

EXECUTIVE

**MONDAY
7TH FEBRUARY 2011
AT 1000 HOURS**

COMMITTEE ROOM ONE

PROVIDING ACCESS FOR ALL

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



01246 242407 or 01246 242323.

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

Minicom: 01246 242450 Fax: 01246 242423

Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

Date: 28th January 2011

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 One, Sherwood Lodge, Bolsover, on Monday 7th February 2011 at 1000 hours.

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

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

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

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

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

Yours faithfully,



Chief Executive Officer

To: Chairman & Members of the Executive

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

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

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

EXECUTIVE

Minutes of a meeting of the Executive of Bolsover District Council held in Committee Room One, Sherwood Lodge, Bolsover, on Monday 10th January 2011 at 1000 hours.

PRESENT:-

Members:-

Councillor A. F. Tomlinson – In the Chair

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

Officers:-

W. Lumley (Chief Executive Officer), J. Brooks (Director of Resources), K. Hopkinson (Director of Development), S. Tomlinson (Director of Neighbourhoods), J. Fieldsend (Senior Principal Solicitor), D. Eccles (Head of Regeneration) (to minute no. 685) and R. Leadbeater (Democratic Services Officer).

Representatives from Groundwork Creswell, Trevor Witts (Executive Director) Darren Pollard (Deputy Executive Director (Construction, Housing and landscape)) and Jim Mould (Chairman of the Groundwork Creswell Trust), were in attendance to minute no. 685.

678. WELCOME

The Chair welcomed representatives from Groundwork Creswell to the meeting.

679. APOLOGY

An apology for absence was received from Councillor E. Watts

680. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

EXECUTIVE

681. DECLARATION OF INTEREST

Minute No.	Member	Level of Interest
686.	Councillor A. F. Tomlinson	Personal and Prejudicial

682. MINUTES – 6TH DECEMBER 2010

Moved by Councillor K. Bowman, seconded by Councillor J. E. Bennett
RESOLVED that the minutes of a meeting of the Executive held on 6th December 2010 be approved as a true record.

683. MINUTES – 9TH DECEMBER 2010

Moved by Councillor D. McGregor, seconded by Councillor J.E. Bennett
RESOLVED that the minutes of a meeting of the Executive held on 9th December 2010 be approved as a true record.

684. MINUTES – 20TH DECEMBER 2010

Councillor Murray-Carr requested that an amendment be made to the minutes to remove the paragraph 'Councillor Murray-Carr suggested that the Improvement Scrutiny Committee may need to consider meetings with the Court User Group to ensure a full understanding of the process was included as part of the rent arrears review' and replaced with ' Councillor Murray-Carr suggested that a request be made to the Derbyshire Criminal Justice Board that a court user group be set up to improve working relationships between local authorities and the magistrates and county courts'.

Moved by Councillor B. R. Murray-Carr, seconded by Councillor D. McGregor
RESOLVED that the minutes of the re-convened Executive of 20th December be amended in respect of the request to the Derbyshire Criminal Justice Board to set up a court user group.

(Chief Executive Officer)

EXECUTIVE

Moved by Councillor A. F. Tomlinson, seconded by Councillor D. McGregor
RESOLVED that the minutes of the re-convened Executive of the 20th
December, 2010 be approved as a true record subject to the
agreed amendment.

Councillor A.F. Tomlinson reaffirmed a personal and prejudicial interest in the
Groundwork Creswell item and left the meeting.

685. APPOINTMENT OF CHAIR

Moved by Councillor J.E. Bennett, seconded by Councillor B. R. Murray-Carr
RESOLVED that Councillor D. McGregor be appointed as Chair for the duration
of the presentation by Groundwork Creswell.

Councillor D. McGregor in the Chair

686. PRESENTATION BY GROUNDWORK CRESWELL

Trevor Witts provided a presentation to Members on the activity of Groundwork
Creswell over the 2010/11 year.

Members were advised of the major programmes in process.

Education Review – This included projects such as the Future Jobs Fund which
to date had provided job skills training to 84 unemployed people and Vocational
Work with schools including specialist provision for excluded pupils which had
proven hugely successful. The projects' New Horizons scheme had assisted 12
ex-offenders in gaining construction related skills.

Environment Review – This included major projects in Brook Park, a New
Houghton Play area which would be completed by the end of March 2011 and
developments in respect of a feasibility study for a Pleasley Play Area. Funding
for this project would be sought next year and ongoing discussions were taking
place in respect of the development of the Clowne Skate Park.

Construction Review – Whaley Thorns Year 11 was a £200,000 scheme to be
delivered this year, 33 properties in Bolsover had benefited from the Green
Doctor scheme to significantly reduce CO2 tonnage and Groundwork Creswell
had recently won a tender to construct two new houses in Bolsover with the
possibility of a further ten next year.

EXECUTIVE

Business Review – Major programmes were in place in conjunction with LEO who provided business coaching and with Creative Greenhouses.

Details of Groundwork Creswell's results in respect of job outputs, qualification provision, the number of learners and businesses supported were provided for Members' information. The achievements in respect of the various aspects of the Service Level Agreement were also provided.

The Chair thanked the representatives from Groundwork Creswell for an informative presentation and invited Members to ask questions.

Discussion took place in respect of Groundwork Creswell's success rate with ex-offenders. Members were advised that the attendance rate was at 98%. It was suggested that the Bolsover Community Safety Partnership could liaise with Groundwork Creswell to improve the effectiveness of similar programmes delivered through the Working Neighbourhoods Fund.

In response to questions, representatives from Groundwork Creswell advised that they were working with Bolsover District Council's Regeneration team to develop a LEADER funding bid to deliver an environmental programme which would assist businesses in reducing their carbon footprint.

Members asked questions with regard to the future financial position of Groundwork Creswell. Members were advised that an approximate £1 million reduction in allocated funding was expected in light of the Government spending cuts. This would impact on the project activity, however Groundwork Creswell's order book for the next financial year was already 50% full and there was confidence that a further 38% was forthcoming. It was added that Groundwork Creswell had been approached by a local college with a view to delivering an apprentice scheme and other schemes were currently in development.

Further discussions took place in respect of the organisational structure of Groundwork Creswell.

Thanks were extended to representatives from Groundwork Creswell for their attendance.

Messrs Witts, Pollard and Mould and The Head of Regeneration left the meeting.

Moved by Councillor K. Bowman, seconded by Councillor J.E. Bennett
RESOLVED that the payment for 2010/11 totalling £18,000 is released to
Groundwork Creswell, Ashfield and Mansfield.

**REASON FOR DECISION: To release payment to Groundwork Creswell,
Ashfield and Mansfield.**

EXECUTIVE

Councillor A. F. Tomlinson re-joined the meeting

Councillor A.F. Tomlinson in the Chair

687. RECORD OF DECISION NOTICES FROM THE JOINT BOARD MEETING HELD ON 23RD NOVEMBER 2010

Moved by Councillor D. Kelly, seconded by Councillor D. McGregor
RESOLVED that the decisions from the Joint Board meeting held on 23rd November 2010 be noted.

688. REFERRED ITEM FROM AUDIT COMMITTEE 15TH DECEMBER 2010 – IFRS UPDATE

Councillor Hodkin presented the report which had been referred to Executive by the Audit Committee. Concerns had been raised by the District Auditor in respect of the Authority's capacity to carry out the volume of work required to incorporate the International Financial Reporting Standards (IFRS) into the 2010/11 Statement of Accounts. The Audit Committee had requested that the Executive be made aware of possible resource issues, particularly in Financial Services.

Members attention was drawn to the progress on work carried out to date and work still outstanding which was outlined in detail in the report. Progress reports would be provided to Cabinet.

Members asked questions to which the Director of Resources responded.

Moved by Councillor A. J. Hodkin, seconded by Councillor B.R. Murray-Carr
RESOLVED that the progress made and work outstanding on the incorporation of the International Financial Reporting (IFRS) into the Authority's Statement of Accounts be noted.

REASON FOR DECISION: To keep informed Members of the progress on the production of the Statement of Accounts and potential issues regarding resources.

(Director of Resources)

EXECUTIVE

689. WORKING NEIGHBOURHOODS FUND MONITORING REPORT – QUARTER 2 UPDATE 2010/11

The Chief Executive Officer presented the report which provided Members with an update to quarter 2 of 2010/11 in respect of Working Neighbourhoods Funding.

Members' attention was drawn to the separate document which provided details of project case studies and how the various interventions made possible through Working Neighbourhoods Funding had positively impacted on the lives of individuals. It was added that a total of 767 people had gained employment through training opportunities provided by the funding which had been a tremendous achievement and success. The Chief Executive Officer advised that progress reports would be brought to future meetings of the Council to ensure that all elected Members were aware.

Members were advised that WNF was in place until March 2012, however the future of projects funded by WNF after this date was uncertain.

Discussions took place in respect of proposed future presentations to the Council.

Moved by Councillor K. Bowman, seconded by Councillor B.R. Murray-Carr
RESOLVED that the report be noted.

**REASON FOR DECISION: To ensure that Working Neighbourhoods
Funding is targeted to best effect.**

The meeting concluded at 1050 hours.

Committee:	Executive	Agenda Item No.:	6.
Date:	7 th February 2011	Status	Open
Category	3. Part of the Budget and Policy Framework		
Subject:	Compliments, Comments, Complaints and Freedom of Information Requests		
Report by:	Customer Service and Access Officer		
Other Officers Involved	Support Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor D. McGregor, Portfolio Holder for Customer Services		

RELEVANT CORPORATE AIMS

CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

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

TARGETS

Local performance indicators for handling written complaints and Ombudsman complaints.

VALUE FOR MONEY

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

THE REPORT

To provide information on the number of compliments, comments, complaints, freedom of information and personal data requests for the period 1st October 2010 to 31st December 2010.

Compliments

Table A shows the number of written compliments received for the period. In total 52 written compliments were received (up from 34 in the previous quarter, representing a 53% increase), and most were thanking more than one department. 18 of these compliments were for the Contact Centres and

19 for the Housing Department, for help with service requests, repairs and benefit and housing applications. The Community and Street Services Department received several compliments, some through the social networking site Facebook, for their continued efforts to empty bins during the bad weather, and Leisure received 6 compliments for their work and support in the community.

Comments

Table B shows the number of written comments received for the period. All 18 comments received were responded to within standard (20 working days).

There were no trends for this period.

Table C shows the above information by department.

Complaints

Stage one

Stage one complaints refer to expressions of dissatisfaction made verbally by customers. The table below provides a breakdown of stage one complaints handled by the Contact Centres by service area and volume for the period 1st October 2010 to 31st December 2010:

Stage One Complaints			
Service Area	01/04/10 – 30/06/10	01/07/10 – 30/09/10	01/10/10 – 31/12/10
Complaints regarding housing repairs e.g. out of time, quality	6	4	3
Missed clinical waste collection	17 (9)	14 (6)	21 (10)
Missed domestic or green bin collection	182 (132)	166 (135)	162 (150)
Missed blue box collection	94 (85)	83 (72)	70 (69)
Total	299 (226)	267 (213)	256 (229)

The figures in brackets show the number of stage one complaints not resolved by the Contact Centre and passed through to the Community & Street Services department for investigation/action. For the same period Contact Centres handled 6,176 requests for service in total.

Stage two

Table D shows the number of stage two or written complaints received for the period by date order. 20 complaints were received during this period. 18 of these were responded to within our customer service standard of 20 working days, one was responded to at 21 days, with the remaining one open and within timescale as of 20/01/11.

There were no trends for this period.

Table E shows the above information by department.

Stage three

Table F shows the number of stage three complaints received for the period by date order. These are complainants who have already made a stage two complaint and still feel dissatisfied. During this period 5 stage three complaints were received, all of which were responded to within standard.

Ombudsman

Table G shows the status of Ombudsman complaints for 2010/11 as of 20th January 2011. During this period we have received one formal complaint which was responded to within the Ombudsman's standard of 28 calendar days. Including the above complaint, we have two complaints awaiting a decision from the Ombudsman.

Freedom of Information (FOI)

Table H shows the number of requests for 'freedom of information' for the period by date order. Of the 96 requests received, 90 were responded to within the government standard of 20 working days, 2 were awaiting clarification, 1 was cancelled by the requester. The remaining 3 are open but within timescale as of 20/01/11.

Table I shows the above information by department.

Personal Data requests (DP)

There were 6 requests made within this quarter, all of which have been dealt with promptly. Although the timescale for Data Protection requests is 40 calendar days, requests made under authority from the Police (for the apprehension/ prosecution of offenders etc.) are dealt with swiftly and responses are sent as soon as possible.

Performance

A target of 98% has been set for responding to stage two complaints within 20 working days for 2010/11. For this period 95% was achieved.

ISSUES/OPTIONS FOR CONSIDERATION

None

IMPLICATIONS

Financial: - None
Legal: - None
HR & Payroll: - None

RECOMMENDATION

That the report be received

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

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

ATTACHMENTS: **Y**

Table A: Compliments summary for the period 01/10/10 – 31/12/10
Table B: Comments summary for the period 01/10/10 – 31/12/10
Table C: Comments summary by department 2010/11
Table D: Stage two complaints summary for the period 01/10/10 – 31/12/10
Table E: Stage two complaints summary by department 2010/11
Table F: Stage three complaints summary for the period 01/10/10 – 31/12/10
Table G: Ombudsman complaints summary for 2010/11
Table H: Freedom of information summary for the period 01/10/10 – 31/12/10
Table I: Freedom of information summary by department 2010/11

FILE REFERENCE: - N/A
SOURCE DOCUMENT: - N/A

Table A: COMPLIMENTS SUMMARY 01/07/10 – 30/09/10

Date Received	Area	Summary of Compliment	Departments Involved
05/10/10	Whitwell	Beyond the Label Event at South Normanton, informative - outlining support to vulnerable groups by the council	Customer Service and Performance
07/10/10	Creswell	Contact Centre staff always have a smile and cheery attitude even when busy, helped through a very traumatic period	Contact Centres
11/10/10	Langwith	Thanks to Community Safety Team for their visit to Langwith Dance Club	Community & Street Services
11/10/10	Creswell	Thanks to electrician who was nice and polite and to Contact Centre staff for being helpful	Housing Contact Centres
13/10/10	South Normanton	Thanks to team who cleaned up dog mess and also to the Dog Warden	Community & Street Services Planning & Environmental Health
12/10/10	Shirebrook	Thanks to Contact Centre staff and gas engineer for being so helpful	Contact Centres Housing
14/10/10	Bolsover	Thanks for arranging a street name plate	Regeneration
14/10/10	Whitwell	Thanks to Housing Officer and colleagues for help when made homeless	Housing
19/10/10	South Normanton	Very pleased with work by CAN Rangers carrying out security work	Community & Street Services
20/10/10	Shirebrook	Very impressed with Housing Officer, who was kind and helpful	Housing
21/10/10	Bolsover	Thanks to all involved in work carried out on property, operatives were efficient	Housing Contact Centres
25/10/10	Clowne	Thanks to Manager and Creswell Leisure Centre staff for help and care when member of public collapsed	Leisure
25/10/10	Bolsover	Thanks to electrician and Contact Centre staff for helpfulness and promptness	Housing Contact Centres
26/10/10	Bolsover	Thanks to Contact Centre staff for being very helpful	Contact Centres
26/10/10	Whitwell	Thanks to Five60 Team for activities which were enjoyed by all the children	Leisure
27/10/10	South Normanton	Thanks to Street Services and Contact Centre staff regarding bin being missed on neighbour's assisted collection	Community & Street Services Contact Centres
28/10/10	Bolsover	Excellent service from drains team, prompt response and did a good job	Regeneration
29/10/10	Shirebrook	Thanks for opportunity to attend Sports Award, great event, very well	Leisure

Table A: COMPLIMENTS SUMMARY 01/07/10 – 30/09/10

Date Received	Area	Summary of Compliment	Departments Involved
		organised and professional	
06/10/10	Unknown	Thanks for opportunity to attend Sports Award, great event, very well organised and professional	Leisure
11/10/10	Unknown	Thanks for evening at Sports Award, very impressed with event, well organised	Leisure
01/11/10	Derbyshire	Thanks to Leisure staff for supporting the two Football Association Skills days at Frederick Gent School	Leisure
03/11/10	Barlborough	Thanks for cutting back bushes in Barlborough	Community & Street Services
04/11/10	Shirebrook	Thanks to 2 operatives who fitted combi-boiler, did a very good job, very polite and tidy	Housing
08/11/10	Barlborough	Thanks for green bin	Community & Street Services
05/11/10	Tibshelf	Thanks to electrician for doing such a good job to stair lift	Housing
12/11/10	Shirebrook	Thanks to Housing Officer for all her help in finding them a home	Housing
16/11/10	Shirebrook	Thanks to Contact Centre staff for help in filling out Benefit and Council Tax forms	Contact Centres
17/11/10	Wakefield	Contact Centre staff for excellent attitude and attempts to solve problem	Contact Centres
18/11/10	South Normanton	Thanks for fantastic service regarding request for a repair to a broken street light being forwarded to DCC and being mended within the week	Contact Centres
18/11/10	Bolsover	Thanks to Contact Centre and Benefits staff who were very helpful	Contact Centres Finance & Revenues
22/11/10	Creswell	Thanks to Contact Centre staff and repairs operatives who repaired the outside light	Contact Centres Housing
22/11/10	Shirebrook	Thanks regarding quick response to replacing dog litter bin	Community & Street Services Contact Centres
23/11/10	Pinxton	Thanks to Warden Service for the weekly visits	Housing
22/11/10	Bolsover	Thanks to Customer Services for their help and operatives for emptying bin and collecting extra waste	Customer Service and Performance

Table A: COMPLIMENTS SUMMARY 01/07/10 – 30/09/10

Date Received	Area	Summary of Compliment	Departments Involved
			Community & Street Services
26/11/10	Tibshelf	Thanks to Repairs operatives for quick response in boarding up window after a break in	Housing Contact Centres
26/11/10	Clowne	Contact Centre staff are always helpful and pleasant	Contact Centres
02/12/10	Unknown	Thanks for being open during bad weather	Contact Centres
03/12/10	Shirebrook	Thanks to repairs operatives who attended leak from flat above during bad weather	Housing
07/12/10	Blackwell	Thanks to repairs operatives who sorted out heating during bad weather	Housing
09/12/10	Unknown	Congratulations on work from Regeneration Department	Regeneration
10/12/10	Unknown	Thanks to operatives for emptying bins in bad weather	Community & Street Services
10/12/10	Facebook	Thanks to operatives for emptying bins in bad weather	Community & Street Services
10/12/10	Facebook	Thanks to operatives for emptying bins in bad weather	Community & Street Services
10/12/10	Facebook	Thanks to operatives for emptying bins in bad weather	Community & Street Services
10/12/10	Facebook	Thanks to operatives for emptying bins in bad weather	Community & Street Services
13/12/10	Langwith Junction	Thanks to Contact Centres and repairs operatives for the quick mending of their boiler	Contact Centres Housing
14/12/10	Langwith Junction	Thanks to Environmental Health Commercial Section for noise control service	Planning & Environmental Health
16/12/10	Hodthorpe	Thanks for quick repair	Housing
20/12/10	Shirebrook	Thanks to Repairs operatives who installed alarm system, very courteous and efficient	Housing
20/12/10	Bolsover	Thanks to Contact Centre staff and gas engineer, very helpful and gave useful tips	Contact Centres Housing
22/12/10	Bolsover	Thanks to Contact Centre staff and gas engineer	Contact Centres

Table A: COMPLIMENTS SUMMARY 01/07/10 – 30/09/10

Date Received	Area	Summary of Compliment	Departments Involved
			Housing
24/12/10	Shirebrook	Thanks to Environmental Health Commercial Section for noise control service and Legal for licensing service	Planning & Environmental Health Legal

Table B: SUMMARY OF COMMENTS 01/10/10 – 31/12/10

Date Received	Area	Summary of Comment	Departments Involved	Date Response Sent	No of work days	Summary of Response
01/10/10	Scarcliffe	There is no spot to lock a bike at Sherwood Lodge and Christmas lights left on in February	CSPD Regeneration	07/10/10	4	Used to be cycle rails in car park but rarely used so removed, situation now being reviewed. Christmas lights - referred to Old Bolsover Town Council
04/10/10	South Normanton	Wants more parking for cars on Princess Avenue	Regeneration	21/10/10	13	Re-iterated previous advice property is not council owned and so the Council is not in a position to undertake work
11/10/10	Tibshelf	Comments regarding heating in bungalow, why they can't have thermostat controls on radiators or new combi boiler	Housing	02/11/10	15	Heating system is fit for purpose, upgrades only done when the boiler/radiators need replacing
14/10/10	Unknown	Received a letter regarding overdue council tax for one month only, feels the letter is bullying	Finance & Revenues	01/11/10	12	Apology for any upset caused but letter has to include factual advice
18/10/10	Barlborough	Questions asked regarding Barlborough Country Park car park planning application	Planning & Environmental Health	22/10/10	4	Advised that a Local Planning Authority must register any application that contains all

Table B: SUMMARY OF COMMENTS 01/10/10 – 31/12/10

Date Received	Area	Summary of Comment	Departments Involved	Date Response Sent	No of work days	Summary of Response
			Legal			necessary forms, plans, information and fee. BDC is not responsible for ensuring applicant had authority to make application.
29/10/10	Bolsover	Comments regarding litter and dog mess in Bolsover	Community & Street Services	12/11/10	10	Thanked for diligence in litter pick and observations of district. Re-iterated that offenders are prosecuted and gave figures for how much is spent on keeping district clean
03/11/10	Clowne	Vehicular access work undertaken 15 years ago is not to required standard – seeking financial assistance to redo	Housing	18/11/10	11	No record of this work being carried out by BDC
03/11/10	Clowne	Issues regarding football pitch the boundary has been moved closer to property and football games are causing damage to fencing, offensive language etc.	Leisure	24/11/10	15	Advised that pitch has been there for 30 years, pitch cannot be moved due to ridge running through ground, given permission to release contact details of team's secretary to try and resolve
03/11/10	Ripley	Unhappy no dog waste bin in recreation ground at South Normanton	Community & Street Services	16/11/10	9	Bin in question falls under remit of South Normanton Parish Council, given contact details
11/11/10	Tibshelf	Raised further points in relation to thermostat	Housing	30/11/10	13	Reiterated council's policy given both verbally and in writing - contact details given for further inspection of radiator

Table B: SUMMARY OF COMMENTS 01/10/10 – 31/12/10

Date Received	Area	Summary of Comment	Departments Involved	Date Response Sent	No of work days	Summary of Response
12/11/10	Clowne	Still unhappy with heating system	Housing	07/12/10	17	Re-iterated advice given previously - the central heating system is working correctly, advised may wish to contact gas provider for a better deal or transfer to a smaller property.
17/11/10	Creswell	Alleged harassment from Council's agents to purchase his property	Housing	09/12/10	16	No plans to sell the property to anyone, have no knowledge who alleged agents are
26/11/10	Langwith Junction	Bungalows built at Long Lane Shirebrook, wanting to acquire one, were led to believe they could then told not able to	Housing	22/12/10	18	Outlined background to development and funding situation.
29/11/10	Shirebrook	Litter bins full to overflowing at Shirebrook Town Park, as reported to Contact Centre 23.11.10	Community & Street Services Contact Centre	22/12/10	18	Apologies for missing collections - procedure put in place with assurance will not happen again
09/12/10	Wisbech (Cambridgeshire)	Comments on road and pavement conditions in Bolsover, council car park been gritted why were litter pickers out	CSPD	10/12/10	1	Gave DCC details and reiterated that car park was cleared by our staff not DCC to enable vans to get out to emergency calls and that the litter pickers were a scheduled service
09/12/10	Palterton	Comments on road and pavement conditions in Bolsover, council car park been gritted	CSPD	10/12/10	1	Gave DCC details and reiterated that car park was cleared by our staff not DCC to enable vans to get out to emergency calls
10/12/10	Clowne	Further comments on central heating system	Housing	23/12/10	9	Re-iterated advice given previously - the central heating system is working correctly,

Table B: SUMMARY OF COMMENTS 01/10/10 – 31/12/10

Date Received	Area	Summary of Comment	Departments Involved	Date Response Sent	No of work days	Summary of Response
						details of action taken
17/12/10	Clowne	Received letter from Capita regarding single occupier discount on behalf of local authorities not happy with reply date and why we have outsourced this work	Finance & Revenues	18/01/11	16	Explanation that work been outsourced county wide

Table C: Comments Summary by Department 2010/11

Department/Section	01/04/10 – 30/06/10			01/07/10 – 30/09/10			01/10/10 – 31/12/10			02/01/11 – 31/03/11			Total		
	No. of Comments	No. Responded to in time	No. responded to out of time	No. of Comments	No. Responded to in time	No. responded to out of time	No. of Comments	No. Responded to in time	No. responded to out of time	No. of Comments	No. Responded to in time	No. responded to out of time	No. of Comments	No. Responded to in time	No. responded to out of time
Contact Centre	2	2		1	1		1	1					4	4	
Customer Service & Performance Department	1	1		1	1		3	3					5	5	
Community & Street Services	5	5		5	5		3	3					13	13	
Housing	5	5		8	8		7	7					20	20	
Legal							1	1					1	1	
Leisure	2	2		1	1		1	1					4	4	
Planning & Environmental Health	4	4					1	1					5	5	
Regeneration	3	3		2	2		2	2					7	7	
Finance & Revenues	2	2		2	2		2	2					6	6	
Totals	24	24		20	20		21	21					65	65	

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

Date Received	Area	Summary of Complaint	Departments Involved	Date Response Sent	No of work days	Remedy
05/10/10	Newton	Complaint regarding repairs not done by landlord - taken 3 years to get some repairs done through the court	Regeneration	28/10/10	17	Explanation of action taken by the council – difficult case as landlord and tenant in dispute
07/10/10	Underwood	Complaint against decision to pay tenants housing benefit direct - tenants abandoned and damaged property. Want compensation	Finance & Revenues	01/11/10	17	Explanation of council procedure in relation to benefit applications and safeguarding requests
12/10/10	Barlborough	Written in on behalf of grandmother in relation to unsatisfactory housing conditions – damp/slugs	Housing	10/11/10	21	Remedial work to be carried out, application to rehouse will be carried out in line with Housing policy
14/10/10	South Normanton	Unhappy about not qualifying for rent and council tax rebate, facing possible eviction	Finance & Revenues	10/11/10	19	Given details of action taken by the Council so far and given details of Housing Needs Officer if facing eviction
18/10/10	Bolsover	Complaint about the delay in making a decision for Housing Benefit	Finance & Revenues	15/11/10	20	Reiterated advice given in benefit advice letter regarding information required to process benefit claim
18/10/10	Creswell	Complaint regarding repairs timescales and sticking to appointments	Housing	10/11/10	17	Apologies for not fixing broken window sooner and for contractors overlooking order for extractor fan
22/10/10	Tibshelf	Long running situation with neighbours – wanting the council to do more	Housing	08/11/10	11	Long running dispute between neighbours, mediation arranged but neighbour missed two

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

Date Received	Area	Summary of Complaint	Departments Involved	Date Response Sent	No of work days	Remedy
						sessions. Enforcement action now being considered
26/10/10	South Normanton	Wants repairs doing to property that she has been in for 10 years	Housing	19/11/10	18	Re-iterated the advice that, after inspections, that kitchen would not be replaced as it was found to be in good working order and fit for purpose
28/10/10	Bolsover	Landlord unhappy that housing benefit has not been paid directly to them	Finance & Revenues	17/11/10	14	Council's safeguarding procedure explained and guidance issued by Government. Landlord could pursue legal action against tenant for arrears
08/11/10	Bolsover	Neighbours barking dogs and action being taken by the council	Planning & Environmental Health	06/12/10	20	Advised of action to date - investigation still on going - awaiting resident contact to install noise monitoring equipment
17/11/10	Wakefield	Came in to do a personal search, computer not working, passed between departments – no-one took responsibility	Planning & Environmental Health Contact Centre Legal	07/12/10	14	Apology for confusion – Customer Advisors reminded who to contact
19/11/10	Glapwell	Complaint regarding the attitude of a CAN Ranger	Community & Street Services	10/12/10	15	Confirmation that CAN Ranger did show identification and was not rude at any time
19/11/10	Shirebrook	Deal with ongoing problems of anti social behaviour and state of building (Market Close flats)	Housing	10/12/10	15	A Premise Closure Order has been applied for, in court by end of next week. If successful will be boarded up and repairs to building will be carried out after

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

Date Received	Area	Summary of Complaint	Departments Involved	Date Response Sent	No of work days	Remedy
						repossession is achieved
22/11/10	Blackwell	Unhappy with the repair diagnosis	Housing CSPD	14/12/10	16	All problems treated in a fair and timely manner, problems caused by condensation not a leak
25/11/10	Bolsover	Leisure Centre staff gave incorrect information, went for gym membership/induction and there was no-one there to assist	Leisure	07/12/10	8	Apology for incorrect information given and offer of a two month free leisure pass by way of compensation
30/11/10	Holmewood	Complaint over correspondence and treatment in relation to termination of mothers tenancy	Finance & Revenues Housing	23/12/10	17	Explanation of regulations and standard template letters, apology for length of time taken
03/12/10	Bolsover	Contacted council in Jan 2010 regarding repair job to windows - contractors not been out, advised in Nov 2010 hinges would be 2 weeks - still not got them, wants compensation for loss of heat	Housing	13/12/10	6	Apology for length of time taken and for not passing the order to the contractor - £25 compensation offered
15/12/10	Bramley Vale	Does not accept amounts owing for council tax, wants someone to visit to explain how benefit is calculated	Finance & Revenues	19/01/11	19	Explained that the calculations have been checked and are correct, a home visit can be arranged

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

Date Received	Area	Summary of Complaint	Departments Involved	Date Response Sent	No of work days	Remedy
17/12/10	Bolsover	Complaint regarding attitude of refuse operative	Community & Street Services	17/01/11	15	Contacted direct by Street Services Manager to resolve
20/12/10	Shirebrook	Not satisfied with the information provided in subject access request	Housing CSPD			Open – within timescale as of 20/01/11

Table E - Complaints (Stage 2) Summary by Department 2010/11

Department/Section	01/04/10 – 30/06/10			01/07/10 – 30/09/10			01/10/10- 31/12/10			02/01/11 – 31/03/11			Total 2010/11		
	No. of Complaints	No. Responded to in time	No. responded to out of time	No. of Complaints	No. Responded to in time	No. responded to out of time	No. of Complaints	No. Responded to in time	No. responded to out of time	No. of Complaints	No. Responded to in time	No. responded to out of time	No. of Complaints	No. Responded to in time	No. responded to out of time
Contact Centres	1	1		1	1		1	1					3	3	
Customer Service and Performance				1	1		2	2					3	3	
Community & Street Services	6	6		6	6		2	2					14	14	
Housing	5	5		8	8		9	8	1				22	21	1
HR & Payroll															
ICT															
Legal							1	1					1	1	
Leisure				1	1		1	1					2	2	
Planning & Environmental				1	1		2	2					3	3	
Health															
Regeneration							1	1					1	1	
Finance & Revenues	9	9		3	3		6	6					18	18	
Totals	21	21		21	21		25	24	1				67	66	1

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

Date Received	Area	Summary of Complaint	Departments Involved	Date Response Sent	No of work days	Remedy
08/11/2010	Newton	Not happy with stage 2 response in that it was about the repairs done and not about the officers attitude	Housing	25/11/10	13	Review of Housing Department's procedures resulting in operatives giving better advice and apology for service not meeting usual high standard
12/11/2010	Barlborough	Questioning accuracy regarding promise to be re-housed and also findings of damp report	Housing	10/12/10	20	Reiterated not promised a property, reiterated will act on findings of damp report
17/11/2010	Newton	Still not happy with timescale for repairs	Regeneration	26/11/10	7	Reiterated detailed stage 2 response, nothing further to add with regard to enforcement of repairs – cannot overrule court decision. Officer acted professionally
30/11/2010	Bolsover	Unhappy with Stage 2 response in relation to benefits payable to tenant	Finance & Revenues	05/01/11	20	Reiterated advice given in Stage 2 response - the benefit claim was processed in line with legislation
20/12/2010	Bolsover	Not happy with offer of £25 in Stage 2 response letter – has suffered delay, inconvenience and increased heating costs	Housing	20/01/11	17	Advised repair had a one year timescale, increased offer to £35.00 to reflect the two weeks out of time

Table G: Summary of Ombudsman Complaints 2010/11

Date Received	Area	LGO's Summary of Complaint	Departments Involved	Date Response sent	No. of Calendar Days	Date Decision Letter Received	Ombudsman's Decision
19/04/10	Bolsover	Informal – Council has failed to take action under the tenancy agreement to ensure neighbours keep their hedges trimmed and refused to consider altering or waiving its fees for dealing with a high hedge application	Housing Planning & Environmental Health	13/05/2010	24	10/06/10	Decision recorded as 'local settlement' . Hedge to be cut in the autumn. High Hedges Policy to be considered regarding concessions
24/05/10	Shirebrook	Informal - complaint regarding the Council's refusal to provide a replacement bin free of charge following theft and/or collect resident's bin from within the curtilage of the property	Community & Street Services	01/06/10	8	14/06/10	Decision recorded as 'no maladministration' . Council has complied with its policy
19/07/10	Bolsover	Formal – Council has wrongly demanded unpaid Council Tax payments for a former address and bailiffs behaviour when they have visited has caused stress and anxiety	Finance & Revenues	09/08/10	15		
07/09/10	Scarcliffe	Informal – Council has failed to carry out adaptations to the home in accordance with a scheme agreed four years ago by DCC occupational therapists	Housing	22/09/10	11		Progressed to a formal complaint on 22/10/10

Table G: Summary of Ombudsman Complaints 2010/11

Date Received	Area	LGO's Summary of Complaint	Departments Involved	Date Response sent	No. of Calendar Days	Date Decision Letter Received	Ombudsman's Decision
22/10/10	Scarcliffe	Formal complaint Council has failed to carry out adaptations to the home in accordance with a scheme agreed four years ago by DCC occupational therapists	Housing	19/11/10	20		

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

Date Received	Ref Number	Summary of FOI	Departments Involved	Date Response Sent	No of work days	Information released
01/10/10	192/1011	Information relating to unclaimed credit balances from our earliest records for amounts owing to all incorporated companies	Finance & Revenues	20/10/2010	13	Yes
05/10/10	193/1011	Does Authority own or have operated on its behalf any renewable energy generation facilities	Regeneration	12/10/2010	5	Partially -some information provided
06/10/10	194/1011	Information relating to records of planning applications for telecommunications equipment/masts made since 1985 in the area administered by Authority	Planning & Environmental Health	12/10/2010	4	No - exempt information available by other means (website)
06/10/10	195/1011	Precepts for each parish for 2010/11, i.e the amount of each parish's charge within Band D	Finance & Revenues	21/10/2010	11	Yes
07/10/10	196/1011	How many applications for wind turbines of any size have been submitted in past 5 years, how many approved and rejected, provide copies of all relevant planning decision notices	Planning & Environmental Health	12/10/2010	3	No - exempt information available by other means (website)
07/10/10	197/1011	Questions to establish what use local authorities have made of the powers under the Housing Health and Safety Ratings system	Regeneration	21/10/2010	10	Partially -some information provided
28/09/10	198/1011	Questions relating to press release entitled Government axes free swimming	Leisure	26/10/10	20	Yes
08/10/10	199/1011	Companies that bought electoral register data from the Council	Democratic Services	04/11/2010	19	Partially -some information provided

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

Date Received	Ref Number	Summary of FOI	Departments Involved	Date Response Sent	No of work days	Information released
11/10/10	200/1011	Information on how Local Authorities are addressing the issue of reducing carbon emissions associated with the provision of internal ICT Services	ICT	05/11/2010	19	Partially -some information provided, some exempt available by other means
08/10/10	201/1011	A list of regeneration services contracts signed by BDC in 2009/10 financial year with both private and voluntary organisations.	Regeneration Procurement	21/10/2010	9	Yes
11/10/10	202/1011	In relation to Public Register Licensing Act 2003 Section 8 with regard to Public Houses	Legal	18/11/2010	20	No - exempt available by other means (website)
11/10/10	203/1011	Name of current provider for asbestos survey services, also monitoring/analysis and expiry date	Planning & Environmental Health Regeneration Housing	28/10/2010	13	Partially -some information provided
13/10/10	204/1011	Request a full copy of report presented to Executive Meeting held on 5th July 2010 for sale of old Council Depot to City Scaffolding	Regeneration	26/10/2010	9	No - exempt Commercial Interests
13/10/10	205/1011	How many planning applications for Tesco Stores of any size has authority considered in last three years	Planning & Environmental Health	15/10/2010	2	No - exempt information available by other means (website)
14/10/10	206/1011	Information relating to persons who have died with no known next of kin since 1st January	Planning & Environmental	21/10/2010	5	Partially -some information

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

Date Received	Ref Number	Summary of FOI	Departments Involved	Date Response Sent	No of work days	Information released
		2010 to present day	Health			provided
14/10/10	207/1011	Information for each establishment, Dog Breeding and Dog Boarding and Pet Shops	Planning & Environmental Health	21/10/2010	5	Partially -some information provided
15/10/10	208/1011	Is your ICT network and security managed in-house staff or outsourced	ICT	10/11/2010	18	Partially
15/10/10	209/1011	From March 2010 how many public health funerals has council performed, details of estate passed to treasury solicitor, value of estate	Planning & Environmental Health	25/10/2010	6	Partially -some information provided
18/10/10	210/1011	Information on the council's bin policy and the amount collected from fines for bin offences	Community & Street Services	25/10/2010	5	Partially -some information provided
21/10/10	211/1011	What form of local governance do we have, pattern of election for council, basic allowances of councillors, how much does leader receive, how much does Chief Exec receive	HR & Payroll Legal	16/11/2010	18	Yes
25/10/10	212/1011	Outsourcing of council services, what proportion did we or are we putting out to tender or outsource in 2010 to 2011	Procurement	16/11/2010	16	Partially -some information provided
25/10/10	213/1011	Information relating to the misfuelling of motor vehicles within the council	Finance & Revenues Community & Street Services	10/11/2010	12	Yes
25/10/10	214/1011	Information on Environmental Information Refunds, personal searches of Land Charges Register	Planning & Environmental Health	19/11/2010	19	Partially -some information provided

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

Date Received	Ref Number	Summary of FOI	Departments Involved	Date Response Sent	No of work days	Information released
			Legal			
26/10/10	215/1011	How many people are currently registered with authority requiring decent and affordable accommodation and how many social/council houses are currently under construction in our area	Regeneration Housing	11/11/2010	12	Yes
28/10/10	216/1011	Information regarding changes to local authority funding for the voluntary sector	Finance & Revenues	22/11/2010	17	Partially -some information provided
29/10/10	217/1011	Motions that have been passed/rejected by Council re banning shops in council area from selling particular foodstuff or drink.	Planning & Environmental Health Democratic Services Legal	10/11/2010	8	No information held
29/10/10	218/1011	Information on Councillor's Allowances for the period April 1 2009 to 31st March 2010	HR & Payroll	23/11/2010	17	Partially -some information provided -some available by other means (website)
03/11/10	219/1011	Information on anyone who has died intestate with no known next of kin since 1st February 2010 to date	Planning & Environmental Health	18/11/2010	11	Partially -some information provided
02/11/10	220/1011	Council's use of Investigatory Powers covered by the IP Act since May 12th 2010	Legal	10/11/2010	6	No information held

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

Date Received	Ref Number	Summary of FOI	Departments Involved	Date Response Sent	No of work days	Information released
04/11/10	221/1011	Questions related to Hydro Electric scheme at Pleasley at planning meeting	Leisure	24/11/2010	14	Yes
04/11/10	222/1011	Nature of interest declared by Leader re minutes of Executive Meeting on 5th July with regard to Oxcroft Lane Depot site	Legal	18/11/2010	10	No – exempt, available by other means (website)
04/11/10	223/1011	Did BDC permit any spending on First Class rail fares for staff as of November 3rd 2010	HR & Payroll	17/11/2010	9	Partially - some information provided
05/11/10	224/1011	List of the addresses of all residential leasehold properties (originally purchased through Right to Buy) we own or manage or if we have transferred management to a Registered Social Landlord or an Arms Length Management Organisation, a list and the year properties transferred	Housing	17/11/2010	8	Yes
05/11/10	225/1011	Credit balances on Non-Domestic Rates Accounts from 1st April 1990	Finance & Revenues	24/11/2010	13	Yes
05/11/10	226/1011	Information on the use of the Construction Skills Certificate Scheme	Housing Regeneration Procurement	18/11/2010	9	Yes
08/11/10	227/1011	Information that is contained in the public registers that you maintain in accordance with section 8(1) of the Licensing Act 2003	Legal	22/11/2010	10	No – exempt, available by other means (website)
08/11/10	228/1011	Some correspondence between the Leader and the District Auditor	CEPT	18/11/2010	8	No information held

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

Date Received	Ref Number	Summary of FOI	Departments Involved	Date Response Sent	No of work days	Information released
09/11/10	229/1011	Identify 10 landlords who received highest total payments of housing benefit 2008/09, 2009/10 and 2010 to date how much received and for how many properties, also biggest payment made for a single property in all years	Finance & Revenues	06/12/2010	19	Partially -some information provided
09/11/10	230/1011	Total number of leased (communication) lines linking buildings within the councils remit, including educational establishments, total cost in last financial year of communication links	ICT	19/11/2010	8	Yes
10/11/10	231/1011	Number of out of court settlements agreed by organisation in each of last five years.	HR & Payroll	15/12/2010	19	Partially -some information provided, some exempt (confidential information)
11/11/10	232/1011	Information on evaluation of Arts Projects that council has funded since 2007	Leisure	30/11/2010	13	No information held
11/11/10	233/1011	Information relating to authority's expenditure on advertising and notices	CSPD Democratic Services Planning & Environmental Health	19/11/2010	6	Partially -some information provided
11/11/10	234/1011	Information on how many FOI requests and responses relating to ICT over last 2 years	CSPD	09/12/2010	20	Yes

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

Date Received	Ref Number	Summary of FOI	Departments Involved	Date Response Sent	No of work days	Information released
11/11/10	235/1011	Number of sites where servers are kept, list number of servers by operating system	ICT	24/11/2010	9	Yes
11/11/10	236/1011	How much spent on computing technology hardware for each of last 3 financial years plus various other IT questions	ICT	24/11/2010	9	Partially -some information provided
11/11/10	237/1011	Do we have a computer data centre and various other questions relating to IT	ICT	23/11/2010	8	Partially -some information provided
11/11/10	238/1011	How many desktop computers do we have plus various other ICT questions	ICT	23/11/2010	8	Partially -some information provided
11/11/10	239/1011	How many printers do we have and various other questions relating to ICT	ICT	23/11/2010	8	Partially -some information provided
11/11/10	240/1011	38 various questions relating to ICT Department	ICT	23/11/2010	8	No -refusal notice as over the time limit
10/11/10	241/1011	Copy of all exchanges with Local Government Association re personal searches and Environmental Information refunds	Legal	08/12/2010	20	No - exemptions applied (Confidential Information, Commercial Interests, Effective conduct of public affairs)

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

Date Received	Ref Number	Summary of FOI	Departments Involved	Date Response Sent	No of work days	Information released
11/11/10	242/1011	Details of any persons who have died since April 2010 in local authority area whose details have been passed to Treasury Solicitor	Regeneration	24/11/2010	9	No information held
15/11/10	243/1011	FOI and Environmental Information relating to property searches	Legal	10/12/2010	19	Some not held, some exempt (Confidential information, Commercial interests)
15/11/10	244/1011	How many people in area pay the highest rate of Council Tax	Finance & Revenues			Request cancelled 18/11/10
16/11/10	245/1011	How many public space projects did Council fund or part fund in 2008, 2009 and 2010 plus costs	Planning & Environmental Health Leisure	10/12/2010	18	Partially -some information provided
17/11/10	246/1011	How much money authority has spent each year from 2004 onwards on Nintendo DS or Nintendo DS Lites	Procurement Leisure	25/11/2010	6	Partially -some information provided
12/11/10	247/1011	Request for Mobile Operators Association roll out lists for this area	Planning & Environmental Health	19/11/2010	5	Yes
17/11/10	248/1011	How much was spent last year on IT, how and where Council stores its data, whether in-house or off site	ICT	29/11/2010	8	Yes
18/11/10	249/1011	Provide details of the proposed contingent liability in Council's statement of accounts to cover refunds to those persons/organisations	Legal	25/11/2010	5	No information held

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

Date Received	Ref Number	Summary of FOI	Departments Involved	Date Response Sent	No of work days	Information released
		charged by us				
19/11/10	250/1011	Number of Planning Officers employed in May 2007, 2008, 2009, 2010, currently employed and planning to employ in May 2011	HR & Payroll	13/12/2010	16	Partially -some information provided
22/11/10	251/1011	Provide name and most recently published salary of Chief Executive plus spreadsheet for claims for mileage allowance, taxis, chauffeurs, train and plane travel, hotel stays	HR & Payroll	17/12/2010	19	Yes
22/11/10	252/1011	Provide all correspondence regarding Barlborough Country Park proposed planning application (new and withdrawn)	Planning & Environmental Health	15/12/2010	17	No - refusal notice as above time limit
23/11/10	253/1011	Employee headcount for 1st April 2009, 2010, an expected headcount for 1st April 2011 and 2015	HR & Payroll	14/12/2010	15	Partially -some information provided
24/11/10	254/1011	Details of number of home adaptations carried out in housing stock and through DFGs (Disabled Facilities Grant)	Housing Regeneration	14/12/2010	14	Partially -some information provided
25/11/10	255/1011	Various ICT related questions	ICT	14/12/2010	13	Yes
26/11/10	256/1011	Supply a copy of complaint for work being carried out at their property	Planning & Environmental Health	15/12/2010	13	Yes (personal information redacted)
30/11/10	257/1011	The value and number of cases of fraudulent housing benefit overpayment raised in last 12 months	Finance & Revenues	15/12/2010	11	Yes
30/11/10	258/1011	Confirm names, email addresses and where possible telephone numbers including person	ICT	15/12/2010	11	Yes

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

Date Received	Ref Number	Summary of FOI	Departments Involved	Date Response Sent	No of work days	Information released
		who deals with council's IT security				
02/12/10	259/1011	Any documents written or electronic relating to implementation acquisition or usage of your current website analytics systems	ICT	16/12/2010	10	Partially -some information provided
02/12/10	260/1011	How much money did authority make from buying and selling personal details of its residents to third party organisations for 2008/09, 2009/10	Democratic Services	21/12/2010	13	Partially -some information provided
03/12/10	261/1011	What annual affordable, market housing was being used to inform planning decisions in area on 1st May 2010, 1st November 2010, 1st December 2010 and what was source of each of these targets	Planning & Environmental Health Regeneration	21/12/2010	12	Partially -some information provided
06/12/10	262/1011	Any communication with any theatre producer and or production company for the staging of a pantomime in our area from Jan 1st 2010 to present	Leisure	17/12/2010	15	Partially – some information provided
06/12/10	263/1011	Full list of all buildings that meet the criteria specified in the Regulations as requiring them to have a DEC, full address, report ref number, date of issue and rating	Regeneration	21/12/2010	11	Yes
06/12/10	264/1011	Further questions regarding ICT Services	ICT	21/12/2010	11	Yes
07/12/10	265/1011	How much council's overall employee and Councillors expenses were in your most recent full accounting year	HR & Payroll	21/12/2010	10	Yes
07/12/10	266/1011	Details of all owners of properties which have a	Finance &	21/12/2010	10	Yes

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

Date Received	Ref Number	Summary of FOI	Departments Involved	Date Response Sent	No of work days	Information released
		rateable value in excess of £100,000 on a qualifying industrial hereditament who are currently liable to pay Empty Rates	Revenues			
06/12/10	267/1011	Details of landowner at Old Pig Farm between Pleasley and Glapwell	Legal	10/12/2010	4	No, exempt available by other means
09/12/10	268/1011	Details of the changes in the property search market since the introduction of the new form CON29 in mid 2002	Legal	22/12/2010	9	Partially
08/12/10	269/1011	Information relating to Planning Application 10/00427/RETRO	Planning & Environmental Health	14/12/2010	4	Yes
13/12/10	270/1011	Information on food hygiene inspections carried out by the council	Planning & Environmental Health	21/12/2010	6	No information held
13/12/10	271/1011	Information on deceased person/persons from August 2009 to present date	Regeneration	21/12/2010	6	Yes
13/12/10	272/1011	Contact details of person responsible for Facility Management within local authority	Regeneration	21/12/2010	6	Yes
14/12/10	273/1011	Details of all caravan parks owned or operated by Bolsover District Council	Regeneration	20/12/2010	4	No information held
14/12/10	274/1011	Details of empty commercial properties with a rates payable of £18,000 and above	Finance & Revenues	04/01/2011	12	Yes
15/12/10	275/1011	A copy of correspondence and enclosures from the Local Government Association regarding repayment/ or Environmental fees charged for conducting property searches	Legal	05/01/2011	13	No – exempt (Confidential information, commercial

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

Date Received	Ref Number	Summary of FOI	Departments Involved	Date Response Sent	No of work days	Information released
						interests)
15/12/10	276/1011	Disclosure on impact the funding decisions will have on Third Sector Organisations in our area	Finance & Revenues	11/01/2011	19	Partially -some information provided
17/12/10	277/1011	List of every food business within council, currently in operation	Planning & Environmental Health			Further clarification sought
20/12/10	278/1011	Questions on branding /logo and domains/ website	CSPD ICT	05/01/2011	10	Yes
20/12/10	279/1011	Information on people dying with no next of kin being known at the time of death for the period 1/1/10 to present	Regeneration	05/01/2011	12	Yes
21/12/10	280/1011	Employee absenteeism/sickness for the past 2 years as well as the head count of employees for the same years	HR & Payroll	05/01/2011	11	Yes
22/12/10	281/1011	Information regarding business rates and council tax accounts	Finance & Revenues	05/01/2011	10	No information held
24/12/10	282/1011	Information on current contracts for asbestos related services	Planning & Environmental Health Regeneration Housing Procurement	05/01/2011	7	Yes
28/12/10	283/1011	A list of addresses on non-council properties that have been empty for 12 months or more	ICT Finance & Revenues			Open – within timescale

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

Date Received	Ref Number	Summary of FOI	Departments Involved	Date Response Sent	No of work days	Information released
29/12/10	284/1011	Fair Play for Children Questionnaire on public play areas for children	Leisure			Open – within timescale
30/12/10	285/1011	Questions relating to MBA courses and full-time education of employees	HR & Payroll	05/01/2011	4	No information held
30/12/10	286/1011	Information relating to staff sickness in each of the last 24 months	HR & Payroll	11/01/2011	8	Yes
30/12/10	287/1011	Total number of fixed penalty notices for environmental crimes for 2008-09, 2009-10 for dog fouling, littering, fly posting and graffiti, value and number not paid plus policy for further action. Also how many dog wardens employed	Planning & Environmental Health			Open – within timescale

Table I: Freedom of Information Requests by Department 2010/11

Department/Section	1/4/10- 30/6/10			1/07/10 – 30/9/10			1/10/10 – 31/12/10			2/1/11 – 31/3/11			Total		
	No. of Requests	No. Responded	No. out of time	No. of Requests	No. Responded	No. out of time	No. of Requests	No. Responded	No. out of time	No. of Requests	No. Responded	No. Out of time	No. of Requests	No. Responded	No. out of time
CEO	1	1		4	4								5	5	
CEPT	2	2		4	4		1	1					7	7	
Customer Service & Performance	15	15		20	20		3	3					38	38	
Community & Street Services	6	6		9	9		2	2					17	17	
Democratic Services	4	4		6	6		4	4					14	14	
Housing	3	3		11	11		6	6					20	20	
HR & Payroll	11	11		14	14		11	11					36	36	
ICT	8	8		9	9		16	16					33	33	
Legal	11	11		15	15		13	13					39	39	
Leisure	3	3		6	6		7	7					16	16	
Planning & Environmental Health	16	16		27	27		22	22					65	65	
Procurement	4	4		5	5		5	5					14	14	
Regeneration	9	9		13	13		16	16					38	38	
Revenues & Finance	16	16		23	23		13	13					52	52	
Totals	109	109		166	166		119	119					394	394	

Committee:	Executive	Agenda Item No.:	7.
Date:	7 th February 2011	Status	Open
Category	2. Decision within the functions of Executive		
Subject:	Corporate Plan Targets Performance Report		
Report by:	Head of Customer Service and Performance		
Other Officers Involved	Senior Management Team		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor J.E. Bennett, Portfolio Holder for Performance and Heritage Champion		

RELEVANT CORPORATE AIMS

COMMUNITY SAFETY – Ensuring that communities are safe and secure
CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services
ENVIRONMENT – Promoting and enhancing a clear and sustainable environment
REGENERATION – Developing healthy, prosperous and sustainable communities
SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning.
STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

This report details performance on the above corporate plan aims.

TARGETS

The report details progress against each of the targets associated with these aims within the Corporate Plan 2010- 11.

VALUE FOR MONEY

The targets within the Corporate Plan have been approved by Council and form part of the budget framework. The targets aim to address our key priorities and improve services to customers. Value for money was addressed as part of the development of the targets and forms part of the template for each target. The templates are stored in the Council's performance management system.

THE REPORT

The Council is committed to managing and reporting the performance of its Corporate Plan 2010-11.

Attached are the corporate plan target updates as at end of December 2010. These provide a summary of the most up-to-date data/information available to the department at that point. Members are reminded that some targets have time lags for data collection and as such not all of the data will be fully up-to-date. Time lags are detailed in the corporate plan templates on the Council's performance management system.

The reports have been presented to Joint Senior Management Team/ Cabinet.

The three Scrutiny Committees have received their relevant corporate plan target reports. Any feedback from the Scrutiny committees (week commencing 31st January 2011) will be presented as a supplementary report.

ISSUES/OPTIONS FOR CONSIDERATION

The details of the corporate plan targets updates as to progress in meeting the corporate plan targets.

IMPLICATIONS

Financial: None
Legal: None
Human Resources: None

RECOMMENDATION

That the report be received.

ATTACHMENTS: Yes
FILE REFERENCE: JFDec.2011.doc
SOURCE DOCUMENT: JFDec.2011.doc

Corporate Plan Targets: Community Safety – January 2011

Key Corporate Target	Status	Progress	Target Date
CSa1 - Deliver 175 days per year of targeted intervention in an outdoor activity setting for 11-19 year olds, via schools and other agencies who focus on intervention programmes	On track	Of the 175 days per year of targeted intervention in an outdoor activity setting, Pleasley Vale outdoor activity centre has delivered 121 days up to Dec 10, the remainder days are on track to be completed	Thu-31-Mar-11
CSa2 - Deliver 44,000 hours of positive activity through community based engagement to 5,000 young people by March 2011	On track	Update 7/1/11 We are approx. 100.5% achieved against a to-date target of 93.75% i.e. approx. 44,200 instead of targeted 41,250.	Thu-31-Mar-11
CSa3 - Help 600 young people successfully complete leadership awards / active citizenship programmes by March 2011	On track	Update 4/1/11 An additional 29 young people completed leadership/citizenship programmes during November & December 2010. We are approx 111% achieved i.e. 580 people instead of targeted 525.	Thu-31-Mar-11
CSa4 - Increase the % of successful Acceptable Behaviour Contracts - ABCs (i.e. no reported breaches in six months) to over 85% by March 2011	On track	December 2010: Currently 9 ABC's in place. 13 ABC's signed up to so far this financial year. Three have failed this is a 77% success rate. We are currently considering further enforcement action, which could include an ASBO application. Usual period for an ABC is 6-months.	Thu-31-Mar-11
CSa5 - Ensure that 90% of parents, accepted onto the Parenting Skills course, successfully complete the course by March 2011	On track	11 parents started courses (courses still in progress till end of July) Courses run every school term. Sept 2010 (ST): 90 no. courses have been run; 100 % success rate. 20 parents started courses in Oct (courses still in progress till end of	Thu-31-Mar-11

Key Corporate Target	Status		Progress	Target Date
			December) 18 of these completed courses (2 parents dropped out to have a baby and have enrolled on a course in Feb) 5 other parents started a course in Nov and this will be completed in March.	
CSb1 - Reduce the perception of antisocial behaviour from 31.9% to 29%	Suspended		Still awaiting new Government definition and guidance on anti social behaviour. PLACE Biennial Survey - no longer to be carried out.	Thu-31-Mar-11
CSb2 - Increase the people 'who feel safe when outside in their local area during the day' from 85% to 88% by March 2011	Suspended		PLACE Biennial survey - no longer to be carried out	Thu-31-Mar-11
CSb3 - Increase the people 'who feel safe when outside in their local area during the night' from 43% to 45% by March 2011	Suspended		PLACE Biennial survey - no longer to be carried out	Thu-31-Mar-11
CSb4 - Increase the number of people living independently by supporting a further 200 elderly residents to remain in their own homes through the provision of Telecare equipment by March 2011	On track		Jan 2011: 165 new installations.	Thu-31-Mar-11
CSc1 - Reduce Serious Acquisitive Crime by 3% by March 2011	On track		As at the end of November 2010 Bolsover was still achieving Green on NI 16 Serious Acquisitive Crime; currently 23.0% below milestone target.	Thu-31-Mar-11
CSc2 - Reduce Assault with Less	On track		As at end of November 2010 Bolsover was still achieving	Thu-31-

Key Corporate Target	Status	Progress	Target Date
Serious Injury by 12% by March 2011		Green for NI20 Assault with Less Serious Injury currently 15.8% below the milestone target.	Mar-11

Corporate Plan Targets: Customer Focused Services – January 2011

Key Corporate Target	Status		Progress	Target Date
CFSa1 - Devise a programme of community engagement by October 2010 and plan delivery	Achieved		Oct 2010 - Target Achieved.	Sun-31-Oct-10
CFSa2 - Increase the number of Council house tenants who are satisfied that 'the Council takes their views into account' from 61% to 70% by March 2011	Suspended		The feedback from the previous survey in 2008 has been used to determine priorities in the current period. However, this indicator is measured by a STATUS survey every 2 years. September 2010 - Government confirm survey is to be scrapped and funding withdrawn. Need to consider other options. New monitoring regime may develop.	Thu-31-Mar-11
CFSb1 - Widening access to affordable Council housing by introducing a Choice Based Letting Policy before April 2010	Failing		December 2010. Policy agreed and review of waiting list underway.	Sat-30-Apr-11
CFSb2 - Redesign and relaunch the Councils website to improve communication and access to services by end of June 2010	Achieved		Target Achieved. Reported June 2010. Outcomes being gathered.	Wed-30-Jun-10
CFSb3 - Achieve all the milestones within the Customer Service and Access Strategy by March 2011	On track		26 improvements in total: 13(50%) Achieved 9 (35%) On Track 2 (7%) Not Started 1 (4%) Withdrawn 1 (4%) Failing (Joint Service Centre) Good progress continues against the milestones. Customer Service Excellence assessment booked for March 2011 to evaluate	Thu-31-Mar-11

Key Corporate Target	Status		Progress	Target Date
			improvements. By time elapsed 87% should have been achieved, combining both 'achieved' and 'on track' equates to 85%.	
CFSc1 - Establish and deliver Customer Service Standards by March 2010 and make available to the public by April 2010	Achieved		Target Achieved. Reported June 2010. Outcomes being gathered.	Wed-31-Mar-10
CFSc2 - Achieve Customer Service Excellence (formally Charter Mark) in Contact Centres by April 2010	Achieved		Target Achieved. Reported in June 2010. Some outcomes have been evidenced.	Fri-30-Apr-10
CFSc3 - Increase the number of housing repair jobs that are able to be resolved on the first visit to 85%	On track		Jan 2011: December 95%. Data from DPA satisfaction survey. Performance currently above target.	Thu-31-Mar-11
CFSc4 - Process all new Housing and Council Tax Benefit claims within 20 days	On track		Jan 2011 (SMT/JB) Average processing times for new claims for: April 20.08 May 19.54 June 21.47 July 16.74 August 16.65 September 16.67 October 18.05 November 18.46 Average for the year so far 18.46 days . Next update (Dec figure) 25/1/11	Thu-31-Mar-11
CFSc5 - Establish and deliver, in consultation with Council house tenants, Customer Service Standards as required by the Tenant Services Authority by November 2010	Achieved (Behind Target)		Jan 2011: Target Achieved (SMT).	Tue-30-Nov-10

Corporate Plan Targets: Environment – January 2011

Key Corporate Target	Status	Progress	Target Date
Ea1 - Increase the standard of street cleanliness (litter and detritus) to 95% by March 2011	On track	<p>01/01/ 2011</p> <p>Tranche 1 - 94.8% towards street cleanliness target of 95%</p> <p>Tranche 2 - 94.17% towards street cleanliness target of 95%</p> <p>NI 195</p> <p>Litter (Target 2%) Detritus (Target 1%)</p> <p>Graffiti (Target 0%)</p> <p>Flyposting (Target 0%)</p> <p>Results</p> <p>Tranche 1 3% 13% 0% 0%</p> <p>Tranche 2 3% 15% 2% 1%</p> <p>Tranche 3 (Due April 2011)</p> <p>Currently underperforming.</p>	Thu-31-Mar-11
Ea2 - Adopt a Local Development Scheme Review by August 2010	Failing	<p>Jan 2011: Report approved by Exec and now due to go to full Council on 19th Jan 2011.</p> <p>Extension given until Mar 2011 (SMT)</p>	Thu-31-Mar-11
Ea3 - Complete and adopt the Core Strategy Development Plan Document by December 2011	C/F to New Plan	<p>Jan 2011: Extension given until Dec 2012 (SMT). Report on major issues affecting Core Strategy was considered by Planning Committee on 10 November and subsequently by full Council on 15 Dec. The continuing lack of staff resources in Planning Policy, coupled with the need to review the district housing target and consider policy gaps left by the revocation of the RSS means that the target date for adoption of the Core Strategy (as proposed in the shortly to be submitted Local Development Scheme is now until Dec 2012, not Dec 2011.)</p>	Mon-31-Dec-12
Ea4 - To achieve the milestones set out in the Historic Environment Scheme (HES) by December 2011	C/F to New Plan	<p>Jan 2011: Extension given until Dec 2012 (SMT). During November / December, Historic Environment Scheme key milestones met were: - the submission of Bolsover THI bid; -</p>	Mon-31-Dec-12

Key Corporate Target	Status	Progress	Target Date
		<p>the completion of several Conservation Area Appraisal and Management Plan actions. As a result, this has seen that 100% of the key milestones (as listed below) have been met by their scheduled date within the most up-to-date version of the Historic Environment Scheme work programme. Furthermore, the additional key milestone of the preparation and submission of a bid to HLF for a Bolsover THI Scheme by November 2010 was also met. 2010/11 Baseline Data currently stands at: - Conservation Areas with up to date Appraisals and Management Plans (cumulative) - 16 out of 27 (59%) - HES Milestones achieved by key date (for year) - 28 out of 32 (87.5%) Overall completion of the Historic Environment Scheme stands at 85%. Following the decision to second a member of staff to Planning Policy to aid delivery of the LDS, the proposed Historic Environment Scheme milestones for 2011 will need to be rescheduled to 2012 to reflect the year period of the secondment. This will mean that there is no further progress on the overall completion rate of 85% until the end of the secondment.</p>	
Eb1 - By 2011 reduce fuel consumption of the Council's vehicle fleet by 10% from 2009 level	On track	<p>December 2010: Petrol consumption continuing to fall. Diesel consumption decreased slightly during December 2010. Overall combined saving to date (2009/2010 - 2010/2011) 1.0 %.</p>	Thu-31-Mar-11
Eb2 - Reduce internal waste disposed of by the Council to landfill by	On track	<p>Tonnages recycled to be reported to Climate Change Group 3rd Qtr estimated internal waste arisings 144.62T. Data</p>	Thu-31-Mar-11

Key Corporate Target	Status	Progress	Target Date
20% from 2006/07 levels by March 2011		currently being checked against original baseline data.	
Eb3 - Reduce CO ² emissions from our Council buildings and transport used to deliver our services by 3 % year on year	On Track	Data for this target is based on the information collected for NI185 (as was) so will not be available until June 2011; extension granted until that date.	Thu-30-Jun-11
Eb4 - Contribute to the reduction of the per capita CO ² emissions across Derbyshire by 3% year on year	On track	December 2010 - no change to earlier update Oct 2010 - carried over from Sept. Data is produced nationally on behalf of DECC by AEA and has a time lag of around 2 years BDC has no control over the data produced. Revised data issued by DECC Sept 2010 for period 2005 to 2008 which changes all previously published totals. In 2005 the per capita emissions were 6.2 tonnes for Bolsover (8.3 t for Derbyshire). For 2008 the revised figures are now 6.0 tonnes for Bolsover (7.7 t for Derbyshire) equating to a per capita reduction of 3.2% for Bolsover (7.2% for Derbyshire) Following the BIG Health Day at Shirebrook in July Marches Energy Agency provided free energy saving measures to 450 visitors which equate to lifetime CO ₂ savings of 116, 252 kg equating to financial savings of £75,136	Thu-31-Mar-11
Eb5 - Implement action plan on Adapting to Climate Change to Level 1 by March 2010 and to Level 2 by March 2011	On track	December 2010 - no change to previous update Oct 2010 - carried over from Sept. Data is provided by self assessment on an annual basis using a DEFRA self assessment guidance and matrix. Information supplied to DCC and GOEM in May 2010 declaring Council at Level 1 Work continuing to reach Level 2 by March 2011, including a	Thu-31-Mar-11

Key Corporate Target	Status		Progress	Target Date
			presentation to LSP on climate change risks scheduled for 7th October. Elements of asset management process identify works that will assist parts of the Council's fixed assets to mitigate the effects of climate change.	
Eb6 - Work towards the public sector 10:10 campaign to cut CO ² emissions by 10% in 2010	Achieved		Jan 2011: All of the items that the authority has been able to measure have been achieved - Target Achieved	Fri-31-Dec-10
Ec1 - Annually recycle/compost 28.5% of collected household waste by March 2011	On track		1st Qtr Recycling/Composting percentage of 33.9% (confirmed) of total household waste arisings. New kerbside recycling contract to commence 1/11/10 which will include the collection of card. 2nd Qtr 32.54% (confirmed) 3rd Qtr 27% (estimated)	Thu-31-Mar-11
Ec2 - Reduce the level of municipal waste land filled by reducing the quantity of household waste collected to 726kgs per household by March 2011	On track		1st and 4th quarters are traditionally greater amounts of waste. New kerbside recycling contract to commence 1/11/10. Additional material to be collected. RESULTS 1st Qtr 182 (actual) 2nd Qtr 177kgs (actual) 3rd Qtr 188 (estimated)	Thu-31-Mar-11

Corporate Plan Targets: Regeneration – January 2011

Key Corporate Target	Status	Progress	Target Date
Ra1 - Provide 2,500 patients with an exercise programme under the GP referral scheme by March 2011	On track	During financial year 2009/10 1329 patients were referred to the scheme, for the nine months of captured data for the current financial year, 1015 patients have been referred, giving a running total of 2344.	Thu-31-Mar-11
Ra2 - Deliver a child focused health improvement programme to 2,000 under 11 year olds by March 2011	On track	No update during financial year 09/10 the programme was delivered to 1031 key stage 2 children district wide. During the current financial year, the programme has been delivered to 669 key stage 2 children to date. Progress to date 1031 plus 669 = 1700	Thu-31-Mar-11
Ra3 - 80% of children aged 5-16 to take part in 3 hours per week of PE and sport within and out of school hours by March 2011	On track	Update December 2010 77% of children aged 5-16 are taking part in 3 hours per week of PE and sport within and out of school hours	Thu-31-Mar-11
Ra4 - Establish 3500 community use hours in every school facility managed by the Council as part of the Building Schools for the Future programme and other partnership arrangements by March 2011	Achieved	3700 community use hours at Frederick Gent School. Jan 2011: Target Achieved	Thu-31-Mar-11
Ra5 - Increase participation levels in sport by encouraging 24% of adults to participate in at least 30 minutes of moderate intensity sport on 3 or more days a week	On track	Jan 2011: Active People Survey results issued December 2010. SMT requested a report to the Feb SMT Performance meeting.	Thu-31-Mar-11
Ra6 - Encourage 6% of the population to	On track	Jan 2011: Active People Survey results issued	Thu-31-

Key Corporate Target	Status		Progress	Target Date
volunteer in sport or physical activity for at least one hour a week			December 2010. SMT requested a report to the Feb SMT Performance meeting.	Mar-11
Ra7 - Implement an intervention programme to prevent 16-19 year old physical activity level drop off by March 2011	On track		Update 4/1/11 Action plan has been created for 16-19 year olds. Steering Group meeting scheduled for 12th January 2011. New Government funding announced for a programme called 'Sportivate' which will help engage this target audience more effectively, to commence during financial year 2011/12.	Thu-31-Mar-11
Ra8 - Raise awareness of food safety and hygiene amongst 1000 older people through the Food Hygiene and Vulnerable Groups Safe project by October 2010, with a view to preventing food poisoning.	Achieved		Delivery of presentations completed May 2010 to a total of 1167 elderly persons (target 1000). Evaluation commenced in May. Additional data on outcomes being collected during July/August. 27/08/10 - Outcome data collated. Target Achieved.	Sun-31-Oct-10
Rb1 - Opening a Joint Service Centre with partners at South Normanton by December 2010	Failing		Jan 2011: New projected opening date now 21/2/2011. Headcount of 'Jobs Created' to be carried out on handover	Fri-31-Dec-10
Rc1 - Complete a revised Private Sector Renewal Strategy by March 2011	On track		Update as at 7/12/2010 - draft strategy available early Feb 2011	Thu-31-Mar-11
Rc2 - Achieve the decent homes standard on Council housing by December 2010	Achieved		The Council have achieved the Decent Homes Standard to Council properties. As agreed with GOEM - there are currently 24 properties still failing the standard. 16 of these properties are still awaiting a mains gas supply. Process agreed with GOEM.	Fri-31-Dec-10
Rc3 - Increase the number of decent homes occupied by vulnerable	On track		Dec 2010 - 15 properties made decent with vulnerable occupiers in Q3. Efforts will	Thu-31-Mar-11

Key Corporate Target	Status		Progress	Target Date
people in the private sector to 70% (5,507 properties) by March 2011			be made to catch up in Q4, but the target may fall short by the year end.	
Rd1 - Reducing concentrations of worklessness in the worst performing areas by at least a 1.1% point gap to the East Midlands figure at March 2011	On track		December 2010: Feb 2010 NI153 figures: target of 1.1% better than regional figure consistently achieved since February 2008. The gap continued to increase (positively) up to May 2009. The gap decreased however in Feb 10 but remains at 1.9% (0.8% above target).	Mon-28-Feb-11
Rd2 - Create 50 jobs through locally funded business support by March 2011	Achieved		Jan 2011: 51 jobs created. Target Achieved - monitoring to continue	Thu-31-Mar-11
Rd3 - Supporting 100 businesses through local funded intervention (LEGI) by March 2011	On track		April to June 2010 - 22 businesses supported July to September 2010 - 20 businesses supported = 42 in total October to December 2010 - 22 businesses supported = 64 in total to date	Thu-31-Mar-11

Corporate Plan Targets: Social Inclusion – January 2011

Key Corporate Target	Status	Progress	Target Date
Sla1 - Produce a Single Equality Scheme by March 2011	On track	Progress on track. Evaluation report on engagement event and draft Single Equality Scheme completed - 90% achieved towards the Corporate Plan Target Consultation on Draft Single Equality Scheme in January - February 2011. Approval due March 2011.	Thu-31-Mar-11
Sla2 - Increase the number of people living independently by supporting 100 people to remain in their homes through carrying out adaptations to suit their disabilities by March 2011	Achieved	208 new installations completed April- December 2010. Outturn significantly above target. Target Achieved	Thu-31-Mar-11
Sla3 - Contribute to the Derbyshire Community Cohesion Plan to address issues about 'how people from different backgrounds get on together in their local area' by March 2011	Achieved	BDC have contributed significantly to the Derbyshire Partnership Forum 'Bringing People Together' Fund. The fund has been promoted widely throughout the district resulting in 13 successful bids for funding totally £16,033.00 covering the areas of Palterton, Shirebrook, Bolsover, Newton, Tibshelf, South Normanton, Whitwell, Hodthorpe and Barlborough. The Partnership fund has now been fully allocated. Evaluation report prepared for Senior Management Team to close activity. Target Achieved	Thu-31-Mar-11
Sla4 - Develop a Cultural Action Plan to improve access to and participation in cultural activities by	On track	Update 7/1/11 no change since last update Although some progress has been made this target is slipping	Thu-31-Mar-11

Key Corporate Target	Status	Progress	Target Date
March 2011		- the Head of Leisure shall create an action plan before next update to ensure target is met.	
Sla5 - Develop an action plan to increase the number of people in 'hard to reach' groups (older participants, women and girls, disabled, those on low income, those from black and ethnic minorities and those who live in isolated areas) who participate in sport and active recreation by March 2011	Achieved	New Plan now being delivered. Zumbatomic sessions to commence 8th Jan, targeting 13-16 year olds. 16+ Zumba classes, 5 being run, 1146 attendances (Sept-Dec), - targets women with an average age of 30+ Delivering a programme for older & inactive adults - Change 4 life club - 368 attendances (Oct-Dec). Established a Netball programme targeting women of 16+ age but average age is 30-40 yrs. To date, 38 attendances (Nov). Tibshelf programme - 533 attendances (April-Oct). Street Sports programme targets males 12-19 yrs - 323 attendances (Apr-Dec) Aqua Fit programme targets mainly women 45+ - 3025 attendances (Apr-Dec). Target Achieved. Continue to monitor outcomes.	Thu-31-Mar-11
S1b1 - Increase the supply of new affordable housing from 22 to 50 per annum by March 2011	On track	Dec 2010: Completions: All due for handover Mar 31st 2011. Church Drive Shirebrook – 2 completions Doe Lea – 4 completions Byron Street Shirebrook - 9 completions Shuttlewood – 20 completions. 27 declared for 2009/10.	Thu-31-Mar-11
S1b2 - Start on site in	On track	December 2010 - All	Thu-

Key Corporate Target	Status	Progress	Target Date
providing replacement for the Tarran bungalows by March 2011		tenants decanted. Site handed over to Kier	31-Mar-11
Slb3 - Offer an advice and information service that will allow at least 50% of people facing homelessness to remain in suitable accommodation	On track	April- December 2010- 247 families approached the Department as potentially homeless. 135 families have been prevented from becoming homeless = 54% prevention.	Thu-31-Mar-11
Slc1 - Create 75 apprenticeship opportunities across the public sector by February 2011	Achieved	Jan 2011: 75 apprenticeships achieved ahead of profile. Target Achieved. Monitoring to continue.	Mon-28-Feb-11
Slc2 - Implement the actions identified within the Play Strategy for 0 -19 year olds to be completed by March 2011	On track	December 2010 Progress in achieving the milestones to be hit by 31/03/2011 is as follows: 1. Produce local standards for the provision of open space including play areas: this is part of the Green Space Strategy, which is currently being developed. Standards have been proposed and will be subject to consultation over the next few weeks. 2. Complete 3 Playbuilder funded play areas: one Playbuilder site has been completed (Shuttlewood Recreation Ground). Funding for two additional sites (Hilltop Park, Pinxton and Shirebrook (site TBC)), which was understood to have been lost, has recently been confirmed by Derbyshire County Council, although this is only 60% of the £50,000 allocated for each site (£29,400 per site). It is envisaged that both play areas will be	Thu-31-Mar-11

Key Corporate Target	Status	Progress	Target Date
		installed by September 2011. Additionally, the Play Strategy, which was due to be published by March 2010, has been approved and will be published in early 2011.	
Slc3 - Improve parenting skills by adopting a Parenting Strategy by April 2010	Achieved	Strategy adopted by Council.	Wed-31-Mar-10
Slc4 - Deliver the Raising Aspirations project by March 2012 to raise the aspirations and employability skills of school children and their families, and young people that are not in education, employment or training (NEET) and adults that are economically inactive or unemployed	On track	Of the projects 16 targets which are currently active, 75% have been exceeded to date. These include: 54 (target 40) young people into education, employment and training (EET); support given to 132 (target 80) young people who are not in education, employment and training; 24 (target 17) homeless young people accessing the project. Two (12.5%) targets are on track, and two (12.5%) have not been met. These are: 4 (target 5) young homeless people helped into EET; and 0 (target 28) pupils with increased attainment in maths, science, English. This target is likely to be met over the course of the project, but discrepancies between financial and academic years must be factored in. More detail is available in the Working Neighbourhoods Fund Quarter 2 Report from the Partnership Office.	Sat-31-Mar-12
Slc5 - Provide 250 residents with volunteering	On track	Performance to end of Quarter 2 (Apr-Sep 2010)	Sat-31-

Key Corporate Target	Status	Progress	Target Date
opportunities by March 2012 through the Bolsover Volunteering Project		shows 55% of targets exceeded (compared with 33% to end of June 2010), 11% on track and 33% failing (compared with 50% to end of June). The three targets that have not been achieved are: zero (target 1) 16-18 year olds going into education, employment or training; 21 (target 27) volunteers completing VCI course; 21 (target 35) people accessing volunteering opportunities - this will increase as the Govt's introduction of Work Together means that the Bolsover Volunteering Project will become Jobcentre Plus' key referral agency. More detail can be found in the Working Neighbourhoods Fund Quarter 2 Report available from the Partnership Office.	Mar-12
Sic6 - Implement the actions identified to be completed by March 2011 within the Arts Strategy.	On track	Of the 23 key actions identified in the arts strategy to be completed by 31 Mar 2011, 13 actions have been completed, 9 are on track and 1 action not yet started.	Sun-31-Mar-13
Sld1 - Develop a Fuel Poverty and Affordable Warmth Strategy by March 2011	C/F to New Plan	Jan 2011: SMT Extension given to September 2011.	Fri-30-Sep-11
Sld2 - Engage with 110 private sector households, provide advice and carry out energy efficiency measures where appropriate to assist at least 36 households out of fuel poverty by March	On track	Headline figures: - 390 households engaged. 33 properties currently referred for works. First element of this corporate target achieved i.e. engage with 110 private sector households. Update as at	Thu-31-Mar-11

Key Corporate Target	Status	Progress	Target Date
2011		7/12/2010 - 16 households taken out of fuel poverty to date.	
Sld3 - Deliver the Bolsover District Financial Inclusion Strategy by March 2012 to reduce levels of financial exclusion in the district	On track	Year to date progress for quarters 1 and 2 (Apr-Sep 2010) shows that 44% of targets have been met or exceeded. Examples include: over £213,848 (target £120,000) in recovered welfare benefits; and 532 (target 300) people accessing welfare benefits advice. The remaining 56% of targets were not achieved by negligible amounts and are likely to be caught up during the course of the year. More detail can be found the Working Neighbourhoods Fund Quarter 2 Report available from the Partnership Office.	Sat-31-Mar-12

**Corporate Plan Targets: Strategic Organisational Development –
January 2011**

Key Corporate Target	Status	Progress	Target Date
SODa1 - Increase 'Value for Money' on the services we deliver by achieving our efficiency target of £2.3 million by March 2011	On track	<p>The 2010/11 target of £900,000 is expected to be achieved. This is based on £200,000 from 2009/10 as that year's target was exceeded and then the in year results from the monthly monitoring of savings via SMT / Cabinet / EMT detailing the significant contribution savings will make to the efficiency target. These are classified by degree of certainty.</p> <p>To end of December (previous period is shown for comparison):</p> <p>Green (over 90%) General Fund £1,078,601 (£879,046) HRA £145,841 (£105,339)</p> <p>Amber (over 50%) General Fund £120,182 (£258,441) HRA £46,485 (£77,970)</p> <p>Red (less than 50%) General Fund £80,126 (£99,521) HRA £25,000 (£25,000)</p> <p>Government have confirmed that Councils are not required generate data for NI 179 (value for money gains).</p>	Thu-31-Mar-11
SODa2 - Pay at least 95% of non disputed invoices within 30 days for the duration of the Plan	On track	December 2010 - 30 day payment is 96.68% (97.85% for the year to date) and within 20 days 91.33%	Thu-31-Mar-11
SODa3 - Develop a Strategic Asset Management Plan by October 2010	Failing	Jan 2011: SMT extension given until March 2011.	Thu-31-Mar-11
SODa4 - Reduce the number of current housing tenants, owing more than 7	Achieved	December update 286 cases which equates to £436,360.15. One of the planned activities to deliver our targets is to undertake two arrears blitz. During	Thu-31-Mar-11

Key Corporate Target	Status	Progress	Target Date
weeks rent by 20% from the March 2009 figure.		<p>December we carried out one of the arrears blitz. A letter, rent statement and information card was issued to all tenants in arrears of over £5 who do not pay by direct debit, do not have a current payment plan in place or who have broken a current payment plan. The baseline figure for this was 383 cases (£601,939.72) as at March 2009 with a target of 300 cases by March 2011. As at the end of December 2010 there are 286 cases which equates to £436,360.15. The target of a 20% reduction has therefore has been achieved. However the task is not completed and monitoring/action will continue throughout the year.</p>	
SODa5 - Reduce former Council housing tenants arrears by 25% by March 2011	On track	<p>December 2010 - The baseline figure was £600,630.26 with a Target (25% reduction) £450,472.70 - this currently stands at £591,089.31 (1.59%). So far this year £37,860.63 former tenants arrears have been collected and £74,444.63 has been written off a total income of £112,305.26 which would equate to 24.93% progress if no additional arrears were added. However during that time terminations of tenancy have continued and a further ££96,281.59 has been added onto the FTA total. The total debt (current and formers) is now £1,121,435.06 compared to £1,088,532 at the start of the year. Former tenant's arrears have risen slightly over this period from £589002.78 to £591089.31. Payments have totalled £27,073.59 and write offs</p>	Thu-31-Mar-11

Key Corporate Target	Status	Progress	Target Date
		£16,336.84. Jan 2011: Please see the Executive Report (Executive agenda item 6, 20/12/2010) on an alternative way of recovering former tenants' arrears (ST).	
SODa6 - Maintain current accreditation for QUEST and Adventurous Activities Licensing Authority License within Leisure and Green Flag Park for the duration of the plan	Achieved	Jan 2011: Planned assessments undertaken and all accreditation awarded/retained. Target Achieved.	Fri-31-Dec-10
SODb1 - Implement all milestones in the People Strategy by March 2011	On track	December 2010 16 improvements initiatives to be implemented by 31 March 2011 11 (69%) Achieved 3 (19%) Withdrawn for the life of this strategy due to changing priorities 1 (6%) On track 1 (6%) On hold awaiting Government Review 75% either 'Achieved' or 'On Track'	Thu-31-Mar-11
SODc1 - Achieve Member Development Charter Status by December 2010	Suspended	Oct 2010: Suspended by SMT until December 2011.	Sat-31-Dec-11

Committee:	Executive	Agenda Item No.:	8.
Date:	7 th February 2011	Status	Open
Category	2. Decision within the functions of Executive		
Subject:	Asset Management Plan and Strategy		
Report by:	Building and Contracts Manager		
Other Officers Involved	Head of Regeneration Property & Estates Manager Senior Valuer		
Director	Director of Development		
Relevant Portfolio Holder	Councillor A F Tomlinson, Portfolio Holder for Regeneration		

RELEVANT CORPORATE AIMS

CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services. Contributes towards helping to ensure that Council premises are clean, safe, customer access friendly and that they conform to all current building legislation.

ENVIRONMENT – Promoting and enhancing a clear and sustainable environment. Leading by example by showing the Council’s commitment to environmental issues. Contributing to achieving targets in relation to NI 185 the CO₂ reduction from local authority operations by minimising carbon emissions, improving the performance and use of existing mechanical and electrical equipment and by investing in new technology to ensure minimal environmental impact.

REGENERATION – Developing healthy, prosperous and sustainable communities by prolonging the life of and improving the appearance of building elements.

TARGETS

None

VALUE FOR MONEY

By prolonging the life of assets and reducing the risk of elements degrading to a state where they require substantial capital investment, improving energy efficiency and utilising assets to their full potential.

THE REPORT

The Asset Management Strategy has been written to clearly lay out how the Authority will manage its corporate assets. The strategy has 5 key objectives, which are:-

1. To ensure the Council's service requirements are linked to an effective asset management solution;
2. To raise awareness of the Council's assets, provide a clear decision making structure for their management and further develop a flexible portfolio of assets that meet changing service needs and delivery;
3. To manage asset management delivery to demonstrate continuous performance improvement;
4. To rationalise the asset portfolio and to target investment into buildings that have been identified as essential for long term service delivery and to release value from assets by minimising running costs, structured investment or disposal;
5. To adopt a sustainable approach to energy efficiency and work towards achieving the Nottingham Declaration's Climate Change targets.

The Asset Management Plan sets out how these objectives are to be achieved and implemented, through amongst other things, the introduction of relevant performance indicators, an improvement plan that includes actions such as developing an electronic asset data base for long term planning, a member officer rationalisation review of corporate assets and the production of an Accommodation Strategy.

A copy of the plan is attached for consideration.

ISSUES/OPTIONS FOR CONSIDERATION

The Asset Management Plan.

IMPLICATIONS

Financial: The annual work programme from the Asset Management Plan informs the budget bids for resources that are considered by the Executive.

Legal: None.

Human Resources: None

RECOMMENDATION

That Members approve the Asset Management Plan and Strategy.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

In order to make best use of Council resources.

ATTACHMENTS: Asset Management Plan
FILE REFERENCE:
SOURCE DOCUMENT:

BOLSOVER DISTRICT COUNCIL

Corporate Asset Management

Strategy and Plan 2011-2016

February 2011

This Strategy addresses the following Corporate Aims:



COMMUNITY
SAFETY



CUSTOMER &
EMPLOYER SERVICES



ENVIRONMENT



INFRASTRUCTURE



SOCIAL INCLUSION



ECONOMIC REGENERATION
(Economic Regeneration)



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.

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

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

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

Minicom: 01246 242450

Fax: 01246 242423

Details of Document	Comments / Confirmation
Title	Asset Management Strategy and Plan 2011 – 2016
Document type – i.e. draft or final version	Final
Location of Strategy	
Lead Author of Strategy	GG/DE
Member route for Approval & Cabinet Member concerned	Executive Deputy Leader Cllr Alan Tomlinson
Date Risk Assessment completed	December 2010
Date Equality Impact Assessment approved	To Be Advised
Consultation Undertaken (Internal or External) if required	Members engaged in the document draft stage. Stakeholder Views via the Asset Management Group.
Partnership Involvement (if applicable)	N/A
Strategy Approved by	
Date Approved	
Strategy Review Date	
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	

	Equality Statement	ii
	Document Details	iii
	Preface	1
	Asset Management Strategy	2
	Asset Management Plan	4
1.0	Introduction and Context	4
1.1	Asset Management	4
1.1.1	Strategic Asset Management	4
1.1.2	Operational Asset Management	4
1.2	The Council	5
1.3	Corporate Goals and Objectives	5
1.4	Organisational framework	5
2.0	Corporate Asset Management Plan	6
2.1	Policy Statement	6
2.2	Corporate Asset Objectives	7
3.0	Headline Performance Indicators	8
4.0	Stakeholder Views	9
5.0	Key Policy and Statutory Drivers	10
5.1	Equality Act 2010	10
5.2	Health and Safety at Work Act 1974	11
5.3	The Control of Asbestos Regulations 2006	11
5.4	Regulatory Reform (Fire Safety) Order 2005	12
5.5	Civil Contingencies Act 2004	12
5.6	Construction Design and Management Regulations	13
6.0	The Resource Context	13
6.1	Capital and Financial Strategy	13
6.2	The Fixed Asset Base	14
6.3	Assessment of Condition	15
6.4	Access to Buildings	16
7.0	Changes in the External Environment & their Implications	16
7.1	E-government	16
7.2	Market for Accommodation & Support Services Provision	17
7.3	The Market for Property Services	18
8.0	The Asset Challenge Process	18
9.0	The Asset Management function	19
10.0	Review and Challenge	20
10.1	Gap Analysis	20
10.1.1	Review of Roles and Responsibilities for Fixed Asset	20
10.1.2	Review of Decision Making Process	20
10.1.3	Review of Key Lines of Enquiry	21
11.00	Improvement Plan	21
12.0	Appendices	23

PREFACE

Welcome to Bolsover District Council's Asset Management Strategy and Plan 2010 - 2015, the corporate strategic document explaining existing asset management arrangements and outcomes with planned action to improve asset use and maintain its value.

This plan reflects the Council's vision to enhance and improve the wealth profile, well being and quality of life for the communities of the District of Bolsover.

The Council's office buildings, housing, industrial and commercial land, parks and amenities, cemeteries, car parks, public toilets and other property have a combined nett book value of around £222 million, and have considerable upkeep costs. It is therefore absolutely vital that they are managed properly to make sure all of them are giving the best value for money, in helping us to meet the Community's needs.

The Council sees its property assets as vital to the functions of this organisation and fully supports the development of this plan and the implications arising from it. The correct use of property assets and their strategic proactive future planning can only contribute to the continuing journey of improvement within the Council.



Councillor Eion Watts
Leader of the Council



Councillor Alan Tomlinson
Portfolio Holder for Regeneration

We would be interested to hear any views that you have on the Asset Management Strategy and Plan 2010 - 2014. If you would like to comment please contact:

Property and Estates Manager - Regeneration

Tel: **01246 242239** Fax: **01246 242423** Email: **enquiries@bolsover.gov.uk**

Bolsover District Council, Sherwood Lodge, Bolsover, Derbyshire

S44 6NF www.bolsover.gov.uk

Asset Management Strategy

The Council has developed a strategy to set the context of for the preparation for the detailed Corporate Asset Management Plan.

Our Vision

To manage the Council's corporate property and land asset portfolio effectively by providing:

- Buildings that meet the needs of the service, that are fit for purpose, sustainable and allow access for all.
- Assets that underpin corporate priorities and provide value for money.

Core Values

Sustainability – We will reduce energy consumption within our buildings and report performance to elected members and officers through the Councils Climate Change Group and to members of the public through Display Energy Certificates. We will always consider using sustainable materials from renewable sources and choose to use these options whenever possible.

Engagement – Heads of Service, Senior Managers and building users are regularly consulted with regard to accommodation changes, major refurbishments, and the standard of repair and maintenance to ensure informed decisions are made on how assets are managed.

Access

Assets are one of the ways by which our customers access council services. We will assist stakeholder access to services by ensuring our buildings are in the right places, built to current standards and are accessible to all.

Efficiency

The asset portfolio will be regularly challenged to ensure economic use of property and to drive down occupancy costs.

Decisions to invest in assets will be based on options appraisals and whole life costing.

Accommodation will be reviewed and rationalised with a view to reducing the amount of office space for delivering the functions of the authority.

Effectiveness

Our property portfolio must meet the needs of our council services and of our service users. In

order to achieve this the asset management process will ensure alignment of plans. Accommodation will be used to support the way we work and the ability to meet standards and performance targets.

Partnerships

Where ever possible we will seek to work in partnership with outside bodies and stakeholders to deliver reliable cost effective services.

We will work with partners to seek opportunities to share assets.

New assets

New assets will be built to the highest possible standard, they will be fit for purpose, flexible, energy efficient and will give access to all.

The Strategy

The Asset Management Strategy sets out a number of key objectives, which are:-

1. To ensure the Council's service requirements are linked to an effective asset management solution;
2. To raise awareness of the Council's assets, provide a clear decision making structure for their management and further develop a flexible portfolio of assets that meet changing service needs and delivery;
3. To manage asset management delivery to demonstrate continuous performance improvement;
4. To rationalise the asset portfolio and to target investment into buildings that have been identified as essential for long term service delivery and to release value from assets by minimising running costs, structured investment or disposal;
5. To adopt a sustainable approach to energy efficiency and work towards achieving the Nottingham Declaration's Climate Change targets.

The Asset Management Plan sets out how these objectives are to be achieved and implemented

The Asset Management Plan

1.0. Introduction and Context

1.1. Asset Management

Asset Management can be defined as optimising the assets of the Council in terms of service benefits and financial return. It is an important part of resource planning. There are two interacting components:

1.1.1. Strategic Asset Management

This focuses on the medium to longer term and involves decisions on asset investment linked to customer and end user needs and service delivery requirements. It involves a challenge to the holding of assets. There is an assumption that assets will only be retained where they provide greater value for money than the alternatives. New methods of service delivery, flexible working arrangements, shared services and developments in information technology, have made the authority, and are likely to make the Council less dependant on fixed assets in future years.

1.1.2. Operational Asset Management

The objective is to secure efficiency gains, ensure business continuity and support service delivery

Fixed assets are the land and buildings for which the Council has responsibility, including car parks, street furniture, infrastructure and closed churchyards.

This strategy does not include land, houses, buildings and fixed assets associated with the Housing Revenue Account. There is a separate strategy for these assets.

Asset Management Planning helps to raise awareness of resources invested in the Council's assets and to develop strategies and programmes to ensure that they are deployed in the most effective way to meet the authority's corporate and service objectives.

This is a business process with the underlying purpose of achieving the better use of public assets, and of minimising the opportunity cost of resources tied up in land, buildings and fixed assets.

A number of management principles support effective strategic asset management

- There needs to be an integrated departmental and corporate approach to fixed assets.
- Explicit responsibility for, and corporate leadership of the strategic asset management function is required.
- The correct balance has to be taken between central control and devolved responsibility for land, buildings and fixed assets.
- A synergy is needed between the strategy for fixed assets and the service objectives linked to the use of those assets.

- Clear authority-wide property objectives need to be fed into the service planning process. These need to be communicated to elected members and managers with specific service delivery responsibilities
- Any change in the strategic role or management of fixed assets needs to be planned, co-ordinated, and prioritised within the Corporate Plan.
- Asset management needs to be backed by a simple and robust system of performance management which relates directly to Corporate or service objectives.
- Effective data systems have to be in place to support the management of fixed assets.
- Robust techniques are needed to justify decisions. These need to balance service benefits against financial returns and expenditure.

1.2. The Council

The District of Bolsover lies in the north-east corner of Derbyshire and stretches between junction 28 and 30 of the M1 motorway. The District covers an area of 160 square kilometres (61.8 square miles) and, the mid-2008 Population Estimates for Bolsover District is 74,300.

The District is based around seven principal villages and towns. Its population density is 4.5 persons per hectare compared to an England and Wales average of 3.4. The largest town is Bolsover itself with a population of 11,400.

1.3. Corporate Goals and Objectives

The Council's vision for the District is: -

To enhance and improve the wealth profile, well-being and quality of life for the communities of the District of Bolsover.

The corporate aims which underpin this vision are as follows: -

- 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

1.4. Organisational framework

There are five members of the Senior Management Team. They are:

- Chief Executive
- Solicitor to the Council and Monitoring Officer
- Director of Resources
- Director of Neighbourhoods
- Director of Development

Each Senior Management Team member has responsibility for a group of services.

Strategic and operational responsibility for property and fixed assets lies with the Director of Development.

The Council has a departmental structure and there is a Head of Service for each Department, each responsible to a member of the Senior Management Team.

Service responsibilities for property and fixed assets lie across the five service groupings. Each building and fixed asset is allocated to one of the departmental Heads of Service.

Responsibility for the delivery of the Asset Management Plan lies with the Building and Contracts Manager and the Property and Estates Manager and the Assistant Property and Estates Manager have the day to day responsibility for maintenance.

Elected members operate through an Executive and Scrutiny system. Asset Management sits under the Regeneration Portfolio Holder.

The Council has a system of performance management and elected members monitor service outcomes through a series of performance management meetings involving both Scrutiny and Cabinet Members.

Scrutiny of asset management is undertaken by the Council's Sustainable Communities Scrutiny Committee.

2.0. Corporate Asset Management Plan

There are six key drivers in the development of a corporate plan on asset management. These are:

- Making a strong link between corporate objectives and the policy on fixed assets
- Ensuring the full involvement of key service areas
- Keeping a clear distinction between strategic and operational decision-making on fixed assets
- Establishing key drivers for fixed asset decisions amongst officers and elected members
- Maintaining clear reporting lines to a strong corporate centre
- Providing clear links between the Council's Asset Management Plan, Energy Management Policy, Disposal Strategy, and Asset Management Strategy.

2.1. Policy Statement

Within the context of the Asset Management Plan the Council will:

- Promote a corporate approach to the management of property assets and build an understanding of the importance of assets in supporting service delivery.
- Ensure that property assets help to secure continuous service improvement.
- Review the Council's properties and gather information covering their sufficiency, suitability and cost.

- Rationalise the property portfolio, disposing of properties that do not support core service objectives or fail to make an adequate return on investment.
- Fully implement the requirements of health and safety legislation, fire safety legislation and the Equality Act 2010.
- Where appropriate, promote sharing of premises between Council departments and with other public bodies and voluntary organisations.
- Minimise space usage and the running costs of buildings.
- Prepare and implement a Corporate Energy Management Policy to improve the energy efficiency of buildings.
- Prioritise building and maintenance works according to need and ensure that projects are delivered on time and within budget whilst minimising service disruption.

2.2. Corporate Asset Objectives 2011-2016

This Corporate plan is supported by a series of specific objectives.

Objective 1: To ensure the Council's service requirements are linked to an effective asset management solution:

- The Council will maintain sufficient financial resource and operational capacity to manage and maintain its fixed assets.
- Efficient and sustainable procurement will be undertaken for fixed assets.
- Accommodation will be suitable, accessible and maintained to the required standard.
- Assets will be sustainable and affordable for their whole life.

Objective 2: To raise awareness of the Council's assets, provide a clear decision making structure for their management and further develop a flexible portfolio of assets that meet changing service needs and delivery:

- Standards will be set for the design, care and use of accommodation and assets, including a separate Accommodation Strategy.
- Compliance with legal obligations will be maintained and the minimum standard will be exceeded wherever possible.
- Elected members will have a strong role in decision making.

Objective 3. To manage asset management delivery to demonstrate continuous performance improvement:

- Effective processes and policies will be maintained to ensure effective asset, contract and project management.
- There will be choice and competition in the asset management process
- Performance targets will be set for asset management activities.
- Improvements in energy efficiency and a reduction in greenhouse gas emissions will be driven through the Climate Change Group.
- Accessibility to all council assets will be maximised.

Objective 4. To rationalise the asset portfolio and to target investment into buildings that have been identified as essential for long term service delivery and to release value from assets by minimising running costs, structured investment or disposal:

- The need for the ownership and retention of assets will be challenged.
- Assets will be reviewed to identify where the cost of retention exceeds the value added.
- Carry out an asset review on current management practices with a view to moving towards a corporate approach to asset management.
- Opportunities will be sought for the sharing of assets with partners.
- Running costs will be monitored to target potential savings.
- Management arrangement will be continuously reviewed to ensure best value.

Objective 5. To embed a sustainable approach to energy efficiency and work towards achieving the Nottingham Declaration’s Climate Change targets:

- To achieve efficiencies where possible through energy conservation.
- To continue to work and develop ideas in partnership with the Nottinghamshire/Derbyshire Local Authority Energy Partnership.

3.0. Headline Performance Indicators

Effective performance management is critical for the success of an Asset Management Service. Performance management is about:

- Achieving the Council’s aims and objectives through effective Asset Management.
- Prioritising what is important and what gets done.
- Motivating and managing staff and partner organisations.
- Measuring and communicating success.
- Improving the perception of service provision.

To be effective, performance management should not be isolated to the performance of fixed assets alone. Performance management within the asset management function needs to link and overlap with the Corporate Plan and contribute to individual service aims and objectives.

Indicators to be measured

The use of property performance indicators is recommended and endorsed by the Department of Communities & Local Government (CLG) as a valuable means of measuring and comparing performance in asset management.

The National Property Performance Management Initiative (NaPPMI) property indicators replaced the similar CoPROP property performance indicators established by the former Office of the Deputy Prime Minister and the Association of Chief Property Officers. There are 7 sets of NaPPMI property indicators relating to:-

1	Condition & Required Maintenance
2	Environmental Measures
3	Suitability
4	Access to Public Buildings

5	Sufficiency of office space
6	Spend on Property Cost
7	Time and Cost Predictability on New Projects

The intention of the NaPPMI indicators is that local authorities choose to collect only those indicators which will provide beneficial data to them.

From 2011/2012 Bolsover District Council will begin to collect and analyse data against the following selected NAPPMI indicators:-

- NaPPMI Indicator PMI 1 A & D
- NaPPMI Indicator PMI 2 A & B
- NaPPMI Indicator PMI 5 B1 & B2

http://www.cipfaproperty.net/subscribersarea/default_view.asp?library=3&category=18&content_ref=2374

Benchmarking of Performance Indicators

In establishing a framework for performance management it is essential to optimise the use of relevant benchmarking to provide useful comparator information.

In order to effectively benchmark it is considered prudent that Bolsover District Council subscribes to the IPF 'Property Performance Management Initiative' and once officers have sufficient data for the NaPPMI indicators to be reported on this data can be directly input into the IPF website.

4.0. Stakeholder Views

The Council has developed a long term approach to consultation across a full range of stakeholders. There is a formal consultation group that co-ordinates this process.

The current programme for consultation includes:

- **The elected members of the authority**

The Council has a number of scrutiny groups in which elected members monitor the council's performance against targets.

- **The Council's Senior Management Team**

The Senior Management Team has taken positive steps to improve the co-ordination and effectiveness of the Council's consultation programme.

The Council has a work/life balance programme and the Management Team review the effectiveness of home working, hot desking and other flexible working arrangements. The success or otherwise of these innovations may impact on future property needs.

- **The Council's own staff**

The corporate mechanism for staff consultation is through regular staff forum meetings, employee survey and the staff suggestion scheme. This is supplemented by departmental team meetings.

5.0. Key Policy and Statutory Drivers

The areas of Government Policy and Statutory responsibility that influence the Council's asset strategy are:

5.1. Equality Act 2010

The Disability Discrimination Act 2005 is replaced by the Equality Act 2010 from 1 October 2010, which received Royal Assent on 8 April 2010. The general equality duty requires the Council to:

- Eliminate discrimination, harassment, victimisation and any other prohibited conduct
- Advance equality of opportunity
- Foster good relations

The public sector equality duty, known as the specific duty, is to be implemented from 1 April 2011. The specific duty will require the Council to:

- Set, consult on and review equality objectives
- Demonstrate how the impact on equality has been assessed
- Use the Council's procurement function effectively to further its equality objectives
- Review and report on progress on a triennial basis

5.2. Health and Safety at Work etc Act 1974

The Health and Safety at Work etc Act 1974 places a statutory duty on all employers, including their managers, to provide and maintain equipment and systems of work that are safe and without risk to the health of employees or others who may be affected by their undertaking. Equally, employees are required to take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

In addition, both employers and employees have a Duty of Care in tort (particularly negligence) towards those who may be affected by their actions or instructions.

Other regulations which relate to the Health and Safety at Work Act are:

- The Workplace (Health Safety and Welfare) Regulations 1992.
- The Management of Health and Safety at Work Regulations 1999.

Employers must:

- Provide information on health and safety.
- Undertake risk assessments.
- Eliminate and control risks.
- Have insurance.
- Undertake health surveillance.
- Provide Personal Protective Equipment (PPE).
- Make provision for those with special needs.
- Provide regular health and safety training.
- Look after health and safety of others and members of the public.

5.3. The Control of Asbestos Regulations 2006

This legislation was introduced to protect those who come into contact with asbestos unknowingly or accidentally. The new regulations are designed to simplify the legislative framework by replacing three sets of regulations:-

- The Control of Asbestos at Work Regulations 2002.
- The Asbestos (Licensing) Regulations 1983 (as amended).
- The Asbestos (Prohibitions) Regulations 1992 (as amended).

The Regulations introduced a duty to manage the risk posed by asbestos containing materials in non-domestic premises, but including the common areas of residential property. Bolsover District Council is the duty holder for all its buildings and is required to:-

- Assess whether the premises contains asbestos.
- Assess the risk from the asbestos.
- Take action to minimise the risk of exposure to asbestos fibers.

The Council has an online database that holds the information in relation to the location of all the sources of asbestos in its corporate portfolio. The system allows contractors and staff to be given access to asset' asbestos data and to enable receipt of notifications directly to the register.

5.4. Regulatory Reform (Fire Safety) Order 2005

On 1 April 2006 the Regulatory Reform (Fire Safety) Regulations came into force. They apply to non-domestic premises and replace the old regime of fire certificates prescribed by the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997.

There is now a risk assessment approach, aimed at protecting those who are lawfully on the Council's premises and any person who is in the immediate vicinity of the premises and at risk from a fire.

The Regulations make fire safety the responsibility of what the Regulations call the "responsible person". This has similarities with the Control of Asbestos at Work Regulations 2002. The Council is the responsible person for all its buildings.

It is the duty of the Council to comply with the Regulations by taking general fire precautions, conducting a risk assessment, eliminating risks from dangerous substances, providing emergency routes and exits and providing information and training to staff. Where there are any alterations or changes in use, the Council must take steps to keep the fire assessment up to date.

The Council has taken necessary steps to ensure compliance with the requirements.

5.5. Civil Contingencies Act 2004

The Civil Contingencies Act 2004 places a duty on the Council to ensure that it is able to continue to provide critical functions during emergencies.

A Business Continuity Plan has been implemented by the Council in order to mobilise its response and undertake work to prevent or mitigate the severity of service disruptions.

The Plan identifies the recovery objectives, the structure for implementation and the communication processes to keep staff, partners and the public informed of necessary changes to service delivery.

Integral to this process are the premises occupied by the Council during the time of emergency. These may not be the normal Council offices as these may have been put out of operation.

The Business Continuity Plan identifies alternative premises that the Council could occupy in the event of a loss of key buildings as well as a management structure with defined responsibilities that ensure the appropriate level of response should an emergency occur. The intention is to ensure that sufficient fixed assets are available to the Council to enable it to perform its role under the Civil Contingencies Act.

Construction (Design and Management) Regulations

The Construction (Design and Management) Regulations 2007 (CDM 2007) came into force on the 6 April 2007 and replaced the Construction (Design and Management) Regulations 1994 and the Construction (Health, Safety and Welfare) Regulations 1996. These Regulations are intended to focus attention on planning and management throughout the life of reconstruction projects from

design concept to future maintenance of the completed buildings. The aim is for Health and Safety considerations to be treated as an essential but normal part of a projects development, not to be an afterthought or bolt on extra. Bolsover District Council has a biggest influence in the way their projects are run. Under CDM 2007 the following duties have been placed on the client:-

- Appoint a CDM Co-ordinator.
- Ensure the competence and resources of the project team.
- Ensure there are suitable management arrangements for the project including welfare facilities.
- Allow sufficient time and resources for all stages.
- Provide pre-construction information to designers and contractors.
- Appoint a Principle Contractor.

6.0. The Resource Context

6.1. Capital and Financial Summary

Appendix 1 summarises the core elements of the Authority's capital programme.

a. General Revenue expenditure

This can be broken down into:

- **Programmed Planned Maintenance:** This ensures that the assets are maintained to a pre-determined level of condition
- **Reactive Maintenance:** This deals with day to day operational issues as they arise and ensures continuity of service
- **Management Costs:** These are the internal and external costs involved in managing the assets
- **Operating costs:** These are the day to day costs involved in running the assets.

Revenue expenditure is planned in advance and prioritised on the basis of contribution to corporate objectives. As part of the on-going improvements there should be a strong element of challenge and the principles of strategic procurement, collaborative working and leverage need to be incorporated at all stages.

b. Capital Investment

- **Replacement:** This involves full or partial replacement of an existing fixed asset of sufficient extent to enhance the capital value of the asset and extend its period of useful life.
- **Enhancement:** This is investment that improves the contribution to corporate objectives as well as increasing the value and useful life of the asset.
- **Development:** This is the procurement of a fixed asset where none existed previously.

The Council's Capital Strategy is the determining factor in decisions on capital investment in fixed assets. All future decisions will be the subject of a full options appraisal. Procurement and project management are key success factors.

c. Corporate Expenditure

This is expenditure that links asset management with cross-cutting corporate objectives and statutory responsibilities:

- Health and Safety
- Accessibility and Equalities
- Customer Relationship Management
- Business Continuity

These three types of expenditure (revenue, capital and corporate) are considered separately as each has different criteria for programme development, procurement and the decision to commit expenditure.

6.2. The Fixed Asset Base

A full description of the existing fixed asset base is given at Appendix 2.

Non-operational assets are fixed assets held by the Council but not directly occupied or used in the delivery of front or back office services.

Operational assets are fixed assets held, occupied or used by the Council in the direct delivery of its statutory or discretionary services or their back office support functions.

The asset base comprises:

20 x Operational Buildings

- 1 x Main Office Building
- 2 x Leisure Centres
- 3 x Contact Centres
- 1 x Lodge Buildings used for site management purposes
- 7 x Leisure Pavilion Buildings
- 2 x Depot Buildings
- 2 x Public Conveniences
- 2 x Market Stores
- 1 x Outdoor Pursuits Building
- 1 x Storage Building (the barn)

19 x Non-Operational Buildings

- 1 x Store building
- 2 x Office buildings held for investment purposes
- 7 x Shops held for investment purposes
- 2 x Industrial building held for investment purposes
- 3 x Mill Buildings held for the purposes of economic regeneration

25 x Operational Land sites

All operational land comprises Council owned public car parks

83 x Non-Operational Land sites

- 16 x agricultural, paddock, allotment, woodland or wildlife sites
- 27 x Public Open Space and right of way sites
- 18 x Public Parks
- 1 x Industrial development sites
- 20 x Residential development sites
- 1 x Town Centre ground rent

Infrastructure

- 344 x Roadside seats
- 91 x Bus Shelters

227 x Street lamps
2500 x Street name plates
12 x Closed Churchyards (maintenance obligation only)

6.3. Assessment of Condition

During 2006 the Council re-surveyed all its operational and non-operational buildings.

A seven year planned and reactive maintenance programme has been prepared for the major operational and non-operational buildings. These are:

- Sherwood Lodge office building.
- Shirebrook Contact Centre.
- Clowne Contact Centre.
- South Normanton Contact Centre.
- Oxcroft Lane Depot.
- The Creswell and Clowne Leisure Centres.
- The buildings on Pleasley Vale Business Park.

The remaining operational and non-operational buildings have been assessed for suitability and condition.

The fixed asset infrastructure is surveyed on a regular basis and schedules of condition are maintained on an electronic database.

6.3.1. Operational and Non-Operational Buildings

Buildings are categorised as follows for condition and resource priority:

Condition

Category A – Good, performing as intended, operating satisfactorily with no deterioration requiring immediate attention.

Category B – Satisfactory but with deterioration that requires immediate attention.

Category C – Poor, showing major defects and not operating satisfactorily.

Category D – Unsafe or unsustainable condition, Life expired and/or in serious risk of imminent failure.

Resource Priority

Priority Level 1. Urgent works required to prevent immediate closure. Serious Health and Safety issues.

Priority Level 2. Essential work required within two years to prevent serious deterioration of the fabric.

Priority Level 3. Desirable work required within 3 -5 years.

Priority Level 4. Longer term work required.

The condition and resource priority for each building is shown at Appendix 3

The Council owns two buildings in Category Condition C. These are:

- Oxcroft Lane Depot – New depot build to replace this facility.
- Mill 2, Pleasley Vale Business Park – Currently being marketed for sale.

There is one Category A building, Riverside Depot. 6 category B sites and 2 category C sites (Oxcroft Lane Depot and Pleasley Mills).

6.4 Access to Buildings

A full access audit of the Council's operational buildings was undertaken in 2004. Although the public areas are fully accessible there are some non-public areas where work is required to provide full accessibility. Note - accessibility of public areas: there are a wide range of disabilities including visual and/or hearing impairments and learning disabilities that may not have been fully considered in the 2004 audit.

7.0. Changes in the External Environment and their Implications

7.1 E-government

Traditional access channels such as the telephone and face-to-face contact will remain vital interfaces between local authorities and residents.

The Councils vision is to improve the quality of, and access to services, reduce inequalities, and deliver a substantial part of Council services electronically.

An electronic system of customer relationship management was introduced in 2006

These initiatives are changing the way that the Council uses its accommodation.

T-government opens up more flexible ways of working, such as home working, mobile working and hot-desking. This should lead to a progressive reduction in the accommodation needed for Council staff.

7.2 The Market for Accommodation and Support Services Provision

The changing environment of local government means that it is difficult to make strategic planning decisions on fixed assets.

Any move towards shared or collaborative services is going to have a fundamental effect on the accommodation needs of the council.

A large portion of the Council's office space is occupied by back office services. It is not clear

how these services will be delivered in the future.

Many front line services could operate from a remote location and deliver efficiency gains to the Council

Where services move to joint working it is possible they may move away from Council owned accommodation.

The future asset requirements of the Council will be examined and evaluated in the context of this changing environment.

A sound strategy is to dispose of any assets that cannot fit into possible future service requirements or are unlikely to provide value for money in future years. The remaining asset base should be the subject of individual option appraisals to determine a long term future. This is likely to involve the Council sharing its accommodation with other agencies as well as making use of medium to long term leasehold options. Private finance initiatives are an alternative that will need evaluation.

7.3. The Market for Property Services

In an environment where the Council has changing asset requirements the property services function needs to be responsive to this and ensure continuing performance improvement.

Almost certainly there will need to be a strategic asset function as well as the traditional operational asset management arrangements.

These services would be highly suitable for shared working and need to be linked closely to the corporate procurement and financial management structure. A clear distinction needs to be made between asset management (both strategic and operational) and other property services functions such as capital programme management and housing revenue account work.

A move towards long term framework agreements for asset management would move much of the operational responsibility for fixed assets to the contractor, leaving the in-house team to focus on strategic and service delivery issues. This would be a good strategy for the Council to follow.

To determine the future requirements for property services a strategic option appraisal on the service needs will be undertaken by the Property and Estates Manager as part of the move towards single asset management responsibility.

8.0. The Asset Challenge Process

A long term asset strategy involves a challenge of all existing fixed assets and an option appraisal judged against value and contribution to service delivery and corporate objectives.

There are four options for any fixed asset:

- Retain and continue to maintain through a programme of planned and reactive

maintenance.

- Retain and develop asset to improve financial and/or service delivery performance.
- Retain asset, undertake minimum maintenance and dispose of asset when the time is right.
- Dispose of asset immediately, in accordance with the Acquisitions and Disposal Strategy.

The Council needs to place each of its fixed assets into one of these categories

Asset challenge takes account of several factors

- Consideration needs to be given to the extent to which new working practices within the Council are giving rise to changes in accommodation requirements. This might include a move towards greater home-working, out-sourcing of services, a decision to change the ratio of front to back office provision, increased partnership working and a policy to provide local access to services.
- Each service will have its own internal drivers that will change the approach to service delivery in future years and give rise to specific accommodation requirements. These need to be identified by Heads of Service and fed into a long term accommodation strategy
- There is an assumption that local authorities will share accommodation and services with other local authorities, government agencies and the voluntary sector.
- The needs and expectations of customers and residents will be a major determinant in the decision to retain buildings and community fixed assets such as car parks and street fixtures and furniture

It needs to be clear that the Council is not adopting too narrow an approach to accommodation provision, and is actively considering all available and appropriate opportunities for maximising the utilisation of individual assets in the best interests of individual service provision.

9.0. The Asset Management function

Responsibilities for the asset management function at the Council are:

- **Strategic Management Responsibility:** The Director of Development
- **Corporate Property Officer:** The Head of Regeneration
- **Operational Management Responsibility:** Building and Contracts Manager
- **Single Asset Management Responsibility:** Property and Estates Manager
- **Member Champion:** Portfolio holder for Regeneration

At present, although this is subject to an asset review, the responsibility for individual assets lies with the relevant department head. For the major operational buildings these are:

- The Sherwood Lodge office building: Head of Regeneration
- The Shirebrook Contact Centre: Head of Customer Service and Performance
- The Clowne Contact Centre: Head of Customer Service and Performance

- The South Normanton Contact Centre: Head of Customer Service and Performance
- Riverside Depot: Head of Regeneration
- The Oxcroft Lane Depot: Head of Regeneration
- The Creswell and Shirebrook Leisure Centres: Head of Leisure
- The buildings on Pleasley Vale Business Park: Head of Regeneration

There is a cross-departmental Asset Management Group that meets every six weeks to discuss strategic and operational asset management issues. No budget or decision making responsibility is devolved to this group

The Council has a property consultancy service. This forms part of the Regeneration Department and is able to provide professional advice and project management support to Heads of Service on accommodation and fixed assets. There is no obligation to use the consultancy service and fixed asset projects are able to proceed without professional advice.

Procurement at the Council is the responsibility of the Joint Procurement Department that has developed a procurement manual to cover all purchasing and procurement decisions including decisions relating to the fixed assets.

The capital programme is developed and monitored by the Capital Programme Group under the direction of the Head of Finance. Capital schemes relating to fixed assets are considered by elected members on the basis of a scoring mechanism developed by this group.

10.0. Review and Challenge

10.1. Gap Analysis

Having already established both the baseline position and expected areas of change, this section seeks to clearly identify specific 'gaps' in provision and provide a framework for the development of the action plan.

10.1.1. Review of Roles and Responsibilities for Fixed Assets

A system of devolving responsibility for decisions on fixed assets to Service Heads has merits but needs to be guided and backed by a corporate strategy on the fixed assets. This is to ensure that decisions are placed in a strategic context. The risk of this system is that investment can be made with no consideration of the overall strategy for fixed assets and the long term effects on the Council's budgetary framework, future service delivery plans or statutory responsibilities.

The solution to this arrangement is that responsibility for fixed assets is transferred to professionals who are qualified and experienced in this area of work. The Terms of Reference of the Asset Management Group have now been defined, and responsibility determined accordingly along the lines of a landlord/tenant split.

10.1.2. Review of Decision Making Processes

The key issues to be addressed in the future are closely linked to the overall procurement agenda. They are:

- The importance of ensuring that elected members are fully involved in asset management at all stages, including the robust scrutiny of outcomes. The involvement to date has been very limited.
- The co-ordination of consultation on property issues. This will enable a corporate view to be taken on the strategic relevance of consultation data. No analysis of asset management consultation is currently undertaken outside the relevant service areas.
- A proper options appraisal for major fixed asset decisions using the procedures outlined in the Council's Procurement Manual.
- The need to make the connection between a long term asset strategy and corporate objectives in the decision making process.
- The requirement to fully consider whole life costing, environmental impact, health and safety, equalities and statutory responsibilities
- The minimum level of professional input required for fixed asset schemes

10.1.3. Review of Key Lines of Enquiry

An analysis of performance against the Audit Commission Key Lines of Enquiry on Asset Management is given at Appendix 4.

11.0 Improvement Plan

Improvement	Lead Officer	Target Date	Expected Outcome	Resources	Progress Update	Actual Outcome
Integrate Housings assets into the Asset Management Plan	Head of Housing	March 2012	Fully integrated corporate plan	Officer and member time.		.
Electronic Asset Data base for long term planning.	Property & Estates Manager	March 2013	Accurate up to date stock condition information	Officer time. Acquisition of software. Surveys of all buildings.		
Updated asset register to include details on efficiency, effectiveness, asset value and running costs.	Senior Valuer	October 2011	Accurate information to enable informed decisions to be made at rationalisation review.	Officer Time		
Rationalisation - Review of corporate assets.	Building & Contracts Manager	March 2012	Clear view on stock retention, improvement and disposal of corporate buildings	Officer and Member time.		
Accommodation Strategy inc a building energy management plan	Property & Estates Manager	November 2011	Clear corporate guidance on building usage.	Officer time		

Asset Management Plan 2007

Appendices

App.	Title	Page
1	Capital Finance Summary	23
2	Fixed Asset Base	24
3	Condition and Resource Priority	30
4	Audit Commission Key Lines of Enquiry on Asset Management	35

VAppendix 1 – Capital Finance Summary

		Budget				
		2009/10	2010/11	2011/12	2012/13	2013/14
Corporate	C148	34,000	34,000	34,000	34,000	34,000
Sherwood Lodge	C148	149,085	80,240	52,765	56,190	79,950
Creswell Leisure	C176	40,680	49,090	78,180	18,470	58,495
Kissingate	C176	38,500	11,150	11,150	11,350	9,150
Leisure Buildings	C176	50,000	20,000	20,000	18,470	58,495
Mill 1PV	C149	8,330	27,215	3,615	48,575	56,115
Mill 2 PV	C149	18,000	54,565	50,825	825	6,575
Mill 3 PV	C149	27,700	6,030	4,580	78,185	82,640
PV Lodges 1& 2 Out	C149	184,165	53,475	25,725	11,735	191,035
South Norm CC	C150	5,380	4,070	5,385	8,885	2,155
Shirebrook CC	C150	4,600	1,795	6,205	10,015	19,725
Clowne CC	C150	5,390	4,080	5,420	7,995	2,165
Bolsover & SN Depot	C095	31,000	15,000	15,000	15,000	15,000
Riverside Depot	C095	0	15,000	17,000	19,000	21,000
Community Houses	C150	5,000	5,500	6,000	6,500	7,000
Engineers	C147	120,000	125,000	130,000	135,000	140,000
		721,830	506,210	465,850	480,195	783,500

Appendix 2 – Fixed Asset Base

Type	Address	Grid Refs
Public open Space	Opposite 20 Brackens lane, Barlborough	447619, 376594
Public open Space/Play Area	Manor Road, Barlborough	447437, 377103
Public open Space/Play Area	Ruthyn Avenue, Barlborough	447420, 377412
Public Open Space	Slayley View Road, Barlborough	447657, 376863
Residential Development	The Ridge, Blackwell	443271, 358038
Residential Development and Public Open Space	Bainbridge Road, Bolsover	446942, 370091
Public park	Hockley View, Bolsover Hill, Bolsover	447011, 370915
Paddock Land	Elmton Lane, Bolsover	447863, 370812
Public open Space/Play Area	Horsehead Lane, Bolsover	448040, 370578
Open Space	Limekiln Field Road, Bolsover	447316, 371206
Industrial Development Land	Mill Lane, Bolsover	447434, 371310
Public open space	Moorfield Square, Bolsover	447947, 370182
Residential Development Land	North View Street, Carr Vale, Bolsover	446645, 370044
Public park	North View Street, Carr Vale, Bolsover	446512, 370075
Paddock Land	North View Street, Carr Vale, Bolsover	446416, 370092
Public open space	Adj 10 Sandhills Road, Bolsover	447902, 370371
Public park	Villas Road, Carr Vale, Bolsover	446385, 370327
Woodland	Woodland Adj Cricket Ground, Castle leisure Park, Carr Vale, Bolsover	446308, 370644
Residential Development Land	site of 5 Mansfield Road, Bramley Vale	446369, 366221
Residential Development Land	Oxford Street, Bramley Vale	446512, 366061
Public open space	Mansfield Road, Bramley Vale	446579, 366172
Open Space	Duke Street, Clowne	450206, 375703
Public open space	East Street/West Street, Clowne	450218, 375973
Public open space	Hawthorn Close, Clowne	448563, 376002
Open Space	Adj Inner Relief Road, Clowne	449152, 375688
Public Park	Linear Park, Rectory Road, Clowne	449418, 375664

Public open space	Mansfield Road, Clowne	449104, 375223
Paddock Land	Rood Lane, Clowne	449505, 375038
Residential Development Land	Rood Lane, Clowne	449454, 375110
Residential Development Land	Southgate Crescent, Clowne	449939, 376152
Public Open Space	Wilson Avenue, Clowne	450058, 375963
Residential Development Land	Duke Street, Creswell	452708, 374117
Public Right of Way	Station Approach, Elmton Road, Creswell	452416, 374325
Play Area	Model Village, Creswell	452162, 373975
Allotments	Morven Street, Creswell	452582, 373854
Residential Development Land	Site of Yorke House, Model Village, Creswell	452047, 373725
Public Park	Woolen Meadow, Sheffield Road, Creswell	452491, 374715
Public Park	Mansfield Road, Doe Lea	445910, 366576
Public Open Space	Mansfield Road, Doe Lea	445769, 366374
Garden Land	Birks Close, Hodthorpe	454517, 376614
Public Open Space	Dale Close, Langwith	452578, 369909
Public open Space	Dale Close, Langwith	452545, 369782
Public Open Space	Dale Close, Langwith	452466, 369781
Residential Development Land	Moorfield Lane, Langwith (Whaley Thorns)	452813, 371688
Agricultural Land	Moorfield Lane, Langwith (Whaley Thorns)	452835, 371762
Allotments	Moorfield Lane, Langwith (Whaley Thorns)	452929, 371755
Public Park	Rear 54-59 The woodlands, Langwith (Whaley Thorns)	453049, 371311
Public Park	Rear 82-83 The Woodlands, Langwith (Whaley Thorns)	452957, 371586
Paddock Land	Chesterfield Road, New Houghton	449783, 364925
Public Open Space	Ash Close, Pinxton	445665, 354889
Public Park	Erewash trail, Brookhill Industrial Estate, Pinxton	445810, 354512
Residential Development Land	Park Lane, Pinxton	445368, 354924
Public Park	Parkland off Queen Street, Pinxton	445436, 355382

Part of open cast site reverting to vacant possession	Sleights Lane, Pinxton	444784, 353923
Open Space	Site of Public Conveniences, Wharf road, Pinxton	445746, 354848
Public Park/Allotments	Alder Way, Shirebrook	451949, 367746
Allotments	Alder Way, Shirebrook	451807, 368113
Residential Development Land	Site 9-11 Brookfield Crescent, Shirebrook	452343, 368397
Residential Development Land	Byron Street, Shirebrook	Cleared site, sold to Housing association
Public Park	Church Drive, Shirebrook	452573, 367259
Residential Development Land	Church Drive, Shirebrook	452515, 366996
Public Open Space	Elm Tree Avenue, Shirebrook	451632, 367605
Residential Development Land	Elm Tree Avenue, Shirebrook	451621, 367668
Residential Development Land	Fir Close, Shirebrook	452099, 368750
Residential Development Land	Hilltop Avenue, Shirebrook	452008, 367546
Residential Development Land	Long Lane, Shirebrook	452555, 367466
Public Park	Park Road, Shirebrook	452749, 368240
Public Open Space	Recreation Road, Langwith junction, Shirebrook	452271, 368515
Public Open Space	Station Road, Shirebrook	453126, 367677
Public Open Space	Station Road/Langwith Road, Shirebrook	453107, 367764
Public Open Space	Station Road (Between Manvers Street, And Thickley Bank) Shirebrook	452978, 367790
Public Open Space	The Crescent, Langwith Junction	452402, 368750
Public Open Space	Bentinck Row, Shuttlewood	446780, 373480
Public Open Space	Bentinck Row, Shuttlewood	446796, 373427
Paddock land	Berristow Place, Cartwright Lane, south Normanton	446193, 357263
Paddock Land	Cartwright Lane, South Normanton	446261, 357326
Residential Development Land	Garden Crescent, South Normanton	443681, 355971

Recreation Ground	Lea Vale, Broadmeadows, South Normanton	444381, 355775
Wildlife Site	Sporton Lane, South Normanton	444925, 357636
Public Open Space	Water Lane, South Normanton	444676, 356808
Public Open Space	Derwent Drive, Tibshelf	443602, 360718
Grazing Land	Elm Tree Row, Tibshelf	443998, 359968
Residential Development Land	Lincoln Close, Tibshelf	444162, 360832
Public open Space/Paly Area	Poppy Gardens, Tibshelf	444651, 361201
Grazing Land	Church Close, Westhouses	442221, 357973
Agricultural Land	Claylands Road, Whitwell	452154, 376243
Public Open Space	Southfield Lane, Whitwell	452975, 376107
Car Park	Castle Street, Bolsover	447215, 370519
Car Park	Cotton Street, Bolsover	447340, 370376
Car Park	Cross Street, Hillstown, Bolsover	448049, 369735
Car Park	Houfton Road (Opposite 8-14 Peveril Road) Bolsover	446707, 371154
Car Park	Houfton Road/Cundy Road, Bolsover	447047, 371045
Car Park	Houfton Road (Adjacent Shops), Bolsover	446957, 371149
Car Park	Langwith Road, Hillstown, Bolsover	448248, 369750
Car Park	Middle Street, Bolsover	447324, 370435
Car Park	Nesbitt Street, Hillstown, Bolsover	447966, 369721
Car Park	Town End, Bolsover	447447, 370533
Car Park	Well Street, Hillstown, Bolsover	448327, 369750
Car Park	Church Street, Clowne	449241, 375465
Car Park	North Road/recreation Road, Clowne	449204, 375779
Car Park	Adj Nags Head, The Green, Clowne	449282, 375634
Car Park	Victoria Road, Pinxton	445747, 355416
Car Park	Ashbourne Street, Shirebrook	452778, 367653
Car Park	Patchwork Row, Shirebrook	452594, 367671
Car Park	Portland Road, Shirebrook	452704, 367584
Car Park	Sookholme Lane, Shirebrook	452652, 367505
Car Park	Opposite 9-15 Eastfield Road, South Normanton	444350, 356456
Car Park	Market Place, South Normanton	444121, 356806
Car Park	Brooke Street, Tibshelf	444303, 361011
Car Park	Station Road, Whitwell	453023, 376641
Industrial	Direct Services Depot, Oxcroft Lane, Bolsover	447510, 371346
Industrial	Units 3 & 4 Vernon Street, Shirebrook	453338, 367651
Industrial	Council Depot, Meadow Lane, South Normanton	444108, 357197
Industrial	Council Depot, Doe Lea	445867, 366404
Offices	Sherwood Lodge, Oxcroft Lane, Bolsover	447420, 370672

Offices	Kitchencroft, Oxcroft Lane, Bolsover	447482, 370613
Offices	Oxcroft House, 10 Oxcroft Lane, Bolsover	447524, 370584
Offices	District Office, Church Street, Clowne	449197, 375452
Offices	Former Booking Hall, North Road, Clowne	449284, 375678
Offices	District Office, 2a Main Street, Shirebrook	452579, 367565
Offices	District Office, Market Street, South Normanton	444147, 356679
Public Conveniences	Cavendish Walk, Bolsover	447490, 370519
Market Place	Market Place, Bolsover	447372, 370433
Public Conveniences	Market Place, Shirebrook	452678, 367692
Shops	8 Cotton Street, Bolsover	447393, 370419
Shops	42 Market Place, Bolsover	447347, 370464
Shops	3 Mansfield Road, Bramley Vale	446543, 366179
Shops	4 Mansfield Road, Bramley Vale	446551, 366177
Shops	5 Mansfield Road, Bramley Vale	446562, 366175
Shops	47 Rectory Road, Clowne	449393, 375618
Sports	Recreation Ground Castle Estate, Bolsover	446621, 371192
Sports	Castle Leisure Park, Villas Road, Carr Vale, Bolsover	446399, 370468
Sports	Playing Field, Clune Street, Clowne	450090, 376211
Sports	Leisure Centre, Duke Street, Creswell	452640, 374283
Sports	Recreation Ground, East Street, Creswell	452039, 374303
Sports	Kissingate Centre, Park Road, Shirebrook	452504, 367901
Sports	Broadmeadows, South Normanton	444312, 355997
Sports	Cricket Ground, Chestnut Avenue, Broadmeadows, South Normanton	444501, 355793
Sports	Playing Field, Whitwell Common, Whitwell	451677, 376945
Miscellaneous	Garage Rear of 39 Hill top, Bolsover	447301, 370751
Miscellaneous	Ground rent for QMEC, Quarry Road, Bolsover	447378, 371159
Miscellaneous	Site of Antenna, Car park Adj, Nags Head, The Green, Clowne	449270, 375633
Miscellaneous	7a Rotherham Road, New Houghton	449882, 365076
Miscellaneous	Market Store(Former public conveniences) Market Place, Shirebrook	452671, 367634
Miscellaneous	Ground Rent for STC offices, Patchwork Row, Shirebrook	452596, 367646
Miscellaneous	Market Store. Station Road, Shirebrook	452719, 367722
Miscellaneous	Whitwell Parish Council Store, the Square, Whitwell	453038, 376640
Miscellaneous	15 Cotton Street, Bolsover	447360, 370413
Miscellaneous	17 Cotton Street, Bolsover	447356, 370410

Miscellaneous	19 Cotton Street, Bolsover	447353, 370405
Miscellaneous	30 Oxcroft Lane, Bolsover	447467, 370695
Miscellaneous	32 Oxcroft Lane, Bolsover	447463, 370698
Miscellaneous	34 Oxcroft Lane, Bolsover	447459, 370699
Miscellaneous	2 Station Road, Clowne	449296, 375690
Offices	Mill 1 Pleasley Vale	451618, 364923
Offices	Mill 2 Pleasley Vale	451753, 364909
Offices	Mill 3 Pleasley Vale	452041, 365069
Misc	Grease works Pleasley Vale	452198, 364941
Offices	Security Lodge, Pleasley Vale	451554, 365035
Offices	Gardeners Lodge, Pleasley Vale	451580, 365044
Misc	Boat House, Pleasley Vale	451585, 364886
Agricultural Land	Pleasley Vale	Numerous plots

Appendix 3 – Condition and Resource Priority

Creswell Leisure Centre Category B/C Priority 2

Creswell Leisure Centre was constructed in 1924 and has been extended and refurbished several times the most recent extension being in the early 1990's when a flat roofed two storey brickwork building containing two squash courts and viewing gallery was added along with WC's, changing rooms and fitness suite.

The original building is of rendered solid brickwork infill panels to stone masonry framing to the front elevation and solid brickwork walls to the remaining elevations.

The roof over the pool area is concrete tile covered steel trusses with timber purlins and boards; it has several damaged areas to the tiles and noticeable deflection between trusses. The remaining areas are flat and of built up mineral felt and an area of asphaltting.

The building is generally in a fair condition. A planned maintenance regime to prevent accelerated deterioration and to bring the building to a good condition is required.

Kissinggate Leisure Centre Category B Priority 2

Kissinggate Leisure Centre was built in the early 1980's and consists of a reception area, sports hall, fitness suite, changing rooms, offices and bar area with first floor plant room and a brick built, flat roofed double squash court extension with viewing gallery that was added in 1993. The main part of the building is steel framed construction with a mineral felt covered flat roof. The walls are profile steel sheet cladding to external surfaces and painted concrete block infill to internal surfaces. Following a fire in 2009 the building has been had a significant part of the interior refurbished. The building is generally in a good to fair condition, but there are a few areas that require attention and a planned maintenance regime to prevent accelerated deterioration and maintain the building in a good condition.

Within the site there is an enclosed all-weather playing surface, several paths, a car park and driveway and to the rear elevation a fenced-in fishing pond and a tarmac half-basketball court.

Oxcroft Depot Category C (except Building Three which is Category B) Priority 1 (except Building Three which is Priority 2)

Oxcroft Depot consists of five buildings;

Building One: a concrete portal framed building with brickwork and asbestos cement composite sheet cladding with insulation to walls, a composite asbestos sheet cladding with insulation to the roof and a flat roofed brickwork office block extension. The roof structure consists of

reinforced concrete portal frames with concrete purlins. The building has a solid concrete ground floor and steel framed to timber joist mezzanine floor.

Building Two: a concrete portal framed building with brickwork and asbestos cement composite sheet cladding with insulation to walls, a composite asbestos sheet cladding with insulation to the roof and a flat roofed brickwork canteen and store extensions. The double pitched roof structure consists of reinforced concrete portal frames with concrete purlins and a concrete valley gutter. The building has a solid concrete ground floor and timber joisted mezzanine floor.

Building Three: a structural steel framed building with brickwork and plastic coated composite profile steel sheeting with insulation to walls and a plastic coated composite profile steel sheet roof covering with insulation. The building has a solid concrete ground floor and a concrete mezzanine floor.

Building Four: a pre-cast concrete panelled flat roofed garage building with solid concrete floor and an "up and over" steel garage door.

Building Five: a pre-cast concrete panelled shallow pitch roofed garage building with solid concrete floor and a brickwork panel to the entrance with a solid single timber door.

Within the site there is a fenced compound and covered stores area and several brick built aggregate stock pile surrounds.

Site roads, pathways and hardstandings have several damaged areas and trip hazards, particularly to the car park, and vegetation growth at edges and to joints is contributing to accelerated deterioration and damage to paved areas.

Site gates and boundary fences are generally in a good condition but require attention and isolated repairs.

Riverside Depot
Category A
Priority 4

Completed in 2009, there are two buildings on site.

Building One: steel frame three story office block clad in limestone at low level and cedar panelled at first and second floor level on the west elevation of the building. The east elevation is cut into the bank and is timber clad. Block and beam screed concrete floor at first and second floor level incorporating underfloor heating with solid concrete floor at ground level.

Building Two: steel portal frame vehicle maintenance workshop and store with insulated roof and walls, clad in cedar wood.

Pleasley Vale Business Park
All Buildings
Category C
Priority 1

Mill 1 is in a fair to good condition for its age and type and consists of a 5 storey section with a part asphalt and part fibre resin membrane flat roof, a 4 storey section with multi-pitched man-made slate covered roof within a parapet all with stone copings and a two storey section with a felt covered flat roof and parapet walls with stone copings.

All sections of the building have regularly coursed stone external walls, single glazed timber windows to all but the 4th floor of the four storey section that has recently installed timber double glazed units, cast iron frame with concrete and cast iron beam floors.

Mill 2 is in a poor condition and consists of two distinct main buildings, one of which is linked by walkways and units in between. The two connected buildings comprise a 4 storey mill structure, with two wings east and west.

Positioned centrally and connected to the two 4 storey buildings, is an original single storey structure running along the north elevation. Again it is covered by a long span roof, which has been renewed with a slate covering to replace the original.

Flat roofs cover the main stairwells, lift shaft and walkways, between the structures but they account for only a small proportion of the main roof covering.

The lower two storeys are constructed from regular coursed stone, as is the single storey structure. The building has predominately single glazed timber windows and cast iron and steel frame with concrete and steel joisted floor construction.

The upper two storeys to the west wing of the mill were a later addition and comprise of dense concrete block construction. The east wing is a brick construction with render finish; both new structures are supported on steel beam and concrete floor construction. Windows to both the later structures are predominantly steel, in varying degrees of deterioration.

The formation of the later storeys created a tunnel, which runs the south side of the structure and is built abutting the rock face, steel supporting columns runs its length the columns that abut the original building have cracks to 40mm.

The second building is split into 3 separate units two of which are 2 storeys the other being single. The building is of brick construction, a proportion of which has had a render finish removed or deteriorated.

Again it is covered by a long span roof covering incorporating North Lights, and has a mixture of asbestos cement and bitumen/vinyl tiles that have been used as an alternative during recent and historic repairs.

Mill 3 is in a fair to good condition for its age and type and comprises of a 4 storey main mill with a part built up felt flat roof, part pitched profiled metal deck roof and part 'saw-tooth' roof with profiled metal decking.

The lower roofs to the single and 2 storey elements are a combination of natural slate, asbestos cement sheeting and profiled metal decking.

The external walls are regularly coursed stone, with single glazed timber windows.

The upper two storeys of the Mill on the south side are a later addition constructed in a buff facing brick rather than stone, likewise the elevation onto the yard area on the east side.

Lodge 1, a two storey stone built former dwelling now used as the security gatehouse, it has a clay tiled pitched roof with dormer windows and single glazed timber windows and doors. The building has a stone wall enclosed rear yard and is in a good to fair condition for age.

Lodge 2, a stone built former dwelling with single storey and two storey areas now rented out as office accommodation, it has a slate pitched roof with dormer windows and single glazed timber windows and doors and is in a good to fair condition for age.

Outdoor Centre, a single storey building with stone and brickwork elevations, a mineral felt flat roof and timber doors and windows; it is in a good condition for age having been refurbished in the last two years.

Grease Works, a two story stone built former industrial building, a mineral felt flat roof, timber doors and windows; it is in a good condition for its age having been refurbished in the last two years.

Site

The main access road runs along the North elevation of the mills and passes through and approximately 300m beyond the site.

A water carrying tunnel that passes from the West elevation and beneath mill 1, through the site was not inspected and historical information gained from site personnel indicated that no inspection of the tunnel has been carried out for several years.

Site roads, pathways and hardstandings have several damaged areas and trip hazards and vegetation growth at edges and to joints is contributing to accelerated deterioration and damage to paved areas.

Site gates and boundary walls and fences are generally in a fair condition but require attention and isolated repairs.

Sherwood Lodge **Category B** **Priority 2**

Sherwood Lodge consists of three distinct sections; a traditionally built Victorian dwelling constructed in 1897 with solid brickwork walls and slate covered pitched roof; a traditionally built extension with brickwork walls, solid concrete floors and a concrete tiled pitched roof was added in the early 1980's; the building was further extended in 1993 with a steel framed and brickwork infill office and council chamber complex with solid concrete floors and an "eternit" type manmade slate covered pitched roof and glass curtain walled atrium. The building is

generally in a good to fair condition, but fixtures and finishes are starting to deteriorate and require attention and a planned maintenance regime to prevent accelerated deterioration and maintain the building in a good condition.

Within the site there is a brick built, pitched and mono-pitched outbuilding complex with natural slate and asbestos cement roof covering. The building is used for storage and generator housing and is in a poor condition requiring roof and internal surface repairs.

Clowne Contact Centre

Category B

Priority 3

Clowne Contact Centre was constructed in 1994 and is a prefabricated single storey volumetric style building with an external brickwork skin and trussed rafter pitched roof with manmade slate covering. The building has a suspended timber floor over metal skids; powder coated steel double glazed windows and a single main entrance door with double glazed panels and side panels. Over the main entrance there is a painted steel portal framed and glazed canopy.

The building is generally in a good condition, but fixtures and finishes are starting to deteriorate and require attention and the rainwater goods require clearing and minor repairs to halt the accelerated deterioration. A planned maintenance regime is required to prevent accelerated deterioration and maintain the building in a good condition.

Shirebrook Contact Centre

Category B

Priority 2

Shirebrook Contact Centre is a traditionally built two storey Victorian style retail building constructed in the early 1900's on a corner plot. The building has solid brickwork walls to stone columns and period features, solid floors, a large basement area and a clay tile covered pitched roof.

The building is generally in a fair condition, but fixtures and finishes are starting to deteriorate and require attention. A planned maintenance regime is required to prevent accelerated deterioration and maintain the building in a good condition.

South Normanton Contact Centre

Category B

Priority 3

South Normanton Contact Centre was constructed in 1994 and is a prefabricated single storey volumetric style building with an external brickwork skin and trussed rafter pitched roof with manmade slate covering. The building has a suspended timber floor over metal skids; powder coated steel double glazed windows and a single main entrance door with double glazed panels and side panels. Over the main entrance there is a painted steel portal framed and glazed canopy.

The building is generally in a satisfactory condition, but fixtures and finishes are starting to deteriorate and require attention and the rainwater goods require clearing and minor repairs to halt the accelerated deterioration. A planned maintenance regime is required to prevent accelerated deterioration and maintain the building in a good condition.

Appendix 4 – Audit Commission Key Lines of Enquiry on Asset Management

Key Line of Enquiry		Gap Analysis
The Council has an up to date corporate capital strategy linked to its corporate objectives and medium term financial strategy	<i>Level 2</i>	<p>The Council has a Corporate Capital Strategy that is approved annually by at Full Council. This is monitored on a regular basis by officers and reports to the Council's 3 Scrutiny Committees and Executive on a quarterly basis.</p> <p>Each year services have opportunity to develop bids, subject to available resources, that are scored against criteria that link to corporate objectives.</p> <p>The MTFS takes into account the capital developments and associated funding via revenue contributions, investment interest based on the use of / generation of capital receipts and revenue consequences of asset developments / disposals.</p>
The Council has an up to date asset management plan that details existing asset management arrangements and outcomes, and planned action to improve corporate asset use	<i>Level 2</i>	<p>Asset Management Plan in place for corporate portfolio.</p> <p>Housing stock/assets not in place.</p>
The Council maintains an up to date asset register	<i>Level 2</i>	Register held and updated by the Senior Valuer
The Council has a designated corporate property function	<i>Level 2</i>	Yes – Property Services
The Council's arrangements for reporting to members are sufficient to ensure that they fulfil their responsibility in relation to the Council's land and buildings portfolio at both a strategic and service level	<i>Level 2</i>	<p>Members are consulted/informed/asked for approval through Executive Committee on disposals, acquisitions, improvements and capital spend on major items. A report is taken annually to Executive on Asset Management Spend. Members sit on the Asset Management Group. The Director of Development discusses asset management</p>

		issues at SMT.
The Council has an annual programme of planned maintenance based on a rolling programme of property surveys	<i>Level 2</i>	Short Term Plan in place, long term plan to be developed by 2012 followed by a rolling programme of surveys.
The Council has assessed the level of backlog maintenance	<i>Level 2</i>	Assess in 2007 all urgent items were completed in 2008.
The Council's capital programme gives priority to potential capital projects based on a formal, objective approval process	<i>Level 2</i>	Capital bids are put forward each year and are evaluated by SMT before going to members for approval.
A member has been allocated portfolio responsibility for the Council's fixed assets	<i>Level 3</i>	In place
Members are aware of the level of backlog maintenance and have approved a plan to address it as appropriate.	<i>Level 3</i>	Plan approved in 2007
The Council's asset management plan provides clear forward looking strategic goals for its property assets that show how the councils land and buildings will be used and developed to help deliver corporate priorities and service delivery needs, now and in the future. The plan shows how property assets will be maintained, modernised and rationalised to ensure they are fit for purpose.	<i>Level 3</i>	Information included within the AMP.
The Council makes investment and disposal decisions based on thorough option appraisal and whole life costing	<i>Level 3</i>	Annual rationalisation review to be set up to review all corporate assets – review group to be made up of officers and members.
ouncil maintains a record of all its land and buildings that contains accurate data on its efficiency, effectiveness, asset value and running costs which can be used to support decision making on investment and disinvestment in property.	<i>Level 3</i>	Information is held but needs to be brought together in one database so that it can be fed into the annual rationalisation review.
Performance measures and benchmarking are being used to	<i>Level 4</i>	The National Property Performance Management

describe and evaluate how the council's asset base contributes to the achievement of corporate and service objectives, including improvement priorities, sustainability objectives and set challenging targets for improvement.		Initiative (NaPPI) property indicators in place.
The council fully integrates asset management planning with business planning at corporate and service levels. The role and contribution of property is explicit in business plans such as flexible working policies, ICT plans and customer access strategies.	<i>Level 4</i>	This needs taking up at a corporate level for incorporation into department service plans.
The council uses its property portfolio as an enabler of change. It understands the opportunity cost of its property and exploits this to deliver better value for money and benefits for the local community.	<i>Level 4</i>	Not fully in place an Accommodation strategy needs to be written and implemented.
The council integrates the management of its asset base with others for example, third sector and local public agencies to identify opportunities for shared use of property and to cross-sector, cross-agency and community based services to users. deliver seamless	<i>Level 4</i>	Examples include:- Shared services/accommodation with IT, Internal Audit, Procurement, Building Control, PCT, Business Link, and South Normanton Contact Centre.
The council challenges whether all its assets are required, are fit for purpose and provide value for money to meet current and future needs by monitoring property performance and undertaking periodic property reviews. The council rationalises or disposes of under-performing or surplus assets.	<i>Level 4</i>	Annual rationalisation review to be set up to review all corporate assets – review group to be made up of officers and members.

Committee:	Executive	Agenda Item No.:	15.
Date:	7 th February 2011	Status	Open
Category	2. Decision within the functions of Executive		
Subject:	Tenant alterations Policy		
Report by:	Head of Housing		
Other Officers Involved	Various – through Patch Management Group		
Director	Neighbourhoods		
Relevant Portfolio Holder	Councillor K. Bowman, Portfolio Holder for Housing and Member Development Champion		

RELEVANT CORPORATE AIMS

CUSTOMER FOCUSED SERVICES – Providing information to tenants regarding improvements.

REGENERATION – By providing clarity for tenants who may consider improving their current homes.

TARGETS

Not directly

VALUE FOR MONEY

Not directly.

THE REPORT

The enclosed draft policy applies to Council tenants who want to carry out work to their Council homes.

The document is based on the following principles:

- People do have a right to improve their Council homes.
- Any improvements to the home need to be of a standard that is acceptable to the Council.
- The Council needs to give clear guidance on what we will (and will not accept), any conditions that we will apply and what will happen to the improvement at the end of the tenancy.
- The Council need to advise tenants on their statutory right to compensation and when this applies.

The policy provides information on:

- The rights of tenants to improve their home
- How the Council will deal with requests
- Circumstances where permission will be granted / refused / or have conditions imposed,
- The circumstances where tenants receive compensation for improvements, and
- The tenant's right to appeal.

The policy has been developed through the Patch Management Group and prior to consideration by the Executive, has been considered by Senior Management Team and then Safe and Inclusive Scrutiny Committee.

Senior Management Team raised 2 issues:

- Can we charge people for permission? – Some authorities do charge for some permissions to cover costs but tend to restrict this to certain type of work (e.g. permission to install a satellite dish). Members are asked if they would like to consider this option. Some element of charging (i.e. electrical safety testing) is already included within the policy.
- Can we insist that the Council's workforce is used? – No this is not possible.

The Safe and Inclusive Scrutiny Committee did not suggest any substantial changes to the policy.

ISSUES/OPTIONS FOR CONSIDERATION

Whether to adopt the Tenants Improvement Policy. Whether to introduce permission charges for some improvements.

IMPLICATIONS

Financial: - Not directly.

Legal: - Tenants have a right to compensation for carrying out certain qualifying improvements. The details of this are covered within the policy.

Human Resources: Not substantially.

RECOMMENDATIONS

1. Members decide if they wish to introduce a charge for permission for some improvements, and if so what type of improvements should be charged for.
2. That Members approve and adopt the Tenants Improvement Policy.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

To adopt a policy that provides more clarity on how the Council will deal with tenants improvements.

ATTACHMENTS: Y
FILE REFERENCE:
SOURCE DOCUMENT:

BOLSOVER DISTRICT COUNCIL

Tenants Improvements and Alterations

January 2011



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



COMMUNITY
SAFETY



CULTURE &
LEISURE SERVICES



ENVIRONMENT



REGENERATION



SOCIAL INCLUSION



STRATEGIC ORGANISATIONAL
DEVELOPMENT

Bolsover District Council Equalities Statement

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

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

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

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

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

Minicom: 01246 242450

Fax: 01246 242423

Details of Document	Comments / Confirmation
Title	Tenants Improvements and Alterations
Document type – i.e. draft or final version	Working
Location of Strategy	Housing
Lead Author of Strategy	Peter Campbell
Member route for Approval & Cabinet Member concerned	Patch Management
Date Risk Assessment completed	
Date Equality Impact Assessment approved	
Consultation Undertaken (Internal or External) if required	
Partnership Involvement (if applicable)	
Strategy Approved by	
Date Approved	
Strategy Review Date	
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	

CONTENTS

1. The Introduction

Bolsover District Council recognised that tenants have a right to carry out improvements to their Council owned homes. This policy sets out how we deal with requests to carry out improvements.

2. The Scope of the Policy

This policy applies to secure tenants of Bolsover District Council and their households.

Non-secure tenants are not permitted to make alterations to their property.

4. The Principles of the Policy

The Council recognises that:

- People do have a right to improve their council homes
- Any improvements to the home need to be of a standard that is acceptable to the council.
- The Council needs to give clear guidance on what we will (and will not accept), any conditions that we will apply and what will happen to the improvement at the end of the tenancy.
- The Council need to advise tenants on their statutory right to compensation and when this applies.

5. The Policy Statement

a. Permission for improvements

It is a condition of a tenancy that tenants seek permission from the Council, as their landlord, before starting any improvements.

The Council will not unreasonably refuse permission for improvements but may impose conditions when granting permission. The Council will not accept improvements where, in the opinion of the Council, the proposal:

- is to the detriment of the property (for example removal of internal walls);
- would make the property more difficult to let;
- reduces the saleable value of the property; or
- where there will be any additional cost to the Council

- reduces the number of bedrooms in the property (except if this is an adaptation agreed by the council to suit serious medical needs)

Permission is not needed for minor issues such as redecoration, and for clarification a schedule is enclosed in the appendix of improvements that do need permission and those where no permission is needed.

Any request to carry out improvements should be made in writing. The tenant should show the type and extent of the improvement, and if they employ a contractor details of that contractor.

If there is sufficient information in the request to make a decision, and the request is simple, a response may be made in writing. However, in most cases a site visit will be needed to clarify the request.

If the permission is granted the tenant will be informed in writing that this has been accepted. However, in most cases this will be conditional on the improvement meeting certain standards. In particular the response from the Council will make it clear that:

- The work is carried out to a standard that is acceptable to the Council
- The Council will not bear any of the costs of the improvement
- The tenant will ensure that all debris is removed from site and disposed of in a responsible manner.
- The tenant is responsible for ensuring that any other permissions are granted this includes planning permission, building regulations approval, permission from the County Council for dropped kerbs and any other permission that may be needed for the type of property, location and the extent of proposed works.
- Some properties that are in conservations arrears (e.g. New Bolsover) area may need specific permissions. The tenant is responsible for obtaining these.

The response will also make it clear if there are other conditions that the improvement must meet. These include, but are not limited to:

- Using a qualified contractor (this will always apply if the work involves anything to do with either the electrical or gas supply)
- If there are any restrictions on the size or location of the improvement (for example all sheds must be at least 1 metre away from any boundary)

- Any standards of construction that must be applied
- If there is any restriction as to the use of the improvement (for example a garage for the use of a private motor vehicle only)

The response will also make it clear what will happen at the end of the tenancy. Specifically, either – the improvement will be left in the property and the council will assume responsibility for future maintenance (this may be subject to a final check at the end of the tenancy) – or, the tenant will be expected to remove the improvement and make good any damage this causes.

The appendix includes a list of improvements where the tenant will be required to remove the improvement at the end of the tenancy.

The letter will also set a timescale for the completion of works, and make it clear that there will be an inspection of the works upon completion. There may be a charge made for inspections.

The tenant will also be informed if the repair falls under the tenant improvements scheme (see below)

b. Retrospective Permission

If a tenant has not applied for permission to carry out improvements they may request retrospective permission. Any request will be expected to meet the same standards as a new request. No allowance is made for the fact that work has already been completed.

If the work involves any changes to the electrical or gas systems in the property a safety check will always be carried out. The tenant will be charged for this check plus a fee for administration (see methodology within the recharge policy).

If permission is not granted, or rescinded the tenant will be given a period of time, 28 days, for them to remove the work and to make good. This timescale may be extended with the agreement of the Repairs Manager or the Housing Enforcement Manager. If the work is not completed the Council will take appropriate enforcement action against the tenant. (Details of this methodology are contained within the Recharge Policy)

c. Completion of Works

All improvements will be inspected on completion. If the improvement does not meet the required standard the tenant will be given 28 days (or less if the improvement is unsafe or dangerous) to put this right, or will be required to remove the improvement and to make good. If the tenant refuses or is unable

to carry out this work, the Council will carry this out and recharge the tenant and/or take other legal action.

If the works do meet the required standard the tenant will be informed in writing.

d. Refusal of Permission

If a tenant is refused permission they will be informed in writing.

e. Compensation for Improvements

In some cases tenants are entitled to compensation for repairs they have carried out. This compensation is only available should the tenant leave the property, but not when there is a mutual exchange. This is a statutory scheme in accordance with s99A of the 1985 Housing Act. This only applies to improvements carried out since 1 April 1994.

This only applies to repairs to qualifying improvements where the tenant has the written permission from the Council

QUALIFYING IMPROVEMENT	NOTIONAL LIFE IN YEARS.
Bath or shower	12
Wash hand basin	12
Toilet	12
Kitchen sink	10
Kitchen or bathroom cupboards	10
Work surfaces in kitchens	10
Space or water heating	12
Thermostatic radiator valves	7
Insulation of pipes. Water tank	10
Loft insulation	20
Cavity wall insulation	20
Draught-proofing - external doors/windows	8
Double-glazing or external window replacement	20
Rewiring or provision of power and other electrical fittings (eg smoke detectors)	15
Any object which improves security, excluding burglar alarms	10

Only the tenant can qualify for this compensation.

There are situations when compensation would not be paid, for example:

- If the amount is less than £50.
- If the tenancy is ended because the council obtained a possession order against the tenant
- If the tenant has bought the property under the Right to Buy scheme.
- If the property has been sold under its general powers of land disposal.
- If a tenant stays in the dwelling concerned and starts a new tenancy as a result of, say a relationship breakdown etc.

The compensation is calculated by using the basic cost of the improvement (the tenant will need to supply receipts) and relating that to the notional life of the fitting. The allowance is calculated by multiplying the costs of the improvement by the by the number of actual years that the fitting had been in place, divided by the notional life. No allowance will be made for the tenants own time or labour when installing the improvement.

Compensation = Cost × (1-(Years since installation/Nominal Life))

Worked example

Compensation for a kitchen sink that has been in the property for 2 years and cost £200.

$£200 \times (1 - 2/10) = £160$ in compensation payable.

The maximum amount payable under the scheme is £3,000.

The amounts may be adjusted for a number of reasons:

- If the tenant has any housing related debt with the Council
- If there is excessive wear and tear to the improvement.
- the cost of the improvement work is considered excessive
- the improvement effected by the work is of a higher quality than it would have been had the Council effected it

Any claim must be submitted within 14 days after the tenancy end date.

f. Appeals

If the tenant is unhappy with any of the refusal of their request or the conditions that are imposed they may appeal to the Repairs Manager.

As the Compensation scheme is a statutory scheme there can be no appeal except where the Council has adjusted the compensation payable. These appeals will be considered by the Repairs Manager or the Head of Housing.

6. Responsibility for implementing the Policy (and implementation plans where necessary).

The responsibility for administration, inspections, deciding conditions and communication with Tenants is with Repairs Co-ordinators.

The responsibility for considering compensation at the end of the tenancy lies with the Voids Team.

The Responsive Repairs Manager and Repairs Manager are responsible for monitoring compliance.

Appendix 1.

Improvements where the tenants will always be required to make good at the end of the tenancy.

- Garden ponds or water features.
 - Greenhouses
 - Glazed or partially glazed internal doors.
 - Light fittings and any other non-standard
 - Kitchens with 'built in' appliances.
 - Satellite TV aerials (including fixing holes)
- (this is not an exhaustive list)

Appendix 2

Standard Conditions to apply

- Sheds and other outbuilding must be at least 1 metre within the boundary.
- In curtilage car parking will only be considered one the tenant has confirmed they have permission from Derbyshire County Council for a dropped kerb.
- Any electrical and gas work must be installed by a suitably qualified person.
- And debris / rubble etc must be removed from site and disposed of responsibly at the tenants expense.

Appendix 3

- Situations where permission will be not be granted.
- Installations of Satellite systems within sheltered housing schemes.

- Request to reduce the size or number of bedrooms in the property.
- Installation of a gas cylinder in areas where mains gas is available.

EXECUTIVE AGENDA

Monday 7th February 2011 at 1000 hours

Item No.		Page No.(s)
	PART 1 – OPEN ITEMS	
1.	To receive apologies for absence, if any.	
2.	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4 (b) of the Local Government Act 1972.	
3.	Members should declare the existence and nature of any personal and prejudicial interests in respect of: a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	
4.	To approve the Minutes of a meeting of the Executive held on 10 th January 2011.	3 to 8
5.	The record of decision notices from the meeting of the Joint Board held on 18 th January 2011 have now been circulated to all Members. Members may raise any questions on these decision notices.	Previously Circulated
6.	Compliments, Comments, Complaints and Freedom of Information Requests for the period 1st October to 31 st December 2010. <i>Recommendation on Page 12</i>	9 to 42
7.	Corporate Plan Targets Performance Report <i>Recommendation on Page 44</i>	43 to 65
8.	Asset Management Plan and Strategy <i>Recommendation on Page 68</i>	66 to 108
9.*	Capital Programme	To Follow
10.*	Housing Revenue Account	To Follow
11.*	General Fund	To Follow

12.	Sensitivity and Risk Report	To Follow
13.*	Local Investment Plan (LIP) delivery of Langwith Junction Scheme	To Follow
14.*	Local Investment Plan update – Sheffield City Region Joint Housing and Regeneration Board	To Follow
15.	Tenant Alterations Policy <i>Recommendation on Page 111</i>	109 to 122
<p>PART 2 – EXEMPT ITEMS <i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a.</i></p> <p><u>Exempt Paragraph 1</u></p>		
16.	Former Tenants Arrears – Write Offs <i>Recommendation on Page 124</i>	123 and 124

***Denotes Key Decision on Forward Plan**

Committee:	Executive	Agenda Item No.:	9.
Date:	7 th February 2011	Status	Open
Subject:	Capital Programme 2011/12 to 2013/14		
Report by:	Director of Resources		
Other Officers Involved	Chief Accountant		
Director	Director of Resources		
Relevant Portfolio Holder	Councillor E. Watts, Leader of the Council		

RELEVANT CORPORATE AIMS

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

TARGETS

The development of Policy Led Budgeting will help to inform future spending plans and assist in the delivery of the efficiency gain targets.

VALUE FOR MONEY

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

THE REPORT

1. This report outlines the capital expenditure and financing proposals and recommends a Capital Programme for 2011/12 to 2013/14.
2. The Capital Programme was initially considered at the December meeting of the Executive; the proposed capital programme was then considered at the 3 Scrutiny Committees during January. Any comments from the Scrutiny Committee meetings in late January will be detailed to the Executive.

ISSUES/OPTIONS FOR CONSIDERATION

Estimated Outturn 2010/11

3. The latest estimated Capital Programme spend during 2010/11 is £11,763,864. This is £5,035,133 higher than the original budget with £2,664,538 of this relating to slippage from 2009/10. A summary of the other key variations are shown below:

Scheme	Variance £	Comment
Shirebrook Enterprise Centre	428,799	New external funding received
Bolsover Improving Play Pitches Initiative	106,389	New external funding received
Playful Spaces	80,000	New external funding received
Private Sector Renewal Areas	449,000	New external funding received
21 Mobile Working Vehicles	302,000	Financed by operating lease
Asset Management Plan	400,000	Further capital receipts became available
Disabled Facility Grants	509,000	Further capital receipts became available and new external funding received

4. The profiling of capital expenditure can be very difficult to predict. Scheme delays and technical problems can cause expenditure to slip into following years and schemes can be added or extended as a result of securing additional external funding.
5. Where capital expenditure slipped into 2010/11, the equivalent amount of funding was not applied during 2009/10 and is therefore available in 2010/11 to meet the delayed payments.

Capital Programme 2011/12 – 2013/14

6. The Council has previously approved a number of Capital Schemes for 2011/12 and 2012/13 when considering its 3 year Capital Programme. These total £799,000 (2011/12) and £650,000 (2012/13). An analysis of these schemes and associated funding are attached as Appendix A to this report.

7. A total of 3 Capital Budget Bids were received and scored, using a similar prioritisation process to that of previous years, the results were reviewed by Senior Management Team. This scoring includes an assessment of:
- Contributions towards the Council's Corporate Aims
 - Statutory obligations
 - Financial implications (including an assessment of any external funding)
 - Value for Money (including any associated efficiency gains)
 - Risk assessment
8. Future capital expenditure can be funded from a variety of sources. These are detailed below:
- Prudential borrowing – this places pressure on the revenue budgets to fund the debt in the long term and has to fit within the prudential indicators.
 - Revenue contributions – there needs to be uncommitted funds available in the revenue budgets to commit to this.
 - Capital receipts from asset sales – few are being generated currently.
 - External funding from grants and contributions.
9. The following are brief descriptions of bids received, the score and comments.

Bids for One-Off Spend:

Bid Ref	Brief Description	Value in 2011/12	Score	Comments
C1	Solar PV Riverside Depot	£225,479	3rd	To be funded if financing allows

Bids requiring recurring spend:

Bid Ref	Brief Description	Value in 2010/11	Score	Comments
C2	Asset Management Plan	£533,985	1st	Sale of any major assets will reduce required spend.
C3	Mandatory Disabled Facilities Grants	£226,000	2nd	To be funded if financing allows

Overall

10. Bids to be funded as funds become available. Any bid dependant on funding to commence once funding has been confirmed. The bids that require funding will be done in the following order.
 - 1 Asset Management Plan
 - 2 Mandatory Disabled Facilities Grants – this is our element only. External funding is anticipated to be at least equal to the 2009/10 level received.
 - 3 Solar PV Riverside Depot
11. Capital receipts in the current year have not been sufficient to fund the capital programme. Sales of assets have dramatically reduced and thus funding from capital receipts has been cut back. There are potential sales of assets but as some of these have been potential for a number of years no additional funding will be released until the capital receipt has been received.
12. The finalised Housing Subsidy determination has increased the Major Repairs Allowance above the values reported from the draft determination. The values now expected are £3,222,052 for 2011/12 and estimated at £3,252,456 and £3,381,924 for 2012/13 and 2013/14 respectively. This allowance represents the estimated long-term average amount of capital spending required to maintain a local authority's housing stock in its current condition.
13. The Housing Stock Management Group will identify the schemes to be delivered that meet the requirements of the Major Repairs Allowance. This group will then bring a further report regarding the proposed Housing Schemes to be financed by the Major Repairs Allowance.

Prudential Indicators

14. In accordance with the Prudential Code for Capital Finance in Local Authorities, the Council is required to determine and monitor a number of Prudential Indicators:

1. Estimates of the ratio of financing costs to net revenue stream:

	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate
Non – HRA	6.82%	6.01%	5.93%
HRA	22.68%	22.33%	22.51%

This compares the levels of interest payable to the budget funded by Formula Grant and Council Tax. The estimates reflect current commitments.

2. Estimates of the end of year Capital Financing Requirement

	31/03/11 Estimate £'000	31/03/12 Estimate £'000	31/03/13 Estimate £'000	31/03/14 Estimate £'000
Non – HRA	13,427	12,941	12,617	12,167
HRA	7,521	7,521	7,566	7,566

This reflects the Council's underlying need to use external borrowing to finance its capital expenditure. In terms of best practice, the Council should ensure that the net level of external borrowing does not exceed the sum of the table above.

3. Operational boundary for external debt

	2011/12 Estimate £'000	2012/13 Estimate £'000	2013/14 Estimate £'000
Borrowing	20,400	20,400	20,400

This reflects the best estimate (but not necessarily the worst case scenario) of the external debt levels for the period covered by the existing Capital Programme.

4. Authorised limit for external debt

	2011/12 Estimate £'000	2012/13 Estimate £'000	2013/14 Estimate £'000
Borrowing	30,400	30,400	30,400

This is based on the same principles as the Operational Boundary, but it also includes additional headroom to allow for any unusual cash movements.

IMPLICATIONS

Financial: The proposed Capital Programme 2010/11 to 2013/14 can be met from available funding streams as identified in the report. Capital bids to be funded as resources become available.

Legal: None

Human Resources: None

RECOMMENDATIONS

- 1. That the estimated outturn for 2010/11 of £11,763,864 be recommended to Council.**
- 2. That the proposed Capital Programme for 2011/12 to 2013/14 be recommended to Council.**
- 3. That it be recommended to Council that any surplus Capital Receipts (above the level required for current commitments) be diverted to the projects in priority order as detailed in the report.**
- 4. That a further report be submitted to the Executive outlining the proposed Housing Schemes to be financed by the Major Repairs Allowance (MRA).**
- 5. That the Prudential Indicators be recommended to Council for adoption.**
- 6. That the Director of Resources has delegated authority, within the total limit for any individual year, to effect movements between the separately agreed limits for borrowing and other long term liabilities.**

ATTACHMENTS: Y
FILE REFERENCE: None
SOURCE DOCUMENT: Background papers held in Financial Services

Previously Approved Capital Programme

APPENDIX A

Code	Details of expenditure	2011/12 £	2012/13 £
Environment			
Various	Plant & Equipment	9,000	0
Various	Vehicle Replacements (Leases)	140,000	0
Regeneration			
C005	Joint Service Centre	0	0
C035	New Houghton Renewal Area	0	0
C169	Street Services Depot	0	0
Social Inclusion			
	Housing Revenue Account Contribution to Capital Programme	650,000	650,000
TOTAL		799,000	650,000

Details of financing	2011/12 £	2012/13 £
Contributions from Reserves	9,000	0
Contributions from Revenue	650,000	650,000
General Fund Capital Receipts	0	0
Operating Leases	140,000	0
TOTAL	799,000	650,000

Committee:	Executive	Agenda Item No.:	10.
Date:	7 th February 2011	Status	Open
Subject:	Housing Revenue Account Budgets – 2010/11 Estimated Outturn & 2011/12		
Report by:	Director of Resources		
Other Officers Involved	Head of Housing, Head of Finance & Revenues, Chief Accountant, Principal Accountant		
Director	Director of Resources		
Relevant Portfolio Holder	Councillor E. Watts, Leader of the Council.		

RELEVANT CORPORATE AIMS

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

TARGETS

The development of Policy Led Budgeting will help to inform future spending plans and assist in the delivery of annual efficiency gain targets.

VALUE FOR MONEY

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

Introduction

1. This report addresses the budget issues associated with the Housing Revenue Account (HRA) for Members consideration and approval, covering the following:
 - 2010/11 estimated Outturn Budget – this is the current year budget revised to take account of changes during the financial year that will end on 31st March 2011
 - 2011/12 Original Budget – this is the proposed budget for the next financial year, funded by the rent increase, and will commence from 1st April 2011
 - The proposed increases on rents and charges for 2011/12.
2. The summary of the HRA budgets for both years are shown as an attachment to the report.

3. The Executive considered these budgets at its meetings in December and the proposed budget was then reported to the three Scrutiny Committees in early January. Specifically the HRA budget was reported in detail to the Safe and Inclusive Scrutiny Committee on 5th January 2011. Their consideration is to be finalised at their meeting on 1st February 2011 and officers will report this to the Executive.
4. Officers have continued to work on the budgets to reflect the latest developments. These are detailed within the report. In summary, changes have been made to:
 - Grant Aid to the Citizens Advice Bureau;
 - Government Subsidy levels have been confirmed;
 - Support Service recharges have been updated;

Estimated Outturn 2010/11

5. The estimated outturn for 2010/11 anticipates an operating surplus of £49,745, compared to an original estimated surplus of £191,614. The most significant changes between the two budgets are:
 - Staffing costs have increased due to the impact of Job Evaluation;
 - Buy out of tool allowance;
 - Increase in rental income due to the voids percentage being lower than anticipated;
 - Support service recharges are higher in this year only;
 - Staff structure changes as approved by Council on 17th December 2010;
 - Increase in bad debt provision, as detailed below.

Bad Debt Provision

6. As part of preparing the Statement of Accounts for 2009/10 the Council increased its provision for bad debts by £386,000. The summary details are shown below:

Type of debt	Balance at 31.3.10 £'000	Bad debt provision £'000	% covered by bad debt provision
Current	587	197	34%
Former	568	466	82%
Total	1,155	663	

7. The External Auditor assessed this as part of the audit of the accounts and commented in the Annual Governance report as follows:

In relation to bad debt provisions - there has been some progress in this area but issues still remain. Former Tenant Arrears (FTAs) – As this category of debt is difficult to collect we would expect 100% provision unless there is evidence of collectability. We estimate that you may need to increase your provision in relation to former tenant arrears by approximately £102k.

8. Rent arrears is subject to a number of forms of scrutiny:
 - Improvement Scrutiny Committee is reviewing currently. Their recommendations are expected in the last quarter of 2010/11;
 - Quarterly reports to Executive;
 - Performance indicators;
 - Quarterly to the Audit Committee (from December 2010)
9. The latest debt analysis reported to the Audit Committee showed that the value of historic FTAs had dropped by 10% from their opening balance. If the bad debt provision was increased from 82% to 90% this would amount to £45,000. New FTA debt has been added during the year & may amount to £90,000 by the end of the financial year. If a similar approach was adopted to provide for 90% of this debt an increase in the provision by £81,000. The bad debt provision would need to be increased to reflect both these changes by £126,000.
10. Current arrears continue to follow pattern of reducing in the final quarter of the year to provide a closing balance that is reduced by 10% of the opening balance. If this were to occur this year the closing balance would be approximately £500,000. Continuing with the same level of provision for the current arrears would see the sum provided being reduced by £27,000.
11. The overall level of change would therefore be a net increase in the bad debt provision of £99,000.
12. The budget reflects a similar value in future years. These sums will be subject to annual reassessments when the Outturn levels of arrears are known.

Revenue Contributions to Capital Outlay (RCCO)

13. The Estimated Outturn assumes a £650,000 revenue contribution to capital (RCCO) as per the original budget. Officers anticipate a potential saving on capital expenditure based on the achievement of the Decent Homes Standard and as such there may be a potential reduction in the amount of RCCO required. An increase in RCCO would require savings to prevent any impact on the working balance.

Working Balance

14. The working balance brought forward from 2009/10 was £629,065. After taking account of the projected surplus of £106,245, this produces an anticipated working balance at 31st March 2011 of £735,309.

Housing Revenue Account Budget 2011/12

15. The HRA budget mirrors in many ways the General Fund budget. It therefore includes the following budget changes:
 - Reduction in investment interest;
 - Grant Aid to the Citizens Advice Bureau;

- Support charge allocations have been updated and show an ongoing reduction;
 - Incremental progression only in staffing costs (no pay award);
 - Increase in pension costs (the share from the General Fund is still to be split).
16. In 2010/11 the budget includes a vacancy factor. The staff budgets have all been based on the Council's approved structure and assume that all posts are filled. In reality we know there will be staff changes in the year and the vacancies generate a saving to the budget. Historically, this has been at least achieved 3%. The staffing report to Council on 17th December 2010 has disestablished a number of the posts that have been vacant pending a review. Therefore the vacancy factor has been reduced to £30,000 to take this into account and the current economic climate that is suppressing the usual movement of staff.
17. The £30,000 in the budget for a vacancy factor is below the 3% historic value. This reflects the current levels of staff turnover and changes in staffing levels being directly attributable to mobile working. No change has been made to future years as reduced costs will increase the relative percentage allowed for.
18. The contribution from the HRA towards external interest payable is £363,290.
19. The review of grants to voluntary sector organisations and changes are proposed in the General Fund budget report. The Citizens Advice Bureau is funded by both HRA & General Fund budgets. The HRA funding has historically been £30,250. The proposed change to this funding brings it down to £23,200, a reduction of £7,050. This funding would be for one year only. Consultation will take place and a future report to the Executive will follow.

Housing Subsidy

20. The Housing Subsidy is a misleading term as it is actually a payment that the Council is required to make to the Secretary of State from the Housing Revenue Account. It continues to exceed £5.3m in the confirmed Determination received in February.
21. The levels of rental income and changes assumed in the subsidy for 2012/13 onwards have been matched to reflect an ongoing neutral position. This will be reassessed when the new proposals for the HRA are considered.

Rent setting

22. Under the Rent Restructuring calculations for 2011/12, the range of rent increases range between 5.33% (£4.44 per week) and 9.54% (£4.30 per week) with an overall average of 8.21%. This equates to an average weekly rent per dwelling of £68.20 (2010/11: £63.03), based on 48 weeks.
23. Unlike Council Tax, that the Government wish to see capped at 0% and will support such a decision with a grant to ensure the Council is not worse off, no such financial support from Government exists to cap rent levels, the Council would need to absorb additional costs of over £500,000 if it were to consider such an option. The current level of the working balances does not support such a change.

24. Recent rent increases within Bolsover (based upon the Rent Restructuring Guidelines) have been as follows:

Financial Years	Average Rent Increase
2004/05	6.90%
2005/06	6.93%
2006/07	7.40%
2007/08	5.00% *
2008/09	7.31%
2009/10	7.04% (then revised to 3.1%)
2010/11	3.65%

* Without the Government recommended cap of 5% - the average rent increase (in accordance with Rent Restructuring Guidelines) would have been 8%.

25. For the 2011/12 budget calculations the rent convergence is set at 2015/16.
26. The recently announced Localism Bill has an impact on the HRA. The Bill contains enabling clauses rather than details about the terms of future HRA funding but the key points from April 2012 are:
- The abolition of the HRA Subsidy system
 - The government proposes to implement self-financing, using the method for calculating debt which was consulted upon in March
 - Rents will be assumed on the basis of the existing social rent policy, and 2015/16 convergence.

Fees and charges

27. The Council retains discretion regarding future increases on garage rents and other services. Last year PPMG 2 reviewed Fees and Charges and proposed that wherever possible, the Council should seek to move as quickly as possible to a position where charges for such services reflect the cost of providing these services.
28. Based on last year's discussions with Cabinet Members that the Council should accept a methodology where charges made to tenants should reflect the cost of providing the services. In many cases, the actual charge made to tenants was a nominal charge only, and members recognised that the move to full charging should be phased over a number of years. The revised pricing reflects this continuing approach.
29. The majority of warden services are funded through a contract with the Supporting People Team at Derbyshire County Council. Indications are that the contract sum will have no inflationary uplift; however, this is yet to be confirmed by the County Council. It is expected that Supporting People funds will be subject to a reduction in funding. Further details will be reported when this is known.
30. The proposed fees and charges are based on these charges being capped at this level for those people funded through the Supporting People Contract.

31. However there are a number of people who self-fund the supporting people services and the Council does not currently pass on the full cost of these services to customers. The increase in these charges for 2011/12 will be £2.01 (34%) for the static warden service and £0.45 (21%) for the mobile warden service. Tenants on benefits will continue to have the relevant proportion of this cost is covered by benefits.
32. Similarly, heating costs are currently subsidised to a value of over £168,000, with less than 50% of the total cost being recharged to tenants.
33. The increases in charges shown below carries forward the methodology previously adopted and applies this to the increase for 2011/12

Each charge shows:

- a. The current charge:
- b. The proposed charge
- c. The increase – in financial and percentages.
- d. Information on the cost of provision
- e. The level of subsidy on 2011/12 – per user per week (i.e. (d) minus (b))

At the end of each section is information showing:

- f. The loss income to the Council if no changes had been implemented shown for a full year, and
- g. The total subsidy for the services (i.e. (e) multiplied by the number of chargeable weeks and the number of customers)

Section a - Charges made over 48 weeks

Types of charge	Current charge per week (£)	Proposed charge per week (£)	Increase (£ / %)	Cost of provision (£)	2011/12 subsidy (£)
a. HEATING				Estimate	
Bedsit (sheltered)	5.90	6.89	0.99 / 17%	11.73	4.84
1 bed flat (sheltered)	8.37	9.78	1.41 / 17%	16.63	6.85
Wardens Flat	15.60	18.23	2.63 / 17%	30.99	12.76
1 bed bungalow	9.29	10.85	1.56 / 17%	18.45	7.60
2 bed flat	12.36	14.44	2.08 / 17%	25.55	11.11
2 bed bungalow	14.00	16.36	2.36 / 17%	27.81	11.45
					Total subsidy
	Impact of no change			£36,927	£168,134
b. WARDEN SERVICES					
Static (self funded)	5.85	7.86	2.01 / 34%	22.79	14.93
Mobile Warden (self funded)	2.16	2.61	0.45 / 21%	4.84	2.23
					Total subsidy
	Impact of no change			£42,989	£115,843

Types of charge	Current charge per week (£)	Proposed charge per week (£)	Increase (£ / %)	Cost of provision (£)	2011/12 subsidy (£)
c. WARDEN SERVICES					
Static (SP funded)	22.79	22.79	Contract	22.79	14.93
Mobile Warden (SP)	4.84	4.84	Contract	4.84	2.23
					Total subsidy
	Impact of no change			n/a	n/a
d. SPECIAL SERVICES					
Special Services	6.17	8.55	2.38 / 38%	21.90	13.35
					Total subsidy
	Impact of no change			£32,111	£120,192
e. BUGGY PARKING (inc electricity)					
Buggy parking	2.50	2.75	0.25 / 10%	n/a	n/a
					Total subsidy
	Impact of no change			£240	£0
f. GARAGES* (no subsidy)					
Garages (direct debit)	6.50	7.00	0.50 / 7.7%	7.00 est	n/a
Garages (other)	8.00	9.00	1.00/12.5%	9.00 est	n/a
* note VAT will be charged to non-tenants.					
					Total subsidy
	Impact of no change			£17,160	£0

Section b - Charges made over 52 weeks – not subsidised

Types of charge	Current charge per week (£)	Proposed charge per week (£)	Increase (£ / %)	Cost of provision (£)	2011/12 subsidy (£)
Lifeline – Bronze	3.50	3.75	0.25 / 3.8%	3.75 est	0
Lifeline – Gold	5.50	5.80	0.30 / 5.5%	5.80 est	0
Lifeline – RSL	2.80	3.75	0.95 / 34%	3.75 est	0
					Total subsidy
	Impact of no change			£17,160	£0

Section c - Annual Charge – not subsidised

Types of charge	Current charge per year (£)	Proposed charge per year (£)	Increase (£ / %)	Cost of provision (£)	2011/12 subsidy (£)
Garage Plot *	120	140	20 / 17%	140 est	0
* note VAT will be charged to non-tenants.					
					Total subsidy
	Impact of no change			£6,000 est	£0

34. The Special Services Charge includes the costs incurred from living in a sheltered housing scheme; this includes heating and lighting of communal areas, a contribution to the cost of a warden, furniture to lounges, carpeting of communal areas and cleaning. For 2011/12 this will be an increase of £2.38 (38%) per week per tenant, and will increase income by £32,111. Some tenants will have this covered by benefit payments. The costs of the service will also be reviewed to generate savings.
35. Work will continue to review the heating and special services charges across sheltered schemes moving towards a fair scheme of charging.
36. The Council also offers a lifeline service to people who are not Council tenants (i.e. Housing Association Tenants and Owner Occupiers). This is not subsidised.

Efficiency Gains

37. The previous target for efficiency gains has now been removed by the Government. The Council will continue to be challenging itself to deliver efficiencies as to maintain development of services. Mobile working is the current key project at this time.

Revenue Contributions to Capital Outlay (RCCO)

38. This has remained constant in this and future year budgets at £650,000. Efficiencies from mobile working will contribute saving to maximise the use of these funds.

Working Balance

39. A report to the Executive on 25th September 2006 recommended that the minimum working balance on the HRA should not fall below £1 million in order for the Council to position itself within the median value for other District Councils. The budget proposed seeks to reinstate this level of working balance over a 3 year period.
40. The External Auditor did comment in the Annual Governance report as follows:

In light of the projected impact on HRA balances, you changed part of your approach to financing capital expenditure. This left year end balances broadly in line with previous years at £629k. This is still at a low level in light of the financial risks facing the HRA and we note your plan to rebuild balances over the period of the MTFP.

IMPLICATONS

Financial: The proposed HRA Budget for 2011/12 forecasts a minimum net operating surplus of £237,538, bringing the working balance level up to £972,847.

Legal: None

Human Resources: None

RECOMMENDATIONS

- 1. That the estimated outturn for 2010/11 and budget for 2011/12 be recommended for approval at Council.**
- 2. It be noted that the grant to the Citizens Advice Bureau is consulted upon and reported back to a future meeting of the Executive.**
- 3. That dwelling rents increased in accordance with the Rent Restructuring Guidelines by an average of 8.21% for 2011/12 is recommended for approval at Council.**

REASON FOR DECISION

The budget for 2010/11 is revised at this time to align it with the expected outturn. This is good financial management.

The Council is required to approve a balanced budget for 2011/12 based on the rent levels set.

ATTACHMENTS: **Y**
FILE REFERENCE: None
SOURCE DOCUMENT: Background papers held in Financial Services

Details of Expenditure	Original Budget 2010/11 £	Estimated Outturn 2010/11 £	Base Budget 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £
HOUSING REVENUE ACCOUNT					
Expenditure					
Repairs and Maintenance	4,351,300	4,414,610	4,464,240	4,474,470	4,482,640
Supervision and Management	3,165,490	3,070,730	3,115,190	3,135,580	3,138,380
Special Services	511,710	485,110	500,250	524,190	548,240
Supporting People	118,500	226,250	154,100	154,649	155,009
Tenants Participation	115,780	116,930	118,360	119,890	119,920
Rents, Rates, Taxes & Other Chrgs	1,570	0	0	0	0
Increase in Bad Debts Provision	0	99,000	100,000	100,000	100,000
Housing Subsidy Payable	4,476,066	4,432,520	5,349,450	6,390,930	7,496,650
Cost of Capital	318,580	338,910	363,290	364,380	365,460
Debt Management Expenses	6,640	7,020	7,520	7,540	7,570
Vacancy Factor	(70,000)	(35,000)	(30,000)	(30,000)	(30,000)
Efficiency Savings Targets	(280,000)	0	0	0	0
Total Expenditure	12,715,636	13,156,080	14,142,400	15,241,629	16,383,869
Income					
Income	(16,074,590)	(16,429,715)	(17,584,038)	(18,627,188)	(19,680,319)
Total Income	(16,074,590)	(16,429,715)	(17,584,038)	(18,627,188)	(19,680,319)
Net Cost of Services	(3,358,954)	(3,273,635)	(3,441,638)	(3,385,559)	(3,296,450)
Appropriations					
Cost of Capital Adjustment	0	0	0	0	0
Depreciation	2,288,660	2,541,450	2,539,930	2,538,440	2,536,980
T/f to/(from) Major Repairs Reserve	878,680	625,940	664,170	695,890	726,650
Net Operating (Surplus) / Deficit	(191,614)	(106,245)	(237,538)	(151,229)	(32,820)
Working Balance at Beginning of Year	(361,949)	(629,065)	(735,309)	(972,847)	(1,124,077)
Contribution to/(from) Balances	(191,614)	(106,245)	(237,538)	(151,229)	(32,820)
Working Balance at End of Year	(553,563)	(735,309)	(972,847)	(1,124,077)	(1,156,897)

Committee:	Executive	Agenda Item No.:	11.
Date:	7 th February 2011	Status	Open
Category	3. Part of the Budget and Policy Framework		
Subject:	General Fund Budgets – 2010/11 Estimated Outturn & 2011/12		
Report by:	Director of Resources		
Other Officers Involved	Head of Finance and Revenues		
Director	Director Of Resources		
Relevant Portfolio Holder	Councillor E. Watts, Leader of the Council		

RELEVANT CORPORATE AIMS

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

TARGETS

The development of Policy Led Budgeting will help to inform future spending plans and assist in the delivery of annual efficiency gain targets.

VALUE FOR MONEY

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

Introduction

1. This report presents the following budgets for Members consideration & approval:
 - 2010/11 estimated Outturn Budget – this is the current year budget revised to take account of changes during the financial year that will end on 31st March 2011
 - 2011/12 Original Budget – this is the proposed budget for the next financial year commencing 1st April 2011, based on the (the currently provisional) grant settlement and by the Council Tax to be set at the Council meeting on 1st March 2011.
2. The detailed budgets for both years and future year projections are shown in the Appendix to the report. After consideration by the

Executive in December the budget has been reported to the 3 Scrutiny committees in early January 2011. Scrutiny Committees will confirm their comments on the budget at their meetings at the end of January / early February 2011. After approval of the budget at this meeting, the agreed budget will then be reported to Council on 16th February.

2010/11 estimated Outturn Budget

3. In February last year Members considered the budget for 2010/11 on which the Council Tax was determined and during the year reports have been considered:
 - Levels of actual spend have compared to the original budget for the current financial year;
 - Budget pressures arising during the year;
 - Progress against savings targets.
4. Budget holders have been consulted and the Outturn budget has been prepared to take into account the main changes during the last 9 months.
5. Members will be familiar with some of these budget pressures as they have been detailed in the quarterly budget reports. The items significant in value are:
 - Reduction in investment interest £119,300;
 - Diesel due to higher prices £49,920;
 - Housing Benefit payments not covered by subsidy £6,790 (a reduction from original estimates of 27,167 based on delayed opening of the JSC);
 - Contribution expected from DCC for Green Waste is included in 2010/11 budget to the value of £100,000 but has not yet been received.
6. In addition the Council provides some services that are linked in part to the recession. This has resulted in the following:
 - Planning fees income reduced due to less large planning developments and associated fees being received by £114,550 (£159,500 last year);
 - Land charges due to demand and changes to the pricing structure (reflecting new Government guidance) £10,000;
 - Other Fees and Charges have seen a combined net reduction of £85,000.
7. It is pleasing to note that pressures from last year that have not impacted this year are:
 - No Building Control Consortium deficit;
 - Kissingate income recovered from low levels after the fire;

- Income from commercial lettings back on track.
8. Savings have also been possible during the year and have been reflected in the savings strategy. Some of the significant items are:
- Pay award remains unsettled, no offer has been made by employers, saving £246,000;
 - Procurement projects almost £100,000;
 - NNDR appeals on valuation over £40,000;
 - Earmarked reserves have been reviewed adjusted to levels of spend;
 - Posts that have been vacant during the year and those disestablished at the Council meeting on 17th December 2010 have now been reflected in the budget;
 - Additional income amounting to £89,080 has been budgeted for based on income levels at December 2010;
 - Reduction in costs from the Internal Audit Consortium of £25,000;
9. This position would have been further enhanced had the investments in Icelandic banks achieved their expected return and the principal returned for further investment.
10. There have been some changes to Government grants paid to the Council. These grant changes have been:
- Area Based Grant reduction – whilst the main change impacted on Working Neighbourhood funding there was a reduction of £4,000 for Cohesion;
 - Housing and Planning Delivery Grant withdrawn, but not budgeted for;
 - Recent communications indicate the Government plan to reduce the Benefits Admin Grant of £85,880. This is contrary to the higher number of claims the Council is now processed;
 - Swimming grant ending part way through the year;
 - Local Authority Business Growth Incentive grant has been withdrawn, but not budgeted for.
11. Through out the year the Council's savings targets have been monitored on a regular basis and reported monthly to Senior Management team and the Cabinet. The details also supported the recently reported Medium Term Financial Plan.
12. The Savings Strategy categorises the savings according to the likelihood of them being achieved (Green – more than 90%, Amber – more than 50%, Red - less than 50%). The latest position reflected in the Saving Strategy is as follows:

Category of Savings	Value £'000
Green (included within the budget)	1,080
Amber	120
Red	80
Gap remaining (Savings still to be found)	222
Total of items not in the budget	422

13. The budget reflects the Green savings. The combined effect of vacancies and savings / efficiencies categorised as Green have not yet exceeded the targets set by the Council.
14. It is normal practice at this point in the budget process to remove the contingency budget. This year it is proposed to retain it at a reduced level of £10,000 to deal with any unforeseen costs associated with the potential bad weather and any increase in costs associated with implementing the International Financial Reporting Standard (IFRS). This later item was a concern to the December Audit Committee that will be referred to the Executive to monitor the resourcing and implementation of this project. The £10,000 contingency linked to the staffing report to Council on 17th December is shown as a contribution to an earmarked reserve to reflect that it is not specific to the current or next year's budget.
15. The impact of these changes has been reflected in Support Service recharges.
16. Comparison between years is affected by the revised allocation of support costs. The changes have been more significant this year as support charges have been the subject of a whole scale review to reflect the current demands of services rather than the historic data that was previously being used. This addresses concerns raised by the Council's External Auditors.
17. The External Auditor in the Annual Governance Report also raised concerns about the estimates made by the Council for its bad debt provisions, in as much as the £0.5m added to the provisions was not sufficient. In setting the budget consideration has been given to some of the points raise and an increase in the bad debt provision of £232,520 has been included to provide for 80% of the Housing Benefit Overpayments.
18. The gap is being addressed in a number of ways which will be reported to future meetings of the Executive or Special Council meetings. The approaches being used to address this gap are:
 - Fees and Charges increased where possible from 1st January 2011 to coincide with the change in VAT increase and reduce the administration of changing prices 3 months later;

- Planning fees reduction in the current year to be met by the Planning Fees Reserve (£85,000) and the Planning Delivery Grant (£30,000). This has the impact of limiting the balance of PDG to £56,645 to support the budget for 2011/12. The Planning Delivery Grant commitments are being reviewed to see if any additional funding can be released to support the 2011/12 budget if required;
 - Vacancies disestablished at the Council meeting on 17th December 2010;
 - Year end campaign to generate savings from budgets not fully committed (last year this generated over £250,000);
 - Further potential voluntary savings resulting from employee feedback via the mid year appraisals;
 - Additional savings proposals considered as part of the saving strategy;
 - Pension Fund shortfall costs of £100,854 are to be funded from the General reserve.
19. The budget for the current year was set it was based on adding £310,379 to the working balance to bring it to a value of £1.527m. The Outturn position for 2009/10 was better than anticipated such that instead of using £310,000 from the Working Balance, only £42,000 was required. Therefore the working balance brought forward was £1.485m.
20. The outturn budget based on these latest figures changes to:
- The budget Gap against the £310,379 surplus is a deficit of £237,189.
 - Vacancy factor still to be achieved £40,275.
 - The Budget spending review is expected to generate £150,000. This compares with the £268,000 generated last year but in year savings have been declared each month hence the reduced value.
 - The proposed use of the Working Balance is £46,914. Based on the above figures this will drop to £1,438,715.

Reserves

21. The CPA reserve and Service Improvement reserves will be combined into a new Transformation Reserve.

Original budget for 2011/12

22. Not only does the Council need to revise the current year budget but also generate detailed income and spending proposals for the next 12 months commencing from 1st April 2011.
23. The Council's annual budget is made up of the following main elements:

- Grants from Government
- Expenditure, income levels and efficiencies
- Fees and Charges
- Options for the Council Tax level
- Reserves to fund any gap in income or benefit from a surplus in available funds

24. Comparison between years is again affected by the new support service cost allocations.
25. Each of these items is now considered in more detail below, specific to the Council's budget for 2011/12 and attached to the report is a summary of the General Fund budget.

Grants from Government – Formula Grant

26. The Government's Spending Review in October 2010 indicated that grants to local authorities would be reduced to reflect the Government's national economic strategy. Estimations of the potential impact have been prepared and presented to Cabinet and at the Council meeting in October.
27. The Government announced the provisional grant settlement on Monday 13th December with a consultation period up to mid January 2011. The Council meeting on 17th December included a summary of the changes; the detail supporting that update is given below. At the time of preparing this report the finalised details were not yet made public.
28. For information only, the comparable figures from the current budget book are as follows:

	2010/11	2011/12	2012/13
	£m	£m	£m
Formula grant	7.927	7.848	7.769
Area Based Grant	2.462	0.000	0.000
Main Grant Funding available	10.389	7.848	7.769
Concessionary Travel costs	0.832	0.935	0.935
Concessionary Travel grant	-0.168	-0.168	-0.168

29. The Government's summary of the provisional grant settlement was that "English councils face average cuts in "spending power" of 4.4% next year". But Communities Secretary Eric Pickles said no local authority would undergo a decrease of more than 8.9% in 2011/12, as a result of the grant reductions. The councils impacted upon the most by losing 8.9% for two years:

Ashfield	Barrow-in-Furness	Bolsover	Burnley
Chesterfield	Copeland	Great Yarmouth	Hastings
Hyndburn	Pendle	Preston	Thanet

30. The Final Formula Grant figures published on 31st January 2011 indicate that Councils will now face a maximum reduction in spending power of 8.8% in 2011/12, although the average cut remains the same as set out in November's provisional settlement at 4.4%. Shire districts will also receive an extra £10m to compensate for the loss of concessionary bus travel funding. Local Government Secretary Eric Pickles said today's settlement 'goes hand in hand with the new localism powers and spending freedoms we are handing councils so they can be as efficient and effective as possible with public funds, rooting out waste and focusing on frontline public services'. The Local Government Association said the settlement remained the 'toughest in living memory' and accused the government of ignoring its advice to spread the cuts more evenly over the four-year period.
31. The change to 8.8% has increased the Transition grant for the Council. The funding for concessionary bus travel funding has been reflected in the Formula grant for one year only.
32. The definition of 'revenue spending power' used to calculate eligibility for the grant is, broadly speaking, and spending power from council tax and Government revenue grants. The consultation process considered changes to the provisional settlement to reflect 2010-11 Local Enterprise Growth Initiative (LEGI) funding of £0.855m, which Ashfield DC received as the "accountable body" for the partnership of Ashfield DC, Mansfield DC and Bolsover DC. The final figures indicate Council has seen its assessed revenue spending power increase by £285,000 representing one third of £855,000. This has therefore increased the transition grant. The finalised details will be shared at the meeting.
33. The Government has decided to take account of the reduction in revenue spending power for local authorities, reflecting the combined effect of changes to individual revenue grants and the extent to which income from council tax will be available to each council. It will do so by means of a Transition Grant which will help those councils most affected by reductions in spending power to plan for those reductions. It allows a breathing space in 2011-12 and 2012-13 for councils to make the changes necessary to live within the reduced provision. No transitional grant will be paid after 2012-13.
34. The Government make a reassessment on the Council's current year grant, for comparison purposes only. The Council's adjusted formula grant for 2010/11 is £7.211m. This is based on:
- £7.927m – or previously notified grant
 - £0.689m reduction for Concessionary Travel (2009/10 costs (£0.833m) inflated (£0.857m) less specific grant of £0.168m)
 - £0.027m other adjustments

35. For comparative purposes the Provisional Grant funding details considered by members is shown within [brackets].
36. The Council's Formula grant (before Floor Damping) for 2011/12 is calculated as being £5.342m [£5.315m], a £1.9m reduction from the £7.211m shown in the paragraph above.
37. As this would be a massive change for the Council the grant system provides for damping and ceilings to reduce the level of change in grant. The Council's Formula grant after Floor Damping for 2011/12 is £6.258m [£6.216m], (damping effect gives the Council £0.917m [£0.901m]). This is the highest damping within Derbyshire. Members may recall the opposite effect in previous years when the Council has lost grant each year due to the ceilings that have prevented the Council receiving its full allocation. This is still a net loss of grant of £0.952m [£0.995m] compared to the £7.211m shown above. This loss of funding in reality is higher as there is no increase in funding for inflation etc.
38. New to the Formula grant settlement this year is the Transition Grant. This is additional revenue grant ('Transition Grant') to certain councils in 2011-12 and 2012-13. It will be paid to councils who would otherwise see a reduction in 'revenue spending power' of more than 8.9% in either year. The Transition Grant will help those councils most affected by reductions in spending power to plan for those reductions. It allows a breathing space in 2011-12 and 2012-13 for councils to make the changes necessary to live within the reduced provision. No transitional grant will be paid after 2012-13. In 2011-12 this will amount to £2.311m [£1.828m].
39. It is proposed that the Transition grant be allocated to a Transition Reserve and used in a specific manner to reflect the need for the Council to adjust its spending to a level that is not supported by the use of reserves.
40. Also linked to this is that the Government will provide councils that choose to freeze council tax with the equivalent of a 2.5 % increase in funding. This amounts to £89,929.
41. The Government also wants to ensure council tax payers are protected against any authorities who choose to reject the offer and impose excessive council tax rises. Through the Localism Bill, the Government plans to introduce a power for residents to veto excessive council tax increases through a referendum. In the meantime, the Government can take capping action against councils who propose excessive rises.
42. The provisional grant settlement for 2012/13 can be summarised as:
 - Adjusted grant drops to £6.229m [£6.186m], a further £30,000 reduction;

- Formula grant without damping amounts to £4.725m [£4.753m];
- Damping provides an additional £0.756m [£0.783m];
- Total Formula grant £5.482m [£5.536m], a further reduction of £0.777m [£0.650m]
- Transitional Grant £1.979m [£1.248m], the last year of such funding.

43. Projections based on known figures over the four years spending review are detailed below:

Lost Core Grant v Transition Grant

	2011-12	2012-13	2013-14	2014-15	TOTALS
2011-12	951,820	951,820	951,820	951,820	3,807,280
2012-13	-	777,435	777,435	777,435	2,332,305
2013-14	-	-	?	?	
2014-15	-	-	-	?	
				TOTAL	6,139,585
				Transition Grant (2 years)	4,290,306
				Overall Loss Of Grant Funding so far [Previously £2,852,800]	1,849,279

Loss of Formula Grant (Core Grant)

	Expected Loss	% cut	Cumulative	Actual Loss	% cut	Cumulative	Difference	Cumulative
2011-12	671,491	8.47%	671,491	951,820	13.20%	995,085	280,329	280,329
2012-13	468,482	6.45%	1,139,973	777,435	12.40%	1,729,255	308,395	589,282
2013-14	62,464		1,202,437	?		1,729,255		
2014-15	359,170		1,561,607	?		1,729,255		
TOTALS	1,561,607			1,729,255			589,282	

44. The Government continue to consider that this settlement is 'fair and progressive' and is seen as giving councils the ability to concentrate on what their residents want:

- protecting front line services
- Improving transparency – allowing the public to see where money is being spent, suggesting changes; making suppliers more competitive, and changing the culture among those entrusted with public money
- Sharing services – to achieve greater efficiency and improved services
- Cutting out waste – particularly in back offices
- Improving procurement practice – achieving more competitive prices by making full use of their purchasing power
- Bringing senior pay under control – including sharing senior managers among councils
- More fundamentally, the settlement will see councils take this opportunity to radically rethink and transform their services. Those councils which have substantial reserves should consider using these to address short term costs and pressures, and invest now in order to realise savings in the longer term.

45. When considering the above items these themes are reflected in the Council's existing Saving Strategy.
46. To support councils in their efforts, £200 million has been set aside as a capitalisation facility to help councils modernise: reducing back office costs so they can focus on the front line.
47. In addition the Government also plans further changes:
- Change the law so councils will be able to borrow against the proceeds of future business rates (known as tax increment funding) in order to invest. Details are awaited.
 - As part of the White Paper on Local Growth, the Government announced a review of business rates with the intention that in future local government will be able to keep what they collect. The Local Government Resource Review will begin in the New Year.
48. The Government is also proposing to provide substantial financial incentives for councils to invest in longer term projects, such as the New Homes Bonus available over the next four years for councils investing in new housing, and the £1.4 billion Regional Growth Fund. This is currently being consulted on but in summary:
- It is based on Housing and Planning Delivery Grant money which local authorities previously benefitted from.
 - Funding has been identified for the first four years; therefore, the funding will come from top slicing a portion of the existing formula grant given to local authorities. Therefore the authorities that experience lower or a slower delivery of housing will lose out because the existing formula grant an authority receives will be reduced to subsidise those authorities that are successful in housing delivery.
 - To reward the delivery of housing it proposes to match fund the additional council tax raised when a new home is built, or an empty property is brought back into use. An additional amount for affordable homes will be payable.
 - This involves changes to the local government finance system to reward the authorities that go for growth.
 - It will be paid as an unringfenced grant.
 - It will be equal to the national average for the council tax band on each additional property delivered/ brought back into use and paid for the following six years as a un-ringfenced grant. (additional council tax band D property would be about £1439 per annum)
 - An enhancement of a flat rate £350 per annum for each additional affordable home is proposed It is intended that the scheme will be a permanent feature beyond the six year cycle
 - It is proposed that there is an 80:20 split between lower:upper tier authorities in two tier areas outside London

- The saving strategy with this budget reflects the latest projections of funding that would be generated by existing (net) additional developments in the area.

Grants from Government – Area Based Grant (ABG)

49. This non-ringfenced grant, introduced in 2008/09, is abolished. The grant settlement provides no funding.
50. Historically it has provided funds for
 - Cohesion (funding the Council's contribution to the Community and Voluntary Partnership);
 - Climate Change Planning Policy Statement;
 - Economic Assessment Duty;
 - Environmental Damage Regulations;
 - Working Neighbourhood Fund.

Grants from Government – Local Authority Business Growth Incentive

51. The budget assumed no income from this grant. Again this grant is to be abolished.

Other Grants

52. Grants have been lost for 2011/12 for the following:
 - Community Safety – Various grant losses are expected in 2011/12. These all had matching expenditure budgets therefore there is no net effect on the budget, however some of this money was used to fund Council projects in other areas such as Leisure.
 - Swimming grant (compared to part year funding in 2010/11)
 - Waste Services – The contribution of £100,000 from Derbyshire County Council.

Expenditure to be incurred in 2011/12

53. The preparation of these budgets has seen a number of changes impacting upon the services. Some of these changes reflect the current economic situation; others reflect changes within the Council.
54. Compared to the budget the Members were considering 12 months ago for 2009/10 there are a number of pressures and savings to be considered.

Budget Pressures

55. The budget pressures are in part similar to those that have been detailed for the 2010/11 Outturn but added to these are others that need to be detailed for Members consideration. All these pressures are detailed below.

56. Single status conditions & job evaluation.

Employee costs have seen some change due to appeals on changes to structures etc. The budgets now reflect the appealed salary levels. The budget reflects the costs of increments associated with the new grades. The Council has received 252 equal pay claims. These are currently being assessed. No value can currently be attributed to these.

57. Pay award.

The staffing budgets for next year are based on a pay award of 0%. This is a decrease from the 2010/11 level of 2%. The gain from this for the Council is offset by an increase in employer's National Insurance of 1%. If the Council were to find the national negotiations did agree a pay award at the same levels as central government (£250 for all earning below £21,000) would equate £78,000.

58. Pensions

The indicative increase, indicated by Derbyshire County Council (DCC), previously reported in December was for the employer's pension costs to increase by 0.8%. Officers have subsequently been able to engage in the detail of the assumptions behind this indicative increase. The impact of this is that the assumptions:

- Allowed for pay increases at rates higher than those budgeted for;
- Numbers of posts within the approved structure to remain constant. In reality they are reducing (e.g. December Council report to disestablish posts, ICT Joint Service changes).

It has been agreed with the actuary that the employers' contributions arising from the current valuation, effective from 1 April 2011, should be recovered as:

- A future service rate expressed as a percentage of pensionable pay and,
- A lump sum deficit recovery amount.

The reason for the change is that under the previous arrangement, the recovery of the past service deficit was not achieved when there was a reduction in the pensionable payroll due to outsourcing and job cuts. With the new method, the amount collected by the future service rate

will vary according to changes in pensionable pay but the lump deficit component will remain at the certified amount irrespective of variations in the pensionable payroll.

As employers may wish to charge the total of the two components as a percentage of contributors' pay, an equivalent percentage rate comprising both amounts is shown below.

To provide year on year consistency of costs the Council prepared its budgets based on a fixed amount for the three years (Option 2) rather than paying the deficit recovery amount either as an escalating sum (Option 1). This then generates the following costs:

Description of costs	2011/12 £'000	2012/13 £'000	2013/14 £'000
Future Service rate @ 11.90%	1,242.42	1,234.09	1,236.36
Past Service deficit lump sum	1,041.80	1,041.80	1,041.80
Total employer's contribution	2,284.22	2,275.89	2,278.16
Equivalent Total % rate	21.88%	21.95%	21.93%

The difference to the existing costs is based on 20.2%. This is an increase of £166,270.

Associated with the actuarial review the following items will be received in due course:

- Further details of the valuation result (February 2011)
- Draft Funding Strategy Statement (February 2011)
- Valuation Report (April 2011)

The Council's budget has costs associated with staff who have pension fund shortfalls due to early termination of employment. If the Council were to pay off these costs early it would reduce future years pension pressures. These costs can be funded in the following manner;

- In 2010/11 £100,854 can be funded from the General Reserve;
- Subsequent years, totalling £133,461, can be funded from the Transition Grant.

59. Investment interest.

The Council has not been immune to the reductions in interest rates that have taken place during 2010/11. This is further magnified by the slowdown in asset sales and the Icelandic banks' problems. Overall this is a reduction of £124,175 against the 2010/11 original budget. Investment interest in future years has been adjusted to reflect the profiled payments associated with the pending Icelandic Court case over the life of this medium term financial plan.

60. Building Control deficit
- Measures taken to align expenditure to income levels have corrected the historic need to share deficits amongst the three partner councils.
61. Energy prices
- The Council has changed the framework under which it purchased its energy. This is due to start in 2011. Any variations in year will be reported via the quarterly budget monitoring reports.
62. Kissingate Leisure Centre
- The Centre is now operational and all aspects of the building are income generating.
63. Fees and Charges
- These have been reported separately and reporting an impact on the budget of approximately £161,000 reduction when compared to the current level of income from fees and charges. This includes the known pressures of:
- Planning fees reduction of £114,550 to £325,000;
 - Land charges due to demand and forced changes to the pricing structure £10,000.
- Additional income for budget reviews based on income levels expected in 2010/11 amounts to £25,010 for 2011/12 and future years.
64. As detailed above for 2010/11 this budget is also affected by:
- Housing Benefit payments not covered by subsidy £81,500;
 - The Council's continued share of the collection fund deficit £22,329;
 - Diesel due to higher prices £49,920 (this is under review as this pressure may not be sufficient to deal with increasing prices).
65. In addition, the budget for 2011/12 also includes budget pressures for:
- Increased debt charges £55,000, compared to 2010/11 revised;
 - Elections £59,000;
 - Loss of swimming grant completely £23,000.
66. Adjustment has also been made to the bad debt provision for Sundry Debtors for the historic debt held for Pleasley Vale. This increase in the provision by £28,710 to provide for all of the £57,000 of debt owed, should such a provision prove necessary.

Budget Savings

67. The savings made in 2010/11 continue into 2011/12 and additional saving neutralise, in part, some of the above pressures. The significant savings are:

- Procurement projects of over £205,000;
- Transfer of Concessionary Travel arrangements to DCC;
- Joint IT service £34,000;
- Pleasley Vale income generation £48,000;
- Earmarked reserves reviewed.

68. Grants to the voluntary sector have been reviewed. The review has proposed reductions in the grants of 23.22%, linked to the Council's loss of grant over the 2 years of the settlement. Funding is for one year only. Future funding will be considered at a future date. This is detailed in the table below:

Organisation	Planned grants £	Proposed grants £	Change £
Bolsover Countryside Partnership	10,000	7,700	-2,300
Citizen's Advice Bureau	24,750	19,000	-5,750
Community Voluntary Partners	30,000	23,000	-7,000
Councillor awards	7,400	0	-7,400
Derbyshire Economic Partnership	14,500	11,200	-3,300
Derbyshire Sport	11,420	8,800	-2,620
Derbyshire Unemployed Workers Centres	25,830	19,900	-5,930
Groundwork Creswell	18,000	13,900	-4,100
Junction Arts	20,900	16,000	-4,900
Lunch Club Grants	2,000	2,000	0
Rural Action Derbyshire	2,950	2,265	-685
Trade Union Safety Team	4,750	3,650	-1,100

When the 2011/12 budget was approved last year the funding amounted to £132,500. This did not include funding for the £40,000 associated with grants to CVP and BCP. The above grants including CVP and BCP amount to £127,415.

As a consequence of these reductions in funding the Council awaits details as to the ongoing arrangements that partners will be considering as there may be a more fundamental review of the whole funding arrangement.

Based on consideration of these changes in funding the Council will be consulting with relevant interest groups, the organisations affected and undertaking equality impact assessments. On completion of these

items a further report will be presented to the Executive for the results to be considered.

69. The vacancy factor (new to the 2009/10 budget) has been revised to reflect changes approved at the Council meeting on 17th December 2010. The staff budgets have all been based on the Council's approved structure and that all posts are filled. In reality we know there will be staff changes in the year and the vacancies generate a saving to the budget. Over the last 3 years this has been at or exceeded 3%. The economic situation has reduced staff turnover and as such the value of the vacancy factor has been reduced from £540,000 to £200,000 (previously reported as £300,000). This is reduced in successive years by 10% pa to reflect the achievement of the ongoing savings.

Efficiencies

70. The National Indicator 179 measuring value for money has been abolished. This will in no way take the pressure off the Council to achieve savings as this will now be driven by the reduction in grants received by the Council. The savings / efficiencies required will be far more demanding than previous targets have been.
71. This change will also impact on the Council Tax bill in that there will be no requirement to show details of the Government's calculated efficiency targets for those bodies with efficiency targets.
72. The overall position of the budget is:
- Gap of £1,979,036
 - Vacancy factor £200,000
 - Saving Strategy £1,318,480, as detailed after the budget summary page
 - Proposed use of Transition Grant £221,840 (9.6% of grant allocation)
 - Use of Working Balance £238,715, to bring this down to the £1.2m minimum working balance.
73. If savings are not achieved in year this will increase future year pressures. Each month that a projects in the saving strategy does not deliver the actual value of the saving it increases by 8%.
74. In 2012/13 the overall position of the budget is:
- Gap of £2,561,683
 - Vacancy factor £180,000
 - Saving Strategy £1,860,780, as detailed after the budget summary page
 - Proposed use of Transition Grant £520,903 (13.7% of available allocation)

- No use of Working Balance as this is at the previously agreed minimum level of £1.2m.
- 75. The Council faces the challenge of using the Transition Grant / reserve to change the Council's financial profile to one that reflects the new lower levels of grant funding and revenue from council tax.
- 76. The forecast for the budget in 2013/14 is based on an assumed level of grant funding. This was not part of the 2 year funding that has been consulted upon.

Budget Bids

- 77. The significant budget pressures expected for 2011/12 have resulted in no opportunity being given for revenue budget bids. Services will therefore need to report to the Executive any changes that are required and how these can be funded to minimise the impact on the Council.

Budget changes

- 78. In 2011/12 responsibility for Concessionary Travel will be transferred by the Government to the County level. The direct impact on grant funding has seen the Government take from their assessment of the Council's spending the sums associated with the cost of providing this service and the direct grant associated with it.

Balancing the budget

- 79. The overall position of the budget after taking all of the above items into account is that the expenditure and income balance out, assuming savings / efficiencies and solutions found for the unidentified saving are achieved.
- 80. To address this increase in savings target the Council will continue to expand its Saving Strategy to encompass further opportunities to save expenditure, work more efficiently, look to maximise its partnership arrangements and raise additional income.
- 81. The risk associated with the savings target is offset in part by the Transition Grant that will be allocated to an earmarked reserve set up for funding transition associated with this significant saving that is required.

Council Tax for 2011/12

Council Tax Base

- 82. In preparation for the budget, the Council meeting on 19th January 2011 considered the Council Tax Base at Band D. This value has been set cautiously as the Collection fund is carrying a deficit and any

over estimation of this value will add to that deficit. The tax base changed from 22,638.51 to 22,794.31, an increase of 155.80 (+0.7%).

Collection Fund

83. The accounts for 2009/10 showed a collection fund deficit of £709,000, an increase of £158,000 on the previous year. When this was reviewed in January 2011 at the statutory date, it was necessary to declare a deficit to the main precepting bodies. It is projected that the Collection Fund will be in surplus for the year 2010/11 reducing the overall deficit to £316,000.
84. We have taken into account work being undertaken across Derbyshire to review Single Person Discounts and the low levels of Council tax base increases to minimise any impact to the General fund over the life of the Medium Term Financial Plan.
85. The deficit declared to the major precepting organisations amounts to £142,209. This is shared relative to the 2010/11 precepts and as such amounts to:
- Derbyshire County Council £98,719
 - Derbyshire Fire & Rescue £6,155
 - Derbyshire Police £15,006
 - Our share £22,329
86. Any increase in the collection fund deficit will be shared with all the major precepting bodies which will include this Council. This will need to be reflected in future savings etc.

Council Tax Options

87. The Council's part of the Council tax bill was set in 2010/11 at £158.15 for a Band D property.
88. This year the Spending Review has provided a new option. If the Council were to set a 0% increase (or decrease its Council Tax) then it would be entitled to a grant from the Government of the equivalent of 2.5% increase in its Council Tax. This grant is proposed to then continue for the additional 3 years of the Spending Review. The grant will amount to £89,929.
89. The previous 2 years Council Tax increases have been at levels below 2%. This grant scheme therefore provides the Council with a greater revenue increase than previous Council Tax increases, whilst benefiting the local tax paying community.
90. The Council is disadvantaged in future years based on the current grant scheme in that its Council Tax Band D will not be as high as it would if assumed increases had been applied and therefore future percentage increases will not generate as larger increase in revenue.

91. At the end of the Spending Review period there is no indication that the grant will continue so there may be a loss of revenue.
92. If the Council were to consider Council Tax increases a £1 increase in Council Tax will generate £22,794, a 1% increase (£1.58) will generate almost £36,000.
93. If the Council were to increase Council Tax rather than adopt the conditions of the grant scheme it may then find that the Government require it to arrange a referendum on the increase, as reflected in the Localism Bill.
94. The area has approximately 34,000 properties in its area. Significant numbers of properties are in Bands A to C (94%, of which 63% are in Band A), which reduces the value of the actual Council Tax bill increases by up to 1/3rd.
95. The Council Tax bill will include the values for the precepting bodies. The most significant element is that for the County Council, almost 70%.

Reserves

96. At the start of the 2010/11 financial year the General Fund Balance was £1.485m. The Outturn budget for 2010/11 projects this reducing by £46,914 to £1.439m.
97. The budget for 2011/12 projects use of £238,715 of Working Balance to the minimum level of £1.2m.
98. The Transition Grant is detailed on the second page of the budget summary.

Savings Strategy

99. The budget for 2011/12 is at risk unless significant savings are achieved. The budget sheet shows the identified saving to close this gap.
100. Certain items within the savings strategy require investment to achieve greater benefits. An example of this is the Income from Assets that will require £88,000 alteration costs to generate the expected level of savings of over £0.5m over 3 years in additional income and reduced costs. It would be appropriate to use the Transition grant could be used to fund costs in 2011/12, any costs falling in 2010/11 would need to be funded from the General Reserve to be replaced when the transition grant is awarded. Other potential costs will be reviewed on a business case basis.

101. Future year's budgets are set to generate deficits. Savings strategies will seek to consider further options to remove is ingoing pressure.
102. The full budget books are available to Members from the Finance Section. In addition it will also be available on the Council's Intranet.

OVERALL ASSESSMENT OF THE 2011/12 BUDGET

103. There is a requirement in CIPFA's guidelines that budgets presented to Members carry the comments of the Council's responsible financial officer. As the author of this report I can confirm that:
 - The levels of earmarked reserves are considered to be adequate to fund planned expenditure identified by the Council.
 - The risk assessment and sensitivity analysis highlight the key risks.
 - The key risks relate to the reductions in spending that are required to maintain the working balance. Monthly monitoring of progress will be undertaken and reported accordingly.
 - Transition grant is at a level to support the short term budget but reductions in service costs are required to achieve a balanced budget.
 - The estimates are considered to be robust, employee costs are based on the approved establishment, investment income is based on the advice of the Council's Treasury Management Advisors and income targets are considered to be achievable.

Medium Term Financial Planning

104. The assumptions built into the 2011/12 budget have been carried over in the two successive years.
105. In addition it has been assumed that:
 - The levels of Council Tax increases in 2012/13 and 2013/14 are now shown at 2% (previously 3%). These will be considered in further detail as part of the budget process next year;
 - Tax Base to increase at a level of 0.5% for 2012/13 and 2013/14;
 - Government Grant will reduce by the levels indicated in the Spending Review and by an assumed reduction of -2% in 2013/14 as the grant funding only covered the first 2 years.
106. Taking just these factors into account each of the successive years shows the Council needs to keep a close focus on its budgets to prevent significant deficits occurring during the file of this financial plan.

107. There are some additional changes that have not been factored into these future year budgets, which could add additional pressures. These are:

- Concessionary Travel – all claims are settled;
- Concessionary Travel cost sharing arrangements previously agreed now honoured;
- Collection fund deficits that might materialise due to the economic downturn;
- Market supplements related to Job Evaluation are subject to annual review;
- Equal pay claims will be fully assessed and the potential value known / paid;
- Employer superannuation costs are expected to rise;
- Local elections will have taken place;
- The Localism Bill is expected to allow for discretionary business rates discounts so that local authorities will be able to respond to local circumstances by reducing business rates bills. The financial impact of this change is not currently known.

Conferences

108. As part of the budget process it is custom to consider the schedule of conferences for 2011/12. The detail of conferences attended for the current year and the proposals for the following year are shown in the last appendix to this report.

109. In summary:

- 4 events are listed
- Attendance of officers and members cost £1,696 in 2010/11
- Based on the agreed allocation of delegates for the conferences the cost in 2011/12 will increase to £4,400.
- This cost would be allocated to the training budgets for the relevant officer / member.

IMPLICATIONS

Financial: A budget for the General Fund of £11.9m in 2011/12 with additional efficiencies of almost £2 m assuming the Council Tax increase of 0% is approved, after allowing for the grant to compensate for this. The consultation with the business rate payers took place on 2nd February 2011.

Legal: The Council must approve a budget prior to the commencement of the new financial year

Human Resources: None

RECOMMENDATIONS

1. That the estimated outturn for 2010/11 of £11.744m be recommended to Council on 16th February 2011.
2. Recommend to Council a 0% increase in Council Tax based on the Government's compensation arrangements.
3. That the budget for 2011/12 of £11.933m be recommended to Council on 16th February 2011.
4. That the Pension Fund shortfall costs in 2010/11 of £100,854 are to be funded from the General reserve.
5. That the Transition grant in 2011/12 and 2012/13 be allocated to a transition reserve to be used for items of expenditure that support the Council achieving a balanced budget.
6. That changes to the reserves are recommended for approval by Council.
7. That the grants to voluntary organisations are reported to the Executive at a future meeting reflecting the consultation outcomes.

REASON FOR DECISION

The budget for 2010/11 is revised at this time to align it with the expected outturn. This is good financial management.

The Council is required to approve a budget for 2011/12. This must be a balanced budget.

ATTACHMENTS: Y
FILE REFERENCE: None
SOURCE DOCUMENT: Background papers held in Financial Services

Actual 2009/10 £	Details of Expenditure	Original Estimate 2010/11 £	Estimated Outturn 2010/11 £	Base Budget 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £
603,899	Community Safety	571,530	651,560	712,700	654,930	655,400
559,781	Customer Focused Services	823,270	734,250	1,050,180	1,080,130	1,081,950
5,206,916	Environment	5,147,560	5,091,750	4,827,311	4,771,360	4,747,420
687,635	Regeneration	835,050	853,220	661,910	650,900	637,630
1,916,494	Social Inclusion	1,888,050	1,808,421	1,224,589	1,229,089	1,215,619
2,958,644	Strategic Organisational Development	3,038,440	2,798,720	3,042,050	2,961,020	2,947,240
0	Contingency for Inflation and Other Items	25,000	10,000	25,000	25,000	25,000
0	Efficiency Savings Target	(886,038)	0	0	0	0
0	Vacancy Factor	(540,000)	0	0	0	0
0	Collection Fund Deficit	9,919	9,919	22,329	27,291	0
0	Employers Pension Increase	0	0	0	0	0
11,933,369	TOTAL EXPENDITURE ON CORPORATE AIMS	10,912,782	11,957,839	11,566,069	11,399,720	11,310,259
(794,509)	Depreciation - Reversal	(558,330)	(522,070)	(483,440)	(476,260)	(476,260)
708,935	Debt Charges	1,046,550	1,018,960	1,073,880	1,055,650	1,041,590
(176,806)	Investment Interest	(233,870)	(114,570)	(109,695)	(220,170)	(408,870)
11,670,989		11,167,132	12,340,159	12,046,814	11,758,940	11,466,719
	Appropriations:					
	Contributions to Reserves:					
0	General	0	0	0	0	0
6,000	Historic Buildings	6,000	6,000	6,000	6,000	6,000
85,850	ICT & Office Equipment	75,250	75,250	75,250	75,250	75,250
10,000	Legal Costs	0	0	0	0	0
0	Local Development Scheme	0	0	50,000	50,000	50,000
10,657	Vehicle Replacement Reserve	10,600	12,600	12,600	12,600	12,600
(392,938)	Contribution from Earmarked Reserves	(62,140)	(689,600)	(257,840)	(74,270)	(44,920)
11,390,558	TOTAL EXPENDITURE	11,196,842	11,744,409	11,932,824	11,828,520	11,565,649
2,161,794	Parish Precepts **	2,161,794	2,246,066	2,246,066	2,246,066	2,246,066
13,552,352	TOTAL SPENDING REQUIREMENT	13,358,636	13,990,475	14,178,890	14,074,586	13,811,715
(7,893,383)	Formula Grant	(7,926,941)	(7,926,941)	(6,258,939)	(5,481,504)	(5,371,874)
	Council Tax Grant	0	0	(89,929)	(89,929)	(89,929)
5,658,969	TOTAL TO BE RAISED BY COUNCIL TAX	5,742,073	5,826,345	5,850,986	5,941,470	6,034,224
(41,860)	FUNDING GAP / (SURPLUS)	(310,378)	237,189	1,979,036	2,561,683	2,315,688
	Carried forward to page 2					

Actual 2009/10 £	Details of Expenditure	Original Estimate 2010/11 £	Estimated Outturn 2010/11 £	Base Budget 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £
(41,860)	FUNDING GAP / (SURPLUS)	(310,378)	237,189	1,979,036	2,561,683	2,315,688
	<u>Adjusted for Savings Strategy Items:</u>					
	Single Person Discount Review			(22,000)	(22,000)	(22,000)
	Current Budget Spending Review		(150,000)	(250,000)	(250,000)	(250,000)
	Payments Strategy - Targets			(25,000)	(25,000)	(25,000)
	Alternate Bin Collection			(100,000)	(200,000)	(200,000)
	New Homes Bonus			(36,000)	(82,450)	(196,580)
	Income from Assets			(110,480)	(206,330)	(206,330)
	Service Efficiency Review/Joint Working targets			(700,000)	(1,000,000)	(1,000,000)
	Benefits Review			(75,000)	(75,000)	(75,000)
	Essential Car User Review					(220,000)
	Vacancy Factor		(40,275)	(200,000)	(180,000)	(160,000)
	Use of transition grant			(221,841)	(520,903)	
	Use of Working Balance / (Surplus)		46,914	238,715	0	(39,222)
(1,527,490)	Working Balance Brought Forward		(1,485,629)	(1,438,715)	(1,200,000)	(1,200,000)
(1,485,629)	Working Balance Carried Forward		(1,438,715)	(1,200,000)	(1,200,000)	(1,239,222)
	Minimum Working Balance		(1,200,000)	(1,200,000)	(1,200,000)	(1,200,000)
	Transition Grant:					
	Opening Balance			0	(1,812,767)	(3,221,022)
	Grant Award			(2,310,878)	(1,979,428)	
	<u>Allocations:</u>					
	4 posts funding			138,000		
	Pension back-funding cost			50,270	50,270	32,920
	Building alteration re Income from Assets			88,000		
	Budget Adjustment			221,841	520,903	
	Closing Balance			(1,812,767)	(3,221,022)	(3,188,102)

LIST OF CONFERENCES

CONFERENCE	DATE/VENUE 2010/11	DELEGATES	PREVIOUS COSTS PP	BOOKED FOR 2011/12	DELEGATES	COSTS FOR 2011/12
Chartered Institute of Housing	No record of attendance	1 Officer 1 Member		No	1 Officer 1 Member	£700 £780
LGA Annual Conference	Bournemouth 6 th - 8 th July 2010	1 Officer 1 Member	£519 £519	No	1 Officer 1 Member	£560 £560
National Association of Councillors AGM and Conference	No record of attendance	1 Member		No	1 Member	£400
Regeneration and Renewal Conference	London 14 th July 2010	1 Officer 1 Member	£329 £329	No	1 Officer 1 Member	£700 £700
TOTAL			£1,696			£4,400

Committee:	Executive	Agenda Item No.:	12.
Date:	7 th February 2011	Status	Open
Category	3. Part of the Budget and Policy Framework		
Subject:	General Fund Budget Sensitivity Analysis and Risk Assessment 2011/12 onwards		
Report by:	Director Of Resources		
Other Officers Involved	Head of Finance		
Director	Director Of Resources		
Relevant Portfolio Holder	Councillor E. Watts, Leader of the Council		

RELEVANT CORPORATE AIMS

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

TARGETS

The development of Policy Led Budgeting will help to inform future spending plans and assist in the delivery of annual efficiency gain targets.

VALUE FOR MONEY

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

1. The Executive have reports on the agenda for this meeting that outline the budgets to be recommended to Council on 16th February 2011. Aspects that support the assessment of that budget have now taken place and this report details:

- Sensitivity Analysis
- Risk Assessment

Sensitivity Analysis

2. This detailed sensitivity analysis of the main area of expenditure.
3. Treasury Management

This budget has seen significant reductions from the levels previously achieved. The values associated with potential changes in interest rates are shown below:

% change in interest rates	General Fund Impact	HRA Impact £
+ 1.0%	Extra £140,802	Extra £11,337
+ 0.5%	Extra £70,401	Extra £5,669
- 0.5%	Pressure of £70,401	Pressure of £5,669
- 1.0%	Pressure of £140,802	Pressure of £11,337

Reserves could be used to address the pressures for one year but the Council would need to use that time to address the longer term impact to seek to prevent further use of reserves.

4. Energy

The table below shows the sensitivity analysis for this expenditure, the level of change would also be reflected in income levels for recharged energy in the General Fund but not in the Housing Revenue Account.

% change in energy prices	General Fund Impact	HRA Impact
-20%	Saving of £83,196	Saving of £97,148
-10%	Saving of £41,598	Saving of £48,574
+10%	Pressure of £41,598	Pressure of £48,574
+20%	Pressure of £83,196	Pressure of £97,148

For increased tariffs the reserves could address this in the short term but the need for energy reduction schemes would be increased otherwise services would be impacted upon.

5. Pay Award

Within the General Fund and the Housing Revenue Account the budgets have been prepared on the Assumptions that there will not be a pay award. The table below shows the sensitivity analysis for this expenditure.

Variation in Award	General Fund Impact	HRA Impact
Pay Award is 0.5%	Pressure £42,653	Pressure £14,049
Pay Award is 1%	Pressure £85,305	Pressure £28,097
Pay Award is 1.5%	Pressure of £127,957	Pressure £42,145
Pay Award is 2%	Pressure of £170,610	Pressure of £56,196

Variation in Award	General Fund Impact	HRA Impact
Pay Award is 2.5%	Pressure of £213,262	Pressure of £70,241

These changes can be absorbed by the Reserves.

6. National Insurance

This is directly related to payments to staff. If the pay award was to vary then the national insurance costs would vary also. For each incremental 0.5% increase in the pay award the impact would be as follows:

- General Fund + £4,308
- Housing Revenue Account + £1,419

These changes can be absorbed by the Reserves.

7. Superannuation

This again is directly related to payments to staff. If the pay award was to vary then the Superannuation costs would vary also. For each incremental 0.5% increase in the pay award the impact would be as follows:

- General Fund + £5,075
- Housing Revenue Account + £1,672

These changes can be absorbed by the Reserves.

8. Certain elements of the budget are fixed and will not vary during the year and are:

- Debt charges
- Government's Formula Grant

9. Overall, the sensitivity analysis does not indicate that the Council is setting a budget that is likely to be distorted by external factors. If more than one external factor was to have an adverse impact on the budget then changes would need to be considered during the year to minimise the impact on the reserves.

Risk Assessment

10. The attached Appendix shows as assessment of both the revenue and capital aspects of the budget.
11. The risks have been reviewed and the work done to minimise the risks expanded to reflect current work in practices.
12. The highest risks relate to the achievement of efficiencies / Savings /additional income. Monitoring during the year is crucial.

IMPLICATONS

Financial: The in year budgets for the General Fund and HRA budgets are carrying high sensitivity to change or significant risk. The transition grant would only be sufficient to cover any risk during its limited 2 years of existence. This would be after all other opportunities had been explored.

Legal: None.

Human Resources: None.

RECOMMENDATIONS

- 1. That the sensitivity analysis for the General Fund and Housing Revenue Account are approved and reported to Council.**
- 2. That the risk assessment for revenue budgets (the General Fund and Housing Revenue Account) and the capital budget are approved and reported to Council.**

REASON FOR DECISION

The budgets approved need to be proven to be robust to ensure the Council's objectives can be resourced.

ATTACHMENTS: Y
FILE REFERENCE: None
SOURCE DOCUMENT: Background papers held in Financial Services

2011/12 Revenue Budgets Risk Assessment

No	Budget Item	Risk	Impact	Impact	Likelihood	Score	Actions undertaken / required to minimise risk	Impact	Likelihood	Score
1.	Pay Awards	Future settlements exceed the percentage increase provided for in the budget.	Additional cost for the Council.	2	1	3	National predictions are for 0% increase in 2011/12. Transition grant may fund in year settlement whilst further savings found.	1	1	2
2.	Pay and Grading	The costs associated with equal pay audit and equal pay claims cannot be met from within existing resources.	Additional cost for the Council.	4	2	8	Ensure the financial implications on reports reflect all options to contain costs within acceptable budget limits and the settlement of Equal Pay Claims will be fully considered and monitored. Options will be presented to adjust services or seek partners to minimise the impact of higher costs.	4	2	8

No	Budget Item	Risk	Impact	Impact	Likelihood	Score	Actions undertaken / required to minimise risk	Impact	Likelihood	Score
3.	Energy Costs	The increases in gas and electricity exceed the budget provision.	Additional cost for the Council.	2	3	6	New energy contract for 2011/12 which should seek to minimise cost increases. Regular budget monitoring is taking place and maintenance of adequate reserves and working balance levels to deal with any major fluctuations. In addition we are seeking to progress energy reduction schemes linked to climate change.	2	2	4

No	Budget Item	Risk	Impact	Impact	Likelihood	Score	Actions undertaken / required to minimise risk	Impact	Likelihood	Score
4.	Fuel Costs	The increases in petrol and diesel prices and taxation exceed the budget provision.	Additional cost for the Council.	2	4	8	Budget reflects mid year pressure in 2010/11. Procurement arrangements seek to ensure prices are always competitive. It is expected that developments from mobile working and the fleet review will seek to reduce the Council's exposure to this risk. Excessive increases would need to be assessed against the charges made of services, review the frequency of transport related services and enhance work with partners.	2	4	8

No	Budget Item	Risk	Impact	Impact	Likelihood	Score	Actions undertaken / required to minimise risk	Impact	Likelihood	Score
5.	Investment Income	Available cashflow surpluses are lower than anticipated and / or lower than expected interest rates.	Reduction in the level of income earned on investments	2	3	6	We monitor and report quarterly the average rate of interest received and changes to levels of balances. Liaison with Treasury Management Consultants takes place to ensure the maximum potential is being realised from investment activities. A future aspiration is to adjust future budgets to ensure core services are not funded by investment interest.	2	3	6

No	Budget Item	Risk	Impact	Impact	Likelihood	Score	Actions undertaken / required to minimise risk	Impact	Likelihood	Score
6.	Income from Fees and Charges	Reduction in the number of users / applications.	Shortfall in the amount of anticipated income	3	4	12	Regular budget monitoring, which must identify any primary reasons for reductions. Options to adjust service costs to match new levels of income will need to be considered. Reducing demand for services will be adjusted to levels of provision and options considered for services generating higher income levels. Delegations exist to ensure pricing can be adjusted to conditions in the market place.	3	3	9
7.	Pleasley Vale Mills	Loss of key tenants and/or rise in repairs and maintenance costs.	Either of these factors will have an adverse effect on the Council's budget.	2	3	6	New arrangements from April 2011 will see the Council directly managing this facility and seek to maximise occupancy. Regular monitoring will take place.	2	2	4

No	Budget Item	Risk	Impact	Impact	Likelihood	Score	Actions undertaken / required to minimise risk	Impact	Likelihood	Score
8.	Housing Benefits and Subsidy	An increase in the level of Benefit Overpayments,	Lower than expected levels of Subsidy Grant income.	3	3	9	Full Subsidy is only payable on correctly paid benefits; therefore there is a need to monitor the levels and recovery of benefit overpayments. Additional temporary resources would be considered for the work.	3	2	6
9.	Council Tax and NNDR Income	Failure to achieve collection rate targets.	Adverse effect on the Council's overall cashflow position and collection fund.	2	3	6	Ongoing monthly monitoring and evaluate the effectiveness of recovery procedures compared with other Council's in Derbyshire.	2	3	6

No	Budget Item	Risk	Impact	Impact	Likelihood	Score	Actions undertaken / required to minimise risk	Impact	Likelihood	Score
10	Supporting People	The Council may receive a lower than expected contribution from the central fund, administered by Derbyshire County Council.	Any shortfall between the actual costs incurred in the Supporting People scheme and the contribution received will have to be met by the Council.	3	2	6	Ongoing liaison with the Supporting People Team and continue to monitor costs. Charging policy may have to be reviewed.	3	2	6
11	HRA Rent Income	Higher than anticipated void property levels or right to buy sales.	Either of these options will reduce the levels of Rent Income.	3	3	9	Ongoing regular budget monitoring and review the procedures to manage void properties. Sales are at a historically low level. Void levels monitored by Executive on a quarterly basis with rent collection and arrears details. 2010/11 has expected low level of voids.	3	2	6

No	Budget Item	Risk	Impact	Impact	Likelihood	Score	Actions undertaken / required to minimise risk	Impact	Likelihood	Score
12	Housing Rent Arrears	Little or no improvement in the collection of arrears.	Adverse effect on the Council's overall cashflow position.	3	2	6	Ongoing monitoring monthly and evaluate the effectiveness of recovery procedures. Quarterly reporting to Executive for collection performance, current arrears and former tenant arrears. Additional resources approved for 2 years in 2009/10 to reduce former tenant arrears. Improvement Scrutiny review in 2010/11. Quarterly reporting to Audit Committee.	3	2	6

No	Budget Item	Risk	Impact	Impact	Likelihood	Score	Actions undertaken / required to minimise risk	Impact	Likelihood	Score
13	Efficiency / Saving Targets	Efficiency targets cannot be met.	If the efficiency targets are not achieved, this will require a reduction in the current working balance levels in order to maintain a balanced budget. Missed savings in one year increase target and difficulty in future years.	4	3	12	<p>Savings Strategy monitoring progress on a regular basis.</p> <p>New corporate plan from 2011/12 should reflect current funding levels and saving requirements.</p> <p>If any aspects of the Saving Strategy become unachievable other savings will need to be introduced. Any savings that impact on Council priorities will be approved before action is taken.</p>	3	3	9

No	Budget Item	Risk	Impact	Impact	Likelihood	Score	Actions undertaken / required to minimise risk	Impact	Likelihood	Score
14	Vacancy Factor	Vacancy Factor cannot be met.	If the Vacancy Factor is not achieved, this will require a reduction in the current working balance levels in order to maintain a balanced budget.	3	3	9	<p>Ongoing monitoring progresses against target on a regular basis. If this is underachieving options will include increasing the recruitment drag, introduce a moratorium on filling vacancies and review service levels.</p> <p>Staff turnover levels have dropped below historic levels.</p>	3	3	9
15	Investment risk	Investments not repaid on maturity due to current economic climate.	Investment and associated interest not repaid. Future year costs to account for the loss in value of the asset.	4	2	8	We take regular advice from the Council's Treasury management advisors. This is controlled via the counterparty maximum limit to spread investments to secure organisations and look to maximise investments with Government investment schemes and Government backed institutions.	4	1	4

2011/12 Capital Budget Risk Assessment

No.	Budget Item	Risk	Impact	Impact	Likelihood	Score	Actions undertaken / required to minimise risk	Impact	Likelihood	Score
1.	External Funding	Loss of anticipated external funding to support Capital Projects.	A funding shortfall would occur which may jeopardise the delivery of the project.	3	1	3	We ensure all external funding is secured before project work commences.	3	1	3
2.	Capital Expenditure	Increase in the expected level of financial commitment required to deliver the project.	Potentially this could mean additional cost for the Council.	3	2	6	Expenditure and outcomes are monitored by budget managers who report monthly to the Capital Monitoring Group. Major projects have regular project team meetings and report to Senior Management Team on a regular basis. If necessary, we would look to rephrase work, reduce content of projects and explore avenues for additional external funding.	3	2	6

No.	Budget Item	Risk	Impact	Impact	Likelihood	Score	Actions undertaken / required to minimise risk	Impact	Likelihood	Score
3.	Capital expenditure	Contractor failure	Work not completed, delays in finishing, potential for higher cost.	3	3	9	Financial vetting of potential suppliers takes into account the current financial climate. Contract securities appropriate to the contract should be sought. Project start can be delayed until risk is reduced.	3	3	9
4.	Capital Receipts	Lower than anticipated Capital Receipts available to finance the Capital Programme.	Anticipated funding would not be available to support certain Capital projects.	3	3	9	Monitoring of income and trends in numbers and values of sales takes place. Investigate potential sources of external funding. Projects not normally approved without funding being in place. The approved capital programme details the priority of schemes to be funded as resources become available.	3	2	6

No.	Budget Item	Risk	Impact	Impact	Likelihood	Score	Actions undertaken / required to minimise risk	Impact	Likelihood	Score
5.	Prudential Borrowing	Borrowing costs will cause pressure on the Revenue Budgets.	Revenue Budget developments may be compromised as a result of financing borrowing costs associated with Capital projects.	2	2	4	We monitor the relationship between debt charges and investment income and ensure Prudential Indicators are monitored and that the financial implications of any project are fully evaluated. Only proven ongoing savings would be used to fund the revenue costs of prudential borrowing.	2	2	4
6.	Tarrans project (Bolsover)	Funding levels are not delivered.	Options for the size of the project, phasing, work with partners, higher revenue cost for longer.	3	3	9	Project group meeting regularly and report to Senior Management Team when significant stages planned to be reached. Control via delegation at key stages will ensure risks are regularly re-evaluated.	3	2	6

Committee:	Executive	Agenda Item No.:	13.
Date:	7 th February 2011	Status	Open
Category:	1. Key decision included in Forward Plan		
Subject:	Local Investment Plan (LIP) delivery of Langwith Junction Scheme		
Report by:	Head of Regeneration		
Other Officers involved:	Housing Strategy and Enabling Manager Head of Housing Development		
Director	Development		
Relevant Portfolio Holder	Councillor A.F. Tomlinson – Portfolio Holder for Regeneration		

RELEVANT CORPORATE AIMS

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

ENVIRONMENT – Promoting and enhancing a clean and sustainable environment

REGENERATION – Developing healthy, prosperous and sustainable communities

SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning.

Langwith Junction units do not reach decency resulting in a poor living environment for tenants. The proposals mitigate against the current situation by delivering thermally efficient units of attractive design.

TARGETS

To enhance and improve the wealth profile, well-being and quality of life for the communities of Bolsover District (Corporate Plan Vision).

Affordable Housing.

VALUE FOR MONEY

The Consult CIH report at Appendix A confirmed that bringing Tarrans units up to decent homes standard was not viable. All new units completed under the proposed scheme will generate New Homes Bonus. For Affordable Units, an additional £350 per unit will be generated for the Council.

THE REPORT

1.0 Executive Summary

This paper provides a progress report on Local Investment Plan (LIP) delivery and requests approval to proceed to RSL competition and planning application development on the Langwith Junction site. This paper also confirms that owing to new information received from the HCA January 21st 2011 Nottingham meeting, that New Houghton and a range of other LIP interventions will be looked at in delivery terms immediately.

This is because the Nottingham meeting made it clear that by March 2011, RSLs and developers are being asked to bid for £2.1 billion of unallocated HCA monies. An RSL/Developer Forum will therefore be called February 2011 to look at LIP interventions and bid submission.

When making bids, the HCA have made it clear that developers and RSLs must make reference to emerging Tenancy Strategies despite the fact that no Tenancy Strategies will have been completed within the timescale. An HMA officer meeting has been scheduled early February 2011 to look at headline statements that might be issued with reference to emerging Tenancy Strategies sub-regionally.

2.0 Background

- 2.1 Minute 487 of the November 1st Executive resolves to approve the Local Investment Plan (LIP). The minute defines the LIP as setting out: “the investment required for the Housing Market Area (HMA) to deliver the agreed vision and economic purpose for the North Derbyshire, Bassetlaw, Chesterfield and Bolsover areas over the next three years.”
- 2.2 Following approval from Cabinet December 2010, Council officers submitted a consultation response to the Coalition Government’s New Homes Bonus proposal. The LIP becomes more important when the New Homes Bonus is considered since Bolsover District has perpetually under-performed with respect to New Build completions.
- 2.3 The Head of Housing submitted a response to the Local Decisions consultation paper on behalf of the Authority January 2011 regarding new flexible tenancies and policies. The Tenancy Strategy is different in that it encompasses all social housing stock in the District and is strategic. There will be a requirement to consult with all social housing providers in the District to confirm management costs and views on flexible tenures before the Tenancy Strategy is finalised in 2012.
- 2.4 The Langwith Junction Scheme can be found at page 82 of the LIP.

3.0 Local Investment Plan – Langwith Junction Scheme

- 3.1 Kier Partnership Homes are due to start on site at Oxcroft Tarrans January 2011. There has been a delay in all three Tarran schemes owing to the general election and withdrawal of funding.
- 3.2 Kier Partnership Homes produced a draft scheme that went out to consultation 2010 with Langwith Junction tenants. This proposed scheme remains largely unchanged with the exception of a broader “sense of place” provided by an enlarged green space in the centre of the development.
- 3.4 The Council require the re-provision of 26 bungalows and in addition, there are two existing owner-occupiers who will also need to be accommodated.
- 3.5 The availability of social grant funding is not secure and as a consequence a solution needs to be provided that minimises the requirement for grant.
- 3.6 The optimum solution is a total cross-subsidy model which delivers the required bungalows from the generated land value allowing the Council to retain the new stock. Failing this, the introduction of a Registered Social Landlord investor needs to be considered to enable the necessary gap funds to be introduced into the funding model. Such third party is to be sourced following appropriate competition.
- 3.7 Additionally, the adjoining church owned site can be considered for inclusion within the proposal if this will result in a deliverable financially viable proposition. This will only be pursued if it becomes impossible to generate a viable option independently.
- 3.8 All known costs are to be included within the build costs for the development. These are to include all surveys, service disconnections, party wall notices, decant fees, planning and design fees.
- Code level 3 to be assumed.
 - Plot value for the social housing units to be assumed at between £7k to £10K.
 - Package price for the delivery of the 26no social rented units to be determined giving options with and without grant.
 - Grant to be assumed at £40K per plot

4.0 Langwith Junction - Headline Analysis

- 4.1 A total of 81no dwellings have been plotted within the redline boundary of the land owned by the Council. A site layout plan has been prepared (Appendix B) which currently shows 24 no replacement bungalows. This layout will need to be updated to show 28 bungalows.
- 4.2 All replacement bungalows are to be delivered within the first phase of development and this is to be achieved by utilising the empty units on the remainder of the site to act as temporary decant properties throughout the duration of the phase 1 build. A maximum of 6 dwellings will be required for this purpose.
- 4.3 The budget package price for the delivery of the 26 no social rent bungalows assuming £Nil grant and £7k per plot land value will be determined once all required surveys are undertaken and the availability of grant is known.
- 4.4 The budget package price for delivery of the 26 no social rent bungalows assuming £40,000 grant and £7k per plot land value will be determined once all required surveys are undertaken and the availability of grant is known.
- 4.5 The budget package price for the delivery of the 26 no social rent bungalows assuming £Nil grant and £10k per plot land value will be determined once all required surveys are undertaken and the availability of grant is known.
- 4.6 The budget package price for delivery of the 26 no social rent bungalows assuming £40,000 grant and £10k per plot land value will be determined once all required surveys are undertaken and the availability of grant is known.
- 4.7 The budget package price to build the 2 no resale covenant units will be determined once all required surveys are undertaken and the availability of grant is known.
- 4.8 Kier have stated that the availability of full vacant possession of the entire site at the start of the project would allow for a saving in the region of £200,000 and reduction in the build period of approximately 6 months.
- 4.9 Kier have stated that with respect to open market units, a sale pace of 2 per month following the delivery of phase 1 of the project will result in a total build period of 3 years and a sale period of approximately 2 years.
- 4.10 Kier have stated that Bolsover will be offered 100% overage once the required profit levels are achieved. The issue of “required” profit levels will be ascertained by the District Valuer.

5.0 Langwith Junction Proposed Timetable

End Jan 2011 layout	-	Meeting with planners to consider
Early February 2011	-	Resident consultation
Early March 2011	-	Refine drawing following consultation
Mid March 2011	-	Registered Provider Competition
End March 2011	-	Submit to HCA competition
April 2011		Commission remaining surveys
End April 2011	-	Submit planning

ISSUES FOR CONSIDERATION

Finance

1. The District Valuer will need to confirm the both package prices and offer per plot at Langwith Junction as best value before transfer of land is made.
2. The potential New Homes Bonus can be quantified and allocated as reward grant for Local Investment Plan (LIP) delivery.
3. The Framework prospectus for HCA bids is anticipated early February 2011. The Langwith Junction scheme will be considered under the "Local Authority Land Initiative" funding stream. It will be crucial to look at New Houghton under the same heading in view of the new timetable made available by the HCA on Friday 21st January 2011 in Nottingham.

Legal

1. The decision to demolish Tarran properties was made at full Council September 2008.
2. Homeloss and Disturbance monies will need to be paid for out of the plot value being generated for the Langwith Junction site.

Human Resources

1. The Tarran Steering Group is established, contains Legal, Property Services, Housing Needs, Finance is chaired by Housing Strategy and will continue to meet.

RECOMMENDATIONS

- 1. Members give approval to proceed to RSL competition and Planning Application generation for the Langwith Junction Tarran development.**
- 2. Members delegate to the Director of Development the decision as to whether to make an application to the Secretary of State for the disposal of the Tarran bungalow site at Langwith Junction, Shirebrook under section 32 of the Housing Act 1985. The decision of the Director of Development is to be made in consultation with the Leader and Deputy Leader of the Authority and the Housing Management Portfolio Holder and must satisfy section 123 Best Value requirements via confirmation from the District Valuer.**
- 3. Members delegate the power to the Chief Executive Officer to enter into any agreement and/or incur expenditure incidental and ancillary to the development of the Tarran bungalow sites in consultation with the Leader and Deputy Leader of the Council.**
- 4. Members recognise that New Houghton scheme delivery and a range of other LIP interventions will be looked at urgently following the Nottingham HCA meeting January 21st 2011.**

ATTACHMENT: Appendix A Consult CIH Report in the Members Room
 Appendix B Site Layout

FILE REFERENCE:

SOURCE DOCUMENT: North Derbyshire and Bassetlaw Local Investment Plan.

REASON FOR DECISION

To enable Local Investment Plan delivery and better attainment of New Homes Bonus, Affordable Homes Bonus and Empty Homes Bonus.



Schedule of Accommodation

283P Bungalows	14
283P Corner Bungalows	4
283P Disabled Bungalows	2
284P Bungalows	2
283P Chamfered Bungalows	6
TOTAL BUNGALOWS	28
284P Houses	22
285P Houses	19
486P Houses	11
TOTAL HOUSES	52
TOTAL UNITS	80
Site Area	25742.28m ²

Rev.	Date	Description	Drawn	Check

WALKER TROUP ARCHITECTS
 52 Lyndon Road
 Sutton Coldfield
 West Midlands B73 6BS
 t: 0121 355 4040
 f: 0121 355 0742
 e: arch@walkertroup.co.uk

Contract
**Bolsover - Tarran Redevelopment
 LANGWITH JUNCTION**

Sheet Title
Proposed Site Layout for Reduced Site Area

Client
Kier Partnership

Scale Date
1:1000 **21.01.11**

Drawn By Checked By
ME **WTA**

Drawing Number

0941/01-SK7

Committee:	Executive	Agenda Item No.:	14.
Date:	7 th February 2011		
Category	1. Key decision included in Forward Plan		
Subject:	Local Investment Plan update: Sheffield City Region Joint Housing and Regeneration Board	Status	Open
Report by:	Head of Regeneration		
Other Officers involved:	Housing Strategy and Enabling Manager		
Director	Development		
Relevant Portfolio Holder	Councillor A.F. Tomlinson, Portfolio Holder for Regeneration		

RELEVANT CORPORATE AIMS

COMMUNITY SAFETY – Ensuring that communities are safe and secure
CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services
ENVIRONMENT – Promoting and enhancing a clean and sustainable environment
REGENERATION – Developing healthy, prosperous and sustainable communities
SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning.

TARGETS

Decent Homes in the private sector
Affordable Housing
RSS Targets
Empty Properties

VALUE FOR MONEY

Local Authorities within the Sheffield City Region (SCR) are being asked to contribute to a virtual team of Housing Strategy and Enabling Officers as part of the establishment of the Housing and Regeneration Board. The paper shows the considerable resources that some authorities have to offer in terms of officer capacity.

THE REPORT

1.0 Executive Summary

This paper requests authorisation for Bolsover District Council to join the Sheffield City Region Joint Housing and Regeneration Board. Terms of Reference for the Board are found at Appendix A. It is requested that Portfolio Holder for Regeneration Councillor Alan Tomlinson is the nominated member from Bolsover District Council with reserve nominee Councillor Dennis Kelly, Portfolio Holder for Environment.

Background

- 2.1 The North Derbyshire and Bassetlaw Housing Market Area (HMA) Executive Sounding Board was established to oversee delivery of the Sub Regional Housing Strategy, commission joint research and lobby for funding. At present, the Board is chaired by Bolsover District Council. It covers the Local Authorities of Bolsover, Bassetlaw, Chesterfield and NEDDC.
 - 2.2 The Sub-Regional Housing Strategy was followed by a delivery plan - the Sub Regional Local Investment Plan (LIP) approved by Executive November 1st 2010. During the period of LIP development, the Coalition Government established the Regional Growth Fund funding stream and realigned the Homes and Communities Agency into new geographic areas.
 - 2.3 For the North Derbyshire and Bassetlaw HMA, changes to HCA boundaries meant that East and West Midlands teams were combined with the geographic funding area now covering Birmingham and Milton Keynes. Conscious that the HMA now represented the North East extremity of the new area, neighbouring HMA authorities motioned a desire to be covered by the Yorkshire and Humberside HCA team.
 - 2.4 This led in December, to a map being issued showing Bassetlaw, Chesterfield and North East Derbyshire covered by Yorkshire and Humberside HCA and Bolsover by the East Midlands team. Since all district authorities are now grouped into HMA areas for funding purposes, this has left Bolsover District isolated.
- ### **3.0 Joint Board Support**
- The Joint Board will be supported by a virtual team of Housing Strategy and Regeneration Officers covering the work streams overleaf. Offer of assistance from all affected authorities has not yet been circulated, however, Members will see the extensive capacity on offer from some Metropolitan authorities.

SCR work stream	AFFORDABLE RENT	EFFICIENT PROCURE - MENT	PHYSICAL RENEWAL	PRIVATE RENTED SECTOR	GROWTH	Board Co-Ordination
<i>HMA Strategic Objective</i>	<i>Extending Housing Choice</i>	<i>Delivery & Mgmt Arrangements</i>	<i>Placeshaping for Sustainable Communities</i>	<i>Improving the Quality of Hsg</i>	<i>Extending Hsg Choice</i>	<i>Delivery & Mgmt Arrangements</i>
Bolsover Offer			Danielle Troop			
NEDDC Offer	Andrew Towleron			Carl Griffiths		
Chesterfield Offer						
Doncaster Offer	Affordable Housing Team	Housing Strategy Team		Empty Property Team	Officers	Housing Strategy Team
Sheffield Offer	Officers		Offer to lead	Officers		
Rotherham Offer						
Barnsley Offer						

3.2 Members will note that the work streams fit well with existing strategic objectives within the Sub Regional Housing Strategy and that officers in effect, will be delivering existing work streams. Members should also note that each of the delivery streams results in New Homes, Affordable Homes or Empty Homes Bonus attainment.

4.0 Benefits to Bolsover of Joining the SCR Housing and Regeneration Joint Board

- 4.1 The issue of being isolated from Housing Market Area partners has been outlined in previous sections. Bolsover District undertakes a wide range of Housing work in partnership with HMA authorities including: Choice-Based Lettings, Supporting People Provider Contracts, Homelessness Prevention Provider Contracts, Joint Home Improvement Agency, Joint RSL Forum, Joint Homelessness Forum.
- 4.2 The issue of the enlarged HCA midlands area has been highlighted in previous sections with officers now being requested to attend meetings in Birmingham as a result.
- 4.3 Physical Renewal funding has been cut under the Coalition Government. It is considered that the Regional Growth Fund may be able to offer some of the funding assistance required if outputs can be shown to assist Economic Development. There is a proposal from Sheffield City Council for an SCR-wide Regional Growth Fund bid linked to housing renewal. It would be useful for Bolsover District to be included in such a bid.

4.4 Since Regional Growth Fund bids can only be submitted by the private sector, it is assumed that a private sector consortium would be required to submit a City Region wide bid.

4.5 Processes to date have been inclusive in the context of Joint Regeneration and Housing Board Development. This is borne out by the Terms of Reference attached with equal voting rights for Bolsover, Sheffield, Doncaster, Chesterfield, Barnsley, Bassetlaw, Rotherham and North East Derbyshire. It is understood that the Leader of the Council has also been invited as a full member of the Sheffield City Region Leaders Board.

ISSUES FOR CONSIDERATION

Finance

1. The proposed arrangements are designed to see an increase in New Homes Bonus, Affordable Homes Bonus and Empty Homes Bonus attainment by the authority than if the authority were working in isolation or even within the HMA.

Legal

1. In seeking authorisation to join the Joint Housing and Regeneration Board for the Sheffield City Region, there is not a requirement to amend the constitution.

Human Resources

1. The Executive Sounding Board for the North Derbyshire and Bassetlaw HMA meets 6 weekly. There is a requirement for the four authorities to safeguard a "strong voice" at the East Midlands level. Owing to officer and member capacity in the light of the proposed new board, it would be pertinent to reduce HMA Board meetings to quarterly meetings.

RECOMMENDATIONS that

- 1) **Members approve Bolsover District Council's membership of the Joint Housing and Regeneration Board for the Sheffield City Region.**
- 2) **Members nominate the Regeneration Portfolio Holder as representative for the authority.**
- 3) **Members nominate the Environment Portfolio Holder as deputy representative for the authority.**

ATTACHMENT: Terms of Reference

SOURCE DOCUMENT: North Derbyshire and Bassetlaw Local Investment Plan.

Reason for Decision: To enable better delivery of the Local Investment Plan and greater attainment of New Homes, Affordable Homes and Empty Homes bonus

**SHEFFIELD CITY REGION
JOINT HOUSING AND REGENERATION BOARD
FIRST DRAFT TERMS OF REFERENCE
November 2010**

1. Constitution and Membership

1.1 The Sheffield City Region Joint Housing and Regeneration Board will secure delivery of the objectives of the Housing and Regeneration Framework in the context of the Local Enterprise Partnership (LEP) working across the City Region.

1.2 The Board shall be a 'Joint Board' with the Homes and Communities Agency (HCA). Membership of the Joint Board will be as follows:

- The Chair (see paragraph 1.3 below)
- The relevant Portfolio Holder from each Authority in the LEP (see paragraph 1.4 below)
- Two Senior Officers of the HCA (one each from East Midlands HCA and Yorkshire and Humber HCA)
- Two representatives of the private sector (one from South Yorkshire and one from the North Derbyshire and Bassetlaw HMA/Peak HMA)
- A representative from the Registered Social Landlord sector

Officers of each Local Authority can attend as observers.

1.3 The Chair of the Board will be elected by the Board through a show of hands and will serve for one year from election.

1.4 Bolsover District Council, Derbyshire Dales District Council and the Peak District National Park Authority are currently 'associate members' of the LEP. These authorities will be members of the Joint Housing and Regeneration Board.

1.5 Membership of the Joint Board will be established from the following nominating bodies:

Membership of Joint Board	Nominating body
Portfolio holder from each local authority	Each local authority
Two senior officers of the HCA	HCA Yorkshire and Humber and HCA East Midlands
Two representatives from the private sector (one from North Derbyshire & Bassetlaw/Peak Housing Market Areas and one from South Yorkshire)	Home Builders Federation
A representative from the RSL sector	National Housing Federation

2. Functions and Responsibilities

2.1 The work of the Joint Board will concentrate on:

- a) Agreeing priorities for collective action, identifying strategic priorities and projects that are beneficial to be delivered by a number of partners.
- b) Ensuring alignment is made between local priorities and projects and strategic priorities and that strategic priorities are delivered at the most appropriate and effective level
- c) Working with others to ensure that housing and regeneration priorities are part of its integrated approach to economic growth
- d) Securing funding to support delivery of the agreed strategic priorities
- e) Monitoring whether the agreed objectives are being achieved and what needs to happen if they are not being delivered
- f) Driving joint initiatives, both between the private and public sectors and across local authority boundaries, that improve efficiencies and effectiveness
- g) Sharing and developing good practice across the City Region and nationally

2.2 In carrying out these functions, the Joint Board will act as a 'commissioning' body, with different member bodies taking the lead on work areas as appropriate.

3. Support for the Board

3.1 Officers from each of the membership bodies will work collectively to support the work of the Board.

3.2 A lead officer will be nominated to work with the Chair of the Board, to ensure the smooth management of Board meetings and coordinate agreed actions.

3.3 Agreement will be reached on leading for different work areas, including what technical input and support is required from the HCA.

3.4 The costs of Board meetings will need to be met.

4. Quorum

4.1 No business shall be transacted at a meeting of the Joint Board unless at least four members are present including at least one officer from the HCA.

5. Voting

5.1 The Joint Board shall operate on a consensus model, wherever possible without voting.

5.2 Where consensus is not achieved, a matter shall be carried by a majority of votes of the members present at the meeting, subject to 5.4 below.

- 5.3 In the case of an equality of votes, the Chair shall have a second or casting vote, subject to below.
- 5.4 In exceptional circumstances, on any decision taken by the Joint Board relating to HCA investments, the HCA representatives, or, in the absence of either, their nominee shall have the right to refer the decision to the HCA Board for determination. Where such a referral occurs the matter shall not be decided until it is determined by the HCA Board.
- 5.5 Where the Joint Board seeks to recommend a course of action or decision on the voluntary alignment of other related public sector investments, decisions on such alignments would remain the responsibility of the respective funding body.

6. Other Issues

- 6.1 As detailed in section 3 of these terms of reference, the secretariat will be provided jointly and in agreement with the partners involved in the Board.
- 6.2 The Board shall meet quarterly. Additional meetings may be called as necessary.

7. Amendment

- 7.1 Any of the above terms of reference may be altered and amended from time to time by express resolution of the Joint Board, in liaison with all members of the Joint Board.

Membership of the Sheffield City Region Joint Housing and Regeneration Board

Nominations received by 7 January 2011

Name	Organisation	Nominating body	Email	Phone
Councillor Newman	Barnsley MBC	Barnsley MBC	CllrBillNewman@barnsley.gov.uk	01226 770770 (Town Hall) or 01226 722191 (Home)
	Bassetlaw MBC	Bassetlaw MBC		
	Bolsover DC	Bolsover DC		
	Chesterfield BC	Chesterfield BC		
	Derbyshire Dales DC	Derbyshire Dales DC		
Councillor Patrick Wilson	Doncaster MBC	Doncaster MBC	patrick.wilson@doncaster.gov.uk	01302 862241
	North East Derbyshire DC	North East Derbyshire DC		
	Peak District NPA	Peak District NPA		
Councillor Jahangir Akhtar	Rotherham MBC	Rotherham MBC	Jahangir.Akhtar@rotherham.gov.uk	01709 822710
	Sheffield CC	Sheffield CC		
Tony Stacey	South Yorkshire Housing Association	National Housing Federation	T.Stacey@syha.co.uk	0114 2900 235
Howard Mee	Miller Homes Ltd	Home Builders Federation	Howard.mee@miller.co.uk	0870 3364600
Lilian Coulson	Persimmon Homes Yorkshire	Home Builders Federation	Lilian.coulson@persimmonhomes.com	01904 642199
David Curtis	Homes and Communities Agency	Homes and Communities Agency	David.Curtis@hca.gsx.gov.uk Tina.dixon@hca.gsx.gov.uk	0113 394 9377 07775013419

Substitutes

Name	Organisation	Nominating body	Email	Phone
Councillor Noble	Barnsley MBC	Barnsley MBC	CllrMayNoble@barnsley.gov.uk	01226 770770 (Town Hall) or 01709 880577 (Home)
	Bassetlaw MBC	Bassetlaw MBC		
	Bolsover DC	Bolsover DC		

	Chesterfield BC	Chesterfield BC		
	Derbyshire Dales DC	Derbyshire Dales DC		
	Doncaster MBC	Doncaster MBC		
	North East Derbyshire DC	North East Derbyshire DC		
	Peak District NPA	Peak District NPA		
	Rotherham MBC	Rotherham MBC		
	Sheffield CC	Sheffield CC		
		National Housing Federation		
James Stevens will coordinate	Homes Builders Federation	Home Builders Federation	james.stevens@hbf.co.uk	020 7960 1623
Rob Pearson	Homes and Communities Agency	Homes and Communities Agency	Rob.Pearson@hca.gsx.gov.uk Patricia.Donald@hca.gsx.gov.uk	0113 394 9341

Officer contacts for local authorities

Name	Organisation	Email	Phone
Steve Jagger	Barnsley MBC	stevejagger@barnsley.gov.uk	01226 772 774 (Dinah Tindall)
Mark Ladyman Dave Armiger	Bassetlaw MBC	mark.ladyman@bassetlaw.gov.uk david.armiger@bassetlaw.gov.uk	01909 533533 (switchboard) 01909 533160 (switchboard)
Dave Eccles	Bolsover DC	David.eccles@bolsover.gov.uk	01246 242424 Ext. 2421
Andy Simpson	Chesterfield BC	Andy.Simpson@Chesterfield.gov.uk	01246 345165
Rob Cogings	Derbyshire Dales DC	robert.cogings@derbyshiredales.gov.uk	01629 761354
Gary Wells	Doncaster MBC	Gary.Wells@doncaster.gov.uk	01302 862 341 01302 862509 (Elaine Lee)
Andrew Towleron Rebecca Slack	North East Derbyshire DC	Andrew.Towleron@ne-derbyshire.gov.uk rebecca.slack@ne-derbyshire.gov.uk	01246 217 028 (direct) 01246 217 291
Peter Abbott	Peak District NPA	peter.abbott@peakdistrict.gov.uk	01629 816200
Dave Richmond	Rotherham MBC	dave.richmond@rotherham.gov.uk jayne.docherty@rotherham.gov.uk	01709 823451 (Jayne Docherty)
Derek Martin Karen Lythe	Sheffield CC	derek.martin@sheffield.gov.uk karen.lythe@sheffield.gov.uk	0114 2736148 0114 273 6002

Other officers for meetings/information/copied into papers

Name	Organisation	Email	Phone
Kate Reid	HCA Yorkshire and Humber	Kate.reid@hca.gsx.gov.uk	0113 3949343 07917053789
Graham Dobbs	HCA East Midlands	Diane.Morton@hca.gsx.gov.uk	0115 852 6935 (DDI)
Jane Tricker	HCA East Midlands	Diane.Morton@hca.gsx.gov.uk	0115 852 6935 (DDI)
Michelle Park	National Housing Federation	MichelleP@housing.org.uk	07881857977
Jeff Goode	Transform South Yorkshire	Jeff.Goode@sheffield.gov.uk	0114 2736468
Mike Gahagan	Transform South Yorkshire	amgahagan@btinternet.com	01494 724 798
James Stevens	Home Builders Federation	james.stevens@hbf.co.uk	020 7960 1623
Sylvia Yates	SCR Team	Sylvia.yates@sheffieldcityregion.org.uk	0114 2635684
Kelly Jevons	SCR Team	Kelly.jevons@lgyh.gov.uk	0114 2635680