiple births) the HARP panel may decide to award a level of additional points equal to the level of points the applicant would have after the child(ren) is born. The points will be removed if the pregnancy does not run its full term.

If a member of the applicant's household applies for housing in his/her own right, they will no longer be considered a part of the applicant's household for rehousing.

## **PROPERTY SIZE**

In order to make the best use of the housing stock properties will be allocated to match the needs of the household of the applicant. The following table shows what size and type of accommodation would be considered for each type of household.

	1 Child Family	2 Child Family	3 Child Family	3 + Child Family	Single Person	Single Person 50 +	Single Person 60+	Childless couple	Couple 50+	Couple 60+	Single Person Disability	Couple Disability
Bedsit					<b>YES</b>	<b>YES</b>	<b>YES</b>					
1 bed flat – ground floor					<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
1 bed flat – upper floors					<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>		
1 bed + flat *	<b>YES</b>	<b>YES</b>			<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
2 bed flat - ground floor	<b>YES</b>	<b>YES</b>						<b>YES</b>	<b>YES</b>	<b>YES</b>		<b>YES</b>
2 bed flat – upper floors	<b>YES</b>	<b>YES</b>			<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>		
1 bed bungalow						<b>YES</b>	<b>YES</b>		<b>YES</b>	<b>YES</b>	<b>HARP</b>	<b>HARP</b>
2 bed bungalow							<b>YES</b>			<b>YES</b>	<b>HARP</b>	<b>HARP</b>
3 bed bungalow (adapted)	<b>ALWAYS ALLOCATED THROUGH HARP PANEL</b>											
1 bed house					<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>			<b>YES</b>	<b>YES</b>
2 bed house	<b>YES</b>	<b>YES</b>										<b>YES</b>
2 bed + house *	<b>YES</b>	<b>YES</b>										<b>YES</b>
3 bed house		<b>YES</b>	<b>YES</b>	<b>YES</b>								
4 bed house			<b>YES</b>	<b>YES</b>								
Sheltered bedsit							<b>YES</b>				<b>HARP</b>	<b>HARP</b>
Sheltered 1 bed flat							<b>YES</b>		<b>YES</b>	<b>YES</b>	<b>HARP</b>	<b>HARP</b>
Sheltered 1 bed bungalow							<b>YES</b>		<b>YES</b>	<b>YES</b>	<b>HARP</b>	
Sheltered 2 bed bungalow							<b>YES</b>			<b>YES</b>	<b>HARP</b>	<b>HARP</b>

\* NOTE – The above table refers to 1 bed + flats and 2 bed + houses. These are either two bed roomed flats that are in areas with very limited single person accommodation or 3 bed houses with very limited 2 bed accommodation. If analysis of the allocation system suggests that the needs of these communities can be better met with flexibility the Head of Housing may, in consultation with the Portfolio Holder, designate a proportion of properties as ‘plus’ properties. This replaces the ‘exception’ points from the previous allocations policy.

## **Letting a Property**

### **a. Lettings Bands**

The Council have four housing register needs bands.

To go onto the housing register applicants must complete a housing application form and provide other information. See the section above on Applying for Accommodation.

Applicants are grouped into 1 of the 4 lettings bands which best describes their circumstances. There is a single housing register and all applicants will have their request for re-housing assessed on the same basis as other applicants on the register.

### **b. Allocation of Properties**

The allocation of individual properties will be carried out under the control of the Housing Needs Manager who will ensure that the targets set out in the Policy are met.

**Band A: Urgent Need for rehousing – ranked in date order**

**Band B: High Need for rehousing – ranked in points order**

**Band C: Some need for rehousing – ranked in points order**

**Band D: Low need for rehousing – ranked in date order**

#### **Sub – regional scheme**

Properties will be allocated to one of these bands (or the sub regional scheme, see Sub Regional Policy – separate document) following the quotas explained in Appendix D. To be considered for accommodation applicants will need to bid for a property. Applicants are only able to bid for properties that are advertised in the appropriate band, and will only be considered for appropriately sized property.

The property will be allocated to the applicant who has bid for the property who has either:

The earliest priority date – Band A and Band D, or

The highest number of points – Band B and Band C

Applicants will be placed into a priority band to reflect their current housing situation. This is explained in the following section.

### **Band A – Urgent Need**

This band includes applicants with the highest need for rehousing. However, it is time limited and prioritised in date order which means that applicants will need to be flexible in considering which properties to bid for.

Applicants placed within this band include:

#### **Statutorily homeless**

An applicant who is statutorily homeless, eligible for assistance, in priority need, not intentionally homeless and with a local connection. This is a strict definition of statutory homeless, rather than the common usage. It is only the Council who can accept someone as a homeless person.

#### **Statutorily unfit for human habitation**

Where, following assessment, the applicant's property is subject to a prohibition order, emergency action, demolition order or clearance under the Housing Health and Safety Rating System of the Housing Act 2004.

#### **Severe Medical Needs**

Applicants with severe medical needs or with disabilities where their quality of life will improve significantly if they moved to alternative accommodation. This only applies when the medical assessment has recommended 25 points or above (see Appendix B). This level of points can only be awarded by the medical assessor and where the current property is unsuitable.

#### **Immediate threat of harm.**

Other people with high assessed need. This is intended to include only those people where there is a severe risk to the applicant or their family and where their issue will be alleviated by a move to a different property.

In all these circumstances priority will only be awarded following an investigation and the approval of the HARP panel.

### **Positions within the Band**

An applicant's position within Band A is determined by the date at which Band A was granted, i.e. the date when the applicant qualified for Band A. Offers of accommodation will be made by date order of the status date.

If two or more applicants have the same Band A status date the applicant with the earliest original housing application registration date will be offered the property first.



### **Time limit on priority**

Priority is granted to enable applicants to be re-housed as quickly as possible to resolve their severe and urgent needs and is not intended to allow applicants to access a restricted choice of accommodation.

Priority is given to applicants for an initial three months period.

Applicants are expected to consider and bid for as wide a range of housing and areas as possible. Once priority is granted the applicant will be advised of the accommodation and areas that are considered suitable for their needs and for which they are expected to bid.

If the applicant has not accepted an offer of accommodation at the end of this period the application will be reviewed by the Housing Needs Officer taking into account the properties which became available for which the applicant was expected to bid, the bids made by the applicant and whether any offers were made to the applicant.

### **BAND B – APPLICANTS WITH HIGH HOUSING NEED**

This band includes applicants with high need for rehousing. The band is time limited and prioritised in point order and applicants must be somewhat flexible in looking for accommodation.

Applicants placed within this band include:

#### **Council Tenants releasing a high demand property**

An existing tenant of Bolsover District Council whose move would release a high demand property for the use of another applicant. This includes

- Tenants who occupy a house and wish to move to either a flat or a bungalow.
- Tenants who occupy a two bedroomed bungalow or flat and wish to move to a one bedroomed bungalow or into sheltered accommodation.

This only applies when the original property is available to the Council for reletting. Although this is primarily designed for tenants of Bolsover District Council it may also be applied to Housing Association Tenants within the District when the original property is then made available for a Council nomination.

#### **Bolsover District Council successor tenant who will move to smaller accommodation**

An applicant who has succeeded to the tenancy of a property and is willing to move to a smaller property. See the policy on Succession – separate document

#### **Bolsover Council Tenants who will release a property with substantial adaptations where no longer needed by the household**

An applicant may be given Band B priority status when:

A tenant is occupying Council property which was specially built or substantially adapted for a person with a disability and the accommodation is no longer needed or

A tenant has succeeded to the tenancy of a Council property which was specially built or substantially adapted for a person with a disability and they do not need this accommodation (also see policy on Succession)

The Council will decide the definition of “substantially adapted” and this will take account of the scope, age and degree of personalisation of any works.

### **Bolsover Council Tenants who need Adaptations to their Current Property.**

If there is an identified need for adaptations to the current property and there is another property with these adaptations already fitted. This will apply only when the applicant has been assessed by an Occupational Therapist, and excludes minor adaptations (for example grab rails).

If an applicant chooses not to move, or to bid for accommodation the Council will not carry out adaptations at the current home.

### **High medical need**

Applicants with severe high needs or with disabilities where their quality of life will improve significantly if they moved to alternative accommodation. This only applies when the medical assessment has recommended awarding between 12 and 19 points (see Appendix B). This level of points can only be awarded by the medical assessor and where the current property is unsuitable

### **Positions within the Band**

An applicants positions within Band B is determined by points awarded.

If two or more applicants have the same Band B points the applicant with the earliest Band B status will be offered the property first.

### **Time limit on Band B status**

Band B status is granted to enable applicants to be re-housed as quickly as possible to resolve their high housing needs and is not intended to allow applicants to access a restricted choice of accommodation.

Priority B is given to applicants for one year.

Once the applicant has been granted a Band B status the Housing Needs Officers will provide advice and assistance on how to bid for properties and the review process if they have not been re-housed within one year.

Applicants are expected to consider and bid for as wide a range of housing and areas as possible. Once priority is granted the applicant will be advised of the accommodation and areas that are considered suitable for their needs and for which they are expected to bid.

## **BAND C – APPLICANTS WITH SOME HOUSING NEED**

The majority of applicants with housing need will be placed within Band C.

This includes applicant who qualify for points in any of the categories below and is prioritised in points order:

### **Tenure Points:**

To reflect the applicants current housing situation. This is restricted to people who currently live within the Bolsover District area, or people from outside the District who have a connection with the area.

- People leaving move-on accommodation
- Applicants in shared accommodation
- Applicants with an assured shorthold tenancy (usually privately rented accommodation)
- Applicants who are tenants of Bolsover District Council.
- Applicants who are tenants of a Housing Association within the Bolsover area.
- Owner occupiers over 60 or with a need for specialist accommodation

### **Medical Needs**

Applicants with some medical needs (less than 12 points).

### **Social Needs**

Applicants with Social Needs. These are assessed on 2 criteria:  
Applicants who need to move to offer or receive support, and/or  
Applicants in financial hardship.

The assessment of Social Needs is shown in Appendix C

### **Lacking or Sharing Amenities.**

Applicants who are lacking or sharing the following amenities, this includes:

- Toilet
- Kitchen
- Hot Water
- Central Heating.

Points will be awarded per facility missing or shared see Appendix A for details.

This does not include applicants who are sharing facilities with family or friends, or applicants whose actions have contributed to the lack of amenities (for example not paying the bill or causing damage)

### **Time Limit of Band C Status**

There is no time limit on Band C status.

### **Position within Band C**

An applicants position within Band C is determined by the points total awarded.

## **BAND D – APPLICANTS WITH LOW HOUSING NEED**

### **Applicants with a LOW housing need**

Applicants who do not qualify for any Housing Need Bands A, B or C because they have no immediate need for re-housing and is prioritised in date order.

- Owner Occupiers – general needs
- Tenants of other local authorities.
- Tenants of Housing Association outside the District.
- Other applicants from outside the District.

### **Position within Band D**

An applicant's position within Band D is determined by the original date of an application for re-housing. Offers of accommodation will be made by date order of the housing application.

## **REVIEW OF PRIORITY – Band A and Band B**

If an applicant with Band A priority has not been rehoused after a 3month period or an applicant with Band B has not been rehoused after a 12 month period the Housing Needs Manager will conduct a review of the applicants situation.

The Housing Needs Manager is able to extend the priority for Band A applicants by one further period of 3 months, and Band B applicants by one further period of 6 months.

Further extensions may be agreed by the HARP panel – the panel are able to extend priority indefinitely but must review each Band A case at least every three months and each Band B case every 6 months.

The following guidance applies to the review of priority.

#### **a. Applicant refusal of a suitable property**

Description - The applicant has refused the offer of one or more properties for which they have bid.

Outcome - If any of the properties are considered suitable by Housing Needs Officer the priority will be cancelled and the application re-assessed and moved to the relevant Band. If none of the properties are suitable then see section d.

**b. Applicant failure to bid**

Description this applies where:

There has been a range of properties for which it was reasonable for the applicant to bid and they have failed to do so or  
They have restricted their bids to a limited number of properties

and as a result of this have not received an offer of a property.

Outcome – Priority will be cancelled and the application re-assessed and moved to the relevant band.

**c. Applicant has bid unsuccessfully**

Description - An applicant has bid for a wide range of properties that have been available but has been unsuccessful in these bids.

Outcome - In these cases the priority status will be extended.

**d. Lack of suitable properties**

Description - This applies where:

The applicant requires a specific type of property or their priority has been restricted to a specific area and  
There have been no properties available that meet these requirements or the applicant has bid unsuccessfully.

Outcome – The priority status will be extended.

**REVIEW OF PRIORITY – Band C and Band D**

If an applicant refuses an offer of accommodation where they have made a bid, the application will be suspended from a period of 12 months. This means they will be unable to bid for accommodation until 12 months has elapsed from the date of the suspension.

If the application is reinstated, and the applicant refuses further properties where they have made a bid their application will be permanently suspended.

If an applicant is suspended they will be informed in writing. They are able to appeal against the suspension, or the length of suspension. This appeal will be decided by the Head of Housing.

## Appeals

If a priority status is removed from an applicant they have the right to appeal, and will be informed of this right. An appeal will be considered by an Officer who is senior to the officer making the original decision. Any appeal must be in writing

<b>Person Making Decision</b>	<b>Person considering appeal</b>
Housing Needs Manager	Head of Housing
HARP Panel	Head of Housing

## **ADVERTISING AND BIDDING**

The basis of a Choice Based letting system is that the majority of properties are advertised and applicants are able to 'bid' on these properties.

However, there will be times when certain properties are excluded from the bidding process this includes, but is not limited to:

Properties that have extensive adaptations.

Three bed roomed bungalows that are suitable for people with disabilities.

Properties that are required for emergency accommodation (although in most cases these will be offered once the emergency is over). This may include events such as flooding, or a requirement to offer short term emergency accommodation to a household.

Properties that are in areas where a local letting policy is in place

When there is an applicant with such high or unusual needs that their needs are unlikely to be met through the normal allocation and bidding process.

All such cases will be confirmed by the HARP panel and will be reported to members quarterly. If in any month more than 10% of properties are excluded from the advertising the Head of Housing will report to the Portfolio Holder for Housing

## **Advertising**

The advertising of the properties available for allocation will be done as widely as practical to give all applicants a reasonable opportunity to bid for the tenancy of a property. This could include advertisements listing properties through:

- the Contact Centres
- Community Centres
- Website
- Local support agencies and housing providers
- Other local agencies such as the library service and other places where people congregate

Direct mailings to applicants unable to access other advertisement sources  
GP Surgeries  
Parish Council offices  
Dedicated telephone line

The methods of advertisement will be reviewed and other options may be introduced if they extend the accessibility, quality and breadth of the service.

The Council may levy a charge for applicants who chose to have information sent to them. This charge will cover costs only.

Available properties will normally be advertised on a regular basis and applicants given a restricted time to place a bid. The bidding rules and deadlines will be available to applicants. The Council will not accept any bids received after the deadline.

## **Bidding**

The majority of properties will be advertised, and applicants will be expected to express their interest by 'bidding' for properties that meet their needs. The property will then be offered to the highest placed applicant in the relevant band who has bid for the property providing the applicant is eligible for the property.

Bids will only be registered if the applicant is on the housing register  
Applicants will not be contacted individually if their bid is unsuccessful.  
However the results of the bids will be advertised on a regular basis.  
Applicants can express an interest in up to a maximum of 3 properties in any single bidding cycle.

Bids can be withdrawn at any time prior to the closing date.

When the applicant wishes to bid for more than one property they should bid in their order of preference of the properties – that is bidding firstly for the property they would like to live in

Bids will be accepted from nominated representatives of the applicant. To make a bid on behalf of an applicant the representative will be required to give the Housing Application Reference Number and date of birth for the first applicant

Bids received after the advertised closing date and time will not be accepted under any circumstances

At the end of each lettings cycle the bids will be sorted in order of:

- meeting the lettings criteria as stated in the property advert
- points order for Bands B and C
- date order for Bands A and D

Where an applicant has bid for more than one property and is top of the short list for more than one property they will be offered the property for which they have bid first

## **QUOTAs**

The Head of Housing has discretion to set quotas for lettings. This will be in discussion with the Portfolio Holder for Housing, and will be reported to the next meeting of the Executive Committee. The suggested quotas are included in appendix D.

The Head of Housing has flexibility to change quotas up to 5% as required. (For clarity this means that, a quota may be changed from 25% to between 20% and 30%).

If, there is a need to change these quotas more substantially this may be agreed in advance by the Executive. The Executive are able to authorise changes to Appendix C without the need to review the policy in its entirety.

### **Offers of Accommodation**

Applicants will be considered for an offer for any property for which they have bid successfully

Applicants will only be made one offer of a property at a time. Once an applicant has been made an offer they will not be able to bid or be considered for other offers of accommodation until the current offer is refused

The successful bidder will normally be contacted within 48 hours of the close of bids. Applicants should ensure that at the time of bid that current up to date contact details are available. If contact cannot be made with the successful bidder within 48 hours this could result in the bid being withdrawn and the property being offered to the next suitable bidder.

As part of the offer we will provide details of the property and make arrangements to view it as quickly as possible. Applicants are expected to decide whether to accept or refuse the offer within 48 hours of viewing the property. If applicants do not inform Bolsover District Council of their decision within this period the offer may be withdrawn and the property allocated to the next suitable bidder.

### **Non Bidders**

If applicants on the Housing Register do not express an interest in any property over an extended period of time, we will contact them to see if they need any help using this system or if their circumstances have changed.

### **Review of the Housing Register**

The Council will carry out annual reviews of the Housing Register. Failure to respond to the review will result in the application being cancelled.

### **Review of the operation of the Lettings Policy**

The Council will undertake periodic reviews of the Lettings Policy



## The Role of the HARP Panel

Although this policy aims to establish a set of 'rules' for the allocation of properties within the District from time to time there will be situations that fall outside the scope of this guidance where decisions need to be made. In order to ensure that these decisions are made fairly and transparently it is intended to establish a Housing Application Review Panel (HARP).

The HARP panel will be made up of three members:

The Housing Needs Manager  
The Housing Enforcement Manager  
A Housing Needs Officer or a Tenancy Management Officer (on a rota)

Either the Housing Needs Manager or the Housing Enforcement Manager must be in attendance.

The panel will seek information from others as needed. However, neither the applicants nor their advocates will be able to attend the meeting.

The panel will meet monthly, or as needed to consider urgent cases. The panel will have several functions.

To consider if normal 'rules' within this policy on excluding applicants should apply, or if the individual circumstances of that applicant suggest these should be waived.

To confirm the level of priority given to applicants to be considered for smaller accommodation

To consider cases whose housing needs are not met through the normal guidance. For example families who need additional rooms to cope with medical conditions, or families who are suffering from harassment or serious Anti-Social Behaviour.

To consider cases where their circumstances mean they could be placed in a different priority group.

To ensure that the authority makes best use of its housing stock by making direct allocations to unusual properties (examples may be properties with extensive adaptations)

To consider unusual and emergency applications. For example people with multiple and complex housing needs those who have a need to be rehoused in a particular type of property, or to ensure that the Council makes best use of particular properties or adaptations.

In addition the HARP panel will be able to consider applicants to be barred from the waiting list and to set timescales or conditions that would allow the person to be reconsidered.

The panel will be able to make the following decisions:

To award absolute priority to an applicant – to ensure they are awarded a particular property.

To award additional points to reflect the needs of the applicant

To waive the normal rules on property size and location.

To request additional information or clarification. This may include seeking independent medical advice or other complex issues.

To award no priority.

Minutes will be kept of each meeting and decisions noted. Over time it is hoped that this will ensure that decisions made are robustly checked against other decisions.

Applicants will be informed of their case within 10 working days of each meeting.

Information and trends from the panel will inform future revisions of the allocations policy

All decision letters from the panel should inform the applicant of their right to appeal any decision, and of the role that elected members can play as advocates in this process. Any appeal should be considered initially by the Head of Housing. If he/she receives 'significant' new information he/she can refer the case back to the Panel to reconsider.

(Note: In cases that are within the portfolio holders ward, the portfolio holder will be excluded from the Appeal Board with their place taken by another member of the Executive)

Any other appeal will be considered by an Appeal Board consisting of:

The Head of Housing

The Portfolio Holder for Housing Management

A Member of the Senior Management Team

The Appeal Board will look at individual cases and determine if the panel has made a decision that:

- i) Is consistent with other decisions made by the panel
- ii) Has taken account of all the information made available.

The Appeal Board can decide either to uphold the original panel decision or to ask the panel to reconsider the case. The Appeal Board cannot make any other decision.

*Note: Occasionally the HARP panel will be asked to allocate certain 'unusual' properties from a pool of applicants. If an applicant is not allocated a property through this process there can be no appeal.*

## **The Role of Elected Members**

It is recognised that although legislation excludes members from the allocation of individual properties, and from considering individual housing applicants. It is however recognised that members can play an important role in the allocations process.

There is a major role for members in acting as an advocate from applicants. All letters to applicant informing them of the outcome of any HARP case will inform applicants of their right to involve their local member in preparing an appeal.

When an applicant signs their tenancy agreement, they will be asked if their information can be passed to local members. If the applicant agrees local members will be informed of the name and previous address of the incoming tenant.

Members are responsible for monitoring the success of the allocations procedure and will receive regular statistical information on the system.

## **Pre-Letting Checks**

Wherever practical applicants should be visited prior to making an offer of accommodation. The purpose of the visit is twofold:

- Firstly, to check household details
- Secondly, to check requirements have not changed.

If the visiting officer discovers the details are incorrect, no offer of accommodation should be made, and the tenant informed of the reasons in writing.

If the applicant is a current tenant of the Council – the visit should also look at the condition of the property. If there is a breach of tenancy such as damage to the property, unauthorised alterations or rent arrears, the tenant should be informed that they will not be offered alternative accommodation until the breach is resolved.

If there are issues with the cleanliness of the property or the state of the garden the tenant should be advised that the Council requires the property to be returned in a lettable standard. If the property does not meet this standard the transfer will be blocked. The tenant should be given a reasonable amount of time to meet the required standard. If not the transfer should be blocked and the tenant informed of this and the reason.

Exceptions to this can be agreed by the HARP Panel.

## **Type of Tenancy**

### **Secure tenancies**

Unless they have been accepted as homeless applicants who are allocated properties will be offered secure tenancies. Applicants who have been accepted as homeless will be offered non-secure tenancies.

### **Non-Secure tenancies**

Tenants who are allocated properties as result of the Council accepting a duty to them as homeless will be initially offered a non-secure tenancy. This will last between 6 and 12 months during which time staff will monitor the tenancy and if appropriate arrange support for the tenant. During this time there are several options:

- If the original accommodation was not suitable for the household because of location or size the applicant can be offered an alternative secure tenancy in another property.
- If the tenant has demonstrated they are managing their tenancy well, and the accommodation is appropriate they will be offered a secure tenancy of the same property.
- If the tenant is facing difficulty with the tenancy officers will liaise with the appropriate agencies and attempt to facilitate support for the tenant to enable them to manage the tenancy. In such case the tenancy will remain a non-secure tenancy.
- If the tenant is not managing the tenancy the Council will seek possession through the court.

A non- secure tenancy offers less protection to the tenant, and the tenant enjoys fewer rights than a secure tenant.

### **Short Term Non-Secure Tenancies**

In some homelessness investigations the Council has a duty to either provide accommodation whilst the claim is investigated, or a duty to secure accommodation for a period (usually 28 days) to give time for the applicant to make their own arrangement.

In such situations, the Council can use its own housing stock as an alternative to bed and breakfast accommodation. Applicants who are offered short term accommodation will be offered a non-secure tenancy to run for a fixed period of time (typically 28 days). At the end of this period if the Council have no further duty to the applicant we will seek possession of the property. If there is an additional duty to the applicant the tenancy can be extended for an additional period.

## Appendix A – Points Awarded

<b>1. Present tenure (highest category only)</b>	
A - Leaving “move on” accommodation	40
B - Applicants in shared accommodation	24
C – Assured shorthold tenancy	20
D – Bolsover DC tenancy or RSL within Bolsover District.	16
E – Tenant of another Council or RSL outside Bolsover District	12
F – Owner / Occupier (over 60 or needs access to specialist accommodation)	8
G – Owner / Occupier (under 60)	2
<b>2 – Waiting time on housing register</b>	
1 per year to a maximum of 10	10 (max)
<b>3 – Length of Current Residence (Not owner occupiers)</b>	
1 point per year to a maximum of 10	10 (max)
<b>4. Local Village Connection</b>	
Currently living and looking for accommodation in same village (after a 12 month qualifying period)	4
<b>5. Medical</b>	
Health or medical grounds (see table)	30 (max)
<b>6, Social Need or Financial Need</b>	
Other circumstances not covered elsewhere (see Appendix C)	10 (max)
<b>7. Overcrowding</b>	
Points per bedroom lacking	5
<b>8. Age</b>	
1 point for each year applicant is aged over 70 to a maximum of 10	10 (max)
<b>9. Children in flats</b>	
Child under 14 in upstairs flat	5
<b>10. Village of Birth</b>	
To be rehoused in village of birth when living outside that village	4
<b>11. Lack of amenities</b>	
Lacking - Bath and Shower, Internal WC, Kitchen, Hot Water, Central Heating (points per facility lacking to a maximum of 20)	4
Sharing - Bath and Shower, Internal WC, Kitchen, Hot Water, Central Heating (points per facility shared to a maximum of 10). (No points awarded is sharing with family or friends)	2
<b>12. Under or over occupation of BDC dwelling – (only if the Council will be given vacant possession)</b>	
Under occupation	15
Overcrowded	10

## Appendix B – Medical Points

<b>Medical Need / Current Housing</b>	<b>Ground Floor / Property with adaptations</b>	<b>Property with external steps – but no internal access problems. (App can access WC / Bath / Bedroom)</b>	<b>Property with internal access problems – or facilities are lacking.</b>
<b>High</b>	15 Points - Wheelchair bound & current home cannot be adapted	25 Points – Wheelchair bound & property cannot be adapted	30 Points – Wheelchair bound & property cannot be adapted - Chronic Lung Condition (needs oxygen full time)
		20 Points - Chronic Lung Condition (needs oxygen) - Above knee amputation	25 Points - Chronic Lung Condition (needs oxygen part time) - Above knee amputation
<b>Medium</b>	5 Points - Requires level access bathing (current home cannot be adapted)	15 Points. - Unstable epilepsy - Severe mobility impairment (unable to move around home) Angina Severe arthritis	20 Points. - Unstable epilepsy - Severe mobility impairment Angina Severe arthritis - WC on different level Chronic chrohns Bladder / bowel / kidney problems
		10 Points - Blind or partially sighted - Moderate mobility impairment (unable to manage stairs) Angina / Heart problems Severe arthritis	15 Points - Blind or partially sighted - Moderate mobility impairment (unable to manage stairs) Angina / Heart problems Severe arthritis
<b>Low</b>	2 Points - Need for sheltered accommodation	5 Points - Epilepsy controlled with medication - High blood pressure - Use of inhaler (mild mobility issues) - ME (mild mobility issues) Heart problems / Angina / Arthritis controlled by medication	10 Points - Epilepsy controlled with medication - High blood pressure - Use of inhaler (mild mobility issues) - ME (mild mobility issues) - Heart problems / Angina / Arthritis controlled by medication
<b>Other</b>			2 points Use of inhalers if current home unheated.

<b>Notes</b>	Complex issues – eg Multiple sclerosis or Myalgic Encephalopathy always referred to medical advisors for determination Mental health issues only considered if housing would significantly improve issues – maximum 5 points to be determined by HARP panel (who may seek advice from medical advisors)
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<b>Prepared by</b>		<b>Date prepared</b>	
<b>System updated by</b>		<b>Date system updated</b>	

Referred to for medical assessment – Band A	Referred for medical assessment – Band B
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Appendix C – Social Needs Points

<b>SUPPORT (either section a or section b)</b>		<b>Points</b>
<b>a. Applicant receives support from family or carer</b>		
Low – Help with shopping, social visits. Applicant has access to own or public transport and shops		0
Medium – Needs help with shopping, laundry & cleaning. No shop and cannot access shops alone. Limited access to public transport		2
High - Housebound. Cannot carry out household tasks. May need help bathing (permanently)		4
<b>b. Applicant gives support to family member to medium or high level</b>		
Low – Has own transport or lives in same village		0
Medium – Has no car during day – reliant on public transport or lifts.		2
High – Has no car and no access to public transport.		4
<b>FINANCIAL (either section a or section b) – Not current Council Tenants or Housing Association Tenants</b>		
<b>a. If applicant receives full housing benefit but has to pay a ‘top-up’ charge. (Note deductions and ‘claw-back’ are not included)</b>		
£5 to £25 per calendar month		2
£25.01 to £50 per calendar month		4
£50.01 and over per calendar month		6
(Note: If a person has moved into a property where they know the rent is high they will no be awarded these points for a period of up to 5 years)		
<b>b. If, the person provides a financial statement, and there income is not sufficient to meet the essential outgoings</b>		
Shortfall of less than £5 per month		0
Shortfall of £5.01 to £25 per calendar month		2
Shortfall of £25.01 to £50 per calendar month		4
Shortfall of over £50.01 per calendar month		6
Prepared by		Date
System Updated by		Date

Note – Any award of social needs points will place applicant in Band C (unless applicant is in Band A or B)

## Appendix D

Properties available to be let will be allocated into one of the following groups. Only applicants within that group will be able to bid for properties that are advertised for properties that are advertised for this band.

<b>Band</b>	<b>Description</b>	<b>Quota</b>	<b>Highest</b>	<b>Lowest</b>
A	Urgent Housing Need	20%	25%	15%
B	High Housing Needs	15%	20%	10%
C	Some Housing Needs	50%	55%	45%
D	Low Housing Need	5%	10%	0%
Sub-regional	Let through sub regional scheme	10%	10%	10%

The Quota may varied from time to time by the Executive.

The Head of Housing, in consultation with the Portfolio Holder for Housing is able to vary the quota between the highest and lowest bands to reflect potential changes in demand.

This is version 1 of this quota and is effective from April 2010  
This will reviewed on a regular basis and changed without notice to applicants. The most current version is always available on the Councils website at [www.bolsover.gov.uk](http://www.bolsover.gov.uk)



Committee:	Executive	Agenda Item No.:	12.
Date:	8 <sup>th</sup> March 2010	Status	Open
Category	Part of the Budget and Policy Framework		
Subject:	Energy Management – Invest to Save Improvements		
Report by:	Director of Neighbourhoods		
Other Officers Involved	Climate Change Group Chief Executive Officer Director of Resources		
Director	Director of Neighbourhoods		
Relevant Portfolio Holder	Councillor D. Kelly, Portfolio Holder for Environment Councillor A.F. Tomlinson, Portfolio Holder for Regeneration (Strategy)		

#### **RELEVANT CORPORATE AIMS**

ENVIRONMENT – Promoting and enhancing a clean and sustainable environment  
STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

A corporate approach to energy management requires challenges to the current ways that assets are managed by the Council.

#### **TARGETS**

Reduce CO2 emissions from our Council buildings by 3% year on year.

#### **VALUE FOR MONEY**

The invest to save principles proposed in this report would see the cost of improvements repaid over a maximum of 4.7 years with subsequent savings being available once the initial costs have been recouped.

#### **THE REPORT**

At it's meeting on 7<sup>th</sup> April 2008, the Executive approved an invest to save approach to improving energy management in Council buildings and delegated powers were granted to the Director of Strategy (now Neighbourhoods) in consultation with relevant Members and Officers to agree energy management improvements where there is a pay back of capital costs within 3 years.

Energy consumption benchmarks are published in the Carbon Trust's Good Practice Guides for different buildings and some processes. This

benchmarking guide indicates that overall energy consumption at Sherwood Lodge is better than average for this type of facility. Electricity consumption, however, is much higher than average and is an area that offers the greatest scope for energy savings.

Various opportunities for improved energy management are regularly reviewed and recently a proposal has been received which involves the installation of voltage optimisation equipment. Following surveys and readings from two sites at, Sherwood Lodge and Riverside Depot a proposal has been received that will guarantee savings of 5.4% and 22 tonnes of CO<sub>2</sub> at Sherwood Lodge. It is anticipated however, that savings of 9.5% and 39 tonnes of CO<sub>2</sub> will be generated. For Riverside Depot the guaranteed savings are 13.2% and 8 tonnes of CO<sub>2</sub> with anticipated savings of 17.6% and 11 tonnes of CO<sub>2</sub>. The proposal specifies that if the guaranteed savings are not met these will be provided by the installer.

According to the estimates provided, capital costs for Sherwood Lodge has a payback of between 2.5 if the anticipated savings are achieved and 4.5 years if only the guaranteed savings are achieved. For Riverside Depot the payback period is between 3.5 to 4.7 years.

### **ISSUES FOR CONSIDERATION**

As part of the National Indicators, the Council is required to demonstrate community leadership in reducing carbon emissions through NI 185 in respect of CO<sub>2</sub> reductions from the authority's own operations.

The costs of the proposals is £18,317 for Sherwood lodge and £7,054 for Riverside Depot.

### **IMPLICATIONS**

Financial : All costs associated with the proposals can be met from existing approved budgets.

Legal : None.

Human Resources : None

### **RECOMMENDATIONS**

**It is recommended that approval be given for the installation of voltage optimisation equipment as detailed in the report.**

### **REASON FOR DECISION**

To assist the Council in meeting its carbon reduction target and to generate ongoing savings.

ATTACHMENT: None

FILE REFERENCE:

SOURCE DOCUMENT: Proposals from Powerstar

Committee:	Executive	Agenda Item No.:	13.
Date:	8 <sup>th</sup> March 2010	Status	Open
Category	Part of the Budget and Policy Framework		
Subject:	Arrears – Irrecoverable Items over £1,000		
Report by:	Head of Finance and Revenues		
Other Officers Involved			
Director	Director of Resources		
Relevant Portfolio Holder	Councillor A.M. Syrett, Portfolio Holder for 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 £16,507.69 as itemised on the attached schedules.

<b>Bankruptcy/ Liquidation</b>		
No of Accounts	Type of Account	
3	Business Rates	£14,301.16
	<b>Total</b>	£14,301.16

<b>No Trace</b>		
No of Accounts	Type of Account	
1	Council Tax	£2,206.53
	<b>Total</b>	£2,206.53

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

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

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

### **IMPLICATIONS**

Financial: None  
 Legal: None  
 Human Resources: None

### **RECOMMENDATION(S)**

**That approval is given to write off the irrecoverable items including costs amounting to £16,507.69 with the proviso that should any of the debts become collectable the amounts be re-debited.**

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

In order that outstanding debts can be written off.

ATTACHMENTS:           **Y**  
 SOURCE DOCUMENT:    Official Receiver/ Internal records.

**BUSINESS RATES: AMOUNTS FOR WRITE OFF: BANKRUPT/ LIQUIDATION**

<u>Account Reference</u>	<u>Lead Liabile Name</u>	<u>Address</u>	<u>Account Balance</u>	<u>Liabile From</u>	<u>Liabile To</u>	<u>Bill Balance</u>
1 800147709	ALUMINIUM TECH LTD	UNIT 1B AND 1C BROOKHILL INDUSTRIAL ESTATE PINXTON	£ 3,314.92	16/01/2009 01/04/2009	01/04/2009 23/12/2009	£1,252.00 £2,062.92
2 800152093	GOLD 11 PROPERTY PLUS	UNIT 4 HAZEL COURT BARLBOROUGH	£ 5,493.12	30/09/2009	12/01/2010	£5,493.12
3 80015210X	GOLD 11 PROPERTY PLUS	UNIT 5 HAZEL COURT BARLBOROUGH	£ 5,493.12	30/09/2009	12/01/2010	£5,493.12
			<u>£ 14,301.16</u>			

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

	<u>Account Reference</u>	<u>Lead Liabile Name</u>	<u>Address</u>		<u>Account Balance</u>	<u>Liabile From</u>	<u>Liabile To</u>	<u>Bill Balance</u>
1	901183484	SMITH,MR SEAN	89 Model Village Creswell S80 4BN	£	2,206.53	08/12/2006 01/04/2007 01/04/2008	01/04/2007 01/04/2008 07/01/2009	£450.25 £952.41 £803.87
					£ 2,206.53			

## EXECUTIVE AGENDA

Monday 8<sup>th</sup> March 2010 at 1000 hours

Item No.		Page No.(s)
	<b>PART 1 – OPEN ITEMS</b>	
1.	To receive apologies for absence, if any.	
2.	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
3.	Minutes of a meeting held on 1 <sup>st</sup> February 2010.	4 to 14
4.	The record of decision notices from the meeting of the Joint Board held on 19 <sup>th</sup> January 2010 have now been circulated to all Members. Members may raise any questions on these decision notices.	
5.	Working Neighbourhoods Fund – Quarter 3 Monitoring Report. <b>NB: The Quarter 3 Update 2009/10 is bound separately to the agenda.</b>	15 to 17
6.	ICT Budget Bids.	18 to 20
7.	Housing Rents – Quarterly Report.	21 to 27
8.	Parenting Strategy.	28 to 46
9.	Anti Social Behaviour – Consultation of Standards.	47 to 52
10.	Local Letting Policy – Springfield Crescent, Bolsover.	53 to 55
11.	Choice Based Letting.	56 to 94
12.	Energy Management – Invest to Save Improvements.	95 to 96
13.	Arrears - Irrecoverable Items over £1,000	97 to 100

### **PART 2 – EXEMPT ITEMS**

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

14.	Arrears - Irrecoverable Items over £1,000 Exempt Paragraph 3	101 to 104
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