

EXECUTIVE

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

PRESENT:-

Members:-

Councillor A.F. Tomlinson – In the Chair

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

Officers:-

W. Lumley (Chief Executive Officer), B. Mason (Director of Corporate Resources), S.E.A. Sternberg (Solicitor to the Council), D. Eccles (Assistant Director of Regeneration), G. Galloway (Building and Property Contracts Manager), B. Truswell (Head of Shared Procurement) (from minute no. 369), N. Etches (Projects Officer (Policy and Research)) (from minute no. 369) and R. Leadbeater (Democratic Services Officer).

356. APOLOGIES

Apologies were received from Councillors A.M. Syrett and E. Watts.

357. URGENT ITEMS OF BUSINESS

The Chairman had consented to the reports ‘ Tender Evaluation Outcome – Wider Area Network (WAN) Links for Clowne Campus and Tender Evaluation Outcome Security and Concierge Services at the Tangent, Pleasley Vale Mills, Coney Green Business Centre and Westthorpe Innovation Centre, being considered as urgent items of business.

358. DECLARATIONS OF INTEREST

Minute No.	Member	Interest
370.	Councillor D. McGregor	Non Significant, Non Statutory

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359. MINUTES – 30TH JULY 2012

Moved by Councillor D. Kelly, seconded by Councillor A. F. Tomlinson
RESOLVED that the minutes of a meeting of the Executive held on 30th July 2012 be approved as a true record.

360. COMPLIMENTS, COMMENTS, COMPLAINTS

The Director of Corporate Resources presented the report to provide Members with information in respect of the number of compliments, comments and complaints received by the Council for the period 1st April 2012 to 30th June 2012.

The outturns showed a high level of performance in response to complaints which was in line with the prescribed performance standards. Members considered the detailed summary tables appended to the report and asked questions, to which the Director of Resources responded.

Members were advised that improvements in the tracking of housing complaints would be in place for the next quarter. However it was confirmed that all housing repairs had been carried out in accordance with agreed timescales. The Director of Corporate Resources agreed to provide Members with a response to questions in relation to the missed bin collection policy and the incident involving a domestic animal.

Moved by Councillor D. McGregor, seconded by Councillor B.R. Murray-Carr
RESOLVED that the report be received.

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

(Director of Corporate Resources)

361. LOCAL GOVERNMENT OMBUDSMAN ANNUAL REVIEW LETTER

The Director of Corporate Resources presented the report to provide Members with information in respect of the Local Government Ombudsman Annual Review 2011/12. A copy of the Ombudsman's letter and statistical report detailing the number of enquiries and comments received, were provided for Members' information. No concerns had been raised in respect of the Council's response times to complaints and no significant issues had arisen from them.

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Members' attention was drawn to the Ombudsman's letter which stated that as a result of the Localism Act 2011, from April 2013 complaints from local authority tenants would be considered by an Independent Housing Ombudsman.

Moved by Councillor K. Bowman, seconded by Councillor D. Kelly
RESOLVED that Executive receive the report and the LGO Annual Review 2011/12.

REASON FOR DECISION: **To keep Members informed of Ombudsman complaints.**

362. FIRST QUARTERLY MONITORING REPORT

The Director of Corporate Resources presented the report to update Members on the Council's financial position at the end of the first quarter of 2012/13.

Members were advised that the key issue in respect of the General Fund was to achieve a balanced budget by securing in year financial savings of £0.975m. A number of increases and reductions in service budgets were recommended in order to secure part of the previously agreed savings. The proposed increases were to enable the budget to better reflect actual expenditure requirements. Relevant managers would be advised of the opportunity to make representations which would be considered by the Budget Working Party before the proposed budget amendments are recommended to Council on 19th September 2012. The revisions to service budgets reflected actual expenditure over the previous two years and were therefore considered to have been set at an appropriate level. It was reported that a further £0.2m savings would need to be identified in the current year in order to fully balance the budget.

The Housing Revenue Account (HRA) was currently in line with expectations. Significant savings had been made due to the lower than expected interest rates achieved when the Council bought itself out of the National HRA. This had offset the reduced rental income and resulted in an anticipated saving of £0.850m in the current financial year. The Director of Corporate Resources advised that a meeting would take place with consultants in early September to review the HRA Business Plan. At that stage the HRA Business Plan would effectively be brought in house enabling a greater focus on local rather than national trends.

The Capital Programme was currently progressing in line with the approved position.

Members' attention was drawn to the appendices to the report which provided further detail.

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Members asked questions with regard to budget priorities and the effects of the new Welfare Reforms on the Council's income, to which the Director of Corporate Resources responded.

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

General Fund

(1) the Executive notes the report and the requirement to secure a further £0.2m of financial savings in the current financial year in order to balance the General Fund Budget, and requests officers to work with the Budget Working Group in order to bring forward further proposals to balance the budget in respect of 2012/13, and to help address the Council's projected financial shortfall in future financial years.

(2) Executive notes the proposed amendments to the budgets as set out within Appendix 4 of the report which are intended to achieve the target savings of £204,000 from non employee costs, and recommends that these proposals be reviewed by the Budget Working Group prior to a report to the meeting of Council on the 19th September seeking formal approval to these changes in budgets.

Housing Revenue Account

(3) Executive notes the position on the HRA at the end of the first quarter and the net forecast saving on the HRA for the financial year, and requests that an update of the HRA Business Plan be brought to a future meeting of the Executive.

(4) Executive approves the amendments to the rents and interest charges budgets as detailed in section 2.20 of the report.

Capital Programme

(5) Executive notes the position on the Capital Programme at the end of the first quarter.

Treasury Management

(6) Executive notes the Treasury Management activity during the first quarter of 2012/13 as outlined in Appendix 7.

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REASON FOR DECISION: To inform Executive of the position on the Council's budgets at the end of the first quarter of the 2012/13 financial year and to approve a number of recommendations to make budget amendments in order to contribute to the budget savings required to balance the 2012/13 General Fund budget and to update the HRA budget position.

(Director of Corporate Resources)

363. BUDGET PROCESS FOR 2012/13

The Director of Corporate Resources presented the report to update Members on the progress of the Medium Term Financial Plan for 2012/13. Substantial progress had been made against the £975,000 savings target with an outstanding amount of £200,000 remaining at the end of the first quarter. Members were advised that a projected shortfall of £648,000 was forecast for 2013/14. This was on the basis that all targeted savings in respect of 2012/13 would be achieved. Further reports would be provided to Executive and Council as appropriate concerning the Council's financial position. .

Details of the progress in securing agreed savings was provided for Members' information in respect of both 2012/13 and 2013/14.

Members raised questions in respect of the budgets in relation to increased activities of the garage and fleet services and the street scene review, to which the Director of Resources responded.

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

RESOLVED that (1) the report and progress that has been made in achieving the agreed level of savings in the budget in respect of both the current (2012/13) and future financial years be noted,

(2) the proposals as set out within the report concerning a process to achieve further savings to assist in balancing the budget position in the current financial year where a shortfall approaching £0.2m has been identified, and in future financial years where an indicative shortfall of £0.7m has been identified in respect of 2013/14 be agreed,

(3) a report detailing the proposals of Strategic Alliance Management Team (SAMT) concerning the achievement of the

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savings outlined in paragraph 5.2 of the report be brought back to the next meeting of the Executive on 24th September 2012.

(4) the Budget Working Group considers any requests for the reinstatement of budgets provisionally removed as part of the process of securing the targeted level of savings from non employee budgets.

(5) the position as set out within this report be reported to Council at its meeting of 19th September 2012.

REASON FOR DECISION: **To assist the Council in securing its required savings target in respect of both 2012/13 and future financial years.**

(Director of Corporate Resources/Head of Democratic Services)

364. WELFARE REFORMS

The Director of Corporate Resources presented the report to advise Members of changes to the Welfare Benefits system which would be introduced from April 2013 as part of the Government's Spending Review. The changes were intended to increase the incentive to work and reduce the cost of benefits by 10%, introducing a benefit cap, restrictions on housing benefit, replacement of Council Tax Benefit with Council Tax Support and Universal Credit.

The report outlined details of the type of benefits that would be affected by the Welfare Reforms and the measures being taken by the Council to raise awareness amongst staff, elected Members and the public. Members were advised that the majority of the cuts would affect people of working age, but would not impact on pensioners.

Members' attention was drawn to the recommendation to undertake a pilot project in South Normanton during October and November involving Customer Services and Benefits staff, to raise public awareness and provide further information to those people who would be affected.

Moved by Councillor D. McGregor, seconded by Councillor K. Bowman
RESOLVED that (1) the content of the report on Welfare Benefit reforms and potential local effects be noted,

(2) it is noted that a Welfare Benefit Reform officer working group had been established to coordinate communication, training/briefings and monitoring the impact of the new legislation,

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(3) a general communication campaign to inform and raise awareness of the changes and the advice/help that is available from both within the Revenues, Benefits and Housing services as well as relevant advice agencies is being put together, that information is being made available through the Council's website, newsletters In Touch and Homing In,

(4) proactive work is being undertaken with advice agencies in order to develop a comprehensive signposting and referral service to support those affected,

(5) the establishment of a pilot project to be undertaken in South Normanton through which residents will be advised about the welfare reform changes through face to face contacts at the Contact Centre and via the telephone through the Revenues and Benefits Service be approved. Benefits staff will also work from the Contact Centre to provide one to one advice. It is proposed the pilot operates during October and November 2012.

(6) a series of briefing and training events will be arranged for staff and Members.

REASON FOR DECISION: **To inform members of the parameters of the changes to be introduced as part of the Welfare Reform Act and to approve the Council's response to communicate the changes to residents and to monitor the impact of the legislation.**

(Director of Corporate Resources)

365. LOCALISATION OF COUNCIL TAX CONSULTATION

The Director of Corporate Resources presented the report to advise Members on the requirement to establish a localised Council Tax benefit system which would be introduced from April 2013. This would replace the current national Council Tax Benefit and was a further measure introduced as part of the Government's Spending Review to bring about a 10% reduction in costs.

The Council would be required to take a decision by the end of 2012 on how it would deliver the scheme. Members were advised that the Council had put forward preferred options for its implementation which would be influenced by consultation with major preceptors, local residents and stakeholders. The

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Director of Corporate Resources drew Members' attention to the draft scheme options outlined in the report and the main points for consideration.

Members were advised that work was being undertaken to secure as unified a scheme as possible for the north of Derbyshire including Bolsover, North East Derbyshire and Chesterfield. A Derbyshire wide scheme had been generally considered unworkable due to the significant differences in the demographic characteristics of each local authority area.

A draft Equality Impact Assessment template was tabled for information.

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

RESOLVED that (1) the requirement to operate a localised Council Tax benefit system with effect from 1st April 2013, and the progress that has been achieved to date in developing such a scheme on a county wide basis be noted,

(2) officers be requested to continue joint work with other District Councils in Derbyshire to seek to develop a local scheme which is aligned with that of neighbouring authorities wherever possible.

(3) the preferred options for financing the local scheme as set out within the report - as the basis of consultation with the major precepting authorities, local residents and other interested parties be agreed,

(4) a further report be presented to Executive on completion of the consultation exercise in order to agree a local scheme for recommendation to Council for adoption.

REASON FOR DECISION: **To commence a consultation process with major preceptors, local residents and stakeholders to establish a localised Council Tax benefit scheme.**

(Director of Corporate Resources/Head of Democratic Services)

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366. SHEFFIELD CITY REGION LOCAL ENTERPRISE PARTNERSHIP INWARD INVESTMENT PLAN AND FUTURE CONTRIBUTIONS

The Director of Corporate Resources presented the report to seek Members' approval to fund the Local Enterprise Partnership Inward Investment Plan for 2012/13 and 2013/14.

It had been recommended that a specialist team be set up which would concentrate on generating new investment opportunities from companies based outside the City Region. Investment projects would be managed by the LEP Investment Team until a location decision had been made by the investor. At that point, the responsibility for securing the investment (and future investments) would be passed to local authority delivery teams.

Moved by Councillor D. McGregor, seconded by Councillor A. F. Tomlinson
RESOLVED that the Council agree to fund the LEP Inward Investment Plan staffing and project costs of £20,625 for 2012/13 and £28,334 for 2013/14, to be funded by a contribution from the Transformation Reserve.

REASON FOR DECISION: To support the work of the LEP in the promotion of economic development in the region by providing the necessary funds in the form of a loan.

(Director of Corporate Resources)

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

Moved by Councillor D. Kelly seconded by Councillor K Bowman

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.

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368. PROJECT HORIZON UPDATE EXEMPT – PARAGRAPHS 3 AND 4

The Building and Property Contracts Manager presented the report to update Members on the progress in respect of the sale of the Council's Offices and transfer to the Clowne College Campus. Members were advised that planning applications had been submitted and the consultation period on the planning application was almost complete.

A suspension of standing orders was requested to enable the Council to enter into a direct agreement with the design team and the appointed developers to begin construction of the Mini-hub.

Questions were raised with regard to temporary accommodation and the revised timetable for the build and move. Further questions were raised in respect of the need for the suspension of standing orders to be granted, to which the Building and Contracts Manager responded.

Moved by Councillor A. F. Tomlinson, seconded by Councillor D. McGregor
RESOLVED that for the reasons relating to risk as set out in the 5th March Executive report to suspend standing orders 4.8.3, 4.8.4 and 4.8.5 to contract direct with the consultants identified as the 'design team' (Table 1 of the report) in relation to the development of the Bolsover Mini-hub.

REASON FOR DECISION: **To develop vibrant town centres and flourishing rural communities.**

(Director of Development)

The Head of Shared Procurement and Projects Officer (Policy and Research) joined the meeting during the following minute.

369. RECREATION CLOSE AND ROGERS AVENUE PROPOSAL EXEMPT – PARAGRAPH 3 AND 4

The Building and Contracts Manager presented the report to seek Members' approval to transfer two parcels of land currently used as garage sites for housing development. The Council would receive an agreed number of the properties in exchange for the land. Members were advised that the land transfer was in accordance with the Council's disposal strategy.

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Moved by Councillor A. F. Tomlinson, seconded by Councillor D. McGregor
RESOLVED that the Director of Development in consultation with the Portfolio Holder for Regeneration, be given delegated authority to negotiate, agree and enter into a contract for the disposal of the proposed sites as outlined in the report.

REASON FOR DECISION: **Develop vibrant town centres and flourishing rural communities**

(Director of Development)

Councillor D. McGregor declared a non significant non statutory interest in the following item.

370. HEALTH CENTRE DEVELOPMENT EXEMPT - PARAGRAPHS 3 AND 4

The Building and Property Contracts Manager presented the report to seek Members' approval to carry out a feasibility study for the development of a village health centre.

Moved by Councillor A.F. Tomlinson, seconded by Councillor D. Kelly
RESOLVED that (1) Executive agrees to fund the feasibility stage and site master planning of this proposed land swap and development at a cost of some £20,000 to be funded from the Transformation Reserve

(2) a report be brought to a future meeting of Executive setting out the outcome of the feasibility study and site master plan.

REASON FOR DECISION: **To develop vibrant town centres and rural communities. Contribute to improving the health of the District and continue to monitor, review and improve the economy, efficiency and effectiveness of all Council Services and assets.**

(Director of Development)

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371. TENDER EVALUATION OUTCOME – WIDER AREA NETWORK (WAN) LINKS FOR CLOWNE CAMPUS EXEMPT – PARAGRAPH 3

The Head of Shared Procurement presented the report to advise Members of the outcome of a tender evaluation for the installation of Wider Area Network (WAN) Links for Clowne Campus and to seek approval of the recommended tender. The WAN links would provide internet links between Clowne Campus and other outlying Council premises.

Two tenders were received before the deadline and were evaluated on a cost basis only due to the similar level of quality of both submissions.

The item had been considered urgently due to the exact requirements of the equipment having only recently been determined, following the finalisation of numbers of staff to be based at Clowne and elsewhere. Installation of the network links was required to coincide with the internal refurbishment works. The definitive program for this was only recently determined and reported to Executive on 30th July.

Moved by Councillor D. McGregor, seconded by Councillor A.F Tomlinson
RESOLVED that the contract be awarded to British Telecom for the reasons set out in the report.

REASON FOR DECISION: **To secure best value for the Council.**

(Head of Shared Procurement)

372. TENDER EVALUATION OUTCOME SECURITY AND CONCIERGE SERVICES AT THE TANGENT, PLEASLEY VALE MILLS, CONEY GREEN BUSINESS CENTRE AND WESTTHORPE INNOVATION CENTRE EXEMPT – PARAGRAPH 3

The Projects Officer (Policy and Research) presented the report to advise Members of the outcome of a tender evaluation for Security and Concierge Services.

The item had been considered urgently due to the service being required to be in place to coincide with the fit out of the Tangent business centre. The appointed contractor would be involved in fit out issues. These fit out issues and lead up to opening would take place prior the next Executive on 24th September 2012.

A total of 18 responses had been received, one of which was received outside of the specified deadline. The 17 were evaluated against the mandatory

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questionnaire and assessed on turnover and financial stability of the company to ensure delivery of the contract. Five tenders were found to not meet the minimum requirements with the remaining 12 tenders being evaluated on a 70% cost and 30% quality basis.

Moved by Councillor A. F. Tomlinson, seconded by Councillor B.R. Murray Carr
RESOLVED that the contract be awarded to IPM. The contract should be awarded on the basis of a specific hourly rate which can then form the basis of contracted services at varying levels throughout the contract lifetime. This hourly rate shall be specific to the concierge /manned services and the drive-by service for each of the four sites. The contract shall run from the date of appointment for a two-year period with an option to extend for a further two years in one year extensions. The Joint Assistant Director for Regeneration is to be given the delegated authority to implement the extension based on satisfactory performance from the contractor and also an acceptable pricing proposal going forward.

REASON FOR DECISION: **To secure the best value with regard to cost and quality.**

(Director of Development)

The meeting concluded at 1209 hours.