

EXECUTIVE

**MONDAY
2ND JULY 2012
AT 1000 HOURS**

**COMMITTEE ROOM
ONE**

ACCESS FOR ALL

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Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

Date: 22nd June 2012

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the Executive of Bolsover District Council to be held in Committee Room One, Sherwood Lodge, Bolsover, on Monday 2nd July 2012 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 57 and 58.

Yours faithfully,



Chief Executive Officer
To: Chairman & Members of the Executive

Tel 01246 242424 **Fax** 01246 242423 **Minicom** 01246 242450
Email enquiries@bolsover.gov.uk **Web** www.bolsover.gov.uk
Chief Executive Officer: Wes Lumley, B.Sc. F.C.C.A.



| | | | |
|---------------------------|---|------------------|------|
| Committee: | Executive | Agenda Item No.: | 5. |
| Date: | 2 nd July 2012 | Status | Open |
| Category | Decision within the functions of Executive | | |
| Subject: | Annual Review of the Single Equality Scheme 2011-2015 | | |
| Report by: | Assistant Director, Strategy and Performance | | |
| Other Officers Involved | Equality Improvement Officer Improvement Group | | |
| Director | Chief Executive Officer | | |
| Relevant Portfolio Holder | Councillor A. Syrett, Portfolio Holder for Social Inclusion | | |

RELEVANT CORPORATE AIMS

SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning.

The Council has general and specific statutory duties in respect of eliminating discrimination; advancing equality and fostering good relations between different groups. The Single Equality Scheme is in line with current legislation and sets out a framework towards achievement of key aims for the Council. The Scheme was approved and adopted by Full Council in March 2011. The annual review of the Scheme is a specified action within it.

TARGETS

Delivery of actions identified in the Single Equality Scheme is a target in the Corporate Plan 2011-2015.

VALUE FOR MONEY

The annual review of the Single Equality Scheme is in line with legislation and sets out progress towards the achievement of a key aim for the Council. The Single Equality Scheme ensures we deliver our services in line with legislation and the requirements of our residents.

THE REPORT

Public bodies have legal duties relating to equality which are specified in the Equality Act 2010. The public sector duty consists of a general duty with three main aims, as set out in section 149 of the Equality Act 2010; and specific

duties as set out in the Equality Act 2010 (Statutory Duties) Regulations 2011. The specific duties are designed to help public bodies meet the general duty.

The Single Equality Scheme 2011 - 2015 assists the Council in meeting these duties by setting out the Council's equality objectives and the steps it will take to achieve them. The objectives were set with the involvement of local interest groups. The Annual Review of the Single Equality Scheme evidences the progress made in 2011-2012.

Further consultation and engagement with interest groups is planned for autumn 2012, with a view to reviewing the position on this plan in March 2013 and updating as necessary.

ISSUES/OPTIONS FOR CONSIDERATION

For members of the Executive to consider the Annual Review (2011-12) of the Single Equality Scheme 2011-2015.

IMPLICATIONS

Financial : Within existing budgets.

Legal : Production of document meets legal requirements.

Human Resources : Identified within the documentation.

RECOMMENDATION

That the Annual Review of the Single Equality Scheme 2011-2015 be approved by Executive, in compliance with the Council's statutory responsibilities prior to information being made available to the public.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

In order to ensure that the review of the Single Equality Scheme 2011 – 2015 is properly considered.

ATTACHMENTS: **Yes – Single Equality Scheme**

FILE REFERENCE:

SOURCE DOCUMENT:

8. Action Plan: Bolsover District Council - Single Equality Scheme 2011- 2015

Updated 8 May 2012

| Improvement | Lead Officer | Target date | Expected outcome | Resources | Progress | Actual outcome |
|---|--------------|--|---|--|---|--|
| 1. Publish Single Equality Scheme and undertake regular reviews | HoCSP EIO | Mar 2011 | Publish Scheme | Officer time Costs of consultation & feedback | First Draft SES Jan. 2011 | Completed. Single Equality Scheme approved and adopted by Council in March 2011; information circulated to interest groups and published on intranet and corporate website: http://www.bolsover.gov.uk/equality-a-diversity-home.html |
| | HoCSP EIO | Mar 2012 Mar 2013 Mar 2014 Mar 2015 | Produce Annual Review of Scheme | Officer time Costs of consultation & feedback | Draft first Annual Review to Improvement Group on 12 June 2012 and to Executive on 2 July 2012. | |
| | CSAO UEO | Sept 2011 Sept 2012 Sept 2013 | Undertake annual on-line equality questionnaire via Ask Derbyshire; Consultation Report showing year on year data feeding into annual review of SES | Officer time Costs of consultation & feedback | Engagement Plan 2010-11 On-line questionnaire Sept-Oct 2010/11 – baseline data analysed. | Completed. Annual Engagement Plan embedded in Corporate Plan 2011-2015. http://intranet/intranet/corporate-plan.html Equality questions incorporated into Citizen's Panel Survey, November 2011. |

| Improvement | Lead Officer | Target date | Expected outcome | Resources | Progress | Actual outcome |
|---|-----------------------|---|--|-----------|---|--|
| | | | | | | Survey findings reported in 'Listening Bolsover' report and published on Ask Derbyshire website: http://www.askderbyshire.gov.uk/bolsover/CPNov2011 |
| 2. Meet requirements of public sector equality duty | HoCSP HoHRP EIO | July 2011 Apr 2012 Apr 2013 / Apr 2014 | <ul style="list-style-type: none"> - Publication of required equalities data in existing formats - Publication of required equalities data in open formats - Publish open data annually - Engagement Plan(s) 2011-2014 to establish methods & timeframe for engagement | | <p>SES incorporates a range of equalities data; data analyses published in CSV format as an interim measure on the corporate website, July 2011.</p> <p>Revised publication deadline date of 31 January 2012 as per new Equality Act 2010 (Specific Duties) Regulations 2011.</p> <p>Corporate and service level data now published on website and work ongoing: http://www.bolsover.gov.uk/equalities-information.html</p> | |

| Improvement | Lead Officer | Target date | Expected outcome | Resources | Progress | Actual outcome |
|---|--------------|-------------|--|--------------|--|--|
| 3. Equality impact assessment programme | HoCSP EIO | Mar 2011 | Monitor Impact Assessment process; ensure it remains fit for purpose; & feeds into decision-making processes: - Review & report to EWG / ESDG - EIAs of review to Equality Panel | Officer time | Summary of services provided to vulnerable people completed March 2010, to inform EIA rolling programme: http://intranet/intranet/equality.html Reports to EWG & ESDG | Completed. Summary of services provided to vulnerable people completed March 2010, to inform EIA rolling programme: http://intranet/intranet/equality.html |
| 4. Promote involvement in civic & public life | EIO | Mar 2011 | Evaluation of Equality Panel - Feedback on satisfaction with involvement | | To be completed Jan 2011 | Completed. Evaluation completed and reported to Equality Panel in May 2011. |
| | UEO | Mar 2015 | Citizen's Panel - % by gender - % who are disabled - % who are BEM | | Derbyshire Citizen's Panel at May 2009 - 49.6% females / 50.4% males | |
| | EIO UEO | Mar 2015 | Feedback / evaluation from engagement events - Peoples' experience of involvement - Equality monitoring data | | Evaluation Report on <i>Look Beyond the Label</i> engagement event, December 2010. Second <i>Look Beyond the Label</i> event planned for October 2012. Theme to be discussed at Improvement Group, June 2012. | |

| Improvement | Lead Officer | Target date | Expected outcome | Resources | Progress | Actual outcome |
|--|--------------|-------------|---|--------------|---|---|
| 5. Evidence implementation of SES through the Equality Framework or similar quality standard | All | Mar 2011 | Maintain Achieving level | Officer time | Update of corporate evidence in progress. | Completed. Equality Framework 'Achieving' level maintained to March 2011. |
| | | Mar 2011 | Customer Service Excellence validation - linked to EFLG evidence | Allocated | Contact Centres achieved Customer Service Excellence in 2010; Corporate Customer Service Excellence achieved April 2011. | Completed. Corporate Customer Service Excellence standard achieved April 2011: http://www.bolsover.gov.uk/council-news-2011/1221-customer-excellence-standard.html |
| 6. Further develop standardised procurement which takes into account requirements of SES | SPU EIO | Mar 2011 | Develop Working Group to assess, prioritise & monitor key contracts | Officer time | Large contracts are more rigorously assessed for equality policy compliance through standard documentation. http://www.bolsover.gov.uk/contract-management.html 'Meet the Buyer' event in February 2011 to engage voluntary & community sector in future procurement. | Completed. |
| | SPU | Mar 2011 | Review procurement documentation & processes | | Full suite of model documentation reviewed by East Midlands Centre of Excellence to address | Completed. |

| Improvement | Lead Officer | Target date | Expected outcome | Resources | Progress | Actual outcome |
|--|--------------|-------------|---|--------------|--|----------------|
| | | | | | requirements of Equality Act 2010. | |
| 7. Raise awareness of mental health issues to address needs of customers and staff | EIO HR&P | Mar 2015 | Consider training for managers & front line staff | Officer time | 'Aspects of Mental Health: supporting people in employment' training by Disability Dynamics delivered to partner organisations, September 2011. Mental health awareness training for frontline staff being sourced for 2012/13. | |
| 8. Raise awareness of needs of deaf and hard of hearing customers and staff | EIO HR&P | Mar 2015 | Consider training for managers & front line staff | | Representative from Derbyshire Police attended Equalities Services Development Group in January 2011, to share best practice learning from achieving Royal National Institute for the Deaf quality standard. | |
| | HoS | Mar 2012 | Consider meeting criteria of RNID standard | | | |
| | HoS | Mar 2015 | Consider BSL training for front line staff | | | |

| Improvement | Lead Officer | Target date | Expected outcome | Resources | Progress | Actual outcome |
|--|--------------|-------------|---|-----------|---|-------------------|
| 9. Raise awareness of LGBT issues | EIO | Mar 2015 | <p>Link into actions agreed by Derbyshire LGBT Forum</p> <p>Consider training for managers and front line staff</p> | | <p>DLGBT Forum development plan, Jan 2011</p> <p>LGBT Awareness Training delivered for 16 participants on 8 November 2011 by Derbyshire Friend. Further session planned for June 2012.</p> | |
| 10. Ensure information on specialist support agencies is distributed widely and openly to encourage those experiencing domestic and sexual violence and abuse to seek help | DVO CSO | Mar 2011 | Promotion through Community Safety campaigns & events | | <p>Delivered 11 Cracking Crime events April-Oct 2010.</p> <p>Participated in Operation Relentless June & September 2010.</p> <p>Produced leaflet in Polish, October 2010.</p> | Completed. |
| | CO CSO | Mar 2011 | Ensure website signposting to sources of information, advice & support | | <p>Information on sources of support provided on corporate website from June 2010: http://www.bolsover.gov.uk/component/content/article/107-domestic-violence/145-hs-dv-domestic-violence.html</p> | Completed. |

| Improvement | Lead Officer | Target date | Expected outcome | Resources | Progress | Actual outcome |
|--|--------------------------|-------------|---|--------------|---|---|
| | CSO DVO EIO | Mar 2015 | Service user monitoring data | Officer time | Reported in Gender Equality Scheme to 2011; SES; and Community Safety Partnership Annual Reports | |
| | CSO DVO EIO | Mar 2011 | Improve practice and participate in case reviews where appropriate - N. Derbyshire Domestic Abuse Group - Police Public Confidence Panels | Officer time | Hate crime and domestic violence cases now reviewed by Police Public Confidence Panels. Officer attendance at PPCP November 2010 and July 2011. | Completed. |
| 11. Link into county-wide work to tackle sexual violence | CSO | Mar 2011 | * Work led by Local Criminal Justice Board's Sexual Violence Group Community Safety Campaigns & SCTAG actions | | Some service user data reported in Gender Equality Scheme & Single Equality Scheme Participation in Operation Relentless, June & September 2010. | Completed. Actions set out in Derbyshire Community Safety Agreement 2011-2015: http://www.bolsover.gov.uk/images/departments/community_Services/csp_plan_2012.pdf |
| 12. Reduce repeat victimisation rate to 29% (National Indicator 32*) | HoCS Housing Legal | Mar 2011 | County target for * NI 32 - Performance monitoring (data on cases reviewed at Multi Agency Risk Assessment | | Safer Derbyshire performance data reported in Gender Equality Scheme & SES Repeat victimisation rate: - 13.04% in 2009- | Completed. Outcome 2010 - 2011: 24.16% * National Performance Indicator now removed by government |

| Improvement | Lead Officer | Target date | Expected outcome | Resources | Progress | Actual outcome |
|--|--------------|-------------|---|--------------|---|---|
| | | | Conferences) | | 10. - 15.45% at June 2010. - 17.93% at September 2010. (MARAC implementation on track). | |
| 13. Carry out scheduled reviews to Equal Pay Audit | HoHRP | Dec 2011 | Carry out a light touch review of the Equal Pay Audit, December 2009. | Officer time | Gender pay gap reported in Gender Equality Scheme from 2007- 2011 and in SES. Review date to be revised following third tier Strategic Alliance. | |
| | HoHRP | Dec 2014 | Carry out a complete Equal Pay Audit of all posts | Officer time | The authority is undertaking some service reviews during 2012 following our third tier Strategic Alliance with North East Derbyshire District Council in 2011. The Equal Pay Audit will be addressed once the review process is complete. | |
| 14. Workforce diversity | HoHRP | Mar 2011 | Local Performance Indicator retained to 2011: - Top 5% of earners who are female | Officer time | Local Performance Indicator retained for 2011 – 2012. Top 5% of earners who are female: | Completed. Local performance indicators retained for 2011 – 2012 and reported with our equality |

| Improvement | Lead Officer | Target date | Expected outcome | Resources | Progress | Actual outcome |
|-------------|--------------|-------------|---|-----------|---|--|
| | | | <ul style="list-style-type: none"> - Top 5% of earners who are disabled - % of workforce who are disabled - % of workforce who are BEM | | <p>- 45.16% out-turn for 2009-10.</p> <p>- 45.16% at June 2010.</p> <p>- 43.75% at September 2010.</p> <p>- 45.16% Outturn 2010 - 2011.</p> <p>Top 5% of earners who are disabled:</p> <p>- 6.45% at June 2010.</p> <p>- 9.37% at September 2010.</p> <p>- 9.67% Outturn 2010 - 2011.</p> <p>% of disabled employees:</p> <p>- 5.65% at June 2010.</p> <p>- 7.33% at September 2010.</p> <p>- 7.06% Outturn 2010 - 2011</p> <p>% of workforce who are BEM:</p> <p>- 0.64% at June 2010.</p> <p>- 0.63% at September 2010.</p> <p>- 0.64% Outturn 2010 – 2011.</p> | <p>information: http://www.bolsover.gov.uk/equalities-information.html</p> |

| Improvement | Lead Officer | Target date | Expected outcome | Resources | Progress | Actual outcome |
|---|----------------|-------------|--|---|--|---|
| | HoHRP HoCSP | Mar 2012 | Publish workforce monitoring data across required equality strands | Officer time | All workforce monitoring scrutinised by Union Employer Consultative Committee; minutes published on council website. Some data published in SES, Workforce data report and in open data format on website. | Completed. Workforce data published on the corporate website, January 2012: http://www.bolsover.gov.uk/equalities-information.html Gaps in workforce information identified; to be addressed in 2012-13 following internal service reviews & organisational restructure. |
| 15. Raise awareness and address hate incidents and harassment | HoHRP | Mar 2014 | Monitoring of workforce policies | Officer time | Ongoing – reported quarterly to Union Employer Consultative Committee; minutes published on council website. | |
| | HoHRP | | Monitoring of workforce policies via Biennial Employee Survey | Officer time Costs of external support for survey analysis allocated | Ongoing – reported to Senior Management Team Employee Survey conducted in November 2011. Findings from all Employee Surveys are published on the intranet: http://intranet/intranet/consultation/employee- | |

| Improvement | Lead Officer | Target date | Expected outcome | Resources | Progress | Actual outcome |
|-------------|--------------|-------------|------------------|-----------|--|----------------|
| | | | | | <p>survey.html</p> <p>From 2007-2009, there was no increase in the number of respondents to the Employee Survey stating that they have encountered harassment or bullying at work. Compared to 2004 (27%) there was a fall of 17% in 2009 (10%) in staff reporting harassment and bullying from another employee, elected member, or member of the public.</p> <p>Revised <i>Harassment and Bullying at Work Procedure</i> introduced in January 2011, following feedback through the HR and Payroll Customer Satisfaction Survey 2010 and the Employee Survey 2009: http://intranet/intranet/policies-a-plans/64-human-resources-and-payroll.html</p> | |

| Improvement | Lead Officer | Target date | Expected outcome | Resources | Progress | Actual outcome |
|-------------|--------------|-------------|--|-----------|--|---|
| | CSO EIO | Mar 2011 | Monitor Hate Incident Reports | | Ongoing work by Community Safety. All performance is reported via the Safer Derbyshire website: http://www.saferderbyshire.gov.uk/ | Completed. There were 40 police reported hate incidents in Bolsover District in 2010 – 2011. Derbyshire wide, total contacts with the Stop Hate service have increased from 33 to 157 in 2011 – 2012. |
| | CSO EIO | Mar 2011 | Improve practice and participate in case reviews where appropriate - N. Derbyshire Hate Crime Consultative Group - Police Public Confidence Panels | | Officer attendance at Police Public Confidence Panels November 2010 and July 2011 | Completed. |
| | CO EIO | Mar 2011 | Promote reporting mechanisms in the district through corporate communications - Stop Hate - Eyes & Ears scheme | | Eyes & Ears Scheme re- launched September 2010: http://intranet/intranet/latest-news/247-eyes-and-ears.html | Completed. |

| Improvement | Lead Officer | Target date | Expected outcome | Resources | Progress | Actual outcome |
|--|--------------|-------------|---|--|---|-------------------|
| 16. Raise awareness of Council's equality services | EIO CO | Mar 2012 | Consider using 'Did You Know' touring board(s) - Contact Centres - Parish Councils - Local groups - Events - Website page Publicise in corporate communications | Officer time Costs of printing & distribution | 'Did you Know' posters & flyers produced. To be distributed / publicised in June 2012. | Completed. |
| | CCM EIO | Mar 2011 | Promote CRM system | | CRM data now collected via Contact Centre leading to improved take up. | Completed. |
| | CCM | Mar 2014 | Annual National Customer Service Week events - Outcomes | Officer time | No activity during 2011 event. Plan to arrange front line staff training during 2012 event. | |
| 17. Audit of services to vulnerable people | HoCSP | Ongoing | Identify gaps & priorities | | Summary of services provided to vulnerable people, March 2010. Circulated to Equality Services Development Group; also available on intranet. | Completed. |
| 18. Develop community cohesion activities / | HoCSP EIO | Mar 2015 | Explore development of joint project work with partner agencies | | Cohesion Project Group established and project outline being developed in partnership with | |

| Improvement | Lead Officer | Target date | Expected outcome | Resources | Progress | Actual outcome |
|---|--------------|-------------|--|-----------|---|----------------|
| resources | | | <ul style="list-style-type: none"> - Consider developing a multicultural event - Consider developing a shared history project bringing together local people | | <p>Police Migrant Worker Outreach Workers. External funding sources are being explored.</p> <p>This work has been delayed due to limited internal and external resources.</p> | |
| 19. Actions to address any relevant targets set in Corporate Plan 2011-2015 | HoS | Mar 2015 | Identify any relevant targets and determine actions in service plans to achieve them | | SES completion is a Corporate Plan target monitored as part of the Performance Management Framework. | |

Planned actions outstanding from the Disability Equality Scheme 2010-2011, Gender Equality Scheme 2010-2011, Race Equality Schemes 2008-2011 and Corporate Equality Plan 2008-2011 have been incorporated into the Single Equality Scheme. This will ensure that reporting on performance against those actions is maintained.

Abbreviations used:

HoS Heads of Service
HoCS Head of Community Services
HoCSP Head of Customer Service and Performance
HoHRP Head of Human Resources and Payroll
SPU Shared Procurement Unit
CCM Contact Centre Manager

| | | | |
|---------------------------|---|------------------|------|
| Committee: | Executive | Agenda Item No.: | 6. |
| Date: | 2 nd July 2012 | Status | Open |
| Category | 2. Decision within the functions of Executive | | |
| Subject: | Work for Yourself Programme | | |
| Report by: | Consultant Programme Manager | | |
| Other Officers Involved | Chief Executive's and Partnership Manager Partnership Research, Funding and Appraisals Officer | | |
| Director | Chief Executive Officer | | |
| Relevant Portfolio Holder | Councillor A. Tomlinson, Portfolio Holder for Regeneration. | | |

RELEVANT CORPORATE AIMS

REGENERATION – Developing healthy, prosperous and sustainable communities by providing sustainable business growth and employment opportunities
SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning by providing the opportunity for inclusion of all individuals in employment and training opportunities

TARGETS

NOT APPLICABLE

VALUE FOR MONEY

Value for money for the Council is achieved by means of a transparent tender process for the provision of the programme

THE REPORT

- 1.1. In 2009, Bolsover District Council commissioned a bespoke business start up programme exclusive to people with disabilities using the Working Neighbourhoods Fund (WNF).
- 1.2. The 'Work for Yourself' programme engaged with disabled residents to encourage them to start their own businesses. Clients were allocated a

Business Adviser that supported them with developing an Action Plan, provided regular on-going mentoring and coaching support through each stage. Support continued during the crucial early trading phase until project end. The modal has proved to be effective and resulted in positive outcomes by the end of the project in March 2012.

- 1.3. An external WNF review, undertaken by independent consultants GVA, highlighted that this project delivered a significant impact across both Bolsover and Chesterfield (Chesterfield Borough Council separately commissioned the same programme, achieving economies of scale by working collaboratively). Consequently, it was agreed that funding options would be explored to continue delivering bespoke business support for people with disabilities.
- 1.4. Over the last 6 months, the Chief Executive and Partnership Team have secured European Development Funding (ERDF) to procure the delivery of a bespoke /intensive business start-up programme for people with disabilities residing within Bolsover and Chesterfield.
- 1.5. The preferred sub-contractor was selected by Executive in March 2012 as part of the tender process.
- 1.6. During this time the Department Communities and Local Government (DCLG) have undergone an exercise to standardise contracting forms. This resulted in a delayed issue of the Funding Agreement. In order to avoid further delays the Funding Agreement was signed by Wes Lumley CEO after consultation with the Leader and Deputy Leader, and returned to DCLG, under the CEO's urgent commercial delegated powers. Retrospective approval of the exercise of those powers is now required from the Executive.
- 1.7. The Funding Agreement signed by the CEO includes a commitment from Bolsover District Council of £83,903 and Chesterfield Borough Council of £83,903 as a contribution to the delivery of the project. Both Councils are using residual WNF. The cost of delivering the Work for Yourself Programme across Bolsover and Chesterfield is estimated to be £450,122 over the lifetime of the project (March 2015).
- 1.8. Over the life time of the project April 2012 to Match 2015 it is expected that the projected targets will be achieved.

ISSUES/OPTIONS FOR CONSIDERATION

The DCLG Funding Agreement has been signed by the Chief Executive Officer due to delayed delivery risks and implications of DCLG's contracting changes. This agreement commits the Authority to spending £83,903 of residual WNF and entering into a legal agreement with Chesterfield Borough Council.

The supporting paper work and Funding Agreement are available from the Chief Executive and Partnership Team on request.

IMPLICATIONS

Financial: the Authority has secured £277,170 of external grant funding in support of this project, as well as contributing £83,903 of its own WNF grant funding.

Legal: the Funding Agreement with DCLG for the receipt of ERDF funding shall include a number of conditions of contract, which the Authority shall be expected to adhere to throughout the whole project contract periods. The contract for ERDF has been signed under commercial delegated powers of Wes Lumley and the contract document has been checked and recommended for approval by Legal.

Human Resources: The Project Officer (Partnership Research Funding and Appraisals Officer) shall be the lead officer, supported by the Partnership Consultant Programme Manager.

RECOMMENDATION

That the Executive gives retrospective endorsement to the Chief Executive Officer signing the Funding Agreement with the Department of Communities and Local Government for the receipt of European Development Funding monies for the Work For Yourself Project.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

Supporting the growth of the local economy and local entrepreneurial culture to maximise sustainable employment opportunities.

ATTACHMENTS: N
FILE REFERENCE:
SOURCE DOCUMENT:

| | | | |
|---------------------------|---|------------------|------|
| Committee: | Executive | Agenda Item No.: | 7. |
| Date: | 2 nd July 2012 | Status | Open |
| Category | 2. Decision within the functions of Executive | | |
| Subject: | Data Cooperation Agreement (DCA) for Bolsover District Council | | |
| Report by: | Senior GIS & Property Gazetteer Officer, Joint ICT service | | |
| Other Officers Involved | ICT Manager, Joint ICT Service | | |
| Director | Director of Corporate Resources | | |
| Relevant Portfolio Holder | Councillor D. McGregor, Portfolio Holder for Corporate Efficiency | | |

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by enabling the Authority to use up to date and accurate mapping and locational data in order to meet the business needs of its service areas.

TARGETS

To meet statutory obligations as determined in the Public Sector Mapping Agreement (PSMA) for the Authority to hold and maintain a Local Land and Property Gazetteer (LLPG).
 To hold and maintain Geographical Information System (GIS) data from Ordnance Survey in order to meet statutory obligations as a Planning Authority.
 To achieve the appropriate level of data quality and accuracy required by Local Land and Property Gazetteers.
 To ensure the Authority has a designated Authority Address Custodian and Authority Principal Contact as required by the Local Government Association.

VALUE FOR MONEY

The PSMA (including the DCA) is a centrally funded agreement with no costs to local authorities.
 If the DCA is not signed the Authority will not be able to have the benefits of the PSMA, therefore will not be entitled to use Ordnance Survey mapping without purchasing. The estimated costs for purchasing this outside of the PSMA would be £50,000 to £60,000 per annum

THE REPORT

All local authorities in England and Wales are required to sign the Data Cooperation Agreement (DCA) which forms part of the Public Sector Mapping Agreement (PSMA).

The DCA issued by GeoPlace™ LLP (a partnership jointly owned by the Local Government Association (LGA) and Ordnance Survey (OS) to all Local Authorities in England and Wales on the 29th February 2012, provides for a legally binding agreement between the parties to support the creation and maintenance of GeoPlace Databases (previously the NLPG – National Land and Property Gazetteer). Local Authorities contribute by maintaining their Local Land and Property Gazetteers (LLPGs) and submitting updates to GeoPlace on a regular (daily) basis.

It is a 12 year agreement that came into effect on 1st April 2012 and replaces part of the MSA (Mapping Services Agreement); a similar arrangement between all councils and the Local Government Information House which had been in place since 2005.

The Agreement is intrinsically linked and runs concurrently with the PSMA. There is a requirement within the PSMA for this Data Co-operation Agreement to be in place with relevant local authorities in order that those relevant local authorities can receive the benefits of the PSMA – for example, to be licensed for Ordnance Survey data.

There are no charges associated with the Agreement. The PSMA (including the DCA) is a centrally funded agreement with no costs to local authorities. If the DCA is not signed the Authority will not be able to have the benefits of the PSMA, therefore will not be entitled to use Ordnance Survey mapping without purchasing. The estimated costs for purchasing this outside of the PSMA would be £50,000 to £60,000 per annum. However, the Agreement does require ongoing and long term resource commitment from participating authorities. This is not a new resource implication for the Authority; however it is more important for it to be supported corporately.

The requirements under the DCA are for Local Authorities to:

- have an Authority Address Custodian and/or an Authority Street Custodian (previously the 'LLPG Custodian', a role sat within the Joint ICT service) the current post holder will have their job description amended to reflect this change of name
- have completed the appropriate Authority Updates Improvement Schedule
- provide Authority Updates in accordance with the specification (contained in the DEC and the DTF)
- regularly provide Authority Updates to GeoPlace
- able to process candidate records
- be above national standard on the Quality Criteria Ratings (the targets currently reported as part of the MSA Improvement Schedule process).

All of these requirements are already being met by Bolsover District Council however by signing the DCA there will be a need for support and cooperation from across the Authority at all levels for the LLPG/Corporate Address Database.

Cooperation and support for the work required to meet the obligations of the agreement is given from a senior level and cascaded down through all service areas. This will be further clarified in the 'Corporate Address Database Strategy' for Bolsover and North East Derbyshire District Councils, which is currently under review

ISSUES/OPTIONS FOR CONSIDERATION

Whether to sign the agreement.

IMPLICATIONS

Financial: There are no direct costs associated with signing the agreement

Legal: The authority has a contractual obligation under the PSMA; not signing the DCA would result in breaking the PSMA agreement.

Resources: There are no resource implications

RECOMMENDATIONS

- 1. That agreement is made for the Data Cooperation Agreement to be signed for Bolsover District Council.**
- 2. That delegated authority is given to the Chief Executive Officer to sign the Data Cooperation Agreement.**

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

To meet the Authority's statutory obligations.

ATTACHMENTS: **Y**
FILE REFERENCE: [DCA Contract](#) and [DCA Checking List](#)
SOURCE DOCUMENT: ***Not applicable***

EXECUTIVE AGENDA

Monday 2nd July 2012 at 1000 hours
Committee Room One

| 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 28 th May 2012. | Previously circulated |
| 5. | Annual Review of the Single Equality Scheme 2011-2015 <i>Recommendation on Page 4</i> | 3 to 18 |
| 6. | Work for Yourself Programme <i>Recommendation on Page 21</i> | 19 to 21 |
| 7. | Data Co-operation Agreement (DCA) for Bolsover District Council <i>Recommendation on Page 24</i> | 22 to 24 |
| 8*. | Financial Outturn 2011/12. | To Follow |
| | PART 2 – EXEMPT ITEMS The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a. <u>Exempt Paragraph 3</u> | |
| 9. | Disposal of Exhibition Vehicle <i>Recommendation on Page 26</i> | 25 and 26 |

| | | |
|------|---|-----------|
| 10. | Supporting People Update <i>Recommendation on Page 33</i> | 27 to 53 |
| 11* | Tender Evaluation Outcome – Asbestos Surveying | To Follow |
| 12.* | Tender Evaluation Outcome – Voice Over Internet Protocol (VOIP) Telephony System for Clowne Campus <i>Recommendation on Page 56</i> | 54 to 56 |

***Denotes Key Decision on Forward Plan**

| | | | |
|---------------------------|---|------------------|------|
| Committee: | Executive | Agenda Item No.: | 8 |
| Date: | 2nd July 2012 | Status | Open |
| Category | 3. Part of the Budget and Policy Framework | | |
| Subject: | Draft Financial Outturn 2011/12 | | |
| Report by: | Director of Corporate Resources | | |
| Other Officers Involved | Assistant Director Finance and IT Chief Accountant | | |
| Director | Director of Corporate 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

All.

VALUE FOR MONEY

Good financial management and reporting is essential to securing Value for Money

THE REPORT

1. Background Information

- 1.1 For purpose of complying with the Accounting Regulations which apply to local authorities and in order to ensure effective financial management the Council is required to prepare its draft Statement of Accounts by the 30th June. We have complied with that requirement and the information given below effectively provides a summary of the position included within the Statement of Account. A further more detailed report concerning the financial outturn in respect of 2011/12 for consideration by Members is currently in the process of being finalised and that will be presented to the meeting of this Committee on the 30th July.

2 Summary of Results

- 2.1 The purpose of the following sections of the outturn report is to provide an overview of the figures incorporated within the Draft Statement of Accounts, and to provide an initial outline of the overall financial impact of the outturn upon the Council's financial position. It should be noted that a further report outlining the detailed variances between the budgeted and the outturn position will be brought to the next meeting of Executive. That report will include detailed explanations of any significant variations between the outturn position and the budget, and will consider any impact of the closure of the 2011/12 Accounts on the approved Medium Term Financial Plan.
- 2.2 The following sections of the report provide a financial overview in respect of the General Fund, the Housing Revenue Account (HRA), and the Capital Programme which constitute the main accounts of the Council. Members should also note that the figures provided within this report remain subject to External Audit.

3 General Fund

- 3.1 The General Fund Revenue Account is incorporated within the Comprehensive Income and Expenditure Statement in the Draft Statements. A comparison of outturn expenditure with revised budgets is as follows:-

| Account | Revised Budget 2011/12 £ | Outturn 2011/12 £ | Variance 2011/12 £ |
|--------------------------------------|-----------------------------|----------------------|-----------------------|
| Community Safety | 721,170 | 732,530 | 11,360 |
| Customer Focused Services | 1,047,120 | 904,487 | (142,633) |
| Environment | 4,776,620 | 4,682,677 | (93,943) |
| Regeneration | 774,240 | 786,292 | 12,052 |
| Social Inclusion | 1,118,150 | 1,053,783 | (64,367) |
| Strategic Organisational Development | 3,116,640 | 3,053,549 | (63,091) |
| Reductions in non staffing budgets | (205,560) | 0 | 205,560 |
| Vacancies and other savings | (100,000) | 0 | 100,000 |
| Net Cost of Services | 11,248,380 | 11,213,318 | (35,062) |
| Depreciation Reversal | (307,670) | (434,255) | (126,585) |
| Debt Repayment (MRP) | 377,510 | 377,511 | 1 |
| Interest Charges | 635,510 | 631,581 | (3,929) |
| Interest Income | (235,990) | (245,094) | (9,104) |
| Financial Asset Impairment Reversal | 0 | (211,047) | (211,047) |

| | | | |
|---|--------------------|--------------------|------------------|
| | 11,717,740 | 11,332,014 | (385,726) |
| Contributions to Reserves | | | |
| - Transition Grant | 1,590,797 | 1,590,797 | 0 |
| - ICT & Office Equipment | 75,250 | 75,250 | 0 |
| - Local Development Scheme | 50,000 | 50,000 | 0 |
| - Vehicle Replacement Reserve | 12,600 | 12,600 | 0 |
| - Other Reserves | 0 | 357,806 | 357,806 |
| Contributions from Reserves | (1,086,760) | (1,228,133) | (141,373) |
| Contributions from Reserves – other reserves and balances | 0 | (105,676) | (105,676) |
| | 12,359,627 | 12,084,658 | (274,969) |
| Parish Precepts | 2,209,512 | 2,209,512 | 0 |
| Total Net Expenditure | 14,569,139 | 14,294,170 | (274,969) |
| Formula Grant (RSG and NNDR) | (6,258,939) | (6,258,939) | 0 |
| New Homes Bonus 2011/12 | (117,290) | (142,491) | (25,201) |
| Council Tax Freeze Grant | (89,929) | (90,123) | (194) |
| Transition Grant | (2,310,878) | (2,310,878) | 0 |
| Collection Fund (Surplus)/Deficit | 22,329 | (2,283) | (24,612) |
| Transfer to General Fund Balances | 0 | 324,976 | 324,976 |
| Council Tax Requirement | 5,814,432 | 5,814,432 | 0 |
| Parish Council Tax Requirement | (2,209,512) | (2,209,512) | 0 |
| Bolsover DC Council Tax Requirement | (3,604,920) | (3,604,920) | 0 |
| Total General Fund Funding | (5,814,432) | (5,814,432) | |

- 3.2 The outturn position shows an increase in the level of General Fund Balances of some £0.325m to a position of £1.389m. This is some £0.189m above the target that the Council set itself of £1.2m in the currently approved MTFP, and provides the Council with a level of balances that is more in line with its level of Financial Risk. The Council carries forward an unspent balance of Transition Grant of some £0.526m. However, there is also a number of commitments that have been carried forward into the new financial year. Work to date indicates that these commitments will be covered by the level of funds carried forward. A detailed report will be brought back to the next meeting of the Executive in order to update Members concerning the use of the Transition Grant.
- 3.3 The improvement in the level of General Fund balance demonstrates an improvement in the Council's financial position as against the Revised Budget for 2011/12 as approved by Council in February 2012.

The improved position has been generated from officers maintaining good management of their budgets throughout the financial year and from some areas where the outturn was favourable for the Council. These favourable variances have arisen from the part reversal of the financial asset impairment from the Icelandic investments (£211,047) and additional grant received in relation to the new homes bonus (£25,201). Secondly, in the process of preparing the accounts the opportunity has been taken to improve our accounting arrangements in respect of revenue grant accounts and balances held within the accounts. This review of all the grant accounts and balances held by the Council has meant that some funds have been credited back to the General Fund (£130,288).

3.4 While the improvement in our balances is a welcome position it is important to note that the Council has made good progress in reducing its underlying level of revenue expenditure during the 2011/12 financial year. While the savings targets established at the outset of the financial year have not been achieved in full - in large part due to the costs and time associated with the introduction of savings measures – the underlying cost of the Council’s services at the outset of the 2012/13 financial year is significantly less than it was at the outset of the 2011/12 financial year. The ability of the Council to agree and to secure financial savings will be increasingly important in both the current and future financial years. Given the background established by the Comprehensive Spending review of autumn 2010 it is clear that both this and the next two financial years will be dominated by the requirement to secure savings in order to balance the Council’s budget. The manner in which those savings are delivered will be crucial in determining the quality of services that the Council is able to provide to its local residents. A planned process of securing financial savings together with an appropriate level of financial balances will help to ensure that the Council is able to continue to deliver good value services locally.

3.5 The impact on the level of the Council’s General Fund balances is set out in the table given below:

| GENERAL FUND | Revised Budget £,000 | Outturn 2011/12 £,000 | Variance £,000 |
|---------------------------------------|---------------------------------|--------------------------------------|---------------------------|
| Opening Balance as at 1/04/11 | (1,064) | (1,064) | 0 |
| Movement in year | 0 | (325) | (325) |
| Closing Balance as at 31/03/12 | (1,064) | (1,389) | (325) |

Note: In the MTFP the Council set itself a target of restoring its level of General Fund balances to one of £1.2m in 2012/13 using Transition Grant to be received in 2012/13. The improved outturn position has allowed that level of balances to be reached at the end of the financial year 2011/12.

- 3.6 Given that the level of General Fund Reserves has improved by some £0.189m over the minimum level as agreed within the current MTFP this clearly represents an improvement over the revised budget position. While the improved position is welcomed Members should note that the level of balances remains only just above the previously agreed minimum level of £1.2m, and the Council needs to seek further improvement over the period of the current Medium Term Financial Plan. Given the level of financial risks faced by the Council and the challenges posed by the on going grant reductions associated with the current CSR the level of balances although above minimum levels remains below a desirable level. In the light of the pressures faced by the Council a balance of some £1.5m would represent a reasonable position, and given the improvements that have been achieved in this financial year this figure should be achievable by the end of the period of the current MTFP.
- 3.7 While it is appreciated that a level of balances above the minimum level is difficult to justify in the current financial climate it is important that the Council continues to recognise that by holding a level of balances above the minimum level that should either an overspend or an under achievement of income occur that a level of balances above the minimum level will allow the Council a period of time in which to recover the situation. In a situation in which the Council were operating with the minimum level of balances and an overspend or an under achievement of income occurred which took balances to below minimum level then immediate 'crisis' remedial action would need to be considered. Such a response is not conducive to sound financial management but more importantly would have a significant detrimental impact upon the Council's ability to deliver the planned and agreed level of services to local residents.

4 Housing Revenue Account

- 4.1 A summary version of the Housing Revenue Account is set out below:

| Account | Revised Budget £,000 | Outturn 2011/12 £,000 | Variance £,000 |
|-----------------------------------|---------------------------------|--------------------------------------|---------------------------|
| Expenditure | | | |
| Repairs and Maintenance | 4,760 | 4,578 | (182) |
| Supervision and Management | 3,213 | 3,223 | 10 |
| Special Services | 699 | 554 | (145) |
| Supporting People | 1,003 | 872 | (131) |
| Tenants Participation | 101 | 95 | (6) |
| Bad Debt Provision | 100 | 67 | (33) |
| Depreciation of Fixed Assets/ MRA | 3,222 | 3,222 | 0 |
| Interest Charges | 312 | 347 | 35 |

| | | | |
|-----------------------------------|-----------------|-----------------|--------------|
| Government Subsidy Payable | 5,349 | 5,315 | (34) |
| Debt Management Expenses | 7 | 7 | 0 |
| Self Financing – set up costs | 0 | 31 | 31 |
| Contribution to Insurance Reserve | 50 | 50 | 0 |
| Total Expenditure | 18,816 | 18,361 | (455) |
| Income | | | |
| Rents (inc Garages) | (17,573) | (17,216) | 357 |
| Charges for facilities & services | (625) | (720) | (95) |
| Contributions towards expenditure | (400) | (350) | 50 |
| Other Income | (13) | (14) | (1) |
| Total Income | (18,611) | (18,300) | 311 |
| Net (Income) / Expenditure | 205 | 61 | (144) |

4.2 With regard to the Housing Revenue Account the actual deficit for the year was £0.061m which is £0.144m better than anticipated in the Revised Estimate. This means that the amount to be drawn from HRA balances is only £0.061m which leaves the balances at £1.023m.

4.3 Again while the position is welcomed Members should note that the level of HRA balances at £1.023m is only marginally above the previously agreed minimum level of £1m. It is important that further steps are taken to improve the level of HRA balances in the light of the level of risks that face the HRA which includes the self financing arrangements arising from the HRA reforms. While the localisation of the HRA is generally welcomed by local authorities it does need to be recognised that it does increase the level of both local financial responsibility and the associated level of risk.

4.4 Impact on Housing Revenue Account Balance

The impact on the Housing Revenue Account balance is as follows:-

| HRA Balances | Revised Budget £,000 | Outturn £,000 | Variance £,000 |
|--------------------------------|---------------------------------|--------------------------|---------------------------|
| Opening Balance as at 1/04/11 | (1,084) | (1,084) | 0 |
| Deficit in year | 205 | 61 | (144) |
| Closing Balance as at 31/03/12 | (879) | (1,023) | (144) |

- 4.5 The level of balances held in respect of the HRA has remained at just above minimum levels as a result of the 2011/12 outturn. The budget for 2012/13 includes a contribution to balances of some £0.334m and on the basis that this is achieved the Council's HRA should be benefitting from a level of balances of some £1.357m at the end of the current financial year (2012/13). This would put the Council in a considerably better position to manage its housing stock and to protect the level of services to local residents.

5 Capital Expenditure

- 5.1 The capital expenditure and associated borrowing has been undertaken in accordance with the provisions of the Local Government Act 2003.

The Capital Programme may be summarised as follows:-

| | Revised Budget 2011/12 £000's | Outturn 2011/12 £000's | Variance 2011/12 £000's |
|---|--|---------------------------------------|--|
| Environment | 661 | 364 | (297) |
| Regeneration | 6,855 | 5,532 | (1,323) |
| Social Inclusion | 3,525 | 3,259 | (266) |
| Strategic Organisational Development | 369 | 400 | 31 |
| HRA Self Financing settlement | 94,386 | 94,386 | 0 |
| Total | 105,796 | 103,941 | (1,855) |

- 5.2 Overall expenditure was some £1.855m below budget. There are a number of variances within the capital programme which will be detailed as part of the outturn report to the Executive in July.

6 Capital Financing

The Capital Programme was financed as follows:-

| | Budget 2011/12 £000's | Actual 2011/12 £000's | Variance £000's |
|-------------------------|--------------------------------------|--------------------------------------|----------------------------|
| Major Repairs Allowance | (2,926) | (3,184) | (258) |

| | | | |
|-----------------------------|------------------|------------------|--------------|
| Self Financing – prudential | (94,386) | (94,386) | 0 |
| Borrowing | (1,585) | (1,392) | 193 |
| Capital Grants and | (3,877) | (4,064) | (187) |
| Capital Receipts | (1,602) | (179) | 1,423 |
| Revenue Contributions | (722) | (328) | 394 |
| Operating Leases | (652) | (356) | 296 |
| Contribution from Reserves | (46) | (52) | (6) |
| Total Financing | (105,796) | (103,941) | 1,855 |

IMPLICATIONS

7 Legal

- 7.1 The Statement of Accounts is required to be prepared by the 30th June each year. The Council has now completed the accounts and they have been signed off by the Chief Financial Officer on the 30th June 2012 which secures compliance with the Council's legal obligations.

8 Financial

- 8.1 The financial implications are set out within the body of the report. Further reports will be brought back to Members setting out the detailed variances in respect of the 2011/12 outturn, and that report will consider whether the evidence from the outturn position will provide the opportunity for budgets in respect of 2012/13 and future years as set out within the Medium Term Financial Plan to be amended.
- 8.2 Members should note that the budgets against which we have monitored the 2011/12 Provisional Outturn were those agreed within the Council's Medium Term Financial Plan. The Medium Term Financial Plan gave careful consideration to both the affordability of the budgets that were approved, and to ensuring that the level of balances remained adequate for purposes of enabling sound financial management. The fact that the provisional outturn position for 2011/12 indicates that these financial targets have been achieved, gives the Council a firm foundation from which to achieve the service delivery and financial targets approved within the Medium Term Financial Plan. While the fact that the Council has spent in line with the approved budget in respect of 2011/12 was an important element in protecting the financial stability of the Council it needs to be recognised that balances continue to be only just above a minimum level and that this necessitates that the Council continues to operate within approved budgets and particular that it achieves its efficiency targets in respect of 2012/13 and future years in order to protect the level of services to local residents.

9 Human Resources

9.1 There are no direct implications.

10 ISSUES/OPTIONS FOR CONSIDERATION

10.1 Whether to approve the report.

11 RECOMMENDATIONS

11.1 That Executive note the provisional financial outturn position in respect of 2011/12 as set out within this report.

11.2 That Executive requests that a further detailed report concerning the financial outturn 2011/12 be brought back to the next meeting of this Committee together with an assessment of the impact of that draft outturn on the Council's Medium Term Financial Plan.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

For purpose of complying with the Accounting Regulations which apply to local authorities and in order to ensure effective financial management the Council is required to prepare its draft Statement of Accounts by the 30th June.

ATTACHMENTS: **N**
FILE REFERENCE:
SOURCE DOCUMENT:

EXECUTIVE

Minutes of a meeting of the Executive of Bolsover District Council held in Committee Room One, Sherwood Lodge, Bolsover, on Monday 28th May 2012 at 1000 hours.

PRESENT:-

Councillor E. Watts – Chair

Members:-

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

Officers:-

W. Lumley (Chief Executive Officer), P. Hackett (Director of Health and Well Being), K. Hopkinson (Director of Development), B. Mason (Director of Corporate Resources), S. Tomlinson (Director of Neighbourhoods), S.E.A. Sternberg (Solicitor to the Council), J. Arnold (Assistant Director of Planning) (to minute no. 32), P. Campbell (Head of Housing), B. Truswell (Head of Shared Procurement) (from minute no. 41), S. Chambers (Communications Officer), K. Drury (Customer Service and Access Officer) (from minute no. 33 to minute no. 36), N. Etches (Projects Officer, Policy and Research) (from minute no. 40 to minute no 42), R. Mooney (Project Co-ordinator) (from minute no.41 to minute no. 43), D. Riley (Clerk of Works) (from minute no. 41 to minute no.43) and R. Leadbeater (Democratic Services Officer).

Councillors H. Gilmour (to minute no. 31), K. Reid (to minute no. 31) and J. Smith (to minute no. 30) were also in attendance.

21. APOLOGY

An apology was received from Councillor A. Tomlinson.

22. URGENT ITEMS OF BUSINESS

There were no urgent items of business.

EXECUTIVE

23. DECLARATIONS OF INTEREST

There were no declarations of interest submitted.

24. MINUTES – 30TH APRIL 2012

Moved by Councillor B.R. Murray-Carr, seconded by Councillor D. McGregor
RESOLVED to add to the 3rd paragraph of minute no. 1106 after the words
Supporting People Contract, 'and this be subject to an initial report
to Executive'

Moved Councillor D. McGregor, seconded Councillor E. Watts
RESOLVED that the minutes of a meeting of the Executive held on 30th April
2012 be agreed as a true record, subject to the agreed
amendment.

Minute No. 1106 - Housing Department Quarterly Report

The Director of Neighbourhoods advised that the tender for the floating support
(mobile wardens) Supporting People Contract had been issued and this would be
discussed in further detail at the conclusion of the meeting.

25. RECORD OF DECISION NOTICES FROM THE JOINT BOARD MEETING HELD ON 15TH MAY 2012

Moved by Councillor D. McGregor, seconded by Councillor D. Kelly
RESOLVED that the Decision Notices from the meeting of the Joint Board held
on 15th May 2012 be noted.

26. EXECUTIVE FUNCTIONS

Moved by Councillor D. McGregor, seconded by Councillor D. Kelly
RESOLVED that the Executive Functions be agreed.

EXECUTIVE

27. REPRESENTATIVES ON OUTSIDE BODIES

Moved by Councillor K. Bowman, seconded by Councillor D. McGregor
RESOLVED that the Representatives on Outside Bodies be appointed as outlined in the report.

28. IMPROVEMENT SCRUTINY REVIEW – UNUSED COUNCIL LAND, GARAGES AND GARAGE PLOTS

The Chair of the Improvement Scrutiny Committee presented the report which set out recommendations in respect of the Council's Unused Land, Garages and Garage Plots. A review had been carried out to address concerns that the Authority was expending resources to maintain garage sites, allotments and parcels of unused Council owned land which provided little or no financial return. Executive were requested to consider the Improvement Scrutiny Committee's proposals for future investment, disposal or development of these sites.

Members' attention was drawn to a summary of the sites considered as part of the review and to the costs associated with grounds maintenance and cleansing and administration of allotments.

Recommendation 1

Consider undertaking a project to identify Council-owned sites and garage plots that consume a disproportionate amount of the Grounds Maintenance and Cleansing budgets and look at measures to reduce problems.

Recommendation 2

Consider producing an Improvement Plan to put in place arrangements for the management of Council-owned sites and garage plots with a view to disposal and/or development.

Recommendation 3

- I. Examine the present rate charged for allotments and what services are delivered for that fee.
- II. Consider increasing the annual fee to cover the cost of administration and bring charging more into line with national trends and with the facilities provided.
- III. Consider the relative sizes of each plot and adjust the area so each plot is the same as the national average of 250/300 m²
- IV. Determine the exact number of allotments that are invoiced per year.
- V. Produce an allotments strategy, with a vision and clear objectives, detailing activities that will make best use of allotments in the future.
- VI. Approach Parish Councils to see if they would be interested in being part of a strategy for the disposal/development of their allotments.
- VII. Consider the creation of Allotments Management as an activity and approach Parish Councils as a potential income stream.

EXECUTIVE

Recommendation 4

Look into how Social Enterprises could develop unused Council plots of land

Executive Members were generally in support of the recommendations and were invited to raise questions, to which the Chair of the Improvement Scrutiny Committee responded.

The Chair suggested that in the interests of expediency, for future Scrutiny reviews, interim discussion take place with Cabinet prior to submission to Executive for approval. It was also requested that financial implications be fully explored as part of the reviews.

Lengthy discussion took place on various suggestions for the management, disposal and marketing of the unused sites and allotments.

Moved by Councillor D. McGregor, seconded by Councillor D. Kelly
RESOLVED that Executive approve the recommendations as outlined in the report.

29. IMPROVEMENT SCRUTINY REVIEW – USE OF CONSULTANTS

The Chair of the Improvement Scrutiny Committee presented the report which set out recommendations in respect of the Council's use of consultants. The review had been undertaken to identify where further savings could be made and whether the services engaged provided good value for money.

Members' attention was drawn to a summary of transactions included in the report. It was added that some inconsistencies in allocation of charges across cost codes had been noted. This would be revisited after 6 months to assess the effectiveness of new systems put in place.

Recommendation 1

Establish a system to ensure that the engagement of Consultants is subject to the same controls as the recruitment of temporary or agency workers i.e. signed off by the Director of Corporate Resources and Chief Executive Officer.

Recommendation 2

Ensure that steps are put in place to improve the recording of expenditure on Agency Staff, Software Purchases, Hired/Contract services and Professional/Consultancy Fees so that it's easier to analyse and monitor trends.

Recommendation 3

Revisit the 'Use of Consultants' Review when effective 'sort' mechanisms are in place that will allow an assessment of the costs of 'bought in' services; sorted by commissioning Officer and department

EXECUTIVE

Members welcomed the report and generally accepted the recommendations.

- Recommendation 1 - With regard to the proposed procedures to authorise the engagement of consultants, concerns were raised by officers in respect of a potential increase in bureaucracy balanced by the need to ensure expenditure was controlled. It was agreed that the issues raised would be considered by SAMT.

Moved by Councillor D. McGregor, seconded by Councillor D. Kelly
RESOLVED that Executive approve the recommendations as outlined in the report subject to SAMT's further consideration of Recommendation 1.

Councillor Smith left the meeting.

30. SUSTAINABLE COMMUNITIES SCRUTINY REVIEW – DEMAND FOR HOUSING IN BOLSOVER

The Chair of the Sustainable Communities Scrutiny Committee presented the report which set out recommendations in respect of housing demand across Bolsover District. On reviewing the waiting list for Council properties, the Sustainable Communities Scrutiny Committee considered it timely to review the available housing provision and housing requirements across the District.

Recommendation 1

Produce a new strategy and vision for local housing that redefines the authority's role as a Housing provider and sets out a future for Bolsover as a major partner in the commercial house building, social and private rented sector.

Recommendation 2

Ensure that the Review Action Plan emphasises the importance of the Regeneration Corporate Aim for the District so that the need to attract "new" households to the District is recognised across the authority *

Recommendation 3

Produce a strategy and action plan for the reduction of the number of Empty Properties across all sectors.

Recommendation 4

Consider re-orientating the Housing Needs and Housing Options Teams.

Recommendation 5

Carry out a regular survey and assessment of Housing demand and need; establish a reliable data gathering and cleansing process.

Recommendation 6

Consider altering the Housing Application Form so more relevant data about tenants can be gathered.

EXECUTIVE

Recommendation 7

Produce a Plan to drive improvement in the prioritisation and turnover of Void Council properties.

Recommendation 8

Produce a communications strategy that gives advice and guidance to Tenants on the new Housing Benefits legislation.

Members considered the report and asked questions to which the Chair of Sustainable Communities Scrutiny Committee responded. Following discussion a number of issues were raised for further consideration:

- The review had not considered the effects on rent levels that may be brought about by Welfare Reform.
- Recommendation 1 - It was suggested that broader consultation with the Planning department and other services would have been beneficial as proposals in respect of the range of housing to be delivered and aspirational housing design would be considered as part of the Local Plan.
- Recommendation 4 – A review of the existing housing teams would impact across 3 directorates of the Council and would require significant resources to review.
- Recommendation 6 - It was generally considered that requesting financial information on housing application forms would not be supported and that comparison with Derbyshire Dales was not relevant as that Authority's housing stock was managed externally.

It was requested that the final paragraph of the explanatory note to the recommendation starting 'Whilst it is accepted.....' be removed from the report.

- Recommendation 7 – Undertaking work to properties after letting had been previously rejected by Members as this was considered too disruptive to tenants. Lettings were currently not delayed as a result of minor repairs that could be carried out whilst the tenant was in situ.

It was requested that the penultimate sentence of the explanatory note to the recommendation starting 'If the Housing Service can ensure.....' be removed from the report.

Following further discussion it was suggested that the report be deferred to enable further consideration of the points raised by Members.

Moved by Councillor E. Watts, seconded by Councillor K. Bowman
RESOLVED that the report be deferred.

EXECUTIVE

Councillors Gilmour and Reid left the meeting.

31. HOMELESSNESS STRATEGY 2012 - 2014

The Assistant Director of Planning presented the report to seek Members' approval of the draft Homelessness Strategy. This was a statutory document that had been produced in consultation with Environmental Health, Housing, and Regeneration and would cover a relatively short time period due to the expected changes that would be brought about by the Localism Act and Welfare Reform. Thereafter, consideration would be given to delivering a Joint Strategy to cover Bolsover, Chesterfield and North East Derbyshire District Councils.

Members' attention was drawn to the action plan appended to the report. Questions were raised in respect of the number of condition surveys carried out on private sector housing stock to which the Head of Housing responded.

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

RESOLVED that (1) the Homelessness Strategy and action plan be approved;

(2) the need to carry out a Private House Condition Survey be noted and reported to a future meeting.

REASON FOR DECISION: **To produce a Homelessness Strategy in accordance with the requirements of the 2002 Homelessness Act.**

(Assistant Director of Planning/Head of Democratic Services)

The Assistant Director of Planning left the meeting.

32. HOUSING REVENUE ACCOUNT (HRA) CAPITAL PROGRAMME

The Head of Housing presented the report to seek Executive approval of the initial capital programme for the Housing Revenue Account (HRA).

Members' attention was drawn to the proposed budget for 2012/13 which was included in the report. Questions were raised in respect of unallocated amounts to which the Head of Housing responded.

EXECUTIVE

Moved by Councillor K. Bowman, seconded by Councillor B.R. Murray-Carr
RESOLVED that the interim detailed HRA Capital Programme for 2012/13 be approved.

REASON FOR DECISION: **To allow capital works to be carried out on HRA properties.**

(Head of Housing)

The Customer Service and Access Officer joined the meeting.

33. HOUSING ASSET MANAGEMENT STRATEGY (HAMS)

The Head of Housing presented the report to seek Member approval of the Housing Asset Management Strategy.

Members were advised that the majority of the Housing Revenue Account would be used to maintain and improve the condition of the current housing stock, however the new self financing arrangements would allow some headroom for other initiatives. The Housing Asset Management Strategy, which Members were requested to agree in principal, set out the main priorities for future capital work to be carried out.

Members asked questions in respect of changes to be implemented under the Localism Act 2011, including the production of a Tenancy Strategy, affordable rents, decent homes and assisted heating schemes, to which the Head of Housing responded.

Moved by Councillor K. Bowman, seconded by Councillor D. McGregor
RESOLVED that (1) the HRA Asset Management Strategy be adopted;

(2) delegated authority be given to the Head of Housing in consultation with the Leader, Deputy Leader and Housing Management Portfolio Holder to make minor changes to the Strategy arising from current work;

(3) the HRA Asset Management Strategy is reviewed, at least once a year by the Executive.

REASON FOR DECISION: **To agree the Housing Asset Management Strategy.**

(Head of Housing)

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34. WORKING NEIGHBOURHOODS FUND MONITORING REPORT – QUARTER 4 AND 2011/12 END OF YEAR UPDATE

The Chair presented the report to update Members on the Working Neighbourhoods fund for the 4th quarter and year end for 2011/12.

Moved by Councillor D. McGregor, seconded by Councillor E. Watts.
RESOLVED that the report be received.

REASON FOR DECISION: To ensure that WNF is targeted to best effect.

35. COMPLIMENTS, COMMENTS, COMPLAINTS AND FREEDOM OF INFORMATION

The Customer Service and Access Officer presented the report to provide Members with information in respect of the number of compliments, comments, complaints and Freedom of Information requests for the period 1st January 2012 to 31st March 2012.

Members' attention was drawn to the 2011/12 summary included in the report and statistical information for the last quarter was relayed to the meeting.

The Customer Service and Access Officer advised that the target of 100% has been achieved for responding to stage two complaints within 20 working days for 2011/12. All other customer service targets in respect of written comments, stage three complaints and freedom of information requests had also been achieved.

Questions were raised with regard to telephony waiting times, which, Members were advised, could be provided by the Customer Contact Manager.

Moved by Councillor E. Watts, seconded by Councillor D. McGregor
RESOLVED that the report be received.

REASON FOR DECISION: To keep Members informed of volumes and trends regarding compliments, comments complaints and Freedom of Information requests.

The Customer Service and Access Officer left the meeting.

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36. REPAIRS TO PLEASLEY VALE POND

The Portfolio Holder for Social Inclusion presented the report to seek Executive approval for Transition Grant funding, to enable repairs to the mill pond at Pleasley Vale Outdoor Activity Centre to be carried out.

A leak in the pond had caused a significant reduction in water levels which had prevented water based activities being provided since August 2011. This had resulted in considerable loss of income to the Authority. The financial implications were detailed in the report.

Moved by Councillor A.M. Syrett, seconded by Councillor D. McGregor
RESOLVED that a sum of up to £32,000 is agreed to cover the costs of the works outlined within this report, with those costs to be met from the Transition Grant available to the Council in respect of the 2012/13 financial year.

REASON FOR DECISION: **In order to allow the reinstatement of the pond at Pleasley Vale Outdoor Activity Centre.**

(Director of Health and Well Being)

37. ARREARS IRRECOVERABLE ITEMS OVER £1,000

The Director of Corporate Resources presented the report to seek Members' approval to write off irrecoverable debts.

Moved by Councillor E. Watts, seconded by Councillor D. McGregor
RESOLVED that approval be given to write off the irrecoverable items including costs amounting to £28,322.21 with the proviso that should any of the debts become collectable, the amounts be re-debited.

REASON FOR DECISION: **In order that outstanding debts can be written off.**

(Director of Corporate Resources)

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

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

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

39. ARREARS IRRECOVERABLE ITEMS OVER £1,000 EXEMPT – PARAGRAPH 2

The Director of Corporate Resources presented the report to seek Members' approval to write off irrecoverable debts.

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

RESOLVED that approval be given to write off the irrecoverable items including costs amounting to £30,790.55 with the proviso that should any of the debts become collectable, the amounts be re-debited.

REASON FOR DECISION: **In order that outstanding debts can be written off.**

(Director of Corporate Resources)

40. LEASE OF LAND AT STANHOPE STREET, BRAMLEY VALE EXEMPT – PARAGRAPH 3

The Head of Housing presented the report to seek Members' approval to lease a parcel of Council owned land to site an electricity sub station. The lease would provide a small annual income to the Council and was expected to improve the capacity and quality of service in the local area.

Members' attention was drawn to a plan of the proposed site.

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

RESOLVED that the Council grants a 21 year lease of land at Stanhope Street, Bramley Vale to Western Power Distribution for the location of an electricity sub station on the terms proposed.

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REASON FOR DECISION: To secure an annual income for the Council and improvements to the capacity and quality of service of the electricity infrastructure in the area.

(Senior Valuer/Solicitor to the Council)

The Head of Shared Procurement, Projects Officer and Clerk of Works joined the meeting.

41. COMMERCIAL PROPERTY LEASE APPROVAL EXEMPT – PARAGRAPH 3

The Projects Officer, Policy and Research presented the report to seek Executive approval of five lease agreements which had been recently secured and to request delegated authority be given to the Assistant Director of Regeneration to agree future commercial property lease agreements.

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

RESOLVED that (1) the Council enters into the lease agreement relating to the Market Store, Clowne on the terms proposed and agreed with both Legal and Regeneration;

(2) the Council enters in to the lease agreement relating to the 2a Station Road, Clowne on the terms proposed and agreed with both Legal and Regeneration;

(3) the Council enters in to the lease agreement relating to the Retail Unit at Cavendish Walk on the terms proposed and agreed with both Legal and Regeneration;

(4) the Council enters in to the lease agreement relating to the 3 & 4 Vernon Street, Shirebrook on the terms proposed and agreed with both Legal and Regeneration;

(5) the Council enters in to the lease agreement relating to the Hilltop Barn, Bolsover on the terms proposed and agreed with both Legal and Regeneration.

RECOMMENDED that (6) Standards Committee and Council approve an amendment to the delegation scheme to include delegated authority for the Assistant Director of Regeneration to agree commercial property lease agreements relating to the Council's commercial property portfolio and for leases relating

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to electricity sub-stations and gas governor sites in consultation with the Strategic Alliance Management Team and the Leader and Deputy Leader.

REASON FOR DECISION: **To enable the Council to manage its commercial properties.**

(Assistant Director of Regeneration/Council/Standards)

42. TENDER EVALUATION OUTCOME – EXTERNAL INSULATION CONTRACT 2012 EXEMPT – PARAGRAPH 3

The Head of Shared Procurement presented the report to seek Executive approval to appoint a contractor to supply external insulation to a number of Council properties.

Of the seven contractors invited to tender, four were received by the specified deadline. These had been evaluated on a cost and quality basis. The detailed evaluation was provided in the report for Members' consideration.

Moved by Councillor E. Watts, seconded by Councillor D. McGregor
RESOLVED that the contract be awarded to K & E Peck Ltd in accordance with the details set out in the report.

REASON FOR DECISION: **To secure best value on a cost and quality basis.**

(Head of Shared Procurement)

The Project Co-ordinator and Clerk of Works left the meeting

43. TENDER EVALUATION OUTCOME – CCTV MONITORING, SYSTEM UPGRADE AND MAINTENANCE CONTRACT EXEMPT – PARAGRAPH 3

The Director of Neighbourhoods presented the report to seek Members' views on the outcome of a tender evaluation exercise for CCTV monitoring, system upgrade and maintenance contract, which had been run in partnership with Bassetlaw District Council.

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Of the six companies invited to tender, three had been received by the specified deadline. The tenders were evaluated on a cost and quality basis and full details of the evaluation were outlined in the report for Members' consideration. The Director of Neighbourhoods provided Members with further detail and options to consider within the proposed scheme including the potential costs for a five year period. Members were advised that the proposals would exceed the current budgetary provision.

Members considered the number and proposed siting of cameras, the financial implications and potential involvement of Parish Councils and Derbyshire Police. Following discussion, Members agreed to support the scheme in principal but would not support the budget increase under the current proposed scheme. The Director of Neighbourhoods was requested to provide further information to a future meeting within the 90 days period that the tender was available for consideration.

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

RESOLVED that the item be deferred with a further report be provided to a future meeting of the Executive.

REASON FOR DECISION: **To allow consideration to be given to the provision of an appropriate scheme within the content of the agreed budget provision.**

(Director of Neighbourhoods/Head of Democratic Services)

The meeting concluded at 1335 hours.